

SE-210

INVITATION FOR PROFESSIONAL SERVICES

AGENCY: The Citadel, 171 Moultrie St., Charleston, SC 29409

PROJECT NAME: 201-203 Richardson Ave. Renovation & Addition

PROJECT NUMBER: H09-T007-PG **PROJECT LOCATION:** 201-203 Richardson Avenue, Charleston, SC 29409

DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: Provide architectural & engineering professional services for renovation of existing office space at 201-203 Richardson Ave. Scope will include demolition, renovation of existing office space (former residential housing units), providing accessible entrances and connections between units, and adding a 2,550 SF innovation lab and technology space.

RESUME DEADLINE DATE: 1/9/24 **TIME:** 3:00 PM **NO. OF COPIES: Printed:** 6 **Electronic:** 1

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

AGENCY PROJECT COORDINATOR: Frank Smith; Construction Manager

EMAIL: fsmithii@citadel.edu **TELEPHONE:** 843-953-5286

The Agency 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: UPS/FedEx: Frank Smith; Facilities & Engineering
The Citadel, 520 Wilson Ave.
Charleston, SC 29409

MAIL SERVICE:

Attn: USPS: Frank Smith; Facilities & Engineering
The Citadel, 171 Moultrie St.
Charleston, SC 29409

DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT: Provide architectural and engineering professional services. Provide basic and additional services including schematic design, construction documents, construction administration, and cost estimating. The delivery method is expected to be Design-Bid-Build with the Pre-Qualification of Prime Contractors. See the project information website www.citadel.edu/ofeprojects for the 201-203 Richardson Ave. conceptual study. One flash drive should be submitted with printed copies.

ANTICIPATED CONSTRUCTION COST RANGE: \$ 2,000,000 to \$ 2,700,000 **N/A**

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.
- **PUBLIC NOTICES:** All notices (Meetings, Selection for Interviews, Notice of Intent to Award) shall be posted at the following location: Facilities & Engineering Project Information website www.citadel.edu/ofeprojects and Facilities & Engineering Bulletin Board in Lobby
 - **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 Appendix I, OSE Manual, <https://procurement.sc.gov/manual>.
 - 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 § 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: _____

(OSE Project Manager)

DATE: 12/4/2023

INSTRUCTIONS TO THE AGENCY:

1. Submit the completed SE-210 to the OSE Project Manager in MS Word format.
2. OSE Project Manager will review and send approved copy to SCBO and the Agency.