

SE-610

# INVITATION FOR PROFESSIONAL SERVICES INDEFINITE DELIVERY CONTRACT

AGENCY/OWNER: Office of the Adjutant GeneralPROJECT NAME: Indefinite Delivery Contract: Architectural Services (Large)PROJECT NUMBER: E24-D099-CBPROJECT LOCATION: State Wide

**DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES:** A minimum of (5) consultants will provide architectural consultation services for repairs/renovations to existing structures and the construction of new structures. Work will be as directed by The Office of the Adjutant General - CFMO for Facilities located within the state of South Carolina. The Contract will be for a term of two (2) years with total fees for the period not exceeding \$300,000. The fee for an individual project shall not exceed \$100,000, excluding reimbursables.

RESUME DEADLINE DATE: 7/20/2018ANTICIPATED PROJECT DELIVERY METHOD: Design-Bid-Build

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 PM NUMBER OF COPIES: 5**CONTRACT INFORMATION**

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|---|----------------------|
| 1. The contract period of the awarded Indefinite Delivery Contract (IDC):   | <u>2 Years</u>       |
| 2. Maximum expenditures over the period of the awarded IDC:   | <u>\$ 300,000.00</u> |
| 3. Maximum single project expenditure that will be allowed under the awarded IDC:   | <u>\$ 100,000.00</u> |
| 4. Maximum number of IDC's Agency may award under this solicitation:  | <u>5</u>             |
| 5. Terms and Conditions of the IDC may be viewed at: <u>Office of the Adjutant General (1 National Guard Road, Columbia SC 29201)</u> |                      |

AGENCY PROJECT COORDINATOR: Zach Hicks (Project Manager)ADDRESS: Street/PO Box: 1 National Guard RoadCity: ColumbiaState: SCZIP: 29201-EMAIL: Hicksrz@tag.scmd.state.sc.usTELEPHONE: (O) 803-299-5359 (C) 803-528-3031**• 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: 1 National Guard Road, Columbia SC, 29201 (1<sup>st</sup> Floor Lobby)

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

APPROVED BY: 

(OSE Project Manager)

DATE: 6/14/18**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.