

SE-610

INVITATION FOR INDEFINITE QUANTITY CONTRACT

AGENCY/OWNER: SC Department of Administration - Division of Facilities Management and Property Services

PROJECT NAME: IDQ - Civil Engineering Design Services

PROJECT NUMBER: D50-P007-MJ

PROJECT LOCATION: Statewide - South Carolina

DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: Provide civil engineering & surveying services for site development projects for building renovations & new construction projects. Scope of work may consist of feasibility studies, cost estimating, design documents thru record document phase & specification preparation, submission for permit documents for approval of regulatory authorities, bidding & construction administration, as required, to design various grading & earthwork and asphalt/paving projects.

RESUME DEADLINE DATE: 8/20/21 TIME: 12:00 PM NO. OF COPIES: Printed: 0 Electronic: 1

ANTICIPATED PROJECT DELIVERY METHOD: Design-Bid-Build ☐ N/A ☒

AGENCY PROJECT COORDINATOR: Dan Purini

EMAIL: Dan.Purini@Admin.SC.gov TELEPHONE: 803-737-4377

The Agency/Owner requests qualifications from firms interested in providing professional services for the project listed above. Any questions concerning this solicitation must be addressed to the Agency Project Coordinator listed above

RESUME DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Dan Purini - Email Only

Dan.Purini@Admin.SC.Gov.

Include Project Number and Name in subject heading.

MAIL SERVICE:

Attn: Dan Purini - Email Only

Dan.Purini@Admin.SC.Gov.

Include Project Number and Name in subject heading.

CONTRACT INFORMATION

- | | |
|--|---------------|
| 1. The Contract period of the awarded Indefinite Quantity Contract (IDQ): | Two (2) years |
| 2. Maximum expenditures over the period of the awarded IDQ: | \$ 300,000 |
| 3. Maximum single Delivery Order expenditure that will be allowed under the awarded IDQ: | \$ 100,000 |
| 4. Maximum number of IDQ's Agency may award under this solicitation: | 3 |

• INTERESTED FIRMS SHOULD SUBMIT THE FOLLOWING:

1. A Current STANDARD FEDERAL FORM 330;
2. The Name and Contact Information, including Email, of a Primary Contact;
3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code §11-35-3215); and
4. Response to Selection Criteria set forth in SC Code §11-35-3220, as amended.

- **PUBLIC NOTICES:** All notices (Notice of Meetings; Notification of Selection for Interviews-IDQ; and Notification of Selection for Contract Negotiation-IDQ) shall be posted at the following location: South Carolina Dept. of Administration, 1200 Senate Street, Suite 600, Columbia, SC 29201

- **LICENSURE:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended, at the time of resume submission.

- To submit confidential information, see <https://procurement.sc.gov/construction/ose-confidential>.

- In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft – no hard notebooks. The Standard Federal Form 330 is not included in this page count.

- All written communications with parties submitting information will be via email.

- Agency will accept submittals via email above (PDF file no larger than 10Mb): YES ☒ NO ☐
- Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with SC Code § 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201. EMAIL: protest-ose@mmo.sc.gov

APPROVED BY: 
(OSE Project Manager)

DATE: 7/20/21

INSTRUCTIONS TO THE AGENCY:

1. Submit the completed SE-610 to the OSE Project Manager in MS Word format.
2. OSE Project Manager will review and send approved copy to SCBO and the Agency.