

# SE-210

## INVITATION FOR PROFESSIONAL SERVICES

**AGENCY:** South Carolina Department of Transportation (SCDOT)  
**PROJECT NAME:** Update SCDOT's Access and Roadside Management (ARMS) Manual  
**PROJECT NUMBER:** U12-N141-PG      **PROJECT LOCATION:** Statewide  
**DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES:** Update current version of ARMS Manual  
**RESUME DEADLINE DATE:** 12/13/22    **TIME:** 2:00      **NO. OF COPIES: Printed:** 8      **Electronic:** 1  
**ANTICIPATED PROJECT DELIVERY METHOD:**    **Design-Bid-Build**       **CM-R**       **N/A**   
**AGENCY PROJECT COORDINATOR:** Tammy O'Quinn, SCDOT Procurement Manager  
**EMAIL:** oquinntm@scdot.org      **TELEPHONE:** 803-737-3378

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:** Tammy O'Quinn/SCDOT/Traffic Engineering  
955 Park Street, Room 501  
Columbia, South Carolina 29201

#### MAIL SERVICE:

**Attn:** Tammy O'Quinn/SCDOT/Traffic Engineering  
Post Office Box 191  
Columbia, South Carolina 29202-0191

**DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT:** See Scope of Work at <https://www.scdot.org/business/procurement-list.aspx>

**ANTICIPATED CONSTRUCTION COST RANGE:** \$ \_\_\_\_\_ to \$ \_\_\_\_\_      **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: <https://www.scdot.org/business/procurement-list.aspx>

• **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@mmo.sc.gov](mailto:protest-ose@mmo.sc.gov)

**APPROVED BY:** \_\_\_\_\_



(OSE Project Manager)

**DATE:** 11.18.2022

### **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.