

SE-610

INVITATION FOR INDEFINITE QUANTITY CONTRACT

AGENCY/OWNER: The Citadel
PROJECT NAME: IDQ - Mechanical & Electrical Engineering Professional Services
PROJECT NUMBER: H09-P003-ML
PROJECT LOCATION: The Citadel, 171 Moultrie Street, Charleston, SC 29409
DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: Provide mechanical & electrical engineering professional services on an 'as-needed' basis during the term of the contract. Provide basic services including mechanical, electrical, plumbing and fire protection design.
RESUME DEADLINE DATE: 2/18/2020 **TIME:** 4:00PM **NUMBER OF COPIES:** 3
ANTICIPATED PROJECT DELIVERY METHOD: **Design-Bid-Build** **N/A**
AGENCY PROJECT COORDINATOR: Kathleen M. Dille, Architect, Director of Construction Management
EMAIL: kdille@citadel.edu **TELEPHONE:** 843-953-7063

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: <u>FedEx and UPS</u>	MAIL SERVICE: <u>USPS</u>
Attn: <u>Kathleen M. Dille, Architect</u>	Attn: <u>Kathleen M. Dille, Architect</u>
<u>The Citadel, 520 Wilson Avenue</u>	<u>The Citadel, 171 Moultrie Street</u>
<u>Charleston, SC 29409</u>	<u>Charleston, SC 29409</u>

CONTRACT INFORMATION

- | | |
|--|-------------------|
| 1. The Contract period of the awarded Indefinite Quantity Contract (IDQ): | <u>2 years</u> |
| 2. Maximum expenditures over the period of the awarded IDQ: | <u>\$ 500,000</u> |
| 3. Maximum single Delivery Order expenditure that will be allowed under the awarded IDQ: | <u>\$ 200,000</u> |
| 4. Maximum number of IDQ's Agency may award under this solicitation: | <u>3 (Three)</u> |

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: Facilities & Engineering Project Information website www.citadel.edu/ofeprojects and Facilities & Engineering Bldg., Lobby Bulletin Board

- **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 pages, front and back, 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: **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:  **DATE:** 1/28/20
 (OSE Project Manager)

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.