

**CRITICAL WORKFORCE FACILITY PROVISIONS
EVENT NO. 5452**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The City of Savannah is seeking proposals for a self-sufficient facility for the purpose of providing temporary housing for critical workforce personnel during the time of an impending catastrophic incident necessitating the evacuation of City staff.

The City's Emergency Management Department continually plans and prepares for emergencies, such as hurricanes, tornadoes, and other extreme events that can impact City operations and safety of the general public. When emergencies are declared, it is necessary for critical workforce to often evacuate the affected area until such time as it is safe to return. Out-of-area facilities are needed because major storm damage would likely impact local hotels and facilities. In order to have a plan in place for these emergency situations, the City is seeking proposals from contractors experienced in providing all aspects of temporary housing services. The City is interested in establishing a contract for out-of-area temporary housing and associated services when needed.

Electronic submissions will not be accepted for this proposal.

- 2.1 Scope of Services:** The temporary housing facility shall be a single facility or campus within a three (3) hour drive/180 mile radius of Savannah, Georgia and provide the following:

Housing/Shelter: Provision of temporary housing for up to 1,750 critical workforce staff to include separate housing areas for men and women, beds and/or cots, bathroom and shower facilities, (building and modular), laundry facilities, and access to recreational/break room and gym facilities if present. Facilities will require redundant (back-up) power supply to supply air conditioning, lighting, and power to portable electronics.

Conference Room/ Meeting Space: Provision of at least three (3) large conference rooms and meeting spaces in an operational/administrative building and services to supply voice and data connectivity, audio-visual equipment, seating, tables, and related furniture, fixtures, and equipment.

Food/Water: Provision of three (3) full and nutritionally balanced meals per day with access to beverages (water, soft drinks, coffee, juice, etc.) and snacks (peanuts, chips, fruit, granola/snack bars, etc.) during non-meal hours.

Medical Clinic: Access to use on-site medical facilities, subject to the City providing medical staff and related supplies and medicines to operate the facility.

- Staging Area:** Access to parking lots or fields to stage emergency response equipment until re-entry into the Savannah area is authorized. The facility will have designated available areas depending on other site demands at the time of occupancy. The outdoor area shall also have sufficient space with access for media trucks to connect to a Joint Information Center.
- Secure Space:** The facility shall provide a secure space for two (2) evidence room trailers from the police department.
- Incident Command Post:** Provisions for an operational workspace for a 50-person Incident Management Team that shall also include the use of voice and data connectivity, audio-visual equipment, seating, tables, and related furniture, fixtures, and equipment.
- Local Airport:** The proposer shall provide information on the closest area airport/helo pad and indicate the type of aircraft the facility can support, including the presence of jet fuel and/or gas.
- Annual Exercise:** The proposal should include an annual two (2) day, one (1) night exercise to be held at least once per year in March - April (non-hurricane season) for a staffing load of up to 25 persons to test staff readiness and scope of services.

In addition to the items noted above, proposers are asked to include any additional items that may be needed during the emergency response events and that can be made available with appropriate pricing.

2.2 Proposal Format

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

- a) Detailed description of facility, including a site plan, and proposer’s capabilities as requested.
- b) Fee Proposals per instructions in Section III signed by responsible party.
- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.

2.3 Basis of Award

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

a)	Qualifications and experience, including support capabilities	40 points
b)	Range and suitability of facility	30 points
c)	Fees	20 points
d)	References	<u>10 points</u>
	TOTAL POINTS	100 points

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request an on-site tour of the facility.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to 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.

2.4 Demonstration of Experience

Proposers are requested to provide the following information in the proposal:

- Detailed description of the type of services that can be provided
- Demonstration of first-hand experience in providing similar services to those requested in this RFP
- General description of how projects will be staffed, managed, and completed, including project management and invoicing practices
- Identification of any services that may be provided by a subcontractor
- List of at least three (3) references for which similar projects were conducted, including name, company, title, phone number and email address, and a brief description of the project including the start and end dates.

2.5 Safety and Protection

The contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with work under this RFP. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

- All persons on the site who may be affected by the project work
- All work and materials and equipment to be incorporated therein, whether in storage on or off of the project site
- Other property at the site or adjacent thereto

2.6 Insurance Requirements

2.6.1 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 - \$2,000,000
- Damage to Rented Premises - \$1,000,000
- 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

2.6.2 General

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

Any modifications to specifications must be approved by the City

- 2.7 Copies:** One (1) unbound, printed, and signed original, six (6) identical, printed copies, and one (1) electronic copy on flashdrive, of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.8 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.
- 2.9 Minority/Woman Business Enterprise Goals:** The City of Savannah has not established a M/WBE goal for this project; however, M/WBE participation is encouraged wherever possible.
- 2.10 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.11 Contract Period**
This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). The first term will include the remainder of 2017 and will expire December 31, 2018. Renewals will begin January 1 and run through December 31 of each subsequent year. 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.
- 2.12 Cost of Service:** Proposers should clearly identify the limits of their cost proposal and provide enough information to reasonably allow an evaluation and comparison to other proposals. Pricing information must include:
- Retainer fees – including an explanation of process for securing services, payment of retainer fees, and other options available for securing services in lieu of retainer fees
 - Pricing for all provisions of the services as noted in this RFP.
 - Any additional fees for pre-planning assistance.

The City recognizes that responding to this RFP with a firm price proposal may be difficult. There are a number of unknowns, such as extent of storm damage, the availability of local

power, total number of staff requiring housing; length of time required; etc. However, each proposer should provide sufficient information in their response to reasonably allow for a thorough evaluation of the response.

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.

2.14 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.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event #5452 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. The fee for providing the required service is:

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.

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.

Please provide a price per day per person to provide all requested emergency evacuation and equipment staging scope of services per Section 2.1. The number of persons will be determined by the severity of the emergency. **For estimating the cost for this proposal, excluding the training exercise, use a multiplier of 1,000 people.** If the proposer has different pricing based on the number of persons, that breakdown can be noted in the proposal

\$ _____/person/day x 1,000 = \$ _____

Annual Retainer Fee TOTAL COST \$ _____

Annual Training Exercise TOTAL COST \$ _____

TOTAL COST OF PROPOSAL \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____ FAX: (_____) _____
Area Code Area Code

EMAIL: _____

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

Authorized Signature

Date

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

CHECK ONE:

_____**NON-MINORITY OWNED**

_____**AFRICAN AMERICAN**

_____**HISPANIC**

_____**WOMAN** (non-minority)

_____**ASIAN AMERICAN**
_____**AMERICAN INDIAN**

_____**OTHER MINORITY**
Describe _____

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of Proposer: _____ Event No. _____

Project Title: _____

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

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

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

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

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

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