



**COST ESTIMATING – ANNUAL CONTRACT
EVENT NO. 6858**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors with extensive experience and knowledge of local City of Savannah construction and associated materials, labor, and other construction related costs, to provide professional consulting services for cost estimating. Electronic submissions will not be accepted for this proposal

The City of Savannah has plans for various projects which require cost estimating. The cost estimating services shall include, but not limited to, review and recommendation of costs related to task order contracts, construction manager at risk, design/bid/build, and design/build projects to assure that costs are commensurate with the project scope and local market conditions. The selected firm may also provide costs on projects ranging from preliminary designs to construction documents which have not yet received cost estimates. All costs estimates shall be broken down by trade and include overhead and profit/fees. The selected firm may be asked to attend meetings to compare, evaluate, and confirm costs with the City's selected contractor.

The consultant must have knowledge of local City of Savannah construction pricing and must be able to provide examples of projects supporting this knowledge.

- 2.1 Scope of Services:** The successful proposer shall provide the following services at a minimum. The selected firm will meet with project management staff and review and/or provide cost estimates for City projects. The selected firm will be contracted either on a lump sum or on an hourly basis per individual projects as agreed upon by the City and the selected firm.

The consultant will be expected to have appropriate professional staffing to accomplish the scope of work within the specified time required by the City based on the project needs.

The consultant selected under this procurement will work to provide traditional and specialized cost management services, including cost models, program estimates, detailed itemized estimates (including North American Industry Classification System (NAICS) commodity codes), estimate reviews, scope/budget reviews, value engineering studies, construction manager/contractor cost reconciliation, and change order cost evaluations. The consultant will be required to provide cost management services on the following

construction delivery methods: task order, construction manager at risk, design build, and design bid build.

2.1.1 Schedule

Schedules for individual cost estimating projects will vary depending on project scope and schedule. The City and the selected firm will agree to a schedule prior to commencement of work on any individual project.

2.1.2 Deliverables

Deliverables will consist of up to three printed hard copies of comprehensive cost estimates and a copy of the entire document in electronic format.

2.2 Proposal Format

The response to this RFP must be complete. Partial or incomplete responses will not be considered. Responses should be concise, clear, and relevant. Submittals must be on 8.5" X 11" paper with pages numbered. A table of contents with corresponding tabs should be included to identify each section. Proposals shall be submitted in the following format and include the following information:

- A. Cover letter: The cover letter shall serve as a letter of interest and brief summary of qualifications of the proposing firm. The cover letter must include acknowledgement of all addenda issued for this proposal. If the addenda are not acknowledged in the cover letter, proposals will not be considered further. It is the responsibility of all vendors to determine and acknowledge all addenda issued in connection with this event.
- B. Proposers Information: Details should include firm name and location, principal contact, description of firm, its organization chart, key qualifications, process for project delivery, information on proposed team for the project, and description of cost estimating capabilities.
- C. Qualifications: Each proposer shall submit a summary of its qualifications and experience as outlined below. Qualifications submittals must meet the requirements of this section to be considered. The use of photos or other graphics is not necessary in the qualifications submittal.
 1. Resumes of key personnel being proposed as cost estimators.
 - Lead Cost Estimator Minimum Experience
 - Five years in commercial building and land development construction.
 - Format experience: CSI (trade-based) and Unifomat (component-based)
 - Certification: Certified Professional Estimator
 2. Provide a sample list of at least 10 projects representing the firm's experience, that demonstrate a wide range of municipal, critical facility, utilities projects, land development, etc., including new construction, and renovation work. Details shall include the following:
 - a. Project name
 - b. Client

- c. Location
 - d. Project category (new and/or renovation)
 - e. Project type
 - f. Size of facility
 - g. Construction value
 - h. Cost estimating services provided (program estimates, design estimated, detailed itemized estimates, estimate reviews, scope/budget reviews, value engineering studies, construction manager/contractor cost reconciliation, and change order cost evaluations)
3. From the sample list above, provide additional details for at least three (3) projects, including:
 - a. Description of the project scope
 - b. Estimate performance data (estimate within \pm % of awarded bid – for bid projects)
 - c. Reconciliation performance data (estimate within \pm of reconciled price – for construction manager or design build projects)
 - d. Indicate how ‘b’ and ‘c’ above added/subtracted from the project value
 - e. Contact/reference for the project, including name, organization, address, phone number, and email address
 4. Provide a sample list of at least three projects representing the firm’s knowledge of the local City of Savannah construction pricing. This project list should include projects that were completed within the City of Savannah and/or the Savannah Metropolitan Area (including Chatham, Bryan, and Effingham Counties). Details shall include the following:
 - a. Project name
 - b. Client
 - c. Location
 - d. Project category (new and/or renovation)
 - e. Project type
 - f. Size of facility
 - g. Construction value
 - h. Cost estimating services provided
 - i. Contact/reference for the project, including name, organization, address, phone number, and email address
 5. Describe the firm’s approach and process for cost estimate services. Include example format (CSI and/or Unifomat) and anticipated deliverables.
 6. Provide a statement of what differentiates your firm from others for performing under this RFP and why your firm should be selected. Statements should include your firm’s approach to cost estimating and special training and expertise that make your lead cost estimator uniquely qualified. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
 7. Fee proposal as detailed in Section III (in a separate sealed envelope).

All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. The City

reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the City.

- 2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight:
- A. Proposer's qualifications and experience, including support capabilities (40 points)
This includes evaluating experience specific to municipal facilities, critical facilities, marine construction, utility and infrastructure projects, land development, recreational facilities, and/or arenas, and experience overall in the Savannah market.
 - B. Technical capabilities (25 points)
 - C. Fees in a separate, sealed envelope (25 points)
 - D. References (5 points)
 - E. Local vendor participation (5 points)

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews with 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. The City also reserves the right to request a best and final offer (BFO), and to re-score valuations based on the BFO. Proposers may be required to provide clarification of its proposal as part of the response.

The City of Savannah reserves the right to award this contract to a primary, secondary, and tertiary firm. Secondary and tertiary firms may be selected to perform cost estimating services if the primary firm cannot make provisions to the City when time is of the essence, or if the primary firm is part of a project team, or planning to become part of a project team, working on a City project that is the same City project for which services are requested (in essence causing a conflict of interest).

- 2.4 Copies: One unbound, printed and signed original, six identical, printed copies, and one 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.
- 2.5 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.6 Fees: The proposer shall submit fees based on the detailed listing in Section III. Provide hourly fees for services not specifically shown in the scope of services that may arise during the project. Hourly rate sheets are to be submitted in the separate sealed envelope containing the fee proposal.
- 2.7 Local Vendor: A bidder or business shall be considered a local vendor if it meets all of the following requirements:
- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and

- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City 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), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

2.8 This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to three additional 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, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

2.9 Insurance Requirements
Insurance Requirements are non-negotiable.

2.9.1 Comprehensive General Liability

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

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

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

2.9.2 Commercial Automobile Liability

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

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.

- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.9.3 Workers Compensation

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

Minimum employer's liability limits:

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

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

2.9.4 Umbrella/Excess Liability

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

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

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

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

2.10 Acknowledgement of Addenda

Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in the cover letter, in order for proposals to be considered.

2.11 Period of non-communication

Those intending to respond to this event, their employees, agents, and attorneys, shall not make contact with City Council members, or with City staff outside of the Purchasing Department during the bidding process and evaluation phase.

2.12 Schedule

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

2.13 Fees

Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.

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.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for COST ESTIMATING, RFP Event # 6858 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.10 of this RFP.

POSITION

Principal / Lead Cost Manager Hourly Rate \$ _____

Cost Manager Hourly Rate \$ _____

Assistant Cost Manager Hourly Rate \$ _____

Administrative Assistant Hourly Rate \$ _____

Total Fees = \$ _____

Can you meet the insurance requirements as stated in these specifications? _____

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

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).

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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.) 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://everify.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.