

**ROAD PROGRAM MANAGEMENT CONSULTING SERVICES
EVENT NO. 7281**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for professional services for road program management consulting services. Electronic submissions will not be accepted for this proposal.
- 2.1 Scope of Services:** The successful proposer shall provide the following services:

Introduction

The City of Savannah receives Special Purpose Local Option Sales Tax (SPLOST) funding, a method of financing capital outlay projects in the State of Georgia, for roads, as well as the City budgets capital funds for other road projects and capital projects. The City desires to select the most qualified program management consultant to implement the capital improvement program for roads, emphasizing SPLOST funded projects. Examples include: Project DeRenne (TIP—FhWA funds), Gwinnett Street widening (SPLOST funds), and other local roads. Under the direction of the City Manager or his designee, the selected contractor (hereinafter referred to as “Consultant”) will be responsible for prioritizing, planning, organizing, staffing, directing, coordinating, reviewing, and scheduling budgeting activities associated with SPLOST-funded road projects, other road projects and other capital projects, as needed. The Consultant must have a demonstrated history of effective collaboration with staff and the community to achieve desired programmatic outcomes. Consultant’s services shall include, but not be limited to, general program/project management services, as follows:

- Assist with developing priorities for road projects, especially funded through SPLOST, other road projects and other capital projects as needed, to include adjusting the program to add projects as they are identified;
- Develop a program management plan for all projects;
- Maintain the budget and schedule; this includes establishment of project detail for management and coordination of road projects, especially funded through SPLOST, other road projects and other capital projects as needed;
- Provide detailed forecasting and reporting to the City Manager and City staff on performance, deadlines, and budgetary considerations; Consultant shall include estimations of post-construction maintenance costs for City staff’s consideration upon request;
- Coordination with the City’s annual budget process, long-term capital improvement planning, and applicable grants administration;
- Coordination and management of all project phases for road projects, especially funded through SPLOST, other road projects and other capital projects as needed, including; completion of design, engineering, environmental considerations, utilities, permitting, bidding, procurement, construction through contract closeout, and financial reporting of improved capital assets;

- Assistance with grant administration and compliance through entire lifecycle of project (ie. FHWA/GDOT funding);
- Oversight and coordination of data entry, and verification of City scheduling, staffing, project management, and financial systems so that up-to-date information is available to applicable City staff;
- Consultant will be responsible for providing weekly updates to City Manager, as well as quarterly and quarterly reports to the City Council as requested;
- Coordination of inspections services, either directly or through coordination of consulting services on behalf of the City;
- Consultant will work with City staff to provide communication to the public regarding project status; prepare and attend city council workshops, meetings and other applicable public hearings as may be required; articulate program accomplishments to City staff, City Council, and public;
- Must have ability to render services five (5) days per week with on-call services available up to six (6) days per week, if needed.

Pre-Construction Services

Consultant will also be required to include pre-construction contractor management in areas such as engineering, architecture, landscape architecture, land surveying, environmental compliance, technical management, and administrative services. Additionally, the selected Consultant will provide recommendations on qualified technical and professional personnel to perform to City standards and procedures as assigned. The City may elect to expand, reduce, or delete the extent of each work element listed below or add work elements as needed:

- Consultant will be expected to offer recommendations on scheduling and phasing of projects;
- Consultant will provide coordination and support of permit applications; Consultant must have the ability to coordinate, negotiate and resolve all issues with permitting agencies (i.e. USACE, DNR, EPD);
- Consultant will provide coordination of engineering, manage independent reviews of engineering, major structural improvements, etc. to verify design integrity, cost-effectiveness, and conformity to current design;
- Consultant will provide utility coordination for all projects. Consultant is expected to identify and manage utility conflicts early in the project lifecycle to avoid or minimize cost to the City or to avoid schedule delays. Consultant should have a proven record of coordination with major utility entities such as Georgia Power and Atlanta Gas Light;
- Consultant will coordinate engineering support for limited construction plans and bid documents for minor projects including, but not limited to, drainage improvements, sidewalks, etc.

Construction Services

Consultant will be responsible for construction management of the entirety of road projects, especially funded through SPLOST, other road projects and other capital projects as needed, including change order management, contractor management, administration, construction, engineering, inspection and management of materials, and compliance with City codes, standards, and procedures as well as close out services for all projects that meet the standards of the project.

Additional construction services will include the following:

- Prepare or validate construction cost estimates based on preliminary plans and prepare final estimates for engineers along with cost comparisons;
- Prepare and/or review bid documents and manage bid process for all projects. Consultant is responsible for ensuring compliance to all applicable federal, state, and local procurement laws;
- Schedule and conduct pre-construction conferences with contractors, utilities, and other appropriate parties;
- Receive, review, and archive all submittals, including schedules, shop drawings, engineering and architectural plans, and erosion control plans;
- Provide day-to-day decisions on plans, construction acceptability, direction to the contractor's superintendent, and supervision and assignment of inspection and testing personnel;
- Maintain detailed and accurate records of contractors' operations and significant events that affect work;
- Provide complete contract administration, management, and documentation of the projects, including providing and maintaining all emails, letters, submittals, reports, resolution of problems, etc.; these records shall be provided to the City upon request;
- Consultant should utilize a performance evaluation scorecard provided by the City to monitor any work that is performed on behalf of the City. Consultant is expected to provide feedback on the effectiveness of the scorecard and identify opportunities to monitor and enhance performance;
- Assist City staff in responding to all public inquiries during design and construction;
- Consultant shall ensure City receives all as-built and record drawings associated with program;
- Consultant will ensure all warranty management related items have been satisfied;
- Consultant will notify appropriate agencies (GDOT, etc.) of project close out, and provide agencies with all necessary/required documentation and final payments to fully closeout project;
- It is expected that the Consultant will provide the City with a completed project closeout package including all the necessary documentation and activities listed above;
- Consultant will convene a final program management closeout meeting with City staff when necessary;

Consultant Qualifications

Consultant will need to provide demonstrated experience in managing capital/SPLOST funded projects in the State of Georgia, especially projects with capital funding participation through the Georgia Department of Transportation or Federal Highway Administration, as well as demonstrate a minimum of ten (10) years of experience managing multi-project capital improvement plans in public sector.

- Consultant must demonstrate acute knowledge of best management practices and useful approaches for project management and project delivery;
- Consultant must be trained in the industry and previously managed a capital program in excess of \$100,000,000, including SPLOST or capital improvement projects related to roads;

- The ability to render services up to six (6) but typically five (5) days per week, as needed; this will be inclusive of any necessary on-call services;

Selected Consultant must possess and maintain all licenses required by federal, state, and local laws to perform work described in this RFP including being a professional engineer in the State of Georgia and can qualify the City of Savannah as a Georgia Department of Transportation-certified organization to accept state and federal transportation funding.

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

- a) Cover letter stating the name and purpose of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal, if applicable. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of Proposer's ability to meet requirements in Section 2.1.
- c) No fee proposal should be included. Fee will be negotiated as a professional services agreement with the highest-rated proposer.
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- e) Response to Consultant Statement of Qualifications included with this document in conformance with Scope of Work in Section 2.1.

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

- a) Proposer's qualifications and experience, including support capabilities (*50 points*)
- b) Technical capabilities (*30 points*)
- d) References (*10 points*)
- e) DBE participation goals (*5 points*)
- f) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (*5 points*)

Fee will be negotiated as professional services contract after selection of most highly rated proposer.

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.

2.4 Copies: One (1) unbound, printed and signed original, one (1) identical, printed copy, and one (1) electronic copy (submitted 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 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 Satisfaction of DBE Goals; Good Faith Effort

This project has been given an open DBE goal at the prime level for a maximum of five (5) points. No proposals will be deemed non-responsive for this criterion.

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract;
 - ii. A description of the work that each DBE will perform;
 - iii. The percentage of the contract value that each DBE will receive.
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.
- c. The bidder should submit the above information as follows:
 - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.

- i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
- ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.
 2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.
- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

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: Fee will be negotiated after selection of highest-rated proposer. Should the highest-rated proposer offer a fee the City deems as excessive for the market, negotiations will then begin with the second highest-rated proposer, etc.

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.

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 #7281 – Road Program Management Consulting Services and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

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

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

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.

Print Name

Authorization Signature

Date

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 established an open DBE goal for this project.

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: _____

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.

Addendum #1

**ROAD PROGRAM MANAGEMENT CONSULTING SERVICES
EVENT #7281**

July 16, 2019

This addendum has been issued from the Office of the Purchasing Director. Proposer shall be responsible for acknowledging receipt of this addendum in the Proposal Form. Failure to do so will result in the proposal being rejected by the Purchasing Director. This addendum is also posted on the City's official website: www.savannahga.gov.

1. **Change:** Section 2.3 has been changed as follows:

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

- a) Proposer's qualifications and experience, including support capabilities (50 points)
- b) Technical capabilities (30 points)
- d) References (10 points)
- e) DBE participation goals (10 points)
- f) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)

END OF ADDENDUM #1

Addendum #2

**ROAD PROGRAM MANAGEMENT CONSULTING SERVICES
EVENT #7281**

July 24, 2019

This addendum has been issued from the Office of the Purchasing Director. Proposer shall be responsible for acknowledging receipt of this addendum in the cover letter. Failure to do so will result in the proposal being rejected by the Purchasing Director. This addendum is also posted on the City's official website: www.savannahga.gov.

1. **Question:** Is item 2.2.b where the City wants us to include projects and resumes, or are you looking for a technical approach here?
Answer: *Include a list of project management responsibilities funded through SPLOST, DOT or FHWA. Responsibilities should demonstrate experience with all project phases, including design-engineering, environmental permitting, right-of-way acquisition, utilities, bidding, procurement and construction administration through closeout. Especially highlight FHWA and GDOT-funded projects, year of completion, dollar amounts for construction and the project manager's specific role. Resumes can be included but should reflect the requested information.*
2. **Question:** For item 2.2.e, we are instructed to respond to "Consultant Statement of Qualifications included with this document..." Will it be issued by the City? If what is being requested is not a form, may we assume this is where the City would like to see our project experience and resumes? (In summary, clarification is needed as to what is requested in items 2.2.b and 2.2.e)
Answer: *Please see response to Question 1. This does not require a form but emphasizes format. See RFP "Consultant Qualifications." These should be considered a minimum, i.e. managed capital projects that total more than \$100 million (emphasizing FHWA and DOT funded projects).*
3. **Question:** The RFP states that addenda are to be acknowledged in the cover letter. Addendum 1 states that acknowledgement will be in the Proposal Form. Please clarify.
Answer: *Addenda must be acknowledged in the cover letter. Failure to do so will result in the proposal being rejected by the Purchasing Director.*
4. **Question:** Item 2.3 states that "Fee will be negotiated as professional services contract after selection of most highly rated proposer." What is the purpose of the form on page 8 entitled SECTION III FEE PROPOSAL"?
Answer: *Please note the form does not require submitting a fee proposal (no line for dollar amount). The page uses standard language that you will provide the services and all attachments will be considered part of the contract.*
5. **Question:** Please verify that all DBE-related forms, including DBE certifications of subconsultants are to be placed in a separate sealed envelope. Also, please confirm that the Contractor Affidavit, Affidavit Verifying Status for City of Savannah Benefit Application, and Fee Proposal form are to be a part of the proposal document.
Answer: *Yes. Please place all DBE-related forms in a separate envelope. They will be confirmed separately. All affidavits and the fee form (note the fee form does not require submission of a dollar amount—to be negotiated later) must be included with the proposal.*
6. **Question:** On page 8, we are instructed to provide:
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.

I have contacted the Office of Business Opportunity to find out what form will be acceptable documentation for each of these items. My question for you is, should they be placed in the separate sealed envelope with DBE forms and certifications?

Answer: *Required DBE forms should be placed in separate envelope for confirmation.*

7. **Question:** Should we include a copy of our Business Tax Certificate?

Answer: *Proof of a Business Tax Certificate will be needed for execution of the contract, not for submitting a proposal.*

8. **Question:** Should we provide a copy of our State of Georgia Professional License?

Answer: *Not necessary. The City of Savannah will verify as part of the reference checks.*

9. **Question:** Should we include GDOT Prequalifications?

Answer: *Not necessary. The City of Savannah will verify as part of the reference checks.*

10. **Question:** The Consultant Qualifications section of your RFP stipulates "Consultants must have previously managed a capital program in excess of \$100,000,000." Is that a hard and fast minimum or will companies with lesser experience just receive less ranking points? If our RCE Program manager has managed projects that exceed minimum at other firms, can we count such experience? Is it acceptable to partner with a firm to meet minimum requirement?

Answer: *Not a hard and fast minimum. Final decision will be made based on the level of competition; however, if several individuals and firms can meet this number, lesser amounts will fall by the wayside in the ranking. A firm's total of experience in projects will be of lesser importance than the project manager assigned to the City's contract.*

11. **Question:** Does the City anticipate that a consultant will be needed five days per week? Six days per week? Full time?

Answer: *No. More time initially, up to five days a week, to become familiar with the City's various projects and advise how to expedite certain projects; however, actual time demands will be based on agreement as to projects and their status.*

12. **Question:** Will bonding be required?

Answer: *Bonding will not be required. The contract may require an errors and omissions policy but this will be decided before execution. Although the contractor or a contractor's project manager should be a P.E., the contractor will not be stamping any engineering drawings. The contractor will be working as a consultant.*

13. **Question:** Will insurance be required?

Answer: *Yes. The insurance requirements are attached.*

14. **Question:** Will the consultant need to be knowledgeable of the GDOT processes and regulations?

Answer: *Absolutely. This will be as major factor of rating experience and qualifications.*

15. **Question:** When will the pre-proposal meeting sign in sheet be posted?

Answer: *Please see attached sign in sheet.*

16. **Question:** How long with this contract term be?

Answer: *12 months with two 12-month automatic extensions unless the City decides not to renew with 60 days' notice.*

Attachments to Addendum #2:

- Pre-Proposal Meeting Sign In Sheet
- Insurance Requirements

END OF ADDENDUM #2