

**DISASTER RECOVERY BASE CAMP AND SUPPORT SERVICES
EVENT NO. 8200**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** A disaster impacting the City of Savannah will require a large response and recovery effort to mitigate the effects on lives and property, to assist the affected population and to ensure essential necessities of life are delivered in a timely and effective manner.

The purpose of this event is to receive proposals from qualified contractors for services for the provision of Incident Base and/or Forward Camp facilities for the City of Savannah after a disaster. Electronic submissions will not be accepted for this proposal.

A pre-bid conference has been scheduled to be conducted as a telephone conference meeting. Please use the call-in number, 312-626-6799, Access Code: 2394874025#, if you would like to attend this meeting. This meeting will allow contractors to discuss the specifications and address any issues that may have arisen with City staff. You are invited to attend.

2.1 Terms:

This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after. This agreement may be renewed for up to four (4) additional 12-month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. In the event this contract is not renewed prior to the expiration of any term, this contract shall continue to be honored on a month-to-month basis until this contract has been renewed.

- 2.2 Scope of Services:** The proposer shall provide a complete, all-inclusive cost for all services to be provided as outlined in this request for proposals. Please include all hourly charges for personnel, equipment and vehicles that are owned or employed by the vendor. Please include details about the company's invoicing process/policy. Include a separate cost schedule for Optional Services to be considered. The City reserves the right to enact some or all services depending on the incident.

Pricing shall include costs for mobilization/deployment, operations, and demobilization/deactivation for each. All facilities must meet ADA guidelines.

Proposers shall provide the following:

- A. Cost of billeting/housing per person (male and female), per day, per week.
- B. Cost of each meal, per person, per day, per week and cost of full ancillary support

(per meal price shall be inclusive of food, preparation, facility, waste disposal, equipment, personnel and other costs).

- C. Cost of restroom facilities (ADA compliant) per person (male and female), per day, per week.
- D. Cost of showers per person (male and female), per day, per week.
- E. Cost of hand washing stations.
- F. Cost of laundry per person, per day, per week.
- G. Cost of multi-purpose facility, per day, per week.
- H. Cost of fuel hauling and distribution, per day, per week.
- I. Cost inclusive of payroll, overhead and fringe. Provide length of shifts and days to work. Overtime will be time and a half in accordance with City policy.
- J. Optional cost for medical, inclusive of all associated costs.
- K. Optional cost for security, inclusive of all associated costs.
- L. Optional cost for various sized containers for waste disposal.
- M. Cost of annual retainer for stand-by or first come, first served.
- N. List other retainer fees.
- O. Cost of guaranteed response or mobilization within 72 hours.
- P. Cost for other optional services.

2.3 Insurance Requirements

2.3.1 Comprehensive General Liability

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

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

General aggregate shall apply on a per project basis.

Contractor shall provide a Certificate of Insurance reflecting required coverage.

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.

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.

2.3.2 Commercial Automobile Liability

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

- Minimum limits are \$1,000,000

Contractor shall provide a Certificate of Insurance reflecting required coverage.

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.

2.3.3 Workers Compensation

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

Minimum employer's liability limits:

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

Contractor shall provide a Certificate of Insurance reflecting required coverage.

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.

2.3.4 Umbrella/Excess Liability

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

Minimum limits:

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

Contractor shall provide a Certificate of Insurance reflecting required coverage.

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.

2.3.5 General

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

Any modifications to specifications must be approved by the City

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

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of capabilities as requested
- c) Fee Proposals per instructions in Section III signed by responsible party
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.

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

- a) Proposer's qualifications and experience, including support capabilities (30 points)
- b) Technical capabilities (25 points)
- c) Fees (25 points)
- d) References (10 points)
- e) DBE participation goals (10 points)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.6 **Copies:** One (1) unbound, printed and signed original and five (5) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.7 **Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page
- 2.8 **L/DBE Project Goal**

The City of Savannah encourages participation and utilization of disadvantaged, minority, or woman-owned businesses in city procurement and it is the policy of the city that L/DBE firms be given fair opportunity to participate on projects for the City. Prime bidders and proposers should seek to utilize these firms to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a project goal of **20% DBE**. Points will be allocated up to 10 points based on the extent the stated goal is achieved.

- A. In order to meet the L/DBE stated goal, a bidder/proposer must submit:
 - 1. A completed **FORM 1310** containing the contact name(s), address(es), email address, type of work performed for each L/DBE participating with the bidder/proposer; and,
 - 2. The percentage and corresponding dollar value of L/DBE participation; and,
 - 3. A signed **NON-DISCRIMINATION** Statement.
- B. If the information required by section (A) above is not provided by the bidder/ proposer, the information will be requested and must be provided to the City of Savannah within

three (3) business days after the Office of Business Opportunity notifies the bidder/proposer that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.

- 2.9 **Qualifications:** Each proposer shall submit a summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.10 **Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.11 **Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP.
- 2.12 **Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Disaster Recovery Base Camp and Support Services, RFP Event # 8200 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

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

No.	Service Description	Unit	Unit Price	Total Price
1	Billeting per person (male and female), per day	Each		
2	Billeting per person (male and female), per week	Each		
3	Meals, per person, per day and cost of full ancillary support	Day		
4	Meals, per person, per week and cost of full ancillary support	Week		
5	Restroom facilities (ADA compliant) per person (male and female), per day	Day		
6	Restroom facilities (ADA compliant) per person (male and female), per week	Week		
7	Showers per day (male/female)	Day		
8	Showers per week (male/female)	Week		
9	Hand washing stations	Each		
10	Laundry per day	Day		
11	Laundry per week	Week		
12	Multi-purpose facility per day	Day		
13	Multi-purpose facility per week	Week		
14	Fuel hauling and distribution, per day	Day		
15	Fuel hauling and distribution, per week	Week		
16	Optional cost for Medical	Each		
17	Optional cost for Security	Each		
18	Payroll, overhead and fringe	Each		
19	Optional cost for various containers for waste disposal	Each		

20	Other cost not listed per day, per week	Each		
21	Annual retainer for stand-by or first come, first served	Year		
22	Other retainer fees	Year		
23	Guaranteed response in 72 hours	Each		
24	Optional services	Each		
	Total			

***For any line items that require additional explanation or itemization, proposers shall include additional documents.**

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date