

TOWN OF MIDDLETOWN
Request for Qualifications
Architectural Services
for
The Middletown Police Station

2025



Town of Middletown
19 W. Green Street
Middletown, DE 19709
www.middletown.delaware.gov

I. PURPOSE OF REQUEST

The Town of Middletown ("Town") is requesting a statement of qualifications (RFQ) from architectural firms interested in assisting the Town with the design and permitting associated with an expansion and renovation to the existing Town of Middletown Police Station located at 130 Hampden Road (Tax Parcel No. 23-025.00-085). This RFQ is intended for architects that have experience in the design, expansion, and renovation of police stations, or buildings with operations similar to police stations. It is the intent of the Town to negotiate an agreement for services based on a scope of work created by the Town with the chosen architectural firm.

II. BACKGROUND

The Town of Middletown Police Station was constructed in 2009. The current facility is a one-story, 10,700 s.f. building with a basement on approximately 5.46 acres. A copy of the site layout from the record plan is attached as Exhibit A. At the present time, all available space is occupied including the basement, and the department has essentially outgrown the facility with the expectation to grow the department to coincide with the Town's expected development. All current day-to-day operations will be expected to continue during construction.

Summary of current staffing:

- a. Forty (40) sworn officers
- b. Eleven (11) civilian staff

Summary of future conditions:

- a. Design year: 2040
- b. Sixty (60) sworn officers
- c. Eleven (11) civilian staff

General summary of current issues and the most immediate needs:

- a. Community room is too small.
- b. Locker room is too small for male and female officers.
- c. Not enough storage space in general.
- d. Armory too small.
- e. Evidence room too small.
- f. IT server room too small.
- g. Review of necessary technology upgrades.
- h. Sound proofing in building causes concern with confidentiality.
- i. General renovations to the current layout to improve operations.
- j. Need a secure path to and from holding area.
- k. Expansion of parking lot for additional employees.
- l. Expansion of outside storage building.

III. SCOPE OF SERVICES & SUBMISSION REQUIREMENTS

Scope of Services

The selected architect will be required to oversee the design of the architectural and engineering services required to address the goals and objectives identified by the Mayor and Council for the current police station. Upon selection, a detailed scope will be created in more depth and included in a contract agreement that will be negotiated with the Town.

In general, the chosen architect be required to address the following:

- Analysis of the existing police station to verify and understand the current known deficiencies, and identify any additional issues that need to be addressed for the expected growth of the department.
- In coordination with the Town, develop a concept plan that illustrates the ideas for renovations and/or new construction that address the identified deficiencies and expected growth.
- In coordination with the Town, develop a construction scope that considers a phased implementation that takes in consideration the need to continue operations throughout construction, cost, and the time frame the Town expects to reach future staffing levels.
- The selected architect will be required to retain and be responsible for all basic professional and engineering disciplines such as mechanical, electrical, plumbing, HVAC, fire protection, security, landscape, civil, structural, geotechnical, technology, and interior design as appropriate based on the detailed scope negotiated with the Town.
- The selected architect will be required to prepare construction bid documents and specifications.

Submission Requirements

The submission for the purposes of the RFQ shall include, but are not limited to, the following:

- Business address, key contact information including email and phone number.
- Provide an overview detailing the history of the company, the ownership structure, total number of professional staff, professional services offered and the office location that will be responsible for this project.
- A list of the projects for the last 10 years that involved new construction and renovations to active police stations, or buildings with operations similar to police stations. Include the size of the project, construction budget, and contacts the Town can speak with to discuss the project.
- A list of any other projects that it is believed best represent your team's capability to complete this project.
- Provide a project team organization chart identifying key personnel proposed for this project including any subconsultants. Provide detailed resumes for key architectural staff to be assigned to this project. Resumes should include professional qualifications, years of experience and recent pertinent project experience.

- Provide a brief description of the design approach you would intend to incorporate on the project to address the needs and deficiencies identified in Section II. Include your experience and approach for the need to complete the necessary renovations and construction while maintaining active police operations.
- Description of current workload and your team's ability to meet the Town's timeline for the project.
- Any additional information you feel is important for the Town to consider.

IV. **SCHEDULE / TIMELINE**

Issue RFQ	12.10.2025
Mandatory pre-submittal meeting and site visit to police station (11:00 a.m., Conference Room, 130 Hampden Rd., Middletown, DE)	12.19.2025
Deadline for questions from architects	1.6.2026
Answers to questions from Town to architects	1.9.2026
Deadline for submission of responses to the RFQ to the Town	1.23.2026
Interviews with interested firms	2.2.2026 - 2.6.2026
Final selection by Mayor and Council	2.2.2026 - 2.6.2026

V. **INSTRUCTIONS / GENERAL INFORMATION**

All questions should be submitted in writing via email to Chief William Texter at wtexter@middletown.delaware.gov. Answers to all questions will be provided, in writing, to all firms participating in the RFQ process. **Ten (10)** hard copy submittals shall be delivered to the attention of the Town Manager, Morris Deputy, at Town Hall located at 19 West Green, Middletown, DE 19709 by **4:00 p.m. on 1.23.2026**.

VI. **EVALUATION PROCESS**

Proposals will be evaluated by the Mayor and Council and Town staff. Evaluations will be based on criteria outlined herein which may be weighted by the Town in a manner it deems appropriate.

All proposals will be evaluated using the same criteria. The criteria used will be:

- Does the submittal present all of the required content in the requested format?
- Is the submittal clear, concise, complete and contain the pertinent material?
- Does the submittal present a clear understanding of the architectural firm's history, experience, organizational structure, and capability?
- Has previous project experience of similar complexity by the firm and team been clearly shown and is it consistent with what is needed for the Town?
- Is a clear understanding of the required services presented and demonstrated throughout?
- Professional qualifications and years of experience of proposed team members.
- Prior experience and role on projects of similar type, size, scope and complexity.

- Projects that demonstrate the proposed team members have previously worked together.
- Completed projects that demonstrate the ability to optimize building functionality, durability and flexibility.

VII. TERMS AND CONDITIONS

The terms and conditions of this RFQ are as follows:

- a. The Town prohibits the acceptance of any proposal after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.
- b. The Town reserves the right to select the proposal they feel is in the best interest of the Town, and reserves the right to reject any and all proposals that are deemed not responsive to its needs.
- c. The Town reserves the right to waive minor irregularities in any proposal.
- d. The Town reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- e. If a selection is made as a result of this RFQ, a contract with fixed/known prices will be negotiated. Negotiations may be undertaken with the firm that is considered to be the most suitable for the work. This RFQ is primarily designed to identify the most qualified firm.
- f. The contents of the proposal from the selected firm shall become contractual obligations if a contract ensues. Failure of the firm to accept these obligations may result in cancellation of their selection.
- g. The Town reserves the right to award a contract to the next most qualified firm, if the successful firm does not execute a contract within 30 days of being notified of selection, or the Town fails to negotiate a contract with the successful firm.
- h. The contract resulting from acceptance of a proposal by the Town shall be in a form supplied or approved by the Town, and shall reflect the specifications in this RFQ. The Town reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by the Town's Solicitor.
- i. The Town shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- j. Proposals and evaluation materials submitted under this RFQ shall be considered public documents and with limited exceptions proposals that are recommended for contract award will be available for inspection and copying by the public.

R=100.00'
L=139.29'
 $\Delta=79^{\circ}48'36''$
CH. BRG.=N54°24'38"W
CH. DIST.=128.30'

