

# INVITATION FOR PROFESSIONAL SERVICES INDEFINITE DELIVERY CONTRACT

PROJECT NAME: Construction Manager Agent Services

PROJECT NUMBER: H27-D263-CB

PROJECT LOCATION: University of South Carolina

The University of South Carolina (the "Agency") requests letters of interest and a current resume of qualifications from persons or firms interested in providing professional services to the Agency on an as-requested basis during a period of time specified below. The Agency Coordinator will receive resumes until the deadline and at the address indicated below. An Agency Selection Committee will evaluate each of the persons or firms interviewed using the criteria set forth in Section 11-35-3220 of the SC Code of Laws, as amended, and any other special qualifications required pursuant to this solicitation.

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.

Any questions concerning this solicitation must be addressed to the Agency Coordinator listed below.

PUBLIC NOTICES: All notices (Notice of Meetings, Notice for Selection for Interviews SE-612, and Notification of Intent to Award SE-619) shall be posted at the following location: 743 Greene Street, Columbia, SC 29208 Lobby Area

DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT: Those professional services associated with contract administration, project management and other specified services in connection with the administration of a project delivery method. Construction management does not include construction.

### CONTRACT INFORMATION

1. The contract period of the awarded Indefinite Delivery Contract (IDC): two years
2. Maximum expenditures over the period of the awarded IDC: \$ 500,000.00
3. Maximum single project expenditure that will be allowed under the awarded IDC: \$ 200,000.00
4. Maximum number of IDC's Agency may award under this solicitation: 3
5. Terms and Conditions of the IDC may be viewed at: purchasing.sc.edu
6. Minimum dollar value of services Agency will procure under each awarded IDC (Check box if Applicable): \$ N/A

INTERESTED PERSONS AND FIRMS SHOULD SUBMIT A CURRENT **STANDARD FEDERAL FORM 330**, THE NAME AND CONTACT INFORMATION, INCLUDING EMAIL, OF A PRIMARY CONTACT; A CERTIFICATION STATING WHETHER THE PERSON OR FIRM IS A RESIDENT OF SOUTH CAROLINA (SEE SC CODE SECTION 11-35-3215); AND THE FOLLOWING ADDITIONAL INFORMATION:

To submit confidential information, see [http://procurement.sc.gov/PS/general/scho/SCBO\\_Notes\\_060512.pdf](http://procurement.sc.gov/PS/general/scho/SCBO_Notes_060512.pdf).

In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 30 pages, front and back, including covers, which must be soft - no hard notebooks. The Standard Federal Form is not included in this count.

All written communications with parties submitting information **WILL**  **WILL NOT**  be via email.

RESUME DEADLINE DATE: 10/11/2016 TIME: 2:00pm NUMBER OF COPIES: 6 and one USB flash drive

Agency **WILL**  **WILL NOT**  accept submittals via email. Submittals via email shall be in a Portable Document Format (.pdf).

AGENCY: University of South Carolina

AGENCY PROJECT COORDINATOR: Clarissa Clark

TITLE: Procurement Manager

ADDRESS: Street/PO Box: 743 Greene Street

City: Columbia

State: SC

ZIP: 29208-

EMAIL: clarkcg2@mailbox.sc.edu

TELEPHONE: (803) 777-7162

FAX: (803) 777-7334

APPROVED BY: 

(OSE Project Manager)

DATE: 9/19/16

### INSTRUCTIONS TO THE AGENCY:

1. Submit a copy of the completed SE-610 to the OSE Project Manager in Word format.
2. OSE Project Manager will review and send approved copy to SCBO and the Agency.