

SECTION II

Legislative Services Event #5348

Scope of Work

- 2.0 Broad description of Project:** The City of Savannah (the “City”) is requesting a proposal for a consultant to provide professional representation and liaison with Georgia General Assembly. No electronic responses will be accepted.
- 2.1 Scope of Services:** The successful proposer shall provide professional representation and liaison with the Georgia General Assembly, Chatham County Legislative Delegation and the executive departments and agencies of the State of Georgia. Services shall include but are not limited to the following:
- Assisting in the preparation of the annual legislative agenda for the City of Savannah
 - Explaining and promoting the City’s legislative agenda to State elected officials and decision makers
 - Presence in the State Capitol each day when the General Assembly is in session
 - Attending legislative sessions, committee meetings and work groups
 - Assisting in the drafting of legislation
 - Monitoring bills and submitting weekly reports to the City
 - Informing City representatives of pending legislation that will have positive or negative consequences for the City
 - Maintaining close contact with the Chatham County Legislative Delegation, other State legislators, and City officials concerning the City's legislative interests
 - Lobbying the Governor’s staff, legislative leaders, and State agencies on a year-round basis
- 2.2 Proposal Format:** Proposals shall be submitted in the following format and include the following information.
- a) Detailed description of qualifications and capabilities as requested
 - b) Fee Proposals per instructions in Section III signed by responsible party
 - c) Proposed Schedule of Minority and Women Owned Business (M/WBE) Participation and Non-Discrimination Statement.
 - d) Contact names of current users with phone numbers
 - e) Other submittals as stated

2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualifications and experience, including support capabilities *(50 points)*
- b) Understanding of scope of services and methodology *(15 points)*
- c) Fees *(25 points)*
- d) References *(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.

The City reserves the right to request a best and final offer (BFO), and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.4 Copies: One (1) unbound, printed and signed original, and five (5) identical, printed copies, and one (1) electronic copy on a flash drive of the proposal and supporting documents must be submitted in response to the Request for Proposal (RFP). All responses must relate to the specifications as outlined.

2.5 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.6 The proposer is responsible for determining and acknowledging any addenda issued in connection with this request for proposal. All addenda issued in connection with this event must be acknowledged in the proposer's response in order for the proposal to be considered.

2.7 Minority and Women-Owned Business Enterprise Participation: The City of Savannah has not established an MWBE goal for this project; however, the City encourages the use of MWBE businesses whenever possible.

2.8 Statement of Qualifications: Each proposer shall submit a summary of their qualifications and experience. Proposals shall have the following qualifications at a minimum:

- a. Experience serving as a lobbyist
- b. Knowledge of state and federal laws and issues affecting municipalities and local government
- c. Ability to be present in Atlanta at the State Capital and other State offices,

particularly during the legislative sessions of the Georgia General Assembly

- d. Experience in dealing with Chatham area legislators
- e. Experience in working with the Governor, Lieutenant Governor and other State executive officials
- f. Experience working with other interest groups and lobbyists

Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.9 Contract Term: This shall be a two year contract, renewable for two two-year periods. Annual fees shall be held firm upon renewal.

2.10 Fees: Proposer shall submit fees based on the detailed listing in Section III of the RFP. The total fee proposed should include the cost of two years of service all the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved.

2.11 Conflict of Interest: Proposer shall provide a list of all clients currently represented by the proposer which will allow the City to evaluate possible conflicts of interest.

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

**SECTION III
FEE PROPOSAL**

I have read and understand the requirements of this request for proposal RFP Event #5348 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

**ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT
WWW.SAVANNAHGA.GOV**

ADDENDA ACKNOWLEDGEMENT	
My signature below confirms my receipt of all addenda issued for this proposal.	
_____ Signature	_____ Date
*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.	

Yearly fee	\$ _____
	X 2
TOTAL FEES (services for 2017 and 2018)	\$ _____

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

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

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

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

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

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

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

Name of proposer: _____ Event No. 5348

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 MWNE goals established for the contract. If no goals are included 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.