

SE-610

INVITATION FOR INDEFINITE QUANTITY CONTRACT

AGENCY/OWNER: University of South Carolina (U of SC)PROJECT NAME: Indefinite Quantity Contract - Architectural ServicesPROJECT NUMBER: H27-P004-CBPROJECT LOCATION: University of South Carolina Statewide Campus System

DESCRIPTION OF PROJECT / PROFESSIONAL SERVICES: U of SC requests letters of interest and a current resume of qualifications from firms interested in providing Architectural Services to the Agency on an as-needed basis during the period of time specified below. An Agency Selection Committee will evaluate each firm interviewed per the criteria found in Chapter 4 of the OSE Manual. Minority and Small Business participation is strongly encouraged. Additional information can be found at: <https://purchasing.sc.edu>.

RESUME DEADLINE DATE: 2/6/2020 TIME: 3:00 PM NUMBER OF COPIES: 10ANTICIPATED PROJECT DELIVERY METHOD: Design-Bid-Build N/A AGENCY PROJECT COORDINATOR: Michelle RobinsonEMAIL: marobins@mailbox.sc.eduTELEPHONE: (803) 777-3489

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 above

RESUME DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Michelle Robinson1300 Pickens StreetColumbia, SC 29208

MAIL SERVICE:

Attn: Michelle Robinson1300 Pickens StreetColumbia, SC 29208

CONTRACT INFORMATION

1. The Contract period of the awarded Indefinite Quantity Contract (IDQ):	<u>Two Years</u>
2. Maximum expenditures over the period of the awarded IDQ:	<u>\$ 500,000.00</u>
3. Maximum single Delivery Order expenditure that will be allowed under the awarded IDQ:	<u>\$ 200,000.00</u>
4. Maximum number of IDQ's Agency may award under this solicitation:	<u>10</u>

• **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; Notification of Selection for Interviews-IDQ; and Notification of Selection for Contract Negotiation-IDQ) shall be posted at the following location: 1300 Pickens Street, 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.

- To submit confidential information, see <http://procurement.sc.gov/construction/ose-confidential>.

- 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.

- All written communications with parties submitting information will be via email.

- Agency will accept submittals via email above: 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: _____

(OSE Project Manager)

DATE: _____

1/17/2020

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.

IDQ – Architectural Services – H27-P004-CB

Description of Professional Services Anticipated for Project:

The University of South Carolina will be selecting up to ten (10) architectural consulting firms to provide design services, including, but not limited to, renovations, repairs, maintenance, and new construction for miscellaneous projects. Some work orders issued under this contract may require the firm to coordinate the work of other University consultants (e.g. engineers, inspecting firms, LEED consultants, and others as needed) to complete the design of assigned projects. Experience working with state agencies preferred. Also, experience working on an "on call" or "as needed" basis is preferred. The University reserves the right to select several firms located in the proximity of regional campuses. At the discretion of the University, selected architects could be asked to provide services at any USC campus. There will be no travel and/or meal reimbursement for projects within a 50 mile radius of the principal's office. Local firms will be given preference. Minority and small business participation is encouraged.