

**SOLAR PV INSTALLATION
EVENT NO. 8789**

**SECTION II
SCOPE OF WORK**

2.0 Broad Description of Project: The purpose of this event is to receive proposals from qualified solar PV providers to design, engineer, build, operate, maintain, and decommission turn-key installations of solar photovoltaic (PV) systems at the site addresses provided herein. Respondents shall have demonstrated experience designing, planning, permitting, and constructing complete solar PV systems and have knowledge of local utility regulations.

2.1 Background

The City of Savannah (hereby referred to as “the City”) seeks to generate electricity from behind-the-meter solar PV at selected municipal properties. The goals of the program are to increase the City’s renewable energy capacity, reduce energy costs and greenhouse gas emissions, serve as a model to other cities and the commercial sector on how to deploy solar, and provide educational opportunities about the benefits of renewable energy.

Each of the facilities herein has passed a preliminary screening for suitability for solar PV based on energy usage profiles, utility rates, structural integrity of rooftops, and other factors. Sites that are expected to need roof replacements are indicated in Attachments A & B. However, the selected solar PV provider will be expected to provide detailed analysis of the suitability of each site, including but not limited to:

- An evaluation of the structural, topographical, and/or geotechnical attributes of each site.
- A production estimate based on factors such as pitch, azimuth, and shading. Additionally, Proposers are expected to make a recommendation for system type (e.g. fixed-tilt vs single-axis tracking vs dual axis tracking) for applicable ground-mount or canopy applications.
- Economic analysis based on system costs, electric usage profiles, and utility rates and regulations.

For the purposes of this RFP, respondents will be asked to submit a proposal using the representative sites listed in Attachment B. **The City of Savannah, at its discretion, may select all, none, or some of the facilities listed in Attachment B for this Project. The City of Savannah may also, at its discretion, award to multiple vendors or split the award by site according to the best interest of the City.**

2.2 Anticipated Contract Terms

- 2.2.1 The City seeks to finance the solar PV systems described herein through Solar Energy Procurement Agreements (SEPA). The term for each SEPA is expected to be 20 to 25 years. The City shall retain the right to buy the system for any or all sites at fair market value of the system at the end of the term.
- 2.2.2 The selected Proposer shall have qualified personnel (either staff or on a contract basis) to implement the solar installations, including, but not limited to, Georgia-registered professional engineer; Georgia-registered architect; Georgia-registered master electrician; and North American Board of Certified Energy Practitioners certified overseer of the Project.
- 2.2.3 The selected Proposer shall have the capacity to provide financing for all expenses for the design, construction, installation, connection, maintenance, and operations of solar panels at the selected sites. The City's financial contribution will be an agreed upon rate for electricity in dollars per kilowatt-hour (\$/kWh) paid monthly. This rate may include an annual escalator that is not to exceed 2 percent.
- 2.2.4 The selected Proposer shall be responsible for taking advantage of all available and applicable incentives offered to reduce the total installed cost of PV at each facility and shall be required to meet any and all requirements to claim such incentives.
- 2.2.5 The selected Proposer shall complete all documentation and application processes associated with Green-e certification on behalf of the City. The selected Proposer shall establish an account for the City, and, after the account has been established, register the projects in the account such that the City will receive RECs for the operation of the projects. The selected Proposer shall, at its expense, pay all deposits and fees for completing the applications and certifications with Green-e and the REC tracking system.
- 2.2.6 The selected Proposer shall be responsible for obtaining and covering all costs associated with any required permits (e.g., building, construction, electrical, plumbing, environmental, zoning, etc.), inspections, and utility interconnection agreements for the construction, installation, connection, operation, and maintenance of the system.
- 2.2.7 The selected Proposer shall be responsible for ensuring that the installation of rooftop solar energy systems shall not adversely impact roof integrity or violate existing roof warranties. Additionally, the installer shall be responsible for replacing or contracting for the replacement of roofs that are indicated by the City or found by the installer to need replacing.
- 2.2.8 The selected Proposer shall be responsible for ensuring that solar installations, including supports and power conductors, do not interfere with roof drains, water drainage, expansion joints, air intakes, existing electrical and mechanical equipment, lightning protection, existing antennas, or any other existing features unless specifically approved by the City. Further, the selected Proposer shall ensure that

installations do not interfere with City access or operational needs.

- 2.2.9 The selected Proposer shall be responsible for removing the system at the end of the term of the agreement if it is not purchased by the City. The selected Proposer shall also be responsible for temporarily removing and replacing the system if roof repairs are necessary.
- 2.2.10 The selected Proposer shall provide access to real-time monitoring of system performance in order to ensure system quality, demonstrate the benefits of solar to the community, and track production for the purposes of calculating renewable energy credits generated.
- 2.2.11 The selected Proposer shall provide paid training to at least three local workers over the course of the design, engineering, and installation process. A list of suitable trainees will be developed by a to-be-determined community partner.
- 2.2.12 The selected proposer shall support the City in its efforts to increase minority participation in the local solar market by providing at least two informational sessions for Local Disadvantaged Business Enterprises (DBEs) that are interested in adding solar energy installation to their scope of services.

2.3 Detailed Scope

The selected Proposer shall design, construct, install, interconnect, operate, maintain, and monitor the system at the facilities described in Attachment B and sell the electricity generated from the system to the City in accordance with the Solar Energy Procurement Agreement structure. All output generated at a facility shall be used at that facility and the selected Proposer shall not sell the output beyond the capacity limit of any individual facility.

The scope of service shall include all tasks required to design, fabricate, deliver, install, operate, monitor, and maintain the system. The scope shall also include, but not be limited to, securing all permits and approvals from governing agencies and paying all labor costs, taxes, service fees, permit fees, and equipment costs necessary to produce a fully operational system as described in detail below:

1) Design, engineering, and permitting

The selected Proposer shall design/engineer the system to maximize energy savings in consideration of the facilities' load profiles, the size and conditions of the proposed site, proposed future site improvements, and other relevant factors. The selected Proposer shall supply to the City the design documents and drawings, stamped by an appropriately licensed Georgia professional engineer, that includes the following minimum information:

- a. Timeline/Project schedule
- b. System description
- c. Equipment details and description including information on modules (brand name, model, size, and technology), inverters (brand, type,

- and efficiency), and monitoring and data acquisition systems
- d. Layout of installation
- e. Layout of equipment
- f. Specifications for equipment procurement and installation
- g. All engineering associated with structural and mounting details
- h. Performance of equipment components and subsystems
- i. Integration of solar PV system with other power sources
- j. Electrical grid interconnection requirements
- k. Controls, monitors, and instrumentation
- l. System performance monitoring

2) Installation

The selected Proposer shall supply all equipment, materials, and labor necessary to install the systems and integrate them with other power sources. The selected Proposer shall identify an appropriate location for the solar PV inverter equipment and its related components and environmental control systems that shall meet the following criteria:

- a. Ease of maintenance and monitoring
- b. Efficient operation
- c. Low operating losses
- d. Secured location and hardware
- e. Compatibility with existing facilities
- f. Avoidance of flood-prone areas
- g. Visual harmony

3) Interconnection:

The selected Proposer shall supply and install all equipment required to interconnect the systems to the existing electrical distribution system. The selected Proposer shall be responsible for all applications, studies, and witness testing procedures that are necessary to complete the interconnection process and enroll in relevant utility programs (e.g. net metering). All costs associated with utility interconnection shall be borne by the selected Proposer. The selected Proposer shall secure from governing agencies and the utility company all required rights, permits, approvals, and interconnection agreements at no additional cost to the City. The City shall become the signatory on applications, permits, and utility agreements only where necessary. The selected Proposer shall complete and submit in a timely manner all documentation required to qualify for available rebates and incentives.

4) Inspection, Commissioning, and Acceptance Testing:

To ensure compliance with the National Electric Code (NEC), an inspection by a licensed electrical inspector is mandatory after construction is complete. Unless otherwise identified, manufacturer recommendations shall be followed for all inspection and test procedures. The NEC inspection shall be conducted by an

independent third-party electrical inspector familiar with PV systems.

During start-up, the City and/or its engineer/consultant, shall observe and verify each system's performance, alongside the Proposer's independent commissioning agent. Required commissioning and acceptance test services include:

- a. Verifying that all equipment specifications match the proposed equipment specifications
- b. Verifying that the physical layout aligns with the as-built diagrams with variations to the proposed system noted
- c. Verifying that the electrical system as laid out and connected aligns with the as-built one-line diagrams including fuses, relays, and switches with variation to proposed system noted
- d. Ensuring that each array passes the open-circuit voltage and current test
- e. Testing the manual disconnect switch to ensure it operates correctly

5) Monitoring

The selected Proposer shall monitor the system performance and provide real-time data to the City. This information shall be used for public education and outreach and to allow the City to monitor, analyze, and display historical and live solar electricity generation data. The real-time data shall reflect, but not be limited to, the following:

- a. Real-time generation and load
- b. Monthly, annual, and lifetime generation
- c. Capacity factor
- d. Cost avoidance
- e. GHG avoidance

The data acquisition system shall be designed for turnkey, remote operation. Data shall be transmitted via internet or telephone from the sites to a server that can be accessed by the City. Data format shall be coordinated with the requirements of the City. The data acquisition system must not require a dedicated or always-on personal computer.

6) Cost of electricity:

The selected Proposer shall provide a long-term cost for electricity (\$/kWh) for the term of the awarded contract. This price can include an annual escalator that does not exceed 2%.

All savings predictions (first year or otherwise) shall clearly state any assumptions used in the calculations, including assumptions relating to utility rate increases.

7) Operation and maintenance:

The selected Proposer shall:

- a. Provide performance monitoring, notification, and troubleshooting
- b. Perform preventive maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings
- c. Provide corrective maintenance to minimize system downtime
- d. Complete any replacements including but not limited to inverter replacements

8) Metering:

- a. Each project shall have at least one production meter at the point of interconnection.
- b. The selected Proposer shall ensure the Metering system is designed, located, constructed, installed, owned, operated, and maintained in accordance with prudent industry practices in order to measure and record the amount of energy produced by the system.
- c. The selected Proposer shall inspect and test all the meters at such times as will conform to prudent industry practices, but not less often than every two (2) years.
- d. The selected Proposer shall be responsible for all costs and expenses incurred with such inspections or tests.

2.4 Financial Information

2.4.1 The City expects that the selected Proposer shall assume responsibility for the system financing, design, construction, installation (including metering equipment and training), interconnection, operation, and maintenance at each facility, according to the terms and conditions of the agreement negotiated between the City and the selected Proposer.

2.4.2 The City shall not provide any financial security (i.e., letter of credit, guarantee, etc.). The prices established in the agreement shall not be subject to adjustment during the term of the agreement, other than any agreed-upon escalation provided for in the agreement, including, but not limited to, any changes to the selected Proposer's costs as a result of state or federal incentives, tax credits, bonus depreciation, or similar items that are not achieved or received.

2.4.3 The Proposer shall provide a summary narrative to describe its typical bonding process and bonding capacity to accommodate the potential magnitude of this Project during construction and ongoing operation. The Vendor shall furnish a performance and payment bond in a form acceptable to the City in an amount sufficient for completion of the installations, to be determined as part of contract negotiation. Describe the type of bond, what it is intended to cover, and what the

appropriate bond value should be. Name the entity that serves as your bonding agent.

- 2.4.4. The Proposer shall outline a plan for upholding its contract with the City for the duration of the contract term. This plan shall include, at a minimum, strategies for honoring contract guarantees in the event of bankruptcy and firm closure. The Proposer shall outline the remedies available to the City in the event the Proposer is unable to uphold its contract.

2.5 Proposal Format

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

- a) **Executive Summary:** Include key provisions of the proposal, including understanding of the City's goals, understanding of the Proposer's role in the Project, brief descriptions of proposed systems, relevant experience with local governments, workforce training plan, pricing, and key timeline dates.
- b) **Technical Solution:** Describe your technical approach to the design and construction of each solar system including proposed locations (rooftop, ground mount, or canopy); system types (roof mount, fixed-tilt, or single- or dual-axis tracking); and equipment specifications (modules, inverter, and racking). Proposers should also include attachments showing the physical layout of system components (modules, inverter, and conduit) and PVSYST, Helioscope, or similar production simulation results.
- c) **Proposer Profile:** Proposers should outline the qualifications of the firm, including the number of years the firm has been in business, applicable state licensing, bonding capacity (as required in Section 2.4.3) insurance coverage, experience with SEPAs, and experience working with local governments. Additionally, Proposers should indicate whether the Proposer, any team member, or any corporate officers have been party to a lawsuit relating to the installation or performance of any equipment it has installed and provide a summary of the issues and lawsuit status.
- d) **Project Team:** Proposers should outline the qualifications of key personnel, including years of experience, educational background, and relevant licenses and certifications. Clearly identify the project manager and the ongoing point of contact for maintenance concerns.
- e) **Project Experience:** Include between 3 and 5 projects completed in the last 5 years similar in scope and complexity to the proposed projects. At least 1 of the referenced projects must be financed through a SEPA (or equivalent financing arrangement), and at least 1 of the projects must be with a local government. Include project names, system sizes (kW), locations, brief 2-3 sentence project descriptions, and a project reference (name, organization, email, and telephone number). If applicable, highlight experience with local permitting processes and interconnection experience with Georgia Power.
- f) **Proposed Schedule:** Identify key Project milestones for each site and include any necessary review periods for the City.
- g) **DBE Participation:** Submit all forms as required in Section 2.9 below.
- h) **Workforce Training:** Describe your plan for training at least three local

workers. This plan shall outline how long the training will last, the skills that will be taught, the compensation that will be provided, and the extent to which workers shall be prepared to seek industry certification.

- i) **LDBE Entrepreneurship Support:** Describe your plan for educating Local Disadvantaged Business Enterprises (roofers, contractors, electricians, etc.) about how to add solar installation to their scope of services. At a minimum, Proposers shall plan to provide 2 information sessions that cover available training resources and industry certification requirements.
- j) **Proposed Fees:** Attach fee proposals for each address per instructions in Attachment A. This form must be signed by the responsible party.
- k) **Other Benefits:** Outline any additional benefits that your firm would provide during construction or over the length of the contract. Examples include providing utility rate guidance, cultivating a pollinator-friendly habitat, and monitoring equipment prices for cost-effective upgrade opportunities.

2.6 Basis of Award

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

- a) Proposer's Qualifications, Experience, and References (25 points)
- b) Levelized Cost of Energy Over Contract Term (25 points)
- c) Project Approach, Timeline, and Guarantees (10 points)
- d) Additional Benefits – Workforce Training, Entrepreneurship Support, and Other Services (10 points)
- e) DBE Participation (10 points)
- f) Local Vendor participation (20 points)

Proposals shall be evaluated by a selection committee. A short list may be developed, and interviews conducted with those Proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all Proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.7 Copies: One (1) unbound, printed and signed original, six (6) identical, 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. All responses must relate to the specifications as outlined.

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

2.9 Local and Disadvantaged Business Enterprise (L/DBE) Goals and Non-Discrimination

The City of Savannah encourages participation and utilization of disadvantaged, minority, or woman-owned businesses in city procurement, and it is the policy of the city that L/DBE firms be given fair opportunity to participate on projects for the City. Prime bidders and proposers should seek to utilize these firms to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a project goal of **20% DBE with 10% Local DBE**.

In order to meet the L/DBE stated goal, a bidder/proposer must submit:

1. A completed **FORM 1310** containing the contact's name(s), address(es), email address, type of work performed for each L/DBE participating with the bidder/proposer; and,
2. The percentage and corresponding dollar value of L/DBE participation; and,
3. A signed **NON-DISCRIMINATION** Statement.

If the information required by section (A) above is not provided by the bidder/ proposer, the information will be requested and must be provided to the City of Savannah within three (3) business days after the Office of Business Opportunity notifies the bidder/proposer that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may result in the no points to be awarded in this category.

2.10 Acknowledgment of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

2.11 Insurance Requirements

2.11.1 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

2.11.2 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

2.11.3 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.

2.11.4 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

2.11.5 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

2.12 Attachments

- Attachment A - Fee Proposal
- Attachment B – Site List
- Attachment C – Utility Bills (Each includes an access code for more granular data)
- Attachment D– Interval Data (Only available for select sites)
- Attachment E – Structural, Electrical, and Major Load Information for Sites Without Utility Data

Attachment A - FEE PROPOSAL

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

ADDENDA ACKNOWLEDGMENT

My signature below confirms my receipt of all addenda issued for this proposal.

Signature

Date

***This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgment of addenda.**

I have read and understand the requirements of this request for proposal RFP Event 8789 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Building	Cost per kWh (w/o Roof)	Cost per kWh (w/ Roof)	Annual Escalator (%)	Roof Replacement Cost Lines 5,6,8	Total System Cost (e.g. Cash Purchase)
1. Carver Village Community Center		N/A		N/A	
2. Crusader Community Center		N/A		N/A	
3. Moses Jackson Community Center		N/A		N/A	
4. Pennsylvania Avenue Resource Center		N/A		N/A	
5. Fire Department				\$	
6. Fire Station 1		N/A		N/A	
7. Fire Station 6				\$	
8. Fire Station 7				\$	
9. Fire Station 14		N/A		N/A	
10. Savannah Police Department		N/A		N/A	
11. W.W. Law Center		N/A		N/A	
12. Coastal Heritage Society/Visitor's Center		N/A		N/A	

13. President Street Wastewater Plant		N/A		N/A	
14. Wilshire Reclamation Plant		N/A		N/A	
15. Georgetown Water Reclamation Plant		N/A		N/A	
16. Savannah I&D Water Plant		N/A		N/A	
17. State St. Parking Garage		N/A		N/A	
18. Bryan St. Parking Garage		N/A		N/A	
19. Liberty St. Parking Garage		N/A		N/A	
20. Robinson Parking Garage		N/A		N/A	
21. Police Administration Building		N/A		N/A	
22. Administration Building at Adams Complex		N/A		N/A	
23. Arena		N/A		N/A	
24. Hudson Hill Community Center		N/A		N/A	
25. Grant Center Gymnasium		N/A		N/A	

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

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

Please Print Name Authorization Signature Date

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

NON-MINORITY OWNED
 AFRICAN AMERICAN
 HISPANIC
 WOMAN (non-minority)

ASIAN AMERICAN
 AMERICAN INDIAN
 OTHER MINORITY Describe _____



Attachment B
List of Sites

1. **Carver Village Community Center**
 - a. Rooftop
 - b. 921 Collat Ave.
2. **Crusader Community Center**
 - a. Rooftop
 - b. 81 Coffee Bluff Villa Rd.
3. **Moses Jackson Community Center**
 - a. Rooftop
 - b. 1313 Richards Street
4. **Pennsylvania Avenue Resource Center**
 - a. Rooftop
 - b. 425 Pennsylvania Ave
5. **Fire Department**
 - a. Rooftop (roof needs replacing)
 - b. 121 E. Oglethorpe Ave.
6. **Fire Station 1**
 - a. Rooftop
 - b. 535 E. 63rd St.
7. **Fire Station 6**
 - a. Rooftop (roof needs replacing)
 - b. 3000 Liberty Pkwy
8. **Fire Station 7**
 - a. Rooftop (roof needs replacing)
 - b. 6902 Sallie Mood Rd.
9. **Fire Station 14**
 - a. Rooftop
 - b. 406 Highlands Blvd.
10. **Savannah Police Department**
 - a. Rooftop
 - b. 201 Habersham St.
11. **W.W. Law Center**
 - a. Rooftop
 - b. 900 E. Bolton St.
12. **Coastal Heritage Society/Visitor's Center**
 - a. Rooftop or Parking canopy (note: historic building)
 - b. 301 Martin Luther King Blvd.
13. **President Street Wastewater Plant**

- a. Ground Mount
 - b. 1400 E. President Street
- 14. Wilshire Reclamation Plant
 - a. Ground Mount
 - b. 11015 Largo Dr.
- 15. Georgetown Water Reclamation Plant
 - a. Ground Mount
 - b. 14 Beaver Run Dr.
- 16. Savannah I&D Water Plant
 - a. Ground Mount
 - b. Intersection of GA Hwy 21 and Water Filtration Plant Rd (Port Wentworth)
- 17. State Street Parking Garage
 - a. Parking Canopy
 - b. 100 E. State Street
- 18. Bryan Street Parking Garage
 - a. Parking Canopy
 - b. 100 E. Bryan St.
- 19. Liberty Street Parking Garage
 - a. Parking Canopy
 - b. 301 W. Liberty St.
- 20. Robinson Parking Garage
 - a. Parking Canopy
 - b. 132 Montgomery St.
- 21. Police Administration Building
 - a. Rooftop
 - b. 3401 Edwin Ave.
- 22. Administration Building at Adams Complex
 - a. Rooftop or Parking Canopy
 - b. 20 Interchange Dr.
- 23. Arena
 - a. Rooftop or Parking Canopy
 - b. 620 Stiles Ave.
- 24. Hudson Hill Community Center
 - a. Rooftop
 - b. 2227 Hudson St, Savannah, GA 31401
- 25. Grant Center Gymnasium
 - a. Rooftop
 - b. Intersection of Barnes and West Street (behind Moses Jackson Community Center)

**SECTION 01310
LOCAL DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and local disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that local disadvantaged business enterprises (L/DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize L/DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established a **20% DBE goal for this project of which at least half (10%) should be met by a Local DBE.**

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Local Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of local disadvantaged business enterprise participation (Sec. 01310-4) and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of LDBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from L/DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for L/DBE subcontracting in trades with established availability of LDBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to LDBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be

debarred from participating in future City contracts.

The contractor is required to fulfill any LDBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to any substitution.**

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any LDBE listed in the completed form entitled "Proposed Schedule of LDBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of LDBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for certification or an application for certification under review but has not been certified is not qualified as a certified LDBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any LDBE that would in any way limit the LDBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

NON-DISCRIMINATION STATEMENT

The prime contractor / 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 L/DBE PARTICIPATION

Any L/DBE listed in this completed form must be certified by an approved agency such as City of Savannah (M/WBE), USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of LDBE certification such as a **certificate or letter from the certifying agency is required to accompany the bid**. A firm that has submitted an application for certification or an application for certification under review but has not been certified is not qualified as a certified L/DBE or M/WBE and **will not be** recognized as such during the City's evaluation process.

Name of Prime Bidder/Proposer: _____ Event No. _____

Project Title: _____

**** NOTE: Proof of certification must be attached to this completed form for all firms listed in the table below.**

Name of DBE Participant Firm	Telephone	Email	Address (City, State)	LOCAL DBE? (Y/N)	Type of Work Sub-Contracted	Sub-contract Value (%)	Sub-contract Value (\$)
						%	
						%	
						%	
						%	
						%	
						%	
Total Base Bid							\$
Total Proposed DBE Subcontracts							\$
Bidder's Proposed DBE Participation							%
Proposed Local DBE Subcontracts							\$
Bidder's Proposed Local DBE Participation							%

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

Joint Venture Disclosure

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

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

Local Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

If you have failed to secure L/DBE participation or if your L/DBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the L/DBE goal is based upon demonstration of a good faith effort, the bidder will have the burden of correctly and accurately preparing and submitting the documentation required by the City. Compliance with each item, 1 through 4 below, shall satisfy the Good Faith Effort requirement absent proof of fraud, intentional and/or knowing misrepresentation of the facts or intentional discrimination by the bidder.

This form must be submitted in its entirety with supporting documentation in a separate sealed envelope with your bid prior to the time of bid opening. Failure to comply will result in the bid being considered non-responsive and the bid will not be read or considered.

- 1.) Please list each and every subcontracting and/or supplier opportunity (DO NOT LIST NAMES OF FIRMS) which will be used in completion of this project, regardless of whether it is to be provided by a LDBE or non LDBE.

(Use additional sheets, if necessary)

List of:
Subcontracting Opportunities

List of:
Supplier Opportunities

2.) Did you obtain a current list of LDBE firms?

_____ Yes

Date of Listing ____/____/

_____ No

Source _____

3.) Please indicate subcontract or supplier list categories for which potential LDBE bidder lists were provided? Provide detail of how these LDBEs were solicited.

_____	_____
_____	_____
_____	_____

4.) **Please attach the following:**

(1) Completed Good Faith Effort Log see: 1310-7 Log

(2) Evidence of solicitation to prospective LDBE firms, such as advertisements, copies of solicitation letters, faxes, emails and other to substantiate efforts.

DEMONSTRATION OF GOOD FAITH EFFORTS MUST INCLUDE ALL ITEMS OUTLINED IN THIS SECTION.

SECTION 01437 LDBE PARTICIPATION REPORT

IMPORTANT NOTICES

- The LDBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst and the Office of Business Opportunity** with each pay request. Failure to submit this form can result in no credit toward contracted LDBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change LDBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of LDBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of LDBE Participation (Section 01310). Any unauthorized substitution of LDBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- **Documentation providing proof of payments to LDBEs for work on this project shall be kept on file and available for inspection by City staff.**

PROJECT NAME & NUMBER: _____ DATE _____ REPORT NO. _____

PRIME CONTRACTOR/CONSULTANT _____ CONTRACT AMOUNT (\$) _____

OVERALL DBE GOAL 20% MINIMUM LOCAL DBE Goal 10% **CHECK THIS BOX** If this is the final project report. End Date: _____

LDBE INFORMATION						LDBE PAYMENTS			
APPROVED LDBEs	DESCRIPTION OF WORK or SUPPLIES	LDBE CONTACT PERSON	LDBE CONTACT PHONE #	LDBE CONTACT EMAIL	LOCAL Y/N	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total Overall DBE Paid to Date: \$ _____ %
Total Local DBE: \$ _____ %

CONTRACTOR: I hereby certify this information is true and correct; and supporting documentation is on file and available for inspection by the City at any time.

SIGNED _____ TITLE _____ DATE _____ CONTACT # _____

CITY OF SAVANNAH

This report has been reviewed for LDBE contract compliance.

SBO Compliance Coordinator _____ DATE _____

INSTRUCTIONS TO CONTRACTOR/CONSULTANT

To receive credit toward contracted LDBE goals, the Prime Contractor/Consultant must complete and submit this form with each Request for Periodic Payment, beginning with the first payment request. An additional copy of this section must be submitted **to the SBO Compliance Coordinator**. The Office of Business Opportunity may be contacted by phone at (912) 652-3582 or by fax at (912) 651-3175. **Failure to submit this form may result in no credit toward the contract LDBE requirements and a delay in monthly progress payment.**

1. Project Name: The official name of the project as stated on the contract
2. Date: Date Report is being submitted
3. Report Number: Reports must be consecutively numbered.
4. Contract Amount: Total amount of the contract to be paid to the Prime Contractor/Consultant by the City of Savannah for completion of the project.
5. LDBE Goals: Enter the contracted LDBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. LDBE Information: ONLY LDBEs that have been verified and approved by the City of Savannah Office of Business Opportunity, from the Prime Contractor's/Consultant's "Proposed Schedule of LDBE Participation" may be included on the payment report. NO SUBSTITUTIONS OR CHANGES IN GOALS MAY BE MADE without prior written approval by the City.
8. LDBE Payments: Enter the actual amount of the subcontract agreement for each approved LDBE, the date of any payments occurring within the report period, the amount of the payments to each LDBE during this period and the total each LDBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all LDBE subcontractors.
10. Contractor Certification: The contractor or his authorized representative must sign this form prior to submittal. Signature indicates that all information is true and correct and documented proof of all information is on file and available for City of Savannah review at any time.

GENERAL INFORMATION

The prime contractor/consultant may not change LDBE firms without prior written approval of the City of Savannah Office of Business Opportunity. Approval cannot be obtained from the City's Project Manager, Contract Analyst or other City of Savannah employees. Contractors/Consultants must use the Add/Change of LDBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of LDBE Participation (Section 01310). **Any proposed changes must meet established LDBE goals and conform to contract regulations and LDBE Program Requirements.**

If the prime contractor/consultant in its bid/proposal included any second or lower tier subcontractor/sub-consultant/supplier towards meeting the goal, it is the sole responsibility of the prime contractor/consultant to ensure all LDBE firms have been reviewed and approved by the City of Savannah and to document all subcontracting/sub-consulting and/or supplier participation dollars counted towards the goal, irrespective of tier level. Upon completion of the work, a final "LDBE Participation Report" will be required and submitted with the final pay request.

As per the City's contract, the City's SBO policy, and signed participation reports: the prime contractor/consultant certifies all LDBE payment information to be true and correct, to have all supporting documentation on file and to make copies of this documentation available to the City of Savannah. **Prime contractors/consultants will periodically be required to provide copies of payment documentation** for LDBEs being counted toward the LDBE goal (including the prime contractor/consultant, if it is a LDBE and being counted toward the goal). Failure to comply with the City's request to provide the required documentation may cause the City to withhold payments due the prime contractor/consultant until compliance is attained. Payment documentation includes but is not limited to:

- signed sub-contracts with LDBEs being utilized in meeting the project's LDBE goals
- LDBE invoices for payment related to the project
- proof of payment of LDBE invoices related to the project

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent
Officer or Agent

Printed Name of Authorized

Title of Authorized Officer or Agent of Contractor

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

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

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

Affidavit Verifying Status for City of Savannah Benefit Application

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

1.) _____ I am a citizen of the United States.

OR

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

OR

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

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

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN

* _____

BEFORE ME ON THIS THE _____

Alien Registration number for non-citizens.

_____ DAY OF _____, 20____

Notary Public

My Commission Expires:

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

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