



**SURVEYING & DRAFTING SERVICES  
EVENT NO. 6782**

**SECTION II  
SCOPE OF WORK**

- 2.0 Broad 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 Scope of Services:** The successful proposer shall supply survey services which shall be accomplished with two 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 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 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
- b) Detailed description of proposer's capabilities as requested
- c) Fee Proposals per instructions in Section III signed by responsible party
- d) Response to Consultant Statement of Qualifications included with this document. (Additional information such as agency brochures, resumes, etc. may be submitted as appropriate).

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

- a) Proposer's qualifications and experience, including support capabilities (*40 points*)
- b) Specific personnel experience (*30 points*)
- c) Fees (*25 points*)
- d) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (*5 points*)

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

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.

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 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.

**2.7 Copies:** One unbound, printed and signed original and six identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. Proposers must also submit one electronic copy of the proposal on a flash drive. All responses must relate to the specifications as outlined.

**2.8 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page

**2.9 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 for at least one year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

**2.10 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.

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

**2.12 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. Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Fee proposals shall be in a separate, sealed envelope. Fee proposals or references to fees shall

not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.

- 2.13 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in the cover letter order for proposals to be considered.
- 2.14 Contract Term:** This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end one year after on December 31, 2019. This agreement may be renewed for up to two additional twelve month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

**SECTION III**

**FEE PROPOSAL**

**ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.**

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Surveying and Drafting, RFP Event # 6782 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.5 and 2.13 of this RFP.

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

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

\* Hours shown are estimates only.

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

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## **Instructions for Completing Contractor Affidavit and Agreement Form**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”



## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public

My Commission Expires:

***Instruction for Completing Systematic Alien Verification  
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.