



SECTION II
SCOPE OF WORK
DESIGN SERVICES FOR DOWNTOWN STREETSCAPES
EVENT #4348

2.0 Broad Description of Project

The City of Savannah desires to retain a design consulting firm or team to provide comprehensive planning, design, pre-construction, construction administration, and closeout services for the Downtown Streetscape Improvement Initiative for corridors in the area from Liberty Street to the Savannah River and from Martin Luther King, Jr. Boulevard (MLK) to East Broad Street. The first phase includes Broughton Street and Bay Street—from MLK to East Broad Street—as well as River Street/Factors Walk from the Kessler Plant Riverside development on the west side to the Homewood Suites on the east side. The City may retain the designer team for additional project phases. Electronic submissions will not be accepted for this proposal.

Although the design and specifications for this project will serve as concepts for future streetscape projects to be constructed by the City and this Agreement shall not provide for any consideration paid to the selected designer for use or reliance upon its designs, plans and specifications in any future construction and the rights to the design plans and designs shall become the exclusive property of the City upon submittal in accordance with the terms of this agreement.

Streetscape elements which will be considered for the project include, but are not limited to curbs and gutters, pavement, brick paver sidewalks, concrete stamp crosswalks (including pedestrian crossing traffic lights and signs), handicap ramps, decorative and/or shade trees, bollards, waste receptacles, street lights and traffic signals, utility adjustments, public safety enhancements, curb inlets, and traffic calming. All sidewalks and crossing upgrades will meet the Americans with Disabilities Act (ADA) requirements. Broughton Street will include all of the abovementioned features. River Street will concentrate on utility upgrades to include lighting and other enhancements to support special events. Bay Street will focus on enhanced pedestrian features to include extending sidewalks and additional safety features. Historic materials shall be preserved whenever possible.

The design team will be provided concepts of existing plans to include in this project. These documents have been provided for conceptual planning purposes only. These plans include the Downtown Master Plan (2011), Broughton Street Streetscape Improvement Plan (2008), Broughton Street Landscape Analysis and Plan (2005), the Draft River Street Vision and Gateway Plan (2010), and Downtown Streetscape Initiative (2015). The design team will need to work with City staff to address the relevant public comments during the design.

The cost of the building permit and site permit (excluding land disturbance fees and tapping fees) will be waived.

Anticipated areas of expertise in this Request for Proposal include but are not limited to:

1. Design services (civil engineering, landscape architecture, lighting, electrical engineering, surveying, etc.)
2. Arborist services
3. Historic preservation
4. Permitting

5. Public relations
6. Construction management and project oversight/observation

See Exhibit 4 for additional design requirements.

2.1. Detailed Scope of Services

The consultant's responsibilities shall include, but shall not be limited to the following:

2.1.1. General

1. The consultant shall be responsible for reading the standard consultant agreement and agree to provide the services as outlined.
2. The consultant shall be responsible for working with the appropriate City staff throughout all phases of the project.
3. The consultant shall be responsible for all liability with respect to the full project design and shall be the engineer of record for the project.
4. The consultant shall be responsible for becoming familiar with all existing conditions that may affect the design and construction of the project.
5. The consultant shall prepare and submit preliminary and final construction plans (30%, 60%, 100%, and final) and specifications for the Streetscape Project. Plans shall include existing site conditions, utilities in plan and profile, demolition and excavation, staging areas, tie-ins to existing and future facilities, and all necessary calculations. Specifications shall be complete and include material testing requirements and best management practices for noise and dust control. Design will need to take into account conditions of existing buildings and limit impacts to residents and businesses.
6. Design deliverables shall be prepared in sufficient detail for permitting and construction of the project. All design work products shall be in compliance with federal, state, and local requirements as well as industry standard requirements.
7. The consultant shall be responsible for issuing design documents at each phase of design and construction that are in compliance with all applicable codes, the program, the budget, and the schedule as set forth by the City. Each design phase submittal shall be dated with the actual submission date and all drawings/documents shall have the same date. Any changes to the schedule must be approved by the City in advance.
8. The consultant shall conduct design reviews with the City at regular intervals during preparation of the design to ensure that the design meets the City's requirements for the proposed facility. Review meetings shall be scheduled to coincide with conceptual design (pre and post), 30%, 60%, and 100% submittals. Reviews shall be scheduled and conducted by the consultant in sufficient time and with sufficient frequency to expedite the City's review of the final deliverables and avoid adverse impact to the overall permitting and work schedule. The consultant shall prepare accompanying meeting minutes for City review and approval.

9. The consultant shall perform a complete review of the documents prior to each phase submission for accuracy, consistency, and compliance with the requirements of this agreement. Submissions that contain obvious errors and omissions, lack coordination between drawings and sub-consultants, and/or do not appear to have been reviewed by someone other than the person preparing the documents may be returned to the consultant and shall be considered incomplete.
10. The consultant shall provide signed and sealed engineering drawings and specifications for all aspects of the construction, including, but not limited to site design, lighting, electrical systems, and arbor stage. Design professional services shall be in accordance with the requirements of this RFP. All drawings, calculations, specifications, and other technical work product shall be signed and sealed by a professional engineer registered in the State of Georgia.
11. Bid alternates, if requested by the City, shall be included in the final construction documents. Each alternate shall be clearly delineated in the construction documents.
12. The consultant shall review permitting requirements, determine applicable permits, and prepare and submit all necessary permit applications. The consultant shall be responsible for securing all necessary approvals and permits for the project, including, but not limited to site plan review approval, Historic Review Board approvals, special use permits, zoning compliance permits, building permits (arbor stage), land disturbance permits, site work permits, right of way permits for surveying work, Natural Resources Conservation Service (NRCS) approval, and etc. Site plan review (SPR), building, and right-of-way (ROW) permit fees will be waived. Tap-in fees, land disturbance fees, and water connection fees are not waived and will be paid by the City. It will be the consultant's responsibility to notify the City of cost of these fees.
13. The consultant shall be responsible for providing a risk analysis list/matrix for the project at each design submittal phase. The provided risk analysis shall assist the City in minimizing the probability and consequences of negative events and maximizing the probability and consequences of positive events related to the project objectives.
14. The consultant shall attend a general site plan review meeting. The consultant shall submit a preliminary site development plan for a SPR meeting agenda item during the design process. These are informal meetings with City staff from all site plan reviewing departments including the Stormwater, Water and Sewer, Park and Tree, Traffic Engineering, and Streets Maintenance Departments, and the Metropolitan Planning Commission (MPC). This meeting is intended to identify potential issues up front and/or to provide direction regarding the design.
15. The consultant shall attend a building plan review meeting, if necessary.
16. The consultant shall include and coordinate surveying activities to establish pertinent topographic features, confirm invert elevations, determine locations of existing right-of-ways, easements, utilities, roadways, structures, or other features that may impact facility design and construction methods.
17. Design Submittals:
 - a. The project shall be submitted in five (5) phases of completion: conceptual design, 30% design, 60% design, permitting and plan review, and construction documents

to be issued for bidding and construction. The consultant shall submit a sixth (6th) submittal if required to accommodate bidding and value engineering. A design review checklist has been attached as Exhibit 5. As part of the submittal, the consultant shall prepare an outline of all specifications highlighting newly added sections on the outline prior to each submittal. The highlighted sections should indicate the submission level and date. Only the newly added product information shall be submitted clearly marked, indicating the submittal level. Specifications include the written requirements for materials, equipment, systems, standards and workmanship as applied to the construction, and certain administrative requirements and procedural matters applicable thereto. The specifications shall also include all written matter in the project manual or on the drawings. Each submission shall be delivered in accordance to the requirements outlined in this RFP and standard consultant agreement.

- b. Quality control check prints: The consultant shall perform a complete review of the documents for accuracy, consistency, compliance with the requirements of this agreement, and compliance with previous review comments. The review shall be in the form of marked check prints or copies, clearly indicating, by colored marking, that each item has been checked by someone other than the person preparing the document. Each quality control check print shall be initialed by the person performing the check. The following color scheme shall be used:
- Yellow indicates that the item has been checked and has no errors.
 - Red indicates that there is an error, and shows the correction needed.
 - Green indicates that the error has been corrected.

Quality control check prints will be due at each submission level (with exception of the conceptual design and the 30% submittal).

- c. Statement of constructability cross-check: The consultant will review the working drawings to suggest changes to accommodate budget and schedule constraints. An updated statement of constructability cross-check will be due at each plan submittal level.

18. Each submission shall be delivered in accordance to the requirements outlined in the standard consultant agreement and per this RFP.
19. Insurance requirements as listed in Exhibit 6. Please note that the professional liability limits are different for each street. Even though the project will be designed at one (1) time, the construction will be phased. One (1) construction project will not begin until the previous project construction is complete.
20. Value engineering will need to be performed during all project phases.
21. Ownership of design: The streetscape improvements shall be designed and used as concepts for future City projects. Ownership of the design shall belong to the City and there is no clear definition on how many times these plans will be re-used. The consultant shall not be responsible for the future misuse of these plans. The plans will be used for conceptual purposes only. Any time the plans are reused, it is up to the project specific consultant to

review and revise the drawings per current codes, site conditions, and user programming needs.

2.1.2. Design Criteria

The work involved in this project shall be designed and constructed in general conformity with the design criteria outlined in this section and further outlined in Exhibit 4. Exceptions to this criterion may be requested by the consultant and granted only through written approval by the City.

A. Objectives: Appropriate design and planning objectives for the project are:

1. Create an environment that contributes to the livability of Savannah's community.
2. Encourage new design concepts and ideas, emerging environmental ideas, emerging technology, smart transportation design, context sensitive design, new urbanism concepts, and include 21st century innovation.
3. Respect, preserve, and maintain the aesthetic character of the National Landmark Historic District.
4. Use elements that are compatible in scale, materials, design, and style with the surrounding environment.
5. Preserve historic materials whenever possible.
6. Comply with all applicable codes and standards.
7. Incorporate state-of-the-art public safety and security systems including cameras.
8. Use materials that will withstand heavy usage by the public. Any material that is not a City specified material will need to be approved by the City's project manager.
9. Provide a design that ensures, to the greatest extent practicable, compliance with applicable provisions of the ADA and the US Access Board Public Right of Way Accessibility Guidelines (PROWAG). Please note that ADA and PROWAG may be used in the RFP interchangeably and it is the City's intent to have the design meet the more stringent standard of the two. Please note that the consultant is responsible for permitting this project through site plan review and must meet the requirements of the plan reviewers.
10. Provide a safe environment for pedestrians, bicyclists, and vehicles.
11. Create a visual identity and public space.
12. Provide consistency and uniformity with streetscape elements.
13. Recognize the importance of trees in Savannah's urban environment and the need to be sensitive to designing with them in mind to ensure adequate space for survival—both in the preservation of existing trees and proposed trees in future designs.

B. General Project Requirements: Guidelines relevant to use of the project corridors shall

be broken into three (3) areas as outlined below.

1. **Broughton Street**

The consultant shall use the concepts presented in the Broughton Street Streetscape Improvement Plan (2008), incorporate design recommendations compiled from the Downtown Streetscape Initiative meeting held in December 2014. This includes, but is not limited to the following:

- a. Improve curbs, gutters, and pavement. Use of decorative pavement may be considered as an option.
- b. Install concrete stamp crosswalks at intersections.
- c. Ensure PROWAG accessibility for intersections. Please note, basements are located at intersections along Bull, Abercorn, Barnard, and Lincoln Streets. Other basements may exist.
- d. Incorporate the planting of Bosque Elms per the Park and Tree Department's Broughton Street Tree Plan from Lincoln Street to East Broad Street.
- e. Upgrade existing signal at Price Street. This signal will require the development of signal construction plans.
- f. Install a minimum of two (2) Victor Stanley (or approved equal) combination waste receptacles/recycle bins at intersections.
- g. Include improvements to support special events including electrical outlets, water connections, or bollards.
- h. Improve curb inlets where necessary.
- i. Install new benches and bike racks where necessary.
- j. Upgrade electrical and redesign the six (6) kiosks along the south side of Broughton Street.
- k. Upgrade the street lighting with new poles and light fixtures.
- l. Upgrade lighting along Congress and Broughton lanes.
- m. Adjust utilities as necessary.
- n. Striping as necessary.
- o. Removal of pavement markings as necessary.
- p. Identify opportunities for wall-mounted or ground-embedded historic markers to commemorate civil rights history.
- q. Install tree wells where space permits.

2. **River Street and Factors Walk**

The consultant shall build on the concepts outlined in the Draft River Street Vision and Gateway Plan (2008) while continuing to enhance the designs of the original Riverfront Urban Renewal Plan (1977). This includes, but is not limited to the

following:

- a. Upgrade electrical connections to accommodate special events along the north side of River Street with special emphasis on Rousakis Plaza.
- b. Upgrade light poles for both sides of River Street including Rousakis Plaza to include adding additional lighting in key areas.
- c. Improve mobility options for bicyclists along River Street.
- d. Install new benches and bike racks where necessary.
- e. Implement applicable recommendations as outlined in the Draft River Street Vision and Gateway Plan to include items like upgrading lighting along Factors Walk.
- f. Upgrade all electrical panels along the River Street and Rousakis Plaza.
- g. Install an arbor stage for the stage at Rousakis Plaza.
- h. Striping as necessary.
- i. Removal of pavement markers as necessary.
- j. Install tree lawns or tree wells where space permits.
- k. The only pavement improvements on River Street and Factors walk are for biking accessibility. The City has an established location, but changes will need to be made to this plan.

3. **Bay Street**

The consultant shall focus on improving public safety and enhancing the open space as developed in the Downtown Master Plan (2011). This includes developing strategies to balance vehicular flow and safe pedestrian movement. Consideration must be given to the neighborhood integrity, use of public roads, economic development and tourism, pedestrian, vehicular and truck access, and state and local policies and regulations. Trees should be considered when designing improvements. This includes, but is not limited to the following:

- a. Widen sidewalk on the south side of Bay Street between Montgomery and Jefferson Streets to ensure sidewalk is wide enough to meet PROWAG requirements.
- b. Enhance pedestrian features along Bay Street.
- c. Extend sidewalk and add additional safety features along the northern side of the street between Martin Luther King, Jr. Boulevard and Jefferson Street.
- d. Improve lighting along the north side of the street from East Broad Street to Martin Luther King, Jr. Boulevard using city approved LED lighting standards.
- e. Improve route from Montgomery Street proposed public elevator to Hyatt Hotel Elevator and ensure route meets PROWAG standards.
- f. New brick sidewalks on the north side of Bay Street along the entire corridor (East Broad Street to MLK).

- g. Upgrade the intersection of MLK Boulevard by adding a separate left turn lane and left turn phase on Bay Street in the eastbound direction, the two (2) other intersections in need of upgrading are Whitaker and Drayton Streets. These upgrades will require the development of signal construction plans.
 - h. Improve safety features for pedestrians at all traffic signals.
 - i. Improve lighting of public monuments along the north side of Bay Street.
 - j. Address signage along north side of Bay Street and incorporate directional signage for River Street using the Wayfinding and Directional Signage Plan.
 - k. Striping as necessary.
 - l. Removal of pavement markings as necessary.
4. It is expected that all proposed changes and improvements shall be accomplished within the existing right-of-way. The basic resource allocation and fee proposal submitted with this RFP shall be based on this assumption.
 5. The consultant will coordinate with Chatham Area Transit (CAT) to accommodate any bus stops and shelters. Coordination may also be needed with Savannah Area Mobility Management Inc. (SAMMI).
 6. Each proposer shall submit appropriate details with their proposal describing the methodology to be used and the documents and services to be provided.
 7. The ADA is a federal mandate requiring safe access to all areas.
 8. The US Access Board's accessibility guidelines focus mainly on facilities on sites. While they address certain features common to public sidewalks, such as curb ramps, further guidance is necessary to address conditions and constraints unique to public rights-of-way.
 9. Graffiti is a continuing problem that can be countered by specifying smooth glazed exterior cladding materials or coating porous materials with a graffiti release agent.

2.1.3. Conceptual Design/Preliminary Engineering

- A. Program validation: Meet and communicate with the City of Savannah's project manager and other appropriate staff to verify and confirm the current concept plans and space programming using the primary designs and programming documents provided by the City in Exhibit 10. Design recommendation compiled from the Downtown Streetscape Imitative meetings held in December 2014 and February 2015 can be found on the City's website. <http://www.savannahga.gov/index.aspx?nid=1666>
- B. The consultant shall be responsible for working with City Staff including the Development Services, Park and Tree, Downtown Services, Traffic Engineering, Public Works, Tourism

and Ambassadorship, Information Technology, Downtown Services, and Savannah-Chatham Metropolitan Police Departments, and the Assistant City Manager's Office, to further refine and finalize the programming requirements and develop the conceptual design for the facility. The consultant will be required to attend meetings and provide input during such meetings.

- C. The consultant shall be responsible for issuing conceptual design documents that are in compliance with the program, site constraints, budget, and the schedule as set forth by the City.

- D. The consultant shall complete a survey to include, at a minimum, the location of all existing conditions and elevations. Property lines, monuments, ROW lines, signal loop locations, and property corners must be also included in the survey. All the information provided in the survey must base on the consultant's field data. Site survey and tree survey shall extend one (1) lot back at all intersections. The site survey shall include all tree locations, tree species, and trees by diameter at breast height, existing hardscapes, traffic and pedestrian facilities, top of pavement elevations, sidewalk elevations, utilities, and drainage with size and material labeled. All items on the survey are to be referenced with NDB 83, NVD 88, and GPS coordinates. Intersections will need to be thoroughly surveyed. The consultant shall complete all required testing and surveying to determine site requirements, including, but not limited to geotechnical boring, investigation, boundary, topographical, and/or utility survey(s). The consultant shall provide interpretation and recommendations based on testing results and surveying data.

Utilities: A Subsurface Utility Engineering (SUE) Quality Level B is a minimum requirement for Broughton Street only. Based on the results of the SUE, the consultant shall identify and prepare all plans and specifications for the relocation and/or replacement of any utilities that may be involved including electrical, gas, water/sewer, storm water, and telephone/cable as needed. Minor stormwater line relocation may be necessary to make intersections PROWAG compliant. The consultant will be required to coordinate with all utility companies.

Arborist: A registered Georgia arborist will be needed on the project. The arborist will need to do a general Best Management Practices (BMP) for all trees on the project. For the trees along Bay Street and at the Broughton/Montgomery intersection, the intent is for the arborist to help focus on the preservation of these trees through a pre-design assessment of the existing mature trees along the Bay Street corridor and at Broughton/Montgomery intersection, make recommendations of necessary pre- and post-construction treatments to improve the health of the trees and the assistance with layout and installation details in the design. The trees along Bay Street and Broughton/Montgomery intersection will need to have a tree survey that meets International Society of Arboriculture (ISA) guidelines. For all corridors, the arborist will need to review the design plans' impact to the trees and provide recommendations to the consultant to work around the trees or limit their impact. The arborist will need to recommend pre- and post-construction treatments and should be retained as part of the construction administration. The consultant shall take every

necessary step to protect healthy, mature trees along this corridor.

E. Permitting Services (Identification)

1. The consultant will be responsible for determining required encroachment permits and approvals needed from existing entities (e.g. Georgia Power, Atlanta Gas Light, etc.), and property owners.
2. Identification and preparation of all permits/applications to satisfy City, state, and federal requirements for the construction of the project shall also be performed.
3. Project shall be subject to City of Savannah SPR process to secure land disturbing activity permits. The consultant should expect a minimum of three (3) required series of submittals per street to the SPR group during the process. Electronic plan review is available. For scheduling purposes, there is an expected two (2) week turnaround period to receive comments upon your consultant submittals.
4. The consultant shall prepare a list of the types of permits considered and indicate the permits required. Concurrence with this list by the City does not relieve the consultant's responsibility to identify and prepare approvable submittals for all required permits.

F. Conceptual Design

The consultant shall submit the following documents:

1. Performance schedule of the consultant's services: The consultant shall submit the original schedule (see Exhibit 1) with the original proposed dates showing any projected adjustments highlighted, for approval by the City.
2. Drawings: This submittal shall include, at a minimum, layout, elevations, and site plan. The drawings shall be clearly marked "Conceptual Design - Not For Construction," and each sheet issued shall be consistently dated with the correct due date.
3. Preliminary project budget: The consultant shall submit a comprehensive project budget, including development costs, building costs, site costs, contingencies, etc.
4. Construction schedule: This submittal shall recommend a construction schedule and identify construction sequencing alternatives.
5. Risk analysis: This submittal shall include a list/matrix identifying potential risks associated with the project. The list/matrix shall identify, summarize, and categorize each risk as it relates to scope, quality, schedule, costs, resources, etc., and whether the risk has a high, medium, or low probability of occurring. The analysis shall also recommend steps that should be taken to minimize the risks associated with the project.
6. Survey and SUE results.

G. The consultant will prepare and present formal design presentations of the conceptual design to key stakeholders including, but not limited to City Council, various community groups, and the public at large. Presentations may involve foam board displays of renderings, PowerPoint, models, and methods necessary to illustrate the graphic “look” and develop a “feel” for the Streetscapes Project. A total of six (6) formal presentations, two (2) for each street, shall be included as part of the fee proposal. This public meeting is independent of any requirements for public meetings that are needed to satisfy state and federal permitting. There will be no design charrettes for this project.

H. Preliminary (30%) Plan Submittal

1. The consultant shall prepare and submit preliminary plans (30% complete), which shall include:
 - a. General plan sheets including cover sheet, general notes and legends, and key map.
 - b. Preliminary civil site plans including existing conditions, demolition, and material and equipment staging areas showing proposed work area limits.
 - c. Preliminary design construction plans, including plan and profile views, (final profiles, when complete, vertical and horizontal clearances, utility conflicts, utility relocations, manhole locations, staking information, existing and proposed elevations, and boring locations.
 - d. Landscaping plan incorporating review/comments of the Conceptual Landscaping Plan by the Park and Tree Department.
2. The consultant shall also prepare and submit the following items along with the preliminary plan submittal:
 - a. Utility relocations, both wet and dry.
 - b. Geotechnical report/pavement coring.
 - c. Engineer’s estimate of probable construction cost, (expected range of accuracy for estimate shall be $\pm 20\%$). This submittal shall include a comprehensive cost estimate including development costs, building costs, site costs, the consultant’s fees, permits and connection fees, and construction contingency. The estimate shall include a breakdown of estimated direct construction cost as well as contractor overhead and profit.
 - d. Draft specification table of contents.
 - e. Two (2) paper copies and one (1) electronic copy of the submittals (full-size 24” x 36” plan sheets). After a two (2) week review period, the consultant shall hold a workshop with City staff to present the plans and review the preliminary design. The drawings shall be clearly marked “30% Design - Not for Construction.”

3. 30% Design Submittal: The consultant shall submit the following documents:
 - a. Design analysis: This submittal shall include a preliminary analysis of the electrical/lighting, security, information technology and communications, hardscape, landscape, civil, and structural designs (light post footings, stage, and etc.) as well as all corresponding calculations and exhibits.
 - b. Risk analysis: This submittal shall include a list/matrix identifying potential risks associated with the project. The list/matrix shall identify, summarize, and categorize each risk as it relates to scope, quality, schedule, costs, resources, etc., and whether the risk has a high, medium, or low probability of occurring. The analysis shall also recommend steps that should be taken to minimize the risks associated with the project.

2.1.4. Final Design

After the preliminary plans and accompanying reports have been reviewed and approved by the City, the final design phase shall begin. The final design phase requires the consultant to make drawing and specification submittals at the 60% and 100% complete stages of project design.

A. Plat Preparation

The consultant shall prepare up to seven (7) recordable plats covering properties in which public easements (five [5] plats for easements) or rights-of-way (two [2] plats for additional ROW) may be needed by the City for the project. Plats shall be prepared in duplicate as follows: One (1) set of plats shall contain PIN numbers and the names of property owners based on current county property tax records, and one (1) set shall omit PIN numbers and the names of property owners. Legal research, if required, shall be the responsibility of the consultant. These documents shall be submitted after the completion and review by the City of preliminary plans. All plats shall be stamped with a seal and signed by a land surveyor registered in the State of Georgia. ROW is needed on the western side of Bay Street.

B. 60% Construction Plans Submittal

1. The consultant shall be responsible for producing all design development documents for the project. All approved comments and changes from the previous design phase shall be incorporated.
2. The consultant shall submit new and revised drawings to the City for review at the 60% design completion stage. The 60% submittal shall include the following drawings:
 - a. General plan sheets including revised cover sheet, general notes and legends, key map and preliminary drawing index, and vicinity map.
 - b. Revised civil site plans (existing conditions, demolition, and staging), and preliminary plans, notes, and details for erosion and sedimentation control, site restoration, and civil construction including locations and details for proposed pedestrian and vehicular traffic.
 - c. Revised electrical plans and structural plans.

- d. Landscaping plan coordinated with the Park and Tree Department.
 - e. Lighting plan coordinated with the Traffic Engineering Department.
3. The consultant shall also prepare and submit the following items along with the 60% construction plan submittal:
- a. Outline specifications: This submittal shall consist of an outline in the form of a table of contents clearly identifying the intended material usage and technical specifications, including any City standard specifications for civil and utility systems. A list of City standards, drawings, and details are available from the City of Savannah Development Services Department at (912) 651-6510.
 - b. Updated (60%) engineer's estimate of probable construction cost, (expected range of accuracy for estimate shall be $\pm 15\%$). This submittal shall include a comprehensive cost estimate including development costs, building costs, site costs, the consultant's fees, permits and connection fees, and construction contingency. The estimate shall include a breakdown of estimated direct construction cost as well as contractor overhead and profit.
 - c. Draft Construction Schedule.
 - d. The consultant shall submit three (3) full-size paper copies and one (1) electronic copy of the submittals). After a two (2) week review period, the consultant shall hold a workshop with City staff to review the 60% plan submittal. The drawings shall be clearly marked "60% Design - Not for Construction."
 - e. The consultant shall then meet with the City SPR team to present 60% drawings and discuss project in advance of plan submittal for issuance of land disturbing activity permits. A single set of full-size paper plans shall be submitted to the SPR team at this time. The consultant shall address comments generated by the SPR team in the 100% plan submittal.
4. 60% Submittal Design Submittal: The consultant shall submit the following documents:
- a. Construction schedule: This submittal shall recommend a construction schedule and identify construction sequencing alternatives.
 - b. Design analysis: This submittal shall include an analysis of the electrical/lighting, security, information technology and communications, hardscape, landscape, civil, and structural designs (light post footings, stage, and etc.), as well as all corresponding calculations and exhibits.
 - c. Risk analysis: This submittal shall include a list/matrix identifying potential risks associated with the project. The list/matrix shall identify, summarize, and categorize each risk as it relates to scope, quality, schedule, costs, resources, etc., and whether the risk has a high, medium, or low probability of occurring. The analysis shall also recommend steps that should be taken to minimize the risks associated with the project.
 - d. Key product information: This submittal shall include product literature (i.e. cut sheets, etc.) for key building components such as the lighting and any specialty equipment. **In the construction documents, no manufacturer or product brand shall be explicitly**

specified without allowing for ‘approved equals’ (subject to review by the consultant), unless sole-sourcing is reasonably justified and pre-approved by the City of Savannah.

- e. Structural calculations: The consultant will provide their structural calculations with a small narrative on how they approached the structural design. (For stage, street light footers, and etc.).
- f. Quality control check prints.
- g. Statement of constructability cross-check: The consultant will review the working drawings to suggest changes to accommodate budget and schedule constraints. An updated statement of constructability cross-check will be due at each plan submittal level.
- h. Color/materials board (if needed): The consultant will be responsible for obtaining samples of finish materials in the proposed colors. These materials will need to be shown on a color/material board for approval of the City.

C. 100% Construction Plans Submittal

- 1. The consultant shall submit revised drawings to the City for review at the 100% design completion stage. The drawings and specifications submitted at this stage shall be 100% or nearly 100% complete. The 100% submittal shall include the following drawings:
 - a. Final general plan sheets
 - b. Final civil site plans, notes, and details
 - c. Final utility construction plans, (plan and profile)
 - d. Final geotechnical data and recommendations
 - e. Final landscaping plan
 - f. Final lighting plan
 - g. Final structural plan
- 2. The consultant shall also prepare and submit the following items along with the 100% construction plan submittal:
 - a. Final specifications including standard contract documents and special inspections.
 - i. This submittal shall include all technical specifications for all materials required by the design and shall be camera ready for reproduction. The consultant shall coordinate with the entire design team to include a submittal register as an attachment. The submittal register shall list all of the submittals required in the technical specifications, in the format provided by the City. The register shall

clearly describe the material required, cross-referenced to the applicable section or subsection, and the type of submittal (whether for information or approval). Submittals shall be listed in the same order as the technical specifications. This submittal shall also include project descriptions and information as required by City for the preparation of bidding and front end documents. The City shall add the front end specifications.

- b. Final (100%) engineer's estimate of probable construction cost (expected range of accuracy for estimate shall be $\pm 10\%$). This submittal shall include a comprehensive cost estimate including development costs, building costs, site costs, the consultant's fees, permits and connection fees, and construction contingency. The estimate shall include a breakdown of estimated direct construction cost as well as contractor overhead and profit. The consultant shall assist in developing cost estimate breakdown utilizing National Institute of Governmental Purchasing commodity codes for the development of minority and women owned business participation goals.
 - c. Construction schedule: This submittal shall recommend a construction schedule and identify construction sequencing alternatives. The schedule shall include activities for mobilization, submittals and approvals (coordinated with the submittal register), testing, fabrication and delivery of materials, construction activities, substantial and final inspections, correction of punch list items, and submittal of record drawings and close-out documents.
 - d. List of all required special inspections and a budget estimate for completing special inspections.
 - i. Special inspections: This submittal shall include a complete special inspections statement with schedule. The consultant shall perform all duties assigned to the design professional in responsible charge, in accordance with the Georgia Special Inspections Guidelines issued by American Council of Engineering Companies of Georgia (ACEC/SEAOG SI, current edition).
3. The consultant shall submit three (3) full-size paper copies and one (1) electronic copy of the submittals, (for City staff review). After a two (2) week review period, the consultant shall hold a workshop with City staff to review the 100% plan submittal. This submittal shall include all drawings and details with each sheet clearly marked "Approved for Permitting and Construction," sealed, signed, and ready for reproduction for issuing to permitting.
 4. The consultant shall be responsible for producing all construction documents for the project. The design shall be finalized at this phase and ready for submission to the applicable permitting and review agencies. All approved comments and changes from the previous design phase shall be incorporated.
 5. The consultant shall provide any requested information and/or revisions including, but not limited to specifications, plans, or additional documentation required for all applicable reviews and approvals. Any and all changes must be approved by the City in writing prior to submission to the applicable permitting and review committees.
 6. Construction documents to be issued for permitting, SPR, building permits if applicable, and Metropolitan Planning Commission review (100%): The consultant shall submit the

following documents:

- a. Design analysis: This submittal shall include a final analysis of the electrical/lighting, security, information technology and communications, hardscape, landscape, civil, and structural designs (light post footings, stage, and etc.), as well as all corresponding calculations and exhibits.
- b. Risk analysis: This submittal shall include a list/matrix identifying potential risks associated with the project. The list/matrix shall identify, summarize, and categorize each risk as it relates to scope, quality, schedule, costs, resources, etc., and whether the risk has a high, medium, or low probability of occurring. The analysis shall also recommend steps that should be taken to minimize the risks associated with the project.
- c. Key product information: This submittal shall include product literature (i.e. cut sheets, etc.) for key building components such as the lighting and any specialty equipment. **In the construction documents, no manufacturer or product brand shall be explicitly specified without allowing for 'approved equals' (subject to review by consultant), unless sole-sourcing is reasonably justified and pre-approved by the City of Savannah.**
- d. Warranty information: This submittal shall include a list/matrix of all warranties being requested at the close of the project. The matrix shall include a reference to the applicable specification section, a brief description of the warranty, the duration of the warranty, etc.
- e. Quality control check prints.
- f. Statement of constructability cross-check: The consultant will review the working drawings to suggest changes to accommodate budget and schedule constraints. An updated statement of constructability cross-check will be due at each plan submittal level.

D. Permitting Services (Submittals)

1. The consultant shall prepare exhibits and submit applications to obtain any and all necessary permits and/or encroachments. The consultant shall perform surveys and prepare documents necessary for permit approvals in accordance with the standards and regulations of the appropriate entity.
2. The consultant shall prepare all permit applications, documentation, and supporting attachments needed to secure necessary project approvals. These documents, with supporting attachments, shall be prepared by the consultant prior to the completion of final plans and forwarded to the City for execution. Copies of these documents shall be bound with the contract documents and appropriate information shall be shown on final plans.
3. Modifications to the prepared permitting documents as requested by the review entity shall be addressed by the consultant and new submittals, if necessary, shall be provided.
4. The consultant shall be responsible for obtaining the SPR permit including all submittals. The design shall comply with the SPR checklist and be clearly marked per the SPR guidelines. A complete general SPR application and instructions are available from the City

of Savannah, Development Services Department at 912-651-6530.

5. The consultant shall be responsible for obtaining approval by the Metropolitan Planning Commission, including the Certificate of Appropriateness (if applicable) and all submittals. The design shall comply with MPC's review checklist. Application and instructions available on MPC's website.
6. The consultant shall be responsible for submitting and receiving approval of the building permit including all submittals as necessary. Application and instructions are available from the City of Savannah, Development Services Department at 912-651-6530.

E. Final Revisions

1. The consultant shall address any final comments on the drawings and specifications from City staff and/or other review agencies. The consultant shall document and submit to the City a summary of the final revisions made.
2. The final plans, specifications, and list of required special inspections shall be submitted to the City of Savannah Development Services Department (eight [8] full-size paper copies and one [1] electronic copy on CD).
3. Construction documents to be issued for bidding and construction.
4. The consultant shall be responsible for producing all construction documents for the project. The design shall be approved by all applicable permitting and reviewing agencies and be ready for bidding and construction. All approved comments and changes from the previous design phase shall be incorporated.
5. Construction documents to be issued for bidding and construction: The consultant shall submit the following documents:
 - a. Drawings: This submittal shall include all drawings and details with each sheet clearly marked "Approved for Construction," sealed, signed, and ready for reproduction for issuing to bidders.
 - b. Project cost estimate: This submittal shall include a comprehensive cost estimate including development costs, building costs, site costs, the consultant's fees, permits and connection fees, and construction contingency. The estimate shall include a breakdown of estimated direct construction cost as well as contractor overhead and profit. The consultant shall assist in developing cost estimate breakdown utilizing NIPG commodity codes for the development of minority and women owned business participation goals.
 - c. Construction schedule: This submittal shall recommend a construction schedule and identify construction sequencing alternatives. The schedule shall include activities for mobilization, submittals and approvals (coordinated with the submittal register), testing, fabrication and delivery of materials, construction activities, substantial and final inspections, correction of punch list items, and submittal of record drawings and close-out documents.
 - d. Design analysis: This submittal shall include a final analysis of the electrical/lighting, security, information and technology and communications,

hardscape, landscape, civil, and structural designs (light post footings, stage, and etc.), as well as all corresponding calculations and exhibits.

- e. Risk analysis: This submittal shall include a list/matrix identifying potential risks associated with the project. The list/matrix shall identify, summarize, and categorize each risk as it relates to scope, quality, schedule, costs, resources, etc., and whether the risk has a high, medium, or low probability of occurring. The analysis shall also recommend steps that should be taken to minimize the risks associated with the project.
- f. Specifications: This submittal shall include all technical specifications for all materials required by the design and shall be camera ready for reproduction. The consultant shall coordinate with the entire design team to include a submittal register as an attachment. The submittal register shall list all of the submittals required in the technical specifications in the format provided by the City. The register shall clearly describe the material required, cross referenced to the applicable section or subsection, and the type of submittal (whether for information or approval). Submittals shall be listed in the same order as the technical specifications. This submittal shall also include project descriptions and information as required by the City for the preparation of bidding and front end documents. The City shall add the front end specifications.
- g. Key product information: This submittal shall include product literature (i.e. cut sheets, etc.) for key building components such as the lighting and any specialty equipment. **In the construction documents, no manufacturer or product brand shall be explicitly specified without allowing for 'approved equals' (subject to review by consultant), unless sole-sourcing is reasonably justified and pre-approved by the City of Savannah.**
- h. Special inspections: This submittal shall include a complete special inspections statement with schedule. The consultant shall perform all duties assigned to the design professional in responsible charge, in accordance with the Georgia Special Inspections Guidelines issued by American Council of Engineering Companies of Georgia (ACEC/SEAOG SI, current edition).
- i. Warranty information: This submittal shall include a list/matrix of all warranties being requested at the close of the project. The matrix shall include a reference to the applicable specification section, a brief description of the warranty, the duration of the warranty, etc.
- j. Written documentation of all approved applicable permits: This submittal shall include written documentation, including permit numbers of all approved applicable permits including, but not limited to site, building permits, Metropolitan Planning Commission's Certificate of Appropriateness, Historic Review Board approvals, special use permits, zoning compliance permits, demolition permits, land disturbance permits, and Department of Transportation permits, if necessary.
- k. Quality control check prints.
- l. Statement of constructability cross-check: The consultant will review the working drawings to suggest changes to accommodate budget and schedule constraints. An updated statement of constructability cross-check will be due at each plan submittal

level.

- m. The consultant may request omission of submittals (b-1) above if there are no changes from the previous phase. The City's advance written approval shall be obtained.

2.1.5. Bidding Services

After the final design documents have been reviewed and approved by the City, with appropriate agency approvals and easements obtained, bidding services shall be provided in accordance with Section II including, but not limited to the following:

- A. Preparation of plans and specifications for bidding: Prior to advertising for bids, the consultant shall coordinate with the City to make ready the project specifications and provide plans for bidding. The requirements include:
 - 1. Completion of the City's request for contract form, (asks for recommendations on the value of liquidated damages, duration of construction, adverse weather days, etc.).
 - 2. Prepare the project bid form, which shall be consistent with the measurement and payment specification and include any necessary instructions to complete the form.
 - 3. Prepare Section 01600, Supplemental General Conditions, as necessary to conform to special conditions pertaining to the project that are different from Section 01500, General Conditions.
 - 4. Assist City staff in the preparation of the invitation to bid.
 - 5. Transmission of three (3) complete sets of approved plans to the City of Savannah marked "Approved for Construction," if not already submitted. This is in addition to the three (3) complete sets that were needed for the City engineer's signature.
- B. Project Bidding Assistance
 - 1. The consultant shall be responsible for answering all questions including revising or adding additional drawings or clarifications, within 48 hours of receipt in the form of draft addenda. Multiple addenda may be required during bidding.
 - 2. The consultant shall assist, if requested, in the development of the request for statements of qualifications (RFSQ) as well as in the review process of pre-qualification of contractors.
 - 3. Evaluation and recommendation of contractor: The consultant shall review, compare, and analyze bids, as well as assist in contractor selection, negotiation, and award process.
 - 4. The consultant shall monitor and update the risk analysis during the bidding process and submit any additional information to the City.
 - 5. If required, the consultant submit updated plans to permitting.
 - 6. Prior to construction, the consultant shall update all drawings and specifications to clearly indicate any additions, deletions, clarifications, or changes that occurred during the bidding and/or value engineering process.
 - 7. Assume three (3) RFSQs and three (3) solicitations for bids for this project, one (1) for each phase.

8. Respond to comments/questions from involved parties via compilation, submission of addenda, and present/review project requirements
9. Attending pre-bid meeting.
10. Preparation and distribution of pre-bid meeting minutes.
11. Review of bid proposal documentation and preparation of bid tabulation

2.1.6. Construction Phase Services

After the bid phase has been completed and an acceptable bid has been awarded by the City of Savannah, construction services shall be provided in accordance with Section II including, but not limited to the following:

A. Contract Administration

1. Pre-Construction Conference
 - a. Attend pre-construction conference and present/review project requirements.
 - b. Preparation and distribution of pre-construction meeting minutes.
 - c. Provide three (3) full-size (24" x 36") sets, four (4) half-size (11" x 17") sets, and one (1) electronic copy (.pdf and .Cad files in 2007 AutoCAD format) of plans marked "Approved for Construction," updated with addenda information.
2. Conducting project meetings to be held every other week
3. Reviewing and responding to contractor requests for information
4. Reviewing and tracking shop drawing submittals and submittal revisions
5. Provide design qualifications for submittals
6. The consultant shall be responsible for final approval of and ensuring compliance with the construction documents of all construction submittals including shop drawings, product specifications, and samples
7. Evaluation of substitutes
8. Interpretation and clarification of the contract documents
9. Evaluating and processing proposed change orders
10. Evaluating contractor's pay requests
11. Copies of time sheets for all architecture and engineering (A/E) personnel providing construction phase services including a brief narrative of the work performed (to accompany A/E consultant requests for payment)
12. Conduct final inspection in coordination with City staff
13. Preparing and distributing minutes of all meetings

B. Resident Inspection

The consultant shall provide a resident project representative (inspector) for this project. The number of hours is indicated in the proposal fee form. The inspector is expected to be onsite for an average of 20 hours per week. Hours can be moved from slow periods to busy periods as needed to keep up with the work schedule. Each visit to the site shall be documented in a written report including verifying that all approved procedures are being followed. Duties of the inspector include:

1. Provide resident project inspector during project construction. Actual required weekly hours of inspection time for construction to be determined based on design.

2. Copies of time sheets for all personnel that worked on this project.
3. Copies of inspection field logs.
4. Brief narratives of the work performed by the personnel invoiced on project.
5. Documentation for defective work, stored materials, and materials quantities.
6. Inspection of shipped materials for condition and compliance with approved shop drawings.
7. Oversight of inspections and testing.
8. Review of applications for payment based on submitted data and schedules.
9. Monthly review and submittal of contractor's record drawings.
10. Daily documentation of lost time/wet weather days.
11. Compilation and submission for certificate of substantial completion.
12. Provide construction observation and monitoring to ascertain that the work is in substantial conformance with the contract documents and with the design intent.
13. Compilation and submission of final inspection project punch list.

C. Additional Responsibilities for Construction Administration

1. The consultant shall be responsible for all contract administration services during construction of the project including, but not limited to preparing, issuing, and reviewing addenda, responding to requests for additional information, change order request review and approval, issuing supplemental drawings and specifications, evaluation of the work, and submittal review.
2. The consultant shall monitor and update the risk analysis during the construction process and submit any additional information to the City. This includes monitoring the construction activity for compliance with all state and federal permits.
3. The consultant shall be responsible for developing facility maintenance and operations plans for the project including, but not limited to record drawings, warranty review, and commissioning as needed.
4. The consultant or its representative shall make as many visits to the site as necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the contractor's work, and shall keep the City informed of the progress of the work. Each visit to the site shall be documented in a written report. Site visits shall be made by the consultant or their qualified, City-approved representative, as often as required to keep the consultant and the City fully informed of the work and at a minimum of one (1) visit per week, excluding holidays and weekends. The intent of this requirement is to have the engineer of record visit the site a minimum of one (1) time a week in addition to the project inspector.
5. The consultant and the inspector (when needed) are expected to attend all construction project meetings.
6. The consultant shall provide a field report (Exhibit 7) for each project visit. Additionally, the inspector shall provide a report for each day that the inspector is onsite. The consultant may use their own form as long as the form contains the same information as the form in Exhibit 7.

2.1.7. Project Management and Administration

1. The consultant shall assign a project manager responsible for coordination of all of the design work for the project including development and maintenance of a production schedule for all documents through all phases of design.
2. The consultant shall be responsible for all project administration services related to the project including, but not limited to cost estimating, scheduling, document management, progress meetings, and regulatory approvals.
3. The consultant shall participate in work sessions, project team meetings, public presentations, and client meetings throughout each phase to assure full understanding of all aspects of the project.

2.1.8. Close-Out Services

After the construction of the project has been completed and final payment to the contractor has been paid by the City of Savannah, close-out services shall be provided to include the following:

A. Close-Out Documents Checklist

1. Record drawings (as-builts)
2. CDs of record drawings (as-builts) (AutoCAD 2007 format)
3. Recorded plats
4. Six (6) complete sets of mylars (two [2] sets for each street)
5. Certification letter with cost/quantities

B. Record Drawings

1. After the final inspection, the consultant shall obtain and review the as-built drawings as provided by the contractor. The consultant shall provide the City with two (2) sets of printed drawings on mylar. This set of mylars is separate from any mylars required for the site permit. Ammonia processed mylars are not acceptable. Record drawings shall also be submitted on CDs, DVDs, or external flash drive, in a format readily usable with AutoCAD Version 2000 or later. The record drawings on the CD, DVD, or external flash drive shall include one AutoCAD file and .pdf file. Final payment to the consultant will be withheld until an accepted set of drawings is received. Record drawings shall include all improvements by the contractor and equipment suppliers and shall be signed and stamped by all applicable disciplines: land surveyor, licensed architect, and/or a professional engineer, etc., registered in the State of Georgia. The consultant should assume a submittal of the mylars after the end of each phase. The consultant should send in redline drawings for review by the SPR staff before mylars are submitted.
2. The City expects these as-builts to be delivered within 30 days of receiving the redline drawings from the contractor.
3. Close-out of the site permit including submitting redlines for approval by the site plan staff. A separate set of mylars for each site permit will be required. Please assume three (3) site permits. Final payment to the consultant will be withheld until all as-built drawings are received and the site permit as-built requirements are satisfied.

C. Warranty

1. The consultant shall attend the one (1) year warranty walk through for all three (3) phases and assist the City with any warranty related punch list items.
2. Warranty administration: The consultant shall review the operation and maintenance manuals submitted by the contractor for compliance with the plans and specifications.

2.1.9.Sub-Consultants

1. The consultant shall act as the design team leader, coordinating all individual sub-consultants, as required for preparing complete construction documentation.
2. The consultant shall be responsible for selecting sub-consultants for their design team for the project. These selections shall be made in collaboration with the City. At any point in time, the City may contract with additional sub-consultants to perform work related to the design of the project.
3. The consultant shall submit potential sub-consultants in their proposal and be prepared to start work with sub-consultants upon issuance of the notice to proceed.
4. Each consultant shall identify any potential sub-consultants. The consultant shall be responsible for coordination and management of services, design, and all other work product of the sub-consultants for the project.
5. The consultant shall hold all sub-consultant contracts for the project. The consultant shall be responsible for coordination and management of all work of the sub-consultants for the project.
6. The City reserves the right to approve and/or disapprove sub-consultant(s) and may request an alternate sub-consultant at the recommendation of the consultant.

2.2. Proposal Format

Response to consultant statement of qualifications included with this document. Proposals shall be submitted in the following format and include the following information. Additional information may be submitted as appropriate.

2.2.1.Cover Letter

Cover letter stating the intent of the consultant for this design project. 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.

2.2.2.Consultant Statement of Qualifications

1. Detailed description of qualifications, experience, and methodology as requested
2. Response to Consultant Statement of Qualifications (Attachment 1):
 - a. Attachment A - A/E firm information and Georgia licenses

- b. Attachment B - Project team
- c. Attachment C - Organizational chart
- d. Attachment D - Resumes
- e. Attachment E - Related project experience

Each proposer shall submit a summary of their qualifications and experience as requested in the attached statement of qualifications (Attachment "1" and Attachments A-E). Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

In evaluating proposals submitted pursuant to this request, the City of Savannah places high value on the following factors, not necessarily in order of importance:

- (1) Work samples that demonstrate
 - a. Experience designing projects of a similar scope, scale, and visibility
 - b. Quality of work product
 - c. Client satisfaction
 - d. Risk assessment/management: solution of design and construction problems including those that may have arisen during construction reflecting on the constructability and coordination of the design drawings
 - e. Experience working with multiple clients/institutions
 - f. The consultant meets or exceeds the minimum qualifications listed under section 2.3 Basis of Award.
- (2) Experience of the firm and employees to be assigned to the project in general and in particular, providing consulting services to municipalities, economic development organizations, or other governmental entities.
- (3) Commitment of principals to lead the team and devote time to the project.
- (4) Innovative or outstanding work by the consultant that demonstrates the firm's unique qualifications to provide consulting services.
- (5) Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the City.
- (6) Selected consultant's staff ability, availability, and facility for working with City directors, officers, staff, consultants, and providing time-sensitive, on-site visits.
- (7) Ability of the consultant to identify potential sub-consultants with the necessary qualifications for a project of this nature and the experience of the architectural firm in working with sub-consultants with the necessary qualifications.
- (8) The consultant's prior working experience with the City including, but not limited to project communication, documentation of existing conditions, adherence to schedule and budget,

quality of construction documents, and construction administration.

- (9) Ability of the consultant to identify project risks from initial design through construction. This includes the ability of the consultant to work with sub-consultants, contractors, and clients to identify and resolve risks at each level of the project.

2.2.3. Project Approach

Detailed narrative description of the consultant's proposed project approach addressing critical project requirements including, but not limited to:

- a. Coordination with City and milestones for progress meetings/workshops
- b. Surveying methods
- c. Design method
- d. Cost estimating
- e. Maintaining project schedule
- f. Quality assurance

2.2.4. Detailed Project Schedule

Each proposer shall submit a proposed time schedule for the project including both design and construction phases. The consultant shall submit design documents according to the schedule as outlined in Exhibit 1. The schedule shall show that the consultant can provide immediate service after the signed agreement. The schedule shall include anticipated dates for the commencement of the work and for substantial completion of the work. The schedule shall include allowances for periods of time required for City review, generally ten (10) business days, and for approval of the submission by authorities having jurisdiction over the project.

Once approved by the City, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the consultant or the City. With the City's approval, the consultant shall adjust the schedule, if necessary, as the project proceeds until the commencement of construction. At any time during the design phase, the City is entitled to an up to date schedule from the consultant.

Project schedule (Gantt Chart) for completion of concept report, site investigations, plans and specifications, permitting submittals, etc., including start and end dates for task or sub-task completion, submittal dates, major project milestones, review periods, and critical path.

Schedule shall include all tasks and milestones necessary to indicate project approach. Exhibit 1 provided only to suggest tasks and milestones. It is anticipated that the proposer's schedule will have more detail and may be presented in a different order. The proposed schedule will be strictly followed throughout the project duration, and shall only be modified as agreed between the City and consultant. The overall number of days, 315 calendar days, will remain the same.

2.2.5. Hourly Rate Schedule

Provide hourly rates for each type and class (e.g. project manager, engineer IV, CAD operator, administrative assistant, etc.) of individual assigned to the project team.

Submit rate schedule on the form provided as Exhibit 2. As Exhibit 2 may not capture all necessary staff type and/or class, the consultant shall include the firm's published rate schedule.

Hourly rates shall be fully burdened, including overhead and profit.

The hourly rate schedule shall not be included in the body of the proposal. The hourly rate schedule shall be included in the separate, sealed envelope with the fee proposal.

2.2.6. Non-Discrimination and M/WBE Schedule

Proposed schedule of minority and women owned business participation and non-discrimination statement. Provide completed non-discrimination statement and proposed schedule of minority and women owned business participation. The consultant must use the forms provided following Section III of this RFP.

2.2.7. Fee Proposal

Proposer shall submit fees in a separate sealed envelope per instructions in Section III and signed by responsible party. Fees shall not be included within the body of the proposal. Provide hourly fees for services not specifically shown in the scope of services that may arise during the design and construction phase of the project.

Fee proposal shall include construction administration services for a period of ten (10) months (315 calendar days, 44 weeks). This does not include bidding/abstract/addenda, nor record drawings and electronic files of documents. If construction administration takes less than the time allotted, the City shall be credited for all unused work days. If project extends beyond the time allotted, the City and the consultant shall determine, in advance, if the remaining work days can be re-allotted into the remaining schedule or if additional days needs to be added to the original scope of work. A resident project representative (inspector) will be required to be on site for 2080 hours (20 hours per week) during construction. The project representative may be used to monitor the pile blow counts.

Plats may be required as part of the permitting requirements. Please use the line item "Plats" to cover the costs of any plats that may be needed during the permitting process. Please note that additional ROW will be needed on the west end of Bay Street to install the sidewalk. Please use the line item "Easement" for easements that may be needed.

If additional construction administration services are required to complete the project, the daily fee shall be calculated by dividing the construction administration fee agreed upon in the consultant agreement by the number of work days specified in the RFP.

2.3. Basis of Award

2.3.1. Criteria and Weighting (Points)

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

Project Team	30
Project Approach and Methodology	25
References	5
Local Vendor (Within the City Limits of Savannah and has a City of Savannah Business Tax Certificate)	5
MWBE Participation	10
Fees	25
<hr/> Total Points	<hr/> 100

In evaluating proposals submitted pursuant to this request, the City of Savannah requires the following minimum qualifications of the submitting proposers to be considered for evaluation:

- (1) Ten (10) years' experience providing engineering services for projects of similar scope, complexity, and visibility.
- (2) Comprehensive design experience (programming, conceptual design, design development, construction documents, and construction administration) on three (3) streetscape projects within the past ten (10) years of a similar scope and scale with a minimum of one (1) streetscape with a total construction cost over \$4 million and a minimum of one (1) streetscape project located in a historic district commercial area where improvements were made to curbs and gutters, pavement, brick sidewalks, concrete stamp crosswalks (including pedestrian crossing traffic lights and signs), handicap ramps, installation of decorative and/or shade trees, bollards, waste receptacles, street lights and traffic signals, utility adjustments, curb inlets, and traffic calming. Historic districts do not need to be designated as national landmark districts.

Design Experience Summary

- Three (3) streetscapes projects within the past ten (10) years of a similar scope and scale.
 - One (1) streetscape project in the last ten (10) years with a total construction cost over \$4 million.
 - One (1) Streetscape project located in a historic district commercial area where improvements were made to curbs and gutters, pavement, brick sidewalks, concrete stamp crosswalks (including pedestrian crossing traffic lights and signs), handicap ramps, installation of decorative and/or shade trees, bollards, waste receptacles, street lights and traffic signals, utility adjustments, curb inlets, and traffic calming.
- (3) Proposals must have scored a minimum of 48 out of the 60 available points allocated for project team, project approach and methodology, and references.

2.3.2. Basis of Evaluation

- A. Project team (30 points): In evaluating the criteria related to project team, points will be awarded by the committee based upon the ability of the design and construction teams to put forth a collaborative effort, communicate with one another effectively and efficiently,

and integrate their performance and delivery as seamlessly as possible. The respondent should be prepared to address information regarding previously completed projects of similar type, size, design, and complexity. Respondents who score highly in this category will be able to call upon their experience in planning and design, general contracting, scheduling, contract coordination and compliance, budget control, and demonstrate a working familiarity with state, county, and City laws, ordinances, and codes. High-scoring respondents will be those who have established working relationships and a high degree of familiarity between and within the members of the team, especially with projects of the same type and magnitude. Relationship of the respondent's team should be fully described including how long they have worked together and how many projects have been completed together.

- B. Project approach and methodology (25 points): In evaluating the criteria related to the project approach, points will be awarded based on the respondent's understanding of the RFP requirements, including the results intended and desired, and the approach for accomplishing the results proposed. Methodology should be presented as to how the proposer will accomplish all phases of the design and construction administration, including quality assurance and quality control and adherence to budget and agreed upon schedules.
- C. References (5 points): Points will be awarded by the committee based on the references provided.
- D. Local vendor (5 points): Points will be awarded by the committee based on the business location of the prime consultant if they meet the definition of "local vendor." See section 2.7 for more information.
- E. Minority Business Enterprise (MBE), Women Business Enterprise (WBE) participation (10 points): Evaluation will be based on the respondent's ability to use MBE and/or WBE firms certified or recognized by the City. The respondent should fully describe their plan in meeting the M/WBE goals for these design services. This information will be completed and submitted on the "Proposed Schedule of M/WBE Participation." See Section 2.6 for more information and for project goals.
- F. Fees (25 points): In evaluating the criteria related to the fees of the respondent, points will be awarded based on the dollar value of the final bid offer. The respondent's fee should be based on all services as outlined in the RFP and the standard consulting agreement.

2.3.3. Selection Committee

Proposals shall be evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary. Only the fee proposals of those deemed qualified will be opened.

2.3.4. Shortlisting and Best and Final Offer

The City reserves the right to shorten the list of proposers selected for interviews or further evaluation. 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, five (5) identical, bound, printed copies, and one (1) electronic copy on a removable hard 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 shall be submitted in writing and emailed to the person listed on the summary event page.

- 2.6. **Minority and Women-Owned Business Enterprise (MWBE) Participation:** The goal of the minority/women-owned business enterprise policy is to increase the utilization of minority and women-owned firms in all areas of procurement of the City including small contract purchases, materials and equipment, and in professional services. The City of Savannah desires that this project have the strongest possible participation of minority and women-owned business enterprises (M/WBEs), which employ local residents and otherwise support the local economy. M/WBE firms must have a current certification as such by the City of Savannah or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful local M/WBE participation in the project as follows: The City of Savannah has established a 6 % M/WBE goal for this project. The breakdown is as follows: 3 % MBE, 3 % Women Participation.

2.7. 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, and
- c. The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

2.8. Disclaimer

Any and all documentation provided by the City shall be field verified by the consultant. The City neither certifies nor claims that the information shown represents the existing site conditions. The information shown shall not be used without field verification. In no event shall the City be liable for any direct, special, or consequential damages from the use of the drawings.

- 2.9. The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. The proposer's obligation to indemnify the City under this Section shall not be limited in any way by the agreed-upon contract price or to the scope and amount of coverage provided by any insurance maintained by the proposer including, without limitation to, the insurance required to be maintained by the proposer.

**SECTION III
FEE PROPOSAL**

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Design Services for Downtown Streetscapes, RFP Event No. 4348 and include the name of the proposer. Fee proposals will only be opened after the initial evaluation pursuant to section 2.2.7, if the proposer is deemed to be qualified. Fee proposals will then be evaluated in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications. Electronic responses will not be accepted. Fee proposals should not be included in the body of the proposal.

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

ITEM 2.1.3 – Conceptual Design/Preliminary Engineering

- A. Conceptual Design
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- B. Site Survey and Topographic Survey
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- C. Subsurface Utility Engineering (SUE) Services
 - Quality Level B \$ _____
- D. Permitting Services (Identification) \$ _____
- E. Preliminary (30%) Plan Submittal
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- F. Public Meetings (6 total)
 - Broughton Street x 2 \$ _____
 - Bay Street x 2 \$ _____
 - River Street x 2 \$ _____

ITEM 2.1.4 - Final Design

- A. Plat Preparation
 - 2 Plats @ \$ _____ per Plat = \$ _____

- B. Land Acquisition Services
 - 5 Easements @ \$_____ per Easement = \$_____
- C. 60% Construction Plans Submittal
 - Broughton Street \$_____
 - Bay Street \$_____
 - River Street \$_____
- D. 100% Construction Plans Submittal
 - Broughton Street \$_____
 - Bay Street \$_____
 - River Street \$_____
- E. Permitting Services (Submittals) \$_____
- F. Final Revisions
 - Broughton Street \$_____
 - Bay Street \$_____
 - River Street \$_____

ITEM 2.1.5 - Bidding Services

- A. Preparations of Plans & Specs for Bidding
 - Broughton Street \$_____
 - Bay Street \$_____
 - River Street \$_____
- B. Project Bidding Assistance
 - Broughton Street \$_____
 - Bay Street \$_____
 - River Street \$_____

ITEM 2.1.6 - Construction Phase Services

- A. Contract Administration
 - Broughton Street \$_____
 - Bay Street \$_____
 - River Street \$_____
- B. Part-Time Inspection – 104 weeks @ 20 hours/week
 - *Length of project may change based on design

Hourly rate \$ _____ x 2080 Hours \$ _____

ITEM 2.1.7 - Close-out Services

A. Record Drawings and Electronic Files

Broughton Street \$ _____

Bay Street \$ _____

River Street \$ _____

B. Warranty Services

Broughton Street \$ _____

Bay Street \$ _____

River Street \$ _____

SUBTOTALS

ITEM 2.1.3 – Conceptual Design/Preliminary Engineering \$ _____

ITEM 2.1.4 - Final Design \$ _____

ITEM 2.1.5 - Bidding Services \$ _____

ITEM 2.1.6 - Construction Phase Services \$ _____

ITEM 2.1.7 - Close-out Services \$ _____

TOTAL FEE PROPOSAL \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (_____) _____
AREA CODE

FAX: (_____) _____
AREA CODE

CONFIRMATION RECEIPT OF ADDENDA ISSUED: _____

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

_____ **NON-MINORITY OWNED**
_____ **AFRICAN AMERICAN**
_____ **HISPANIC**
_____ **WOMAN (non-minority)**

_____ **ASIAN AMERICAN**
_____ **AMERICAN INDIAN**
_____ **OTHER MINORITY (describe)**

NON-DISCRIMINATION STATEMENT

The proposer 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.** 4348

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.
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 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.

ATTACHMENTS

Attachment 1 - Consultant Statement of Qualifications (Including Attachments A-E)

Attachment 2 - Agreement between Owner and Consultant

ATTACHMENT 1
CONSULTANT STATEMENT OF QUALIFICATIONS

Contact Information

Provide information for a principal owner or corporate officer representing the prime contractor or joint venture that can be contacted for additional information:

Name of Firm: _____

Physical Address: _____

Name of Contact: _____

Title: _____

Phone # _____ Fax # _____

E-mail Address _____

A. General Information (Prime A/E Firm)

Year Firm Established: _____ DUNS Number: _____

Type of Ownership: _____ M/WBE Status: _____

Location of office where work will be performed: _____

Number of personnel at office performing the work to provide services for the project:

Registered Engineers: _____
Registered Land Surveyors: _____
Design Engineers: _____
Draftsmen (CAD Tech): _____
Construction Inspectors: _____
Clerical Staff: _____
Total number in organization: _____

If your firm were selected for the proposed project, would your firm's services be immediately available? If not, indicate length of delay:

Yes: _____ No: _____

Could your firm provide continuous and uninterrupted services until the project is completed?

Yes: _____ No: _____

Total value (engineering and construction overview fees) of all projects successfully completed by the office performing the work over the past 5 (five) years: \$ _____

Total value of all projects (engineering and construction overview fees) currently under contract at the office performing the work: \$ _____

Limits of your firm's errors and omissions insurance: \$ _____

Errors and omissions insurance deductible: \$ _____

Can you meet the project insurance requirements? _____

Has your firm ever been involved in litigation with an owner, contractor, or private developer?
If so, indicate the case(s), the reason for, and the results of, the litigation:

Has your firm changed names within the past ten (10) years? _____

If yes, respond to the litigation question above for the firm under any previous name(s).

Please attach a copy of the current applicable Georgia Licenses held by the prime A/E contractor. Label and include as **Attachment A**.

B. Proposed Project Team

Provide the name, full mailing address, and contractual relationship, and a brief description of the role of each firm that will be involved in performance of the contract using the forms provided as **Attachment B**. List the lead consultant or joint venture partners first. If a firm has a branch office, indicate each individual branch office that will have a key role on the team. If more than four (4) firms are involved in the project team, use multiple copies of the attachment. The named sub-contractors and outside associates or consultants must be used, and any change must be approved by the City.

C. Organizational Chart

Provide an organizational chart of the proposed team showing the names and roles of all key personnel and the firm with which they are associated. Include technical staff that shall be performing the work.

Project Manager shall remain with the Project throughout the term of the A/E Agreement with the Owner. The Project Manager shall not be replaced or substituted without permission of the Owner. If the proposed Project Manager was not involved directly in at least three (3) of the projects listed in response to the “Related Project Experience” information request, please provide a discussion of why the project manager is very capable of managing this project and include as an attachment to the Project Manager’s resume.

The following team members shall be considered as Key Personnel and shall be included in the organizational chart and have their resumes provided as discussed below:

Principal in Charge

Project Manager

Quality Control Team Leader

Chief Construction Inspector

Engineer of Record

Landscape Architect

Consultant shall include other team members as Key Personnel as appropriate.

Label and include Organizational Chart as Attachment C.

D. Resumes of Key Personnel

Provide the information requested in **Attachment D** for each key person who shall participate in the contract. *If existing resumes for team members are provided, Attachment D will still be required.*

Group entries by firm, with personnel of the prime consultant or joint-venture partner firms first. To successfully complete the form, please note that the following information must be provided:

Name, title, and role in project team

Total years of relevant experience and total years of relevant experience with current firm

Name, city and state of the firm where the person currently works, which must correspond with one of the firms listed in **Attachment B** (Project Team Data)

The highest relevant academic degree(s) received and the area(s) of specialization for each degree

Current relevant professional registration(s) in the United States

Other relevant professional qualifications relating to this project such as publications, organizational memberships, training, awards, etc.

The projects which the individual is currently obligated to spend at least four (4) hours per week and an estimate of the time the team member will be available during the active design phase of this project

Up to four (4) relevant, projects in which the individual had a significant role that demonstrates the person's capability **relevant to his or her role in the proposed project**. If any of the professional service or construction projects are not complete, indicate so in the project description response.

E. Related Project Experience

Related Project Experience – Select projects that demonstrate the firm's capability to perform work **similar to the proposed project**. Projects must be located in the United States of America, and the study, design, or permitting efforts must have been implemented. Present at least four (4) and at most eight (8) projects. Projects listed will need to include the projects needed to meet the minimum criteria in 2.3.1. *If existing narratives of project descriptions are provided, Attachment E will still be required.*

Attachment A – Applicable Georgia Licenses

Attach copies of all current applicable Georgia Licenses held by the prime A/E contractor behind this page.

Attachment B – Proposed Project Team Data

Please complete the following form for all members of the proposed project team (firms). Should additional pages be required, attach additional copies of this form.

Firm Name: _____ M/WBE Status _____

Relationship: Prime _____ Joint-Venture Partner _____ or Sub-Contractor _____

Mailing Address: _____

Role in this Contract: _____

Firm Name: _____ M/WBE Status _____

Relationship: Prime _____ Joint-Venture Partner _____ or Sub-Contractor _____

Mailing Address: _____

Role in this Contract: _____

Firm Name: _____ M/WBE Status _____

Relationship: Prime _____ Joint-Venture Partner _____ or Sub-Contractor _____

Mailing Address: _____

Role in this Contract: _____

Firm Name: _____ M/WBE Status _____

Relationship: Prime _____ Joint-Venture Partner _____ or Sub-Contractor _____

Mailing Address: _____

Role in this Contract: _____

Attachment C – Organizational Chart of Project Team

Attach the Organizational Chart for the proposed project team behind this page. Please show the percentage of time that each team member will be involved with the project.

Attachment D – Resumes of Key Personnel

Team Member:

Name and Title: _____

Role in Contract: _____

Years of relevant experience, total: _____ Years of relevant experience, current firm: _____

Firm Name and Location (City & State): _____

Educational Achievements (Degree and Specialization):

Current Professional Registration(s) (State and Discipline):

Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.):

Current Projects: _____

Estimated availability during active project phases (hours/week): _____

Relevant Projects:

1) Project Name and Location (City and State): _____

Years Completed: Engineering: _____ Construction (if applicable): _____

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

2) Project Name and Location (City and State): _____

Years Completed: Engineering: _____ Construction (if applicable): _____

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

3) Project Name and Location (City and State): _____

Years Completed: Engineering: _____ Construction (if applicable): _____

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

4) Project Name and Location (City and State): _____

Years Completed: Engineering: _____ Construction (if applicable): _____

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

Attachment E – Example Projects by Design Team (Example # _____)

Project Title and Location: _____

Year Completed, Professional Services: _____ Year Completed, Construction: _____

Project Owner: _____

Point of Contact, Name: _____

Point of Contact, Telephone Number: _____

Provide a brief description of the example project **and its relevance to the proposed project**. Include factors such as scope, size, cost, principal elements, and features of the project:

Indicate the size, nature, and basis for any contract change orders: _____

Team Members (firms listed in **Attachment B**) involved in this Project:

Firm Name & Location (City/State): _____

Role in Project: _____

Firm Name & Location: _____

Role in Project: _____

Firm Name & Location: _____

Role in Project: _____

Firm Name & Location: _____

Role in Project: _____

**ATTACHMENT 2
AGREEMENT BETWEEN
OWNER AND CONSULTANT**

THIS AGREEMENT made as of the ____ day of _____, 2016, by and between the MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH, hereinafter called the **Owner**, and _____, hereinafter called the **Consultant**.

**WITNESSETH, that whereas the Owner intends to conduct the
DESIGN SERVICES FOR DOWNTOWN STREETSCAPES**

DESIGN SERVICES FOR DOWNTOWN STREETSCAPES, hereinafter called the **PROJECT**, Project No. SP221

NOW, THEREFORE the Owner and Consultant, for the consideration hereinafter set forth, agree as follows:

1. THE Consultant AGREES to provide the following Professional Services for the project, in accordance with the attached detailed Scope of Work in Exhibit 3.

A. GENERAL: The **Consultant** shall serve as the **Owner's** professional representative in the planning and preliminary design of the Project, and shall give consultation and advice to the **Owner** during the performance of such services.

(1) Copyright or Patent Infringement: The **Consultant** shall defend actions or claims charging infringement of any copyright or patent by reason of the use or adoption of any designs, drawings or specifications supplied by him, and he shall hold harmless the **Owner** from loss or damage resulting there from, providing, however, that the **Owner** within fourteen (14) days after receipt of any notice of infringement or of summons in any action therefore, shall have forwarded the same to the **Consultant** in writing.

(2) Insurance: The **Consultant** shall secure and maintain general liability insurance as will protect the **Consultant** from claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Further, the **Consultant** shall provide the **Owner** with evidence of Errors and Omissions Insurance, i.e., Professional Liability Insurance. See Exhibit 6 for insurance requirements.

B. BASIC SERVICES OF THE CONSULTANT:

(1) Preliminary Engineering Phase: The **Consultant** shall perform the preliminary engineering work in accordance with the detailed scope of services as included in

Exhibit 3. The **Consultant** shall perform the work in accordance with the schedule attached hereto, and identified as Exhibit 1. All reports shall be stamped with a seal and signed by a Registered Professional Engineer registered in the State of Georgia.

(2) **Final Design Phase:** The **Consultant** shall perform the final design work in accordance with the detailed scope of services as included in Exhibit 3. The **Consultant** shall prepare working drawings in accordance with Exhibit 3 and shall prepare specifications and other Contract Documents completely describing the material and workmanship required and procedures to be followed for the construction of the Project. The **Consultant** shall perform the work in accordance with the schedule attached hereto, and identified as Exhibit 1. All final drawings and specifications shall be stamped with a seal and signed by a Registered Professional Engineer registered in the State of Georgia.

(3) **Bidding Phase:**

a) **Distribution of Documents:** The **Consultant** shall provide the **Owner** a complete set of reproducible drawings and contract documents, boldly marked "APPROVED FOR BIDDING" for reproduction and distribution to bidders by the **Owner**. The **Consultant** shall also furnish seven (7) sets of drawings at the preconstruction conference for the Contractor and **Owner**, boldly marked "APPROVED FOR CONSTRUCTION", at no additional cost.

b) **Pre-bid Conference:** The **Consultant** shall attend a pre-bid conference at such time and place as designated by the **Owner**. The **Consultant** shall take notes or record the proceedings and prepare and distribute meeting minutes and addenda to address all questions and necessary clarifications as discussed during the Pre-bid Conference. Such addenda shall be provided to the **Owner** for issuance no more than 48 hours after the Pre-bid Conference. The **Consultant** shall also furnish the **Owner** with two (2) sets of the addenda.

c) **Bid Opening:** The **Consultant** shall review and obtain copies of the bids from the **Owner** after the bid opening. The **Consultant** shall examine the bids for accuracy and shall prepare a detailed "Abstract of Bids" and submit three (3) copies of same to the **Owner** within five (5) days after receipt of bid documents. The **Consultant** shall also prepare a recommendation of award letter based on knowledge of past performance, references, contractor's forces, and bid price. The recommendation shall also be submitted with the bid abstract.

(4) **Construction Services Phase:** During the construction services phase of the project, the **Consultant** shall be responsible for:

a) **General Administration of Construction Contract:** The **Consultant** shall advise **Owner** and act as **Owner's** representative as provided in the Construction

Contract for total services including civil, architectural, structural, electrical, mechanical, hydraulic, water, sewer, landscape, and other miscellaneous disciplines, as required. **Consultant** shall not have authority to issue alterations to the plans and documents without approval from **Owner**.

- b) **Contract Execution:** The **Consultant** shall, upon receipt of a copy of the Notice of Award, issue seven (7) sets of complete contract documents with instructions for processing to the Contractor for execution. These executed documents shall be forwarded to the **Owner** by the Contractor.
- c) **Pre-construction Conference:** The **Consultant** shall attend a Pre-construction Conference at such time and place designated by the **Owner**, and shall be prepared to answer all technical questions related to the Project, and shall provide appropriate sets of construction plans. The **Consultant** shall also prepare and distribute the minutes of the meeting.
- d) **Visits to Site and Observation of Construction:** In connection with observations of the work of Contractor(s) while it is in progress:
 - (1) **Consultant** shall make visits to the site in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s) work. Based on information obtained during such visits and on such observations, **Consultant** shall endeavor to determine in general if such work is proceeding in accordance with the approved schedule and the Contract Documents, and **Consultant** shall keep **Owner** informed of the progress of the work. Each visit to the site shall be documented in a written report on **Owner's** "Daily Inspection Report" form and forwarded to **Owner** within 24 hours.

This Agreement for the Project **will require a Resident Project Representative (RPR)**, as specified.

- (2) The **Resident Project Representative** will be **Consultant's** employee, but shall be under **Owner's** supervision while working on this project. Assignment of the specific individual as RPR shall be subject to approval of **Owner**. The RPR must be a qualified professional, but is not required to be a Registered Professional Engineer. The duties and responsibilities of the Resident Project Representative are set forth in attached "Duties, Responsibilities and Limitation of Authority of Resident Project Representative. The purpose of **Consultant's** visits and representation by the **Consultant's** Resident Project Representative at the site will be to enable **Consultant** to better carry out the duties and responsibilities assigned to be undertaken by **Consultant** during the Construction Phase, and to minimize problems during construction by permitting detection of and/or rapid

response to unanticipated or changed conditions, or errors or omissions committed by design professionals, contractors, materials providers, or others. The responsibilities will include (but not be limited to the following):

- i) Defective Work and Stored Materials: During such visits and on the basis of such observations, **Consultant** shall recommend to the **Owner** rejection of the work and/or material stored on site which **Consultant** believes will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents.
- ii) Interpretations and Clarifications: **Consultant** shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and minor clarification of change orders as required.
- iii) Shop Drawings: **Consultant** shall review and approve or take other appropriate action with respect to Shop Drawings, samples, and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
- iv) Substitutes: **Consultant** shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
- v) Inspections and Tests: **Consultant** shall have authority, as **Owner's** representative, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testing, and approvals required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents (but only to determine, generally, that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
- vi) Disputes between Owner and Contractor: **Consultant** shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of **Owner** and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
- vii) Applications for Payment: Based on **Consultant's** on-site observations as

an experienced and qualified design professional, on information provided by the Resident Project Representative, and on review of applications for payment and the accompanying data and schedules:

(1) **Consultant** shall determine the amounts owed to Contractor(s) and recommend in writing payments to Contractor(s) for the approved quantities and work performed. Such recommendations of payment will constitute a representation to **Owner**, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of **Consultant's** knowledge, information, and belief, the quality of such work is generally in accordance with the Contract Documents.

viii) Contractor(s) Completion Documents: **Consultant** shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests, and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of certificates of inspection, tests, and approvals the results certified indicate compliance with, the Contract Documents); and shall transmit them to **Owner** with written comments.

ix) Inspections: **Consultant** shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable so that **Consultant** may recommend, in writing, final payment to Contractor(s) that the work is acceptable (subject to any conditions therein expressed). The **Consultant** shall conduct with the **Owner** and contractor a Pre-Final Inspection and Final Inspection and confirm 100% completion of all required work.

x) Structural/seismographic/structural inspection services during construction; Provide assurance that the contractor is adhering to project specifications required by the design to guarantee safety of adjacent structures along the route. If this work is subcontracted, provide quality control/assurance on the sub's work.

xi) Record Drawings: **Consultant** shall gather information for the preparation of record drawings based on information provided by the Contractor and by field and site surveys. These drawings shall be updated monthly, prior to the Contractor's monthly payment and shall show the final location and description of all work performed during construction with respect to property and/or rights-of-way boundaries and shall include line, grade, and invert elevation(s) referenced to Georgia grid coordinates, and

signed and stamped by a Land Surveyor and Professional Engineer registered in Georgia. After the final inspection, the **Consultant** shall provide the **Owner** with two (2) sets of Chronoflex or original inked drawings on Mylar. Ammonia processed mylars are not acceptable. Record drawings shall also be submitted on CD's in a format readily usable with AutoCAD Version 2007. Final payment to the **Consultant** will be withheld until an accepted set of drawings is received. Record drawings shall include all improvements by Contractor and equipment suppliers.

xii) Limitation of Responsibilities: **Consultant** shall not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s)' or subcontractor's or supplier's agents or employees or any other persons (except **Consultant's** own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)' work; however, nothing contained in this document, inclusive, shall be construed to release **Consultant** from liability for failure to properly perform duties and responsibilities assumed by **Consultant** in the Contract Documents.

xiii) Meetings: The **Consultant** shall attend all technical and community meetings as pertains to the project at such time and place as designated by the **Owner**.

xiv) Consultant Transmittals: The **Consultant** shall provide copies to the **Owner** of all documentation pertaining to the construction of the project.

(5) Closeout Services: The **Consultant** shall perform the closeout services phase in accordance with Exhibit 3.

C. EXTRA SERVICES OF CONSULTANT:

(1) Normal and customary engineering services do not include service with respect to the following categories of work which are usually referred to as Extra Services.

(2) If **Owner** wishes **Consultant** to perform any of the following Additional Services, **Owner** shall so instruct **Consultant** in writing, and **Consultant** shall perform or obtain from others such services and will be paid therefore as provided in an executed Amendment:

(a) Preparation of applications and supporting documents for governmental financial support of the Project above and beyond those required under Basic Services; preparation or review of environmental studies and related services; and assistance in obtaining environmental approvals in addition to those

required under Basic Services.

- (b) Services resulting from significant changes in the general scope, extent, or character of the Project or major changes in documentation previously accepted by **Owner** where changes are due to causes beyond **Consultant's** control.
- (c) Major revisions to final drawings and/or specifications previously approved, and preparation of Contract Documents for alternate proposals not previously identified. However, there shall be no compensation for this work if caused by a design error or omission.
- (d) Provide renderings or models.
- (e) Preparing to serve or serving as a **Consultant** or witness in any litigation, arbitration or other legal or administrative proceeding except where required as part of Basic Services.
- (f) Post construction surveys and reports, if necessary, of structures requiring help with claims as determined by the project team/Manager.

2. THE Owner AGREES to provide the Consultant with the following:

- A. Access to the Work: The **Owner** shall guarantee access to enable the **Consultant** to enter upon public and private lands as required for the **Consultant** to perform such work as surveys and inspections in the development of the Project.
- B. Consideration of the Consultant's Work: The **Owner** shall give thorough consideration to all reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the **Consultant**, and shall inform the **Consultant** of all decisions within a reasonable time so as not to delay the work of the **Consultant**.
- C. Legal Requirements: The **Owner** shall hold promptly and attend all required special meetings, serve all required public and private notices, receive and act upon all protests and fulfill all requirements necessary in the development of the Project, and pay all costs incident thereto.
- D. Proposals: The **Owner** shall advertise for Proposals from Bidders, open the Proposals at the appointed time and place, and pay all costs incident thereto.
- E. Protection of Markers: The **Owner** shall protect to the best of his ability, all horizontal and vertical control points set by the **Consultant** prior to the assumption of such responsibility by the Contractor. Replacement of these points, which have been damaged, moved or removed, shall be paid for by the **Owner** as extra services of the **Consultant**.

- F. Standards: The **Consultant** shall use the **Owner's** Front End Specifications, Technical Specifications, and Standard Details in the preparation of the documents and plans for the project. The accepted documents are from March, 1996 and revisions thereof. In the event the **Consultant** is not on the **Owner's** list as having been issued these documents, the **Owner** will furnish free a hard copy of the documents, a computer disk copy (provided the **Consultant** provides the disks), and will include the **Consultant** on the **Owner's** mailing list to provide any revisions needed in the future. The **Consultant** must provide the **Owner** with a letter from either the President of the firm or the Office Manager designating a person who will be responsible to receive the documents. It shall be the responsibility of the **Consultant** to maintain these documents and to incorporate any revisions issued by the **Owner** into the Contract Documents and plans during the design of the project. Failure of the **Consultant** to prepare either the Contract Documents or Plans in accordance with the latest published City Standards and revisions may result in the **Consultant** being liable to the **Owner** for extra construction costs as a result of the **Consultant's** error/omission.
- G. Owner's Representative: The **Owner** shall designate the Project Engineer as the **Owner's** Representative with respect to the work to be performed under this Agreement. The Project Engineer, or representative, shall have sole authority to transmit instructions, receive information, interpret and define **Owner's** policy and decisions with respect to the material, equipment, elements and systems pertinent to the work covered by this Agreement.

3. THE Owner's PAYMENT TO THE Consultant:

- A. Payments for Basic Services of the Consultant: The Owner shall pay the Consultant for the basic services described in Article 1.B of this Agreement a lump sum fee of \$_____. The lump sum is made up of the following costs:

ITEM 2.1.3 – Conceptual Design/Preliminary Engineering

A.	Conceptual Design	
	Broughton Street	\$ _____
	Bay Street	\$ _____
	River Street	\$ _____
B.	Site Survey and Topographic Survey	
	Broughton Street	\$ _____
	Bay Street	\$ _____
	River Street	\$ _____
C.	Subsurface Utility Engineering (SUE) Services	
	Quality Level B	\$ _____

- D. Permitting Services (Identification) \$ _____
- E. Preliminary (30%) Plan Submittal
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- F. Public Meetings (6 total)
 - Broughton Street x 2 \$ _____
 - Bay Street x 2 \$ _____
 - River Street x 2 \$ _____

ITEM 2.1.4 - Final Design

- A. Plat Preparation
 - 2 Plats @ \$ _____ per Plat = \$ _____
- B. Land Acquisition Services
 - 5 Easements @ \$ _____ per Easement = \$ _____
- C. 60% Construction Plans Submittal
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- D. 100% Construction Plans Submittal
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- E. Permitting Services (Submittals) \$ _____
- F. Final Revisions
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____

ITEM 2.1.5 - Bidding Services

- A. Preparations of Plans & Specs for Bidding
 - Broughton Street \$ _____
 - Bay Street \$ _____

- River Street \$ _____
- B. Project Bidding Assistance
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____

ITEM 2.1.6 - Construction Phase Services

- A. Contract Administration
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- B. Part-Time Inspection – 104 weeks @ 20 hours/week
 *Length of project may change based on design
 Hourly rate \$ _____ x 2080 Hours \$ _____

ITEM 2.1.7 - Close-out Services

- A. Record Drawings and Electronic Files
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____
- B. Warranty Services
 - Broughton Street \$ _____
 - Bay Street \$ _____
 - River Street \$ _____

SUBTOTALS

ITEM 2.1.3 – Conceptual Design/Preliminary Engineering	\$ _____
ITEM 2.1.4 - Final Design	\$ _____
ITEM 2.1.5 - Bidding Services	\$ _____
ITEM 2.1.6 - Construction Phase Services	\$ _____
ITEM 2.1.7 - Close-out Services	\$ _____

TOTAL FEE PROPOSAL \$ _____

- B. **Progress Payments:** Owner shall pay the **Consultant** for professional services performed under 1.B and 1.C of this Agreement based on an hourly basis in accordance with the schedule of charges attached hereto, identified as Exhibit 2 based on the not to exceed fees for the individual tasks outlined in Article 3.A of this Agreement. The **Owner** shall make payment within thirty (30) calendar days upon receipt of a complete and accurate invoice. All payment requests shall be accompanied by the City's payment request form.

- C. **Schedule:** Based on the schedule as discussed with the **Owner**, the **Consultant** shall perform all services with professional skill and diligence in accordance with the attached schedule, entitled Exhibit 1. The schedule shall not, except for reasonable cause, be exceeded by the **Consultant**.

- D. **Payments for Extra Services of the Consultant:** For extra services defined in Article 1.C, the **Owner** shall pay the **Consultant** on an hourly basis in accordance with the schedule of charges attached hereto, identified as Exhibit 2.

- E. **Abandoned/Suspended Work:** If any work performed by the **Consultant** is abandoned or suspended in whole or in part by the **Owner**, other than for default by the **Consultant**, the **Consultant** shall be paid for services performed prior to receipt of a written notice from the **Owner** of such abandonment or suspension in an amount equal to work performed as a proportion of the total lump sum fee as of the date of abandonment or suspension. The **Consultant** shall maintain their fees for a period of twelve months after receiving notice of suspended work. After this period if work is not commenced, the **Consultant's** fees may be renegotiated.

4. THE Owner AND Consultant FURTHER AGREE to the following conditions:

- A. Termination:** This Agreement may be terminated by either party by seven (7) days' written notice in the event of substantial failure to perform in accordance with the terms hereof by the one party through no fault of the other party. The Consultant shall be paid for services performed to the date of termination, including reimbursements then due. If terminated due to the fault of the Consultant, the Consultant shall be paid for the value of services performed to the date of termination, such value as determined by the Owner.
- B. Ownership of Documents:** The original completed tracings and master specification sheets shall remain the property of the **Consultant**. The **Owner** reserves the right to utilize the design concept and any partially completed design drawings and/or specifications for which the **Consultant** has been paid. The **Owner** shall have access to these documents at any time and reserves the right to copy said material.
- 5. SUCCESSORS AND ASSIGNS:** This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the **Owner** and **Consultant** respectively and his partners, successors, assigns, and legal representatives. Neither the **Owner** nor the **Consultant** shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.
- 6. SUBCONTRACTORS:** All subcontracts let by the **Consultant** for professional services under this Agreement must be approved by the **Owner**. The **Consultant** shall submit to the **Owner** adequate evidence of the subcontractor's qualifications to perform the required work under this Agreement.
- 7. SPECIAL PROVISIONS:** The **Owner** and the **Consultant** mutually agree that this Agreement shall be subject to the following Special Provisions which shall supersede other conflicting provisions of this Agreement.
- A. Consultant** shall develop contract drawings and specifications to comply with minimum requirements of all Federal, State, and Local regulatory agencies.
- B. Consultant** shall submit an Affirmative Action Plan which clearly demonstrates how compliance will be obtained with Title 6 of the Civil Rights Act of 1964 and the President's Executive Order Numbers 11246 and 11575 which prohibit discrimination in employment regarding race, creed, color, sex, age, or national origin.

Signatures on following page

IN WITNESS WHEREOF the parties here to have made and executed this Agreement the day and year first written above:

Owner:

**THE MAYOR AND ALDERMEN OF THE
CITY OF SAVANNAH, GEORGIA**

By: _____
CITY MANAGER

_____ Attest: _____
WITNESS CLERK OF COUNCIL

Consultant

_____ By: _____
President

_____ Attest: _____
WITNESS Vice President and Secretary
(Seal, if incorporated)

EXHIBITS

Exhibit - 1	Project Schedule
Exhibit - 2	Hourly Rates
Exhibit - 3	Scope of Services (Section II of the Request for Proposals will be included as Exhibit 3 to the Agreement between Owner and Consultant)
Exhibit - 4	Design Criteria Additional Requirements
Exhibit - 5	Design Submittal Checklist
Exhibit - 6	Insurance Requirements
Exhibit - 7	Consultant's Field Report
Exhibit - 8	Periodic Pay Application
Exhibit - 9	MPC Traffic Data (separate file)
Exhibit - 10	Previous Concept Reports identified in the RFP (separate file)
Exhibit - 11	River Street Power, Network, and Mounting Assets (separate file)

EXHIBIT 1
DESIGN SCHEDULE*

Attach a detailed bar chart presenting the bidder's project schedule. Schedule shall address the project tasks and deliverables similar to those listed below and not necessarily in this order. A detailed and thoughtful schedule indicates that the bidder understands the project, is providing an appropriate level of effort, and is properly coordinating with the Owner.

Survey	Complete at 60 calendar days (8 weeks) after receipt of Notice to Proceed.
Conceptual Design	15% Complete at 60 calendar days (8 weeks) after Conceptual Design
30% Design	30% Complete at 60 calendar days (8 weeks) after receipt of approved Conceptual Design notice.
60% Design	60% complete at 60 calendar days (8 weeks) after receipt of approved 30% Design notice.
Construction Documents Issued for Permitting and Plan Review	100% complete at 60 calendar days (8 weeks) after Design comments have been received.
Construction Documents Issued for Bidding and Construction	100% complete at 15 calendar days (2 weeks) after Permitting and Plan Review comments have been received.
Construction Administration	24 months (620 work days, 104 weeks).

**Each Phase will need to be approved by the City of Savannah before the next design phase can continue. Time shown does not include review time by the City of Savannah. Please assume a two week (14 calendar days), review time by the City Project Manager. The City's project manager will make every effort to expedite their review. The City's project manager review is separate from the reviews of the SPR team.*

EXHIBIT 2

HOURLY RATE SCHEDULE

PROFESSIONAL

Senior Professional Engineer	\$ ____/HR
Project Manager, (PE/RLS)	\$ ____/HR
Professional Geologist	\$ ____/HR
Professional Engineer	\$ ____/HR
Land Surveyor	\$ ____/HR
Engineer V	\$ ____/HR
Engineer III/IV	\$ ____/HR
Registered Landscape Architect	\$ ____/HR
Engineer I/II	\$ ____/HR
Senior Planner/Urban Designer	\$ ____/HR

AUTO-GRAPHICS OPERATORS, TECHNICIANS AND ADMINISTRATIVE ASSISTANCE

Engineering/Surveying Technician	\$ ____/HR
CAD Operator	\$ ____/HR
Administrative Assistance	\$ ____/HR

FIELD PERSONNEL

3-Man Topographic Survey Crew	\$ ____/HR
2-Man Topographic Survey Crew	\$ ____/HR
2-Man GPS Topographic Survey Crew	\$ ____/HR
Senior Construction Project Representative	\$ ____/HR
Construction Project Representative	\$ ____/HR

*** *Add others as necessary*

EXHIBIT 3
SCOPE OF SERVICES

(Section II of the Request for Proposals will be included as Exhibit 3 to the Agreement between Owner and Consultant)

EXHIBIT 4
DESIGN CRITERIA ADDITIONAL REQUIREMENTS

ADDITIONAL REQUIREMENTS

Codes

1.1 Code Compliance

The Consultant will be responsible for compliance with the requirements of local, state, and federal laws and regulatory agencies. Where these rules overlap or conflict between the same requirements, the requirement which is more stringent shall govern. The list below is a list of codes that may apply for this project and others may be needed.

- International Building Code, 2012 edition with State of Georgia Amendments
- NFPA 101 Life Safety Code, 2012 edition
- International Electric Code, 2012 edition with Georgia State Amendments
- International Energy Conservation Code, 2009 edition with Georgia State Amendments
- International Fire Code, 2012 edition with Georgia State Amendments
- Department of Justice ADA Standards for Accessible Design, 2010 edition
- Coastal Georgia Storm Water Requirements
- City of Savannah Standard Construction Details
- City of Savannah Landscape & Tree Protection Ordinance
- United States Access Board (PROWAG)
- City of Savannah Site Plan Review

1.2 Energy Conservation

Energy conservation can be a major cost savings for the life of the project. Therefore, it is in the best interest of the City and the Engineer to investigate proven and reliable energy conservation measures, such as LED lighting systems. It may be cost effective to consider a variety of energy conservation strategies.

1.3 Sustainability

The Consultant shall incorporate environmentally responsible design and construction practices into this project wherever practical. While this project is not pursuing LEED certification, the Consultant shall incorporate sustainable building strategies wherever possible.

1.4 Historic Context

Visual compatibility with the urban historic context of the building is considered a very important element to a successful design. The Consultant should incorporate the visual compatibility criteria and design standards of the National Landmark Historic District Ordinances to the fullest extent possible. These ordinances can be found by contacting the Chatham County – Savannah Metropolitan Planning Commission’s Historic Preservation Office at (912) 651-1482 or by visiting their website at www.thempc.org.

Site Design

2.1 Storm Drainage

1. Plans and construction must be in compliance with the City’s stormwater ordinance.
2. Stormwater inlets may need to be modified or adjusted.
3. Stormwater inlet adjustments may affect maintenance and access. A meeting with stormwater maintenance will be needed during the design phase to limit future problems.
4. The project will need to provide positive drainage. Any areas that hold water will need to be addressed. Inlet locations may need to be altered. Minor stormwater line relocation/installation may be necessary to make intersections PROWAG accessible.
5. The water quality 20% reduction in impervious area will be a requirement for this project. One option that may be used is pervious pavers. The Engineer of Record may use this option or other options to meet the requirement. It will be the responsibility of the Engineer of Record to determine the most cost effective option to meet this requirement.

2.2 Utilities

1. New ring and covers may be needed for adjusted manhole tops.
2. Fire Hydrants may need to be adjusted or replaced.
3. The designer will need to meet with Conveyance Department to review sewer and water line locations. As a reminder, laterals are not owned by the City of Savannah.
4. Consultant will need to coordinate with all utility companies for any utility relocates.
5. Any lighting that is removed will need to be coordinated through Traffic Engineering and Georgia Power.

2.3 Erosion Control

An Erosion and Sediment Control (ESC) Plan for all construction activities associated with this project shall be designed to comply with the State of Georgia Department of Natural Resources Environmental Protection Division General Permit GAR100001. This plan will indicate structures and practices in accordance with the Manual for Erosion and Sediment Control in Georgia, latest edition. The ESC plans shall be designed for three phases of the construction activity. The intent of the plans shall be to control erosion at the source with measures such as mulching, temporary grassing, and permanent vegetation, and not just to trap eroded soil as it leaves the construction area. Structures such as silt fence are to be used as backup to the primary measures shown on the plans. Keeping sediment from entering the surrounding streets shall be the critical component of the erosion control for this project. This shall be accomplished with the use of a construction exit, dust control, vegetative practices, washout locations, and perimeter measures. The River Street portion of this project will fall within 200' of state waters. This will need an approved erosion control plan through NRCS.

Concrete washout areas will need to be considered during the design process.

2.4 Pavement and sidewalk

1. The pavement design within the crosswalk areas shall be based on estimated traffic, expected loads, and subsurface conditions. The Consultant may need to core the existing pavement to determine the crosswalk profiles. All cores must be patched.
2. The Consultant will need to ensure that the crosswalks tie-in flush with the existing pavement. Areas that are non-uniform or rutting at the crosswalk tie in points will need to be addressed. The Consultant will need to take into account any areas of cracking and spalling pavement that will crumble when sawcut. A meeting with Street Maintenance may be needed during the design phase. Milling of the intersections may need to occur.
3. New sidewalk constructed will need to meet City of Savannah standards for the Historic District and PROWAG.
4. Any new crosswalks installed will match the standards that have been established for that same area using stamped concrete. Stamp patterns and stamp ownership will need to be approved by Traffic Engineering and Street Maintenance.
5. Please note that a public elevator is being proposed as part of the hotel development on the west end of River Street. This is a separate project outside of the scope of the RFP. The existing City-owned elevator is located between the Hyatt Hotel and City Hall.
6. Any roadway coring that is done as part of the design will need to be filled with concrete. Filling cored areas with "cold patch" will not be allowed.

2.5 Traffic Engineering and Lighting

This project will need to meet City of Savannah requirements. Sight distance requirements, pedestrian circulation, traffic lights and street lighting should all be considered. For more information on the City of Savannah's Traffic Engineering Department design guidelines contact (912) 651-6600.

Traffic loops need to be taken into account during the design. If crosswalks or other work affects or damages the loops, the loops will need to be replaced. If field work during the design damages the loops, the Consultant will be responsible for replacing the loops. The survey should include the location of all traffic loops.

The City will be responsible for the maintenance of the streetlights installed on City Right of Way and City property. Please consult with Traffic Engineering during design for their requirements on a City owned system. Traffic Engineering will require a separate electrical power meter that is accessible from the street right of way. The Consultant will need to consider the maintenance costs of the street lights during the design. The Consultant will need to produce a photometric plan as part of the design.

The RFP specifies public monuments along the north side of Bay Street. This would include the Cotton Exchange Fountain, Old City Exchange Bell and Washington Guns and those in Emmit Park as outlined in the Site and Monument Commission Master Plan. The master plan can be found at this link. <http://www.thempc.org/docs/lit/Hist/Masterplan.pdf>

2.6 Landscape & Tree Protection

The purpose and intent of Savannah's Landscape and Tree Ordinance shall be upheld for this project. The project will be subject to greenspace preservation requirements, tree planting points, and landscape quality points.

1. The Landscape and Tree Ordinance calls for a scheduled pre-development meeting with the City Landscape Architect on-site prior to plan submittal. The ordinance also requires that the designer (LA) attend a City-sponsored Tree Ordinance Workshop prior to plan review, and that the designer (LA) certify that proper landscape installation and tree protection was practiced on-site prior to issuance of the closeout of the permit.
2. For budget purposes, the contractor will be responsible for maintenance of all landscaping installed for the warranty period.

2.7 Archaeology

While a formal archaeological survey is not proposed as part of the scope of work, should any archaeological artifacts be uncovered during excavation, they shall be the property of the City of Savannah and the City's Project Manager be immediately notified to take possession.

Structural Design

3.1 Structural Engineering for arbor stage and other foundations

The structural design shall be based on requirements of IBC 2012 with Georgia Amendments, along with ASCE 7-05.

1. Foundation system shall be verified by a geotechnical subsurface investigation of the site.
2. Please be aware that the area around River Street is subject to tidal groundwater levels.

IT and Security Systems

4.1 Security Systems

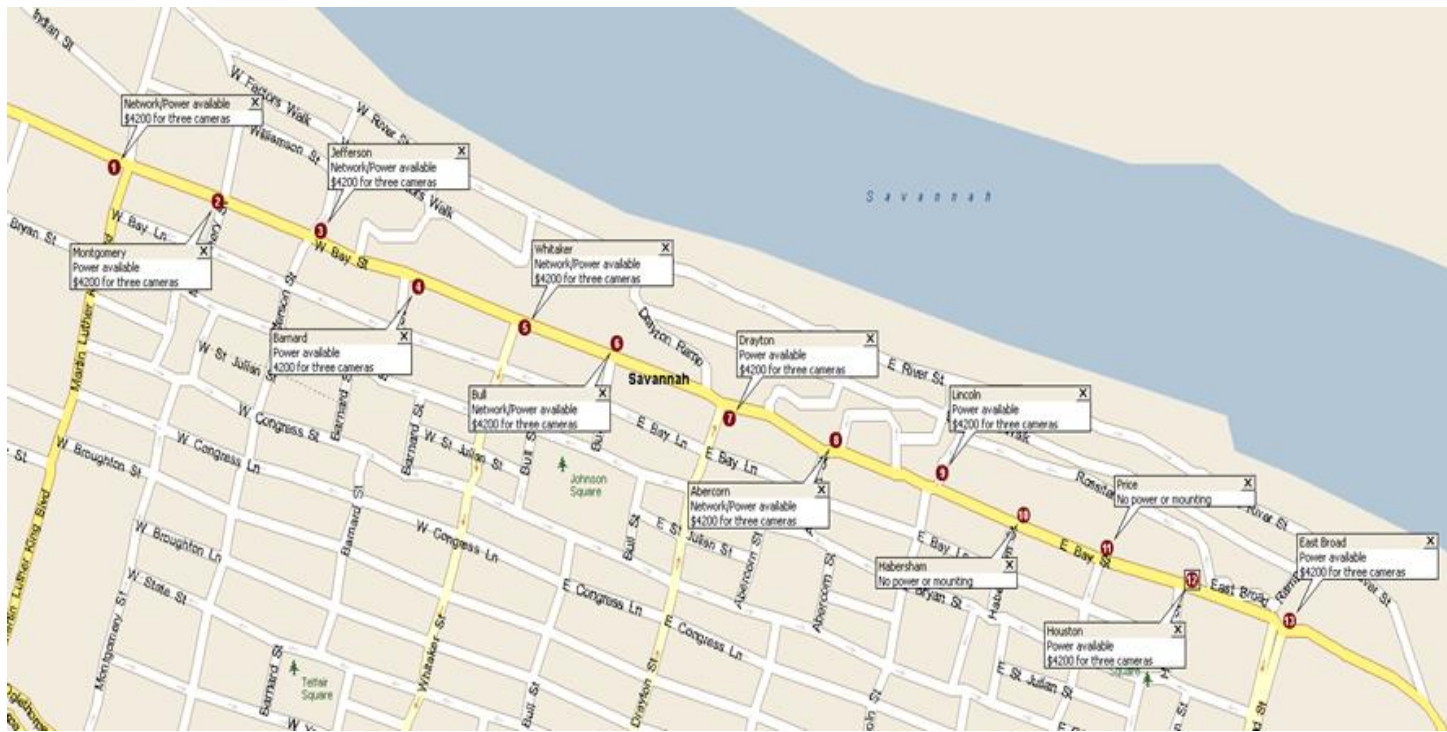
The City would like to incorporate state-of-the-art public safety and security systems including cameras. All cameras will need to communicate back to the main system. Factors needed for camera installations include network connectivity; power and a mounting asset (pole). The Consultant will need to coordinate with the City's IT Department during design. The cost of fiber and cameras will need to be included in the budget; however, if the City removes this work from construction, any conduit and pull boxes needed for future fiber will need to be installed. The consultant will need to meet with IT. Coordination may also be needed with the City's low voltage annual contractor.

This diagram below shows which of these factors are currently available at each intersection.

4.1.1 Bay St.

Intersections with power and mounting assets are 1, 2,3,4,5,6,7,8, 9, 12 and 13.

Intersections 10 and 11 have no mounting asset with power for mounting cameras.



4.1.2 Broughton St. Fiber\Camera Info

Intersections with power and mounting assets are 1, 2, 3, 4, 5, 6, 7, 8 and 13.

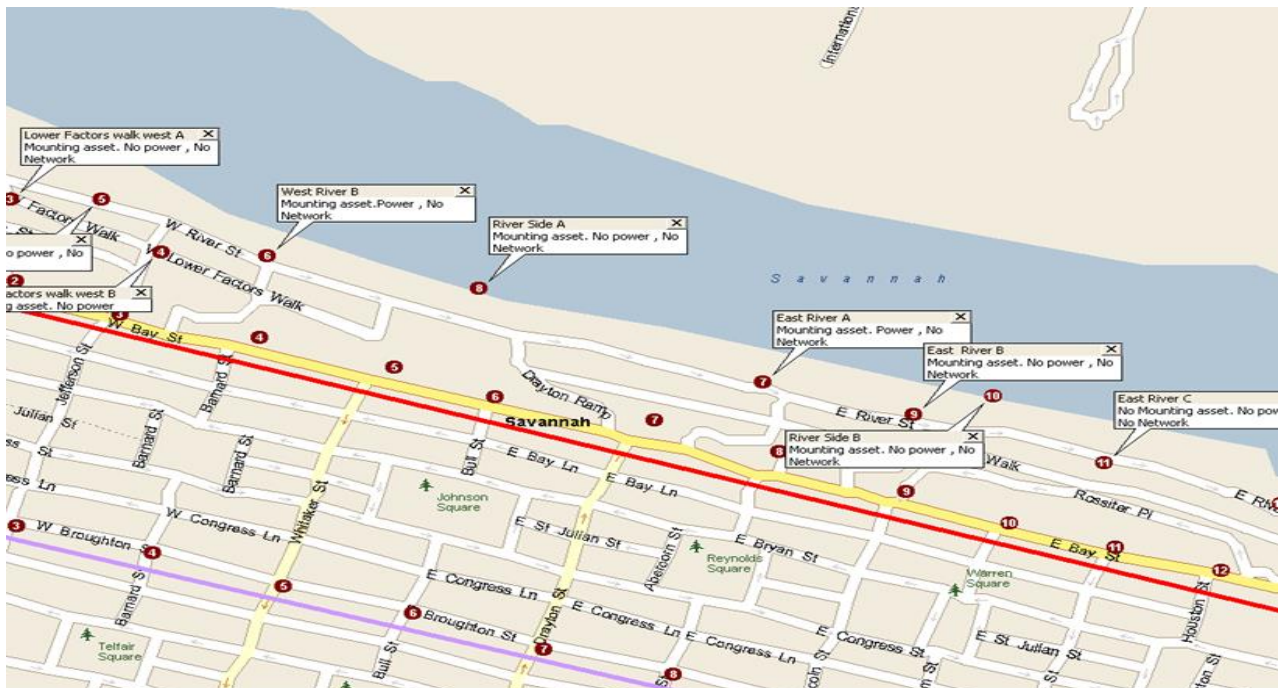
Intersections 9, 10, 11 and 12 have no mounting asset with power for mounting cameras.

Fiber communication to extend fiber from intersection 1 to intersection 11 is currently planned for installation by March 2016. That includes conduit, fiber, enclosures. Fiber will need to be extend from Price to East Broad.

Network Electronics will still need to be purchased and installed at intersections 1 to 11 to make the fiber operational.



4.1.3 River Street



An enlarged River Street map showing points 1 through 13 is included in Exhibit 11.

Access and Street Closers

5.1 Public Access

It is imperative that access to residents and business remain open during construction. This includes maintaining access that meets ADA, NFPA 101 Life Safety Code, and International Fire Code.

By City Code; all persons, contractors, utility companies, and other agencies must obtain a Right-of-Way Permit from the Traffic Engineering Department for all obstructions in streets, lanes, or sidewalks. Right-of-Way Permits must be approved by the Traffic Engineering Department, following the review and approval from other applicable City Departments. The Application for the permit must be submitted to the Traffic Engineering Department at 1100 W. Gwinnett St. or faxed to (912) 525-1535. Call (912) 651-6600 for more information.

A work in the right of way permit is needed for the SUE, any surveying work, asphalt coring, and during construction.

The Consultant will need to coordinate with residents and businesses that are affected by the project and keep them update to date during construction.

Policy/Criteria for Closing Streets

The closing of a City street to restrict vehicular or pedestrian traffic will be given extreme consideration and will be approved only after a full review of less restrictive options and alternatives.

- No street closure will be permitted unless the petitioner submits reasons for the street closure, stating other alternatives that have been explored. **The convenience of construction and cost savings techniques will not outweigh the importance of keeping a street open to vehicular and/or pedestrian traffic.**
- The petitioner may be required to provide evidence and proof that there are no other reasonable safe alternatives to perform the construction project without closing the City right-of-way.
- No part of the right-of-way will be permitted to be closed for the purposes of storage of material or any equipment unless such is not feasible on private property or other City facility in the vicinity of the project.
- Street closure requests for the purpose of building construction and rehabilitation will require an in-depth review by the Inspections Department of other feasible construction alternatives and methods prior for the approval of a street closure.
- Petitioner may be required to provide for temporary safe pedestrian facilities such as covered walkways within the construction zone to minimize pedestrian inconvenience.

Traffic Regulations

- **All signage and barricading for construction operations, lane, sidewalk, and street closures, as well as detours, shall be performed in accordance with the latest edition of The Manual on Uniform Traffic Control Devices (MUTCD).**
- The work shall be arranged and conducted so that it can be performed with the least interference to all vehicular and pedestrian traffic.
- For closing of minor residential streets, a 24-hour advance notice is required. Call (912) 651-6600 between the hours of 8:00 AM and 5:00 PM, Monday thru Friday.
- Lane closures involving signalized intersections or arterial streets; a 48-hour advance notice is required. Call (912)

651-6600 between the hours of 8:00 AM and 5:00 PM, Monday thru Friday.

- Complete street closures involving collector and arterial streets, requiring a traffic detour, require four working days advance notice in order to coordinate a news release. Call (912) 651-6600 between the hours of 8:00 AM and 5:00 PM, Monday thru Friday.
- Construction is not to be permitted on City streets between the hours of 10:00 PM through 7:00 AM; except under emergency situations with the approval of the Traffic Engineering Director.
- In order to provide the greatest possible convenience to the public, all street or lane closure markings and devices shall be removed immediately when work is completed or temporarily suspended for any length of time.
- **PERMITS MUST BE POSTED AT THE WORK SITE.**

Public Meetings

6.1 Public Meetings

The City expects to two public meetings for each area, with a maximum of six for the entire project. The City expects the Consultant to produce the renderings for the meetings and provide representatives at the meeting, including the designer of record. **There will be no design charrettes for this project.**

Variances

7.1 Variances

If there are variances that will need to be pursued as part of this project, the Consultant will need to submit an application and approval will be needed by the Zoning Board of Appeals. Further information can be found on the City of Savannah's website, www.savannahga.gov, or by contacting the City's Development Services Department at (912) 651-6530.

Traffic Counts

8.1 Future traffic count estimates

The 2040 travel demand model for Existing and Committed + Plan System networks from the MPC are provided in Exhibit 9. These are networks 3 and 6/7 on the attached description of networks.

EXHIBIT 5
DESIGN SUBMITTAL CHECKLIST

This Design Review checklist shall be used by Consultant before submitting the Owner with various phases of contract documents for review. The Consultant may adopt this checklist for in-house review. Refer to Scope of Services (Section 2. Submittals) for specific details.

A. Conceptual Design Submittal

- Performance Schedule of Consultant's Services
- Drawings
- Preliminary Project Budget
- Design Analysis
- Risk Analysis
- SUE and all Surveys

B. 30% Design Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis

C. 60% Design Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis
- Outline Specifications
- Key Product Information
- Structural Calculations

D. Construction Documents Issued For Permitting and Plan Review Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis
- Specifications
- Key Product Information
- Special Inspections
- Warranty Information

E. Construction Documents Issued For Bidding and Construction Submittal

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- Risk Analysis
- Specifications
- Key Product Information
- Special Inspections
- Warranty Information

- Written documentation of all Approved Applicable Permits

F. Bidding Abstract, Addenda, and Contract Execution (If required and only submit the applicable items.)

- Drawings
- Risk Analysis
- Specifications
- Key Product Information
- Special Inspections
- Warranty Information
- Written documentation of all Approved Applicable Permits

EXHIBIT 6
Insurance and Certificate of Insurance Requirements

Commercial General Liability

Limits (or higher):

General Aggregate:	\$2,000,000
Products Completed Operations Aggregate:	\$2,000,000
Each Occurrence Limit:	\$1,000,000
Personal Injury Limit:	\$1,000,000
Damage To Premises Rented To You	\$1,000,000 Any One Event
Medical Expenses	\$5,000 Any One Person

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a forty-five (45) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Commercial Auto:

Limits: \$1,000,000 Per Occurrence and Aggregate (*Minimum*)

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a forty-five (45) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Workers Compensation and Employers Liability (includes coverage of all employees, volunteers and others under your direction and supervision)

Limits:

Part A: Workers Compensation:	Statutory
Part B: Bodily Injury By Accident:	\$500,000 Each Accident
Bodily Injury By Disease:	\$500,000 Policy Limit
Bodily Injury By Disease:	\$500,000 Each Employee

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a forty-five (45) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Commercial Umbrella:

Limits: \$5,000,000 Per Occurrence and Aggregate (*Minimum*)

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a forty-five (45) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This umbrella covers over Commercial General Liability, Commercial Auto and Employers Liability (Part B of Workers Compensation)

Professional Liability:

Occurrence Limit: \$5,000,000 Per Project for Broughton Street
\$2,500,000 Per Project for Bay Street
\$2,500,000 Per Project for River Street

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a forty-five (45) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

Other Items Required:

- *Notice of Cancellation: No Less than 45 Days notice provided to certificate holder*
- *All insurance carriers in the policy / COI are required to have an AM Best Rating of A-, IX or better*
- *The City of Savannah is not responsible for any of the property used in or owned by agency/ non-profit*
- *All deductibles in the coverage are the responsibility of Named Insured on policy*

EXHIBIT 7



**CONSULTANT'S
FIELD REPORT**

PROJECT:

PROJECT #:

FIELD REPORT #:

PRESENT AT SITE :

DATE:

TIME:

WEATHER:

TEMP. RANGE:

EST. % COMPLETION:

CONFORMANCE WITH SCHEDULE (+,-):

WORK IN PROGRESS:

OBSERVATIONS:

ITEMS TO VERIFY:

INFORMATION OR ACTION REQUIRED:

ATTACHMENTS:

REPORT BY:

EXHIBIT 8

PERIODIC PAYMENT APPLICATION

A. Payments for Basic Services of the Consultant

The Owner shall pay the Consultant for the basic services described in Article 1.B of this Agreement, not to exceed \$_____ and as shown below based upon completion of certain milestones. Progress payments, based upon itemized fee schedule shown in Exhibit 8, may be submitted to the Owner by the Consultant for work completed in each Phase of Work listed below:

<u>Phase of Work</u>		<u>% of Fee</u>	<u>Amount of Fee</u>	<u>Amount of Fee Requested</u>
2.1.3 Conceptual Design Preliminary Engineering				
A	Conceptual Design			
	Broughton Street	_____ %	\$ _____	\$ _____
	Bay Street	_____ %	\$ _____	\$ _____
	River Street	_____ %	\$ _____	\$ _____
B	Site Survey and Topographic Survey			
	Broughton Street	_____ %	\$ _____	\$ _____
	Bay Street	_____ %	\$ _____	\$ _____
	River Street	_____ %	\$ _____	\$ _____
C	Subsurface Utility Engineering (SUE) Services			
	Quality Level B – Broughton St.	_____ %	\$ _____	\$ _____
D	Permitting Services (Identification)	_____ %	\$ _____	\$ _____
E	Preliminary (30%) Plan Submittal			
	Broughton	_____ %	\$ _____	\$ _____
	Bay Street	_____ %	\$ _____	\$ _____
	River Street	_____ %	\$ _____	\$ _____
F	Public Meetings x 6			
	Brought Street x 2	_____ %	\$ _____	\$ _____
	Bay Street x 2	_____ %	\$ _____	\$ _____
	River Street x 2	_____ %	\$ _____	\$ _____
2.1.4 Final Design				
A	Plat Preparation x 2	_____ %	\$ _____	\$ _____
B	Easements x 5	_____ %	\$ _____	\$ _____

C	60% Construction Plans Submittal				
	Broughton Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
D	100% Construction Plans Submittal				
	Broughton Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
E	Permitting Services (Submittals)	_____ %	\$ _____	\$ _____	
F	Final Revisions				
	Broughton Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
2.1.5 Bidding Services					
A	Preparations of Plans & Specs for Bidding				
	Broughton Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
B	Project Bidding Assistance				
	Broughton Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
2.1.6 - Construction Phase Services					
A	Construction Administration				
	Brought Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
B	Construction Inspector (2080 hours)				
	Broughton Street	_____ %	\$ _____	\$ _____	
	Bay Street	_____ %	\$ _____	\$ _____	
	River Street	_____ %	\$ _____	\$ _____	
2.1.7 - Close-out Services					

A	Closeout Services: Record Drawings and Electronic Files of Documents				
	Broughton Street	_____ %	\$ _____	\$ _____	_____
	Bay Street	_____ %	\$ _____	\$ _____	_____
	River Street	_____ %	\$ _____	\$ _____	_____
B	Warranty Services				
	Broughton Street	_____ %	\$ _____	\$ _____	_____
	Bay Street	_____ %	\$ _____	\$ _____	_____
	River Street	_____ %	\$ _____	\$ _____	_____
Additional insurance if needed					
A	Insurance – if needed				
	Broughton Street	_____ %	\$ _____	\$ _____	_____
	Bay Street	_____ %	\$ _____	\$ _____	_____
	River Street	_____ %	\$ _____	\$ _____	_____

B. Total Payment

The Owner shall pay the Consultant a total payment not to exceed \$ _____ for Basic Services and Services during Construction based on the amounts noted in 3.A.

TOTAL FEE EARNED: \$ _____

PREVIOUS PAYMENTS: \$ _____

DUE THIS APPLICATION: \$ _____

Signed: _____ Date: _____