



**CONSERVATION FOR CITY CEMETERIES  
EVENT #5349**

**SECTION II**

**SCOPE OF WORK**

**2.0 Broad Description of Project:** The purpose of this event is to establish an annual contract for conservation work to be performed on historical monuments and structures within the City of Savannah's five (5) historic cemeteries. Projects may be assigned as needed throughout other areas of the City.

The City of Savannah owns five (5) municipal cemeteries – Colonial Park, Bonaventure, Greenwich, Laurel Grove North, and Laurel Grove South. These cemeteries are on the National Register of Historic Places (NRHP).

The City of Savannah Department of Cemeteries has identified multiple structures in its public cemeteries that are in need of immediate conservation. A number of these are deteriorated to a state that their original configuration is unknown. These structures include, but are not limited to, historical mausoleums, crypts, monuments, fencing, objects, and cemetery buildings.

The services to be performed under this contract will be on an as-needed or on-call basis. The work to be performed includes but is not limited to the following proficiencies:

- a. Conservation treatment proposals and planning
- b. Technical consultation
- c. Project documentation
- d. Masonry conservation
- e. Stone conservation
- f. Metal conservation
- g. Welding
- h. Painting
- i. Roof repair
- j. Carpentry
- k. Wood conservation
- l. Graffiti removal

See fee proposal for a complete list work to be performed.

The proposer will be expected to provide written reports, technical memorandums, calculations, and other documentation as necessary, and provide conservation and field support during construction activities. Occasionally, there may be a need for third-party consultation during construction activities.

A mandatory on-site pre-proposal meeting will be held at Laurel Grove North Cemetery at 802 W. Anderson St. Savannah, Georgia, 31415. All vendors interested in submitting a proposal shall attend.

## **2.1 Scope of Services**

The proposer's responsibilities shall include, but not be limited to, the following.

- 2.1.1 Provide all labor, materials, equipment, supplies, and supervision required to complete all repairs to monuments and structures.
- 2.1.2 Provide technical assistance for monuments and structures as needed.
- 2.1.3 Develop a detailed conservation treatment proposal for each project. Each proposal shall include the following:
  - a. A description, (including cemetery, lot and location of monument) and conditions assessment of each monument to be conserved;
  - b. A complete methodology of all conservation work to be performed for the project;
  - c. A comprehensive work schedule with completion date for each approved project;
  - d. A comprehensive list of materials to be used, subject to City approval;
  - e. A preliminary cost estimate associated with each project. The plan shall include contingency costs for work not yet determined set at unit cost outlined in the fee schedule.
- 2.1.4 Correct all deficiencies associated with the monument deterioration by selected means, subject to City approval.
- 2.1.5 Materials used shall match original specifications as found on site for each monument when appropriate, subject to City approval.
- 2.1.6 A comprehensive list of materials to be used that are not of the original fabric, subject to City approval.
- 2.1.7 All aesthetic and historical qualities of the project shall be protected and maintained during the project.
- 2.1.8 Projects will be completed within the work schedule provided with the conservation treatment proposal as outlined in 2.1.3.
- 2.1.9 During the work, all discarded materials, trash, containers, and other materials must be removed from the site at the end of each workday. All work areas and equipment shall be secured at the end of each workday. Upon completion of project, the worksite must be completely restored to its pre-work condition.
- 2.1.10 Upon completion of each project, a final conservation treatment report shall be completed and submitted to the Department of Cemeteries within one month's time of on-site work completion. The report shall include, but not be limited to, the conservation treatment proposal (noted above in 2.1.3), treatments executed, materials and techniques used, project

outcome, and recommendations for future conservation. This shall include written and photographic documentation to highlight monument conditions before, during, and after conservation. One (1) unbound, printed and signed original, and one (1) identical, printed copy, and one (1) electronic copy on a flash drive must be submitted to the cemetery conservation coordinator upon completion. The electronic copy must be in PDF file format. The actual report format is subject to City approval.

- 2.1.11 The proposer is responsible for pre-work coordination with any applicable departments, work-site safety, reporting of incidents, notification of completion, and site restoration.
- 2.1.12 The proposer shall abide by local, state, and federal regulations for all types of work performed.
- 2.1.13 The proposer shall be responsible for all liability of each project and become familiar with all existing conditions that may affect the construction of the project.
- 2.1.14 The proposer shall provide reasonable protection of all surrounding structures, infrastructure, hardscape and landscape features, and all other private and public property during the project. The service provider shall repair or replace, at his/her/their own expense any damage caused by any parties associated with his or her company and/or any personnel or companies subcontracted by the proposer.
- 2.1.15 The proposer, or his/her/their designated agent, must report any damage, complaints received, vandalism or suspicious activities immediately to the authorizing department.
- 2.1.16 The proposer shall be responsible for working with City staff (as needed) throughout all phases of the project.
- 2.1.17 The proposer shall abide by all rules and regulations set forth by the City of Savannah Dept. of Cemeteries *Rules and Regulations of Municipal Cemeteries* handbook (Attachment A).
- 2.1.18 All work must be performed to the following standards:
  - a. The American Institute for Historic and Artistic Works Code of Ethics and Guidelines for Practice (Attachment B) and Commentaries to the Guidelines (Attachment C).
  - b. Current edition of the Secretary of the Interior's Standards and Guidelines for Rehabilitation published by the U.S. Department of Interior (Attachment D).
- 2.1.19 All subcontractor work shall adhere to the same scope of services as outlined herein.
- 2.1.20 Description of Services
  - A. Monument cleaning shall include, but not be limited to, the manual surface cleaning using an approved cleaner and natural bristle brushes for all surfaces and materials.
  - B. Masonry – brickwork shall include, but not be limited to, the laying of brick whether it is new work or rebuilding of areas that have complete and/or localized loss of mortar and masonry units. It is assumed that this work will be completed using existing brick from the structure being conserved. Refer to the misc. materials line item to estimate costs of additional brick (replacement) required to complete projects.
  - C. Masonry – stonework shall include, but not be limited to, the laying of stone whether

it is new work or rebuilding of areas that have complete and/or localized loss of mortar and masonry units. This includes the resetting of large roofing stones that cover the gables of many masonry crypts in the cemetery. It is assumed that this work will be completed using existing stone from the structure being conserved. Refer to the misc. materials line item to estimate costs of additional stone (replacement) required to complete projects.

- D. Masonry – block work shall include, but not be limited to, the laying of block whether it is new work or rebuilding of areas that have complete and/or localized loss of mortar and masonry units. It is assumed that this work will be completed using existing block from the structure being conserved. Refer to the misc. materials line item to estimate costs of additional block (replacement) required to complete projects.
- E. Masonry- stabilization- in conjunction with block, brick, and stone work, shall include, but not be limited to, the stabilizing of crypts and/or mausoleums, with structural deficiencies through the addition of reinforcements such as anchors or tie-ins. This does not include temporary shoring and bracing support. Not to be confused with monument resetting or monument epoxy and pin application.
- F. Masonry- grouting shall include, but not be limited to, the use of a grout bag or pouring of a flowable mortar/material that matches the original mortar to fill voids within a masonry structure. Not to be confused with injections.
- G. Masonry – surface re-facing/plastic repair shall include, but not be limited to, the patching and resurfacing of stone and masonry units using a cementitious material to replicate the original surface. Also includes filling voids and cracks as needed where injections are not appropriate.
- H. Masonry consolidation shall include, but not be limited to, the stabilization of fragile and failing masonry surfaces.
- I. Crack Monitoring shall include, but not be limited to, the installation of static crack monitors, and checked monthly throughout the term of the contract.
- J. Injections- lime shall include, but not be limited to, the use of syringes or other means to inject flowable lime grout to fill voids and cracks in stone and masonry structures.
- K. Injections- epoxy shall include, but not be limited to, the use of syringes or other means to inject flowable epoxy to fill voids and cracks in stone and masonry structures.
- L. Lead repair shall include, but not be limited to, lead joint repair, resetting of fence posts into foundation blocks, lettering, and all safety procedures involved with the safe handling and cleanup of lead.
- M. Concrete work shall include, but not be limited to, repair, pouring, form building, and rebar.
- N. Ground excavation, unless otherwise noted, will be executed by hand and shall include the use of an underlayment for the excavated dirt to rest on and be covered when no work is being performed on site. This also includes returning the removed dirt to its original location upon completion of each project. Excavation will be monitored by Cemetery staff.
- O. Graffiti removal includes all material surfaces.
- P. Poultice application shall include, but not be limited to, the use of earth and, or cellulose based materials to remove contaminates from any material surface.
- Q. Monument resetting shall include, but not be limited to, all manner of monuments in the city cemeteries: headstones, ledger tablets, obelisks, die, base and cap monuments, pedestal monuments, zinc monuments, etc.
- R. Monument – epoxy and pin application shall include, but not be limited to, pinning broken headstones and resetting complex monuments. Unless otherwise noted, 1/4” diameter fiberglass rod will be used for all pinning.

- S. Ornamental iron fence resetting shall include, but not be limited to, the resetting of cast and wrought iron posts, rails, sections, gates, arches, installing foundation blocks, and new fasteners. Use the lead repair line item to estimate costs for resetting posts in foundation blocks. This does not include repair, see metal machining and fabrication.
- T. Pipe fence resetting shall include, but not be limited to, the resetting of stone or cast cementitious posts, the metal pipe and/or solid metal rails, and other items that connect these posts together.
- U. Chain link fence resetting shall include, but not be limited to, resetting posts, chain link, sections, gates, arches, installing foundation blocks, and new fasteners. This does not include repair, see metal machining and fabrication.
- V. Welding for all metals, particularly cast iron.
- W. Wax application for metal surfaces, particularly bronze. Includes hot and cold applications.
- X. Lacquer applications for metal surfaces.
- Y. Painting iron/steel shall include, but not be limited to, all prep work, rust conversion, priming, and two (2) coats of approved exterior grade paint.
- Z. Painting-galvanization shall include, but not be limited to, all prep work and means necessary to repair and/or recoat galvanized coating on objects.
- AA. Painting (miscellaneous) shall include, but not be limited to, all prep work, priming, and one (1) coat of approved paint.
- BB. Roofing-asphalt shall include, but not be limited to, the repair and installation of shingles that match the existing shingle in color and pattern.
- CC. Roofing-slate shall include, but not be limited to, the repair and installation of slate tile on wooden decking. Not to be confused with the installation of large slate block on the gable of a masonry structure in a bed of mortar.
- DD. Wood conservation shall include, but not be limited to, repair, consolidation, deterioration, and insect abatement.
- EE. Technical report writing shall include, but not be limited to, written and photographic documentation, assessments, future conservation recommendations, conservation treatment proposals, final conservation treatment reports, and other documents as necessary.
- FF. Technical consultation shall include, but not be limited to, onsite investigative work to determine the exact work/processes necessary to perform conservation treatments on monuments and structures. This does not include actual work already annotated in other line items.
- GG. Misc. Labor shall include, but not be limited to, the use of a general laborer to complete a general task not explicitly defined in the fee proposal. This line item does not capture the execution of specialized conservation tasks defined in other line items.
- HH. Mobilization/Demobilization shall include, but not be limited to, the setup and removal of equipment, material, debris, and waste removal of an individual project.
- II. Forklift, Variable Reach shall include the hourly costs of a variable reach forklift (telescoping lift) with the ability to reach 40 – 49 ft.
- JJ. Crane, Carry-deck shall include the hourly cost for a carry-deck crane with the capacity to hoist 8.5 – 9 tons.
- KK. Scaffolding shall include a per section cost for five (5) foot frames and accessories installed according to OSHA standards. Six (6) foot frames may be used as an alternative.
- LL. Miscellaneous equipment shall include, but not be limited to, the use of equipment not otherwise mentioned in these specifications. These costs must be pre-approved by the Cemetery Department prior to project commencement. These costs shall be included as-needed (project-based) and will be reimbursed upon verification of cost to the

vendor.

- MM. Miscellaneous materials shall include, but not be limited to, replacement masonry or stone units and other specialty materials not specifically listed in the existing line items. Materials will be reimbursed at cost to the vendor upon verification.

**2.2 Proposal Format:** One (1) bound, printed and signed original, and six (6) identical, printed copies, and one (1) electronic copy in PDF file format on a flash drive shall be submitted. Proposals shall be submitted in the following format and include the following information:

- a. Completed fee schedule per instructions and signed by responsible party
- b. Response to “Statement of Qualifications” included with this document. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- c. Response to “Project Examples for Monument Conservation” included with document
- d. A sample conservation treatment proposal
- e. A sample final conservation treatment report

**2.3 Basis of Award**

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

<b>Qualifications and experience, including support capabilities</b>	<b>65</b>
<b>MWBE Participation</b>	<b>10</b>
<b>Fees</b>	<b>25</b>
<hr/>	
<b>Total Points</b>	<b>100</b>

**2.4** Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation.

**2.5** The City reserves the right to seek competitive proposals for any and all projects as it deems appropriate. The City reserves the right to award a primary, secondary, and tertiary consultant at its discretion.

**2.6** 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.

**2.7 Schedule:** On-site work hours will coincide with normal cemetery operating hours, Monday through Friday, 8am-5pm. This schedule may be altered as necessary in the event of funerary services within the cemetery. Other variations to the work schedule must be approved by the cemetery director. Proposers shall submit a project schedule for each assigned project as required in the Scope of Services.

**2.8 References:** References shall be provided as part of the “Project Examples for Monument Conservation” included in the document. Failure to provide appropriate contact information for requested project examples may be cause for rejection of the proposal.

**2.9 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.

**2.10 Qualifications:** Proposers must have performed historical monument/architectural conservation, preservation, or restoration as his/her/their primary livelihood for the past five (5) years, and must have performed satisfactorily on at least three (3) commercial or government projects of similar size and scope. Proposers must provide five (5) references indicating past performance within their proposals. Prior cemetery preservation experience preferred.

All subcontractors must be approved by the City of Savannah's Cemetery Conservation Coordinator, meet or exceed the same qualifications as the proposer, and shall carry the same insurance liability. It is the proposer's responsibility for all work performed by any subcontractor.

**2.11 Contract Term:** This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to four (4) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2018. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

**2.12 Minority/Woman Business Enterprise Goals:** The City of Savannah has established a **27%** M/WBE goal for this project. The breakdown is as follows: **9%** MBE, **18%** Women Participation.

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. To be considered a M/WBE firm, a current certification as such by the City of Savannah or an approved certifying agency is required.

**2.13 Insurance and Certificate of 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: \$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.
- This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation)

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 Named Insured on policy
- Any modifications to specifications must be approved by the City.
- Indemnify & Hold Harmless wording required in contract: This contract requires the Consultant to indemnify and hold harmless the Owner 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.

**2.14** 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**

**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.**

I have read and understand the requirements of this request for proposal Event #5349 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved.

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

Line Item	Estimated quantity	Unit	Price per unit	Total
Monument Cleaning per Section 2.1.20 A	1	Square Feet		
Pressure washing	1	Square Feet		
Masonry- pointing/repointing	1	Square Feet per 3/8" width, 3/4" depth joint		
Masonry -brickwork per Section 2.1.20 B	1	Square foot per wythe		
Masonry - stonework per Section 2.1.20 C	1	Cubic foot		
Masonry - blockwork per Section 2.1.20 D	1	Square foot per wythe		
Masonry- stabilization per Section 2.1.20 E	1	Square Feet		
Masonry - grouting per Section 2.1.20 F	1	Cubic Feet		
Masonry - surface re-facing/ plastic repair per Section 2.1.20 G	1	Cubic Inch		
Masonry - consolidation per Section 2.1.20 H	1	Square Feet		
Stucco, per coat	1	Square Feet		
Parging	1	Square Feet		
Limewash	1	Square Feet		
Mortar Analysis	1	Each		
Crack monitoring per Section 2.1.20 I	1	Each		
Injections – lime per Section 2.1.20 J	1	Cubic Inch		
Injections – epoxy per Section 2.1.20 K	1	Cubic Inch		

Lead repair per Section per Section 2.1.20 L	1	Linear Feet		
Concrete per Section per Section 2.1.20 M	1	Cubic Feet		
Ground excavation per Section 2.1.20 N	1	Cubic Feet		
Graffiti removal per Section 2.1.20 O	1	Square Feet		
Poultice application per Section 2.1.20 P	1	Square Feet		
Monument resetting per Section 2.1.20 Q	1	Cubic Feet		
Monument - Epoxy and pin application per Section 2.1.20 R	1	Per pin		
Ornamental iron fence resetting per Section 2.1.20 S	1	Linear Feet		
Pipe fence resetting per Section 2.1.20 T	1	Per post		
Chain link fence resetting per Section 2.1.20 U	1	Linear Feet		
Welding per Section 2.1.20 V	1	Hour		
Bronze patina	1	Square Feet		
Wax application per Section 2.1.20 W	1	Square Feet		
Lacquer application per Section 2.1.20 X	1	Square Feet		
Painting - iron/steel per Section 2.1.20 Y	1	Square Feet		
Painting - galvanization per Section 2.1.20 Z	1	Square Feet		
Painting - miscellaneous per Section 2.1.20 AA	1	Square Feet		
Roofing – asphalt per Section 2.1.20 BB	1	Square		
Roofing – slate per Section 2.1.20 CC	1	Square		
Roofing - standing seam	1	Square		
Carpentry - rough	1	Hourly		
Carpentry – finish	1	Hourly		
Wood conservation per Section 2.1.20 DD	1	Square Feet		
Technical report writing per Section 2.1.20 EE	1	Hour		
Technical consultation per Section 2.1.20 FF	1	Hour		
Misc. Labor per Section 2.1.20 GG	1	Hour		
Mobilization/Demobilization per Section 2.1.20 HH	1	Hour		
Forklift, Variable Reach per Section 2.1.20 II	1	Hour		
Crane, Carry Deck, 8.5 – 9 ton per Section 2.1.20 JJ	1	Hour		
Crane, Gantry per Section 2.1.20	1	Hour		
Scaffolding per Section 2.1.20 KK	1	Section		
<b>TOTAL</b>				

The following assumptions shall be taken into consideration when estimating a unit cost for the above-referenced items:

- These line items are to be estimated on a best-case scenario.

- When estimating projects, line items may be used in conjunction with each other. E.g. Monument – Epoxy and Pin may be required in conjunction with Monument Resetting.
- Unless explicitly stated, take into account all possible materials needed to complete a line item when estimating the price per unit cost. E.g. welding would be estimated using labor and all materials needed to complete the task: rods, gas, and miscellaneous materials. Masonry would include labor, existing brick or masonry units, replacement mortar, etc. Roofing would include labor, shingles, flashing, nails, felt paper, etc.
- All work must be performed to the current edition of the Secretary of the Interior's Standards and Guidelines for Rehabilitation published by the U.S. Department of Interior & The American Institute for Historic and Artistic Works Code of Ethics and Guidelines for Practice and Commentaries to the Guidelines.
- The use of extra equipment such as lifts, cranes, scaffolding, etc. shall be captured in the Misc. Equipment line item and require preapproval by the Conservation Coordinator.
- Specialty products and materials not captured under the listed line items above would be purchased at cost using the misc. materials line item and require approval by the conservation coordinator before purchase.

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

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

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

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

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

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

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

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

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   | _____ ASIAN AMERICAN                |
| _____ AFRICAN AMERICAN     | _____ AMERICAN INDIAN               |
| _____ HISPANIC             | _____ OTHER MINORITY Describe _____ |
| _____ WOMAN (non-minority) |                                     |



## 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.

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Signature

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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](http://www.savannahga.gov).

## STATEMENT OF QUALIFICATIONS

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

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

1. Name of principal(s) of firm:
  
2. Education of principal(s) of firm:
  
3. Relevant experience of the principal(s) 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. Conservators	_____	_____
b. Conservation technicians	_____	_____
c. Journeyman craftspersons	_____	_____
d. Laborers	_____	_____
e. Other	_____	_____

5. How long has your firm been engaged in the monument/ architectural conservation profession?
  
6. List job titles and qualification of all associates who will be working on these projects:
  
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 of professional organizations including types, numbers and dates of issuance.

9. Please complete the attached chart of requested 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, size of project. Provide construction estimate of each project and final cost. A minimum of five projects must be submitted to be considered for the contract. Visuals (photographs, drawings, etc.) of work are highly encouraged.
  
10. Would any of the projects be sub contracted? If so, please complete a chart for all sub-consultants to be used and provide the same information requested in item 9 for each sub-consultant.
  
11. List any professional awards which have been made to your firm or to members of your firm who will participate in proposed projects: (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. Describe your team's knowledge of vernacular architecture and cemetery monuments in the Savannah area.
  
16. Describe your team's methodology for approaching monument/architectural conservation work.

## PROJECT EXAMPLES FOR MONUMENT CONSERVATION

All projects shall include project name, date (2012-2017), owner name & contact info, description of project (structure type, square footage, features), scope of work, estimate of project and final cost. Visuals are highly encouraged. Use additional sheets if necessary. References with contact information (name, entity, phone number, email address, etc.) listed shall be included.

### **Project I**

### **Project II**

### **Project III**

### **Project IV**

### **Project V**