

SE-610 INVITATION FOR INDEFINITE QUANTITY CONTRACT

AGENCY: Department of Administration - Division of Facilities Management and Property Services

CONTRACT NAME: IDQ - Civil Engineering Design Services

CONTRACT NUMBER: D50-P017-AT

CONTRACT LOCATION: Statewide

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

Provide civil eng. & surveying services for site development projects for building renovations & new construction projects. Scope of work may consist of feasibility studies, cost estimating, design documents thru record document phase & specification preparation, submission for permit documents for approval of regulatory authorities, bidding & construction administration, as required, to design various grading & earthwork and asphalt/paving proj.

RESUME DEADLINE DATE: 08/22/2025 **TIME:** 02:00 PM **NO. OF COPIES: Printed:** 0 **Electronic:** 1

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

AGENCY CONTRACT COORDINATOR: Alexandra Hines, Project Manager

EMAIL: alexandra.hines@admin.sc.gov **TELEPHONE:** (803) 734-7214

The Agency requests qualifications from firms interested in providing professional services for the contract listed above. Any questions concerning this solicitation must be addressed to the Agency Contract Coordinator listed above.

RESUME DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Alexandra Hines (Submission Enclosed)

915 Main Street, Rm. 202

Columbia, SC 29201

MAIL SERVICE:

Attn: Alexandra Hines (Submission Enclosed)

915 Main Street, Rm. 202

Columbia, SC 29201

CONTRACT INFORMATION:

1. The contract period of the awarded Indefinite Quantity Contract (IDQ):	2 Years
2. Maximum expenditures over the period of the awarded IDQ:	\$300,000.00
3. Maximum single Delivery Order expenditure that will be allowed under the awarded IDQ:	\$100,000.00
4. Maximum number of IDQ's Agency may award under this solicitation:	5

• 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 (Meetings, Selection for Interviews-IDQ, and Notice of Intent to Award IDQ Contract) shall be posted at the following location:

2nd Floor Bulletin Board, 915 Main Street, Columbia, SC 29201

- **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, 1201 Main Street, Suite 600, Columbia, SC 29201, email: protest-ose@mmo.sc.gov.

APPROVED BY:



DATE: 08/07/2025

(OSE PROJECT MANAGER)