



Subject: **The Governor: A/E RFP**

Date: January 16, 2026

Dear Potential Bidder,

Mosaic Development Partners JV, LLC is pleased to invite you to submit a proposal for professional architectural services for a catalytic mixed-use development in Dover, Delaware. This project represents a significant public-private investment in the future of the city's downtown, delivering new mixed-income housing, neighborhood-serving uses, and high-quality, resilient architecture that supports long-term economic vitality and equity.

With Planning Commission approval and conditional Historic District approvals obtained, the Project is positioned to move decisively into design development and construction. The Owner seeks an experienced and collaborative architectural partner to help realize the approved vision—refining constructability, evaluating high-performance building strategies, and guiding the Project through documentation and completion. Firms with demonstrated expertise in delivering complex, publicly funded, mixed-use or housing projects are encouraged to respond.

Proposal documents will be publicly available to interested parties via the Downtown Dover Partnership's website. Further details are contained herein; questions will accepted through the listed RFP contact per the schedule in Section 1.

To respond to the RFP there is a **MANDATORY CONFIRMATION TO BID** that must be received per the schedule in Section 1.

We sincerely appreciate your interest and look forward to hearing back.

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Submit Proposal Documents to: Maria Sourbeer at maria@mosaicdp.com

SECTION 1: RFP Schedule & Information

Date of Issuance & Public Posting	Friday, January 16, 2026
Mandatory 'Confirmation of Intent to Bid'	Wednesday, January 21, 2026
Deadline for 'Requests for Information (RFIs)'	Friday, January 23, 2026
Response to RFIs	Friday, January 30, 2026
Proposals Due	Friday, February 6, 2026
Tentative Post-Proposal Interviews	Week of February 9th
Tentative Award Date	Week of February 16th

Exhibits:

- Exhibit A: Milestone Schedule
- Exhibit B: Project Plans & Entitlement Information
- Exhibit C: Fee Proposal Form

RFP Assessment and Evaluation Rubric:

Responses to this RFP will be evaluated by a team according to the following weighted categories:

1. Completeness and responsiveness of the proposal (5%)
2. Firm qualifications, experience with program typology, DE code, LITHC Projects (25%)
3. Experience with modular construction and/or passive house projects (15%)
4. Project team and experience (10%)
5. Quality control process and coordination (10%)
6. Financial proposal, including fee structure (30%)
7. Certification as a diverse, disadvantaged or/and local business (5%)

RFP Requirements

The proposal shall comprise the following sections, in this order:

1. **Project Approach:** Describe how your team will approach the scope of services outlined above. Identify any anticipated challenges or concerns with achieving the project milestone schedule and describe your proposed strategies for maintaining momentum and quality. Explain your approach to design collaboration, including coordination among architecture, engineering, and other disciplines. Please include your detailed approach to quality control.
2. **Experience:** Please include your experience with projects of similar scale and scope as well as with modular construction and/or passive house projects.

3. **Project Team:** Identify key team members, their roles, and relevant experience with projects of similar scope, scale, and complexity as well as experience with modular construction, and/or Passive House. Include résumés or brief bios for principals and project leads, along with a description of the firm’s internal structure and lines of communication for this assignment.
4. **Fee Proposal:** Please complete **Exhibit C** and include any clarifications or assumptions used in developing your proposed fee. Identify any anticipated allowances or optional services you would recommend.
5. **Form of Agreement:** The respondent should assume contract terms and conditions substantially in accordance with the **AIA B101**, details will be subject to negotiation. Please identify any requested exceptions or clarifications within your proposal.

[END OF SECTION]

SECTION 2: Project Information

Project Overview

The Governor (the “Project”) is a catalytic mixed-use redevelopment advancing the long-term vision for downtown Dover as a vibrant, walkable center for living, commerce, and community life. Located at 120 South Governors Avenue, the development is identified as a ‘Key Project’ within the Downtown Development District Plan and directly supports the goals of the *Capital City 2030: Transforming Downtown Dover* Master Plan by delivering new mixed-income housing and complementary uses that support workforce stability, community vitality, and long-term reinvestment.

The Project is supported by American Rescue Plan Act (ARPA) funding and has received Federal Home Loan Bank of Pittsburgh (FHLB Pittsburgh) funding awards, with the potential to incorporate Low-Income Housing Tax Credits (LIHTC) as part of the overall capital structure.

The approved proposal consists of a four-story, approximately 169,080-square-foot mixed-use building on a 1.70±-acre site zoned C-2 (Central Commercial Zone) and subject to the H (Historic District Zone). The program includes a grocery store, retail and restaurant spaces, a child day care facility, approximately 120 apartment units, and a rooftop courtyard, along with site improvements including surface parking, landscaped courtyards, and pedestrian-oriented open space. The site is located on the west side of South Governors Avenue, midway between Reed Street and West Loockerman Street, and is bounded by South New Street to the west.

The Project has received zoning-level approvals and has obtained conditional approval from the Historic District Commission, which acted to recommend an Architectural Review Certificate for the Site Development Plan. In addition to the primary parcel, the Project includes coordinated improvements to adjacent properties at 105, 111, and 115 South New Street, two of which are owned by the City of Dover and one by the Downtown Dover Partnership. While these adjacent parcels are not located within the Historic District, they are integral to the overall site organization, circulation, and public-realm improvements. The development is located directly across from the proposed Dover Mobility Center (Parking Garage)—a priority infrastructure investment identified in the Capital City 2030 Master Plan—

creating a strong relationship between new development, parking infrastructure, and downtown activation.

The Owner is seeking an architectural partner to advance the conditionally approved concept into a fully coordinated, buildable design and to guide the Project through documentation and construction. The selected firm will work within the established entitlements and Historic District framework to refine construction methodology, evaluate high-performance building strategies such as Passive House or comparable standards, and support efficient, high-quality delivery. Working collaboratively with the Owner and consultant team, the architect will help translate the approved vision into a completed project that increases mixed-income residency downtown, expands access to food and services, and contributes meaningfully to Dover's ongoing revitalization.

The owner's consultants include:

- Civil Engineering: Becker Morgan
- Grant Strategy Consulting: Stone Sherick Consulting Group

Scope of Services

MDP is requesting for the execution of architectural services per **Exhibit C**. The Architect is requested to identify any local, Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), or Disadvantaged Business Enterprises (DBE) that are recommended for inclusion as part of the design team.

We require the Architectural Design & Engineering Services to be performed in accordance with the milestone schedule outlined in **Exhibit A**.

Project Status and Architectural Role

The project has received zoning-level approvals and Planning Board approval for the overall development program, site plan framework, and permitted uses. The Owner is seeking an architectural partner to advance the approved concept into a fully coordinated, buildable design, evaluate and refine construction methodologies, and support delivery of the project through construction and completion. The selected firm will be expected to work within the approved entitlement framework while exercising professional judgment to optimize building systems, detailing, and constructability in alignment with project goals, funding requirements, and schedule constraints.

Architectural Scope and Delivery Focus

The selected firm should demonstrate a proven ability to translate approved development concepts into a cost-effective, high-performance building and to guide the project out of schematic design through construction administration. Particular emphasis will be placed on the firm's ability to:

- Advance the approved site plan and massing into detailed architectural designs that support efficient construction sequencing and phasing.
- Evaluate and recommend construction methodologies, including conventional, modular, or prefabricated systems, that enhance cost certainty, quality, and schedule performance.

- Assess the feasibility of Passive House or comparable high-performance building standards, including implications for envelope design, mechanical systems, cost, and operations, and support the Owner in determining the most appropriate performance pathway.
- Coordinate consultant disciplines to ensure fully integrated building systems and compliance with applicable codes, funding requirements, and performance targets.
- Provide full architectural services through construction administration to support successful project delivery.

Design Approach

Respondents should articulate a collaborative and pragmatic design approach focused on execution and delivery. Proposals should describe:

- The team's experience transitioning projects from approved zoning or planning entitlements into construction documents.
- Methods for integrating performance goals, constructability, and cost control into the design process.
- Experience delivering publicly funded, affordable, or mixed-income housing projects where technical rigor, documentation, and coordination are critical to successful completion.

Sustainability, Performance, and Construction Innovation

The project team is interested in pursuing durable, resilient, and energy-efficient building solutions consistent with public funding requirements and long-term operational goals. Respondents should describe:

- Experience evaluating and implementing Passive House, NGBS, LEED, or equivalent high-performance building strategies.
- A practical approach to balancing performance objectives with first cost, lifecycle cost, and constructability.
- Experience delivering projects using innovative construction techniques, including off-site fabrication or modular systems, where appropriate.

Project Delivery Through Completion

The selected firm will be expected to remain actively engaged through construction administration, responding to field conditions, coordinating with contractors, and supporting compliance with funding, reporting, and quality requirements through project completion.

[END OF SECTION]

SECTION 3: Bid Requirements & Additional Information

Federal Funding & Procurement Compliance (ARPA)

This procurement is being conducted using federal funds provided under the American Rescue Plan Act (ARPA) and is subject to applicable federal regulations, including 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

Procurement Method

This Request for Proposals (RFP) is issued in accordance with 2 CFR §200.320(b) – Competitive Proposals, the formal procurement method for professional services. The procurement is intended to ensure full and open competition, transparency, and fairness consistent with federal requirements.

Public Notice and Competition

The RFP has been publicly advertised and distributed in a manner designed to provide adequate public notice and encourage participation by an appropriate number of qualified firms. The solicitation period has been established to allow sufficient time for interested firms to prepare and submit responsive proposals, taking into consideration the scope and complexity of the services requested.

Evaluation and Selection

Proposals will be evaluated in accordance with written evaluation criteria identified in this RFP. The evaluation process will include a documented technical review conducted by a qualified selection committee. Award will be made to the responsible firm whose proposal is determined to be the most advantageous to the project, with price and other factors considered as permitted under federal regulations. For qualifications-based selection of architectural and engineering services, price may be negotiated following ranking of the most qualified firm.

Cost Principles

All costs proposed and incurred under any resulting agreement must comply with the cost principles set forth in 2 CFR §§200.403–200.405, including requirements related to allowability, allocability, reasonableness, and consistent treatment of costs.

Conflict of Interest

Offerors must disclose any real or apparent conflicts of interest that could affect the integrity of this procurement, in accordance with 2 CFR §200.318(c). The Owner reserves the right to disqualify any firm determined to have an impermissible conflict of interest.

Recordkeeping and Audit

The selected firm shall maintain all records related to this procurement and any resulting contract for a period consistent with federal record retention requirements and shall make such records available for inspection by the Owner, the pass-through entity, the U.S. Department of the Treasury, and any authorized auditors, in accordance with 2 CFR §§200.334–200.337.

Compliance with Federal Requirements

The selected firm will be required to comply with all applicable federal, state, and local laws, regulations, and guidance governing the use of ARPA funds, including any additional requirements imposed by the pass-through entity. Compliance with these requirements is a condition of any contract awarded pursuant to this RFP.

Additional Information:

Right to Negotiate Final Fees: MDP reserves the right to negotiate scope and fee with one or more respondents, or to request best and final offers prior to selection.

Contract Service Standards: All work performed pursuant to this RFP must conform to all applicable local, state, and federal codes, statutes, and regulations, and adhere to recognized standards of professional care applicable to architectural services.

Precedence Of Documents: Unless otherwise noted, the precedence of documents shall be as follows:
The Contract, the Request for Proposals and the Respondent's response to the Request for Proposals.

Contact Information: All questions shall be submitted via the RFP email chain. Responses to RFIs will be distributed to all teams, in accordance with the RFP schedule.

Disclaimer: This Request for Proposal does not constitute a contract nor an offer to enter into a contract under the specified terms and conditions. MDP reserves the right, at its sole discretion, to amend, withdraw, or cancel this RFP; to waive irregularities; or to reject any and all proposals. MDP reserves the right to cancel this solicitation, reject any or all proposals, or modify the procurement process as necessary to remain in compliance with applicable federal funding requirements.

[END OF SECTION]