

**ROOFING DESIGN SERVICES
EVENT NO. 6406**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for services for an annual contract for roofing design and building envelope services. Electronic submissions will not be accepted for this proposal.
- 2.1 Scope of Services:** The City has the need for consulting, design, engineering and ongoing observation on various roof projects and building envelope repairs. This Request for Proposal (RFP) describes requirements for professional consulting services to produce the necessary construction documents, and specifications for these projects. Following disaster events, damage assessments of roofs in City facilities, with safety evaluations, will be needed as well. The roofing and building envelope consultant will perform these evaluations in coordination with the City's Structural Engineering on call consultant. From time to time there is also a need for assistance in design reviews and third-party advice during construction activities, as well as design for small projects. The City will allow subconsultants for these services.

The successful proposer shall provide the following services:

- 2.1.1 Preliminary Engineering:** The consultant shall prepare a survey of the site to become fully knowledgeable of the project. The survey shall include:
- Detailed measurements to prepare preliminary design plans.
 - Test cuts and laboratory tests as necessary to identify the existing roof system or sealants to be repaired or replaced.
 - Identifying necessary repairs, identifying necessary drainage improvements, and examining construction details.
 - Perform condition assessments of the existing roof system or building envelope.
 - Make recommendations for necessary repairs, drainage improvements and/or possible replacement and provide descriptions of the benefits of different system options and the associated costs.
 - Consultant to provide estimated cost for any improvements recommended.
 - The consultant shall attend on-site meetings and make recommendations for preliminary design, project design and bidding as required.
 - Attend all project coordination meetings as required.
- 2.1.2 Preliminary Design**
- Provide Owner with Preliminary Design Drawings for approval.
 - Prepare application and submit drawings and attend necessary meetings to

obtain approvals as required to satisfy any local, State or Federal entity permitting requirements.

2.1.3 Final Design: After approval of preliminary design.

- Prepare a complete set of construction documents, including “to scale” drawings and details.
- Provide the City with a complete set of Drawings marked “Approved for Construction” and a complete set of Technical Specifications for the project, including but not limited to City of Savannah Standard Contract Documents
- Submit design for building permit.
- All designs must be sealed by a Georgia Registered Design Professional

2.1.4 Preparation of construction cost estimate.

2.1.5 Completing revisions to the plans and specifications as necessary based on comments received from the City of Savannah.

2.1.6 Construction drawings shall be signed and sealed by a Georgia registered design professional.

2.1.7 All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.

2.1.8 Bidding Services: After the final design documents have been reviewed and approved by the City of Savannah, bidding services shall be provided including but not limited to:

- Transmission of a complete set of approved plans and details to the City.
- Compilation and submission of addenda.
- Responding to comments from involved parties.
- Attendance at pre-bid conference.
- Preparation and distribution of minutes of the pre-bid conference.
- Evaluation of substitutes.
- Contractor evaluation and recommendation.

2.1.9 Contract Administration: After the bid phase has been completed and an acceptable bid has been awarded by the City of Savannah, contract administration services shall be provided including but not limited to the following:

- Attendance at the pre-construction conference.
- Preparation and distribution of minutes from the pre-construction conference.
- Attendance at project meetings
- Shop drawing and submittal review.
- Oversight of testing and inspections.

- Evaluating change order proposals
- Reviewing pay requests
- Attendance at final inspection
- Preparation and distribution of minutes of all meetings.
- Compilation of punchlist following substantial completion.
- Compilation of all closeout documentation.

2.1.10 Construction Services: During the course of the work, the consultant shall observe the work on a regular basis, for purposes of design compliance and overall quality of the work. The specifications and contract documents will dictate the materials to be used and the method of installation. The consultant will monitor the project to provide communication to the City regarding whether the work is progressing according to the plans and specifications and will offer an opinion as to the quality of the application of the materials. The consultant will submit a written report following each inspection with photographs and documentation regarding any changes in the work or application techniques, discussions with contractor, and general observations.

2.1.11 All drawings to be delivered in .pdf. Specifications are to be provided in Word format for inclusion with City of Savannah “front end” documents, without the need for document format changes.

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

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal.
- b) Detailed description of qualifications, experience, and methodology as requested
- c) Fee Proposals per instructions in Section III signed by responsible party. Fees are not to be included in the body of a proposal. Failure to submit fees in a separate sealed enveloped may result in a proposal being rejected.
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- e) Response to consultant statement of qualifications included with this document. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

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

- A. Proposer’s qualifications and experience (*50 points*)
 - i. Education of roofing and building envelope consultant
 - ii. Knowledge and skills of roofing and building envelope consultant
 - iii. Relevant experience of principal consultant
 - iv. Outstanding characteristics/qualifications

- B. Methodology (10 points)
 - i. Design Phase
 - ii. Construction administration
 - iii. Document quality/coordination
 - iv. Documentation of existing conditions
- C. Fees (25 points) Fee proposals shall be in a separate, sealed envelope. Fee proposals or references to fees shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.
- D. References (10 points)
- E. Local Vendor Participation (5 points) (See Section 2.6)

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

- 2.4 **Copies:** One (1) unbound, printed and signed original, six (6) identical, printed copies, and one electronic copy 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 **Local Vendor Definition**

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

 - a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
 - b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
 - c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.
- 2.7 **References:** The proposer shall furnish references from accounts worked within the past three years for which similar services pertaining to roofs and building envelopes were

provided. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.

- 2.8 Qualifications:** Each proposer shall submit a summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.9 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.10 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Provide Hourly Fees in Section III for above listed services and for services not specifically described but that may arise during design and construction phases of projects. Architects, engineers, and any other licensed professionals that may be required to perform the specified services, shall be covered among the proposed fees. The proposed fees shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expenses i.e. administrative, printing, etc. involved. Fees will need to be submitted in a separate envelope. Fees are not to be included in the body of a proposal. Failure to submit fees in a separate sealed enveloped may result in a proposal being rejected.

Additional Costs: The City will provide access to space in which surveying and investigations are needed; however, the proposer is responsible for providing any non-stationary equipment necessary for access, investigation and testing. Costs for rented equipment may be included on invoice to the City, if pre-approved by the City, and if original invoices or receipts for such services are provided. All other expenses are to be included in hourly fees, unless pre-approved by the City.

- 2.11 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.
- 2.12** This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2019. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.

SECTION III

FEE PROPOSAL

*****PROPOSALS MUST BE SUBMITTED ON THIS FORM IN A SEPARATE, SEALED ENVELOPE*****

- PLEASE REGISTER AS A CITY SUPPLIER AT WWW.SAVANNAHGA.GOV.
- ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT.
- DUE TO THE NATURE OF THIS EVENT, ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED.

Instructions:

Fee proposals shall be submitted on this form in a separate, sealed envelope clearly marked on the outside as "*Fee Proposal for Roofing Design Services, RFP Event # 6406.*" Also include the name of the proposer on the outside of the envelope. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

ALL 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.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.2 of this RFP.

Administrative:	\$ _____/hr
Junior Design Professional:	\$ _____/hr
Senior Design Professional:	\$ _____/hr
Inspector:	\$ _____/hr
Project Management/Construction Oversight:	\$ _____/hr
Principal Consultant:	\$ _____/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** _____

**SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has not established a DBE goal for this project; however, DBE participation is encouraged wherever possible.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4)
and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to**

any substitution.

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.com.

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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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 DBE PARTICIPATION

Any DBE listed in this completed form must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: _____ Bid No. _____

Project Title: _____.

NOTE: Proof of DBE certification must be attached to this completed form for all firms listed in the table below.

Name of DBE Participant	Telephone	Email	Address (City, State)	DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%

The undersigned will enter into a formal agreement with the DBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

If you have failed to secure DBE participation or if your DBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a DBE or non DBE.

(Use additional sheets, if necessary)

List of:
Subcontracting Opportunities

List of:
Supplier Opportunities

2.) Did you obtain a current list of DBE firms?

_____ Yes

Date of Listing ____/____/

_____ No

Source _____

3.) Please indicate subcontract or supplier list categories for which potential DBE bidder lists were provided? Provide detail of how these DBEs were solicited.

_____	_____
_____	_____
_____	_____

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective DBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.

SECTION 01437
DBE PARTICIPATION REPORT

IMPORTANT NOTICES

- The DBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted DBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change DBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). Any unauthorized substitution of DBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to DBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: _____ DATE _____ REPORT NO. _____

PRIME CONTRACTOR/CONSULTANT _____ CONTRACT AMOUNT (\$) _____

This is the final project report. End Date: _____

DBE INFORMATION					DBE PAYMENTS			
APPROVED DBEs	DESCRIPTION OF WORK or SUPPLIES	DBE CONTACT PERSON	DBE CONTACT PHONE #	DBE CONTACT EMAIL	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total DBE Paid To Date: \$ _____ %

CONTRACTOR: I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.

SIGNED _____ TITLE _____ DATE _____

CITY OF SAVANNAH

This report has been reviewed for DBE contract compliance.

SBO Compliance Coordinator _____ DATE _____

INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted DBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract DBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE Participation" may be included on the payment report. **NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE** without prior written approval by the City.
8. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

GENERAL INFORMATION

The prime contractor/consultant may not change DBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE Program Requirements.**

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all DBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "DBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all DBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

STATEMENT OF QUALIFICATIONS

Name of Firm: _____

Address: _____

1. List professional organizations in which you have membership:

2. Name of the principal consultant:

3. Education of the principal consultant:

4. Experience of the principal consultant:

5. How long has your firm been engaged in the 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. If your firm were selected as the consultants for the contract now under discussion, would your firm's services be immediately available?
Yes ____ No ____

9. Could you plan to give uninterrupted and continuous services until the contract is completed?
Yes ____ No ____

10. Would any of the project be sub contracted? If so, please complete a chart for all sub-consultants to be used and provide the same information requested in item 11 for each sub-consultant.

11. Please attach a list of similar projects which your firm has implemented during the past five

years, giving date of contract, name of facility, location of facility, describe scope of work, name of Owner's contact and phone number, and size of project.

12. 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)

13. State any other qualifications of yourself and your organization which especially qualify you as consultants or enable your organization to render distinctive service:

14. State the extent to which your firm is a local, small, disadvantaged business enterprise. Provide the same information for any sub-consultants you may use:

15. 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.

16. What are the limits 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: _____

DBE CLASSIFICATION:

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