

**EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY  
EVENT NO. 6336**

**SECTION II  
SCOPE OF WORK**

**2.0 Broad Description of Project:** The City of Savannah is soliciting competitive proposals for a highly qualified and experienced consulting organization to provide professional services to assist in the review and development of:

- A job classification system
- A competitive compensation system
- A comprehensive pay policy

Electronic submissions will not be accepted for this proposal.

A pre-proposal conference has been scheduled to be conducted at the Purchasing Office, 1375 Chatham Parkway, 2nd floor, Savannah, Georgia 31405. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

**2.1 Goals and Objectives**

The purpose of the classification and compensation Study is to review, revise compensation ranges, grades, and job descriptions for all positions to align organizational resources to:

- Competitively recruit new employees, retain its current workforce, and motivate employee job performance.
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities are classified together;
- Provide salaries commensurate with assigned duties;
- Provide justifiable pay differential between individual classes; and
- Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.

The anticipated work for this project has three (3) major elements plus project implementation. The three major elements are as follows:

- Communications program: Provide a comprehensive program to keep all stakeholders informed throughout the entire project.
- Development of a comprehensive job classification system.
- Develop a formal compensation philosophy with a corresponding competitive job compensation system: Identify appropriate benchmark organizations, conduct compensation benchmarking, develop a total compensation system with alternate compensation system designs for the City's review, and develop a sustainable pay policy.

## 2.2 Background

### 2.2.1 Community Profile

The City of Savannah contains the largest historic district in the United States and is home to the second busiest port in the United States. The City of Savannah's population was 146,763 in 2016. This represents an 11.6 percent increase since 2000.

The City of Savannah is the largest city within Chatham County and also serves as the county seat. The City of Savannah has a very diverse community with a large tourism industry. Public safety, health and environment, neighborhood vitality, culture and recreation, economic growth/poverty reduction, high performing government, and ambassadorship are the priorities of the City of Savannah.

According to the U.S. Census, Savannah's four (4) major economic drivers are the Port of Savannah, the manufacturing industry, military installations and the tourism industry. In 2017, the Savannah Area Convention and Visitors Bureau reported that the number of visitors the City attracted reached an estimated total of 14.3 million.

### 2.2.2 Organizational Profile

The City of Savannah is a full service City, with a nine (9) Mayor and Aldermen operating under the Council/Manager form of government. The City's budgeted full-time equivalent staffing for FY 2018 is 2,487 employees. A breakdown of positions by department can be found on page 64 of the City's FY 2018 Adopted Budget and strategic Plan at: <http://www.savannahga.gov/>

### 2.2.3 Project Initiation

A project management plan must be developed that is mutually agreeable to the City and the consultant. The project plan will clearly describe all phases of the project with schedules, milestones, responsibilities, constraints, and deliverables in order to successfully and timely achieve all of the outcomes for all of the elements of this project.

### 2.2.4 Communication Program

The City Manager and Human Resources staff are dedicated to ensuring that all work conducted on this project is open and transparent to all City of Savannah employees; therefore, the consultant must establish a clear and open communications program at the beginning of the project that continues until the project is finished and adopted by the City of Savannah including, but not limited to:

- Consultant to schedule an initial meeting with City project team, to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel

- Consultant to lead orientation and focus group sessions for employees and conducting interviews with department heads
- Consultant to facilitating discussions with City a staff to develop a draft compensation philosophy

#### 2.2.5 Develop a Comprehensive Job Classification Program

- Consultant to review current classification grade methodology and propose recommended strategies for the City.
- Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
- Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification etc.
- Consultant to identify officials and administrators, professionals, technicians, paraprofessionals, administrative support, skilled craft workers, and service employees, including fair Labor Standards Act (FLSA) status (exempt/non-exempt).
- Consultant to finalize class specifications, recommend appropriate classification for each employee, and provide clear distinctions in different job levels including correction of identified discrepancies between existing and proposed classifications.
- Consultant to identify career ladders, paths, and promotional opportunities for occupations.
- Consultant to submit recommendations for appropriate implementation measures the Human Resources Department will need to take.
- Consultant to provide a straightforward, easily understood maintenance system that Human Resources Department will use to keep the classification system current and equitable. The classification system shall provide in an electronic medium. Maintenance should include annual activities, as well as the process to use in the review of the classification of individual jobs, as needed.
- Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly outlined in the proposal.

#### 2.2.6 Develop a Formal Compensation Philosophy with a Corresponding Competitive Job Compensation System

- Formulate a formal compensation philosophy by the consultant for acceptance by the City Manager.
- Consultant to review current compensation plan (grade levels) and address current challenges in recruiting and retaining employees.

- Consultant to recommend and identify a consistent and competitive market position that the City can strive to maintain.
- Conduct market salary and benefit surveys of private sector and public sector peers to assess the market competitiveness of the City's current pay plan and to determine common benefits offered by peer organizations.
- Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
- Consultant to develop guidelines to assist City staff with determining the starting pay for new and existing employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
- Consultant to develop multiple implementation strategy options and provide cost impact analysis for overall implementation and each budgetary fund (i.e. general, enterprise); offices, departments, divisions, units, etc.
- Consultant to perform compression analysis and identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
- Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
- Consultant to provide system documentation and computer formats/software to administer compensation plan.
- Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey

#### 2.2.7 City Resources

- The City will provide the consultant with requested current documents used in the City's current systems.
- City staff will promptly review the submissions required from the consultant and advise the firm as to any adjustments necessary.
- The City will be able to host the consultant's proposed communications vehicles on its intranet. (CINC)
- The City will provide the consultant with a list of potential meeting sites and the corresponding capacities and resources.
- The City will provide a project manager to serve as the City's liaison on the project.

#### 2.2.8 Copyright and Trademark Licenses

Prior to the final payment, the consultant shall provide to the City of Savannah written, perpetual, royalty free copyright and trademark licenses to use any and all of the ideas and concepts provided by the consultant to the City in any manner provided that the use is solely for the City of Savannah's own internal uses. The City

will covenant not to grant to any third party any license or right to use any of the covered materials or any derivative works of the covered materials for any purpose whatsoever without the prior written authorization from the Consultant which will require a written agreement between the consultant and the new licensee and additional consideration.

#### 2.2.9 Additional Requirements

- A. Consultant must provide a project time table to include anticipated start and completion date for the project and estimated dates for the fulfillment of each work phase and task.
- B. Consultant must provide a list of names, addresses, and telephone numbers of at least five (5) references of the same or larger size and complexity as to City of Savannah who will attest to the successful completion and implementation of a classification and compensation study by your firm during the past five (5) years. At least three (3) references should be governmental entities similar to the City of Savannah. References must be submitted on Attachment 1 and included with a proposal to be considered.
- C. To be considered for award, a proposer shall meet or exceed each of the minimum requirements per Section 2.3. Failure to meet a requirement will result in the disqualification of the proposal i.e. the proposal will not be considered for award.

### 2.3 Minimum Proposer Requirements

- The consultant organization or its principles shall have a minimum of ten (10) years documented experience performing job evaluation, classification and market based compensation study work. This experience must include classification and market studies for public agencies. This information shall be demonstrated on Attachment 1. Attachment 1 must be submitted with a proposal to be further considered.
- The consultant organization or its principles shall have demonstrable knowledge and experience in the interpretation of Federal and Georgia laws as they relate to pay practices, compensation and non-exempt/exempt designation.
- The consultant organization or its principles shall have a demonstrable understanding of the principles and practices of compensation; including the development of compensation structures, policies and procedures including base pay, performance based pay, wage progression, compression, and equity solutions.
- The consultant or its principles shall have demonstrable knowledge and practical understanding of the Americans with Disabilities Act, as amended, as it applies to the work of this project.
- The consultant or its principles shall have demonstrable knowledge and practical understanding of the Fair Labor Standards Act (FLSA), as amended.

- The consultant or its principles shall have documented experience with the following:
  - Documented experience with job description creation
  - Conducting classification and compensation studies and analysis for public sector organizations
  - Conducting benchmarked compensation studies and analysis for public sector organizations
  - Developing and conducting training on the above
- The consultant shall have the human, managerial and fiscal resources to complete all elements of the project so the City can implement it no later than August 1, 2019.
- The consultant shall be properly licensed and authorized to perform work in the State of Georgia.

**2.4 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of the proposer's qualifications and experience, including support capabilities as requested in the Statement of Qualifications, and Section 2.10
- c) Fee Proposals per instructions in Section III signed by responsible party. Fees shall be in a separate, sealed envelope. Fee proposals or references shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- e) Response to Consultant Statement of Qualifications included with this document. (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate).

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

- a) Proposer's qualifications and experience, including support capabilities *(30 points)*
- b) Consultants overall approach and process *(25 points)*
- c) Schedule proposed to complete the study *(15 points)*
- d) References *(15 points)*
- e) DBE participation goals *(10 points)*
- f) Local vendor (As defined in the City of Savannah's ordinance) participation *(5 points)*

A short list may be developed and interviews conducted with any or all 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 re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.6 Copies:** One (1) unbound, printed, and signed original and eight (8) identical, printed copies, and one (1) electronic copy on a flash drive of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.7 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.

**2.8 Local Vendor Definition**

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 headquarters, distribution point, division, office, or locally-owned franchise with a physical address within the corporate limits of the city, and
- b) The bidder or business must, at the time of bid, proposal, or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the city (a post office box or temporary office shall not be considered a place of business);
- 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 he/she has been contracted to perform.

**2.9 Satisfaction of DBE Goals; Good Faith Effort**

The City of Savannah desires that this project have the strongest possible participation of Disadvantaged Business Enterprises (DBEs). DBE firms must have a current certification with the Georgia Department of Transportation (GDOT) or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful DBE participation in the project as follows:

- A. Prime Contractor Level DBE Participation – Meaningful DBE participation may take the form of a teaming agreement, partnership, mentor-protégé relationship, joint venture, or similar relationship wherein the DBE partner shares in a significant portion of management responsibility and profit-making potential. The proposer shall:
  - a. Provide names of DBE firms that are part of prime contractor bid team.
  - b. Provide a copy of teaming, joint venture or other equivalent agreement(s) between parties on prime contractor bid team setting forth roles and responsibilities and profit-sharing arrangements.
  - c. Describe roles and responsibilities of each company and its employees.
  - d. Provide anticipated percentage of DBE participation for each participant on the team.
  - e. Provide letter of commitment from lead firm, addressed to the City of

Savannah, regarding association with each participant on the prime contractor level team.

- f. Provide letters of commitment from each DBE firm, addressed to the City of Savannah regarding association with lead firm.

B. Sub-Contractor Level DBE Participation – The proposer shall provide a written plan for how it will ensure that DBE firms have the maximum possible opportunity to participate in prime and second tier sub-contracts that will be available in the completion of this project.

- a. The plan should include the proposer’s best estimate of the percentage of DBE participation (based on subcontract values) it expects to be able to achieve in this project from subcontractors.
- b. The plan shall include estimated dollar amounts of subcontract values that are used to estimate an overall proposal from the proposer.

Points will be allocated based on each respondent’s proposed DBE goal, with the maximum points of four (4) being awarded to the respondent who submits the highest proposed DBE goal at the prime contractor level, and six (6) being awarded to the respondent who submits the highest proposed DBE goal at the sub-contractor level. Points will be allocated to each respondent by using the following mathematical calculation:

- i. In the case of the award based on the prime contractor level:

$$\frac{\text{Respondent's Proposed DBE Goal}}{\text{Highest Proposed DBE Goal}} \times 4 = \text{Weighted Score}$$

- ii. In the case of the award based on the sub-contractor level:

$$\frac{\text{Respondent's Proposed DBE Goal}}{\text{Highest Proposed DBE Goal}} \times 6 = \text{Weighted Score}$$

No proposals will be deemed non-responsive due to this factor.

**2.10 Qualifications:** Each proposer shall submit a summary of their qualifications and experience as requested in the attached Statement of Qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

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

**2.12 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Fee proposals shall be in a separate, sealed envelope. Fee proposals or references shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.

**2.13 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.



**SECTION III**

**FEE PROPOSAL**

**\*\*\*PROPOSALS MUST BE SUBMITTED ON THIS FORM IN A SEPARATE, SEALED ENVELOPE\*\*\***

- PLEASE REGISTER AS A CITY SUPPLIER AT WWW.SAVANNAHGA.GOV.
- ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT.
- DUE TO THE NATURE OF THIS EVENT, ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED

Fee proposals shall be submitted on this form in a separate, sealed envelope clearly marked Fee Proposal for Employee Classification and Compensation Study, RFP Event # 6336 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. Fee proposals shall be in a separate, sealed envelope. Fee proposals or references to fees shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal maybe grounds for rejections of that proposal.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.4 of this RFP.

Additional lines or pages may be added to the fee proposal for detail.

TASK	ESTIMATED HOURS	TIMELINE	AMOUNT

Total classification and compensation Study, not to exceed,  
**TOTAL FEE** \$ \_\_\_\_\_

HAVE YOU INCLUDED ATTACHMENT 1 PER SECTION 2.2.8? \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code

EMAIL: \_\_\_\_\_

I certify this proposal 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** \_\_\_\_\_

**SECTION 01310**  
**DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established an Open DBE goal for this project.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4)  
and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

**Failure to submit the required documents shall result in the bid not being read or considered.**

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to**

**any substitution.**

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE 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 DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

**The State of Georgia Department of Transportation** maintains a website listing of Disadvantaged Business Enterprises located at [www.dot.ga.gov/PS/Business/DBE](http://www.dot.ga.gov/PS/Business/DBE)

**Chatham County** Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

**GA Tech Procurement Assistance Center** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

**Savannah/Hilton Head International Airport Commission** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at [www.savannahairport.com](http://www.savannahairport.com)

**Small Business Assistance Corporation** maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at [www.sbacsav.com](http://www.sbacsav.com).

## NON-DISCRIMINATION STATEMENT

The prime contractor / 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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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.

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Signature

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Title

**PROPOSED SCHEDULE OF DBE PARTICIPATION**

Any DBE listed in this completed form must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE 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 DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: \_\_\_\_\_ Bid No. \_\_\_\_\_

Project Title: \_\_\_\_\_.

**NOTE: Proof of DBE certification must be attached to this completed form for all firms listed in the table below.**

Name of DBE Participant	Telephone	Email	Address (City, State)	DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%

**The undersigned will enter into a formal agreement with the DBE 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 disadvantaged joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Disadvantaged Business Enterprise

**GOOD FAITH EFFORT**

\_\_\_\_\_  
Prime Company Name

\_\_\_\_\_  
Bid Date

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Event Number

**If you have failed to secure DBE participation or if your DBE participation is less than the City's project goal, you MUST complete this form.**

If the bidder's method of compliance with the DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

**This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.**

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a DBE or non DBE.

(Use additional sheets, if necessary)

List of:  
Subcontracting Opportunities

List of:  
Supplier Opportunities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.) Did you obtain a current list of DBE firms?

\_\_\_\_\_ Yes

Date of Listing \_\_\_\_/\_\_\_\_/

\_\_\_\_\_ No

Source \_\_\_\_\_

3.) Please indicate subcontract or supplier list categories for which potential DBE bidder lists were provided?  
Provide detail of how these DBEs were solicited.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective DBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

***DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.***



SECTION 01437  
DBE PARTICIPATION REPORT

**IMPORTANT NOTICES**

- The DBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted DBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change DBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). Any unauthorized substitution of DBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to DBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: \_\_\_\_\_ DATE \_\_\_\_\_ REPORT NO. \_\_\_\_\_

PRIME CONTRACTOR/CONSULTANT \_\_\_\_\_ CONTRACT AMOUNT (\$) \_\_\_\_\_

DBE GOAL  Open  This is the final project report. End Date: \_\_\_\_\_

DBE INFORMATION					DBE PAYMENTS			
APPROVED DBEs	DESCRIPTION OF WORK or SUPPLIES	DBE CONTACT PERSON	DBE CONTACT PHONE #	DBE CONTACT EMAIL	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total DBE Paid To Date: \$ \_\_\_\_\_ %

**CONTRACTOR:** I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**CITY OF SAVANNAH**

This report has been reviewed for DBE contract compliance.

SBO Compliance Coordinator \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted DBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract DBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE Participation" may be included on the payment report. **NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE** without prior written approval by the City.
8. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

## GENERAL INFORMATION

**The prime contractor/consultant may not change DBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE Program Requirements.****

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all DBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "DBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all DBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

\* \* \* \* \*

## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public

My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

## ATTACHMENT 1

**This attachment must be included with the RFP response in order to be considered further.**

### REFERENCES

In the space below, list five (5) current references. These references must have correct phone numbers and contact names.

1. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
2. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
3. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
4. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
5. Name of Company/Municipality: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

# STATEMENT OF QUALIFICATIONS

## Contact Information

Provide information for a Principal Owner or Corporate Officer representing the prime contractor or joint venture that can be contacted for additional information:

Name of Firm: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

## A. General Information

Year Firm Established: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Type of Ownership: \_\_\_\_\_ M/WBE Status: \_\_\_\_\_

Location of office where work will be performed: \_\_\_\_\_

Number of personnel at office performing the work to provide services for the project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total number in organization: \_\_\_\_\_

If your firm were selected for the proposed project, would your firm's services be immediately available? If not, indicate length of delay:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Could your firm provide continuous and uninterrupted services until the project is completed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Limits of your firm's errors and omissions insurance: \$ \_\_\_\_\_

Errors and omissions insurance deductible: \$ \_\_\_\_\_



Has your firm ever been involved in litigation with a client, former client, or party who was involved in a search in which the firm participated? If so, indicate the case(s), the reason for, and the results of, the litigation:

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Has your firm changed names within the past ten (10) years? \_\_\_\_\_

If yes, respond to the litigation question above for the firm under any previous name(s).

Please attach a copy of the current applicable Georgia Licenses held by the prime firm. Label and include as **Attachment A**.

**B. Proposed Project Team**

Provide the name, full mailing address, and contractual relationship, and a brief description of the role of each firm that will be involved in performance of the contract using the forms provided as **Attachment B**. List the lead consultant or joint venture partners first. If a firm has a branch office, indicate each individual branch office that will have a key role on the team. If more than four (4) firms are involved in the project team, use multiple copies of the attachment. The named sub-contractors and outside associates or consultants must be used, and any change must be approved by the City.

**C. Organizational Chart**

Provide an organizational chart of the proposed team showing the names and roles of all key personnel and the firm with which they are associated. Include technical staff that shall be performing the work.

The firm shall remain with the project throughout the term of the Agreement with the Owner. The firm shall not be replaced or substituted without permission of the Owner. If the proposed firm was not involved directly in at least three (3) of the projects listed in response to the “Related Project Experience” information request, please provide a discussion of why the firm is very capable of managing this project and include as an attachment to the resume.

**Label and include Organizational Chart as Attachment C.**

#### D. Resumes of Key Personnel

Provide the information requested in **Attachment D** for each key person who shall participate in the contract. *If existing resumes for team members are provided, Attachment D will still be required.*

Group entries by firm, with personnel of the prime consultant or joint-venture partner firms first. To successfully complete the form, please note that the following information must be provided:

Name, title, and role in project team

Total years of relevant experience and total years of relevant experience with current firm

Name, city, and state of the firm where the person currently works, which must correspond with one of the firms listed in Attachment B (Project Team Data)

The highest relevant academic degree(s) received and the area(s) of specialization for each degree

Current relevant professional registration(s) in the United States

Other relevant professional qualifications relating to this project such as publications, organizational memberships, training, awards, etc.

The projects which the individual is currently obligated to spend at least four (4) hours per week and an estimate of the time the team member will be available during the active design phase of this project.

Up to four (4) relevant projects in which the individual had a significant role that demonstrates the person's capability relevant to his or her role in the proposed project. If any of the professional services are not complete, indicate so in the project description response.

#### E. Related Project Experience

Related Project Experience – Select projects that demonstrate the firm's capability to perform work similar to the proposed project. Present a minimum of five (5) and a maximum of ten (10) projects. *If existing narratives of project descriptions are provided, Attachment E will still be required to capture any of the requested information that is not readily apparent, i.e. – not presented under a similar heading or stated directly.*

Attachment B – Proposed Project Team Data

Please complete the following form for all members of the proposed project team (firms). Should additional pages be required, attach additional copies of this form.

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Attachment C – Organizational Chart of Project Team

Attach the Organizational Chart for the proposed project team behind this page.

Attachment D – Resumes of Key Personnel

Team Member:

Name and Title: \_\_\_\_\_

Role in Contract: \_\_\_\_\_

Years of relevant experience, total: \_\_\_\_\_ Years of relevant experience, current firm: \_\_\_\_\_

Firm Name and Location (City & State): \_\_\_\_\_

Educational Achievements (Degree and Specialization):  
\_\_\_\_\_  
\_\_\_\_\_

Current Professional Registration(s) (State and Discipline):  
\_\_\_\_\_  
\_\_\_\_\_

Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Current Projects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated availability during active project phases (hours/week): \_\_\_\_\_

Relevant Projects:

1) Project Name and Location (City and State): \_\_\_\_\_  
\_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Project Name and Location (City and State): \_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

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3) Project Name and Location (City and State): \_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

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4) Project Name and Location (City and State): \_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

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Attachment E – Example Projects by Team (Example # \_\_\_\_\_)

Project Title and Location: \_\_\_\_\_

Year Completed, Professional Services: \_\_\_\_\_

Project Owner: \_\_\_\_\_

Point of Contact, Name: \_\_\_\_\_

Point of Contact, Telephone Number: \_\_\_\_\_

Provide a brief description of the example project and its relevance to the proposed project. Include factors such as scope, size, cost, principal elements, and features of the project:

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Indicate the size, nature, and basis for any contract change orders: \_\_\_\_\_

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Team Members (firms listed in Attachment B) involved in this Project:

Firm Name & Location (City/State): \_\_\_\_\_

Role in Project: \_\_\_\_\_

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Firm Name & Location: \_\_\_\_\_

Role in Project: \_\_\_\_\_

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Firm Name & Location: \_\_\_\_\_

Role in Project: \_\_\_\_\_

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Firm Name & Location: \_\_\_\_\_

Role in Project: \_\_\_\_\_