



**SOURCE WATER PROTECTION PLAN
EVENT NO. 5051**

**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 to update the current source water protection plan for the City's industrial and domestic supply intake. Electronic submissions will not be accepted for this proposal.

2.1 Scope of Services

In 2003, the Georgia Environmental Protection Division required water utilities serving a population equivalent or greater than 10,000 to develop source water assessment plans to identify potential pollution sources within a specified distance from the utilities intake. The current plan needs to be updated to reflect current land use changes and new state and federal requirements.

The Savannah River provides drinking water for more than 550,000 people and this number will grow as restrictions on the Floridian Aquifer continue. The watershed has experienced much growth since 2003.

Elements required in the plan include the following:

- A. A characterization of the watershed – soils, topography, forest cover, impervious cover, etc.
- B. Characterization of the political, social, environmental, and economic background that will impact the effectiveness of source water protection and any obstacles to overcome.
- C. Describing strategic source water protection goals with multiple benefits.
- D. Implementation of innovative technologies to sight and track connection of potential pollution hazards to water quality.
- E. The cost comparisons including life cycle costs of different approaches to water quality protection i.e. green vs gray infrastructure.
- F. The development of a source water protection action plan including cost of implementation.
- G. Recommendations on plan evaluation and update or revision.
- H. A statement on what successful implementation of the plan looks like and a reasonable timeline and tracking tool.
- I. A list of funding opportunities and/or mechanisms to achieve success.

The plan shall comply with the all applicable rules and standards such as Georgia and South Carolina Rules for Safe Drinking Water, the Georgia Environmental Protection Division,

the South Carolina Department of Health and Environmental Control Source Water Assessment Implementation Plan, and the ANSI/AWWA G300-14.

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. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of source water protection planning methodology, qualifications, and experience as requested.
- c) Proven experience in similar projects through examples with current references.
- d) Fee Proposals per instructions in Section III signed by responsible party
- e) Response to Consultant Statement of Qualifications (Attachment A) included with this document.
- f) List of similar projects including references and contact information (Attachment B).

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

- a) Proposer's qualifications and experience (*30 points*)
- b) Methodology (*30 points*)
- c) Fees (*20 points*)
- d) References (*15 points*)
- e) Local vendor participation (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (*5 points*)

Proposals shall be evaluated by a selection committee. 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 rescore 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: (1) unbound, printed and signed original and five (5) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP and one copy of submittal documents saved on a flash drive. Fee proposals shall not be saved on this flash drive. 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 Qualifications: Each proposer shall submit a summary of their qualifications and experience as requested in the attached Statement of Qualifications – Attachment A. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.7 Schedule: Each proposer shall submit a proposed time schedule for the project.

- 2.8 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Fees are to be submitted in a separate, sealed envelope and not included in the body of the proposal.
- 2.9 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.
- 2.10** 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.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Source Water Protection Plan, RFP Event # 5051 and include the name of the proposer. 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.

Source Water Protection Plan \$ _____

*****Proposers must also submit a breakdown of their proposed project cost.**

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

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

_____ NON-MINORITY OWNED

_____ ASIAN AMERICAN

_____ AFRICAN AMERICAN

_____ AMERICAN INDIAN

_____ HISPANIC

_____ OTHER MINORITY Describe _____

_____ **WOMAN** (non-minority)

NON-DISCRIMINATION STATEMENT

The 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.

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.
1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. If awarded the contract, the M/WBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific M/WBE goals established for the contract. If no goals are included in the scope of work or General Specifications, you are not required to submit M/WBE participation but are encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.

ATTACHMENT A - CONSULTANT'S STATEMENT OF QUALIFICATIONS

Use of additional pages is acceptable as needed, however this attachment must be signed and submitted for proposal to be considered.

Name of Firm: _____ Address: _____

1. Name of company owner(s):
2. Professional background of the company owner(s):
3. Relevant experience of the submitting company owner(s):
4. How long has your company been engaged in performing these services?
5. List job titles, qualifications, and relevant experience of all associates and sub-contractors (list sub-contractors if applicable) who will be working with you.
6. 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.

Signature

Print

Firm Name

ATTACHMENT B - DESCRIPTION OF SIMILAR PROJECTS

PROJECT NAME	DATE COMPLETED	OWNER NAME (contact name, address, and phone number)	DESCRIPTION AND LOCATION OF PROJECT	SERVICES PROVIDED	FINAL PROJECT COST
Please list all relevant projects in this section					
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

* Please provide project information on all relevant projects, additional pages may be used.