



**PROJECT MANAGER/OWNER'S REPRESENTATIVE FOR ARENA/CANAL  
DISTRICT  
EVENT NO. 5466**

**SECTION II  
SCOPE OF WORK**

**2.0 Broad Description of Project**

The development of a new arena and the surrounding canal district on Savannah's Westside is one of the largest projects to ever be undertaken by the City of Savannah. The new arena site presents the opportunity to redevelop the Canal District to the west of West Boundary Street, creating a vibrant new center of activity in Savannah's core.

The purpose of this event is to receive proposals from qualified contractors for a project manager/owner's representative who will provide the City with design and construction project management services for the construction of a 149,300 square foot arena. In order to complete the project within budget, the City is seeking a person/firm with demonstrated arena design and construction project management experience and expertise in the development of major collegiate/professional sports venues.

The arena will contain approximately 9,000 seats, fifteen (15) luxury suites, and 400 club seats. Parking for the arena will be a combination of surface and structure parking totaling approximately 3,000 spaces. The total project cost for the arena, and site work including surface parking is \$160 million (excludes structured parking).

Electronic submissions will not be accepted for this proposal.

**2.1 Scope of Services**

The successful proposer shall provide the following services:

**2.1.1 General Services**

The successful proposer shall provide traditional owner's representative services including design review, construction oversight, and the duties listed below.

- A. The successful proposer shall provide assistance with planning, setting minimum design standards, oversight, and documentation of activities related to the design, construction, opening, and post-construction phases of the Arena.
- B. The successful proposer shall keep the City well-informed of the progress of the project through all phases, and will ensure that the relevant owner agreements and contracts regarding the project are being adhered to.

Communicating between design representatives, contractors, City representatives, and stakeholders during the design, construction, and closeout of the project.

- C. Assist the City in choosing the best project delivery method to meet facility programming needs, project schedule, and budget. The successful proposer shall provide assistance to City staff in determining construction delivery methods and options, as well as associated risks and rewards. Assist the City in obtaining a guaranteed maximum price, if appropriate.
- D. Provide input, review, and comment on definitive legal documents as requested.
- E. Assist the City in the preparation of the arena design RFP, design-build RFP, CM at risk RFP, or Master Developer RFP.
- F. Assist the City in evaluating arena design/construction proposals.
- G. Assist the City in negotiating, and/or representing the City in negotiation for contracts for design and construction services.
- H. Monitoring of demolition services, preconstruction services, project control systems, insurance, safety, quality control, and compliance programs.
- I. Review of reports, manuals, and developed standards from providers of inspection, testing, commissioning, and training services; effectively monitoring project costs.
- J. Implement a Management Information System (MIS) to facilitate communication and documentation between the City and design consultant, general construction contractors, and other parties involved with the project. Create and maintain an accurate and complete electronic record-keeping system.
- K. Monthly project status reporting. Throughout the project, the successful proposer shall provide and distribute monthly project status reports as required by the City, which identify current schedule and budget status of the project as well as any other significant data that may be of interest to the project stakeholders. The monthly project status report will include the following sections:
  - 1. Project Status
    - Project Manager
    - Work Description
    - Project Status
    - Project Plan/Schedule
    - Project Issue(s)

- Project Site Picture(s)
2. Project Committed Performance – Cumulative to Date by Category (Design, Construction, Acquisition)
    - Planned Value
    - Earned Value
    - Actuals
    - Schedule Variance
    - Schedule Variance %
    - Cost Variance
    - Cost Variance %
  3. Project Cost Summary by Category (Design, Construction, Acquisition)
    - Budget
    - Commitment
    - Actuals
    - Estimate to Completion
    - Variance
    - Variance %
  4. Project Schedule Milestone Performance (Plan, Forecast, Duration Variance)
    - Activation
    - Concept
    - Schematic Design
    - Design Development
    - Pre-Final Review
    - Final Review
    - Owner Approval
    - Construction NTP
    - Occupancy
    - Substantial Completion
    - Close Out

#### 2.1.2 Design Phase Services

- A. Design phase coordination: The successful proposer will assist the City's project manager in the coordination of the design consultant's activities and will help document and manage the process with respect to the implementation of the design phase procedures, in accordance with the approved design consultant's scope/fee, project schedule, and established minimum design standards.
- B. Design schedule oversight: The successful proposer shall assist in

documenting and managing the flow of information between the City, the design consultant, and other project stakeholders. The successful proposer shall monitor and document the design phase schedule and promptly identify any constraints or potential obstacles in achieving the project schedule. Corrective actions necessary to achieve the project schedule will be identified.

- C. Cost management procedures: The successful proposer shall implement, document, and maintain cost management procedures throughout the design phase. When design or programmatic changes are made and approved by the City, these changes will be evaluated for cost impact and recorded. The successful proposer shall prepare design phase cost amendments for approval by the City into the design consultant contract.
- D. Project anticipated cost: The successful proposer shall review documents prepared by the design consultant as related to the project's anticipated construction related costs and respective contingencies. Such anticipated costs will be clearly defined and incorporated by the City into the design consultant's contract.
- E. Design phase estimates: The successful proposer shall, as required by the project needs, prepare and/or oversee preparation of cost estimates for the project in cost model format. Such estimates shall be documented, reviewed, and reconciled at each design phase milestone as shown below. In the event that variances with respect to the project budget exist, the successful proposer shall make recommendations for appropriate corrective action.

Milestones:

- Programming/conceptual design (10%)
  - Schematic design (20%)
  - Design development/preliminary review (50%)
  - Pre-final review (80%)
  - Final review (100%)
  - Construction administration/remaining services
  - Other milestones as deemed appropriate by the City
- F. Cost adjustment sessions (value engineering): Should significant variances in cost exist at any of the above referenced milestones, the successful proposer shall document and facilitate cost adjustment sessions with the design consultant and the City. At the conclusion of this effort, the agreed upon modifications will be incorporated by the City into the contract documents.
  - G. Project budget: The successful proposer shall review the program requirements, site constraints, schedule goals, and budget data that have been collected. Based on this information and historical cost data, the successful proposer, the City, and key project stakeholders will develop a project budget. This project budget development effort will also include identifying

potential shortfalls or surpluses in the budget and recommendations for cost reductions or revisions to the program of requirements. Upon balancing the project budget with the respective program of requirements, the successful proposer shall present a reconciled project budget to the City for approval.

- H. Funding sources: The successful proposer shall assist the City and its advisors in identifying additional funding sources and alternatives.
- I. Limited design review: The successful proposer shall review the in-process design document for adherence to the program of requirements, as well as potential impacts on operations and ongoing maintenance. This limited review shall be documented and provided at the schematic design phase and succeeding design phases. The successful proposer's comments may be provided in writing and as notations on the submittal documents. Comments will only be advisory and not directives. The performance of design reviews will under no circumstance relieve the design consultant of their professional responsibility to provide sound design and contract documents; nor make the program management consultant responsible for, liable for, or an insurer of the design and/or the performance of the design consultant.
- J. Constructability review: The successful proposer shall, as required by project needs, provide input to the City and the design consultant relative to value, sequencing of construction, duration of construction of various building methods, and constructability. The team will identify proprietary specifications.
- K. Expedite agency reviewing and approvals: The successful proposer shall assist the design team and the City in securing various approvals from agencies within the prescribed timeframes and will expedite these agencies' approvals to the extent reasonably feasible.
- L. M/WBE participation: The successful proposer shall assist the City's M/WBE Office with monitoring, tracking, and documenting M/WBE participation for compliance with stated goals as outlined within the design consultant contract document.

#### 2.1.3 Bid and Award Phase Services

Bid and award services will depend on the project delivery method selected. If design/build, construction manager at risk, or master developer methods are chosen, this phase will be incorporated along with the selection of the arena designer.

- A. Local M/WBE suppliers list: The successful proposer shall assist the City M/WBE Office, Purchasing Department, project manager, and other designated City staff in preparing lists of qualified local vendors and actively soliciting their participation in compliance with City goals related to M/WBE participation in this project. The successful proposer shall also assist with M/WBE goal development.

- B. Pre-bid/proposal conferences: The successful proposer, in conjunction with the design consultant and City staff, will participate in any pre-bid/proposal conferences.
- C. Submission evaluation: Upon receipt of submissions, the successful proposer shall assist the City's Purchasing Department, design and construction staff, and design consultant in the formal receipt, evaluations, and assessment of responsiveness and costs.
- D. Construction contracts: The successful proposer, along with City staff and the design consultant shall assist in the preparation of the construction contracts, and related documents. The successful proposer shall provide recommendations to the City for the addition or deletion of project scope as necessary prior to the contract award.
- E. Pre-construction conferences: The successful proposer, along with the design consultant, shall participate in any pre-construction conferences with members of the City staff to confirm project procedures and requirements.

#### 2.1.4 Construction Phase Services

- A. Phase transition: The successful proposer shall oversee the transition between design and construction, including logging and monitoring RFIs submitted by the general contractor, the architect's associated responses, incorporation thereof in the contract documents, and any associated clarifications requested by the general contractor during the construction bid and submittal process.
- B. Construction schedule oversight: The successful proposer shall assist in documenting and managing the flow of information between the City, the general contractor design consultant, and other project stakeholders. The successful proposer shall monitor and document the design phase schedule and promptly identify any constraints or potential obstacles in achieving the project schedule. Corrective actions necessary to achieve the project schedule will be identified.
- C. Conduct pre-construction meetings: The successful proposer shall explain construction management inspection, quality control, and contract administration procedures to the general contractor.
- D. Site meetings: The successful proposer shall arrange and participate in regularly scheduled and called job-site progress meetings with City staff and contractors. At a minimum, the successful proposer shall review progress, required actions and decisions, and prepare and distribute record of each meeting.
- E. The successful proposer shall review contract specifications and drawings. The successful proposer shall provide clarifications to the contractor and the

City including advance suggestions, or recommendations if there is discovered the potential for future claim, change order construction, and/or safety issues.

- F. The successful proposer shall assist the project management team to enforce labor standards provisions of the construction contract(s). The successful proposer shall interview employees of the construction contractor(s) and subcontractor(s) for proper classification and rate of pay as required by regulations issued by the DOL implementing construction labor standards (29 CFR Pat 5). The successful proposer shall observe and report to the City's project manager any disproportionate number of laborers, helpers, and apprentices to journeymen. Review all construction contractor payrolls after receipt from the construction contractor, prepare letter for the City Manager's signature informing contractor of violations and corrective action to be taken, and maintain a suspense system on all violations until resolved.
- G. Cost management: The successful proposer shall actively manage all aspects of costs during the construction phase. The successful proposer shall update all budget cost categories as necessary to maintain an accurate cost picture for the project. The successful proposer shall provide in the written monthly reports to the City's project manager a comparison of budgeted costs with current cost estimates. The successful proposer shall advise the City's project manager immediately whenever a cost category estimate is trending to exceed funds budgeted. The successful proposer shall monitor RFIs and submittals for developments which could develop into future requests for change orders. The successful proposer shall validate all requests for change with existing contract scopes to make certain that the City receives everything contracted for under the base contracts. The successful proposer shall review all change proposal requests, provide cost and/or time analyses, and make recommendations for revision or approval. The successful proposer shall provide estimate for all change orders.
- H. Quality control, monitor, analyze, and recommend: The successful proposer shall continually monitor and analyze the ongoing construction effort, focusing on conformity with project quality, cost, and schedule requirements. On a weekly basis, the successful proposer shall prepare summaries of inspection reports for each discipline. The summaries shall discuss all issues identified during the week and the resolution. Implement other on-site processes and procedures as needed for quality control.
- I. Inspections assistance: The successful proposer shall inspect and assist in the monitoring of work in place relative to compliance with contract documents and corrective action resulting from inspections. Ensure the design consultant teams are performing appropriate on-site inspections and review their reports relative to non-compliant work and corrective actions by the general contractor. Ensure that all non-compliant work identified during the construction of the project has been corrected prior to substantial completion. Coordinate with the design consultant team in developing an

appropriate incomplete and deficient work (IDW) list (i.e. punch list) of outstanding items to be corrected at the time of substantial completion. Monitor the completion of punch list items by the general contractor.

- J. Manage information flow: The successful proposer shall monitor timely responses from the project delivery team to the general contractor's RFIs. Monitor the time of submission and the processing of shop drawings, samples, and other separate contractor submittals. If submittals and/or responses are not being received in a timely manner, the successful proposer shall ascertain the reason therefore, make a recommendation to the City, and take such action as may be deemed appropriate to eliminate delays. Ensure that City response to general contractor's letters and other correspondences is timely and within the allowable limits stipulated in the general contractor's contract.
- K. Reporting: The successful proposer shall provide the City's project manager written monthly reports documenting progress, budget, schedule, and required actions and decisions in the form established during the planning phase. Conduct and record minutes of weekly progress review meetings, including discussions on progress of project management activities and their costs plus a look-ahead forecast of construction activities and field problems; following a contractor-generated agenda with the general contractor and all trades; assist City project manager with recording and maintaining daily record of construction activities, weather conditions, personnel, and equipment on-site, field problems, resolutions, safety/code violations, and work-log.
- L. Record keeping: Assist the City project manager with maintaining at the job site on a current basis records of all contracts; all change orders and documents related thereto; all records relating to shop drawings, samples, purchases, materials, equipment, correspondence, weather conditions, personnel, and equipment, on-site problems that occur at the job site with solutions, safety/code violations, and work log which affect, or may be expected to affect project progress and recommend solutions. Maintain records in electronic format to the extent possible and practical. Deliver these records to the City prior to final payment under this contract. Take digital photos of construction progress on a weekly basis at minimum and problem areas on an as-needed basis. Upload project photographs daily with commentary onto the City's website.
- M. Subcontractor plans: Assist City M/WBE contract compliance monitor with compliance with local, minority/women business enterprises enterprise requirements, subcontracting plans, and other contract requirements.
- N. Coordination of technical inspection and testing: The successful proposer shall assist the City with coordination of the technical inspection and testing provided by the design consultants or third party firms. All reports will be approved to form by the successful proposer and received on a regular basis.



- O. Periodic construction observation: The successful proposer shall make reasonable efforts to observe the progress of the work and advise the City of any deviations, defects, or deficiencies observed in the work. The successful proposer's observation duties shall include reasonable diligence to discover work that is not in compliance with the contract documents. These periodic observations will not, however, cause the successful proposer to be responsible for duties and responsibilities that reside with the design consultant or the contractor, and which include, but are not limited to the design consultant's obligation to produce clear, accurate drawings and specifications, and the general contractor's responsibilities for the techniques and sequences of construction and safety procedures incidental thereto, and for performing the construction work in accordance with the contract documents.
- P. Non-conforming work: The successful proposer, in conjunction with the design consultant, will make recommendations to the City for corrective action on observed non-conforming work. The successful proposer shall provide recommendations to the City and the design consultant in instances where the successful proposer observes work that, in its opinion, is defective or not in conformance with the contract documents.
- Q. Exercise of contract prerogatives: When appropriate, the successful proposer shall advise the City and provide recommendations for exercising the City's contract prerogatives, such as giving the general contractor notice to accelerate the progress when the project schedule is in jeopardy due to general contractor failings, withholding payment for cause and other prerogatives when required in an effort to achieve contract compliance.
- R. Schedule of values: The successful proposer shall review and reconcile the general contractor's schedule of values for each of the activities included in the construction schedule and will use this information as initial data to manage the progress payment schedule for the duration of the construction phase. The successful proposer shall perform reviews of project expenditures and preparation of construction draws throughout the construction to monitor and maintain the project cost.
- S. Construction progress review: The successful proposer shall review the progress of construction with the general contractor, observe the work in place and properly stored materials on a monthly basis, and evaluate the percentage complete for each construction activity as indicated on the construction schedule. This will represent the general contractor's contractual progress and will be the basis for monthly payment to the general contractor. This review will also be a determination of the contract document compliance with respect to schedule.
- T. The successful proposer shall monitor general safety and signage and posting for the project and see that the general contractor and each subcontractor

prepare and submit an adequate safety program and other reports required under the contract; monitor the same throughout the project.

- U. Claims: The successful proposer shall review and analyze proposed changes and contractor claims, and prepare independent cost and time analysis/estimates for use in negotiations. Assist in negotiation with general contractor and prepare bid contract documents and change order/modification packages for project manager and City approval. Whenever any claim arises under or out of any construction or separate procurement contract awarded by the City in furtherance of this project, the general contractor shall diligently render all assistance which the City may require, including the furnishing of reports with supporting information necessary to aid in resolving the dispute or defend against the claim, participation in meetings or negotiations with the claimant or its representatives, preparation of cost/time analysis, appearance before any appeals board or court of law upon request of City, and other assistance as may be appropriate.
- V. The successful proposer shall review shop drawings for conformance to contract documents, and if appropriate, forward to the design consultant for approval.
- W. The successful proposer shall review general contractor payment requests, verify accuracy and forward to the City project manager for approval any potential liquidated damages and prepare related packages.
- X. Evaluate contract change proposal costs: The successful proposer shall review the general contractor's proposal cost and shall provide a recommendation to the City regarding the acceptance of the proposal for a contract modification. In the event of a major scope change during the construction phase, the successful proposer shall further review the proposal and make a recommendation to the City for acceptance.
- Y. Negotiation of change order costs and time extensions: The successful proposer, when required, shall negotiate costs and time extensions on behalf of the City, as appropriate. The successful proposer shall advise the City of the result and in the event that the proposed costs are deemed appropriate, recommend a formal change order for approval.
- Z. The successful proposer shall assist in negotiations of any contract closeout changes, claims, assessment of log-in submittals of material samples, catalog cuts, shop drawings, and assist the City project manager in approval of the same.
- AA. Force account records: In instances where the proposed change order work is to be done on a force account basis, the successful proposer shall maintain and review the appropriate documentation for costs associated with the prescribed work.

BB. As-built documents: The successful proposer shall coordinate the submission of as-built documentation required by the general contractor.

CC. Training: The successful proposer shall support the City's project manager with scheduling and training for the City's maintenance and operation of the project.

DD. Substantial/final completion: In conjunction with the design consultant, the successful proposer shall provide a recommendation to the City regarding the status of substantial completion and guide the general contractor in the assembly of documents required for project turnover.

EE. Punch lists: The successful proposer shall coordinate, review, and ensure the completeness of all punch lists for finalizing the work; monitor the general contractor to ensure the satisfactory completion of the punch lists.

FF. M/WBE participation: The successful proposer shall assist the City's M/WBE Office with monitoring, tracking, and documenting M/WBE participation for compliance with M/WBE goals as outlined within the construction contract document.

#### 2.1.5 Post-Construction Phase Services

A. Move management: The successful proposer shall assist the City in coordinating the end user occupancy into the respective facilities. This will include assisting in the procurement of furniture, fixtures, equipment, and other items as required by the project.

B. Warranty observations: The successful proposer shall provide assistance to the City's project manager through compiling the listing and associated documents for all items under warranty. Establish the process and coordinate performance of warranty work. Coordinate performance of warranty and defective work for a period of one year following substantial completion. The successful proposer shall provide periodic observations during the warranty period, and will transmit notice to the general contractor of issues observed that will need to be addressed by the general contractor. The contractor will be required to expedite warranty claims during this period.

## 2.2 Proposal Format

Proposals shall be submitted in the following format and include the following information. Proposers must demonstrate an ability to deliver projects on time and on budget.

- a) Cover letter: Introduction/summary of qualifications
- b) Statement of qualifications of firm and project team
- c) Project list/references
- d) Fee proposal
- e) Proposed schedule of minority and women-owned business enterprise participation

- and non-discrimination statement
- f) Appendices

### 2.3 Basis of Award

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

- a. Firm's qualifications and experience (20 points)
- b. Individual owner's representative qualifications and experience (20 points)
- c. Fees (40 points)
- d. References (10 points)
- e. M/WBE Participation (10 points)

Proposals shall be evaluated by a selection committee.

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. The City reserves right to reject all bids.

**2.4 Copies:** One (1) unbound, printed and signed original, six (6) 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 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 Minority/Woman Business Enterprise Goals:** The City of Savannah has established a 7% M/WBE goal for this project. The breakdown is as follows: 6% MBE participation and 1% WBE participation.

### 2.7 Qualifications

Each proposer shall submit a summary of their qualifications and experience that includes:

- The successful proposer will be well-versed in appropriate regulations, building codes, and the use, selection, and availability of construction materials. The Owner's Representative will have experience in the oversight of projects of extreme complexity, including extensive experience in providing leadership in projects that utilize highly-technical building methods and applications.
- The successful proposer will have extensive experience in a leadership position utilizing the integrated services of architects, engineers, construction managers and project managers, and shall have the demonstrated ability to do so successfully.

- Professional knowledge and experience regarding stadium, arena, or similar facility design, construction, and operations.
- Ability to interact in a positive and supportive manner as a member of the project team.
- Ability to review multiple construction and administrative activities, including tracking of expenditures.
- Understanding of the complex funding processes, the laws of the State of Georgia and policies of the City and other relevant governmental authorities regarding public works design and construction contracting.
- Conceptual and logistical planning experience for facility transition near the end of the Project.
- Proposer's name, address, principal office, and type of entity.
- Date of incorporation/organization and the state in which proposer is incorporated or organized. Indicate the former names, if any, under which proposer has conducted business and the years of operation under each name.
- Information generally describing the size of proposer's firm, location of the office that will work directly with City, number of years in business providing services described herein, and Federal tax ID number.
- Brief resumes of the key individuals who will be assigned to work with the City. Provide information regarding their experience specific to the Scope of Work at similar or greater in complexity to that of the City's arena project. List the type of work each of these individuals would perform and the anticipated percentage of time they would devote to the project. Also include the address and telephone number for these individuals. Key personnel proposed by proposer must be committed to work on the project for the full term of the resulting agreement.
- Organization chart of the proposer's personnel anticipated to be team members, and the specific tasks they will perform. Include information on sub-consultants, if any.
- Copy of the proposer's PMP certification

## 2.8 **Demonstrated Experience**

Each proposer shall provide documentation of demonstrated experience as listed below.

- Demonstrated experience of project management for the construction of a minimum of five (5) arena or similar projects and 10 years sports facility construction and/or operations experience.

- List of clients with projects similar to those required in Scope of Services. Information should be specific to providing owner’s representative services for arenas or similar projects of equal or greater in complexity to that of the City’s arena project.
- List at least five (5) clients who would provide references for proposer’s work, with phone numbers, email, and addresses. References should include, to the greatest extent possible, those projects where work provided was performed by key personnel proposed for the City’s arena project.

**2.9 Schedule**

Based on the schedule developed by City Staff as part of the Design Services RFP, the Owner’s Representative anticipates the following schedule of the proposed services:

Phase Duration

Design phase services	12 months
Bid and award and construction phase services	8 months
Construction phase services	18 months

**2.9 Fees:** Proposer shall submit fees based on the detailed listing in Section III of the RFP. Provide hourly rates for services not specifically shown in the scope of services that may arise during the design and construction phase of the project. Include hourly fees for other staff required by the successful proposer to complete services that may not be included in the original scope of services.

**2.10 Acknowledgement of Addenda:** Vendors are responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

**2.11 Insurance Requirements**

2.11.1 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 will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 2.11.2 Commercial Automobile Liability

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

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 2.11.3 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 will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 2.11.4 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:       \$5,000,000 per occurrence  
                              \$5,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 2.11.5 Professional Liability

Contractor shall carry a professional liability policy.

Minimum limit:           \$2,000,000

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 2.11.6 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.

#### 2.11.7 Proof of coverage must be provided within ten (10) days of the City's request.

A minimum of thirty (30) days' notice prior to cancellation shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

### **2.12** 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**

**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.**

I have read and understand the requirements of this request for proposal RFP Event No. 5466 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:

<b>ADDENDA ACKNOWLEDGEMENT</b>	
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.	

**General Services** \$ \_\_\_\_\_

**Design Phase Services** \$ \_\_\_\_\_

**Bid and Award and Construction Phase Services** \$ \_\_\_\_\_

**Post-Construction Phase Services** \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Hourly rates for staff that will be assigned to the project are as follows:

**Project Manager** \$ \_\_\_\_\_/hour

**Other staff:** \_\_\_\_\_ \$ \_\_\_\_\_/hr.

\_\_\_\_\_ \$ \_\_\_\_\_/hr.

\_\_\_\_\_ \$ \_\_\_\_\_/hr.

**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**

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

\_\_\_\_\_ **HISPANIC**

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

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

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

\_\_\_\_\_ **OTHER MINORITY Describe** \_\_\_\_\_

**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

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

Name of Proposer: \_\_\_\_\_ Event No. \_\_\_\_\_

Project Title: \_\_\_\_\_

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

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

MBE Participation Value: \_\_\_\_\_ % WBE Participation Value: \_\_\_\_\_ % M/WBE Participation Value: \_\_\_\_\_ %

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

**Joint Venture Disclosure**

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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