

# SE-210 INVITATION FOR PROFESSIONAL SERVICES

AGENCY: Clemson University

PROJECT NAME: Hendrix Student Center Renovations

PROJECT NUMBER: H12-N332-JM

PROJECT LOCATION: Clemson University, Clemson SC

**DESCRIPTION OF PROJECT/PROFESSIONAL SERVICES: (450 character limit)**

Full design services through construction administration for the renovation of former bookstore space on the ground floor of the Hendrix Student Center. Renovations of this approximately 8,000 square foot space are intended to provide collaboration space and meeting spaces for student clubs and organizations along with offices for student government and staff advisors.

RESUME DEADLINE DATE: 03/24/2026 TIME: 03:00 PM NO. OF COPIES: Printed: 0 Electronic: 1

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

AGENCY PROJECT COORDINATOR: Peter M. Knudsen, AICP

EMAIL: [pknudse@clemson.edu](mailto:pknudse@clemson.edu)

TELEPHONE: (864) 844-7020

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: Peter M. Knudsen, AICP

Univ. Facilities Center, 280 Seneca Creek Rd.  
Seneca, SC 29678

**MAIL SERVICE:**

Attn: Peter M. Knudsen, AICP

Univ. Facilities Center, 280 Seneca Creek Rd.  
Seneca, SC 29678

**DESCRIPTION OF PROFESSIONAL SERVICES/QUALIFICATIONS ANTICIPATED FOR PROJECT:**

Architecture, Interior Design, Mechanical/Electrical/Plumbing Engineering, AV/IT design, and other related services as needed.

ANTICIPATED CONSTRUCTION COST RANGE: \$2,750,000 to \$3,250,000 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: <https://cufacilities.sites.clemson.edu/departments/pdc/planning/ae-selections>

- **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, it is preferred submittals not exceed 20 double-sided pages. The Standard Federal Form 330 is not included in the page count.

- All written communication 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 SC Code § 11-35-4210 at: CPO, Office of State Engineer, 1333 Main Street, Suite 700, Columbia, SC 29201, email: [protest-ose@mmo.sc.gov](mailto:protest-ose@mmo.sc.gov).

APPROVED BY:



(OSE PROJECT MANAGER)

DATE: 02/26/2026