



**TRUMAN LINEAR PARK TRAIL PHASE IIB DESIGN SERVICES  
EVENT NO. 5571**

**SECTION II  
SCOPE OF WORK**

- 2.0 **Broad Description of Project:** The project's objective is to provide an off-road multi-purpose Americans with Disability Act (ADA) compliant trail that will attract a large and diverse group of pedestrians and bicyclists for recreation and commuter use. The project supports a larger six (6) mile section of the Truman Linear Park Trail (TLPT) that links Phase I of the trail and the Daffin Park Loop Trail to the Lake Mayer Community Park Loop Trail. When fully constructed, the Truman Linear Park Trail will link 827 acres of existing park land within the City from Daffin Park at its northern terminus to Lake Mayer Community Park at its southern terminus. The completed trail will also link two (2) economic centers located near Montgomery Crossroads and the Truman Parkway and Victory Drive and Skidaway Road. The intent is that this trail will be the foundation of a larger network of on- and off-street bike and pedestrian facilities throughout Savannah and Chatham County that promote connectivity and active recreation.

The proposed concept is to create a trail along the east side of the Truman Parkway. Phase IIB is an approximately 2.3 mile section of the TLPT that will connect the southern terminus of the Phase I trail at Bee Road and 52nd Street with the northern terminus of Phase IIA at DeRenne Avenue near Jenkins High School, crossing over the Truman Parkway on 52<sup>nd</sup> Street. The majority of properties along the proposed alignment are within public right-of-way.

The City of Savannah is seeking a consulting engineer experienced with the Georgia Department of Transportation's (GDOT) Plan Development Process (PDP) and design experience to conduct development activities to design a trail to safely carry bicycles, pedestrians, and maintenance vehicles as part of the TLPT Phase IIB Project.

The firm selected for this project is expected to meet the requirements of the GDOT's PDP with minimal oversight by the City of Savannah or GDOT. **Electronic submissions will not be accepted.**

**Fee proposals shall be submitted in a separate sealed envelope and shall not be contained in the body of the proposal. Failure to comply will result in disqualification.**

The following previous activities related to this project are provided **for reference only**:

- Concept Report. Truman Linear Park Trail Phase II in Savannah – March 2011; P. I. Number: 0007631 (See attached)

Under the terms of this contract, the selected consultant will provide the preliminary engineering, surveying, environmental engineering, and design services for the project. The services shall be those necessary to design by Computer Aided Design and Drafting (CADD) System or approved software by GDOT standards and policy and provide both hard copy and electronic files for the following:

- Phase I: Concept development revisions, database preparation, and aid and/or support coordination with the environmental engineer/scientist or environmental consultant to conduct environmental studies by National Environmental Protection Act (NEPA) standards and provide layout material and design expertise for public involvement.

- Phase II: Preliminary plans and layouts, hydraulic studies, preliminary construction plans, drainage plans, utility plans, erosion control plans, signing, pavement marking, signal plans, culvert plans, and public involvement.
- Phase III: Right-of-way plans, final design and construction plans, special provisions, supplemental specifications, and details.
- Final design and construction plans and specifications
- Construction overview, including inspection, and as-builts with mylars.

The team (the prime consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.02	Urban Area and Regional Transportation Planning
1.05	Alternate Systems Planning
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)
1.10	Traffic Analysis
1.13	Non-Motorized Transportation Planning
3.08	Landscape Architecture Design
3.10	Utility Coordination
3.13	Facilities for Bicycles and Pedestrians
5.01	Land Surveying
5.02	Engineering Surveying
6.01(a)	Soil Survey Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
6.04(a)	Laboratory Testing of Roadway Construction Materials
6.04(b)	Field Testing of Roadway Construction Materials
8.01	Construction Engineering and Supervision
9.01	Erosion, Sedimentation, and Pollution Control Plan
9.02	Rainfall and Runoff Reporting
9.03	Field Inspection for Erosion Control

The consultant will be responsible for ensuring that all work is in compliance with GDOT's PDP and any GDOT project agreements with the City, if applicable. Evaluation and selection of a consulting engineer will be based on the proposal submitted in response to the RFP and criteria for consultant selection.

See Exhibit B Program Document for detailed program including space requirements, special equipment, and desired adjacencies.

**2.1 Scope of Services:** Consultant's responsibilities shall include, but not be limited to, the following:

1. General: Each firm, and/or any listed sub-consultant, must be prequalified by GDOT for each applicable area class.
2. The consultant will be responsible for ensuring that all work is in compliance with GDOT Plan Development Process (PDP) and any GDOT Project Agreements with the City, if applicable.
3. The consultant shall be responsible for reading the Standard Consultant Agreement, and agree to provide the services as outlined.
4. The consultant shall be responsible for working with the design and construction group and other appropriate City staff throughout all phases of the project.
5. The consultant shall be responsible for all liability with respect to the full project and shall be the engineer of record for the project.
6. The consultant shall be responsible for becoming familiar with all existing conditions that may affect the design and construction of the project.
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 Environmental Services and Sustainability Department. 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.
8. 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.
9. The consultant shall provide signed and sealed architectural and engineering drawings and specifications for all aspects of the construction including, but not limited to, staking plan, driveway grading plans, profiles and pavement sections, sedimentation and soil erosion plans, water service plans, storm drainage and storm water management system plans, site landscaping plans, and lighting and electrical systems, if applicable. All construction documents shall be signed by a Georgia licensed professional. Bid alternates, if requested by the owner, shall be included in the final construction documents; each alternate shall be clearly delineated in the construction documents.
10. The consultant will be responsible for securing all necessary approvals, permits, and applications for the project to satisfy local, state, and federal requirements. This will include, but not limited to site plan review approval, special use permits, zoning compliance permits, building permits, NRCS approval, Army Corps of Engineers permits, Department of Natural Resources (DNR) permits, EPD permits, GDOT approvals, MPC, Historic Review Board, and Coastal Marshland Protection Act permit. The consultant will consult with both the USACOE and the Coastal Resource Division of the DNR during the master plan phase of the project and shall incorporate the regulatory agency's comments into the plans.
11. The consultant shall provide site survey and geotechnical investigation and evaluation on which design shall be based.
12. The consultant shall coordinate all bridge crossings, if any, with GDOT and perform studies (hydrologic, hydraulic, etc.) necessary for approval of the plans.

13. Additional responsibilities shall include the following:

- A. Presentation material, renderings, or other media for use in public meetings.
- B. Aid, support, and coordinate with environmental consultant for any public engagement that includes engaging neighborhoods, businesses and other stakeholders into working groups to review concepts, plans, and reports, identify areas of concern and potential solutions, and achieve consensus.
- C. Attendance at meetings with City officials and stakeholders.
- D. Attendance at project coordination meetings.
- E. Site visitation (on-call and regular site visits).
- F. Site and/or building inspection.
- G. Becoming familiar with existing site conditions that may affect the design.
- H. Attend pre-bid meeting and the pre-construction meeting.
- I. Attendance at the weekly construction meeting.
- J. The consultant shall continue to track and update the schedule for the performance of the architect's services, keeping the owner aware of schedule.
- K. On-call duty as needed.

14. Time period for design phase shall not exceed one (1) year and six (6) months.

## **2.2 Audit and Accounting System Requirements**

The City of Savannah reserves the right to reject any proposal with firms that do not meet the following requirements:

- 1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
- 2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
- 3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT and/or the City of Savannah that have not been resolved.
- 4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

## 2.3 Phase I: Concept Development Revisions

The consultant will act as an independent agent to provide location and design services as necessary to revise both concept report and concept plan using existing aerial photos, LIDAR data, and property information in accordance with GDOT PDP requirements. The report should include, but not be limited to, the following:

1. **Revisions to Conceptual Criteria:** The engineer will revise any changes to the conceptual criteria for a multi-use pathway system and shall include the necessary components to accommodate bikes, pedestrians, and light maintenance vehicles. GDOT and American Association of State Highway and Transportation Officials (AASHTO) standards shall be followed. The consultant will take appropriate action to consult with GDOT.
2. **Center Line Survey:** A survey of the trail must be conducted. Two (2) pairs of GPS monuments shall be set at the termini of the project with intermediate points at 1,000 foot intervals. The datum shall be Georgia State Plane Coordinate System of 1985-NAD 83/4 adjustment. The survey database must be approved GDOT office of location.
3. **Right-of-Way and Property Location Survey:** The engineer shall obtain all available courthouse records, surveys, plats, construction plans, and right-of-way plans. The engineer shall establish the existing right-of-way and locate all points along the existing parcels adjacent to the right-of-way. The engineer shall produce mapping showing the existing pavement, centerline, right-of-way and property lines. The mapping shall be overlaid on the existing Chatham County digital ortho-photographs. Vertical data will be obtained from the Chatham County LiDAR database.
4. **Preliminary Utility Plan:** The engineer shall provide local utility companies with approved conceptual plans. The utility companies shall be asked to show the location of their existing facilities with the required right-of-way and the preferred location of any relocation utilities. The task will be coordinated with the various City departments and GDOT District Utility Office.
5. Schedule for the project.
6. The consultant will provide need and purpose documentation for the project. The consultant shall be responsible for all reproduction costs including submittals of the prescribed number of copies of reports, plans and other documents.
7. Preliminary Cost Estimate

The City of Savannah shall review all other aspects of the project shall include the following:

1. The City of Savannah will coordinate all reviews and technical questions with GDOT.
2. The City of Savannah will make tax parcel information of project area available.
3. The City of Savannah will provide digital aerial photos and other digital GIS information for the project. Hard copy of this information is available from the Chatham-County Savannah-Metropolitan Planning Commission (MPC). The MPC will charge fees for this service.

GDOT Deliverables: Concept revisions; database complete, completed surveys, and preliminary utility plan-

## 2.4 Phase II Preliminary Plan Development

The consultant will act as an independent agent and provide location and design services for preliminary plan development in accordance with the GDOT PDP process. The consultant shall provide all required

design drawings and plans using GDOT approved software.

The consultant shall provide sufficient horizontal and vertical control based on the Georgia State Plane Coordinate System, NAD 83 and NAVD 88 respectively. At least two (2) permanent geodetic monuments with X, Y, and Z coordinates shall be provided in locations to be approved by the City Engineer. The monuments shall be of a type approved by the City Engineer and shall meet or exceed second order accuracy. Two (2) permanent reference azimuth points shall be provided for each monument. The consultant shall provide a report with monument descriptions, location sketches and control data sheets for each monument for review and approved by the City Engineer.

**Preliminary Plan Design:** The consultant will perform all work necessary to assemble and submit a complete set of preliminary plans for a GDOT Preliminary Plan Field Review in accordance with Electronic Data Guidelines and the Plan Presentation Guideline. This shall include, but not be limited to, the following:

1. **Hydraulic Studies:** The consultant will perform all studies required for hydraulic analysis in accordance with GDOT standards as well as all recognized engineering standards.
2. **Drainage Plans:** The consultant shall utilize a registered professional engineer to perform drainage calculations and designs in accordance with City Stormwater Management standards and GDOT standards as well as other recognized engineering standards.
3. **Signing and Marking Plans:** All plans required for a preliminary field review will be prepared by consultant in accordance with the current edition of the MUTCD, City of Savannah, and GDOT standards.
4. **Erosion Control Plans:** All plans required for a preliminary field review will be prepared by consultant in accordance with the current edition of the MUTCD, City of Savannah, and all applicable state and federal guidelines in order to control runoff.
5. **Electrical Plans:** All plans required for a preliminary field review will be prepared by consultant in accordance with
6. **Signal Plan:** All plans required for a preliminary field review will be prepared by consultant in accordance with the current edition of the MUTCD, Highway Capacity Manual, City of Savannah, and GDOT standards.
7. **Construction Plans:** Plan sheets will be prepared in accordance with GDOT guidelines and include all applicable sheets (cross sections, driveway profiles, roadway profiles, general notes, etc.). Construction set will be in accordance with GDOT checklist.
8. **Cost estimate.**

**GDOT Deliverables:** Preliminary Field Plan Report (PFPR) and approved responses to PFPR approved by the Georgia Department of Transportation.

## **2.5 Phase III: Right-of-Way Plans**

The consultant shall prepare full and complete right-of-way plans in accordance with Georgia DOT Plan Development Process (PDP), the electronic guidelines, and the GDOT plan presentation guide and the City of Savannah guidelines.

The consultant shall provide assistance in activities such as preliminary plan reviews, public hearings, environmental hazard reviews, coordination of plan revisions and production control and staffing. Responsibilities: Schedule property owners meeting if required.

GDOT Deliverables: Right-of-way plans approved by GDOT if needed.

## **2.6 Final Design and Construction Plans and Specifications**

1. The consultant shall provide all required design drawings and plans in approved format, for use by GDOT. The consultant shall use only engineering software approved by the City of Savannah and GDOT for design.
2. The consultant shall provide sufficient horizontal and vertical control based on the Georgia State Plane Coordinates System, NAD 83 and NAVD 88, respectively. At least two (2) permanent geodetic monuments with X, Y, and Z coordinates shall be provided in locations to be approved by the City Engineer. The monuments shall be of the type approved by the City and shall meet or exceed second order accuracy. Two (2) permanent reference azimuth points shall be provided for each monument. The consultant shall provide a report with monument descriptions, location sketches, and control data sheets for each monument for review and approval by the City.
3. In addition, the following project information is to be derived from the approved construction plans and shall be provided to the City on suitable media:
  - A. Existing facilities as well as utility and drainage easements affected by project
  - B. Proposed utilities and easements
  - C. Existing paving, both centerline and edges
  - D. Location and description of geodetic monuments and reference azimuth monuments supplied for the project
4. The consultant shall supply the City with updates of all GDOT and City-required revisions to the approved construction plans that affect the above information. To facilitate City update of existing Geographic Information System (GIS) base mapping, the above information shall be separated by individual CAD layer and must be based on the State Plan Coordinate System, Georgia East Zone NAD 83, using English units (feet). If CAD drawing layer names are not clearly self-explanatory, suitable drawing layer description documentation must be provided.
5. The consultant shall provide utility relocation plans as required by the City of Savannah and GDOT.
6. The consultant shall report directly to the City's designated Project Manager, for all matters pertaining to the work on this contract.
7. The consultant shall keep City informed with written monthly progress reports showing the status of each phase of the design work along with original schedule.
8. GDOT Deliverables: Final Field Plan Report, professional surveying and PS and E package.
9. Plans: One (1) set of reproducible documents shall be submitted to the owner. At this stage the design shall be 100% complete with all the Site Plan Review comments incorporated, all return comments from Design and Construction, and any Building Construction concerns addressed through the permitting process. The documents shall be sealed and signed in accordance with B.1

of the Basic Consultant Agreement. The drawings shall be clearly marked “APPROVED FOR CONSTRUCTION” and each sheet issued shall be consistently dated with the correct due date.

10. The consultant is responsible for ensuring that all plans meet current code even if it is missed in plan review. The consultant will be responsible for providing any drawings to the contractor as necessary to bring the project into compliance. The consultant will bear any and all costs of any submittal to plan review. The consultant shall expedite these plan revisions to avoid delays Deliverables: Final Field Plan Report, professional surveying and PS and E package. The consultant will be responsible for any costs to the contractor for delays caused by plans that do not meet code compliance.

## **2.7 Bidding Abstract and Addenda**

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 Statement of Qualifications (RFSQ) as well as in the review process of pre-qualification of contractors.
3. The consultant shall review, compare, and analyze bids as well as assist in contractor selection, negotiation, and award process.
4. The consultant shall update, prior to construction, all drawings and specifications to clearly indicate any additions, deletions, clarifications, or changes that occurred during the bidding and/or value engineering process.

## **2.8 Submittals**

The project shall be submitted in four (4) phases of completion: Schematic Design, Design Development, Construction Documents to be issued for Permitting and Plan Review, and Construction Documents to be issued for Bidding and Construction. The consultant shall submit a fifth submittal if required to accommodate bidding and value engineering. A Design Review Checklist has been attached as Exhibit B. Each submission shall be delivered in accordance to the requirements outlined in the *STANDARD CONSULTANT AGREEMENT*.

## **2.9 Construction Documents to be issued for Permitting**

1. Construction documents to be issued for permitting, Site Plan Review, and Metropolitan Planning Commission Review (100%): The consultant shall submit the following documents:
  - A. Drawings: 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.
  - B. Project Cost Estimate This submittal shall include a comprehensive cost estimate, including development costs, building costs, site costs, consultant 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. 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. 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.

- E. Key Product Information: This submittal shall include product literature (i.e. cut sheets, etc.) for key project components.
  - F. Special Inspections (if needed): This submittal shall include a complete Special Inspections Statement with schedule, and 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 GL-01-2009).
2. The consultant shall be responsible for obtaining the Site Plan Review permit, including all submittals. The design shall comply with the Site Plan Review Checklist and be clearly marked per the Site Plan Review guidelines. A complete General Site Plan Review application and instructions are available from the City of Savannah, Development Services Department at 912-651-6530.
  3. The consultant shall be responsible for obtaining approval by the Metropolitan Planning Commission Review, 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 (if applicable).
  4. The consultant shall be responsible for submitting and receiving approval of the site permit, including all submittals. Application and instructions are available from the City of Savannah, Development Services Department at (912)651-6530. (if applicable).

## **2.10 Construction Documents to be issued for Bidding and Construction**

1. 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 ready for bidding and construction. All approved comments and changes from the previous design phase shall be incorporated.
2. 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, consultant 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. 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. 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 owner. 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 owner for the preparation of bidding and front end documents. The City shall add the contract specifications.
  - E. Key Product Information: This submittal shall include product literature (i.e. cut sheets, etc.) for key project components.
  - F. Special Inspections: This submittal shall include a complete Special Inspections Statement with schedule, and 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 GL-01-2009). (if applicable)
  - G. 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.
3. The consultant may request omission of submittals B through G above if there are no changes from the previous design phase. The City's advance written approval shall be obtained.

## **2.11 Other**

- 1. The timetable for each phase of work will be submitted by the consultant prior to contract award. Review of the drawings will be based on the following milestones:
  - A. Completion of the concept (location) planning
  - B. Completion of preliminary construction plans and right-of-way plans
  - C. Completion of the final right-of-way plans
  - D. Completion of final construction plans
  - E. At other milestones agreed on by the City and contractor
  - F. Allow 60 days for each technical review, consultant shall keep City informed with written monthly progress reports showing the status of each phase of the design work along with original schedule
- 2. The consultant shall be responsible for meeting prescribed schedule as shown on project schedule.
- 3. The consultant shall provide record drawings (hardcopy and digital) upon completion of construction.
- 4. The consultant shall be responsible for all reproduction costs including submittals of the prescribed number of copies or reports, plans and other documents

## **2.12 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 Environmental Services and Sustainability Department. At any point in time, the City may contract with additional sub-consultants to perform work related to the design of the project. The prime sub-consultants that may be required for these projects include, but are not limited to, the following:
  - A. Civil Engineer
  - B. Landscape Architect
  - C. Arborist
  - D. Environmental and Natural Resources Consultant
  - E. ADA Consultant
  - F. Geotechnical Engineer –soils analysis and recommendations.
  - G. Code Compliance / Life Safety - Including but not limited to code analysis, recommendations, and scenario modeling.
  - H. Cost Estimator – Including but not limited to cost estimating and value engineering.
3. Consultants should 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 should 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 Environmental Services and Sustainability Department reserves the right to approve and/or disapprove sub-consultant(s) and may request an alternate sub-consultant at the recommendation of the consultant.

## **2.13 Construction Administration**

1. The consultant shall be responsible for attending the pre-bid for construction services meeting and the pre-construction meeting.
2. 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.
3. 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.
4. 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.
5. Any delays caused by untimely response time by the consultant.

6. The consultant is responsible for any design changes that need to be made during construction, including revising plans during the construction period.

**2.14 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.

**2.15 Proposal Format**

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

1. 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 further considered.
2. Detailed description of qualifications, experience, and methodology as requested
3. Fee Proposals per instructions in Section III signed by responsible party
4. Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.
5. Response to Consultant Statement of Qualifications included with this document (Attachment A). Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

**2.16 Basis of Award**

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

<b>Qualifications and Experience</b>	<b>70</b>
<ul style="list-style-type: none"> <li>• Professionalism of Proposal</li> <li>• Education, Knowledge, and Skills of Principal Consultant</li> <li>• Relevant Experience of Principal Consultant</li> <li>• Outstanding Characteristics/Qualifications</li> <li>• Breakdown of Team Members &amp; Resource Allocation</li> <li>• Relevant Experience of Sub-Consultants</li> <li>• Past Performance</li> </ul>	
<b>Methodology</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• GDOT Experience</li> </ul>	

- Design Phase
- Construction Administration
- Document Quality/Coordination
- Budget and Cost Control
- Schedule

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**Total Points**

**100**

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:

- Meet area class requirements
- Proposals must have scored a minimum of 80 out of the available points allocated for Qualifications and Experience and Methodology to be considered.

Proposals shall be evaluated by a selection committee. After an initial review of the proposals, a consultant shortlist may be created at the City's sole discretion and references checked and interviews conducted. Interviews and reference checking will provide an opportunity for the City and the potential consultants to further gauge their fit and ability to work with each other. Proposers must be available in the two (2) weeks following submittal deadline for possible interviews.

**Price shall not be used as a factor in the evaluation, ranking, and selection phase.** All price or cost related items, which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria. **Fee proposals shall be submitted in a separate sealed envelope and shall not be contained in the body of the proposal. Failure to comply will result in disqualification.**

From the proposal evaluation that has been conducted, the contracting agency shall rank, in order of highest awarded points, consultants determined most highly qualified to perform the solicited services based on the established and published criteria. Upon review of responses, the City will determine the proposal that in the sole judgment of the City is in the best interest of the City (if any is so determined), with respect to the evaluation criteria stated herein. The City then intends to conduct negotiations with such respondent to determine if an acceptable contract may be reached. In the case that an acceptable contract may not be reached with the highest scored respondent, the City of Savannah reserves the right to evaluate and enter into negotiations with the second most highly scored respondent until such an agreement can be met.

The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

## **2.17 Copies**

One (1) unbound, printed and signed original and five (5) identical, bound, printed copies, and one (1) electronic copy on a flash drive of the proposal and supporting documents must be submitted in response to the RFP. The fee proposal shall NOT be included in the electronic copy. All responses must relate to the specifications as outlined.

## 2.18 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.

## 2.19 Qualifications

Each proposer shall submit a summary of their qualifications and experience as requested in the attached "Statement of Qualifications" (Attachment A). 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. 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. The consultant meets or exceeds the minimum qualifications listed under 8.2 Basis of Award
2. Experience of 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 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 the City directors, officers, staff and 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. Consultant's prior working experience, including, but not limited to project communication, documentation of existing conditions, adherence to schedule and budget, quality of construction documents, and construction administration.
9. Demonstrates understanding of project/strategy and project goals.

- A. Provides a clear and concise narrative that demonstrates an understanding of the City of Savannah project goals and provides a convincing description of how the proponent's team could translate those goals into a successful project.
  - B. Demonstrates a succinct understanding of intent of the Truman Linear Park Trail.
10. Demonstrates through detailed narrative or timeline a rational approach to the project.
- A. Presents a narrative which clearly describes the relevance of the approach to this particular project and the City of Savannah.
  - B. Presents a convincing description of how the proponent will not only provide needed services in design but also construction.
  - C. Provides a well-thought out presentation of key points of interaction between the proponent's project team and the City of Savannah.
  - D. Provides a convincing narrative on the proponent's commitment to the spirit of partnering as a team with the goal of win-win project.
  - E. Submits a quality control management plan, which indicates how the highest standards of quality control will be maintained throughout the project, including during construction administration.
  - F. Demonstrates need for not only compliance with ADA requirements but also the importance of respect for the area.
11. Demonstration of financial strength of the firm, including confirmation of the firm's ability to meet professional liability requirements for a project of this scope and size.
12. Reference checks will include confirmation of information provided in the proposal; project completion in accordance with budget, schedule and quality; contact with previous clients about contract and change order history; and representation on behalf of the client on issues involving the contractor.

## **2.20 Schedule**

Each proposer shall submit a proposed time schedule for the project, including both Design and Construction Phases, consistent with GDOT PDP. The consultant shall submit design documents according to the schedule as outlined in Exhibit A. 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 the City of Savannah Environmental Services & Sustainability Department's review (generally 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.

## **2.21 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.

## 2.22 Insurance Requirements

### Insurance and Certificate of Insurance (COI) Requirements

**DO NOT NAME THE MAYOR AND ALDERMEN OF THE CITY OF SAVANNAH AS AN ADDITIONAL INSURED.**  
**PROOF OF INSURANCE ONLY**

#### ***Commercial General Liability Insurance and Certificate of Insurance Requirements***

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	\$ 50,000
Medical Expenses (Optional)	\$ 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 thirty (30) day cancellation endorsement and must be attached to the Certificate of Insurance.

#### ***Commercial Auto:***

Limits: \$1,000,000 Per Occurrence & 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 thirty (30) day cancellation endorsement and must be attached to the Certificate of Insurance.

#### ***Workers Compensation & Employers Liability (includes coverage 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 thirty (30) day cancellation endorsement and must be attached to the Certificate of Insurance.

#### ***Commercial Umbrella:***

Limits: \$2,000,000 Per Occurrence & 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 thirty (30) day cancellation and must be attached to the Certificate of Insurance.

### **Insurance and Certificate of Insurance Requirements**

#### **Professional Liability:**

Limit: \$1 Million per Occurrence

#### 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 thirty (30) 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.

No exclusions for either ongoing and / or completed projects / operations.

No “sunset provisions or clauses” for either ongoing and / or completed projects / operations.

#### **Other Items Required:**

*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 the Lessee or any participants, advertisers, promoters, etc.*

*All deductibles in the coverage are the responsibility of the Lessee*

*Certificate of Insurance required thirty (30) days before event for review*

**SECTION III  
FEE PROPOSAL**

*ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE IN ORDER TO BE AWARDED A PROPOSAL. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.*

**Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Event #5571 and include the name of the proposer and the name of the project. Fee proposals shall not be included in the bound copy of the proposal.** Only the envelope containing fees of the highest ranked proposer will be opened. Following award of this project, all envelopes containing fees will be returned unopened to those proposers not selected for award. The proposed fee shall include all labor, material, and equipment to provide the design services as outlined including any travel or per diem expenses and any other miscellaneous expenses involved.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 5571 of this RFP.

Phase of Work	% of Fee	Amount of Fee
<b>(1) Design Fee</b>		
1. Phase I	_____ %	\$ _____
2. Phase II	_____ %	\$ _____
3. Phase III	_____ %	\$ _____
4. Final Design and Construction Plans and Specifications	_____ %	\$ _____
5. Construction Documents for Permitting and Plan Review	_____ %	\$ _____
6. Construction Documents for Bidding and Construction	_____ %	\$ _____
7. Bidding/Abstract, Addenda	_____ %	\$ _____
<b>TOTAL Design Fee</b>	_____ %	\$ _____
<b>(2) Construction Overview Fee</b>		
1. Construction Administration	_____ %	\$ _____
2. Resident Inspection – 6 months @ 20 hours per week <b>Hourly Rate:</b> _____	_____ %	\$ _____

3. Record Drawings and \_\_\_\_\_% \$ \_\_\_\_\_  
Electronic Files of Documents

**TOTAL Construction** \_\_\_\_\_% \$ \_\_\_\_\_  
**Overview Fee**

**GRAND TOTAL Design Fee +** \$ \_\_\_\_\_  
**Construction Overview Fee**

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

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

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

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

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

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

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

FAX: (\_\_\_\_\_) \_\_\_\_\_  
AREA CODE

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

CAN YOU MEET THE INSURANCE REQUIREMENTS SPECIFIED? \_\_\_\_\_

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

- |                            |                                 |
|----------------------------|---------------------------------|
| _____ NON-MINORITY OWNED   | _____ ASIAN AMERICAN            |
| _____ AFRICAN AMERICAN     | _____ AMERICAN INDIAN           |
| _____ HISPANIC             | _____ OTHER MINORITY (describe) |
| _____ WOMAN (non-minority) | _____                           |

## 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 DBE PARTICIPATION

Name of Bidder/Proposer: \_\_\_\_\_ Event # \_\_\_\_\_  
 Project Title \_\_\_\_\_

Name of DBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	DBE
					%	
					%	
					%	
					%	

DBE Participation Value: \_\_\_\_\_ %

### 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: \_\_\_\_\_

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

Note: The Minority/Woman-Owned Business Office is available to identify qualified DBEs. Please contact the Office at (912) 652-3582. This form may be copied as needed. The City of Savannah has also posted a list of registered DBEs on its website @ [www.savannahga.gov](http://www.savannahga.gov).

**ATTACHMENT A  
STATEMENT OF QUALIFICATIONS**

**A. Architect of Record**

1. Name of Firm:
2. Address:
3. Name of principal(s):
4. Education of the principal(s):
5. Relevant experience of the principal(s) with the submitting firm:
6. 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. Please count each staff member in only one category (1-5).

	Current	5 Year Average
Landscape Architects	_____	_____
Engineers	_____	_____
Drafting Technicians	_____	_____
Clerical	_____	_____
Other	_____	_____

7. How long has your firm been engaged in the architecture profession?
8. List job titles and qualification of all associates who will be working on this project:
9. 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.
10. 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.
11. What are the limit of your Errors and Omissions Insurance? What is the deductible?

**B. Design Team**

1. Name(s) of each Firm(s):
2. Provide information and documentation of Georgia Professional License(s) including types, numbers, date of initial issuance, date of next renewal, and current status for each member of the design team (consultants and subconsultants).
3. Please provide a project sheet for each individual project that clearly shows the name of project, location, size, project type, name of Owner's contact and phone

number, construction type, major programming areas, construction estimate and final construction cost, client type, and a detailed description of the services provided. Please include as many project sheets as required to clearly illustrate the depth, quality, and relevance of your experience and that the minimum qualifications have been met.

4. Please provide a separate chart of projects for the Architect of Record and each subconsultant to be used, illustrating the division of work and roles and responsibilities each would have for this project.
5. Please provide a schedule for completion of the proposed project.
6. State the extent to which your Design Team (Consultant and sub-consultants) is a local, small, women-owned, or minority business enterprise.
7. Have you or a member of your Design Team visited and inspected the site for the proposed project(s)? When? Did you speak to City Staff?
8. Describe your team's methodology approach during the Design Phase.
9. Describe your team's methodology approach during Construction Administration.
10. Describe your team's methodology approach for Document Quality/Coordination.
11. Describe your team's methodology approach concerning Budget and Cost Control.
12. 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)

(Signed) \_\_\_\_\_

Firm \_\_\_\_\_

**RELEVANT PROJECT EXAMPLES**

	<b>PROJECT NAME</b>	<b>DATE</b> (2007-2014)	<b>OWNER NAME</b> (contact name & phone#)	<b>DESCRIPTION OF PROJECT</b> (include type of construction, key features, etc.)	<b>SERVICES PROVIDED</b>	<b>FINAL PROJECT COST</b>
	<b>PROJECTS OF A SIMILAR NATURE AND NATURE</b>					
1						\$
2						\$
3						\$
4						\$
5						\$
	<b>GDOT PROJECTS</b>					
1						\$
2						\$
3						\$
4						\$
5						\$
	<b>OTHER PROJECTS (IF NEEDED)</b>					
1						\$
2						\$
3						\$





**INDEX**  
**STANDARD CONSULTANT AGREEMENT**

1. STATEMENT OF AGREEMENT

A. GENERAL:

- (1) Copyright or Patent Infringement:
- (2) Insurance:
- (3) Design within Budget:
- (4) Design Schedule:
- (5) Owner's Representative:

B. BASIC SERVICES OF THE CONSULTANT:

- (1) Construction Contract Documents Phase:
- (2) Plats:
- (3) Permits/Application:
- (4) Bidding/Contract Execution Phase:
  - (a) Distribution of Documents:
  - (b) Pre-bid Conference:
  - (c) Bid Opening:
  - (d) Contract Execution:
- (5) Construction Services Phase:
  - (a) General Administration of Construction Contract:
  - (b) Visits to Site and Observation of Construction
    - (i) Defective Work and Stored Materials
    - (ii) Applications for Payment
    - (iii) Record Drawings
    - (iv) Limitation of Responsibilities
    - (v) Structural Observations
      - (c) Interpretations and Clarifications:
      - (d) Review of Construction Contractor Submittals:
  - (e) Substitutes:
  - (f) Inspections and Tests:
  - (g) Disputes between Owner and Contractor:
  - (h) Contractor(s) Completion Documents:
  - (f) Final Inspections:
  - (j) Meetings:
  - (k) Consultant Transmittals:
  - (l) Pre-Construction Conference:
  - (m) Preparation of Documents for RFPs and Change Orders:
- (6) Closeout Services:

C. EXTRA SERVICES OF THE CONSULTANT:

2. OWNER AGREED ACTIVITIES

- A. Access to the Work:
- B. Consideration of the Consultant's Work:
- C. Legal Requirements:
- D. Proposals:

- E. Protection of Control Points:
- F. Standards:
- G. Existing Documentation:

3. THE OWNER'S PAYMENT TO THE CONSULTANT

A. Payments for Basic Services of the Consultant:

1. Design Fee

- 1. Programming/Conceptual Design
- 2. Schematic Design
- 3. Design Development/Preliminary Review
- 4. Pre-Final Review
- 5. Final Review
- 6. Bidding/Abstract, Addenda

2. Construction Overview Fee

- 1. Construction Administration
- 2. Record Drawings and Electronic Files of Documents

B. Payments for Extra Services of the Consultant:

C. Progress Payments:

D. Schedule:

E. Abandoned/Suspended Work:

4. THE OWNER AND CONSULTANT FURTHER AGREE

A. Termination:

B. Ownership of Documents:

5. SUCCESSORS AND ASSIGNS

6. SUBCONSULTANTS

7. SPECIAL PROVISIONS:

A. Contract Drawings

B. Affirmative Action Plan

SIGNATURE PAGE

EXHIBITS/ATTACHMENTS

**AGREEMENT BETWEEN  
THE CITY OF SAVANNAH AND CONSULTANT**

THIS AGREEMENT made as of the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, 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 provide Design Services for the \_\_\_\_\_ hereinafter called the **PROJECT**  
**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 Scope of Services outlined in the RFP.

**A. GENERAL:**

The **Consultant** shall provide Professional Design Services and shall serve as the Owner's professional representative in the design of the project, and shall give consultation and advice to the **Owner** during the performance of its 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 the **Consultant**, and the **Consultant** shall hold harmless the **Owner** from loss or damage resulting therefrom, providing, however, that the **Owner** within five (5) consecutive 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 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**.

**(3) Design Within Budget:**

The **Consultant** shall submit a construction estimate for the project to the Owner. The **Owner** will establish a budget based on the Consultant's recommendations. The budget established for the project, including all permits, **Consultant** fees and construction and construction contingency may not be exceeded without written approval by the **Owner**. The Consultant shall advise the Owner of potential budget overruns at all phases and shall make suggestions for reducing the estimated cost to within the budget. If the bids exceed the budget or the revised approved budget, the Consultant shall be responsible for all cost in the redesign of the project to bring it within the approved budget.

**(4) Design Schedule:**

The **Consultant** shall perform all services with professional skill and diligence in accordance with the attached design schedule, entitled Exhibit "A". The schedule shall not, unless approved in writing by the **Owner**, be exceeded by the **Consultant**. An updated schedule must be provided with each pay request.

**(5) Owner's Representative:**

The **Owner** shall designate the Project Manager as the Primary Owner's Representative with respect to the work to be performed under this Agreement. The Project Manager, or its 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.

**B. BASIC SERVICES OF THE CONSULTANT:**

**(1) Construction Contract Documents Preparation:**

The **Consultant** shall prepare all necessary Construction Documents, Specifications and other Contract Documents for the project, consistent with the highest industry standards, and all pertinent Building Codes. Production of Construction Documents shall include, but not be limited to, all necessary Plans, Sections, Details, etc. for work described in the RFP and any deemed necessary by the **Owner** upon its review. Drawings and details are to completely describe and depict all detailing of the materials and good quality workmanship required to construct a complete project and also include any procedures to be followed for quality construction of the project. The **Consultant** shall perform the design work in accordance with the schedule attached hereto and identified as Exhibit "A". All drawings shall be stamped with a seal and signed by a registered architect and/or professional engineer registered in the State of Georgia.

The **Consultant** shall deliver two complete sets of printed reproducibles as well as a pdf for each of the Design Phases and all of the corresponding submittal files on a compact disk per requirements outlined in paragraph 2.F Standards. This includes both drawings and specifications. PDFs provided during design and construction phases shall be searchable (i.e. not image-only or scans). In addition to the above requirements, specifications shall be provided in Microsoft Word format and cost estimates shall be provided in Microsoft Excel format.

**(2) Plats:**

The **Consultant** shall prepare all plats for the project. The **Consultant** shall prepare recordable plats covering properties in which public easements or rights-of-way must be acquired by the Owner for the project. Plats shall contain PIN's and the names of property owners based on current County property tax records. Legal research, if required, shall be the responsibility of the **Consultant**. All plats shall be stamped with a seal and signed by a Land Surveyor registered in the State of Georgia.

**(3) Permits/Applications:**

The **Consultant** shall identify and prepare, in coordination with the **Owner**, all permits/applications to satisfy City, County, State, Federal, and railroad requirements for the construction of the project. These documents, with supporting

attachments, shall be prepared by the **Consultant** in accordance with the requirements outlined in the RFP.

**(4) Bidding/Contract Execution:**

**a) Distribution of Documents:**

The **Consultant** shall provide the **Owner** a complete set of reproducible drawings and contract documents, boldly marked "APPROVED FOR CONSTRUCTION" for reproduction and distribution to bidders by the **Owner**, and computer files of all documents.

**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 to address all questions and necessary clarifications as discussed during the pre-bid meeting or subsequently submitted in writing. Such addenda shall be prepared two work days after the query period cut off and shall be furnished to the **Owner** for distribution to all known bidders.

**c) Bid Opening:**

The **Consultant** may be present at the bid opening and shall review and obtain copies of the bids from the **Owner** after the bid opening. The **Consultant** shall prepare a detailed "Abstract of Bids" if requested by the **Owner** as part of negotiations prior to award. If the bids exceed the budget, the **Consultant** shall assist the **Owner** in attempting to reduce the cost in coordination with the low bidder. This assistance shall be provided at no additional fee. This will include all required documents, including but not limited to Permit Documents, etc.

**d) Contract Execution:**

The **Consultant** shall, when requested by the **Owner**, provide a complete set of conformed reproducible drawings and contract documents clearly marked "APPROVED FOR CONSTRUCTION" and electronic media files per paragraph 2.F, to the **Owner** for processing to the contractor for execution.

**(5) 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 an additional **Owner's** representative, 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) Visits to Site and Observation of Construction:**

In connection with observations of the work of Contractor(s) while it is in progress, 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. Based on information obtained during such visits and on such

observations, the **Consultant** shall endeavor to determine if such work is proceeding in accordance with the approved schedule and the Contract Documents, and the **Consultant** shall keep the **Owner** informed of the progress of the work. These visits shall help 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. Each visit to the site shall be documented in a written report on the **Owner's** "Daily Inspection Report" form and forwarded to the **Owner** within 24 hours. Site visits shall be made by the **Consultant** or their qualified, Owner-approved representative, as often as required to keep the **Consultant** and **Owner** fully informed of the work and at a minimum of once daily, excluding holidays and weekends. The responsibilities will include (but not be limited to the following):

(i) Defective Work and Stored Materials:

During site visits and on the basis of such observations, the **Consultant** shall recommend to the **Owner** rejection of the work and/or material stored on site which the **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) Applications for Payment:

Based on the **Consultant's** on-site observations as an experienced and qualified design professional, on information provided by the Consultant's representative, on review of applications for payment, and the accompanying data and schedules, the **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 the **Owner**, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of the **Consultant's** knowledge, information, and belief, the quality of such work is generally in accordance with the Contract Documents.

(iii) Record Drawings:

The Consultant shall gather information for the preparation of record drawings based on Consultant's site observations as well as information provided by the Contractor. These drawings shall be updated monthly, prior to the Consultant's monthly payment and shall show the final location and description of all work performed during construction.

(iv) Limitation of Responsibilities:

The **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 the **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 the **Consultant** from liability for failure to properly perform duties and responsibilities assumed by the **Consultant** in the Contract Documents.

(v) Structural Observations:

The **Consultant** shall provide structural observations as defined and required by IBC 2006, Sections 1702 and 1709.

(VI) Resident Project Representative (RPR): The Resident Project Representative (RPR) shall be Consultant's employee, but shall be under the Owner's supervision while working on this project. Assignment of the specific individual as RPR shall be subject to approval of the Owner. The RPR must be a qualified professional, but is not required to be a Registered Professional Engineer or Architect. The representative shall be fully qualified to act as a representative of the Architect. Site visits shall be made by the Resident Project Representative as often as required to keep the Resident Project Representative fully informed of the work and at a minimum of once daily, excluding holidays and weekends. The purpose of the Consultant's visits and representation by the Consultant's Resident Project Representative at the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to be undertaken by the 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 Owner recognizes that construction review and observation is a technique employed to minimize the risk of problems arising during construction and that construction review and observation by the Consultant is not insurance, and does not constitute a warranty or guarantee of any type. In all cases, contractors, et al. (that is, the general contractor, subcontractors, material suppliers, and others) shall retain responsibility for the quality of their work and for adhering to plans and specifications.

c) Interpretations and Clarifications:

The **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.

d) Review of Construction Contractor Submittals and Shop Drawings:



The **Consultant** shall review all submittals which are required by the project, including but not limited to special inspections, shop drawings, samples, catalog cuts, tests and certifications. The **Consultant** shall review and approve or take other appropriate action with the submittals 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. The **Consultant** shall maintain a log of receipt of the submittals, action recommended, and date returned to the **Owner**. All submittals shall be returned within fourteen (14) calendar days unless schedule demands sooner. The **Consultant** shall immediately notify the **Owner** of any special inspections, shop drawings, samples, catalog cuts, tests and certifications not submitted in accordance with the project documents and construction schedule.

e) Substitutes:

The **Consultant** shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s) for approval by the **Owner**.

f) Inspections and Tests:

The **Consultant** shall have authority in consultation with the **Owner** to require additional inspections or testing of the work, and shall receive and review all certificates of inspections (including Special Inspections), testing, and approvals required by laws, rules, regulations, ordinances, codes, orders, or the Contract Documents (but only to determine, generally, that the content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).

g) Disputes between Owner and Contractor:

The **Consultant** shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work there under and make recommendations on all claims of the **Owner** and the 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.

h) Contractor(s) Completion Documents:

The **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 the 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 the **Owner** with written comments.

i) Final Inspections:

Upon request by the **Owner**, and attended by the same, the **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 the **Consultant** may recommend, in writing, final payment to Contractor(s)(subject

to any conditions therein expressed). The Consultant shall prepare the Punch List following the initial Substantial Completion Inspection.

**j) Meetings:**

The **Consultant** or its representatives shall attend all technical, community, and progress meetings as pertains to the project at such time and place as designated by the **Owner**. These meetings are in addition to the Site Visits in (a, b) above. These meetings should occur weekly, on site or as required by the **Owner**. The **Consultant** shall develop and distribute meeting minutes for all meetings.

**k) Consultant Transmittals:**

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

**l) Pre-Construction Conference:**

The **Consultant** shall attend a Pre-Construction Conference at such time and place designated by the **Owner** and shall record or take notes of the proceedings, and be prepared to answer all technical questions related to the project.

**m) Preparation of Documents for RFPs & Change Orders:**

The **Consultant** shall prepare sketches, technical descriptions, drawing revisions, or other documents needed to define the work for proposed changes. These documents shall be the basis for change orders prepared by the **Owner**. (Note: If the change is required because of an error or omission in the contract documents, the **Consultant** shall prepare the documents at no additional cost to the **Owner**.)

**(6) Closeout Services:**

After the final inspection, the **Consultant** shall obtain and review the as-built drawings as provided by the Contractor. The **Consultant** shall provide the **Owner** with two (2) sets of printed drawings on Mylar. Ammonia processed mylars are not acceptable. Record drawings shall also be submitted on **CDs** in a format readily usable with AutoCAD Version 2000 or later. 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 Georgia.

**C. EXTRA SERVICES OF CONSULTANT:**

**(1) Normal and Customary Services:**

Normal and customary engineering services do not include service with respect to the categories of work, provided below, which are usually referred to as Extra Services.

**(2) Requests for Additional Services:**

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

- a) Preparation of Documents:  
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) Changes in Scope of Work:  
Services resulting from significant changes in the general scope, extent, or character of the Project or major changes in documentation previously accepted by the **Owner** where changes are due to causes beyond the **Consultant's** control.
- c) Revisions to Drawings and/or Specifications:  
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) Renderings or Models:  
Provide renderings or models except where required as part of Basic Services.
- e) Litigation, Arbitration, and Other Legal or Administrative Proceedings:  
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.

**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, drawing, 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**. The **Consultant** shall be responsible for the accuracy, completeness, conformance to all required, City, State and Federal codes, regulations, and other legal limitations and restrictions of the design. The **Consultant** shall redesign to remedy any deficiencies found in the design at no additional cost to the **Owner**, and shall be liable for added construction costs that result from the deficiencies if those costs result directly from the deficiency.

**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 requirements necessary in the development of the project, and pay costs incident thereto.

**D. PROPOSALS:**

The **Owner** shall advertise for Proposals from Bidders, open the Proposals at the appointed time and place, and pay costs incident thereto.

**E. PROTECTION OF CONTROL POINTS:**

The **Owner** shall protect to the best of its 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 **Owner** shall furnish the **Consultant** with a copy of current City standard specifications, any required City construction detail standards, if available and as appropriate for the project. The City of Savannah drafting and CAD Standards and a Design Review Checklist shall be provided. The **Consultant** shall follow these documents in the preparation of Contract Documents for the project. The final edited specifications shall be submitted by the **Consultant** to the **Owner** in hard copy, Microsoft Word, and a searchable PDF. Construction Documents and Record Drawings shall be submitted as a complete set of reproducible and also a Compact Disk of the electronic media, in AutoCAD 2000 version or later drawing file format (DWG), including all fonts used, a plot style CTB file, and any attached xref files necessary to reprint all Architectural, Civil, Structural, Mechanical, Electrical and Plumbing drawings exactly as the originals. A complete set of the Record drawings shall also be submitted in PDF format. The **Owner** will also release such files to contractors/vendors as needed to assist in submittal/layout preparation.

**G. EXISTING DOCUMENTATION:**

Any drawings or documents released to the **Consultant** are for use as reference only; no information should be used without appropriate field verification. Presence of above and underground site utilities (including but not limited to water, sewer, drainage, electric, gas, cable, phone) must be verified by the **Consultant**.

**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, not to exceed, of \$\_\_\_\_\_. This lump sum fee is made up of the following costs:

Phase of Work	% of Fee	%	\$	Amount of Fee
<b>(1) Design Fee</b>				
1. Phase I	_____	%	\$	_____
2. Phase II	_____	%	\$	_____
3. Phase III	_____	%	\$	_____
4. Final Design and Construction Plans and Specifications	_____	%	\$	_____
5. Construction Documents for Permitting & Plan Review	_____	%	\$	_____
6. Construction Documents for Bidding & Construction	_____	%	\$	_____
7. Bidding/Abstract, Addenda	_____	%	\$	_____
<b>TOTAL Design Fee</b>	_____	%	\$	_____
<b>(2) Construction Overview Fee</b>				
1. Construction Administration	_____	%	\$	_____
2. Resident Inspection - 6 months @ 20 hours per week	_____	%	\$	_____
3. Record Drawings and Electronic Files of Documents	_____	%	\$	_____
<b>TOTAL Construction Overview Fee</b>	_____	%	\$	_____
<b><u>GRAND TOTAL Design Fee + Construction Overview Fee</u></b>			\$	_____

**B. 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 "C".

**C. PROGRESS PAYMENTS:**

The **Owner** shall pay the **Consultant** for professional services performed under 1.B and 1.C of the Agreement on a task completion basis, as verified by delivery of acceptable documents to the **Owner**. 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 and the breakdown of 3.A and 3.B above.

**D. 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 "A". The schedule shall not, except for reasonable cause, be exceeded by the **Consultant**.

**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 its fees for a period of six 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 design, including electronic media files, tracings and master specification sheets shall be the property of the **Owner**. The **Owner** reserves the right to utilize the design concept and any partially completed or completed design drawings and/or specifications for which the **Consultant** has been paid.

**5. SUCCESSORS AND ASSIGNS:** This Agreement and all of the covenants hereof shall ensure to the benefit of and be binding upon the Owner and Consultant respectively and its partners, successors, assigns and legal representatives. Neither the Owner nor the Consultant shall have the right to assign, transfer or sublet its interest or obligations hereunder without written consent of the other party.

**6. SUB CONSULTANTS:** All sub consultant contracts 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 sub consultant's qualifications to perform the required work under this Agreement. A separate EXHIBIT "C" shall be provided for each sub consultant.

**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.** The **Consultant** shall develop contract drawings and specifications to comply with no less than minimum requirements of all Federal, State, and Local regulatory agencies and industry standards, and in conformance with accepted professional practice.

**B.** The **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.

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

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_

Attest: \_\_\_\_\_  
CLERK OF COUNCIL

CONSULTANT:

\_\_\_\_\_  
(Official name of Consultant as on Seal)

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

(Seal, if incorporated)

**EXHIBITS:**

Exhibit A - Design Schedule

Exhibit B - Design Submittal Checklist

Exhibit C - Additional Requirements

Exhibit D - Hourly Rates

Exhibit E - Consultant's Field Report

Exhibit F - Periodic Pay Application



**EXHIBIT A  
DESIGN SCHEDULE**

**\*\*\* FOR EXAMPLE ONLY – ACTUAL SCHEDULE SHOULD ABIDE BY GDOT PDP RULES\*\*\***

Phase I	100% complete GDOT Phase I deliverables <b>60</b> calendar days (8 weeks) after the Notice to Proceed (NTP) is issued.
Phase II	30% complete at <b>70</b> calendar days (10 weeks) after receipt of approved Phase I notice.
Phase III	75% complete at <b>60</b> calendar days (8 weeks) after receipt of approved Phase II.
Final Design and Construction Plans and Specifications	100% complete at <b>14</b> calendar days (2 weeks) after Phase III comments received
Construction Documents Issued for Permitting & Plan Review	100% complete at <b>42</b> calendar days (6 weeks) after Final Design comments have been received.
Construction Documents Issued for Bidding & Construction	100% complete at <b>14</b> calendar days (2 weeks) after Permitting & Plan Review comments have been received.
	<i>Total construction document time: <b>260</b> calendar days (37weeks), excluding review time required by the City of Savannah for each phase.</i>
Construction Administration including Resident Inspection	<b>6</b> months (180 work days, 26 weeks).
Record Drawings, including Mylars, and Electronic Files of Documents	<b>30</b> days after receiving redlines from contractor.

*\*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*

**EXHIBIT B**  
**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 for specific details.

**A. Phase I**

- Drawings
- Project Cost Estimate
- Construction Schedule
- Design Analysis
- GDOT Deliverables

**B. Phase II**

- Drawings
- Project Cost Estimate
- Construction Schedule
- Outline Specifications
- GDOT Deliverables

**C. Phase III**

- GDOT Deliverables

**D. Construction Documents Issued For Permitting & Plan Review Submittal**

- Drawings
- Project Cost Estimate
- Construction Schedule
- Specifications
- Key Product Information
- Special Inspections (if applicable)

**E. Construction Documents Issued For Bidding & Construction Submittal**

- Drawings
- Project Cost Estimate
- Construction Schedule
- Specifications
- Key Product Information
- Special Inspections (if applicable)
- Written documentation of all Approved Applicable Permits

**EXHIBIT C**  
**ADDITIONAL REQUIREMENTS**

**Site Design and Landscape Requirements**

- A. The design shall include development of the site infrastructure (access, parking, drainage, and utilities)
- B. Conceptual site engineering.
- C. Staking plan.
- D. Pavement and grading plans, profiles, and details.
- E. Sedimentation and soil erosion plans.
- F. Storm drainage and storm water management system plans.
- G. Hydrology Report
- H. Complete site survey, including topography and utilities.
- I. Coordinate with dry utilities, including lighting.
- J. Coordinate with City IT Department all requirements for telephone and data.
- K. Construction plans, details and specifications.
- L. Site landscaping plans with irrigation.
- M. Owner-operated site lighting as required.
- N. Incorporate all City Standard and GDOT details as applicable.
- O. Ensure Owner designed site signage is coordinated as needed.
- P. Consultant will be responsible for verifying accurate setbacks for building footprint.

**EXHIBIT D  
HOURLY RATES**

*(SAMPLE - PREPARE FOR EACH AGREEMENT IN COORDINATION WITH  
CONSULTANT)*

<u>Classification</u>	<u>Hourly Rate</u>
Principal-in-Charge	_____
Landscape Architect	_____
Designer (Architectural)	_____
Civil Engineer	_____
Mechanical Engineer	_____
Electrical Engineer	_____
Structural Engineer	_____
Sanitary Engineer	_____
Engineer Technician	_____
CADD Operator	_____
Technical Clerk	_____
Administrative Assistant	_____
Site Inspector	_____
Building Construction Inspector	_____
*** <i>Add others as necessary</i>	

EXHIBIT E  
CONSULTANTS FIELD REPORT



**CONSULTANT'S  
FIELD REPORT**

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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 F  
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 "C", may be submitted to the Owner by the Consultant for work completed in each Phase of Work listed below:

Phase of Work	% of Fee		Amount of Fee
(1) Design Fee			
1. Phase I	_____ %	\$	_____
2. Phase II	_____ %	\$	_____
3. Phase III	_____ %	\$	_____
4. Final Design and Construction Plans and Specifications	_____ %	\$	_____
5. Construction Documents for Permitting & Plan Review	_____ %	\$	_____
6. Construction Documents for Bidding & Construction	_____ %	\$	_____
7. Bidding/Abstract, Addenda	_____ %	\$	_____
<b>TOTAL Design Fee</b>	_____ %	\$	_____
(2) Construction Overview Fee			
1. Construction Administration	_____ %	\$	_____
2. Resident Inspection - 6 months @ 20 hours per week	_____ %	\$	_____
3. Record Drawings and Electronic Files of Documents	_____ %	\$	_____
<b>TOTAL Construction Overview Fee</b>	_____ %	\$	_____
<b><u>GRAND TOTAL Design Fee + Construction Overview Fee</u></b>		\$	_____

**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 (1) and (2).

TOTAL FEE EARNED: \$ \_\_\_\_\_

PREVIOUS PAYMENTS: \$ \_\_\_\_\_

DUE THIS APPLICATION: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Name and Company

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