



EVENT # 4980

SAVANNAH CITY HALL INTERIOR CONDITIONS ASSESSMENT AND RESTORATION PLAN SECTION II

SCOPE OF WORK

- 2.0 Broad Description of Project:** The purpose of this project is to receive proposals from qualified contractors to conduct an interior conditions assessment of Savannah City Hall's public spaces, prioritize needs, prepare a restoration plan, and develop a maintenance schedule. Electronic submissions will not be accepted for this proposal.

One of the most recognizable and historically significant buildings in Savannah, Georgia, City Hall is prominently located at the intersection of Bay and Bull streets, in the heart of Savannah's National Historic Landmark District. Designed by architect Hyman W. Witcover and built by the Savannah Contracting Company between 1904 and 1905, City Hall is of unequalled historic value because it is the first building constructed by Savannah residents to serve as the exclusive seat of municipal government.

The six-story, granite and limestone structure has served Savannah's citizens for over 110 years. It is the center of municipal activity: Housing the Mayor's Office, Council Chambers, City Manager's Office, administrative offices for various City departments, and regularly hosting public meetings. City Hall is a contributing building to Savannah's National Historic Landmark District, was documented by the National Park Service for the Historic American Buildings Survey in 1981, and included in the publication *America's City Halls* (The Preservation Press, National Trust for Historic Preservation, 1984).

While the City has undertaken periodic restoration/preservation projects on the exterior of the building, the interior has not received any major restoration or preservation work in the public spaces (entrance lobby, rotunda, the central staircase, Council Chamber, Mayor and Aldermen's conference room) since its official opening in January 1906. In order to ensure the continued use of the building for future generations of citizens and prolong the life of significant historical features (including mosaic tile, marble, woodwork, plasterwork, brass lighting and hardware, and parquet floors), a professional assessment and restoration plan that address the unique character of the building is necessary to guide the City towards a restoration and maintenance program.

- 2.1 Scope of Services:** The successful proposer shall complete an interior conditions assessment of the major public spaces (entrance lobby; rotunda and central staircase in the first and second floors; Council Chamber; and Mayor and Aldermen's conference room), prepare a restoration plan, and develop a maintenance schedule for same. The interior restoration plan will identify and prioritize recommendations for immediate, short, and long-term restoration activities, and provide cost estimates. The maintenance schedule will

provide the City with routine and cyclical tasks that should be performed to extend the life of significant historic components, as well as identify appropriate and inappropriate cleaning agents for use on City Hall's historic materials and surfaces. All plans must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

2.1.1 Schedule

The City and the selected firm shall agree to a schedule prior to commencement of work. The planning process shall last no more than eight (8) months once the notice to proceed has been issued.

2.1.2 Deliverables

- A. Five (5) printed hard copies of assessment, restoration plan, and maintenance plan
- B. Copy of entire document in electronic format (e.g. flash drive, removable hard drive, etc.)

2.2 Proposal Format

Proposals shall be submitted in the following format and include the following information.

- a) Cover letter must include acknowledgement of all addenda issued for this proposal. If the addenda are not acknowledged in the cover letter, proposals will not be considered further. It is the responsibility of all vendors to determine and acknowledge all addenda issued in connection with this event.
- b) A detailed description of the team assigned to the project. Detail should include principle project contact, description of firm, its organization chart, key qualifications, proposed approach, process for project delivery, and information on proposed team for the project.
- c) Fee proposal as detailed in Section III (in a separate sealed envelope).
- d) Proposed schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.
- e) Response to consultant summary of qualifications as outlined in Section 2.7. Response should include a description of three (3) projects similar in nature and complexity to this scope of services, including current reference contact information for these services.

A table of contents with corresponding tabs should be included to identify each section. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. The City reserves the right to reject any or all proposals, and/or to waive technicalities and informalities at the discretion of the City.

2.3 Basis of Award

Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications, relevant experience, education, knowledge, and skills (*30 points*)
- b) Proposer's approach to the project (*20 points*)
- c) References (*15 points*)
- d) Schedule (*10 points*)
- e) Fees in a separate, sealed envelope (*20 points*)
- f) Local vendor (Within the City Limits of Savannah and has a City of Savannah business tax certificate) participation (*5 points*)

Proposals shall be evaluated by a selection committee comprised of City of Savannah staff. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation. A shortlist may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion.

The City also reserves the right to request a best and final offer (BFO) and to rescore evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.4 Copies: One (1) unbound, printed, and signed original, three (3) identical, printed copies, and one (1) electronic copy (submitted on a removable hardware device) of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.5 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.7 Qualifications: Qualifications submittals must meet the requirements of this section to be considered. The response to this RFP must be complete. Partial or incomplete responses will not be considered. Responses should be concise, clear, and relevant. Submittals must be on standard letter size paper and pages must be numbered. Please include only the information requested in the RFP submittal.

- A. A letter of interest summarizing the proposer's qualifications and experience in conducting preservation assessments and preparing restoration plans for historic buildings.
- B. Detailed description of the proposer's relevant experience and qualifications. Provide a narrative of projects (including project size and complexity) that demonstrate the proposer's experience in historic preservation.
- C. Resumes of key personnel. Proposers shall have at least five (5) years of relevant

experience in at least the following areas: historic preservation; architecture; and general contracting.

- D. Describe the team's approach to the project and the anticipated deliverables.
- E. Provide any other information you believe is relevant to this project.
- F. Provide information on any outstanding characteristics or qualifications that highlight your abilities.
- G. Provide a sample list of at least three (3) projects that demonstrate proposer's experience producing historic building assessments that result in actionable restoration plans and maintenance plans. A detailed outline of the following information shall be provided:
 - a. Description of the project scope.
 - b. Date project completed
 - c. Contacts/references for the project. Name, organization, address, phone number, and email address should be included.
- H. Provide a statement of what differentiates your firm from others for performing under this RFP and why it should be selected. Statements should include your firm's approach, special expertise, and training that makes your firm uniquely qualified for the project. Additional information such as resumes, etc. may be submitted as appropriate.
- I. Additional information and backup detail should be included as appropriate with your proposal.

2.8 Schedule: Each proposer shall submit a proposed time schedule for the project.

2.9 Fees: The proposer shall submit fees based on the detailed listing in Section III. Provide hourly fees for services not specifically shown in the scope of services that may arise during the project. Hourly rate sheets are to be submitted in the separate, sealed envelope containing the fee proposal. Response must include details on any expense or out of pocket costs, including, but not limited to, travel and related expenses, anticipated with this project.

2.10 Additional materials

The following studies and reports shall be available to the consultants for the project:

- Attachment 1: Inventory for record series 3121-010, Engineering Department – plans & designs, Savannah City Hall, prepared by H. W. Witcover, architect [collection available for review, by appointment, at the City of Savannah, Research Library & Municipal Archives, (912) 651-6412, www.savannahga.gov/MunicipalArchives]
- Attachment 2: Savannah City Hall Centennial Research Project: "The Birth of City Hall, 1903-1906" and "A Century of History, 1906-2006," prepared by the City of Savannah, Research Library & Municipal Archives, 2006
- Secretary of the Interior's Standards for the Treatment of Historic Properties (available online through the U.S. Department of the Interior, National Park Service, Technical Preservation Services at <https://www.nps.gov/tps/standards.htm>)

2.11 Acknowledgement of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

2.12 Insurance Requirements

2.12.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.12.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.12.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.12.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$5,000,000 per occurrence
- \$5,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.12.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City.

FEE PROPOSAL

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Savannah City Hall Interior Assessment and Restoration Plan, RFP Event # 4980 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

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

Total Cost for Savannah City Hall Interior Assessment & Restoration Plan \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (____) _____
Area Code

FAX: (____) _____
Area Code

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

DO YOU HAVE THE REQUIRED INSURANCE? YES _____ NO _____

DID YOU PROVIDE A SAMPLE LIST OF AT LEAST THREE (3) PROJECTS THAT DEMONSTRATE PROPOSER'S EXPERIENCE PRODUCING HISTORIC BUILDING ASSESSMENTS THAT RESULT IN ACTIONABLE RESTORATION PLANS AND MAINTENANCE PLANS? YES _____ NO _____

DO YOU HAVE AT LEAST FIVE (5) YEARS OF RELEVANT EXPERIENCE IN AT LEAST THE FOLLOWING AREAS: HISTORIC PRESERVATION; ARCHITECTURE; AND GENERAL CONTRACTING? YES _____ NO _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

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

NON-MINORITY OWNED

AFRICAN AMERICAN

HISPANIC

WOMAN (non-minority)

ASIAN AMERICAN

AMERICAN INDIAN

OTHER MINORITY Describe _____

NON-DISCRIMINATION STATEMENT

The bidder 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

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification 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. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____

Event No. 4980

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

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	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE 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 a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

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.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but ~~encouraged~~ do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.