

SE-610 INVITATION FOR INDEFINITE QUANTITY CONTRACT

AGENCY: The Citadel

CONTRACT NAME: IDQ - Architectural Professional Services

CONTRACT NUMBER: H09-P038-JR

CONTRACT LOCATION: The Citadel

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

Provide architectural professional services on an 'as-needed' basis during the term of the contract. Provide basic and additional services including studies, space utilization, project planning, design & construction documents for renovations & construction, construction administration and cost estimating. Architectural services under this solicitation are typically for renovation projects in the construction range of \$50,000-\$800,000

RESUME DEADLINE DATE: 07/15/2026 TIME: 02:00 PM NO. OF COPIES: Printed: 5 Electronic: 1

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

AGENCY CONTRACT COORDINATOR: Claire Bowman, Director of Design

EMAIL: cbowman4@citadel.edu TELEPHONE: (843) 953-1766

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: UPS/FedEx: Claire Bowman

The Citadel, 520 Wilson Avenue

Charleston, SC 29409

MAIL SERVICE:

Attn: USPS: Claire Bowman

The Citadel, 171 Moultrie Street

Charleston, SC 29409

CONTRACT INFORMATION:

1. The contract period of the awarded Indefinite Quantity Contract (IDQ):	<u>2 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>5</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 (Meetings, Selection for Interviews-IDQ, and Notice of Intent to Award IDQ Contract) shall be posted at the following location:

Facilities & Engineering Project Information website www.citadel.edu/ofeprojects and F&E Lobby

- **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, 1333 Main Street, Suite 700, Columbia, SC 29201, email: protest-ose@mso.sc.gov.

APPROVED BY:



DATE: 06/18/2026

(OSE PROJECT MANAGER)