

Procurement of Construction, Architect-Engineer, Construction Management, and Land Surveying Services



The District must select a method of construction delivery for each project. The most commonly used construction methods are:

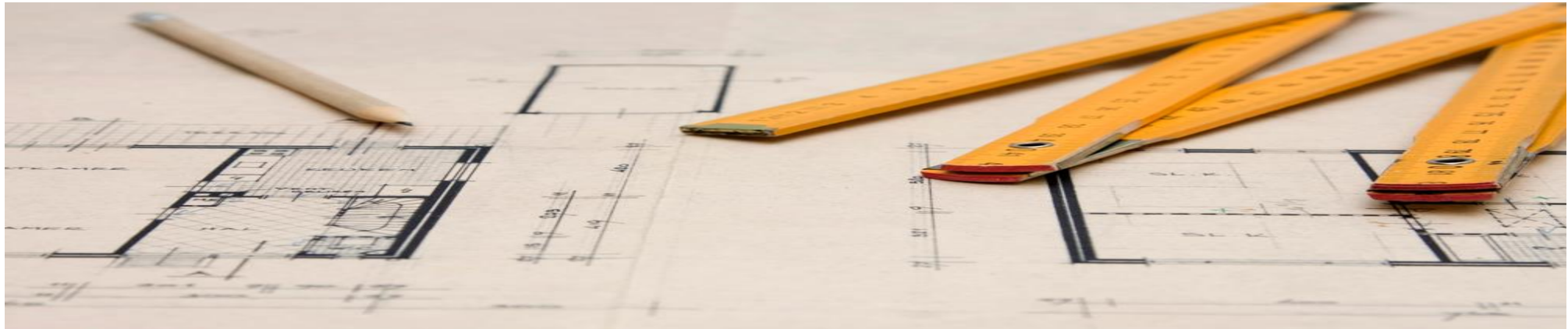
- Design/Bid/Build - Project is designed by a team of architects and engineers and then bids are solicited from construction firms to build the project.
- Design/Build - One contractor is selected to both design and build the project.
- Construction Management - The construction manager works with the design team to design the project and acts as the prime contractor during the construction phase of the project.

Procurement of Professional Services for Construction

(SC Code Sections 11-35-3210 thru 11-35-3245)

Includes:

- Architect-engineering Services
- Construction Management Services
- Land Surveying Services



Services estimated not to exceed \$25,000 (SC Code 11-35-3230)

- The District may award contracts by direct selection and negotiation
- Fees paid during the 24 month period immediately preceding negotiation of the contract for professional services must not exceed \$75,000

Services estimated to exceed \$25,000 (SC Code 11-35-3220)

- A “District Selection Committee” whose members are selected by the Board of Trustees or its designee must be established. The members are composed of individuals determined to be qualified to select the best firm for a proposed project. The Superintendent or his designee shall sit as a permanent member of the committee.
- The District Selection Committee:
 - a) Develops the description of the proposed project
 - b) Prepares a formal invitation for information submission and advertisement in *South Carolina Business Opportunities(SCBO)*
 - c) Interviews at least three (3) interested firms
 - d) Evaluates interviewed firms using established criteria (SC Code 11-35 3220.5)
 - e) Selects and ranks the three(3) most qualified of the interviewed firms

Contracts (SC Code 11-35-3220.7)

- The Superintendent or designee negotiates a contract with the most qualified firm.
- Final selection and award of contracts for architect/engineer and surveying services projects estimated to exceed \$25,000 must be approved by the Board of Trustees.

Indefinite Delivery Contracts (IDC) (SC Code 11-35-3310.1.2)

The District may choose to enter into (IDC) contracts with multiple qualified firms on an as-needed basis. The bid invitation will describe the general scope of the services needed. These type contracts are:

- Awarded based on the same selection procedures as for services exceeding \$25,000
- Limited to a two (2) year period
- Limited to individual project expenditures not to exceed \$100,000
- Limited to total expenditures of \$300,000 during a two (2) year period

Recommendations for Professional Services exceeding \$25,000

- Enter into Indefinite Delivery Contracts with multiple firms for projects classified as repair and maintenance to minimize delays of these type projects in the capital budget that require professional services estimated not to exceed \$100,000.
- Solicit specific proposals for all other projects requiring professional services and for projects with professional services expected to exceed \$100,000.

Procurement of Construction Services

(SC Code Sections 11-35-3010 thru 11-35-3050)



All District construction contracts must be award by:

- Competitive Sealed Bids - Contracts will be awarded to the lowest responsible and responsive bidder unless there are compelling reasons to reject one or more bids. The District may negotiate with the lowest responsible and responsive bidder to lower his bid.
- Competitive Sealed Proposals - Contracts will be awarded to the offeror whose proposal is determined to be the most advantageous to the District taking in to consideration the evaluation factors stated in the request for proposals. The District may negotiate a contract with the highest ranked offerors until a satisfactory contract has been negotiated.