



SECTION 4

SPECIFICATIONS AND SPECIAL CONDITIONS FOR WHISTLE STOP JUNCTION REPAIR EVENT # 4758

- 4.0 This project will be for the demolition and reconstruction of a wall at the Whistle Stop Junction and Permit Office located at the Visitors Center, 301 Martin Luther King Jr. Boulevard, Savannah, Georgia 31402. This work is in conjunction with the removal of the baggage car and caboose by the Coastal Heritage Society (CHS). Additional work includes, but is not limited to, a new thermoplastic polyolefin (TPO) roof for the permit office, new covered porch area, replacement of the storefront, painting, new downspouts, and mechanical, electrical, and plumbing work. The contractor will be required to perform its work per the work sequence in the plans.
- 4.1 **Scope of Work:** The scope of work shall include, but not be limited to, the following:
- Provide all labor, materials, equipment, and supplies to perform the repairs detailed in the plans and specifications.
- 4.2 The work must meet the following guidelines:
- 4.2.1 Historic District Section of (8-3030) of the City of Savannah Zoning Ordinance.
 - 4.2.2 Current edition of the Secretary of the Interior's Standards and Guidelines for Rehabilitation published by the U.S. Department of Interior.
 - 4.2.3 This project has a Request for Certificate of Appropriateness issued and all conditions must be met. The file number is 16-004517-COA.
- 4.3 Plans for this project were completed by the following firms and are included in the scope of work for this project.
- 4.3.1 Demolition plans – Collins Engineers
 - 4.3.2 Architectural plans – Lominack Kolman Smith Architect
 - 4.3.3 Mechanical, electrical, and plumbing plans – Sebring Engineering
- 4.4 No portions of the structure shall be permitted to fall or shall any debris be dropped except by methods which will ensure the integrity of the structure.

- 4.5 A right-of-way (ROW) permit will be required for any work in the public ROW. The contractor shall be responsible for obtaining and updating this permit. Work cannot begin until the permit is issued. There is no charge for this permit and it takes four (4) business days to obtain.
- 4.6 The contractor shall be responsible for site security.
- 4.7 The contractor shall be responsible for obtaining a building permit for the City's Development Services Department. The permit has been applied for and can be picked up by the contractor. There is no charge for this permit.
- 4.8 The contractor shall be responsible for coordinating all inspections from the Development Services office and the City's testing contractor.
- 4.9 The contractor shall be required to coordinate all special inspections with the City's annual testing contractor. The City will pay for all required tests. If the contractor fails a test, the City will pay for the test and seek reimbursement from the contractor.
- 4.10 The contractor is responsible for obtaining a Certificate of Occupancy/Completion from the City prior to opening. The City will not accept ownership of the project until a Certificate of Occupancy/Completion is issued and all punch list items are completed.
- 4.11 There will need to be cooperation between the contractor and the Coastal Heritage Society (CHS) and any contractors assisting them. The contractor shall permit the other access through the construction area. CHS will be responsible for removing the train car.
- 4.12 Time will be 30 calendar days with two (2) weather for demolition and 30 days with two (2) weather days for reconstruction for a total of 60 days. The time that CHS will need to remove the train will not count against either time limit.
- 4.13 **Work Restrictions**
The contractor and any of its subcontractors shall observe and comply with the following site rules upon entering the job site:
- 4.13.1 The designated working hours of the Roundhouse Railroad Museum are Monday through Friday 8:00am to 5:00pm, while the designated working hours of the Savannah History Museum and Visitor Information Center are 9:00am to 5:30pm Monday through Friday. If the contractor desires to work on the project outside of these hours he/she must receive permission from the City. No workers will be allowed in the visitor center or on property while the visitor center is closed. **The Visitor Center closes at 5:30pm each work day and contractor shall leave the site by 5:30pm. All end of the day work including site cleanup needs to be completed before closing. All work must be performed between the hours of 9:00am and 5:30pm, Monday through Friday. No workers will be allowed on the property while the Visitor Center is closed.**

- 4.13.2 Upon arriving and departing from the work site, the contractor must alert the CHS contact person on this project.
- 4.13.3 The CHS' main priority is the safety of its employees, site visitors, and the contractors. The Roundhouse Railroad Museum, Savannah History Museum, and Visitor Information Center are all public venues occupied by visitors and employees at all times. The contractors are required to comply with all OSHA regulations to protect themselves, site visitors, and site staff
- 4.13.4 The contractor is allowed one (1) motor vehicle on site unless otherwise authorized by the City. The contractor must comply with the site's ten (10) mile an hour maximum speed limit at all times when on site. The City reserves the right to bar any contractor from the site for excessive speed or reckless driving. Any costs associated with injury to persons or damage to property shall be borne by the contractor.
- 4.13.5 The Savannah History Museum and Visitor Information Center are all venues where visitors, including children, frequently may be within view of the contractor and the job site. Neither the contractor, nor his employees or subcontractors, shall engage in any contact with minors at the sites or exhibit any foul language, loud music, or offensive behavior. The contractor and its employees or subcontractors must be neat in appearance. No clothing with offensive print or designs will be allowed. The playing of radios, record, or tape players is not permitted. If a member of the general public approaches a worker, the worker shall be courteous and respectful to all questions.
- 4.13.6 Appropriate attire for a construction site is required at all times. This includes, but is not limited to, steel-toed boots, hardhats, appropriate construction clothing, and personal protective equipment.
- 4.13.7 Consumption of alcohol on the premises will not be tolerated. Tobacco products shall not be used inside any structures or in other designated areas. Tobacco product remnants should be disposed of properly. Possession or use of illegal drugs or other substances by the contractor shall not be permitted at the job site.
- 4.13.8 The contractor shall dispose of trash in the proper receptacles. It is the contractor's responsibility to keep the work area clean and safe.
- 4.13.9 No open flames, torching of materials, or use of grinders shall be permitted in the facility at any time. Any cutting of materials that could cause a fire should be done outside. Violators of this rule will be dismissed from the job site.

4.13.10 The contractor will comply with the building's no smoking policy. Anyone caught smoking within the building will be subject to a \$500 fine per instance.

4.13.11 The general contractor or its designated representative must be present on the work site at any time work operations are in progress. The designated representative shall be an employee of the general contractor.

4.13.12 CHS, the City's Tourism Director, and the engineer reserve the right to remove workers from the site and prevent their return to the project if these rules are not followed.

4.14 Insurance Requirements

4.14.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.14.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000

- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.14.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.14.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

4.14.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

5.0 General Conditions

5.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

5.6 This project will be a lump sum project. The lump sum price shall include all costs to complete the work.

EXCEPTION SHEET

Event # 4758

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402
ATTN: Purchasing Director

EVENT NUMBER: 4758

Business Location: (Check One)
 Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED CONTRACTS. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS TO BE CONSIDERED.

BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA? (CHECK ONE) YES: _____ NO: _____

FROM WHAT CITY/COUNTY _____

TAX CERTIFICATE #: _____ FED TAX ID #: _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE: CORPORATION PARTNERSHIP INDIVIDUAL OTHER (SPECIFY: _____)

INDICATE OWNERSHIP STATUS OF BIDDER

(CHECK ONE):

NON-MINORITY OWNED

AFRICAN AMERICAN

HISPANIC

WOMAN (non-minority)

ASIAN AMERICAN

AMERICAN INDIAN

OTHER MINORITY

(describe) _____

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	UNIT	TOTAL
1	Whistle Stop Junction Repair	LS	

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered)

(_____)

___ Net - 30 Days (no discount offered)

- 0 -

TOTAL NET BID

\$ _____

A GENERAL CONTRACTOR'S LICENSE IS REQUIRED FOR THIS PROJECT. DO YOU HAVE THE REQUIRED LICENSE? IF SO, PLEASE ATTACH A COPY WITH YOUR BID. ___ Yes ___ No

DO YOU HAVE THE REQUIRED INSURANCE? ___ Yes ___ No

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

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

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. 4758
 Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.