



Kent County Levy Court

Request for Proposals (RFP)

Architectural, Engineering, Project Management & Grant Administration Services Stabilization and Exterior Restoration of the historic Goggin Manor

Kent County will be accepting proposals from firms who can provide one-stop, wrap-around Architectural, Engineering, Project Management & Grant Administration Services for the Stabilization and Exterior Restoration of the historic Goggin Manor

Interested individuals and firms can download the proposal instructions and details from the County's website at www.kentcountypa.gov or www.kentcountypa.gov/Doing-Business-with-Kent-County/Bids-RFPs-and-RFOs

Ken Decker
County Administrator

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I. GENERAL INFORMATION

A. OVERVIEW

The Kent County Levy Court is the county government serving Kent County, Delaware. Kent County owns Brecknock Park in Camden, Delaware, a highly popular destination. Within the park, the County owns the historic Goggin Manor. The address of the property is 80 Old Camden Road, Camden, Delaware, 19934. Brecknock Park is open to the public from dawn to dusk.

Goggin Manor is an historic residential structure that has been unoccupied for many years. Available on the County's website under the Goggin Manor RFP folder is a copy of the 2002 conditions assessment conducted by JAED Facilities Solutions. The folder also contains other background information on the structure and the grant from the National Park Service (NPS).

In 2021, Kent County successfully applied for a \$500,000 NPS grant. The grant requires a local match of \$500,000. The project budget for the stabilization and exterior restoration is \$1,000,000. This includes all necessary architectural, engineering, and other professional services necessary to manage the project and the grant.

B. Scope of Services

Phase I – Prepare a Work Plan to assess and evaluate the structure for stabilization and exterior restoration activities in conformance with NPS regulations.

In Phase I, the vendor will familiarize themselves with the property and structure, the requirements of the National Park Service (NPS) grant, and the existing conditions to develop a work plan for review and approval by the County and NPS. The vendor also will establish relationships with key County staff coordinating the project. At least two meetings are anticipated after the Notice of Award but before the Notice to Proceed. These meetings may be conducted digitally.

The County anticipates the work plan will include but is not limited to a site survey to determine existing building conditions, identify any required code reviews, preparation of any necessary studies, drawings, and/or documents. The work plan may include an engineering analysis of the foundation and proposed stabilization, if warranted. The work plan also may include evaluation of exterior elements including the roof, gutters, windows, sills, and siding, and a plan to repair, renovate, or replace such elements in order of priority/urgency. If the exterior stabilization is projected to remain within the project budget, consideration may be given to *design* of mechanical, electrical, plumbing, structural, architectural, and site components,

however, the scope of work of this RFP is limited to exterior restoration. The Work Plan must be reviewed and approved by the County and NPS.

Phase II – Pre-Restoration activities

The vendor will transition from preparation of the Work Plan through pre-restoration activities such as preparing construction documents, preparing bid documents, preparing any required specifications, construction details, material lists, and designs where such documents are subject to the County and/or National Park Service review and approval. The scope of work includes selecting the general contractor and any subcontractor(s) necessary to perform the required tasks. This may include pre-bid meeting(s) on behalf of the County, a presentation that provides any bidders for construction services with the general overview and scope of the project, answering any requests for clarification regarding the bid documents, making any adjustments to the plans as needed, following the bid opening providing the County with an award recommendation. The vendor will make routine reports to the County's team regarding project progress. The frequency of these reports will be determined by the pace of progress.

Phase III – Restoration activities.

The vendor will supervise planned/approved restoration activities providing on-site construction management and administration services and grant administration. This includes conducting progress meetings, reviewing and responding to any Request(s) for Information submitted by the general contractor and/or subcontractors, and making any adjustments to the plans as needed. The vendor will facilitate all required on-site inspections ensuring the project complies with all local and state codes and the requirements of the NPS grant. The vendor will coordinate all work with the appropriate County staff. The vendor is responsible for ensuring that all work occurs in compliance with the approved work plan(s) and in conformance with all state and local regulations, and the NPS grant requirements. Restoration work will occur while Brecknock Park is open to the public. The vendor will ensure that contractors conduct all work in such a manner as not to create any risk to public health, safety, and welfare, and minimize to the extent practicable any disruption to members of the public using the park. Work outside of normal park hours may be permitted at the sole and exclusive discretion of the County. The County anticipates receiving routine reports and/or attending meetings on project progress during the restoration phase.

Phase IV – Post-restoration activities.

Upon completion of all restoration activities, the vendor will ensure all contractor(s) demobilize and properly restore the site. The vendor will manage the NPS grant close out, coordinating with County staff. The vendor will provide copies of all documentation related to the project to the County and attend post-restoration meetings as necessary to ensure a seamless transition.

C. OVERVIEW – RFP Process

The decision to let this RFP is driven by the County's desire to stabilize the historic Goggin Manor with the understanding that the County does not have the internal staff resources to manage the project nor the financial resources at this time to complete interior restoration of the structure to allow a public use. The County has expertise in administering federal grants, however, County staff are extraordinarily busy with the implementation of new enterprise software, the expenditure of federal COVID relief funds, and numerous other projects.

Stage 1 of the RFP is a pre-qualification submission. This stage is designed to solicit a strong response from potential vendors while minimizing the administrative burden on the County and interested firms. The County will evaluate the submissions and expects to invite a small number of firms to submit formal proposals. Stage 2 will consist of the submission and evaluation of proposals. Based on the County's evaluation of the written proposals, up to three firms will be invited to participate in in-person interviews. The Stage 3 process will involve a brief presentation by the firm followed by a question-and-answer (Q&A) period. The County will evaluate the results of Stage 2 and 3 to rank the firms. The County expects to enter into contract negotiations with the highest ranked firm. If negotiations with that firm are not successful, the County will move to the next highest ranked firm and so on.

D. Supporting documents

It is the County's goal to maximize the use of digital documents. The County will post digital copies (PDF format) of relevant materials on the County's website. The URL is:

www.kentcountyde.gov following the tab "Business" to RFPs and RFQs or www.kentcountyde.gov/Doing-Business-with-Kent-County/Bids-RFPs-and-RFQs

The County communications team will establish a page for this Request for Proposals and all supporting documents.

E. Term of Agreement

The County anticipates a professional services agreement for a period of two (2) years with an option to renew for an additional period (or periods) of up to two (2) years. The selected firm will be expected to commence services on or about September 1, 2024, subject to contract negotiation and execution.

F. General Guidance

This is a complex, multi-stage process. Bidders are advised to read the bid documents carefully and respond to the specific questions or requests within each stage. Marketing materials, brochures, and information not responsive to the bid documents will not be considered. Bidders providing extraneous materials may be

subject to reductions in scoring as determined in the sole and exclusive discretion of the County. Communication with members of the evaluation team during the bid process is prohibited. Communication related to the bid process with the County's elected officials or senior staff is strongly discouraged. Any attempt to improperly influence the outcome of the bid process may result in the disqualification of the bidder.

Bidders are encouraged to be clear, concise, and direct in all submitted materials. Bidders are further encouraged to refrain from technical jargon and/or acronyms.

II. Bid Process

G. Letter of Interest

Kent County invites interested architecture, engineering, or other qualified firms to submit a **letter of interest**. The letter of interest shall be no longer than four (4) pages and should not include attachments. In addition to providing specific content, the goal of the letter is to demonstrate the firm's communication style and approach to client service. Letters that are clear, concise, well-organized, and easily understood by laypersons are strongly preferred.

Specific content sought in the letter:

- The name, address, physical location of the firm.
- The firm's experience with similarly situated clients, i.e., local government and similar projects, i.e., historic restoration of residential structures.
- The names and brief professional background of staff who would have responsibilities related to the project.
- Names and contact information of at least three but no more than five similarly situated clients.
- A brief explanation of how the firm manages complex projects.
- A compact, clear, and coherent explanation of the fee structure.

H. Evaluation of the letter of interest.

This first stage of the process is a pre-qualification determination and ranking. Based on the information provided, the County will create a list of firms it deems most likely to submit a competitive proposal. In reaching this determination, the County will assess:

- The respondent's ability to provide the services outlined in the scope of work.
- Experience in providing architecture, engineering, construction management, historic restoration, and grant administration services, particularly to local governments or other public agencies.
- The ability of the firm to provide timely and responsive service to the County including but not limited to the geographic location of the firm and assigned personnel.
- The professional background of personnel assigned to the work.

- The firm's fee structure, including the transparency of all fees and charges.
- The firm's ability to communicate clearly as evidenced by the letter and attachments.
- Other factors deemed relevant by the County.

I. Invitation to submit a Proposal (IFP)

The evaluation team will rank the firms based on the criteria in subsection H. and invite selected firms to submit a proposal. All firms submitting a letter of interest will be contacted via email to notify them of the County's decision. If a firm declines an invitation to submit a proposal, the County, in its sole and exclusive discretion, may extend an invitation to the next firm in ranked order. Firms receiving an invitation to submit a proposal will have the opportunity to inspect the interior of the Goggin Manor scheduled at a mutually agreed upon time. Exterior inspections can be conducted at any time the park is open.

J. Proposal Content

The firm's accepting the County's invitation will be required to submit a proposal with the following content and structure:

PROPOSAL TAB 1 - Letter of Understanding [No more than two (2) pages]

Please provide a brief statement of the Firm's understanding of the County's needs and discuss how the firm will meet those needs.

PROPOSAL TAB 2 – Organization [No more than three (3) pages]

Please describe the organization and structure of the firm:

- A brief description of the firm, its history, structure, and staffing.
- The names, titles, and professional resumés of all staff who will have any responsibilities related to the project.
- An organizational chart showing how assigned staff fit(s) within the firm.
- If any of the scope of work will be assigned to other firms, a list of those firms and the staff from those firms assigned to the project.

PROPOSAL TAB 3 - Capacity [No more than five (5) pages]

Please describe the organization's capacity to meet the County's needs related to the project and the ability to complete the project in a timely manner. Specifically, describe or explain:

- The demonstrated ability to successfully manage and complete the project.
- Other projects to which key staff would be assigned during this project.
- The firm's workload and capacity to take on additional work.
- The capacity to backfill key positions if staff changes occur.

- The firm’s strategic approach to building a team and executing a plan for an historic renovation including collaboration with stakeholders.
- Examples of the firm’s ability to deliver on time and on budget.

PROPOSAL TAB 4 – Experience [No more than ten (10) pages]

Briefly describe the firm’s experience with architecture, engineering, historic restoration, project management, and grant administration. Specifically, describe:

- Experience with architectural and engineering work related to historic restoration projects, particularly residential structures.
- Experience planning, managing, and completing complex historic renovation projects including up to three specific examples. Any examples cited should include contact information for the project client. Please do not repeat examples provided in the letter of introduction.
- Broad experience in grant administration.
- Specific experience with National Park Service/Department of Interior grants.
- Experience working with local governments and/or other public agencies.
- Experience working with projects with a high degree of public visibility and/or interaction.
- Other experiences the firm considers relevant to demonstrating its ability to deliver the services noted in the scope of work.

PROPOSAL TAB 5 – Cost [No more than five (5) pages]

Succinctly, clearly, and completely describe how the firm will be compensated for all services related to the project. Understanding that estimates of construction costs will not be available until after planning work is completed, describe:

- A rough budget by spending category allocating costs the \$1 million overall budget for the project.
- Understanding that construction costs cannot be accurately estimated at this time, provide an estimate and breakdown of the “soft costs” the firm expects to charge between notice to proceed and start of construction.
- A “rate card” showing the hourly billable rate of all assigned personnel. This should be an “all in” rate that includes any overhead or other costs.
- A complete description of all fees or charges for travel, lodging, meals, and other out-of-pocket expenses.
- Budgets for similarly situated projects completed by the firm within the past three (3) years, if any.

PROPOSAL TAB 6 - Potential Conflicts:

Briefly describe any potential conflicts. Include:

- Describe any potential for conflict of interest that may be created by the firm’s engagement with the County. Include any client relationships that may inhibit services to the County.

PROPOSAL TAB 7 - References

Provide at three (3) **current** client references and three (3) **former** client references. Greater weight will be given to local governments or other public agencies.

PROPOSAL TAB 8 - Exceptions to Form of Agreement:

Note any exceptions the firm has to the form of agreement. The County's standard professional services agreement will be posted on the RFP page of the County website.

Public information: All bidders are advised that all proposals are public information and subject to disclosure under Delaware's Freedom of Information Act (FOIA). No proposals or other documents related to the RFP process will be disclosed until after the Levy Court Commissioners have approved a Notice of Award and the contract documents have been executed.

K. Proposal Evaluation

The proposal will be evaluated as follows:

1. The respondent's **ability to fulfill expectations** embodied in the RFP, and to provide the services required by the County (maximum of 30 points). Specifically:

- Capacity to provide the requested services in a timely manner.
- Ability to communicate clearly and concisely as evidenced by all submitted materials and the in-person interview.
- Ability to follow instructions as evidenced by compliance with the RFP process.
- Evidence of superior service provided to current and past clients.
- Stability of the proposing firm, as measured by the length of time the firm has been in existence, the tenure of key personnel, and other factors.
- Experience working successfully with local governments and public agencies.
- An absence of organizational issues, including but not limited to, litigation or regulatory investigations and the absence of financial problems.

2. The respondent's **reputation and experience** in the successful execution of similar work (maximum of 30 points). Specifically:

- Satisfied clients similarly situated to the County.
- A track record of successful historic renovation projects.
- Positive recommendations from former and current clients with preference given to local governments and other public agencies.
- Resumés or curricula vitae of the personnel assigned to the project showing sufficient professional education and experience to provide the services as indicated herein.

- Depth of personnel/talent, as evidenced by the firm's organizational chart, and the professional experience of individuals likely to assume responsibilities related to the County in the event of the departure of a principal team member.
- Positive recommendations from general contractors and subcontractors with whom the firm has worked.

3. Additional criteria and the respondent's overall submittal, including fee structure, cost, and value. (maximum of 40 points)

- The readability of the proposal.
- The clarity and conciseness of the presented information.
- The firm's performance during the presentation and interview including the ability to provide succinct, direct answers to questions.
- The transparency and auditability of the fee structure.
- The reasonableness of the fee structure when compared to the services delivered.
- Geographic proximity to the site.
- Status as a certified DBE, WBE, MBE, and/or VBE.
- Other factors deemed appropriate by the evaluation team.

L. Invitation to Interview

In conformance with the established schedule, the County will contact each firm that has submitted a proposal via email. Those firms the County has selected to invite to an interview will be given the opportunity to accept or decline. The number of firms invited to the interview round will be decided by the County. When the interview roster is full, the remaining firms will be contacted via email.

M. Interviews

The County anticipates interviews will be 60 to 90 minutes in length. The first 20 minutes of the interview will be a brief presentation by the firm. The following time will be a question-and-answer period where members of the evaluation team will ask questions. Some questions will be presented to all finalists; other questions may be specific to the firm's proposal. The questions will not be made available to any firm in advance. The County anticipates interviews to be conducted in person.

The presentation **must** be done by a member of the firm who will be part of the team providing services to the County. Firms may have up to three professionals attend the interview. The County anticipates the evaluation team will be conducting the interview.

N. Post-Interview

After the interview round, the evaluation team will meet to discuss and evaluate the proposals and the interview results. The team will rank the finalists. The highest ranked vendor will be contacted first. If a contract is successfully negotiated with

that firm, the County will inform all the firms who submitted Proposals via email. If unable to come to terms with the highest ranked firm, the next highest ranked firm may be contacted. Approval of the Notice of Award and professional services agreement is subject to authorization by the Kent County Levy Court by majority vote at a business meeting.

III. SUBMISSION OF PROPOSAL

O. INSTRUCTIONS

Letter of Interest

By submitting a letter of interest, the firm represents that it has thoroughly examined and has become familiar with the scope of services outlined in this RFP and can perform the work as required to achieve the County's objectives. The firm further attests that it and its staff possess all necessary licenses to perform the work.

All firms are required to submit letter of interest **via email** to:

Ken Decker
County Administrator
Kent County Levy Court
555 Bay Road
Dover, DE 19901
Ken.decker@kentcountyde.gov

The letter of interest should be in the form of a PDF attached to the email. The letter of interest is due by 4 p.m., EST, Thursday, August 22, 2024. Letters received after the deadline will not be accepted.

Proposals

Submission of proposals is **by invitation only**. By submitting a proposal, the firm represents that it has thoroughly examined and has become familiar with the scope of services outlined in this RFP and can perform the work to achieve the County's objectives.

Invited firms may submit their proposal by email or by surface mail to:

Ken Decker
County Administrator
Kent County Levy Court
555 Bay Road
Dover, DE 19901
Ken.decker@kentcountyde.gov

The anticipated deadline for proposals is 4 p.m. EST., Thursday, September 12, 2024. Proposals received later than the time and date specified will not be considered.

Interviews

Interviews will be conducted by invitation only. The interviews will be held in person at the Kent County Administrative Complex, 555 Bay Road, Dover, DE 19901. The tentative schedule for interviews is the second week of October 2024.

P. SCHEDULE

Release RFP advertisement	July 25, 2024
Letter of Interest Due	August 22, 2024
Invitation to Propose sent	August 28, 2024
Proposals Due	September 19, 2024
Invitations to Interview	September 26, 2024
Interviews	Early October 2024
Final Evaluation	Mid October, 2024
Contract Negotiations	Late October, 2024
Notice of Award	October 29, 2024

Q. COUNTY CONTACTS

All technical inquiries related to this RFP must be directed in writing via email to Ken Decker, County Administrator, Kent County Levy Court. All questions, answers, and/or addenda will be posted on the County's website. It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

No other Kent County employee, elected official, or evaluation team member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

R. QUESTIONS

All questions and requests for clarification regarding this RFP shall be submitted to the County Administrator of the Kent County in writing (submission by email is strongly preferred). No requests for additional information, clarification or any other communication should be directed to any other individual. **NO ORAL REQUESTS FOR INFORMATION WILL BE ACCEPTED.**

All questions or requests for clarification must be submitted five (5) days prior to the due dates and times. Questions or clarifications requested after such time will not be answered, unless the County elects, in its sole discretion, to do so. The County's responses to questions or requests for clarification shall be in writing and may be

accomplished by an Addendum to this RFP. The County will not be bound by any oral communications, or written interpretations or clarifications that are not issued in writing or set forth in an Addendum.

The County, in its sole discretion, shall have the right to seek clarifications from any firm to fully understand information contained in a Proposal and to help evaluate and rank the Proposal.

Bidders are advised that the County reserves the right to conduct an independent investigation of any information, including prior experience, identified in the Proposal by contacting project references, accessing public information, contacting independent parties, or any other means. The County also reserves the right to request additional information from a Firm during the evaluation of that Firm's proposal.

S. GENERAL TERMS AND CONDITIONS

LATE SUBMITTALS

Responses to this solicitation received by the County after the time specified for receipt will not be considered. Firms shall assume full responsibility for timely delivery and for the receipt of submittals.

COMPLETENESS

All information required by the RFP must be supplied to qualify as a complete submittal.

LEGAL REQUIREMENTS

All Submittals, Contracts and Agreements shall be governed by, interpreted and enforced in accordance with the laws of the State of Delaware. Lack of knowledge by the Firm will in no way be cause for relief from responsibility.

RIGHTS RESERVED

Kent County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the County to do so, and to make an award in the best interest of the County.

NOT OBLIGATED FOR COSTS OF PROPOSING

The County assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP, or the subsequent RFP. All such costs shall be borne solely by each Firm.

PROPRIETARY INFORMATION

Bidding firms are hereby advised that all Proposals submitted are considered public information. Bidding firms are advised not to include any information of a PROPRIETARY OR CONFIDENTIAL NATURE. Proposals shall not be available for inspection by other Firms until interviews are completed and award has been made. After award of the contract as voted in public session by the County, all proposals become a matter of public record and are available for inspection by the general public.

INSURANCE

The Firm shall, at its own expense and cost, obtain and keep in force during the entire duration of the contract the following insurance coverage covering the Firm and all its agents, employees, sub-contractors and other providers of services and shall name the County, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Firm's Commercial General Liability and Automobile Liability policies. These requirements shall be clearly stated in the remarks section on the Firm's Certificate of Insurance. Insurance shall be written with insurance carriers approved in the State of Delaware and rated A- or better by AM Best. In addition, all carriers are subject to approval by the County. Minimum limits and requirements are stated below:

1) Worker's Compensation Insurance

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage. Each Occurrence \$1,000,000, Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The County, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the County shall receive 30 days advance written notice of cancellation or non-renewal specific to this Project.
- The Firm agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The Firm shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The Firm shall direct its Insurer to provide a Certificate of Insurance to the County before any work is performed. The Certificate shall specify that the County receives 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Firm shall provide the County copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the County and its respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish either of the services, or anyone for whose acts the Firm may be liable.

As to any and all claims against the County or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the County's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

MISCELLANEOUS

All Proposals **MUST** give the full name and address of the proposing Firm and the person authorized to enter into a legally binding agreement with the County to provide the services as described herein. Failure to manually or digitally sign the proposal will be grounds for disqualification. The person signing the proposal shall clearly identify his or her title and/or demonstrate his or her corporate authority to bind his or her firm in a contract/agreement and he or she must sign in the space provided.

Any material change will be submitted to all Firms through issuance of a written RFP Addendum. All questions regarding technical matters should be in writing and directed as noted herein.

The County reserves the right to reject any and all submittals or to waive any minor irregularities in the process where the determination of such irregularities shall be in the sole and exclusive discretion of the County. The County further reserves the right to seek new proposals when it is in the best interest of the County. The issuance of this RFP constitutes only an invitation to make presentations to the County. The County reserves the right to determine, at its sole discretion, whether any aspect of the Firm's submittals satisfies the criteria established. In all cases, the County shall have no liability to any responder for any costs or expense incurred in connection with this RFP or otherwise. Nothing in this RFP, or accompanying documents submitted, will create any contractual relationship between the County and respondents. **MBE's, DBE's WBE's, and VBE's are strongly encouraged to participate in the process.**

DISCLAIMER

Kent County may, in its sole and absolute discretion, accept or reject, in whole or in part for any reason whatsoever, any or all Qualifications; re-advertise this Request for Qualifications/Proposal; postpone or cancel at any time this Request for Qualifications/Proposal process; or waive any formalities of, or irregularities in, the Qualifications/Proposal process. Qualifications/Proposals that are not submitted on time, and/or do not conform to the County's requirements, will not be considered. The selection by the County shall be based on the qualifications, which are, in the sole opinion of the evaluation team, to be in the best interest of the County. The issuance of this Request for Qualifications/Proposals constitutes only an invitation to make presentations to the County. The County reserves the right to determine, at its sole discretion, whether any aspect of the qualifications satisfies the criteria established in this Request for Qualifications/Proposal. In all cases, the County shall have no liability to any contractor for any costs or expense incurred in connection with this Request for Proposal or otherwise.

ATTACHMENT A - Advertisement

Kent County Levy Court

Request for Proposals (RFP)

Architectural, Engineering, Project Management & Grant Administration Services Stabilization and Exterior Renovation of the historic Goggin Manor

July 18, 2024

Kent County will be accepting proposals from firms who can provide one-stop, wrap-around Architectural, Engineering, Project Management & Grant Administration Services for the Stabilization and Exterior Restoration of the historic Goggin Manor. Federal funding will be used to complete this project. Compliance with all federal, state, and local laws and regulations is required.

Interested individuals and firms can download the proposal instructions and details from the County's website at www.kentcountyde.gov.

Ken Decker
County Administrator

ATTACHMENT B - NON-COLLUSION STATEMENT

KENT COUNTY PROFESSIONAL SERVICES PROCUREMENT NOTICE

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

Email address: _____

