



SECTION II

SCOPE OF WORK

CIVIL DESIGN ENGINEERING SERVICES

ANNUAL CONTRACT

EVENT # 4486

- 2.0 **Broad Description of Project:** The City of Savannah is soliciting proposals from qualified firms to provide civil engineering services for various construction projects, which may vary in complexity, on an as-needed, on-call basis. Electronic responses will not be accepted.

The desired services include, but are not limited to: preparation of design plans, specifications, cost estimates, and construction documents for projects categorized as:

- Street improvements, such as street widening, street rehabilitation, pedestrian facilities (i.e. sidewalks, crosswalks, etc.), bicycle facilities, bus pullouts, street landscape, street lighting.
- Stormwater projects, such as storm drain design, hydrology and drainage analysis, retention and infiltration facilities for NPDES compliance, water quality projects.
- Parks and recreation projects.
- Site design for City-owned facilities, such as police precincts, fire stations, neighborhood centers, parking facilities including grading, drainage, utilities, and landscaping.

2.1 **Scope of Services**

Civil engineering and consulting services to be provided may include:

- 2.1.1 Preparation of plans and specifications for construction projects varying in complexity, for a portion of the project or the project in its entirety. Services may include preliminary plans and cost estimates, necessary field work, drafting, design, surveying, bid assistance, construction inspection, and project management. All specifications shall comply with applicable federal, state, and local codes.
- 2.1.2 Construction administration and engineering including, but not limited to, review and approval of material submittals, daily construction observation and documentation, coordinating contractor's work, and preparation of engineer's certificates.

- 2.1.3 Review of correspondence from state and federal permitting agencies that require response or action from City engineer or Design and Construction staff.
- 2.1.4 Provide bid administration, construction management, and inspection services for capital improvement projects.
- 2.1.5 Coordinate, facilitate, and/or attend project-related meetings, such as pre-bid, preconstruction, and project progress meetings.
- 2.1.6 Provide construction documents that are in compliance with applicable local, state, and national ordinances, codes, regulations, and professional standards, and assist in gaining necessary approvals that may be required for obtaining permits and approvals.
- 2.1.7 Provide limited-scope feasibility assessments.
- 2.1.8 Make recommendations for preliminary design, project design, and bidding of capital projects. Provide assistance in preparing the scope of services for requests for proposals for design services for such projects.
- 2.1.9 Provide design review services for capital projects. Provide general, technical consultation to City staff involved in design review and construction overview of capital projects.
- 2.1.10 Provide civil design consultant services for small projects based on hourly rates of contract and upon submission and approval of proposed number of hours.
- 2.1.11 Provide signed and sealed construction drawings and specifications. 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, apply for permits, and construct the project.
- 2.1.12 City staff will be responsible for integrating the project specific technical specifications, any supplemental general conditions, and standard City requirements into the final bid package.
- 2.1.13 Review shop drawings, for general conformance with the project design concepts.
- 2.1.14 Conduct construction observations for general conformance with project specifications.

2.2

Proposal Format

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

- 2.2.1 The cover letter should serve as an introduction of 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 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.
 - A statement of the proposer's availability of personnel and commitment to provide services on a timely basis.

All respondents to the RFP are subject to instructions communicated in this document and are cautioned to completely review and entire RFP and follow instructions carefully. The City reserves the right to reject and or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the City.

- 2.2.2 Table of Contents: There shall be a Table of Contents for material included in the Proposal.
- 2.2.3 Detailed description of qualifications, experience, and methodology as requested.
- 2.2.4 Fee proposal , signed by an authorized party, and submitted in a separate sealed envelope. Hourly fees for services not specifically shown in the scope of services that may arise during the design and construction phase of the project shall also be submitted.
- 2.2.5 Response to Consultant Statement of Qualifications included with this document. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.2.6 Proposed schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.

2.3

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
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- 2.3.1 In evaluating proposals submitted pursuant to this request, the City of Savannah requires the following minimum qualifications of the consultant submitting proposals to be considered for evaluation:
 - (a) Ten (10) years of experience providing civil engineering services for projects of similar scope, complexity, and visibility.
 - (b) Three (3) civil site design projects completed within the past five (5) years that involved the design of utilities, parking, street access, Stormwater management, etc.
 - (c) Proposals must have scored a minimum of 48 out of the 60 available points allocated for qualification and experience, methodology, and references.

2.3.2 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.

The City also reserves the right to request a best and final offer, and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of its proposal as part of the response.

2.4 Work performed under the scope of this contract must be performed by, or overseen and certified by, a professional engineer licensed to practice engineering in the State of Georgia.

2.5 **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: **8 %** MBE, **10 %** Women Participation.

2.6 **Work Schedule/ Task Order:** Consultant services will be on as-needed, on-call basis throughout the term of the Agreement. Consultant services will be authorized by task work orders issued by the City, which will be in the form of a written request.

Task orders may vary significantly in size and scope and will be determined in greater detail as each task order is assigned or requested. The City will discuss the scope of services with the consulting firm prior to issuing the task order. The consultant will be responsible for preparing detailed scope and fee estimate for each task order requested by the City. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

2.7 **Fees:** Provide hourly fees for services listed in Section III and for services not specifically listed but that may arise during the performance of work described in Section II. Also include hourly rates of the principal engineer, as well as other levels of engineers/professionals that may be utilized in this contract. While work shall be compensated based on actual staff assigned and their associated contract rates, staff resources shall be economically selected and applied, based on the scope of work, to minimize costs to the City.

2.8 **Additional Costs:** The City will provide access to space in which surveying and investigations are needed, however, the proposer is responsible for providing any non-stationary equipment necessary for access, investigation, and testing. Costs for rented equipment may be included on invoice to the City, if pre-approved by the City, and if original invoices or receipts for such services are provided. All other expenses are to be included in hourly fees, unless pre-approved by the City.

2.9 **Qualifications:** Each proposer shall submit a summary of their qualifications and experience as requested in the attached "Statement of Qualifications". In evaluating proposals submitted pursuant to this request, the City of Savannah places high value on the following factors, not necessarily in order of importance:

2.9.1 Work samples that demonstrate:

- (a) Experience designing/analyzing projects of a similar scope, scale, and visibility.
- (b) Quality of work product
- (c) Client satisfaction
- (d) Resolution of design and construction problems, including those that may have arisen during construction reflecting on the constructability and coordination of the design drawings.

- (e) Experience working with multiple clients/institutions.
 - (f) Certification and training in damage assessment by FEMA, CAL OES, or equivalent.
 - (g) The consultant meets or exceeds the minimum qualifications listed under Basis of Award.
- 2.9.2 Experience of firm and employees, particularly the Engineer of Record, to be assigned to the project in general and in particular, providing consulting services to municipalities, economic development organizations, or other governmental entities.
- 2.9.3 Innovative or outstanding work by the consultant that demonstrates the firm's unique qualifications to provide consulting services.
- 2.9.4 Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of, and ability to, provide such services to the City.
- 2.9.5 Selected consultant's staff ability, availability, and facility for working with the City directors, officers, staff, and consultants, and providing time-sensitive, on-site visits.
- 2.9.6 The consultant's prior working experience with the City, including, but not limited to project communication, documentation of existing conditions, adherence to schedule and budget, quality of construction documents, and construction administration.
- 2.10 **References:** The proposer shall furnish references from accounts worked within the past three (3) years of similar size and magnitude for the same type of system proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.
- 2.11 **Contract Term:** This contract will be for a period of one (1) year with an option to renew for four (4) additional one year periods at the same terms and conditions upon agreement of both parties.
- 2.12 For all services rendered, the consultant shall:
- 2.12.1 Be responsible for all liability with respect to the full project and shall be the Engineer of Record, as applicable, for the project.
 - 2.12.2 Be responsible for becoming familiar with all existing conditions that may affect the design and construction of the project.
 - 2.12.3 Be responsible for issuing design documents at each phase of design and construction that are in compliance with all applicable codes, the program, the budget, and the schedule as set forth by the Design & Construction Group. Each design phase submittal shall be dated with the actual submission date and all drawings/documents shall have the same date. Any changes to the schedule must be approved by the City in advance.
 - 2.12.4 Perform a complete review of the documents prior to each phase submission for accuracy, consistency, and compliance with the requirements of this agreement. Submissions that contain obvious errors and omissions, lack coordination between drawings and sub-consultants, and/or do not appear to have been reviewed by someone other than the person preparing the documents, may be returned to the consultant and shall be considered incomplete.
 - 2.12.5 Acknowledge the following disclaimer: Any and all documentation provided by the

City shall be field verified by the consultant. The City does not certify or claim that the information shown represents the existing site conditions. The information shown shall not be used without field verification. In no event shall the owner be liable for any direct, special, or consequential damages from the use of the drawings.

2.13 **Copies:** One (1) unbound, printed and 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.

2.14 **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.

2.15 **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 (*include State of Georgia*)

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.

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 Civil Design Engineering Services, RFP Event No. 4486 and include the name of the proposer. Fee proposals will only be opened after the initial evaluation pursuant to section 2.2.4, 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 AT WWW.SAVANNAHGA.GOV.

1. Administrative Assistant: \$ _____/hr
 2. Field Investigation: \$ _____/hr
 3. Engineering/Report Preparation: \$ _____/hr
 4. Design Review: \$ _____/hr
 5. Technical Consultation: \$ _____/hr
 6. Construction Overview: \$ _____/hr
 7. Principal Engineer: \$ _____/hr
 8. CAD Technician: \$ _____/hr
 9. Project Administrator: \$ _____/hr
 10. Senior Professional Engineer: \$ _____/hr
 11. Professional Engineer: \$ _____/hr
 12. Junior Engineer: \$ _____/hr
 13. Engineer I: \$ _____/hr
 14. Registered Land Surveyor: \$ _____/hr
 15. Survey Crew – Two Men: \$ _____/hr
- AVERAGE HOURLY FEES** \$ _____/hr
(total of lines 1-15/15)

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? _____ yes _____ no

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. _____

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 Civil Engineer of Record:

2. Education of the primary Civil Engineer of Record:

3. Relevant experience of the primary Civil Engineer 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. Engineers	_____	_____
b. Engineering Technicians	_____	_____
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 complete the attached chart of 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 project 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 _____

RELEVANT PROJECT EXAMPLES FOR CIVIL ENGINEER

PROJECT NAME	DATE	OWNER NAME & PHONE NUMBER	DESCRIPTION OF PROJECT (construction type, square footage, features)	SERVICES PROVIDED
PROJECTS OF A SIMILAR NATURE AND NATURE (10 YEARS OF EXPERIENCE PROVIDING CIVIL ENGINEERING SERVICES)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
PROJECTS COMPLETED WITHIN THE PAST 5 YEARS (MUST INCLUDE ATLEAST 3 CIVIL SITE DESIGN PROJECTS)				
1				
2				
3				
4				
5				
6				
7				
8				
9				