

SE-610

# INVITATION FOR PROFESSIONAL SERVICES INDEFINITE DELIVERY CONTRACT

**AGENCY/OWNER:** Lander University

**PROJECT NAME:** Indefinite Delivery Contract - Consultant for Architectural Design Services

**PROJECT NUMBER:** H21-D102-LC

**PROJECT LOCATION:** Lander University Campus, 320 Stanley Ave., Greenwood, South Carolina 29649

**DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES:** To provide architectural design and consultation services on an as-needed basis for university projects involving, but not limited to: Campus Master Planning, Building addition planning, Consultation on space re-use and renovations, Developing feasibility studies, Developing construction design documents and specifications, Providing project administration, bidding and construction management as required. Lander University intends to award two architectural IDC contracts.

**RESUME DEADLINE DATE:** 11/7/2018

**ANTICIPATED PROJECT DELIVERY METHOD:** Design-Bid-Build

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 below.

**RESUME DEADLINE TIME:** 3:00 pm      **NUMBER OF COPIES:** Four, (04)

### CONTRACT INFORMATION

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|---|--|
| 1. The contract period of the awarded Indefinite Delivery Contract (IDC):         | <u>24 Months / 2 years</u>   |
| 2. Maximum expenditures over the period of the awarded IDC:                       | <u>\$ 500,000.00</u>   |
| 3. Maximum single project expenditure that will be allowed under the awarded IDC: | <u>\$ 200,000.00</u>   |
| 4. Maximum number of IDC's Agency may award under this solicitation:              | <u>02</u>  |
| 5. Terms and Conditions of the IDC may be viewed at:                              | <u>Facility Operations Bldg., 204 W. Henrietta Ave., Greenwood, SC 29649</u> |

**AGENCY PROJECT COORDINATOR:** Jef Beaver, Director - Office of Engineering Services

**ADDRESS:** Street/PO Box:320 Stanley Avenue (US Mail) / 204 West Henrietta Avenue (Shipping)

**City:** Greenwood

**State:** South Carolina      **ZIP:** 29649-

**EMAIL:** jbeaver@lander.edu

**TELEPHONE:** 864-388-8208

### • **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; SE-612, Notification of Selection for Interviews-IDC; and SE-619, Notification of Selection for Contract Negotiation-IDC) shall be posted at the following location: Facility Operation Bldg, 2nd Floor Foyer, 204 W. Henrietta Ave., Greenwood, SC
- **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.
- 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.
- To submit confidential information, see <https://procurement.sc.gov/construction/ose-confidential>.
- All written communications with parties submitting information will be via email. Agency **WILL NOT** accept submittals via email.
- 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@mimo.sc.gov](mailto:protest-ose@mimo.sc.gov)

**APPROVED BY:** *Lyle B. Clark, Jr.*

*(OSE Project Manager)*

**DATE:** October 17, 2018

### **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.