

# SE-210

## INVITATION FOR PROFESSIONAL SERVICES

**AGENCY/OWNER:** Spartanburg Community College

**PROJECT NAME:** Spartanburg - Downtown Evans Bldg Renovations

**PROJECT NUMBER:** H59-6195-JM

**PROJECT LOCATION:** Spartanburg Community College - Downtown Evans Academic Building

**DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES:** Architectural and Engineering services for space programming, design, permitting and construction administration for renovations to existing academic classroom and office space to create Corporate and Community Education's Beauty and Wellness Center for Esthetics, Cosmetology and Massage Therapy within the Evans Building.

**RESUME DEADLINE DATE:** 5/10/22 **TIME:** 2:00 PM **NO. OF COPIES: Printed:** 7 **Electronic:** 1

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

**AGENCY PROJECT COORDINATOR:** Patrick Kennedy, Project Manager

**EMAIL:** kennedyp@sccsc.edu **TELEPHONE:** (864) 640-1651

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:

**Attn:** Sheri Johnson, Campus Operations  
136 Community College Drive  
Spartanburg SC 29303

#### MAIL SERVICE:

**Attn:** Sheri Johnson, Campus Operations  
PO Box 4386, Spartanburg SC 29305 (Parcel Delivery: 107  
Community College Drive, Spartanburg SC 29303)

**DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT:** Design, programming, code analysis, coordination with College stakeholders, the Office of the State Engineer and other regulatory bodies to include development and revisions of applications and documents for all required permits and approvals, construction cost estimates, construction bidding documents, design drawings, specifications, construction administration services, submittal review, periodic inspection, payment processing, closeout documentation, etc.

**OTHER SPECIAL QUALIFICATIONS REQUIRED:** Familiarity with requirements for cosmetology space. **N/A**

**ANTICIPATED CONSTRUCTION COST RANGE:** \$ 700,000 to \$ 850,000 **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 (Notice of Meetings; Notification of Selection for Interviews; and Notification of Selection for Contract Negotiation) shall be posted at the following location: Spartanburg Community College, Campus Operations Building, Office I2, 136 Community College Drive, Spartanburg 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.

• 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 20MB): **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](mailto:protest-ose@mso.sc.gov)

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

  
 (OSE Project Manager)

**DATE:** 4/20/22

### **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.