

SE-610
INVITATION FOR PROFESSIONAL SERVICES
INDEFINITE DELIVERY CONTRACT

AGENCY/OWNER: University of South Carolina

PROJECT NAME: Mechanical Consultant Indefinite Delivery Contracts

PROJECT NUMBER: H27-D322-FW

PROJECT LOCATION: USC System wide Campuses

DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: USC 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 criteria as set for in Section 11-35-3220 of the SC Code of Laws.

RESUME DEADLINE DATE: 8/3/2018

ANTICIPATED 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:** 6 (Six)

CONTRACT INFORMATION

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|--|---------------|
| 1. The contract period of the awarded Indefinite Delivery Contract (IDC): | Two (2) 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: | Five (5) |
| 5. Terms and Conditions of the IDC may be viewed at: http://purchasing.sc.edu | |

AGENCY PROJECT COORDINATOR: Michelle Robinson, CPPB

ADDRESS: Street/PO Box: 1300 Pickens Street

City: Columbia

State: SC

ZIP: 29208-

EMAIL: marobins@mailbox.sc.edu

TELEPHONE: (803) 777-3489

• **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: 1300 Pickens St., Columbia SC 29208
- **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.
- 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

APPROVED BY:


 (OSE Project Manager)

DATE:

7/11/2018

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.

Provide all mechanical engineering services on an as-needed basis for the University of South Carolina. The term of the IDC contracts is two years, with a maximum contract value of \$500,000. A single delivery order has a maximum value of \$200,000. The scope of work for this contract may consist of feasibility studies, cost estimating, design documents & specification preparation, as required to design various HVAC & plumbing systems. The majority of systems will interface with the campus central energy distribution systems, consisting of large boilers, chillers & distribution pumps & piping. Some delivery orders executed under this IDC may require coordination of work with other University consultants, i.e., architects, engineers, inspection & testing firms, etc. In accordance with the State of South Carolina Preferred Purchasing Policy, (SC Code 11-35-3215) all businesses responding to this invitation shall submit a certification with its response stating whether the business is a resident of South Carolina. The University intends to award up to five contracts. The A/E will be subject to a performance appraisal as defined in the Manual for Planning & Execution of State Permanent Improvements, Part II. Small and minority businesses are encouraged to apply.