

PUBLIC NOTICE

Public Notice is hereby given that the State of Delaware, Office of Management and Budget, is soliciting letters of interest from professional services firms for **Department of State - Buena Vista Conference Center – Major Capital Improvements.**

The scope of work for this project includes stabilization and conversion of the historic brick stable building to rest rooms, storage space and a catering kitchen. Additionally, the historic greenhouse will be converted to a service annex supporting conference center operations.

Note that execution of this contract will be contingent upon receipt of funding in Fiscal Year 2016.

Each team will be required to provide specific services including, but not limited to: architectural, civil, site, electrical, structural, mechanical, and plumbing or a required combination thereof. A historical consultant, as well as a culture resource management consultant, is required. Additional services will be defined as required.

Questions regarding this solicitation must be submitted in writing to dfm_ask@state.de.us by Thursday, July 2, 2015. Responses will be posted by Friday, July 10, 2015, on <http://bids.delaware.gov>.

Interested firms shall submit five (5) copies of their replies on or before 4:00 p.m. on Friday, July 17, 2015, to Mark A. DeVore, P.E., Chief of Engineering and Operations, Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. Respondent bears the risk of late delivery. Any submittals received after the stated time will be returned unopened. Responses shall include:

- * demonstrated experience with projects of similar nature
- * organizational structure (personnel) established for the project including sub-consultants and previous experience (frequency) working with them
- * defined approach firm/team will implement
- * knowledge of sites and project requirements
- * geographical location of main or branch office that will be assigned the project
- * familiarity with public works (including work in the State of Delaware, the Delaware Code and other local requirements)
- * fees received by the firm for State of Delaware public works projects in the last five years (include breakdown)

The department seeks to apportion work equitably to interested and qualified firms. The above criteria will be used to select a firm to perform these services. The formal selection process can be found at http://dfm.delaware.gov/profsrv/documents/aeselect_proc.pdf. All information shall be submitted on GSA Forms 254/255, SF 330 or equivalent. Respondents are reminded that the project architect and engineer for this work must be registered in the State of Delaware. Selected firms who reply will be given notice of times and dates for scheduled interviews. Facsimile submittals are not acceptable.

END OF PUBLIC NOTICE