INVITATION for PROFESSIONAL SERVICES

PROJECT NAME: PDRTA Architectural Services Indefinite Delivery Contract

PROJECT NO: 0112-01     PROJECT LOCATION: Florence, Marion and Cheraw

- The Professional may be subject to a performance appraisal at the close of the project.
- Any questions concerning the terms and conditions of the proposed contract must be addressed to the Agency Coordinator listed below.

PUBLIC NOTICE OF MEETINGS RELATED TO THIS PROCUREMENT WILL BE POSTED AT THE FOLLOWING LOCATION: Front lobby of the Administrative Office of PDRTA at 313 S. Stadium Road, Florence, SC 29506

DESCRIPTION OF PROJECT: A two year indefinite contract for A/E consulting services for new construction, renovations, and additions to PDRTA buildings. Up to two firms may be selected.

ANTICIPATED CONSTRUCTION COST RANGE: N/A

DESCRIPTION OF PROFESSIONAL SERVICES ANTICIPATED FOR PROJECT: Architectural services, to include, but not limited to, civil engineering, structural engineering, mechanical engineering, landscape design, geotechnical services, surveying, and environmental services. Firms with LEED certified personnel on staff preferred.

INFORMATION TO BE SUBMITTED IN ADDITION TO THE CURRENT STANDARD FEDERAL FORM 330:

Response to include the following: Letter of introduction, response to selection criteria, LEED certified professional on staff, Federal Form 330, Letter of Commitment from each team member and consultant to participate in the project.

RESUME DEADLINE DATE: 1-26-12     TIME: 3:00 PM     NUMBER OF COPIES: 5

AGENCY: Pee Dee Regional Transportation Authority

NAME OF AGENCY COORDINATOR: Sandy Garris

TITLE OF AGENCY COORDINATOR: Purchasing Manager

AGENCY ADDRESS: 313 S. Stadium Road, Florence, SC 29506

AGENCY PHONE: (843) 664-5710     AGENCY FAX: (843) 665-7552

AGENCY COORDINATOR E-MAIL: sandygarris@pdrt.org

APPROVED BY: Sandy Garris     DATE: 12/28/11

Submit to SCBO with attached form for additional information
Resumes from persons or firms interested in providing professional services for the following project shall be received by Purchasing Manager at Pee Dee Regional Transportation Authority, until the deadline & at the address indicated below. To be considered for selection, persons or firms must be properly licensed, at the time of resume submission, in accordance with the requirements of Chapter 3, Title 40 of the SC Code of Laws, as amended. Resumes shall include a current Federal Standard Form 330 & shall include the offeror’s response to the Selection Criteria listed below.

The Agency Selection Committee shall evaluate each of the persons or firms interviewed in view of their (a) past performance; (b) the ability of professional personnel; (c) demonstrated ability to meet time and budget requirements; (d) location and knowledge of locality of the project; (e) recent, current and projected work load of the person or firm; (f) creativity and insight related to the project; (g) related experience on similar projects; (h) volume of work awarded by the using agency to the person or firm during the previous five years and (h) any other special qualification required pursuant to the solicitation of the using agency, in accordance with the South Carolina Consolidated Procurement Code and Regulations.

In accordance with SC Law Section 11-35-3245, no member of the design team selected for this project will be allowed to perform work as a contractor or subcontractor on this project.

For Right to Protest and Submitting Confidential Information see below:
RIGHT TO PROTEST: Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with the intended award or award of this contract may protest to PDRTA’s Executive Director in accordance with Section 11-35-4210 of the SC Code of Laws at: PDRTA 313 S. Stadium Road, Florence, S. C. 29506 EMAIL: cmacneil@pdrta.org.

SUBMITTING CONFIDENTIAL INFORMATION: For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged & confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, & documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, & (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify & hold harmless the State of South Carolina, its officers & employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney’s fees, arising out of or resulting from the State withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED".