



**Event # 3154 – SURVEYING & DRAFTING SERVICES**  
**SECTION II**  
**SCOPE OF WORK**

**2.0 Description of Project**

Various City of Savannah departments have infrequent and yet sometimes critical need for general surveying services to supplement ongoing design, construction, or maintenance activities. The work to be carried out consists of the provision of surveying and computer-aided drafting (CAD) services on an as needed basis. Examples of services needed include property boundary surveys, plat preparation, topographic surveys, maps, utility surveys, tree surveys, construction layout surveys, as-built surveys, and record drawings.

An example of CAD work might include drafting of construction plans of proposed improvements designed by City of Savannah engineers. This scope of work does not include engineering design services. The selected contractor will be expected to provide the needed services on short notice.

For each project, a City representative will meet with a representative of the selected contractor to discuss the scope of the work assignment. The selected contractor will then prepare a written quote giving the number of field survey crew hours and/or CAD hours to produce the requested product. The selected contractor will be paid on a per-hour basis for the work in accordance with the quoted number of hours and the hourly rates given in this proposal. Electronic submissions will not be accepted.

**2.1 SPECIFICATIONS**

Survey services shall be accomplished with two (2) person field crews supervised by a registered land surveyor in the State of Georgia. Equipment required includes, but is not limited to, real time kinematic (RTK) survey (subcentimeter vertical) total-station instrument, self-leveling level, survey rods, tapes, markers, stakes, flagging, and vehicle. The selected contractor shall have the necessary computer hardware, software, and personnel to provide complete topographic mapping electronically from the download of field data.

Engineering drafting shall be accomplished with AutoCAD (latest version) with color plotter. Engineering drawings shall be furnished by the contractor on DVD, flash drive, email, or by both email and flash drive, as dictated by the City's preference for each project.

**2.2 LOCATION OF SITES**

Anywhere within Chatham County, Georgia.

## **2.3 DESCRIPTION OF DELIVERABLES**

For field survey work, the deliverables include field notes, sketches, and electronic files. For CAD work, deliverables include electronic AutoCAD files, and paper or vellum plots signed and sealed, as appropriate.

## **2.4 TIME OF PERFORMANCE**

The successful bidder will be given a minimum five-business-day notice to begin work on each project, and the deadline for each assignment will be negotiated when the assignment begins.

## **2.5 SELECTION CRITERIA**

The following criteria will be used to evaluate and select the firm:

- A. Using the form provided (Attachment A), each surveying firm shall submit information regarding the firm's general qualifications for providing the requested services, including names of professional organizations in which the firm has memberships; length of time the firm has provided surveying services shall be at least a minimum of five (5) years, numbers of personnel in various professional categories; and other general information. Specific experiences of the firm providing surveying services shall be included. Surveying firm shall submit project names, locations, owner contact information, and dates of completion.
- B. Experiences of the specific personnel proposed for assignment to the project including their proposed project assignment and related expertise, their availability to carry out their assignments, years of experience, training certifications and/or professional registrations, along with resumes. Project information shall include project names, locations, owner contact information, and dates of completion.
- C. Surveying firm shall provide an hourly cost quote for providing the stated services using the enclosed schedule.

## **2.6 STATEMENT OF QUALIFICATIONS**

Each respondent shall supply information on the statement of qualification "Attachment A" form provided or similar format. Additional pages may be attached as needed. The submittal must be signed by a corporate officer or principal.

## **2.7 TERMS**

Surveying firm shall be paid for these services on an hourly basis for actual hours expended at the billing rates contained in the fee schedule. Monthly invoices shall be based on actual hours utilized for work accepted by the City. Surveying firm's

monthly invoices shall include copies of the actual time sheets for all personnel who worked on the project, along with a brief narrative that describes the work performed by the surveying firm's personnel during the previous month.

## **2.8 FEES**

Firm shall provide an hourly cost for each category listed. Fees shall include staff as listed and any related equipment necessary to complete the work. No additional charges may be billed for travel time or travel expenses, but should be included in the contract crew hourly rate. Hours shown are estimates only. The City of Savannah makes no representation that the actual number of hours utilized will be more or less than the numbers shown.

## **2.9 Basis of Award**

Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer qualifications and experience ..... (40 pts)
- b) Specific personnel experience ..... (30 pts)
- c) Fee proposal. .... (25 pts)
- d) Local Participation(Within the City limits of Savannah.....(5 pts)  
and has a City of Savannah Business License)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to complete an interview with the selection committee.

**2.10 Minority/Woman Business Enterprise Goals:** The City has not established an M/WBE goal for this project.

## **2.11 CONTRACT TERM**

This is an annual contract and prices are to be held firm for a period of one (1) year twelve (12) months. This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

**SECTION 3.0**

**PROPOSAL FORM  
Event # 3154**

I have read and understand the requirements of this request for proposal RFP 3154 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

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

<b>Assignment</b>	<b>Estimated Hours per Year*</b>	<b>Hourly Billing Rate</b>	<b>Total Amount</b>
Senior Surveyor (Georgia Registered Land Surveyor)	30	\$	\$
Survey Crew, two person, including equipment	250	\$	\$
Engineering/Survey Technician	30	\$	\$
CADD Drafting	50	\$	\$
<b>Total Estimated Fee</b>			\$

\* Hours shown are estimates only.

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

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

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

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

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

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

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

**EMAIL ADDRESS:** \_\_\_\_\_

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 \_\_\_\_\_

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:**

ADDENDUM \_\_\_\_\_ #

DATE \_\_\_\_\_

## **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.

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Signature

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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. 3154  
 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*





5. How long has your firm been engaged in the surveying profession? \_\_\_\_\_ years.

6. Personnel in your present organization:

	Number of
a. Registered Land Surveyors .....	_____
b. CAD Technicians .....	_____
c. CAD Stations .....	_____
d. Crew Chiefs .....	_____
e. Instrument Operators .....	_____
f. Rod Men .....	_____
g. Clerical help.....	_____
h. Total number in organization. (add a supplementary sheet if necessary).....	_____

7. What are the limits of your Error and Omissions Insurance? \_\_\_\_\_  
What is the deductible? \_\_\_\_\_

8. Names of persons proposed for assignment:

Name:	Training:	Expertise:	Years of Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUBMITTED BY (Name): \_\_\_\_\_

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_  
SIGNATURE

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

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

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

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

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

**PROJECT EXPERIENCE**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Person(s) in firm involved in project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

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

Phone No: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Services provided (circle those that apply):

Property Boundary Survey

Plat Preparation

Topographic Survey

Topographic Map

Utility Survey

Tree Survey

Drafting of Construction Plans

Construction Layout

As-built survey

Record Drawings

Other (describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Please reproduce this form as necessary or use other similar format.