

**Savannah River Landing Garage Project  
EVENT NO. 5720**

**SECTION II  
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals for consultation services during both the design and construction phases of the Savannah River Landing (SRL) Garage project. The SRL Garage project will consist of a 600-700 space parking garage located within a larger structure that will contain 200 or more apartments and 15,000-20,000 square feet of retail space. The larger structure will be located on the top and around three sides of the garage. Electronic submissions will not be accepted for this proposal.
- 2.1** The garage will adhere to the following specifications:
- 2.1.1 The garage will be located on the bottom levels of the larger structure using stick built construction.
  - 2.1.2 The garage will act as the podium to the apartments that will be located above the garage.
  - 2.1.3 Several mechanical/structural elements will be shared between the garage and the remaining structure.
  - 2.1.4 The garage will contain wayfinding system.
  - 2.1.5 The garage will be approximately six (6) levels, depending on design.
  - 2.1.6 The garage will have designated nested areas.
  - 2.1.7 There will be at least four (4) ingress and egress points.
- 2.2** The developer has retained Cooper Cary as the designer of the garage and surrounding structures. The garage will be above grade but located on a site that is not uniform grade. The garage will have street scape elements and will be shared between the garage and the surrounding structures. The City and the developer will agree to a guaranteed maximum price with the contractor prior to the start of construction. The City agrees to purchase the garage from the developer once completed to the satisfaction of the City of Savannah.
- 2.3 Design Builder Contract Review**
- The proposer will review and comment on the scope of work, the proposed fee structure, the final contract value and the proposed facility programming, design, and construction process for the Savannah River Landing Garage Project.

## **2.4 Design Management Services**

The successful proposer will conduct and coordinate a project kick-off meeting to establish cost containment and program/budget validation strategies, procedures and activities. At a minimum, participants will include representatives from the City, the developer, Cooper Cary, and the design build firm. The successful proposer shall:

- Introduce team members
- Develop a project management and cost containment plan that would include all of the activities required for the project implementation
- Develop a provisional project schedule
- Develop a project budget
- Develop team goals and objectives

## **2.5 Design Phase**

The proposer will work proactively with the City and Cooper Cary to make prompt decisions regarding quality and cost effectiveness of the project design. Design phase activities would include:

- Conducting pre-design conference
- Establishing and implementing program interpretation and design issued clarification and decision-making procedures
- Coordination and management of peer review activities
- Coordination and management of constructability review activities
- Review and approval of payment for design phase activities

**2.6** The proposer will conduct a multi-disciplined peer review of the submitted schematic documents. The peer review will confirm design compliance with the program of requirements and the City's goals and objectives. Peer review will identify any area of potential conflict between individual design disciplines and the various divisions of the work. Peer reviews will be utilized to challenge and guide the design disciplines to provide the most appropriate and cost-effective solutions to the City's program requirements.

**2.7** The proposer will conduct multi-disciplined constructability review of the contract drawing and specifications. This constructability review will assist to ensure that all details necessary for the successful construction of the garage project are properly indicated and detailed such that the project can be completed on schedule, and within the cost budget. The proposer will advise on areas of potential conflict between various divisions of work. The constructability review will include the review and comments on durability, maintainability, constructability and operational issues to ensure conformance with the City's program requirements.

## **2.8 Construction Management**

Upon start of construction, the successful proposer will work with Cooper Cary and design builder to coordinate site access.

**2.9** The successful proposer will provide a full-time onsite construction administration manager to perform as the City of Savannah's representative on the project.

**2.10** The successful proposer will establish and maintain construction administration procedures. All communications between various members of the project team, Cooper Cary, and design-builder will be through successful proposer's site representative.

**2.11** The successful proposer will issue monthly project reports required to provide a sound basis to manage the project. The monthly reports will contain schedule and progress information, budget and actual cost comparisons, change requests and other requested information. The successful proposer will provide the City with a detailed update of all project activities.

**2.12** The successful proposer's onsite staff will maintain a daily log of all project activity and will provide the City weekly written reports of project activities detailing:

- Weather
- Contractor(s)' manpower
- Contractor(s)' equipment
- Material/equipment deliveries
- Problem areas/unresolved issues
- Testing and inspection logs
- Records of Architect's and Engineer's representative site visits

**2.13** The successful proposer will organize, conduct and document progress meetings involving Cooper Cary, design-builder, consultants, and the City.

**2.14** Design details, construction methods and materials should be selected for sustainability of maintenance and with consideration of the parking garage design.

**2.15** Design shall incorporate any requirements created by the parking garage such as ventilation shafts and elevator(s).

## **2.16 Scope of Work**

The following outlines the proposed scope of work. It may be expanded upon if the proposer finds it necessary in order to provide an adequate scope of services.

### **2.16.1 Quality Control**

The successful proposer will monitor Cooper Cary and the design builder's activities for contract compliance. Periodic reports by the design builder will be required from the Architects and Engineers of record and local inspections will be required by all local jurisdictions. The Architect/Engineer and the successful proposer will jointly, as a result of quality assurance activities, monitor the work to identify items of work that do not meet the quality level expected for the project. These items of non-compliance will be communicated to Cooper Cary and the design-builder for corrective action.

- 2.16.2 The successful proposer will establish the documented procedures for initiating, negotiating, approving, and tracking contract change orders. Proposer will incorporate cost and schedule impact from change orders into the project cost reports and the project construction schedule.
- 2.16.3 The proposer will monitor the preparation of record drawings by Cooper Carry, and the design builder during the course of the project. Those dedicated marked up construction drawings and specifications will be received at the completion of construction and transmitted to the City.

## **2.17 Schedule Management**

- 2.17.1 Monthly, proposer shall review Cooper Carry and the design-builder's detailed construction schedule to verify adherence to the Owner's construction completion schedule and to identify any constraints in meeting the contract requirements within the time allotted and sequence required.
- 2.17.2 The successful proposer will evaluate and attempt to resolve time extension requests and document such requests via a time impact analysis.
- 2.17.3 The successful proposer will determine the need for, and assist the design builder in the development of, a detailed "Look Ahead" schedule to aid in the short range implementation of the detailed construction schedule.
- 2.17.4 If construction falls behind the established project schedule, the successful proposer will work with the design-builder in an effort to regain the time lost on the balance of work remaining.
- 2.17.5 The successful proposer will review and report on regular updates of the construction schedule provided by Cooper Carry and design builder. The successful proposer will work with the design-builder to provide potential variances between scheduled and probable completion dates, and make recommendations for adjustments in the construction progress schedule to meet the date for final completion.
- 2.17.6. The successful proposer will establish a change order system to aid in the administration, control and reporting of the cost and time impacts of all change orders on a contract and total project basis. The successful proposer will also establish the procedures for tracking change requests from the Cooper Carry and the design-builder. The successful proposer will issue a summary change order report to the project team on a monthly basis.
- 2.17.7 The successful proposer will establish procedures for submission, processing, and administration of the monthly progress payments. The successful proposer will review Cooper Carry's and the design-builder's applications for payment and make recommendations to the City for approval. The value of the work in place will be evaluated together with the value of equipment and materials delivered to the site, but not incorporated into the work.
- 2.17.8 The successful proposer will develop a cost and financial system from which accurate projections on remaining costs can be made. This system will identify the original budgets, actual expenditures, overruns and under-runs, and enable comparisons of funds expended, funds committed, and funds required to complete the project.

## **2.18 Post Construction**

- 2.18.1 The successful proposer will monitor the final inspections by the applicable regulatory agencies and coordinate the required occupancy permits.
- 2.18.2 The successful proposer will receive and log for transmittal to the City all required operations and Maintenance data. In addition, the successful proposer will arrange for any specialized training on equipment or systems as required by the construction documents.
- 2.18.3 Cooper Carry and the design-builder will receive and assemble for transmittal to the City all applicable warranties and guarantees.
- 2.18.4 The successful proposer will coordinate all project closeout procedures. When the work is completed, all documents will be organized and transmitted to the City, including record drawings, O&M data, warranties and guarantees and lien waivers.
- 2.18.5 The successful proposer will coordinate and transition from construction to occupancy and use of the facility. The project schedule will incorporate the procedures necessary to the City's needs, including furnishings, equipment and communications systems. The successful proposer will also schedule, observe and document any required testing prior to occupancy.
- 2.18.6 The successful proposer will finalize all change order negotiations and issue the final change orders. For unit price contracts, proposer will confirm final quantities so that the final quantity change order can be issued.
- 2.18.7 The successful proposer, with input from Cooper Carry and the design-builder, will review the final payment request upon successful completion of all closeout items, including final punch lists, all permits, substantial completion certificate(s), and resolution of any claims or liens. Once the successful proposer, together with Cooper Carry and the design-builder is satisfied that all contractual obligations have been complied with, the successful proposer will approve and submit to the City the final payment request.
- 2.18.8 At approximately 11 months after substantial completion of the project, the successful proposer will conduct an onsite warranty inspection and prepare a list of items requiring correction to comply with one-year correction period.

**2.19 Qualifications:** The proposer shall submit a summary of their qualifications and experience. The summary should include, at a minimum, a list and brief description of relevant on-going projects of similar nature, and a list and brief description of relevant previous projects. Additional information, such as agency brochures, resumes, etc., may be submitted as appropriate.

**2.20 References:** The proposer shall submit a minimum of 3 references of clients for projects of a similar nature. Please include the contact information for each submitted reference.

## 2.21 Proposal Format

Proposals shall be submitted in the following format and include the following information:

- a) Detailed description of qualifications, experience, and ability to meet the scope of work as stated herein.
- b) Fee Proposals per instructions in Section III signed by responsible party
- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
- d) Any additional submittals stated herein.

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

- a) Qualifications and experience of submitting firm in developing design concepts for public/private garages with residential or retail space attached, plazas and similar projects (25 points)
- b) Qualifications and experience of design team identified to work on the project, including principal, project manager, designers and allied professional or consultants (20 points)
- c) Qualifications and experience with a design process that includes significant public input in public space design (20 points)
- d) Fees (20 points)
- d) MWBE participation goals (10 points)
- e) Local vendor (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. At the City's sole discretion, a short list may be developed of proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers. The City also reserves the right to request a best and final offer (BFO) from any or all proposers and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposals as part of the BFO response.

**2.23 Copies:** One (1) unbound, printed, and signed original and six (6) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. An electronic copy submitted on a flash drive must also be submitted. All responses must relate to the specifications as outlined.

**2.24 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

**2.25 Minority/Woman Business Enterprise Goals:** The City of Savannah has established a **18% M/WBE goal** for this project. The breakdown is as follows: **15% MBE, 3% Women** participation.

- 2.26 Fees:** Proposer shall submit fees based on the detailed listing in Section III of the RFP. Provide hourly fees for services not specifically shown in the RFP that may arise.
- 2.27 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 #5720 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

TOTAL FEE \$ \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

CHECK ONE:

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

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

\_\_\_\_\_ HISPANIC

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

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

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

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



**NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

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

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

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

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

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

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

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

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

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

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

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

**Joint Venture Disclosure**

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

Joint Venture Firms	Level of Work	Financial Participation

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

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

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

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

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

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but ~~encouraged~~ do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.