

SE-610
INVITATION FOR PROFESSIONAL SERVICES
INDEFINITE DELIVERY CONTRACT

AGENCY/OWNER: Horry-Georgetown Technical College

PROJECT NAME: Indefinite Delivery Contract for Architecture & Related Services

PROJECT NUMBER: H59-D834-CA

PROJECT LOCATION: HGTC Campuses located at Conway, Myrtle Beach, and Georgetown SC

DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: Provide all A/E services necessary for a full scope of potential projects on campuses for HGTC. Typical work may include pre-planning, feasibility studies, master planning, site planning, land planning, cost estimating, design documentation through construction documents and specific preparation, bidding, construction, administration and other related work as required.

RESUME DEADLINE DATE: 2/18/2019

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

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: 2:00 P.M. **NUMBER OF COPIES:** 5

RESUME DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Dianna Cecala
2050 Hwy 501 E, Conway, SC 29526
Bldg. 100, Room 120

MAIL SERVICE:

Attn: Dianna Cecala
PO Box 261966, Conway, SC 29528

CONTRACT INFORMATION

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|---|--|
| 1. The contract period of the awarded Indefinite Delivery Contract (IDC): | <u>Two Years</u> |
| 2. Maximum expenditures over the period of the awarded IDC: | <u>\$ 500,000</u> |
| 3. Maximum single project expenditure that will be allowed under the awarded IDC: | <u>\$ 200,000</u> |
| 4. Maximum number of IDC's Agency may award under this solicitation: | <u>4</u> |
| 5. Terms and Conditions of the IDC may be viewed at: | <u>https://www.hgtc.edu/purchasing Tab - Construction Projects</u> |

AGENCY PROJECT COORDINATOR: Dianna Cecala, Procurement Manager

EMAIL: dianna.cecala@hgtc.edu **TELEPHONE:** 843-349-5207

• 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: https://www.hgtc.edu/purchasing

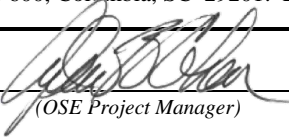
• LICENSURE: To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended, at the time of resume submission.

• 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@mso.sc.gov

APPROVED BY:  **DATE:** 1-16-19
(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.