



University of Delaware

Request for Proposal # FREAS-2026-0498 *“Design Services – Health Science Instruction Project”*

Issue Date:	June 16, 2026
Questions Due Date:	June 23, 2026, by 2:00 pm ET
UD Response to Questions:	June 26, 2026
Stage I submissions (QUALS) Due Date:	June 30, 2026, by 2:00 pm ET

Note: All dates above are subject to change at the discretion of the University of Delaware.

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proposals@udel.edu

Issuing Contact:
Issuing Contact
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1. Introduction/Overview:

The University of Delaware is soliciting proposals from qualified suppliers for architectural and engineering design services for the proposed renovation of an existing building on the University of Delaware's Main campus in Newark, DE, to accommodate health science instructional spaces.

The project includes the renovation of an existing building to accommodate, among other spaces, a 6,000-sf anatomy lab, a 7,000-sf simulation lab, computer labs, classrooms, locker rooms, meeting and support spaces for students and faculty and lounge spaces.

2. Project Scope and Details:

The scope of work includes all architectural and engineering design required to develop a code-compliant and sustainable project that aligns with the stated budget and includes:

a. Survey of Existing:

Review existing site, existing HVAC and structural building infrastructure regarding new program proposed. This would include, but not be limited to planning of loading, security and controlled access required between the access road and destination. Existing plans will be provided to the design firm, however the designer will be responsible for site surveys and investigations as necessary to satisfy themselves of the existing conditions of the building.

Please refer to the designer deliverable checklist (Attachment C) for details on the University standards for each phase of design.

b. Programming:

While preliminary programming exercises have been completed to establish essential needs, the design team will be expected to lead the continuing programming effort, working with the end users and project manager, as well as facilities personnel (Planning & Project Delivery, Maintenance & Operation, Sustainability, Energy & Engineering, Environmental Health & Safety) to develop the program. Please include as many in person and/or virtual meetings as required to complete this phase.

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c. Potential HVAC upgrades:

The change in use for this building will likely entail modifications to the facilities infrastructure including mechanical, electrical, plumbing, and vertical transportation. Some elements the designer should consider as part of this project include:

- i. Replacement/upgrade of the fire alarms and sprinklers, building wide.
- ii. Renovation or replacement of existing elevator(s), and the addition of a new elevator, potentially outside the existing building footprint, to meet the code requirements of the intended use of space.
- iii. Evaluation and upgrading of incoming electrical service.
- iv. Addition of a critical power/life safety generator
- v. Review of existing ventilation with the likely replacement of the Air Handling Units .
- vi. Upgrades to the Building Automation system.

d. Design Services and Construction Administration including:

- i. Schematic Design
- ii. Design Development
- iii. Construction Documents
- iv. Bidding
- v. Construction Administration
- vi. Closeout documents

Please include bi-weekly design meetings, with at least two (2) of them being in person, through the process of design and biweekly on-site meetings through bidding and construction administration.

Please refer to the designer deliverable checklist (Attachment C) for details on the University standards for each phase of design. The design team would be expected to submit a code-compliant and coordinated set of drawings and specifications for a two-week user review at the end of each of the phases of Schematic Design, Design Development, and Construction Documentation. The design team will be expected to respond to and incorporate review comments before moving on to the next phase of Design.

The University anticipates retaining a Construction Manager shortly after design begins. The Design Team will be required to work with the CM during the design phase to confirm budget and schedule and assist the CM with de-scope of trades during the development of a Guaranteed Maximum Price for construction.

e. Renderings:

The scope of work is to include three (3) photorealistic renderings of the proposed renovation, to be submitted at the end of Design Development, to assist in University and community engagement, fundraising etc.

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f. Consultants:

The prime consultant should propose a team with the consultants they believe are required for the anticipated scope of work, assumed to consist of the following:

- i. Code Consultants
- ii. Architectural and Interior Design
- iii. Civil engineering
- iv. Structural Engineering
- v. Mechanical, Electrical, Plumbing and Fire Protection engineering.
- vi. Cost Estimating

g. Sustainability and Accessibility:

It is expected that a rigorous sustainability and accessibility strategy will be initiated during the programming phase of the project that can be continued throughout design, documentation, construction, and occupancy. At this time, no sustainability standard certifications are being pursued, however the Sustainability Checklist, that is a part of the Designer Deliverable Checklist (Attachment C), will be a part of the deliverable at every design stage, to track our energy optimization goals.

h. Project Budget:

The project budget for construction will be determined at the end of Schematic Design. The design team will be obligated to complete the design of the project within the parameters of the university's budget. Redesign, if required to align with the stated budget, is to be included in the basic scope of services fee.

i. Proposal Details:

Due to the importance the university places on the successful design of this project, the selection of the design team will follow a **two-stage process**.

Stage I

Selected firms will be invited to submit their design qualifications to the university. Submission of electronic proposals in PDF format only, may be emailed to proposals@udel.edu & dlasalle@udel.edu.

The Stage 1 deliverable should focus on the firm's experience and design aesthetic demonstrated in previously built projects of a comparable size and scope. Additionally, firms should clearly note the personnel assigned to the project and indicate their roles and level of participation.

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An approved submittal for Stage 1 must contain, at a minimum, the following elements:

- Qualifications and previous related work of the firm and team of consultants and key project personnel, particularly regarding working with higher educational institutions.
- Project Approach: Prepare a written or visual narrative that clearly demonstrates a proposed approach to completing the work.
- Proposed high level schedule, of phases listed in Section d. above
- Three references for similar projects. References must include a current contact name and phone number.
- Submission of the required, completed attachments: Attachments D, E and F.

It is not necessary for the invited firm to submit a proposed fee at this stage of the selection process.

Based upon a considered review of these submissions by the selection committee, shortlisted firms will be invited to participate in the next stage of the proposal.

Stage II

Shortlisted firms will provide information requested in an interview format. At this stage, the firm will be required to submit a sealed fee proposal.

On-campus interviews are tentatively scheduled for June 20th and 21st 2026 and will be confirmed closer to the date. Based upon the information presented at the interview and the evaluation criteria listed below, the Selection Committee will determine a priority list. The issuing office will inform the short-listed firms of the selection and begin final negotiations with the top-ranked firm. If negotiations cannot be successfully completed within 30 days, the university reserves the right to begin negotiations with the second-ranked firm.

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An approved submittal for Stage II must present, at a minimum, the following elements:

- A clear understanding of the project's requirements.
- A presentation of the proposed team, with qualifications and previous relevant experience of the primary as well as consultant teams.
- A sealed fee proposal, which will include:
 - A firm fixed fee amount, including all direct and indirect reimbursable costs and estimated total consultant costs. Any allowances shall be clearly stated.
 - Hourly fee schedule for all members of the consultant team.
 - Signed attachment accepting all language, clauses, and terminology in the university's current contract for design services (attached) without any requests for modifications or changes.

Contract Document - Draft versions of the standard AIA B101 Agreement and of the University's Supplement to the AIA B101 are attached. They are not to be completed as part of the response to this RFP. Any requested revisions to the contract must be included with the response to this RFP. If no revisions are requested, it is assumed the design team will sign the agreements "as is" if selected as the successful team.
- A PDF of the materials presented during the Selection Committee interview, submitted (email, flash drive, etc.) at the conclusion of the interview.

j. Additional Requirements:

All work shall incorporate the following:

- All currently adopted City of Newark Building and Land Development Codes
- University of Delaware Design Standards, outlined here: <http://sites.udel.edu/freas-ppd>
- University of Delaware Environmental Health and Safety rules and regulation as outlined here: <http://sites.udel.edu/freas-ppd>
- American with Disabilities Act (ADA).
- Delaware State Fire Prevention Regulations, NFPA, and International Fire Code.
- NFPA 70 National Electric Code

All draft and final work products are the property of the University of Delaware and shall be provided in Electronic (PDF) format.

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k. Preliminary RFP and Project Schedule:

Event	Date/s
Posting of the Request for Proposal	June 16, 2026
Deadline to submit questions for additional information	June 23, 2026, by 2:00 pm ET
University's response to submitted questions	June 26, 2026
Stage I submissions (QUALS)	June 30, 2026, by 2:00 pm ET
Notification of shortlisted firms	July 06, 2026
Mandatory Site Visit <i>for shortlisted firms only</i> <i>Location: Time & TBD</i>	July 10, 2026
Deadline to submit questions for additional information for Stage II	July 13, 2026, by 2:00 pm ET
University's response to submitted questions for Stage II	July 16, 2026
Submission of Stage II information in an interview format <i>PLEASE NOTE: These are the only two days available to maintain the anticipated schedule</i>	July 20-21, 2026
Contract execution	August
DESIGN	September 2026 – March 2027
CONSTRUCTION	June 2027 – April 2028

***All dates above are subject to change at the discretion of the University of Delaware.*

I. Evaluation Criteria:

Consultant teams will be evaluated according to the following:

1. Qualifications and previous related work of key project personnel in working with health science instructional spaces in higher educational institutions of similar size and complexity.
2. Understanding of project goals and site.
3. Creativity or innovative project approach.
4. Quality of sample materials and proposal packages submitted.
5. Responsiveness to submission requirements.
6. Lump sum fee proposal.

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m. Attachments:

- **Attachment A:** Draft copy of the AIA B101
- **Attachment B:** Draft Copy of the UD Supplement to the above.
- **Attachment C:** Designer Deliverable Checklist
- **Attachment D:** Conditions of Award - must review, complete, sign, and include with submission
- **Attachment E:** Conflict of Interest - must review, complete, sign, and include with submission
- **Attachment F:** Supplier Diversity Program Form - must review, complete, sign, and include with submission

The above attachments are submitted for your reference. The draft versions of the contract AIA B101 and UD supplement are included for reference and review prior to submission of qualifications, only. They do not need to be filled in. The Consultant must review these documents prior to submission. Any requested minor wording changes to the Supplement, if requested, should be submitted with the qualifications package. UD will not entertain changes relating to any insurance requirements, claims and disputes, indemnification, or Owner's Responsibilities. UD assumes a received submission is acknowledgement by the architect of acceptance of these and all other terms and conditions. Please note that due to the aggressive timeline for the project, no additional exceptions, except the ones noted on your response, will be accepted at the time of contract execution.

END