

REQUEST FOR PROPOSAL

Kent County Levy Court
Office of Facilities Management



Proposed Storage Building

Kent County Levy Court
555 Bay Road
Dover, Delaware 19901

Proposal Requirements Document

Issue Date: [August 22, 2023](#)

Optional Pre-Submission Meeting: [September 7, 2023, 10 a.m. EST](#)

Mandatory Letter of Intent to Submit Proposal Due Date: [September 14, 2023, 4 p.m. EST](#)

Proposal Submission Deadline: [September 21, 2023, 4 p.m. EST](#)

**** Revised 9/14/2023 (See highlights on pages 9-10)**



**Kent County Levy Court
Office of Facilities Management
Request for Proposal (RFP)
Storage Building**

Issue Date: **August 22, 2023**
Proposal Submission Deadline: **4 p.m., September 21, 2023**

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**KENT COUNTY LEVY COURT
OFFICE OF FACILITIES MANAGEMENT
REQUEST FOR PROPOSAL
Storage Building**

Kent County Levy Court, Office of Facilities Management is soliciting detailed proposals from qualified Firms capable of providing the Design and Construction of a 2400 Square Foot Pole Building.

The Firm shall provide complete Design Services, Site Work, Mechanicals & Electrical, Interior and Exterior Finishing, and Fit-out. Building to be built on the grounds of the existing Kent County Administrative Complex located at 555 Bay Rd, Dover, DE 19901 (2-05-07700-01-1901-000)

Submissions shall be received no later than **4 p.m., September 21, 2023**, and thereafter be publicly opened and the names of respondents read. Submissions shall be mailed or hand-delivered to Kent County Levy Court, Office of Facilities Management, Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901. Submissions received after the deadline will NOT be accepted or considered.

All prospective respondents must submit a mandatory **Letter of Intent to Submit a Proposal**, no later than **4 p.m., September 14, 2023**. Complete details are listed in the Request for Proposals (RFP) document. Vendors are responsible for ensuring this form is received by the due date as per the RFP.

There will be an **optional** pre-submission meeting at **10 a.m., September 7, 2023**. This meeting will be held in the Caucus Room at the Kent County Levy Court Administration Complex, 555 S. Bay Road, Dover, DE 19901.

Proposals shall detail the professional qualifications and experience of the Firm and/or Project Team which shall include but are not limited to the following professional disciplines: Construction Plan, Design and Specifications Development, Bid Package Specifications; Agency Permitting Processing; and Construction Phase Services.

The detailed “Proposal Requirements” document including the Project Scope of Work and Consultant Selection Process Criteria may be obtained at no cost by contacting Joshua Bell at (302) 744-2357 or by email at jbell@kentcountyde.gov. Documents may also be obtained online at KentCountyDe.gov: select Quick Links> RFPs & Bids.

Kent County reserves the right to negotiate and award a contract in the best interest of the County, to waive any informality or irregularity in proposals received, and to accept or reject any items or portions of any proposals or may choose not to award a contract.

Request for Proposal Kent County Levy Court

Issue Date: **August 22, 2023**



Facilities Management Storage Building

Proposal Specifications

1. INTRODUCTION

Kent County Levy Court, Office of Facilities Management is soliciting detailed proposals from qualified Firms capable of providing the Design and Construction of a 2400 Square Foot Pole Building.

The Firm shall provide complete Design Services, Site Work, Mechanicals & Electrical, Interior and Exterior Finishing, and Fit-out. Building to be built on the grounds of the existing Kent County Administrative Complex located at 555 Bay Rd, Dover, DE 19901 (2-05-07700-01-1901-000)

Submissions shall be received no later than **4 p.m., September 21, 2023**. Submissions shall be mailed or hand-delivered to Kent County Levy Court, Office of Facilities Management, Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901. Submissions received after the deadline will NOT be accepted or considered.

NOTE: For purposes of this Request for Proposal (hereinafter referred to as “RFP”), the word “firm” as it may appear in this RFP shall mean “individual firm, company, corporation, or partnership, as well as groups of firms, companies, corporations, associations or partnerships that are assembled as a Project Team for purposes of responding to this Request for Proposal.”

2. PROJECT OVERVIEW

The County intends to build a 2,400 square-foot Pole Building to support (FMO) Facilities Management Operations. The Building is to be erected on the northeast side of the Administrative Complex adjacent to the loading dock area and accessible from the existing drive. Site work will include curb cuts and asphalt entry off the existing drive, relocating an asphalt walkway, utility extensions, and relocations. See Section 7, Available Documents. As an integral part of the County Administrative Complex architectural compatibility is an important consideration.

3. PRE-SUBMISSION REQUIREMENTS

All interested firms are required to:

- A. Carefully and thoroughly evaluate this RFP Document, the Project Description, the Available Information, and other relevant data contained in this RFP. All submissions shall be in compliance with all requirements set forth herein.
- B. If a Prospective Respondent suspects an error, omission or discrepancy in this RFP Document or other Available Information, it is incumbent upon the Prospective Respondent to immediately notify the RFP Contact. The RFP Contact will issue written clarifications, corrections and/or instructions, as may be appropriate in accordance with the provisions set forth in Section 11 below.
- C. While not required, it is highly recommended that Prospective Respondents visit the Project Site to become familiar with the general, local and site-specific conditions. Scheduled appointment availability will be provided at Pre-Submission meeting.
- D. Consider federal, state and local laws and regulations and labor availability and contracts that may affect cost, progress, performance and furnishing of the services and the Work of the Project. Prevailing wage is not required.
- E. Study and carefully coordinate knowledge and observations with the Available Documents (Section 7) and related data.
- F. After completion of the pre-submission requirements, Prospective Respondents are required to deliver on their own letterhead, a "*Letter of Intent to Submit a Proposal*" signed by a duly authorized agent of the Prospective Respondent, by electronic mail to the RFP Contact referenced in Section 13 below or hand-delivered to Kent County Levy Court, Office of Facilities Management, Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901 on or before **4 p.m., September 14, 2023**.
- G. There will be an optional pre-submission meeting at **10 a.m., September 7, 2023**. This meeting will be held in the Caucus Room at the Kent County Levy Court Administration Complex, 555 S. Bay Road, Dover, DE 19901.

4. SUBMISSION REQUIREMENTS & DUE DATE

- A. Submissions must include a Letter of Submittal on the Respondent's letterhead signed by a duly authorized agent or representative of the Respondent along with a total of five (5) bound (spiral; 3-Ring; etc.) original submission documents prepared on 8 1/2" x 11" paper.
- B. All submissions must be mailed or hand-delivered in an opaque envelope or container addressed to the Kent County Levy Court, Office of Facilities Management, Kent County Administration Complex, 555 S. Bay Road, Dover, DE 19901 and shall be labeled "**ATTN - Kent County Maintenance Building RFP**".

- C. Kent County Department of Facilities Management will open all documents that are submitted in a proper and timely manner. All submittals become the property of Kent County Levy Court and will not be returned except in the case of a late submission.
- D. All costs associated with submission preparation will be the sole responsibility of the vendor and no reimbursements will be provided by the Owner.
- E. **Due Date:** All responses must be received no later than **4 p.m., September 21, 2023.**
- F. Submissions received after the deadline will NOT be accepted or considered.
- G. Proposals will be publicly opened, and the vendors' names announced and recorded in Caucus Room 230 of the Kent County Administration Complex in accordance with RFP Schedule, Section 5 below. *(Note: No pricing or other information will be disclosed at the opening.)* Proposals will not become public records until after a contract is awarded.

5. PROJECT TIMELINE

The following dates are set forth for informational and planning purposes only. The schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of Kent County.

RFP Schedule	DATE
Advertise RFP.....	August 22, 2023
Pre-Submission Meeting (Optional).....	10 a.m., September 7, 2023
Letter of Intent to Submit Proposal Deadline ...	4 p.m., September 14, 2023
Proposal Submission Deadline & Public Opening.....	4 p.m., September 21, 2023
Proposals Evaluated & Ranked	*October 3, 2023
Oral Interviews of Finalists (if necessary)	*October 5, 2023
Anticipated Award of Project	*October 24, 2023 (Levy Court Bus. Mtg.)

* Dates of completion are estimated and will be determined by negotiation with the successful proposer. Actual dates may occur earlier or later than indicated.

6. SCOPE OF SERVICES REQUIRED

Professional Service required for this RFP include but are not limited to the following:

- A. Architectural and Structural Design, Construction Plans and Specifications
- B. Construction Plan Bid Package Specifications
- C. Agency Permitting Processing
- D. Construction Phase Services
- E. Construction Build-Out & Final
- F. Site Restoration

GENERAL BUILDING SPECIFICATIONS

Contractor shall provide complete design including specifications, floor plan, cross sections, and complete plans with engineer's seal.

The contractor shall be responsible for all labor, materials, and equipment to provide the following general specifications. **Below are the performance specifications of a typical building specification. Any deviations from this specification will be provided by the Proposer.**

Design must meet or exceed all Kent County design load and code requirements including but not limited to snow load, wind load, seismic design criteria. Assume wind load exposure C.

POSTS: 3 Ply 2 x 6 Glulam posts, spaced 8' on center with gable posts extending to top of truss. Shall be manufactured in accordance with:

1. ANIS Standard A190.1-1992, NER-486 Glued Laminated Timber Combinations.
2. AITC 1178-93 Manufacturing Standard specifications for Structural Glued Laminated Timber of Softwood Species.

Quality Control: The following test shall be performed on each production lot:

1. AITC T107 Block Shear
2. AITC T110 Cyclic Delamination
3. AITC T119 Finger Joint Tension

Provide Manufacturer's Warranty/Engineering Specifications.

FOOTERS: 24" footers. 3500 psi poured in concrete footers (dry placed concrete mix will not be accepted)

FOUNDATION PROTECTION: Post protectors with uplift protection and skirtboard protectors to be supplied and installed.

CARRIERS: Headers engineered per code.

SKIRTBOARD: 2 x 8 pressure treated.

PERLINS: 2 x 4 spaced 2' on center

SIDE GIRTS: 2 x 4 spaced 2' on center

TRUSSES: 6/12 pitch, engineered to be spaced 4' on center – Clearance height of structure 12' minimum

FASTENERS: Hurricane Ties per code

ROOFING: 26 GA Standing Seam Metal Roof installed on Double Bubble, preferably with a Limited Lifetime Warranty. (Substitutions shall be considered) Manufacturers Stock Color TBD. Roofing screws, trim metal, ridge cap, rake, fascia and required snow guards shall match roof color. Snow guards to be located above any Service Entry door with sloped roof above.

VENTED RIDGE: Continuous vented ridge.

OVERHANG: 12" vinyl soffit & painted steel fascia on eaves and gables of building. Stock Color TBD

SIDING: 29 GA. preferably with a Limited Lifetime Warranty. (Substitutions shall be considered) Manufacturers Stock Color TBD. 36" Wainscoting on all sides. Color TBD. Trim metal color TBD. The proposer may include an alternative for 26 GA siding with an alternate price.

GUTTERS: 6" seamless aluminum gutters, Manufacturers stock color TBD with (5) 4x5 downspouts, 3 along the north span and 2 along the south. All downspouts should be directed to grass areas with splash blocks.

BAY DOORS: (3) 12' x 10' Commercial Overhead (high lift) Doors on south eave side of building. The proposer may include an alternative for vertical lift doors with an alternate price.

1. Insulated (R-8 minimum)
2. 24" x 12" Port Holes in one panel of each door.
3. Standard track
4. Standard framing
5. (3) Liftmaster #T501L5 Commercial Garage Door Openers W/Remotes

PERSON DOORS: Two (2) 3/0 x 6/8, 0-lite Commercial Service Entry Door.

1. Hydraulic Closure
2. Panic Hardware
3. Commercial Lever Lockset

4. Doors and frames painted to match siding.

WINDOWS: (4) 4'x2' insulated Vinyl Clerestory Windows along the north span.

INTERIOR GIRTS: 2" X 4" 2' on center side walls

LINER PANEL:

1. 29 GA white on ceiling & top 4' of walls. The proposer may include a polyscrim facing on insulation in the roof with an alternate price.
2. Fire Blocking
3. 5/8 plywood on bottom 8' of walls

INSULATION:

1. R30 Ceiling – PSK facing or equivalent to WMP 10 or greater. The proposer may include an R49 option with an alternate price.
2. R19 Walls, PSK facing equivalent to WMP 10 or greater. The proposer may include a higher R value option with alternate prices.

ATTIC ACCESS: 36" x 36" Opening with Liner Panel

CONCRETE: 3500 PSI 4" Concrete Slab, fiber reinforced with 6" of 57 wash stone aggregate subbase. A 6mm poly vapor barrier shall be installed. Control joints are to be installed as necessary. Concrete shall be installed on a properly prepared and compacted stone base. Subgrade shall be compacted to 95% of the modified proctor standard dry density. Concrete must not be air entrained.

APRON 24' x 60' concrete apron (per Becker Morgan C-201 drawing Concrete apron detail). Control joints spaced 12' O.C., broom finish.

ELECTRICAL: Electrical work shall be installed in accordance with the current NFPA 70/National Electric Code for commercial installations. All wiring shall be installed in metallic conduit or metal-clad cable and installed/concealed in wall and ceiling spaces not exposed. Provide at a minimum the following: 120/240V (Contractor to provide meter and all associated building electrical requirements. Service provided by others.)

1. 200 AMP Main Service. A larger service may be an alternative with an alternate price included.
2. Ceiling-mounted electric heating. Appropriately sized and thermostatically controlled.
3. Four (4) – NEMA 6–20-amp 240-volt outlets (one centered on side walls and 3 across wall from the bay openings).
4. Duplex 20-amp outlets along interior walls spaced no further than 15'.
5. Three (3) - 20-amp duplex outlets for Bay Door Operators.

6. One- 30 Amp 240v circuit for an air compressor.
7. Two (2) - two exterior single outlet 20-amp GFCI protected weatherproof receptacles for truck block heaters between overhead doors.
8. Energy-efficient flush mount overhead LED lighting on multiple switches, providing a minimum of 300 lumens per square foot.
9. Exterior Lighting: provide semi-cutoff LED wall pack lights. 150 HPS equivalent with individual photocells over each doorway along the south side of the building, three along the north span, and 1 each on east and west. Provide light switch for overhead door lighting.
10. Provide battery backup LED exit light over access door.
11. Tele/Comm/Data provide 2- 2" PVC conduit stub up in building, install conduits to communication manholes for future use by others, east side of building.

PLUMBING

1. Install rough plumbing prior to slab construction for future connection of ADA Rest Room with 5' stub out, install 3" PVC pipe sleeve for future water service.

EARTHWORK:

1. Assume topsoil depth is 8".
2. Site excavation/preparation and restoration as necessary including curb cut and asphalt work for entry as shown on the attached site plan. Re-route and re-connect existing asphalt walkway where needed.
3. Relocate & reattach existing irrigation line as shown on attached site plan.
4. Earthwork includes excavation, backfill, grading and seeding. It is anticipated that topsoil will be reused in final grading. Proper erosion and settlement control measures are to be included as well. All spoils to be removed from site by this contractor.

**(All other underground services to be provided or relocated by the County.)*

UP-GRADES & OPTIONS: To be priced out as optional expenses.

1. Infrared Tube Heat In lieu of Electric Heat (contractor includes gas from meter adjacent of building to gas-fired infrared tube heaters. Gas service and meter provided by others).
2. Complete ADA Rest Room. Include Water and Sewer Service.
3. Central Alarm System including intrusion sensor on windows and doors.
4. Floor drain in one bay with oil interceptor to include sewer tie-in.
5. Hot & Cold hose bibs. (1 exterior, 1 interior near proposed floor drained bay)
6. Bollards – Permanent and Removable Options (Specifications and location indicated on Civil Plans C-201 *see Appendix*)

7. AVAILABLE DOCUMENTS

The following documents and other information are provided as attachments in the appendix to the RFP and should be reviewed prior to submission of qualifications:

- A. Proposed Maintenance Building Location - *(See Appendix)*
- B. Overall Site Plan dated October 7, 2003 - *(See Appendix)*
- C. Civil Engineering Prints - *(See Appendix)*

8. SUBMITTAL EVALUATION CRITERIA

The following criteria will be used to evaluate Proposals received along with possible interviews and such other information as Kent County Department of Facilities Management deems necessary in order to responsibly evaluate Proposals.

Respondents shall be required to comply with all federal, state and local laws, rules and regulations applicable to the performance of its services offered.

A. Experience & Reputation of Firm

- a. Statement of Interest
- b. Name of firm or firms, Business Address, Telephone Number and Fax Number for principal place of business as well as the office managing this Project.
- c. Type of Organization; Partnership, Individual, Corporation, or other. List if your firm is owned by any other organization or individual and state the name and address of said organization or individual.
- d. Professional history of the firm(s) and principals, including their association with other firms. For project teams or partnerships, submit history of the working relationship with each other on projects of similar size and scope as this Project.
- e. Provide any information regarding your firm's involvement in litigation, arbitration, or mediation with a project similar in size and scope.
- f. During the past five (5) years, has your firm had a contract for services terminated for any reason? If so, provide full details related to the termination.

B. Project Expertise

- a. Describe firm's professional qualifications and expertise in Pole Building Construction and Design services for public facilities.
- b. The names and education, training and qualifications of all personnel to be assigned to this project including the proposed Principal-in-Charge or the proposed Project Manager for this project; and other personnel of the firm(s). Also include the same information for associated consultants that would be involved in the project.
- c. Provide a list of no less than five (5) Pole Building, Architectural and Construction projects your firm has completed within the last ten (10) years, specifically related to the size and scope of the Project described.
- d. Provide a list of no less than five (5) client or professional references with the primary contact person, associated addresses, and phone numbers that can attest to Respondents experience and ability to provide the professional services sought by this RFP.

C. Capacity to Meet Requirements

- a. Describe how your firm would approach this Project detailing any unique qualifications, technical capabilities or characteristics which qualify your firm specifically for this Project. Also explain the capacity of the firm to dedicate resources to this project while maintaining current workload and project backlog.
- b. Describe communication methods and approach that your firm will use to insure project expectations are met and to ensure the Project Manager will develop and maintain a good working relationship with the Project Team.
- c. Provide Kent County with evidence of insurance coverage and limits: Professional Liability, Property/Casualty, and Errors and Omissions Insurances.

D. Demonstrated Ability

Explain what distinguishes your firm from others in the field and what makes your firm the best candidate to work with Kent County on this project.

- a. Identify project team members, their specific roles, tasks to be assigned, and responsibilities with respect to this project.
- b. Summarize your firm's preferred approach and commitment with respect to resolution of disputes between firms, between your firm and contractors, and between Kent County and contractors.
- c. Summarize your firm's approach and commitment to resolution with respect to claimed errors, omissions, ambiguities and inconsistencies discovered in Contract Documents prepared by your firm or subcontractors of or consultants to your firm and how your firm responds to such.
- d. Attach any other material which might help in giving your firm proper consideration.

9. SELECTION PROCEDURE

Kent County intends to conduct a comprehensive, fair and impartial evaluation of each proposal received in response to this RFP. The selection of Submitting firm will be made using established evaluation criteria as follows:

A. Written Submission Evaluations

- a. Kent County will assemble a Consultant Selection Team (hereinafter referred to as "Team") to review and evaluate all Proposals properly submitted in response to this RFP in accordance with the Submittal Evaluation Criteria set forth in Section 8 above and based on such other information and matters as the Team deems necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response to this RFP.
- b. The Consultant Selection Team will consist of no less than three (3) individuals selected by Kent County. The Consultant Selection Team will be responsible for reviewing and rating each qualified Written Submission.
- c. Written submissions will be evaluated and scored using the Proposal Scoring System set forth in Section 10 of this RFP.

B. Interviews & Presentations

Following the rating of Written Submissions, Kent County may (or may not), at its sole discretion, choose to conduct oral interviews with some or all the qualified respondents.

- a. Should the County choose to conduct oral interviews, the firms selected to be interviewed will be contacted and an interview date and time will be scheduled. Details such as location, order and interview team attendees will be determined at the sole discretion of Kent County.
- b. Each firm selected to be interviewed shall be required to explain its submission in detail, including full discussion of how its approach to the Project satisfies the Scope of Services Required set forth in Section 6. In addition, during the interview the firm shall be required to answer questions posed by the interview team. Presentations may include slides, graphics, and other media selected by the Architectural and Engineering firm to illustrate qualifications. Each firm must have all principal members of its proposed Project Team present, unless for good reason other arrangements are made in advance with Kent County.
- c. Upon completion, review and consideration of the oral interviews, the interview team may request additional information if deemed necessary or desirable by the interview team to assist in evaluations.

C. Selection

- a. Based upon the Written Submission Rating, Interview (if conducted), and any supplementary information submitted in response to Kent County's request, and such independent investigation as Kent County determines necessary or desirable to assist it in evaluation, Kent County will rank the Finalists in accordance with Total Evaluation Score.
- b. Following such ranking, Kent County will award the project to the highest-ranking firm and will pursue a Professional Services Agreement for this project with said firm.
- c. Should Kent County be unable to negotiate a satisfactory Professional Services Agreement with the highest qualified firm, Kent County may negotiate with the remaining firms by order of ranking.
- d. Following successful negotiations, a Professional Services Contract will be finalized and executed in accordance with the Kent County Procurement Policy.

10. PROPOSAL SCORING SYSTEM

Each Proposal will be evaluated to determine the ability to provide the required services in the most efficient and advantageous manner for Kent County. The following weighted criteria will be used to evaluate respondents.

Evaluation Criteria	Weight
Experience/Reputation/Expertise	30
Capacity & Demonstrated Ability	30
Location	5
Cost Proposal	35
Maximum Number of Points	100

11. AMENDMENTS TO THE RFP

Kent County reserves the right to amend this RFP at any time prior to one (1) week before the Submission Deadline. Should the County amend the RFP, the County will notify all parties that have submitted a Letter of Intent to Submit Proposal as outlined in Section 3.F. above of such amendment by electronic mail. The Design and Construction firm must acknowledge receipt of an amendment by electronic mail or US Mail prior to the Submission Deadline.

12. DISQUALIFICATIONS

The following are cause for rejection of proposals, depending on circumstances:

- A. The Submittal is not delivered by the due date and time.
- B. The Submittal does not meet one or more requirements of the RFP.
- C. The Submitting firm materially changes one or more requirements of the RFP.
- D. The Submitting firm does not include information necessary to substantiate that it will be able to meet the Professional Service required as set forth in section 6 above.
- E. The Submitting firm does not respond to Kent County's request for additional information, documents, or references.
- F. The Submitting firm does not include any signature, certification, authorization, stipulation, or disclosure requested in the RFP.
- G. The Submitting firm does not submit the required "Letter of Intent to Submit Proposal" by the specified date and time.

NOTICE: Except for communications specifically authorized herein pertaining to the preparation and submittal of a Proposal, Respondents to this Request for Proposal or their representatives shall not separately or independently of their own accord discuss, negotiate, promote, market, lobby or solicit with any County Employee or any County Official, verbally or in writing, during the Request for Proposal advertisement period and Proposal Review and Selection Process as indicated in this Request for Proposal. Failure of a Respondent to adhere to this provision may result in the Respondents disqualification from further consideration.

13. REQUEST FOR PROPOSAL CONTACT & QUESTIONS

The Request for Proposal (RFP) Contact identified below is the primary point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

**Joshua Bell
Director of Facilities Management
Kent County Levy Court
555 Bay Road
Dover, DE 19901**

Phone: (302) 744-2357

Email: jbelle@kentcountysde.gov

Please direct all questions in writing to the RFP Contact on or before **September 12, 2023**. When the answer to a question regarding the RFP may clarify the intent of any aspect of the RFP or may result in a material change to the RFP, the RFP Contact will issue a written response no later than **September 14, 2023**, first stating the question followed by the answer to the question. Only written answers to questions will be binding on Kent County. Written responses to all questions will be sent by email to all entities that have filed a Letter of Intent to Submit a Proposal on or before **September 14, 2023**, as set forth in Subsection 3.F. Questions received by the RFP Contact after **September 14, 2023**, may or may not be responded to at the discretion of Kent County.

14. APPENDIX

Exhibit 1 – Proposed Maintenance Building Location

Exhibit 2 – Overall Site Plan dated October 7, 2003

Exhibit 3 – Civil Site Plan



