



**DESIGN SERVICES FOR CITY FACILITIES AT DEAN FOREST ROAD
EVENT # 5802**

**SECTION II
SCOPE OF WORK AND PROPOSAL REQUIREMENTS**

2.0 Broad Description of Project

The City is requesting proposals for design consultant services for the construction of several facilities to be located on City-owned property at 1325 Dean Forest Road, Savannah, Georgia. The purpose of this request for proposal (RFP) is to solicit proposals from qualified consultants, which will then allow a fair and extensive review, evaluation, and final selection of the successful proposer based on the criteria outlined in this document. Electronic submissions will not be accepted for this RFP.

The project shall include, but not be limited to, architectural, structural, mechanical, electrical, plumbing, and civil design services. Services shall include ALL aspects of site and architectural planning and design including but not limited to: perimeter fencing; site security; parking areas for trucks, heavy equipment and vehicles (City-owned, privately-owned by staff, and privately-owned by visitors); traffic plan; equipment storage; refueling area (including storage tanks, pumps and canopy); vehicle wash station; utilities including water and sewer systems; building/structure locations; power; lighting plan; communications; stormwater management systems; roads; entrances; wetlands permitting and mitigation; DOT encroachment permitting, landscaping; etc.

The Sanitation Department will be housed at this location and as such, proposed buildings must be flexible and able to accommodate customized needs. The campus shall include the following facilities:

- An 8,000 to 10,000 sq. ft. Administration Building consisting of:
 - Single (1) story
 - Traditional wall systems
 - Brick or pre-cast concrete panel exterior
 - Space to include but not be limited to: office areas, reception area, conference room, break room, copy room, 60-person training center, plan storage, kitchen, restrooms, etc.
- A 4,000 to 4,500 sq. ft. Operations Building consisting of:
 - Single (1) story
 - Traditional wall systems
 - Brick or pre-cast concrete panel exterior
 - Space to include but not be limited to: office area, locker rooms, restrooms, showers, etc.
- Other Buildings/Structures consisting of:

Request for Proposals – Design Services for City Facilities at Dean Forest Road

- Recycling Convenience Center – Covered concrete slab containing two pull-thru traffic lanes and material storage, approximately 7,225 SF
- Fueling Station – Uncovered, includes two (2) diesel islands with 4 pumps / 8 dispensers, 8 DEF dispensers, and one (1) gasoline island with 2 pumps / 4 dispensers
- Truck Wash - Four (4) truck bays, including pressure washers, detergent dispensers, oil / water & grit separators
- Vehicle Maintenance Building, approximately 7,000 SF
- Repair Shop & Paint Booth, approximately 3,000 SF
- Truck Parking Area for approximately 100 Trucks
- 2-Acre Storage Yard for roll-off containers, dumpsters, and trailers.
- Sanitary pumping station and forcemain
- Water mains & laterals; gravity sewer mains & laterals
- Standby (Generator) power systems for buildings, fueling station, and sanitary pumping station

The project shall be designed to meet or exceed all applicable codes. The buildings shall be designed energy-efficient, and be designed with and constructed for durability and long-term viability. LEED Certification is encouraged but not required. No energy studies are required.

The Administration Building and the Operations Building will be critical facilities. Guidelines of the FEMA 543 Design Guide (Critical Facilities) or later update of this publication shall be reviewed and selectively proposed and applied in the design based on Owner input and approval.

The ultimate wind speed requirements for the facilities shall be in accordance with the required wind speed at the specific location for the Risk Category IV (table 1604.5), per the IBC 2012 (minimum 135 mph wind zone).

See RFP Exhibit C – “Additional Requirements” for additional requirements, details, and provisions in regards to the scope of the design. See also RFP Exhibit F – “Technology Design Standards” for minimum requirements and additional standards for low voltage wiring for voice, data, and video.

RFP Exhibit G – “Site Concept Plan and Vicinity Map” was developed by City staff to determine if sufficient space is available on the proposed site and to assist proposers determine the approximate size of field surveys and investigations. The exhibit shows one possible site concept or layout. The successful proposer will be responsible for developing their own site concept / layout based on the results of the programming efforts and input from the Owner. A vicinity map inset has also been included in RFP Exhibit G to assist proposers determine the site location.

2.1 Scope of Services

The Consultant's responsibilities shall include, but shall not be limited to, the following:

A. General

1. The Consultant shall be responsible for reading the Standard Consultant Agreement and agree to provide the services as outlined.
2. The Consultant shall be responsible for working with the City's Project Manager (PM), and other appropriate City staff throughout all phases of the project.
3. The Consultant shall be responsible for all liability with respect to the Consultant's design and shall be the Architect/Engineer of Record for the project.
4. The Consultant shall be responsible for becoming familiar with all existing conditions that may affect the design and construction of the project.
5. The Consultant shall be responsible for issuing design documents at each phase of design and construction that are in compliance with all applicable codes and the schedule and with the program requirements as set forth by the City's PM. Each design phase submittal shall be dated with the actual submission date and all drawings/documents shall have the same date.
6. The Consultant shall perform a complete review of the documents prior to each phase submission for accuracy, consistency, and compliance with the requirements of this agreement. Submissions that contain obvious errors and omissions, lack coordination between drawings and sub-consultants, and/or do not appear to have been reviewed by someone other than the person preparing the documents may be returned to the Consultant and shall be considered incomplete.
7. The Consultant shall provide signed and sealed architectural and engineering drawings and specifications for all aspects of the construction, including but not limited to, the HVAC system, interior and site lighting, electrical system, plumbing, structural system, fire protection (sprinkler and fire alarm), lightning protection, technology and communication systems, site design (staking, utilities, paving, grading, drainage, erosion control, etc.). All construction documents shall be signed by a Georgia licensed professional. Bid alternates, if requested by the Owner, shall be included in the final construction documents. Each alternate shall be clearly delineated in the Construction Documents.
8. The Consultant shall be responsible for securing all necessary approvals and permits for the project, including, but not limited to, Site Plan Review approval, zoning compliance permits, building permits, demolition permits, land disturbance permits, site work permits, encroachment / crossing permits, etc.
9. The Consultant shall provide site survey; subsurface utility engineering; plat preparation; geotechnical investigation (in accordance with industry standards) and

evaluation upon which design shall be based; and wetlands delineation certified by USACE and permit as required.

10. The Consultant shall be responsible for providing a risk analysis list/matrix for the project at each design submittal phase. The provided risk analysis shall assist the City in minimizing the probability and consequences of negative events and maximizing the probability and consequences of positive events related to the project objectives.
11. The Consultant shall continue to track and update the schedule for the performance of the Consultant's Services, keeping the City's PM informed of schedule.
12. The Consultant shall provide cost estimates, feasibility studies, and recommendations at each stage of the project design development.

B. Site Survey and Topographic Survey

1. Provide surveying services as necessary to design the on-site facilities, including sufficient information to design the utility service connections, site work, building foundations, water, sewer and storm drainage systems. Establish permanent benchmarks. Locate all above and below ground structures and utilities in the vicinity of the proposed facilities, measuring elevations and dimensions. Obtain topographic data and all other necessary survey data to design the proposed facilities and required infrastructure.
2. Verify both horizontal and vertical position of existing equipment, structures, pipes, and appurtenances for the proposed water and sanitary systems. Locate all above and below ground structures, measuring elevations and dimensions, permanent benchmarks, and ancillary equipment. Evaluate existing pipes and appurtenances at the proposed connection points. Locate property and right-of-way boundaries, easements, and property corners on the project site in the vicinity of the proposed facilities (a full boundary survey is not required). Obtain topographic data and all other necessary survey data to design the proposed water and sanitary mains.
3. The survey shall utilize a coordinate system based on the Georgia State Plane Coordinate System, East Zone, North American Datum of 1983 (NAD 83). Elevations shown shall be based on the North American Vertical Datum of 1988 (NAVD 88). All measurements and coordinates shown shall use the U.S. Survey Foot definition. Coordinates shall be shown on all manholes, valves, building corners, parking lot corners and other significant features as necessary.

C. Geotechnical Investigation and Evaluation

1. The Consultant shall contract a geotechnical engineering consultant to characterize the existing subsurface conditions as required for the facility design. The depth of the penetration test shall be based upon soil conditions and likely depth of proposed infrastructure.

2. The geotechnical investigation shall be sufficient to design building foundations and pavement types, and to determine design specifications related to the buildings, foundations, pavements, road base, underground utilities and any other proposed improvements affected by site soils.
3. A geotechnical engineering evaluation report shall be prepared and submitted. This report shall summarize the following information:
 - A brief description of the proposed project
 - A description of the site and conditions
 - An explanation of the subsurface exploration procedures and findings
 - Recommendations for the site preparation of the proposed project
 - Utility bedding/backfill recommendations

D. Hazardous Materials Survey & Demolition Plans

The Consultant's services shall include a hazardous materials survey (lead and asbestos) and the preparation of suitable demolition plans for the two (2) existing on-site structures. There is no existing information on hazardous materials.

E. Permitting Services

1. The Consultant will be responsible for determining required encroachment permits and approvals needed from existing utilities (e.g. - Georgia Power, Atlanta Gas Light, etc.), Chatham County, and Georgia Department of Transportation for final project siting.
2. Identification of all permits and preparation of all permit applications to satisfy City, County, State, and Federal requirements for the construction of the project shall also be performed.
3. Project shall be subject to City of Savannah Site Plan Review (SPR) process to secure a land disturbing activity permit.
4. Provide wetlands delineations certified by U.S. Army Corps of Engineers for the project site (approximately 20 acres, RFP Exhibit G). Obtain wetlands permits as required for on-site and off-site facilities. Permits shall be prepared and applied for as early as necessary to avoid delaying the project.
5. The Consultant shall prepare a list of the types of permits considered and indicate the permits required. Concurrence with this list by the City does not relieve the Consultant's responsibility to identify and prepare approvable submittals for all required permits.
6. Permits for the proposed facilities shall be independent of landfill facility permits.
7. Consultant shall assume that an SPCC plan and SWPP plan will be required for the proposed facilities and shall be responsible for preparing said plans and related permit applications.

F. Programming/Conceptual Design

1. The Consultant shall be responsible for producing all conceptual design documents.
2. The Consultant shall be responsible for working with the City's PM and City Staff to develop, refine, and finalize the programming requirements, and develop the conceptual design for the facility, using the preliminary site concept plan shown in RFP Exhibit G as a basis of the design, providing constructive input on all aspects of the plan.
3. The Consultant shall be responsible for issuing conceptual design documents that are in compliance with the program requirements, site constraints, and the schedule.
4. Conceptual Design (30%): The Consultant shall submit the following documents:
 - a. Drawings:
 - Preliminary General Plan Sheets (Cover Sheet, General Notes & Legend)
 - Architectural floor plans and exterior elevations
 - Site layout including existing conditions and location of proposed structures, parking lots, and utilities

The drawings shall be clearly marked "CONCEPTUAL DESIGN - NOT FOR CONSTRUCTION," and each sheet issued shall be consistently dated with the correct due date.

- b. Preliminary Project Budget: The Consultant shall submit a comprehensive Project Budget, including: development costs, building costs, site costs, utility costs, contingencies, etc.
- c. List of the types of permits considered and required.
- d. Construction Schedule: This submittal shall recommend a construction schedule and identify construction sequencing alternatives.
- e. Program Analysis: **This submittal shall include a comprehensive Architectural Program for the Conceptual Design.**
- f. Risk Analysis: This submittal shall include a list/matrix identifying potential risks associated with the project. The list/matrix shall identify, summarize, and categorize each risk as it relates to scope, quality, schedule, costs, resources, etc., and whether the risk has a high, medium, or low probability of occurring. The analysis shall also recommend steps that should be taken to minimize the risks associated with the project and maximize the probability and consequences of positive events.

G. Schematic Design

1. The Consultant shall be responsible for producing all schematic design documents. All approved comments and changes from the previous design phase shall be incorporated.
2. Schematic Design Submittal (50%): The Consultant shall submit the following documents, at a minimum:
 - a. Drawings:
 - Updated General Plan Sheets (Cover Sheet, Vicinity Map, Drawing Index, General Notes & Legend)
 - Architectural floor plans, exterior elevations, building sections, key interior elevations including cabinetry layouts, building sections, roof plan, and structural layouts as well as an outline of mechanical, electrical, and plumbing plans
 - Site plans showing existing conditions, site layout, civil plans (including water, sewer and storm drainage systems), preliminary Civil Notes and Details

The drawings shall be clearly marked “SCHEMATIC DESIGN - NOT FOR CONSTRUCTION.”

- b. Project Cost Estimate: This submittal shall include a comprehensive cost estimate, including development costs, infrastructure costs (utility systems and roads), building costs, site costs, permit and connection fees, special inspections fees, and construction contingency.
- c. Updated Construction Schedule.
- d. Design Analysis: This submittal shall include the geotechnical investigation and evaluation; and an assessment of: wetlands delineations; hydrologic study; water, sewer and storm systems, including all corresponding calculations and exhibits.
- e. Updated Risk Analysis.
- f. The Consultant shall attend a meeting with the City Site Plan Review (SPR) team and Building Plan Review (BPR) team to present 50% drawings and discuss project in advance of plan submittal for issuance of land disturbing activity and building permits.

H. Design Development

1. The Consultant shall be responsible for producing all design development documents for the project. All approved comments and changes from the previous design phase shall be incorporated.

2. Design Development Submittal (90%): The Consultant shall submit the following documents, at a minimum:

a. Drawings:

- Updated General Plan Sheets (Cover Sheet, Vicinity Map, Drawing Index, General Notes & Legend)
- Architectural floor plans, exterior elevations, building sections, details, interior elevations including cabinetry layouts, and roof plan; structural layouts, details and notes; and mechanical, electrical, data, security, and plumbing plans, including all pertinent notes, schedules, diagrams and details
- Updated Site Plans showing existing conditions, site layout, civil plans, profiles, notes, and details (including water, sewer and storm drainage systems, paving, grading, staking, erosion control, and landscaping)
- Demolition plans for existing site structures

The drawings shall be clearly marked “Design Development - NOT FOR CONSTRUCTION.”

- b. Updated Project Cost Estimate: In addition to updating the Project Cost Estimate from the previous design phase, the Consultant shall assist in developing cost estimate breakdown utilizing NIGP commodity codes for the development of Minority and Women Owned Business participation goals.
- c. Updated Construction Schedule.
- d. Final Design Analysis: This submittal shall include a final analysis of: wetlands delineation; hydrologic study; water, sewer, and storm systems; architectural; HVAC; mechanical; electrical/lighting; security; IT and communications; plumbing; fire protection; landscape; civil (including roads, parking, water, sewer and storm water systems); and structural designs as well as all corresponding calculations and exhibits.
- e. Updated Risk Analysis.
- f. Outline Specifications: This submittal shall consist of an outline in the form of a Table of Contents clearly identifying the intended material usage and technical specifications, including any City Standard specifications for civil and utility systems. A list of City Standards, drawings, and details are available from the City of Savannah’s Development Services Department at (912) 651-6510 and on the City’s website.
- g. Key Product Information: This submittal shall include product literature (i.e. cut sheets, etc.) for key building components, including, but not limited to lighting, appliances, mechanical equipment, specialty equipment, cabinetry, and built-ins/systems furniture. Information shall include draft list and description of water pollution control equipment eligible for sales tax forgiveness.

I. Construction Documents to be issued for Permitting & Plan Review

1. The Consultant shall be responsible for producing all construction documents for the project. The design shall be finalized at this phase and ready for submission to the applicable permitting and review agencies. All approved comments and changes from the previous design phase shall be incorporated.
2. The Consultant shall provide any requested information and/or revisions, including, but not limited to specifications, plans, or additional documentation required for all applicable reviews and approvals. Any and all changes must be approved by the City's PM in writing prior to submission to the applicable permitting and review committees.
3. Construction Documents to be issued for permitting, including (but not limited to) Site Plan Review, Building Plan Review, and Metropolitan Planning Commission Review (100%). The Consultant shall submit the following documents:
 - a. Drawings: This submittal shall include all drawings and details with each sheet clearly marked "APPROVED FOR PERMITTING AND CONSTRUCTION," sealed, signed, and ready for reproduction for issuing to permitting.
 - b. Updated Project Cost Estimate.
 - c. Updated Construction Schedule: In addition to updating the Construction Schedule from the previous design phase, the updated schedule shall include activities for mobilization, submittals and approvals (coordinated with the submittal register), testing, fabrication and delivery of materials, construction activities, substantial and final inspections, correction of punch list items and submittal of record drawings and close-out documents.
 - d. Updated Final Design Analysis: This submittal shall include any necessary updates to the previous Final Design Analysis as required by any plan revisions since the previous submittal.
 - e. Updated Risk Analysis.
 - f. Specifications: This submittal shall include all technical specifications for all materials required by the design and shall be camera ready for reproduction. The Consultant shall coordinate with the entire design team to include a Submittal Register as an attachment. The Submittal Register shall list all of the submittals required in the Technical Specifications, in the format provided by the City's PM. The Register shall clearly describe the material required, cross referenced to the applicable section or subsection, and the type of submittal (whether for information or approval). Submittals shall be listed in the same order as the Technical Specifications. The Consultant shall review Owner's General Conditions and prepare the appropriate Supplementary General and/or Special Conditions in cooperation with City Staff. This submittal shall also include project descriptions and information as required by Owner for the preparation of bidding and front end documents. The Owner shall add the front

end specifications.

- g. Updated Key Product Information. Information shall include list, description, and estimated cost of water pollution control equipment eligible for sales tax forgiveness.
 - h. Special Inspections: This submittal shall include a complete Special Inspections Statement with Schedule, and perform all duties assigned to the Design Professional in Responsible Charge, in accordance with the Georgia Special Inspections Guidelines issued by American Council of Engineering Companies of Georgia (ACEC/SEAOG SI, current edition). Include estimate of Special Inspection Fees.
 - i. Warranty Information: This submittal shall include a list/matrix of all warranties being requested at the close of the project. The matrix shall include a reference to the applicable specification section, a brief description of the warranty, the duration of the warranty, etc.
- 4. The Consultant shall be responsible for obtaining the Site Plan Review permit, including all submittals. The design shall comply with the Site Plan Review Checklist and be clearly marked per the Site Plan Review guidelines. A complete General Site Plan Review application and instructions are available on the City's website.
 - 5. The Consultant shall be responsible for submitting and receiving approval of the Building Permit, including all submittals.

J. Construction Documents to be issued for Bidding & Construction

- 1. The Consultant shall be responsible for producing all construction documents for the project. The design shall be approved by all applicable permitting and reviewing agencies, and ready for bidding and construction. Any and all approved comments and changes from the Permitting and Plan Review phase shall be incorporated.
- 2. Construction documents to be issued for bidding & construction: The Consultant shall submit the following documents:
 - a. Drawings: This submittal shall include all drawings and details with each sheet clearly marked "APPROVED FOR CONSTRUCTION," sealed, signed and ready for reproduction for issuing to bidders.
 - b. Final Project Cost Estimate.
 - c. Final Construction Schedule.
 - d. Final Design Analysis.
 - e. Final Risk Analysis.
 - f. Final Specifications: This submittal shall also include project descriptions and information as required by the City's PM for the preparation of bidding and front end documents.

- g. Final Key Product Information.
 - h. Final Special Inspections.
 - i. Final Warranty Information.
 - j. Written documentation of all Approved Applicable Permits: This submittal shall include written documentation, including permit numbers, of all approved applicable permits, including, but not limited to, site, building permits, Metropolitan Planning Commission's certificate of appropriateness, Historic Review Board approvals, special use permits, zoning compliance permits, demolition permits, land disturbance permits, and Department of Transportation permits.
 - k. All federal, state and local permits.
3. The Consultant may request omission of submittals (b)-(i) above if there are no changes from the previous design phase. The Owner's advance written approval shall be obtained.

K. Bidding Abstract & Addenda

- 1. The Consultant shall be responsible for answering all questions, including revising or adding additional drawings or clarifications, within 48 hours of receipt in the form of draft addenda. Multiple addenda may be required during bidding.
- 2. The Consultant shall assist, if requested, in the development of the Request for Statement of Qualifications (RFSQ) as well as in the review process of pre-qualification of contractors.
- 3. The Consultant shall review, compare, and analyze bids as well as assist in contractor selection, negotiation, and award process.
- 4. The Consultant shall monitor and update the risk analysis during the bidding process and submit any additional information to the City.
- 5. The Consultant shall update, prior to construction, all drawings and specifications to clearly indicate any additions, deletions, clarifications, or changes that occurred during the bidding and/or value engineering process.

L. Submittals

The project shall be submitted in five (5) phases of completion: Conceptual design, schematic design, design development, construction documents to be issued for permitting & plan review, and construction documents to be issued for bidding and construction. A design review checklist has been attached as RFP Exhibit B – "Design Submittal Checklist". Each submission shall be delivered in accordance to the requirements outlined in RFP Attachment B – "Agreement between Owner and Consultant".

M. Sub-Consultants

1. The Consultant shall act as the design team leader, coordinating all individual sub-consultants, as required for preparing complete construction documentation.
2. The Consultant shall be responsible for selecting sub-consultants for their design team for the project. At any point in time, the City may contract with additional sub-consultants to perform work related to the design of the project.
3. The Consultant shall submit potential sub-consultants in their proposal and be prepared to start work with sub-consultants upon issuance of the Notice to Proceed.
4. Each Consultant shall identify any potential sub-consultants. The Consultant shall be responsible for coordination and management of services, design, and all other work product of the sub-consultants for the project. The services listed below are based upon preliminary understandings of the potential scope of this project, and should not be interpreted by proposers as defined requirements. Prime sub-consultants may be necessary to perform the following services for this project and include but are not limited to:
 - Site Survey
 - Geotechnical/Soil Survey
 - Hazardous Materials Survey
 - Soils Stabilization/Mitigation
 - Construction Inspections
 - Environmental – Wetlands and Permitting
 - Civil Engineering Site Plan and/or Utility Design
 - Landscaping Design & Documents
 - Architectural, MEP & Structural Engineering
 - Renderings and/or Models
 - Cost Estimating Consultation
 - Commissioning Agent for projects of this size
 - Interior Design
5. The Consultant shall hold all sub-consultant contracts for the project. The Consultant shall be responsible for coordination and management of all work of the sub-consultants for the project.
6. The Owner reserves the right to approve and/or disapprove sub-consultant(s) and may request an alternate sub-consultant.

N. Construction Contract Administration

1. The Consultant shall be responsible for attending the pre-bid for construction services meeting and conducting the pre-construction meeting. Meetings shall be recorded by and the minutes prepared by the Consultant (Consultant shall be responsible for preparing and distributing minutes of all meetings).

2. The Consultant shall be responsible for review of all construction submittals including shop drawings, product specifications, and samples for compliance with the construction documents. Consultant shall maintain an orderly log of all submittals, including submittal revision, receipt and reply dates, and review status.
3. The Consultant shall be responsible for all contract administration services during construction of the project including, but not limited to, preparing, issuing, and reviewing addenda, responding to requests for additional information, pay request and change order request review and approval, issuing supplemental drawings and specifications, evaluation of the work, submittal review, and conducting and documenting monthly construction progress meetings.
4. The Consultant shall monitor and update the risk analysis during the construction process and submit any additional information to the City.
5. The Consultant shall be responsible for developing facility maintenance and operations plans for the project including, but not limited to, record drawings, warranty review, and commissioning review.
6. The Consultant shall provide copies of time sheets for all A/E personnel providing construction phase services, including a brief narrative of the work performed (to accompany A/E consultant requests for payment)
7. The Consultant or its Sub-Consultant shall make as many visits to the site as necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of the Contractor(s) work, and shall keep the Owner informed of the progress of the work. Each visit to the site shall be documented in a written report. Written reports shall be submitted to the City's PM within 24 hours of each site visit. Site visits shall be made by the Consultant or appropriate Sub-Consultant, as often as required to keep the Consultant and the City's PM fully informed of the work. A sample report form is provided as RFP Exhibit E – "Consultant's Field Report (Sample)".
8. The Consultant shall provide Survey Assistance as follows:
 - Locating, confirming, and re-establishing (if necessary) permanent and temporary benchmarks.
 - If requested by Contractor, assist Contractor in locating previously found markers or monuments used to establish easements and right-of-ways (ROWS) for construction and in the construction area.
 - Coordinating and scheduling survey assistance with the Contractor, who shall protect permanent and temporary benchmarks, and markers or monuments in the construction area.
9. The Consultant shall provide Part-Time Resident Inspection Services as follows:
 - Provide resident project inspector for 20 hours / week during project construction for 78 weeks.
 - Copies of time sheets for all personnel that worked on this project

Request for Proposals – Design Services for City Facilities at Dean Forest Road

- Copies of inspection field logs
- Brief narratives on the work performed by the personnel invoiced on project
- Documentation for defective work, stored materials, and materials quantities.
- Interpretation and clarification of the Contract Documents
- Shop drawing review, including reviewing Contractor proposed bypass plans
- Evaluation of substitutes
- Oversight of inspections and testing
- Review of applications for payment based on submitted data and schedules
- Monthly review and recording of Contractor's record drawings
- Documentation of lost time / wet weather days
- Compilation and submission for Certificate of Substantial Completion
- Compilation and submission of Final Inspection Project Punch List

10. The Consultant shall conduct Final Inspections in Coordination with City Staff.

11. After the construction of the project has been completed and final payment to the Contractor has been paid by the City of Savannah, **close out services** shall be provided in accordance with the RFP Attachment B – “Agreement between Owner and Consultant” to include the following:

- Record Drawings (as-built drawings)
- CDs of Record Drawings (as-built drawings) (AutoCAD 2007 format) including all fonts used, plot style CTB file, and any attached xref files necessary to reprint all drawings exactly as the originals
- Recorded Plats
- Two complete sets of Mylars
- Certification letter with Utility Cost/Quantities
- Signed Elevation Certificates
- Videotape of Utilities

Record Drawings (as-built drawings) must be submitted to the City of Savannah Water & Sewer Planning and Engineering Office for review and approval. The size of the sheets shall be 24" x 36". Record Drawings (as-built drawings) shall have a coordinate system based on the Georgia State Plane Coordinate System, East Zone, NAD 83. Elevations shown shall be based on NAVD 88. All measurements and coordinates shall use the U.S. Survey Foot definition. Coordinates shall be shown on all drainage structures, detention facilities, manholes, valves, fire hydrants, tees and bends. The final Record Drawings shall include all improvements by Contractor and equipment suppliers, and shall be stamped / certified by a Land Surveyor registered in Georgia and/or a Professional Engineer registered in Georgia.

O. Project Management and Administration

1. The Consultant shall assign a project manager responsible for coordination of all of the design work for the project including development and maintenance of a production schedule for all documents through all phases of design.
2. The Consultant shall be responsible for all project administration services related to the project including, but not limited to, cost estimating, scheduling, document management, progress meetings, and regulatory approvals.
3. The Consultant’s Project Manager shall participate in work sessions, project team meetings, public presentations, and client meetings throughout each phase to assure full understanding of all aspects of the project.

2.2 Proposal Format

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

1. Detailed description of qualifications, experience, and methodology as requested.
2. Fee Proposals per instructions in Section III signed by responsible party.
3. Proposed Schedule of Minority and Women Owned Business Participation and Non-Discrimination Statement.
4. Response to Consultant Statement of Qualifications included with this document.

2.3 Basis of Award:

Proposals shall be evaluated according to the following criteria and weight at a minimum:

Experience with Design of Similar Projects	20
Project Approach	15
Project Team / Organizational Chart	20
Proposed Schedule	5
Local Vendor	5
(Within Savannah City limits & holds City of Savannah Business License)	
MWBE Participation	10
Fee Proposal	25
Total Points	100

In evaluating proposals submitted pursuant to this request, the City of Savannah requires the following minimum qualifications of the Consultant submitting proposals to be considered for evaluation:

- Ten years’ experience providing design services for projects of similar scope,

complexity, and visibility.

- Comprehensive design experience (programming, conceptual design, design development, construction documents, and construction administration) on four multi-building industrial or public works complex projects within the past ten (10) years with at least one with a total construction cost over \$10 million.

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.

The City also reserves the right to request a Best and Final Offer (BFO) from any or all proposers, 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 Copies

One (1) unbound, printed and signed original and six (6) identical, bound, printed copies of the proposal and supporting documents must be submitted in response to the RFP. Include an electronic copy of the full proposal on a flash drive (please submit a single electronic file for RFP response and a single electronic file for fee proposal). 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 shall be submitted in writing and emailed to the person listed on the summary event page.

2.6 Acknowledgement of Addenda

Proposers are responsible for determining and acknowledging any addenda issued in connection with this event.

2.7 Minority/Woman Business Enterprise Goals

The City of Savannah has established an 9% M/WBE goal for this project. The breakdown is as follows: 5% MBE, 4% WBE Participation.

2.8 Minority and Women Business Enterprise Policy

The goal of the Minority/Women-Owned Business Enterprise Policy is to increase the utilization of minority and women-owned firms in all areas of procurement of the City,

including small contract purchases, materials and equipment, and in professional services.

2.9 Minority and Women Business Enterprise 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. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation in the project.

2.10 Qualifications

Each proposer shall submit a summary of their qualifications and experience as requested in RFP Attachment A - "Statement of Qualifications."

In evaluating proposals submitted pursuant to this request, the City of Savannah places high value on the following factors, not necessarily in order of importance:

1. Work samples that demonstrate:
 - a. Experience designing projects of a similar scope, scale, and visibility
 - b. Quality of work product
 - c. Client satisfaction
 - d. Ability of the Consultant to complete projects with design schedules and to maintain project budget
 - e. Risk Assessment/Management: solution of design and construction problems, including those that may have arisen during construction reflecting on the constructability and coordination of the design drawings
 - f. Experience working with multiple clients/institutions
 - g. The Consultant meets or exceeds the minimum qualifications listed under 2.3 Basis of Award
2. Experience of firm and employees to be assigned to the project in general and in particular, providing consulting services to municipalities, economic development organizations, or other governmental entities.
3. Commitment of principals to lead the team and devote time to the project.
4. Innovative or outstanding work by the Consultant that demonstrates the firm's unique qualifications to provide consulting services.
5. Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the City.
6. Selected Consultant's staff ability, availability, and aptitude for working with the City's managers, staff, consultants, and for providing time-sensitive on-site visits.

7. Ability of the Consultant to identify potential sub-consultants with the necessary qualifications for a project of this nature and the experience of the Architectural Firm in working with sub-consultants with the necessary qualifications.
8. The Consultant’s prior working experience with the City, including, but not limited to, project communication, documentation of existing conditions, adherence to schedule and budget, quality of construction documents, and construction administration.
9. Ability of the Consultant to identify project risks from initial design through construction. This includes the ability of the Consultant to work with sub-consultants, contractors, and clients to identify and resolve risks at each level of the project.

2.11 Schedule

Each proposer shall submit a project schedule (Gantt Chart) for completion of the Project, including start and end dates for task or sub-task completion, submittal dates, major project milestones, review periods, and critical path. The schedule shall show that the Consultant can provide immediate service after the signed agreement. The schedule shall include allowances for periods of time required for Owner review, generally ten (10) business days, and for approval of the submission by authorities having jurisdiction over the project.

Schedule shall include all tasks and milestones necessary to indicate project approach. RFP Exhibit A – “Design Schedule (Sample)” is provided only to suggest tasks and milestones, it is anticipated that the proposers schedule will have more detail. The proposed schedule will be strictly followed throughout the project duration, and may only be modified for reasonable cause as agreed to in writing between the Owner and Consultant.

A good project schedule demonstrates that the proposer understands the project scope and the temporal requirements for the design and permitting of projects of this type. A project schedule without the detail necessary to demonstrate this understanding may not receive full points.

2.12 Fees

Proposer shall submit fees as listed in Section III of the RFP, Fee Proposal. All required services described in the RFP and its attachments and exhibits, except those specified as Extra Services of Consultant under 1.C of RFP Attachment B – “Agreement between Owner and Consultant”, shall be accounted for among the fees listed in Section III of the RFP, Fee Proposal.

Proposer shall also submit published hourly rates for extra services that may arise during the project for the Consultant **and** Sub-Consultants. Hourly rates provided shall be fully encumbered. See RFP Exhibit D – “Hourly Rates for Extra Services (Sample)” for sample list of hourly rates.

Fee proposal shall include Construction Administration for a period of eighteen (18) months (390 work days, 78 weeks), which does not include bidding and contract execution phase, nor closeout phase following final inspection. If the Construction Administration period becomes less than the aforementioned time anticipated, the Owner shall be credited for all unused time. If project extends beyond the aforementioned anticipated Construction Administration period, the Owner and the Consultant shall determine, in advance, if the remaining consultant time can be reallocated into the remaining schedule or if additional time is necessary. Fees for additional time shall be based on the increase in the scope of work and the original Construction Administration fee.

2.13 Disclaimer

Any and all documentation provided by the Owner shall be field verified by the Consultant. The Owner neither certifies nor claims that the information shown represents the existing site conditions. The information shown shall not be used without field verification. In no event shall the Owner be liable for any direct, special, or consequential damages from the use of the drawings.

**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**

ADDENDA ACKNOWLEDGEMENT

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

Signature

***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.**

I have read and understand the requirements of this Request for Proposal (RFP) Event # 5802 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.

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.

Description	Fee for Services
1. <u>Design</u>	
A. Site Survey and Topographic Survey	\$ _____
B. Geotechnical Investigation Report	\$ _____
C. Hazardous Materials Survey	\$ _____
D. Permitting Services	\$ _____
E. Programming/Conceptual Design	\$ _____
F. Schematic Design	\$ _____
G. Design Development	\$ _____
H. Construction Documents for Permitting & Plan Review	\$ _____

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

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

Signature

Title

Request for Proposals – Design Services for City Facilities at Dean Forest Road

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. 5802

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.

**RFP ATTACHMENT A
STATEMENT OF QUALIFICATIONS**

Architect/Engineer of Record

(Please submit a response to Questions #1 - #11 from the Architect of Record AND the Engineer of Record, response to Question #12 shall be from the Prime Consultant)

1. Name of firm:
2. Address:
3. Name of principal(s):
4. Education of the principal(s):
5. Relevant experience of the principal(s) with the submitting firm:
6. 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. Please count each staff member in only one category (1-5).

	Current	5 Year Average
Architects	_____	_____
Engineers	_____	_____
Drafting Technicians	_____	_____
Clerical	_____	_____
Other	_____	_____

7. How long has your firm been engaged in the architecture/engineering profession?
8. Provide resumes for all key design professionals who will be working on this project.
9. 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.
10. 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.
11. What are the limits of your Errors and Omissions Insurance? (Each Occurrence / Aggregate). What is the deductible?
12. If seeking points for local vendor participation, attach copy of City of Savannah Business License.

Design Team

(Please submit a response to questions #1 - #12 below on behalf of the design team)

1. Name(s) of each firm(s):
2. Provide copies of Georgia Professional License(s) (firm) and resumes (individuals) for each key member of the design team (Consultants and sub-consultants).
3. Please provide a project sheet for each individual project that clearly shows the name of project, location, size, project type, name of Owner’s contact and phone number, construction type, major programming areas, construction estimate and final construction cost, client type, and a detailed description of the services provided. Select projects that clearly illustrate the depth, quality, and relevance of your experience and that the minimum qualifications have been met. Please limit the number of projects submitted to six (6).
4. Please provide a separate chart of projects for the architect/engineer of record and each sub-consultant to be used, illustrating the division of work and roles and responsibilities each firm would have for this project.
5. Please provide a schedule (Gantt chart format required) for completion of the proposed project.
6. State the extent to which your design team (Consultant and sub-consultants) is a local, small, women-owned, or minority business enterprise.
7. Have you or a member of your Design Team visited and inspected the site for the proposed project(s)? When? Did you speak to City Staff?
8. Describe your team’s methodology approach regarding public works design and considerations.
9. Describe your team’s methodology approach during the design phase.
10. Describe your team’s methodology approach during construction administration.
11. Describe your team’s methodology approach for document quality/coordination.
12. Describe your team’s methodology approach concerning budget and cost control.

(Signed) _____

Firm _____

Request for Proposals – Design Services for City Facilities at Dean Forest Road

RELEVANT PROJECT EXAMPLES
(ALL MUST BE WITHIN THE PAST 10 YEARS)

PROJECT NAME	DATE (2007- present)	OWNER NAME (contact name & phone#)	DESCRIPTION OF PROJECT (include type of construction, square footage, key features, etc.)	SERVICES PROVIDED	FINAL PROJECT COST
1					\$
2					\$
3					\$
1					\$
					\$
					\$
					\$
					\$
					\$
					\$

*A project may be listed in more than one category in order to meet the minimum qualification. Please provide project information on all relevant projects (above the minimum required).

**RFP ATTACHMENT B
AGREEMENT BETWEEN
OWNER AND CONSULTANT**

THIS AGREEMENT made as of the ___ day of _____, 20___, by and between the Mayor and Aldermen of the City of Savannah, hereinafter called the **OWNER**, and _____ hereinafter called the **CONSULTANT**.

WITNESSETH, that whereas the **OWNER** intends to provide Design Services for the City Facilities at Dean Forest Road hereinafter called the **PROJECT**

NOW, THEREFORE, the **OWNER** and **CONSULTANT** for the consideration hereinafter set forth, agree as follows:

- 1. THE CONSULTANT AGREES** to provide the following Professional Services for the project, in accordance with the attached detailed scope of services, Exhibit 1 – “Scope of Services”, as modified by Addendums #_____ and #_____ dated _____ and _____, respectively attached hereto and incorporated by reference.

A. GENERAL:

The Consultant shall provide Professional Design Services and shall serve as the Owner’s professional representative in the design of the Project, and shall give consultation and advice to the Owner during the performance of its services.

(1) Copyright or Patent Infringement:

The Consultant shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by the Consultant, and the Consultant shall hold harmless the Owner from loss or damage resulting therefrom, providing, however, that the Owner within five (5) consecutive days after receipt of any notice of infringement or of summons in any action, therefore, shall have forwarded the same to the Consultant in writing.

(2) Insurance:

The Consultant shall secure and maintain insurance as set forth in Exhibit 5 – “Insurance Required of the Designer”.

(3) Design Within Budget:

The Consultant shall submit a construction estimate for the project to the Owner. The Owner will establish a budget based on the Consultant’s recommendations. The budget established for the Project, including all permits, and construction and construction contingency may not be exceeded without written approval by the

Owner. The Consultant shall advise the Owner of potential budget overruns at all phases and shall make suggestions for reducing the estimated cost to within the budget. If the bids exceed the budget or the revised approved budget, the Consultant shall be responsible for all costs in the redesign of the project to bring it within the approved budget.

(4) Design Schedule:

The Consultant shall perform all services exercising a reasonable degree of care and skill as is ordinarily employed by other architects and/or professional engineers under the same or similar conditions and circumstances in accordance with the attached design schedule, Exhibit 2 – “Project Schedule”. The schedule shall not, unless approved in writing by the Owner, be exceeded by the Consultant. An updated schedule must be provided with each pay request.

(5) Owner's Representative:

The Owner shall designate the Project Manager as the Primary Owner’s Representative with respect to the work to be performed under this Agreement. The Project Manager, or its representative, shall have sole authority to transmit instructions, receive information, interpret and define Owner's policy and decisions with respect to the material, equipment, elements and systems pertinent to the work covered by this Agreement. The Owner’s Project Manager is Abe Ghazi and the Project Manager’s representative is Chuck Tessmer.

B. BASIC SERVICES OF THE CONSULTANT:

(1) Construction Contract Documents Preparation:

The Consultant shall prepare all necessary Construction Documents, Specifications and other Contract Documents for the Project, consistent with that reasonable degree of care and skill as is ordinarily employed by other architects and/or professional engineers under the same or similar conditions and circumstances, and all pertinent Building Codes. Production of Construction Documents shall include, but not be limited to, all necessary Plans, Sections, Details, etc. for work described in this agreement and any deemed necessary by the Owner upon its review. Drawings and details are to completely describe and depict all detailing of the materials and good quality workmanship required to construct a complete project and also include any procedures to be followed for quality construction of the Project. The Consultant shall perform the design work in accordance with the detailed scope of services as included in Exhibit 1 – “Scope of Services” exercising a reasonable degree of care and skill as is ordinarily employed by other architects and/or professional engineers under the same or similar circumstances. All drawings shall be stamped with a seal and signed by a registered architect and/or professional engineer registered in the State of Georgia.

The Consultant shall deliver three (3) complete printed reproducible sets as well as a pdf for each of the Design Phases and all of the corresponding submittal files on a flash drive per requirements outlined in this section. This includes both drawings and specifications. PDFs provided during design and construction phases shall be searchable (i.e. - not image-only or scans).

The final edited specifications shall be submitted by the Consultant to the Owner in hard copy, Microsoft Word, and searchable PDF formats. Cost estimates shall be provided in hard copy and Microsoft Excel format. Construction Documents shall be submitted as a reproducible complete set and electronically on a flash drive, in AutoCAD 2000 version or later drawing file format (DWG), including all fonts used, a plot style CTB file, and any attached xref files necessary to reprint all Architectural, Civil, Structural, Mechanical, Electrical and Plumbing drawings exactly as the originals.

The Owner will also release such files to contractors/vendors as needed to assist in submittal/layout preparation.

(2) Plats:

The Consultant shall prepare all plats for the Project. The Consultant shall prepare recordable plats covering properties in which public easements or rights-of-way must be acquired by the Owner for the Project. Plats shall contain PIN's and the names of property owners based on current County property tax records. Legal research, if required, shall be the responsibility of the Consultant. All plats shall be stamped with a seal and signed by a Land Surveyor registered in the State of Georgia.

(3) Permits/Applications:

The Consultant shall identify and prepare, in coordination with the Owner, all permits/applications to satisfy City, County, State, and Federal requirements for the construction of the Project. These documents, with supporting attachments, shall be prepared by the Consultant in accordance with the requirements outlined in this Agreement.

(4) Bidding/Contract Execution:

a) Distribution of Documents:

The Consultant shall provide the Owner three (3) complete set of reproducible drawings and contract documents, boldly marked "APPROVED FOR BIDDING" for reproduction and distribution to bidders by the Owner.

b) Pre-bid Conference:

The Consultant shall attend a pre-bid conference at such time and place as designated by the Owner. The Consultant shall record the proceedings to prepare and distribute meeting minutes and to address all questions and necessary clarifications as discussed during the pre-bid conference or subsequently submitted in writing. The first addenda (with meeting minutes) shall be provided to the Owner for issuance no more than two (2) business days after the pre-bid conference. Additional addenda shall be prepared as directed by the Owner based on the nature and pace of the questions submitted in writing. A final addendum shall be prepared two (2) business days after the query period cut off. All addenda shall be furnished to the Owner in electronic format for distribution to all known bidders.

c) Bid Opening:

The Consultant may be present at the bid opening and shall review and obtain copies of the bids from the Owner after the bid opening. The Consultant shall examine the bids for accuracy and prepare a detailed "Abstract of Bids" and submit three (3) copies of same to the Owner within five (5) days after receipt of bid documents. The Consultant shall also prepare a recommendation of award letter in compliance with the City's Code, and available information regarding past performance, references, Contractor's forces, and bid price. The recommendation shall also be submitted with the bid abstract.

If the bids exceed the budget, the Consultant shall assist the Owner in negotiating a reduction in the costs with the low bidder. This assistance shall be provided at no additional fee. This will include all required documents, including but not limited to Permit Documents, etc.

d) Contract Execution:

The Consultant shall provide to the Owner seven (7) complete sets of conformed full-size drawings and two (2) sets of half-size drawings, boldly marked "APPROVED FOR CONSTRUCTION" and electronic media files per paragraph 1 B.(1), for processing to the contractor for execution, at no additional cost.

(5) Construction Services Phase:

During the construction services phase of the project, the Consultant shall be responsible for:

a) General Administration of Construction Contract:

The Consultant shall advise Owner and act as an additional Owner's representative, for total services including civil, architectural, structural, electrical, mechanical, hydraulic, water, sewer, landscape, and other

miscellaneous disciplines, as required. Consultant shall not have authority to issue alterations to the plans and documents without approval from Owner.

b) Visits to Site and Observation of Construction:

In connection with observations of the work of Contractor(s) while it is in progress, the Consultant or its representative shall make as many visits to the site as necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s) work. Based on information obtained during such visits and on such observations, the Consultant shall endeavor to determine if such work is proceeding in accordance with the approved schedule and the Contract Documents, and the Consultant shall keep the Owner informed of the progress of the work. These visits shall help to minimize problems during construction by permitting detection of and/or rapid response to unanticipated or changed conditions, or errors or omissions committed by design professionals, contractors, materials providers, or others. Each visit to the site shall be documented in a written report on the Owner's "Daily Inspection Report" form and forwarded to the Owner within 24 hours. Site visits shall be made by the Consultant or their qualified, Owner-approved representative, as often as required to keep the Consultant and Owner fully informed of the work and at a minimum of three times a week. The responsibilities will include (but not be limited to the following):

(i) Defective Work and Stored Materials:

During site visits and on the basis of such observations, the Consultant shall recommend to the Owner rejection of the work and/or material stored on site which the Consultant believes will not produce a completed project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the project as reflected in the Contract Documents.

(ii) Applications for Payment:

Based on the Consultant's on-site observations as an experienced and qualified design professional, on information provided by the Consultant's representative, on review of applications for payment, and the accompanying data and schedules, the Consultant shall determine the amounts owed to Contractor(s) and recommend in writing payments to Contractor(s) for the approved quantities and work performed. Such recommendations of payment will constitute a representation to the Owner, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of the Consultant's knowledge, information, and belief, the quality of such work is generally in accordance with the Contract Documents.

(iii) Record Drawings:

The Consultant shall gather information for the preparation of record drawings based on Consultant's site observations as well as information provided by the Contractor. These drawings shall be updated monthly, prior to the Consultant's monthly payment and shall show the final location and description of all work performed during construction.

(iv) Limitation of Responsibilities:

The Consultant shall not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s)' or subcontractor's or supplier's agents or employees or any other persons (except the Consultant's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)' work; however, nothing contained in this Agreement, inclusive, shall be construed to release the Consultant from liability for failure to properly perform duties and responsibilities assumed by the Consultant in the Contract Documents.

(v) Structural Observations:

The Consultant shall provide structural observations as defined and required by IBC 2012, Chapter 17.

c) Interpretations and Clarifications:

The Consultant shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and minor clarification of change orders as required.

d) Review of Construction Contractor Submittals and Shop Drawings:

The Consultant shall review all submittals which are required by the Project, including but not limited to special inspections, shop drawings, samples, catalog cuts, tests and certifications. The Consultant shall review and approve or take other appropriate action with the submittals which Contractor(s) are required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and programs incident thereto. The Consultant shall maintain a log of receipt of the submittals, action recommended, and date returned to the Owner. All submittals shall be returned within fourteen (14) calendar days unless schedule demands sooner. The Consultant shall immediately notify the Owner of any special inspections, shop drawings, samples, catalog cuts, tests and certifications not submitted in accordance with the project documents and construction schedule.

e) Substitutes:

The Consultant shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s) for approval by the Owner.

f) Inspections and Tests:

The Consultant shall have authority in consultation with the Owner to require additional inspections or testing of the work, and shall receive and review all certificates of inspections (including Special Inspections), testing, and approvals required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents (but only to determine, generally, that the content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).

g) Disputes between Owner and Contractor:

The Consultant shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work there under and make recommendations on all claims of the Owner and the Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.

h) Contractor(s) Completion Documents:

The Consultant shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests, and approvals which are to be assembled by the Contractor(s) in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of certificates of inspection, tests, and approvals the results certified indicate compliance with, the Contract Documents); and shall transmit them to the Owner with written comments.

i) Final Inspections:

Upon request by the Owner, and attended by the same, the Consultant shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable so that the Consultant may recommend, in writing, final payment to Contractor(s)(subject to any conditions therein expressed). The Consultant shall prepare the Punch List following the initial Substantial Completion Inspection.

j) Meetings:

The Consultant or its representatives shall attend all technical, community, and progress meetings as pertains to the project at such time and place as designated by the Owner. These meetings are in addition to the Site Visits in (a,

b) above. These meetings shall occur weekly, on site or as required by the Owner. The Consultant shall develop and distribute meeting minutes for all meetings.

k) Consultant Transmittals:

The Consultant shall provide copies to the Owner of all documentation pertaining to the construction of the Project.

l) Pre-Construction Conference:

The Consultant shall attend a Pre-Construction Conference at such time and place designated by the Owner and shall record the proceedings, and be prepared to answer all technical questions related to the project.

m) Preparation of Documents for RFPs & Change Orders:

The Consultant shall prepare sketches, technical descriptions, drawing revisions, or other documents needed to define the work for proposed changes. These documents shall be the basis for change orders prepared by the Owner.

(6) Closeout Services:

After the final inspection, the Consultant shall obtain and review the as-built drawings as provided by the Contractor. The Consultant shall provide the Owner with two (2) sets of printed drawings on Mylar. Ammonia processed mylars are not acceptable. Record drawings shall also be submitted on CD in a format readily usable with AutoCAD Version 2000 or later drawing file format (DWG), including all fonts used, a plot style CTB file, and any attached xref files necessary to reprint all Architectural, Civil, Structural, Mechanical, Electrical and Plumbing drawings exactly as the originals. A complete set of the Record drawings shall also be submitted in PDF format. Final payment to the Consultant will be withheld until an accepted set of drawings is received. Record drawings shall include all improvements by the Contractor and equipment suppliers and shall be signed and stamped by all applicable disciplines: Land Surveyor, Licensed Architect, and/or a Professional Engineer, etc., registered in Georgia.

C. EXTRA SERVICES OF CONSULTANT:

(1) Normal and Customary Services:

Normal and customary engineering services do not include service with respect to the categories of work, provided below, which are usually referred to as Extra Services.

(2) Requests for Extra Services:

If the Owner wishes the Consultant to perform any of the following Extra Services, the Owner shall so instruct the Consultant in writing, and the Consultant shall perform or obtain from others such services and will be paid therefore as provided in an executed Amendment:

a) Preparation of Documents:

Preparation of applications and supporting documents for governmental financial support of the project above and beyond those required under Basic Services; preparation or review of environmental studies and related services; and assistance in obtaining environmental approvals in addition to those required under Basic Services.

b) Changes in Scope of Work:

Services resulting from significant changes in the general scope, extent, or character of the Project or major changes in documentation previously accepted by the Owner where changes are due to causes beyond the Consultant's control. (If any change is required because of an error or omission in the contract documents, the Consultant shall prepare the documents at no additional cost to the Owner).

c) Revisions to Drawings and/or Specifications:

Major revisions to final drawings and/or specifications previously approved, and preparation of Contract Documents for alternate proposals not previously identified. However, there shall be no compensation for this work if caused by a design error or omission.

d) Renderings or Models:

Provide renderings or models except where required as part of Basic Services.

e) Litigation, Arbitration, and Other Legal or Administrative Proceedings:

Preparation to serve or serving as a Consultant or witness in any litigation, arbitration or other legal or administrative proceeding except where required as part of Basic Services.

2. THE OWNER AGREES to provide the Consultant with the following:

A. ACCESS TO THE WORK:

The Owner shall guarantee access to enable the Consultant to enter upon public lands as required for the Consultant to perform such work as surveys and inspections in the development of the Project.

B. CONSIDERATION OF THE CONSULTANT’S WORK:

The Owner shall give thorough consideration to all reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the Consultant, and shall inform the Consultant of all decisions within a reasonable time so as not to delay the work of the Consultant. The Consultant shall be responsible for the accuracy, completeness, conformance to all required, City, State and Federal codes, regulations, and other legal limitations and restrictions of the design. The Consultant shall redesign to remedy any deficiencies found in the design at no additional cost to the Owner, and shall be liable for added construction costs that result from the deficiencies if those costs result directly from the deficiency.

C. LEGAL REQUIREMENTS:

The Owner shall hold promptly and attend all required special meetings, serve all required public and private notices, receive and act upon all protests and fulfill requirements necessary in the development of the Project, and pay costs incident thereto.

D. PROPOSALS:

The Owner shall advertise for Proposals from Bidders, open the Proposals at the appointed time and place, and pay costs incident thereto.

E. STANDARDS:

The Consultant shall use the Owner's Front End Specifications, Technical Specifications, and Standard Details in the preparation of the documents and plans for the project. The City of Savannah drafting and CAD Standards and a Design Review Checklist shall also be provided. Failure of the Consultant to prepare either the Contract Documents or Plans in accordance with the latest published City Standards and revisions may result in the Consultant being liable to the Owner for extra construction costs as a result of the Consultant's error/omission.

F. EXISTING DOCUMENTATION:

Any drawings or documents released to the Consultant are for use as reference only; no information shall be used without appropriate field verification. Presence of above and underground site utilities (including but not limited to water, sewer, drainage, electric, gas, cable, phone) must be verified by the Consultant.

G. PROTECTION OF MARKERS:

The Owner shall protect to the best of his ability, all horizontal and vertical control points set by the Consultant prior to the assumption of such responsibility by the Contractor. Replacement of these points, which have been damaged, moved or removed, shall be paid for by the Owner as extra services of the Consultant.

3. THE OWNER'S PAYMENT TO THE CONSULTANT:

A. PAYMENTS FOR BASIC SERVICES OF THE CONSULTANT:

The Owner shall pay the Consultant for the basic services described in Article 1.B of this Agreement a not to exceed fee of \$_____. The not to exceed fee is made up of the following costs:

**City Facilities at Dean Forest Road
Engineering Design and Construction Overview Services**

Description	Fee for Services
1. <u>Design</u>	
A. Site Survey and Topographic Survey	\$ _____
B. Geotechnical Investigation Report	\$ _____
C. Hazardous Materials Survey	\$ _____
D. Permitting Services	\$ _____
E. Programming/Conceptual Design	\$ _____
F. Schematic Design	\$ _____
G. Design Development	\$ _____
H. Construction Documents for Permitting & Plan Review	\$ _____
I. Construction Documents for Bidding & Construction	\$ _____
J. Bidding/Abstract, Addenda	\$ _____

2. Construction Overview

A. Construction Administration	\$ _____
B. Part-Time Inspection – 20 Hours/Week @ 78 Weeks	\$ _____
C. Closeout Services	\$ _____
Total Fee	\$ _____

B. PROGRESS PAYMENTS FOR BASIC SERVICES:

The Owner shall pay the Consultant for Basic Services performed under 1.B of the Agreement on a task completion basis for the tasks stated in Section 3.A above, as verified by delivery of acceptable documents to the Owner. The Owner shall make payment within thirty (30) calendar days upon receipt of a complete and accurate invoice. All payment requests shall be accompanied by the City's Payment Request Form, the breakdown of 3.A above, and a revised MWBE report section 01437.

AT THE OWNER'S DISCRETION, the Consultant may submit a further breakdown of the tasks provided in 3.A above, including a PROPOSED description of the documents to be provided to verify their completion, at the project kickoff meeting for review and concurrence by the Owner. The purpose of this breakdown is to define smaller distinct tasks and acceptable documentation for their completion so that the Consultant MAY, WITH OWNER'S EXPRESS APPROVAL, apply for and receive payment in a more timely fashion on a task completed basis. If the Owner and Consultant are unable to agree to an acceptable further breakdown, then payment will be based on the completion of the tasks AS STATED in SECTION 3.A.

C. SCHEDULE: Based on the schedule as discussed with the Owner, the Consultant shall perform all services exercising a reasonable degree of care and skill as is ordinarily employed by other architects and/or professional engineers under the same or similar conditions and circumstances in accordance with the attached schedule, Exhibit 2 – "Project Schedule". The schedule shall not, except for reasonable cause, be exceeded by the Consultant.

D. PAYMENTS FOR EXTRA SERVICES OF THE CONSULTANT: For extra services defined in Article 1.C, the Owner shall pay the Consultant on an hourly basis in accordance with the attached rate schedules, Exhibit 3 – "Hourly Rate Schedule for Extra Services" and as further provided in an Amendment agreement to and executed by the parties.

E. ABANDONED/SUPENDED WORK: If any work performed by the Consultant is abandoned or suspended in whole or in part by the Owner, other than for default by the Consultant, the Consultant shall be paid for services performed prior to receipt of a written notice from the Owner of such abandonment or suspension in an amount equal to work performed as a proportion of the not to exceed fee as of the date of abandonment or suspension. The Consultant shall maintain their fees for a period of twelve months after receiving notice of suspended work. After this period if work is not commenced, the Consultant's fees may be renegotiated.

4. THE OWNER AND CONSULTANT FURTHER AGREE to the following conditions:

A. TERMINATION:

This Agreement may be terminated by either party by seven (7) days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the one party through no fault of the other party. The Consultant shall be paid for services performed to the date of termination, including reimbursements then due. If terminated due to the fault of the Consultant, the Consultant shall be paid for the value of services performed to the date of termination, such value as determined by the Owner.

B. OWNERSHIP OF DOCUMENTS:

The original completed design, including electronic media files, tracings and master specification sheets shall be the property of the Owner. Consultant shall maintain copyright on standard details and other common design elements that were developed prior to this project. The Owner reserves the right to utilize the design concept and any partially completed or completed design drawings and/or specifications for which the Consultant has been paid. The use of any concepts, incomplete or partial information will be at the City's own risk. Any use of the Project Documents by Owner in connection with a future, unrelated project in which the Consultant is not involved shall be at the Owner's sole risk and without liability to the Consultant.

5. SUCCESSORS AND ASSIGNS: This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the Owner and Consultant respectively and its partners, successors, assigns and legal representatives. Neither the Owner nor the Consultant shall have the right to assign, transfer or sublet its interest or obligations hereunder without written consent of the other party.

6. SUB CONSULTANTS: All sub consultant contracts let by the Consultant for professional services under this Agreement must be approved by the Owner. The Consultant shall submit to the Owner adequate evidence of the sub consultant's qualifications to perform the required work under this Agreement. A separate Hourly Rate Schedule shall be provided for each sub consultant.

7. SPECIAL PROVISIONS: The Owner and the Consultant mutually agree that this Agreement shall be subject to the following Special Provisions which shall supersede other conflicting provisions of this Agreement:

A. The Consultant shall develop contract drawings and specifications to comply with no less than minimum requirements of all Federal, State, and Local regulatory agencies and industry standards, and in conformance with accepted professional practice.

Request for Proposals – Design Services for City Facilities at Dean Forest Road

- B. The Consultant shall submit an Affirmative Action Plan which clearly demonstrates how compliance will be obtained with Title 6 of the Civil Rights Act of 1964 and the President's Executive Order Numbers 11246 and 11575 which prohibit discrimination in employment regarding race, creed, color, sex, age or national origin.

IN WITNESS WHEREOF the parties here to have made and executed this Agreement the day and year first written above:

OWNER:

THE MAYOR AND ALDERMEN OF
THE CITY OF SAVANNAH

By: _____ WITNESS
CITY MANAGER

Attest: _____
CLERK OF COUNCIL

CONSULTANT:

(Official name of Consultant as on Seal)

WITNESS

By: _____
(Signature)

(Title)

(Title)

(Seal, if incorporated)

CONFIRMATION OF ADDENDA RECEIVED:

Addendum _____

Addendum _____

EXHIBITS TO RFP ATTACHMENT B – “AGREEMENT BETWEEN OWNER AND CONSULTANT”

- Exhibit 1 Scope of Services (Sections 2.0 and 2.1 of the RFP as modified by addendum shall be included as Exhibit 1 of the Agreement)
- Exhibit 2 Project Schedule (The successful Proposer’s design schedule shall be attached as Exhibit 2 of the Agreement)
- Exhibit 3 Hourly Rate Schedule for Extra Services (The hourly rate schedules for the successful Proposer and Proposer’s sub-consultants shall be attached as Exhibit 3 of the Agreement)
- Exhibit 4 Schedule of M/WBE Participation (The successful Proposer’s Schedule of M/WBE Participation shall be attached as Exhibit 4 of the Agreement)
- Exhibit 5 Insurance Required of the Designer (RFP Attachment C shall be included as Exhibit 5 of the Agreement)
- Exhibit 6 Additional Requirements (RFP Exhibit C shall be included as Exhibit 6 of the Agreement)
- Exhibit 7 Technology Design Standards (RFP Exhibit F shall be included as Exhibit 7 of the Agreement)
- Exhibit 8 Addenda (Addenda issued during event bidding shall be attached as Exhibit 8 of the Agreement)

**RFP ATTACHMENT C
INSURANCE REQUIRED OF THE DESIGNER**

Insurance and Certificate of Insurance Requirements:

Basic 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.
- No exclusions on Products Completed / Operations for either ongoing and / or completed projects / operations.
- Coverage is for no less than Period of Repose for The State of Georgia.
- 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.
 - Not applicable for Non-Payment of Premium (The City of Savannah shall be notified if the insurance firm is cancelling coverage)

Commercial Auto:

Limits: \$1,000,000 Combined Single Limit (CSL) (*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.
 - Not applicable for Non-Payment of Premium (The City of Savannah shall be

notified if the insurance firm is cancelling coverage)

Workers Compensation & Employers Liability: (includes coverage of all employees, volunteers and others under your direction and supervision)

Limits:

Part A:	Workers Compensation:	Statutory
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.
 - Not applicable for Non-Payment of Premium (The City of Savannah shall be notified if the insurance firm is cancelling coverage)

Commercial Umbrella:

Limits: \$5,000,000 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.
 - Not applicable for Non-Payment of Premium (The City of Savannah shall be notified if the insurance firm is cancelling coverage)
- This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation).
- Umbrella is follow form with all provisions of the underlying coverage.

Professional Liability:

Limits: Per Claim & Aggregate Limit: \$2,000,000

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.
 - Not applicable for Non-Payment of Premium (The City of Savannah shall be notified if the insurance firm is cancelling coverage)
- No exclusions for either ongoing and / or completed projects / operations.
- The City of Savannah will accept the purchase of a 36 month Extended Reporting in the case of Professional Liability policy cancellation.

Other Items Required:

- Notice of Cancellation: No less than thirty (30) day notice provided to certificate holder.
 - Not applicable for Non-Payment of Premium (The City of Savannah shall be notified if the insurance firm is cancelling coverage)
- 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 the project or owned by the designer.
- All deductibles in the coverage are the responsibility of Named Insured on policy.
- To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Owner, Owner's agents, employees, officers, and elected officials from and against damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of the contract.
- Before commencing any work under this contract, Consultant shall deliver to City all such certificates of insurance. The Consultant shall also provide certificates of insurance from all sub-consultants with coverage limits appropriate to their scope of work; however, the Consultant will ultimately be responsible for any gap in coverage or lack thereof.

EXHIBITS TO RFP:

- Exhibit A Design Schedule (Sample)
- Exhibit B Design Submittal Checklist
- Exhibit C Additional Requirements
- Exhibit D Hourly Rates for Extra Services (Sample)
- Exhibit E Consultant’s Field Report (Sample)
- Exhibit F Technology Design Standards
- Exhibit G Site Concept Plan & Vicinity Map

RFP EXHIBIT A
DESIGN SCHEDULE (SAMPLE)

Include a detailed Gantt chart to demonstrate the Proposer's project understanding, project approach, and schedule for project completion. Include start and end dates for task completion, submittal dates, intermediate and major project milestones, critical path items, etc., for project activities. A generic schedule might include the following activities (Proposers may delete tasks or include other tasks or activities to demonstrate approach / understanding):

1. Notice to Proceed
2. Programming/Conceptual (30%) Design
 - a. Kickoff Meeting & Workshop
 - b. Project Development and Survey
 - c. Interim Review Workshop
 - d. Project Development
 - e. Wetlands Permitting
 - f. Internal Quality Control Review
 - g. Document Assembly and Submittal
 - h. Submittal Review
 - i. Owner Review
 - ii. Submittal Workshop
3. Schematic (50%) Design
 - a. Project Development
 - b. Internal Quality Control Review
 - c. Document Assembly and Submittal
 - d. Submittal Review
 - i. Owner Review
 - ii. Submittal Workshop
 - iii. Meet with SPR & BPR Committees
4. Design Development (90% Design)
 - a. Project Development
 - b. Internal Quality Control Review
 - c. Constructability Review
 - d. Document Assembly and Submittal
 - e. Submittal Review
 - i. Owner Review
 - ii. Submittal Workshop
5. Construction Documents for Permitting and Plan Review
 - a. Project Development
 - b. Internal Quality Control Review
 - c. Constructability Review
 - d. Document Assembly and Submittal
 - e. Submittal Review
 - i. Owner Review
 - ii. Submittal Workshop
 - iii. SPR & BPR Review
 - f. Incorporate Reviewer Comments & Receive Final Approvals
6. Final Construction Documents for Bidding
 - a. Assist City with Bid Package Prep
 - b. Attend Pre-Bid Conference
 - c. Address Bidder RFI's
 - d. Review Submittals & Make Recommendation
7. Construction Phase
 - a. Kick-Off
 - b. Substantial Completion
 - c. Final Completion
 - d. Complete Close-out Documentation

RFP EXHIBIT B
DESIGN SUBMITTAL CHECKLIST

This Design Review checklist shall be used by Consultant before submitting the Owner with various phases of contract documents for review. The Consultant may adopt this checklist for in-house review. Refer to Scope of Services (Section 2.1.L. "Submittals") for specific details.

A. Programming/Conceptual Design Submittal

- Drawings
- Preliminary Project Budget
- List of Permits
- Construction Schedule
- Program Analysis
- Risk Analysis

B. Schematic Design Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis

C. Design Development Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis
- Outline Specifications
- Key Product Information

D. Construction Documents Issued For Permitting & Plan Review Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis
- Specifications
- Key Product Information
- Special Inspections
- Warranty Information

E. Construction Documents Issued For Bidding & Construction Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis
- Specifications
- Key Product Information
- Special Inspections
- Warranty Information
- Written documentation of all Approved Applicable Permits

**RFP EXHIBIT C
ADDITIONAL REQUIREMENTS**

Building Requirements

- A. The ultimate wind speed requirements for the facilities shall be in accordance with the required wind speed at the specific location for the Risk Category IV (table 1604.5), per the IBC 2012 (minimum 135 mph wind zone).
- B. The Administration, Operations, and Vehicle Maintenance Buildings will be Critical Facilities. Guidelines of the FEMA 543 Design Guide (Critical Facilities) or later update of this publication shall be reviewed and selectively proposed and applied in the design based on Owner input and approval.
- C. HVAC system shall be a standard system, ductless system, or a combination of systems. Coordinate with Owner for requirements.
- D. Design shall include stand-by power for the Administration, Operations, and Vehicle Maintenance Buildings, the fuel station and the sanitary lift station.
- E. Equipment and materials shall be specified to provide energy-efficient, durable buildings with long-term viability.
- F. Natural gas shall be used for components and appliances where appropriate, cost-efficient, and as preferred by Owner.
- G. Design shall include all fire suppression systems required for facility to meet NFPA standards.
- H. Electrical design shall include lighting control/relay system as required by Owner.
- I. Exterior and interior materials and finishes are included in the design scope and shall be coordinated between the Consultant and City of Savannah's Sanitation Bureau staff and Development Services Department staff.
- J. Consultant shall provide and coordinate design for Technology and Communications requirements based on the City of Savannah's Technology Design Standards (Exhibit 7 – "Technology Design Standards").
- K. Design documents shall include a detailed door hardware schedule, all components specified with product numbers.
- L. Design documents shall include a general furniture layout plan. Consultant shall provide basic furniture design and specifications for the Owner to use in purchasing the furniture.
- M. Provide for cameras, proxy readers, etc. throughout the buildings and site as coordinated with the Owner. Security design shall be by the Consultant.
- N. Consultant shall provide signage drawings (and diagrams) as well as keying schedules and drawings.

- O. In the construction documents, no manufacturer or product brand shall be explicitly specified without allowing for 'approved equals' (subject to review by Consultant), unless sole-sourcing is reasonably justified and pre-approved by the City of Savannah.
- P. The facility shall be fully ADA compliant.

Site Design and Landscape Requirements

- A. The design shall include development of the site concept and infrastructure (access, traffic plan, parking, drainage, utilities, etc.).
- B. Coordinate with the City to develop suitable building footprints and finalize building locations.
- C. Minimum number of parking spaces: Parking requirements for visitors and POV's shall be determined based on input from user departments and zoning requirements.
- D. Project shall comply with City of Savannah Landscape and Tree Protection Ordinance. Tree Survey shall be conducted for all disturbed areas per Section 8-11005 – General Provisions of the Ordinance. Specifically, survey shall locate "Protected Trees" [8-11005 (4)], "Specimen Trees" [8-11005 (9)], and "Exceptional Trees" [8-11005 (10)]. Relief from the requirements of Section 8-11005 (4) (a) is hereby given.
- E. Coordinate with dry utilities, including lighting.
- F. Coordinate with City IT Department all requirements for telephone, cable and data.
- G. Site landscaping plans with irrigation.
- H. Owner-operated site lighting (privately designed system).
- I. Site signage and traffic signage as required.
- J. Consultant will be responsible for verifying accurate setbacks for building footprint.
- K. Fueling Station
- L. Water & Sewer Requirements:
 - Consultant shall review existing water system in the area of the proposed facility and if not adequate shall make recommendations for modifications. Water lines shall be looped.
 - Design shall include water service for all fire protection and possible fire sprinkler systems on the proposed facility and shall meet City requirements.
 - Design shall include a complete site water distribution system, along with any necessary off-site system modifications.
 - All sewer design shall be based on using and providing lift stations, stand-by power, force mains and conveyance gravity lines as needed based on City requirements.

**RFP EXHIBIT D
HOURLY RATES FOR EXTRA SERVICES (SAMPLE)**

<u>Classification</u>	<u>Hourly Rate</u>
Principal-in-Charge	_____
Architect	_____
Designer (Architectural)	_____
Civil Engineer	_____
Mechanical Engineer	_____
Electrical Engineer	_____
Structural Engineer	_____
Sanitary Engineer	_____
Engineer Technician	_____
CAD Operator	_____
Technical Clerk	_____
Administrative Assistant	_____
Site Inspector	_____
Building Construction Inspector	_____

RFP EXHIBIT E



**CONSULTANT'S
FIELD REPORT**

PROJECT: PROJECT #: FIELD REPORT #:

PRESENT AT SITE :

DATE: TIME: WEATHER: TEMP. RANGE:

EST. % COMPLETION: CONFORMANCE WITH SCHEDULE (+,-):

WORK IN PROGRESS:

OBSERVATIONS:

ITEMS TO VERIFY:

INFORMATION OR ACTION REQUIRED:

ATTACHMENTS:

REPORT BY:
