



## SECTION II

### MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING DESIGN SERVICES

EVENT# 3599

#### SCOPE OF WORK

- 2.0 Broad Description of Project:** The City of Savannah has ongoing needs for limited-scope mechanical, electrical, and plumbing (MEP) engineering services, particularly in regards to condition and capacity assessments of its systems, including, but not limited to, heating, ventilation, and air conditioning (HVAC) systems, elevators, fire sprinklers and alarms, switch gears, and other systems in existing facilities and a number of critical systems for City facilities requiring assessment for emergency management use. Following disaster events, MEP damage assessments of critical systems in City facilities with safety evaluations, will be needed as well. From time to time, there is also a need for assistance in design reviews and third-party advice during construction activities, as well as MEP design for small projects. The City will allow sub-consultants for this project. Electronic responses will not be accepted. Responses must be submitted manually.
- 2.1 Scope of Services: Facility Assessments, Feasibility Assessments and Design Review Required Services**  
The successful proposer shall provide the following services at a minimum:
- 2.1.1** Perform assessments of MEP condition, capacity, and code-compliance of City facilities and facility prospects by means of visual inspection. When deemed necessary, utilize further survey methods, intrusive investigation, testing, etc., as approved by the City. Prepare signed and sealed reports of assessments including recommendations for remedial work or further investigation necessary, and when requested, include usability determinations, code upgrades and cost estimates pertaining to MEP.
  - 2.1.2** As part of assessments outlined in 2.1.1, when requested, provide MEP analysis of facility (systems) surveyed, or portions thereof.
  - 2.1.3** Upon discovery by City staff of apparent critical conditions, survey City facility to provide preliminary assessment of such and provide recommendations for course of action. Respond on-site within one (1) hour of notification.
  - 2.1.4** Provide design review services for capital projects. Provide general and technical consultation to City staff involved in design review and construction overview of capital projects.
  - 2.1.5** Inspect present facilities and make recommendations to bring the building to current code. Provide cost estimates based on recommendations.

2.1.6 Provide limited-scope feasibility assessments.

2.1.7 As part of this annual contract, the successful proposer may be requested to respond on an emergency basis for MEP assessments immediately after a hurricane event. In such post-event first-response situations, the City expects the contractor to perform MEP assessments solely for the City of Savannah until released for other work. This includes providing MEP damage assessments, with safety evaluations, of City facilities during the initial assessment/inventory phase of major disaster, post-event activities, as well as assessments/reports outlined in 2.1.1, for those facilities. The consultant may act as a critical workforce member, as requested.

2.1.8 Perform design review and submittal review as needed.

## 2.2 **Small Project Design Consultant Required Services**

The successful proposer shall provide the following services at a minimum:

2.2.1 Provide MEP design consultant services for small projects based on hourly rates of contract, and upon submission and approval of proposed number of hours.

2.2.2 Attend project coordination meetings when needed.

2.2.3 Attend on-site meetings and make recommendations for preliminary design, project design, and bidding of small and capital projects. Provide assistance in preparing MEP scope for requests for proposal for design services for such projects.

2.2.4 Provide signed and sealed MEP engineering drawings and specifications. All system specifications shall be based on engineering calculations so as to properly size the systems for the building involved. All specifications shall comply with applicable federal, state, and local codes. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits. All drawings must be stamped by a Georgia licensed engineer.

2.2.5 Prepare construction cost estimates, with commodity codes, based on the National Institute of Government Purchasing codes, as needed.

2.2.6 City staff will be responsible for integrating the project specific technical specifications, any supplemental general conditions, and standard City requirements into the final bid package.

2.2.7 Attend pre-bid and pre-construction meetings as requested.

2.2.8 Review shop drawings for general conformance with the project design concepts.

2.2.9 Conduct construction observations for general conformance with project specifications.

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

2.3.1 Detailed description of qualifications, experience, and methodology as requested.

2.3.2 Fee Proposals per instructions in Section III signed by responsible party (in separate envelope).

**2.3.3** Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.

**2.3.4** Response to Consultant Statement of Qualifications included with this document. (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.)

**2.4** If the proposer is submitting sub-consultants as part of the proposal, the following will apply:

- (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 the design team for the project. These selections shall be made in collaboration with the City. 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.
- (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 City reserves the right to approve and/or disapprove sub-consultant(s) and may request an alternate sub-consultant recommended by the consultant.

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

<b>Qualifications and Experience</b>	<b>45</b>
• Education of Mechanical Engineer	5
• Education of Electrical Engineer	5
• Knowledge and Skills of Mechanical Engineer	5
• Knowledge and Skills of Electrical Engineer	5
• Relevant Experience of Principal Consultant	20
• Outstanding Characteristics/Qualifications	5

**Methodology**

**20**

- Design Phase 5
- Construction Administration 5
- Document Quality/Coordination 5
- Documentation of Existing Conditions 5

<b>References</b>	<b>5</b>
<b>Local</b>	<b>5</b>
<b>Fees</b>	<b>25</b>
<hr/>	
<b>Total Points</b>	<b>100</b>

2.5.1 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:

(a) Project experience within the past five years, for each of the following:

1. Three (3) projects of a similar nature (i.e. system review, feasibility assessments, design reviews) and scale.
2. Three (3) projects in a historic building.
3. Three (3) projects in a critical facility (i.e. Police Station, Fire Station, Emergency command center).
4. One (1) elevator project (new, upgrade, repair) in the last five (5) years

(b) Proposals must have scored a minimum of 55 out of the 70 available points allocated for Qualifications and Experience, Methodology, and References.

2.5.2 Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews with any or all proposers as it deems necessary. The City reserves the right to shorten the list of proposers selected for interviews or further evaluation.

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

- 2.6 Work performed under the scope of this contract must be performed by, or overseen and certified by, a professional engineer licensed to practice engineering in the State of Georgia.
- 2.7 **Copies:** One (1) unbound, printed, and signed original and two (2) 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.
- 2.8 **Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and

emailed to the person listed on the summary event page.

**2.9 Minority/Woman Business Enterprise Goals:** The City of Savannah has not established an M/WBE goal for this project.

**2.10 Estimated Projects:** The City estimates ten (10) separate mechanical projects annually. This contract will be utilized for projects under \$25,000. The City reserves the right to seek competitive proposals for any and all projects as it deems appropriate. The City reserves the right to award a primary, secondary, and tertiary consultant, at its discretion.

**2.11 Fees:** Provide hourly fees for services listed in Section III and for services not specifically listed but that may arise during the performance of work described in Section II. Also include hourly rates of the principal engineer, as well as other levels of engineers/professionals that may be utilized in this contract. While work shall be compensated based on actual staff assigned and their associated contract rates, staff resources shall be economically selected and applied, based on the scope of work, to minimize costs to the City.

**2.12 Qualifications:** Each proposer shall submit a summary of their qualifications and experience as requested in the attached Statement of Qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate. 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:

2.12.1 Work samples that demonstrate:

- (a) Experience designing/analyzing projects of a similar scope, scale, and visibility.
- (b) Quality of work product.
- (c) Client satisfaction
- (d) Resolution of design and construction problems, including those that may have arisen during construction reflecting on the constructability and coordination of the design drawings.
- (e) Experience working with multiple clients/institutions.
- (f) The consultant meets or exceeds the minimum qualifications listed under Section 2.5 - Basis of Award.

2.12.2 Experience of the firm and employees, particularly the engineer of record, to be assigned to the project in general and in particular, providing consulting services to municipalities, economic development organizations, or other governmental entities.

2.12.3 Innovative or outstanding work by the consultant that demonstrates the firm's unique qualifications to provide consulting services.

2.12.4 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.

2.12.5 Selected consultant's staff ability, availability, and facility for working with the City directors, officers, staff, and consultants and providing time-sensitive, on-site visits.

2.12.6 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.

2.13 **Contract Period:** This contract will be for a period of one (1) year (twelve (12) months) with an option to renew for three (3) additional one (1) year periods at the same terms and conditions upon agreement of both parties.

2.14 **Insurance and Certificate of Insurance Requirements**

The Mayor and Aldermen of the City of Savannah should be **CERTIFICATE HOLDER**

**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.
- 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.
- No exclusions for subcontractors
- Includes current operations, ongoing operations and completed operations (no exclusions of these)

**Commercial Auto:**

Limits: \$1,000,000 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.

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

Limits:

Part A: Workers Compensation: Statutory (*include State of Georgia*)

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.

**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.
- *This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation)*

**Professional Liability:**

Limit: \$1Million per Project

**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.

**Other Items Required:**

- No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.
- 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 or owned by consultant
- All deductibles in the coverage are the responsibility of Named Insured on policy
- Any modifications to specifications must be approved by the City.
- Indemnify & Hold Harmless wording required in contract: This contract requires the consultant to indemnify and hold harmless the City in all consulting work, projects and services provided. The consultant also agrees to indemnify for costs of preparing and defending lawsuits from consulting work, projects and services provided.

**SECTION III  
FEE PROPOSAL**

I have read and understand the requirements of this request for proposal RFP Event # 3599 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 VENDORS ON THE CITY'S WEBSITE. PLEASE REGISTER AT [WWW.SAVANNAHGA.GOV](http://WWW.SAVANNAHGA.GOV). ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.***

Administrative Assistant:	\$ _____/hour
Principal Engineer: <i>(Licensed P.E., 7+ years of experience, owner/upper management)</i>	\$ _____/hour
Senior Mechanical Professional Engineer: <i>(Licensed P.E., 7+ years of experience)</i>	\$ _____/hour
Senior Electrical Professional Engineer: <i>(Licensed P.E., 7+ years of experience)</i>	\$ _____/hour
Mechanical Professional Engineer: <i>(Licensed P.E., less than 7 years of experience)</i>	\$ _____/hour
Electrical Professional Engineer: <i>(Licensed P.E., less than 7 years of experience)</i>	\$ _____/hour
Junior Engineer: <i>(Not licensed, Engineer in Training (with EIT))</i>	\$ _____/hour
CAD/Drafting Technician:	\$ _____/hour
	<b>TOTAL \$ _____/hour</b>

SUBMITTED BY: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNED: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

FAX: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

EMAIL: \_\_\_\_\_

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

**CHECK ONE:**

\_\_\_\_\_ NON-MINORITY OWNED

\_\_\_\_\_ AFRICAN AMERICAN

\_\_\_\_\_ HISPANIC

\_\_\_\_\_ WOMAN (non-minority)

\_\_\_\_\_ ASIAN AMERICAN

\_\_\_\_\_ AMERICAN INDIAN

\_\_\_\_\_ OTHER MINORITY

Describe \_\_\_\_\_

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:**

ADDENDUM \_\_\_\_\_ #

DATE \_\_\_\_\_



## NON-DISCRIMINATION STATEMENT

The prime contractor/bidder certifies that:

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

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Signature

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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. 3599

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: \_\_\_\_\_

## 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 M/WBE 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 M/WBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit M/WBE 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.

## STATEMENT OF QUALIFICATIONS

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

1. Name of principal consultant(s):
  
2. Education of the principal consultant(s):
  
3. Relevant experience of the principal consultant(s) with the submitting firm:
  
4. 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.

	Current	5 Year Average
a. Architects	_____	_____
b. Engineers	_____	_____
c. Drafting Technicians	_____	_____
d. Clerical	_____	_____
e. Other	_____	_____

5. How long has your firm been engaged in the architect/engineering profession?
  
6. List job titles and qualification of all associates who will be working on this project:
  
7. Describe any outstanding characteristics of the organization:
  
8. Provide information and documentation for the principal(s) Georgia Professional License(s) including types, numbers and dates of issuance. Provide the same information for any sub-consultants.

9. Please complete the attached chart of similar projects which your firm has completed during the past five years, giving date of contract, name of project, location of project, describe scope of work, name of Owner's contact and phone number, and size of project. Provide construction estimate of each project and final cost.
  
10. Would any of the projects be sub contracted? If so, please complete a chart for all sub-consultants to be used and provide the same information requested in item 9 for each sub-consultant.
  
11. List any professional awards which have been made to your firm or to members of your firm who will participate in the proposed project: (for similar projects)
  
12. State any other qualifications of yourself and your organization which especially qualify you as consultants or enable your organization to render distinctive service:
  
13. State the extent to which your firm is a local, small, women-owned, or minority business enterprise. Provide the same information for any sub-consultants you may use:
  
14. 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.
  
15. What are the limit of your Errors and Omissions Insurance?

What is the deductible?

(Signed) \_\_\_\_\_

Firm \_\_\_\_\_

## RELEVANT PROJECT EXAMPLES FOR PRINCIPAL CONSULTANT

PROJECT NAME & DATE	OWNER NAME (contact name & phone#)	DESCRIPTION OF PROJECT & LOCATION (include type of construction, square footage, etc.)	CONSTRUCTION ESTIMATE	FINAL PROJECT COST

**RELEVANT PROJECT EXAMPLES FOR SUB-CONSULTANTS**

**SUB-CONSULTANT COMPANY NAME:** \_\_\_\_\_

**DISCIPLINE:** \_\_\_\_\_ **MWBE CLASSIFICATION: MBE** \_\_\_\_\_ **WBE** \_\_\_\_\_

PROJECT NAME	OWNER NAME	DESCRIPTION OF PROJECT & LOCATION	CONSTRUCTION ESTIMATE	FINAL PROJECT COST