



SECTION II

SCOPE OF WORK

ARCHITECTURAL AND TECHNICAL SUPPORT SERVICES

ANNUAL CONTRACT

EVENT # 4501

2.0 Broad Description of Project

The City of Savannah is soliciting proposals for miscellaneous architectural and technical support services for projects of limited scope, to be performed on a non-exclusive, indefinite quantity basis. Electronic responses will not be accepted.

The consultant's scope of work will consist of architectural services for projects based on hourly rates of contract. Work will be agreed upon through submission and approval of a project proposal. The architect's services consist of those services performed by the architect, architect's employees, and architect's consultants. The architectural firm represents that it has the knowledge, ability, skills, and resources to provide such services in accordance with the terms and requirements of this agreement.

2.1 Scope of Services

The specific scope of work for each project shall be determined in advance and in writing between the City and the architect. The successful proposer shall provide the following services at a minimum:

A. Basic Services

Provide signed and sealed construction drawings, specifications, and other required documentation for small-scale renovation or new-build construction projects. This may apply to interior and/or exterior work and may include any or all parts of the following: schematic design, design development, development of project renderings, development of construction documents for bidding and permitting, final construction documents and record drawings. All specifications shall

comply with applicable federal, state, and local codes. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.

B. Programming

Work with the City of Savannah's Design and Construction Management team and the user department to provide analysis of the City's needs and develop and/or refine existing programming for City facilities. This may involve developing project budgets and overall project schedules.

C. Conceptual Design

Provide conceptual designs that satisfy the programmatic, site, and budget requirements of a project. Conceptual designs shall illustrate programmed room sizes, configurations, orientation, adjacencies, and site implications. A variety of exterior massing, styles, and building configurations shall be included.

D. Building Assessment

Conduct evaluations and provide detailed reports of existing buildings/structures based on code compliance, ADA accessibility, and user needs. This may include estimates of cost for repair and/or replacement, renovation, etc.

E. Plan Review

Complete a review of construction documents for accuracy, consistency, compliance with the requirements of the user department, and code compliance.

F. Construction Administration

Act as a representative of the City during the construction of projects and make sure construction is being completed in accordance with issued construction documents. This will require knowledge of plans and specifications and may require site visits appropriate to the stage of construction, preparing change orders and construction change directives, inspections, and on-site meetings.

G. Project Management

Provide services related to the project including, but not limited to, cost estimating, scheduling, document management, progress meetings, and regulatory approvals. This may include securing necessary approvals and permits for the project, including, but not limited to Site Plan Review approval, Metropolitan Planning Commission's certificate for appropriateness, Historic Review Board approvals, special use permits, zoning compliance permits, building permits, demolition permits, land disturbance permits, site work permits, etc. Provide coordination of construction performed by separate contractors, or by the City's own forces.

H. Drafting

Provide basic 2-D CAD drawings that may include sketches showing ideas and concepts, construction details/documents, presentation drawings, measured drawings of existing buildings, etc.

I. Renderings/ Presentation Drawings

Complete drawings for the use of presentation. These may be colored, mounted, 2-D or 3-D drawings.

J. Historical Research

K. Investigation of Existing Conditions

Make investigations, inventories of materials or equipment, or valuations of existing facilities.

L. As-Built Drawings

Prepare a set of reproducible record drawings showing significant changes in the work during construction based on marked-up prints, drawings, and other data furnished to the architect.

M. Financial Feasibility

N. Estimates of Construction Cost

2.2 Contract Discussion

A. Sub-consultants: The consultant may subcontract with other parties as required to complete the requested scope of work, however at all times the consultant shall remain the lead and responsible party.

B. Local Presence: Partial staff, at a minimum, must be located in Savannah in order to respond to the needs of the City of Savannah.

C. Providing Estimates: This annual agreement is based on hourly rates to complete a requested service. Prior to any work commencing, an estimate of the work to be completed must be provided to the City of Savannah and must be approved by a dated signature.

D. Construction Contract Documents Preparation: The consultant shall prepare all necessary construction documents, specifications, and other contract documents for the project, consistent with the highest industry standards, and all pertinent building codes. Production of construction documents shall include, but not be limited to, all necessary plans, sections, and details, etc. for work described on a per project basis and any deemed necessary by the City upon its review. Drawings and details are to completely describe and depict all detailing of the materials and good quality workmanship required to construct a complete project, and shall also include any procedures to be followed for quality construction of the project. All drawings shall be stamped with a seal and signed by a registered architect and/or professional engineer registered in the State of Georgia.

The consultant shall deliver two (2) complete sets of printed reproducibles as well as a pdf for each of the design phases and all of the corresponding files on a compact disk. This includes both drawings

and specifications.

Construction documents and record drawings shall be submitted as a complete set of reproducibles along with a compact disk of the electronic media, in AutoCAD 2000 version or later drawing file format (DWG), including all fonts used, a plot style CTB file, and any attached xref files necessary to reprint all Architectural, Civil, Structural, Mechanical, Electrical and Plumbing drawings exactly as the originals. PDF and PLT files are not acceptable.

- E. Existing Documentation: Any drawings released to the consultant are for use as reference only; no information should be used without appropriate field verification. Presence of above and underground site utilities (including but not limited to water, sewer, drainage, electric, gas, cable, phone) must be verified by the consultant.
- F. Owner Supplied Information: Any and all as-builts provided by the City shall be field verified by the consultant. The City neither certifies nor claims that the information shown represents the existing site conditions. The information shown on the drawings shall not be used without field verification. In no event shall the City be liable for any direct, special, or consequential damages from the use of the drawings.
- G. Ownership of Documents: The original completed design, including electronic media files, tracings, and master specification sheets shall be the property of the City. The City reserves the right to utilize the design concept and any partially completed or completed design drawings and/or specifications for which the consultant has been paid.

2.3 Minority and Women-Owned Business Enterprise (MWBE) Participation: The goal of the minority/women-owned business enterprise policy is to increase the utilization of minority and women-owned firms in all areas of procurement of the City including small contract purchases, materials and equipment, and in professional services. The City of Savannah desires that this project have the strongest possible participation of minority and women-owned business enterprises (M/WBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation in the project as follows: **The City of Savannah has established an 18 % M/WBE goal for this project. The breakdown is as follows: 5 % MBE, 13 % Women Participation.**

2.4 Schedule: The consultant shall perform all services with professional skill and diligence in accordance with a design schedule as determined at the beginning of each project. The schedule shall not, unless approved in writing by the City, be exceeded by the consultant.

2.5 Fees: Proposer shall submit fees for services listed in Section II and for services not specifically listed but that may arise during the performance of work described in Section II. Include hourly rates of the Architect of Record, as well as all other levels of architects, engineers, and professionals that may be utilized in this contract.

- 2.6 **Contract Term:** This contract shall be for a period of one year with an option to renew for two (2) additional one year periods at the same terms and conditions upon agreement of both parties.
- 2.7 **Termination:** This Agreement may be terminated by either party by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms hereof by the one party through no fault of the other party. The consultant shall be paid for services performed to the date of termination, including reimbursements then due. If terminated due to the fault of the consultant, the consultant shall be paid for the value of services performed to the date of termination, such value as determined by the City.
- 2.8 **Progress Payments:** The City shall pay the consultant for professional services performed on a task completion basis, as verified by delivery of acceptable documents to the City. The City shall make payment within thirty (30) calendar days upon receipt of a complete and accurate invoice.
- 2.9 **Qualifications/Criteria for Selection**
- 2.10 Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site interviews of the proposed services.
- 2.11 **Minimum Qualifications:** In order to be considered for further evaluation, the consultant submitting the proposal must meet the following minimum qualifications:
- Ten (10) years of experience providing architectural services for projects of similar scope, complexity, and visibility.
 - Programming and conceptual design experience on five (5) projects of a similar scope and scale, with at least three (3) separate municipal or county clients. Projects must have been completed within the last five (5) years.
 - Design phase and construction administration experience on five (5) new construction projects of a similar nature, including at least one (1) with a total construction cost over \$250,000.
 - Renovation of existing building projects on five (5) projects of a similar nature, including at least one(1) with a total renovation cost over \$100,000.
- 2.12 **Evaluation Criteria:** Each proposer shall submit a summary of its qualifications and experience as requested in the attached “Statement of Qualification”. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate. In evaluating proposals submitted pursuant to this RFP, the City places high value on the following factors, not necessarily in order of importance:
- Experience in providing consulting services to municipalities, economic development organizations, or other governmental entities.
 - Commitment of principals to lead the team and devote time to the projects.
 - Consultant’s ability, availability and facility for working with the City’s directors, officers, staff and consultants.

- Quality of work product including client satisfaction and problems that may have arisen during construction reflecting on the constructability of the design drawings.
- The ability of the consultant to complete projects with design schedules and to maintain project budgets.
- Quality of experience as demonstrated in submitted relevant project examples.
- Experience managing subconsultant teams. Ability of the consultant to identify potential subconsultants with the necessary qualifications for a project of this significance and magnitude and the experience of the architectural firm in working with subconsultants with the necessary qualifications.

2.13 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

A. Qualifications & Experience of Firm and sub-consultants	(40 points)
B. Methodology	(15 points)
C. MWBE Participation	(10 points)
D. Fees in a separate, sealed envelope	(25 points)
E. References	(5 points)
F. Local vendor (Within the City Limits of Savannah and has a City of Savannah Business Tax Certificate) participation	(5 points)
Total Points	100 points

2.13.1 Proposals must have scored a minimum of 48 out of the 60 available points allocated for qualification and experience, methodology, and references.

2.14 Copies: One (1) unbound, signed, original and five (5) identical, bound, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.15 Format: Proposals shall be submitted in the following format and include the information outlined below.

- A. Cover Letter: The cover letter should serve as an Introduction to the Respondent and the Project, and must include the following:
- Identification of the firm who will be executing the agreement with the City,
 - Acknowledgement of all addenda(s) by date. Proposers are responsible for acknowledging any and all addenda(s) issued in connection with this event. Proposers must acknowledge all issued addenda in the cover letter to be considered.
 - A statement of the respondent's availability of personnel, and commitment to provide services on a timely basis.

- B. Table of Contents: There shall be a Table of Contents for material included in the Proposal and submittals shall include page numbers.
- C. Detailed description of methodology regarding the services as requested.
- D. Response to the Statement of Qualification: Each proposer shall answer all the questions and provide information as requested.
- E. Each Proposer shall submit a Proposed Schedule of Minority and Women owned Business Participation and a Non-Discrimination Statement.
- F. Hourly Fees: Proposer shall submit hourly fees for services not specifically shown in the scope of services that may arise during the design and construction phase of the project. Hourly fees shall be included in the fee proposal envelope and not in the body of the proposal.
- G. Each Proposer shall submit a Fee proposal, signed by an authorized party, and submitted in a separate sealed envelope, clearly marked Fee Proposal.
- H. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate and should be included at the rear of the proposal as attachments.

2.16 Questions: All questions regarding this RFP should be submitted in writing to the City of Savannah's Purchasing Department either by email or through the City of Savannah's Purchasing Web Portal (under the correct event number).

2.17 **Local Vendor:** A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- A. The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- B. The bidder or business must at the time of bid or quotation submission, have a current City business tax certificate issued by the City, and
- C. The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor / vendor must perform a distinct element of work for which the business owner has the skills, qualifications, and expertise, as well as, the responsibility for the actual performance, management, and supervision of the work for which it has been contracted to perform.

2.18 **Insurance and Insurance Requirements**

The Mayor and Aldermen of the City of Savannah should be CERTIFICATE HOLDER

Commercial General Liability

Limits (or higher):	
General Aggregate:	\$2,000,000
Products Completed Operations Aggregate:	\$2,000,000
Each Occurrence Limit:	\$1,000,000
Personal Injury Limit:	\$1,000,000
Damage to Premises Rented To You	\$1,000,000 Any One Event
Medical Expenses	\$ 5,000 Any One Person

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- No exclusions for subcontractors
- Includes current operations, ongoing operations and completed operations (no exclusions of these).

Commercial Auto

Limits: \$1,000,000 per Occurrence & Aggregate (*Minimum*)

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.

Workers Compensation & Employers Liability: (includes coverage for all employees, volunteers and others under your direction and supervision)

Limits:

Part A: Workers Compensation:	Statutory (<i>include State of Georgia</i>)
Part B: Bodily Injury by Accident:	\$500,000 Each Accident
Bodily Injury by Disease:	\$500,000 Policy Limit
Bodily Injury by Disease:	\$500,000 Each Employee

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.

to the Certificate of Insurance.

Commercial Umbrella

Limits: \$2,000,000 per Occurrence & Aggregate (*Minimum*)

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.
- This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation)

Professional Liability

Limit: \$1,000,000 per Project

Required Endorsements and Certificate of Insurance:

- This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance (COI).
- This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and/or employees and must be attached to the Certificate of Insurance.

Other Items Required

No exclusions for subcontractors. The Owner recommends the Contractor obtain certificates of insurance from sub-consultants, however, the Contractor will ultimately be responsible for any gap in coverage or lack thereof.

All insurance carriers in the policy/COI are required to have an AM Best Rating of A-, IX or better.

The City of Savannah is not responsible for any of the property used in or owned by consultant.

All deductibles in the coverage are the responsibility of the named insured on policy.

Any modifications to specifications must be approved by the City.

This contract requires the consultant to indemnify and hold harmless the City in all consulting work, projects and services provided. The consultant also agrees to indemnify for costs of preparing and defending lawsuits from consulting work, projects and services provided.

SECTION III

FEE PROPOSAL

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Architectural and Technical Support Services, RFP Event No. 4501 and include the name of the proposer. Fee proposals will only be opened after the initial evaluation pursuant to section 2.15, if the proposer is deemed to be qualified. Fee proposals will then be evaluated in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications. Electronic responses will not be accepted. Fee proposals should not be included in the body of the proposal.

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER A WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

ITEM	CLASSIFICATION Architect of Record (Primary Design Consultant)	HOURLY RATE
1.	Principal-in-Charge	\$ _____/HR
2.	Senior Architect	\$ _____/HR
3.	Junior Architect	\$ _____/HR
4.	CADD Operator	\$ _____/HR
5.	Technical Clerk	\$ _____/HR
6.	Administrative Assistant	\$ _____/HR
7.	Site Inspector	\$ _____/HR
8.	Building Construction Inspector	\$ _____/HR
	AVERAGE HOURLY RATE (total of lines 1 - 8/8)	\$ _____/HR

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: () _____
Area Code

FAX: () _____
Area Code

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

- | | |
|---|--|
| <input type="checkbox"/> NON-MINORITY OWNED | <input type="checkbox"/> ASIAN AMERICAN |
| <input type="checkbox"/> AFRICAN AMERICAN | <input type="checkbox"/> AMERICAN INDIAN |
| <input type="checkbox"/> HISPANIC | <input type="checkbox"/> OTHER MINORITY Describe _____ |
| <input type="checkbox"/> WOMAN (non-minority) | |

DO YOU HAVE THE REQUIRED INSURANCE? _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #
DATE _____

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process.

Name of Proposer: _____

Event No. 4501

Project Title: _____

NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: _____ %

Women Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

NOTE: The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

STATEMENT OF QUALIFICATIONS

Name of Firm: _____

Address: _____

- 1. Name of primary Architect of Record:

- 2. Education of the primary Architect of Record:

- 3. Relevant experience of the primary Architect of Record with the submitting firm:

- 4. Please provide the current and past five-year average number of staff employed in the consultants offices where principal staff for the proposed project is located.

	Current	5 Year Average
a. Architects	_____	_____
b. CAD Operators	_____	_____
c. Clerical	_____	_____
d. Other	_____	_____

- 5. How long has your firm been engaged in the architect/engineering profession?

- 6. List job titles and qualification of all associates who will be working on this project:

- 7. Describe any outstanding characteristics of the organization and any other qualifications which especially qualify you as consultants or enable your organization to render distinctive service.

- 8. Provide information and documentation for the principal(s) Georgia Professional License(s) including types, numbers and dates of issuance.

9. Please describe similar projects which your firm has completed during the past five years, giving date of contract, name of project, location of project, describe scope of work, name of Owner's contact and phone number, and size of project. Provide construction estimate of each project and final cost.

10. Would any of the projects be sub contracted? If so, please complete a chart for all sub-consultants to be used and provide the same information requested in item 9 for each sub-consultant.

11. List any professional awards which have been made to your firm or to members of your firm who will participate in the proposed project: (for similar projects)

12. State the extent to which your firm is a local, small, women-owned, or minority business enterprise. Provide the same information for any sub-consultants you may use:

13. If your firm has found it necessary to enter into litigation with an owner or contractor, please indicate the case or cases, the reason for, and the results of the litigation.

14. What are the limit of your Errors and Omissions Insurance?

What is the deductible?

15. Describe your team's methodology approach during the Design Phase.

16. Describe your team's methodology approach during Construction Administration.

17. Describe your team's methodology approach for Document Quality/Coordination.

18. Describe your team's methodology approach concerning documentation of existing conditions.

Signed: _____

Firm: _____