



SECTION II

EVENT #2108 STRUCTURAL ENGINEERING SERVICES

REQUEST FOR PROPOSAL

- 2.0 **Project Description:** The City of Savannah has ongoing needs for limited-scope structural engineering services, particularly in regards to condition and capacity assessments of its existing facilities (entire buildings, or portions thereof), and a number of critical City facilities requiring assessment for emergency management use. Following disaster events, structural damage assessments of City facilities, with safety evaluations, will be needed as well. From time to time there is also a need for assistance in design reviews and third-party advice during construction activities, as well as structural design for small projects.
- 2.1 **Facility Assessments, Feasibility Assessments and Design Review Required Services:** The successful proposer shall provide the following services at a minimum:
- 2.1.1 Perform assessments of structural condition, capacity, and code-compliance of City facilities and facility prospects by means of visual inspection. When deemed necessary, utilize further survey methods, intrusive investigation, testing, etc., as approved by Owner. Prepare signed and sealed reports of assessments including recommendations for remedial work or further investigation necessary, and when requested, include usability determinations, wind load ratings/storm ratings, and cost estimates (pertaining to structural work).
 - 2.1.2 As part of assessments outlined in 2.1.1, when requested, provide structural analysis of facility surveyed (or portions thereof).
 - 2.1.3 Provide structural damage assessments, with safety evaluations, of City facilities during the initial assessment/inventory phase of major disaster post-event activities, as well as assessments/reports outlined in 2.1.1, for those facilities. Person may act as a critical workforce member, as requested.
 - 2.1.4 Upon discovery by City staff of apparent critical structural conditions, survey City facility (respond on site within one hour of notification) to provide preliminary assessment of such and provide recommendations for course of action.

- 2.1.5 Provide limited-scope feasibility assessments.
- 2.1.6 Make recommendations for preliminary design, project design and bidding of small and capital projects. Provide assistance in preparing structural scope for Requests for Proposal for design services for such projects.
- 2.1.7 Provide design review services for capital projects. Provide general, technical consultation to City staff involved in design review and construction overview of capital projects.
- 2.1.8 As part of this annual contract, the successful proposer may be requested to respond on an emergency basis for structural assessments immediately after a hurricane event. In such post-event first-response situations, the City expects the contractor to perform structural assessments solely for the City of Savannah until released for other work.

2.2 **Small Project Design Consultant Services Required Services:** The successful proposer shall provide the following services at a minimum:

- 2.2.1 Provide structural design consultant services for small projects based on hourly rates of contract, and upon submission and approval of proposed number of hours.
- 2.2.2 Attend Project Coordination Meetings when needed.
- 2.2.3 Provide signed and sealed construction drawings and specifications. All specifications shall comply with applicable federal, state, and local codes. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.
- 2.2.4 Prepare construction cost estimates.
- 2.2.5 City staff will be responsible for integrating the project specific technical specifications, any supplemental general conditions and standard City requirements into the final bid package.
- 2.2.6 Attend pre-construction meetings as requested.
- 2.2.7 Review Shop Drawings, for general conformance with the project design concepts.
- 2.2.8 Conduct construction observations for general conformance with project specifications.

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

- 2.3.1 Detailed description of qualifications, experience, and methodology as requested
- 2.3.2 Fee Proposals per instructions in Section III signed by responsible party

2.3.3 Response to Consultant Statement of Qualifications included with this document. (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate).

2.4 **Basis of Award:** Proposals will be evaluated according to the following criteria and weight at a minimum:

Qualifications & Experience	35
• Education of Structural Engineer	5
• Knowledge and Skills of Structural Engineer	5
• Relevant Experience of Principal Consultant	20
• Outstanding Characteristics/Qualifications	5
Methodology	30
• Historical Preservation/Reconstruction	6
• Design Phase	6
• Construction Administration	6
• Document Quality/Coordination	6
• Documentation of Existing Conditions	6
References	10
Fees	25
<hr/> Total Points	<hr/> 100

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

- (a) Ten years experience providing structural engineering services for projects of similar scope, complexity, and visibility.
- (b) Project experience within the past five years, for each of the following:
 1. Three projects of a similar nature (i.e. damage assessments, feasibility assessments, design reviews) and scale.
 2. Three projects in a historic structure (buildings, walls, monuments, memorials).
 3. Three projects in a structurally deficient building.
 4. Three projects of a detailed structural assessment, including

recommendations and cost estimates.

5. One project in a marine environment.

6. Three projects on vehicular and/or pedestrian bridges.

(c) Proposals must have scored a minimum of 60 out of the 75 available points allocated for Qualifications & Experience, Methodology, and References.

2.4.2 Proposals shall be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

2.5 Work performed under the scope of this contract must be performed by, or overseen and certified by, a Professional Engineer licensed to practice engineering in the State of Georgia.

2.6 Provide a list of types and costs of tests, destructive as well as non-destructive, anticipated to be proposed for the scope of this contract.

2.7 The City estimates an annual need for 10-20 assessments (not including disaster events and emergency surveys) of facilities 1,000 square feet and larger (1 to 6 story buildings), 40-80 hours of design review assistance and consultation. This contract will be utilized for projects under \$25,000. The City reserves the right to seek competitive proposals for any and all projects as it deems appropriate. The City reserves the right to award a primary, secondary, and tertiary consultant, at its discretion.

2.8 **Fees:** Provide hourly fees for services listed in Section III and for services not specifically listed but that may arise during the performance of work described in Section II. Also include hourly rates of the principal engineer, as well as other levels of engineers/professionals that may be utilized in this contract. While work shall be compensated based on actual staff assigned and their associated contract rates, staff resources shall be economically selected and applied, based on the scope of work, to minimize costs to the City.

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

2.10 **Qualifications:** Each proposer shall submit a summary of their qualifications and experience as requested in the attached "Statement of Qualifications". 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:

2.10.1 Work samples that demonstrate:

- (a) Experience designing/analyzing projects of a similar scope, scale, and visibility.
- (b) Quality of work product
- (c) Client satisfaction
- (d) Resolution 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) Certification and training in damage assessment by FEMA, CAL OES, or equivalent.
- (g) The Consultant meets or exceeds the minimum qualifications listed under Basis of Award.

2.10.2 Experience of firm and employees, particularly the Engineer of Record, to be assigned to the project in general and in particular, providing consulting services to municipalities, economic development organizations, or other governmental entities.

2.10.3 Innovative or outstanding work by Consultant that demonstrates the firm's unique qualifications to provide consulting services.

2.10.4 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.

2.10.5 Selected Consultant's staff ability, availability, and facility for working with The City directors, officers, staff and consultants and providing time-sensitive, on-site visits.

2.10.6 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.

2.11 **References:** The proposer shall furnish references from accounts worked within the past three years of similar size and magnitude for the same type of system proposed. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.

2.12 **Contract Term:** This contract will be for a period of one year with an option to renew for four (4) additional one year periods at the same terms and conditions upon agreement of both parties.

2.13 **Insurance:** The Consultant shall secure and maintain general liability insurance as will protect it from its claims under the Workmen's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of its service under this Agreement. Further, the Consultant shall provide the Owner with evidence of Errors and Omissions Insurance, i.e., Professional Liability Insurance. "The minimum amount

shall be \$1,000,000 and shall be carried by the Consultant, and all of its Consultants.”

2.14 For all services rendered, the Consultant shall:

- A. Be responsible for all liability with respect to the full project and shall be the Engineer of Record, as applicable, for the project.
- B. Be responsible for becoming familiar with all existing conditions that may affect the design and construction of the project.
- C. 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 Design & Construction Group. 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 Owner in advance.
- D. 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.
- E. Acknowledge the following disclaimer: Any and all documentation provided by the Owner shall be field verified by the Consultant. The Owner 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 owner be liable for any direct, special, or consequential damages from the use of the drawings.

2.15 **Copies:** One (1) unbound, printed and signed original and five identical, bound, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal Event #2108 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved.

ALL PROPOSERS MUST BE REGISTERED VENDORS ON THE CITY’S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

Administrative (approximately 26 hours):	\$ _____/hr
Field Investigation (approximately 14 hours):	\$ _____/hr
Engineering/Report Preparation (approximately 14 hours):	\$ _____/hr
Multi-Story Structural (approximately 14 hours):	\$ _____/hr
Design Review (approximately 8 hours):	\$ _____/hr
Technical Consultation (approximately 8 hours):	\$ _____/hr
Small Project Design (approximately 14 hours):	\$ _____/hr
Construction Overview (approximately 17 hours):	\$ _____/hr
Principal Engineer (approximately 9 hours):	\$ _____/hr
CAD Technician (approximately 25 hours):	\$ _____/hr
Project Administrator (approximately 15 hours):	\$ _____/hr
Senior Professional Engineer (approximately 11 hours):	\$ _____/hr
Professional Engineer (approximately 13 hours):	\$ _____/hr
Junior Engineer (approximately 16 hours):	\$ _____/hr
Engineer I (approximately 13 hours):	\$ _____/hr
Registered Land Surveyor (approximately 14.83 hours):	\$ _____/hr
Survey Crew – Two Man (approximately 12.25 hours):	\$ _____/hr

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

**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

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review 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.

Name of Proposer: _____

Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.

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	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: _____ %

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

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

NOTE: 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.

STATEMENT OF QUALIFICATIONS

Name of Firm: _____

Address: _____

1. Name of primary Structural Engineer of Record:

2. Education of the primary Structural Engineer of Record:

3. Relevant experience of the primary Structural Engineer of Record with the submitting firm:

4. Please provide the current and past five-year average number of staff employed in the consultants offices where principal staff for the proposed project is located.

	Current	5 Year Average
a. Engineers	_____	_____
b. Engineering Technicians	_____	_____
c. Clerical	_____	_____
d. Other	_____	_____

5. How long has your firm been engaged in the architect/engineering profession?

6. List job titles and qualification of all associates who will be working on this project:

7. Describe any outstanding characteristics of the organization and any other qualifications which especially qualify you as consultants or enable your organization to render distinctive service.

8. Provide information and documentation for the principal(s) Georgia Professional License(s) including types, numbers and dates of issuance.

9. Please complete the attached chart of similar projects which your firm has completed during the past five years, giving date of contract, name of project, location of project, describe scope of work, name of Owner's contact and phone number, and size of project. Provide construction estimate of each project and final cost.
10. Would any of the project be sub contracted? If so, please complete a chart for all sub-consultants to be used and provide the same information requested in item 9 for each sub-consultant.
11. List any professional awards which have been made to your firm or to members of your firm who will participate in the proposed project: (for similar projects)
12. State the extent to which your firm is a local, small, women-owned, or minority business enterprise. Provide the same information for any sub-consultants you may use:
13. If your firm has found it necessary to enter into litigation with an owner or contractor, please indicate the case or cases, the reason for, and the results of the litigation.
14. What are the limit of your Errors and Omissions Insurance?

What is the deductible?
15. Describe your team's methodology approach regarding Historic Preservation/
Reconstruction.
16. Describe your team's methodology approach during the Design Phase.
17. Describe your team's methodology approach during Construction Administration.

18. Describe your team's methodology approach for Document Quality/Coordination.

19. Describe your team's methodology approach concerning documentation of existing conditions.

20. Describe your firm's willingness, ability, and qualifications to respond in an emergency as a first responder (damage assessment, safety assessment). Include emergency contact information including names of contact persons, cell phone numbers, or other office locations that may be utilized if the firm is a local Savannah firm and must evacuate.

(Signed) _____

Firm _____

RELEVANT PROJECT EXAMPLES FOR STRUCTURAL ENGINEER

	PROJECT NAME	DATE (2009-2013)	OWNER NAME & PHONE NUMBER	DESCRIPTION OF PROJECT (construction type, square footage, features)	SERVICES PROVIDED
	PROJECTS OF A SIMILAR NATURE AND NATURE (DAMAGE ASSESSMENTS, FEASIBILITY ASSESSMENTS, DESIGN REVIEWS)				
1					
2					
3					
	PROJECTS IN A HISTORIC STRUCTURE (BUILDINGS, WALLS, MONUMENTS, MEMORIALS)				
1					
2					
3					
	PROJECTS IN A STRUCTURALLY DEFICIENT BUILDING				
1					
2					
3					
	DETAILED STRUCTURAL ASSESSMENT PROJECTS				
1					
2					
3					
	MARINE PROJECTS				
1					
2					
3					
	VEHICULAR AND/OR PEDESTRIAN BRIDGES				
1					
2					
3					