

**DELAWARE TECHNICAL AND COMMUNITY COLLEGE
ENGINEERING / ARCHITECTURAL/CONSTRUCTION MANAGEMENT
REQUEST FOR LETTERS OF INTEREST
ADDITIONAL INFORMATION**

**Professional Services Procurement
Contract # DTCC27344-ARCENGCON**

August 17, 2026

Delaware Technical and Community College ("DTCC"), pursuant to 29 Del. C. §§ 6981 and 6982, is soliciting Letters of Interest (LOI) from Architects, Engineers, Landscape Architects, and Construction Managers for Contract # DTCC27344-ARCENGCON - Public Works Construction Projects statewide for Architect, Engineer, and Construction Management Services.

Project Description

The selected team(s) will provide architecture, civil engineering, structural engineering, site and master planning, mechanical and plumbing engineering, electrical engineering, survey, landscape architecture, interior design, and construction and contract management services for Public Works Construction Projects collegewide. Scope and number of projects has yet to be determined and is dependent on current and future availability of funding. Typical projects consist of new construction, renovation, repair or replacement of roadways, parking lots, bridges, walkways, courtyards, drainage structures, stormwater controls, and planning. Past projects may be reviewed by searching the [State of Delaware's Contract Directory](#) and inserting "DTCC" as the "Agency".

The professional team should be familiar with relevant laws, codes, approvals, permits, and regulatory requirements of Federal, State, and local agencies. Working knowledge of Delaware's Sediment and Stormwater Program is a necessity and having a Certified Construction Reviewer (CCR) on staff would be advantageous. The consultant(s) selected will work under the direction of the Delaware Technical and Community College's Facilities team.

Submittal & Selection Process

Submit Letters of Interest in accordance with Public Notice (attached). Interested firms shall submit four (4) paper copies and (1) electronic copy of their replies on or before **3:00 p.m. on Wednesday September 16, 2026** to Mark DeVore, P.E., Collegewide Director of Facilities, Delaware Technical Community College, 100 Campus Drive – Office of the President Building 1000, Dover, DE 19904. Applicant bears the risk of timely delivery. Any proposals received after the stated time will be returned unopened.

Responses shall include the following information which will be utilized by the selection committee to determine qualifications and rankings:

- 1) demonstrated experience with projects of a similar nature,
- 2) organizational structure established for the project(s) (personnel),
- 3) defined approach the firm/ team will take on the project(s),

- 4) knowledge of site(s) and project requirements,
- 5) geographical location of firm(s),
- 6) familiarity with public works (including work in Delaware), its requirements and systems,
- 7) distribution of work to individuals and/or firms (economic considerations, and to broaden the base from which selections are to be made),
- 8) appropriate professional registration.

Letters of Interest shall be concise, not to exceed 25 pages, 8.5" x 11", printed on one side. The 25-page limit does not include the cover, tabs or the Federal Standard Forms. Work experience listed on GSA Standard Forms 330, or equivalent, shall be no older than 15 years.

The above criteria will be considered in selecting a firm/ team to perform these services. Qualifications and rankings will be based on criteria listed on attached form "Architect/Engineer Shortlisting/Interview Rating Criteria." Information should be accompanied by GSA Standard Forms 330, or equivalent/similar format. Respondents are reminded that the Project Architect/Engineer for this work must be registered in the State of Delaware. At the discretion of DTCC, selected firms/ teams may be asked to participate in interviews. DTCC will then give selected firms/teams notice of times and dates for scheduled interviews. Facsimile or electronic submittals will not be accepted.

Each response shall be ranked by committee. The number of top firms selected or potentially interviewed may vary depending on categories submittals. Negotiations will begin with the firm having the highest final ranking and will proceed until a selection or selections are made. All respondents will receive notice of contract award. The selection of the firms(s) will be made in accordance with the Delaware Code, Title 29, Chapter 69.

The awarded professional will be required to enter either an AIA Document B101 - 2017 Owner Architect Agreement or C132-2019 Agreement between Owner and Construction Manager as Adviser, accordingly These documents are edited per State of Delaware and DTCC amendments. See attachments below.

DTCC reserves the right to negotiate and award any or all of the projects named in this LOI, to amend and/or reissue this request for LOI, to award contracts to one or more firms as determined to be in the best interest of DTCC and will award the contract(s) for up to five (5) years.

Scope of Services

- Site Investigation to assess existing conditions.
- Engineering Report of findings and recommendations.
- Planning and studies for future capital projects.
- Teamwork the selected firm(s) will be expected to work with other consultants that DTCC has selected.
- Subcontracting Services may include planning, landscape architecture, structural, mechanical and plumbing, and electrical engineering. DTCC has the right to individually approve or select consultants.
- Design Development with preliminary construction cost estimates.

- Construction Documents and final cost estimates. Edit DTCC-provided administrative (aka “front end.” or contract boiler plate) specifications. Provide technical specifications in *Microsoft Word* and Drawings in electronic media and Adobe PDF or CAD format.
- Permits and Approvals as required, to include preparation and submittal of applications, and monitoring and responses, as required to obtain permits and approvals in accordance with all Federal, State, County, and City requirements.
- Bidding Phase, to include attending a pre-bid meeting, answering questions, preparing addenda, and bid award including award recommendation.
- Construction and Contract Administration, management of multiple trade contractors including review of contractor's submittals and periodic site visits to review for conformance to contract documents. Providing contracting staffing on an hourly basis to supplement DTCC facilities team. Oversee construction jobsite to ensure the safety of staff/students as well as conformance with the contract documents. Prepare cost estimates and engage in value engineering with design teams and contractors.
- As-built Drawings to be developed from contractor's mark-ups.

Licenses & Insurance: Upon notification of DTCC's intent to enter into a contract, the Consultant will be required to submit copies of the following:

- Applicable Professional Licenses (State of Delaware)
- Current Certificate of Insurance
- Current Delaware Business License

Attachments:

Architect/Engineer Shortlisting/Interview Rating Criteria
 AIA Document B101-2017
 Attachment “A” (Supplement to B101 (State))
 Attachment “A-1” (Amendment to B101-2017)
 Errors and Omissions Policy (Attachment to B(101)
 Attachment “B” (Amendment for C132-2019