

**Industrial & Domestic Surface Water Treatment Plant
Optimization & Expansion
Engineering, Design, and Construction Overview Services
EVENT NO. 9962**

**SECTION II
WORK PLAN**

2.0 Broad Description of Project

The purpose of this event is for the City of Savannah (the “City” or “Owner”) to receive proposals from pre-qualified engineering firms to provide professional engineering services pertaining to the optimization of the Industrial & Domestic (I&D) Surface Water Treatment Plant (WTP). Pre-qualification is mandatory for all firms who wish to submit proposals on this project. Proposals will only be accepted from firms that were pre-qualified through Event No. 9568. Only electronically submitted bids through the supplier portal will be allowed. To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. Large files may need to be split up and uploaded as multiple attachments.

The selected firm will be responsible for preparing a number of comprehensive and detailed studies which will assist in optimizing and expanding the existing I&D WTP. The studies and planning documents shall address demand requirements, the raw water intake system, all treatment processes, the finished water distribution systems, and the mixing of various potable waters. The planning documents will be used to inform project design. Additionally, the selected firm will provide project design, bid phase assistance, construction overview, and project closeout.

One or more firms which respond to this work plan and who are determined by the City to be qualified may be deemed eligible and may be invited to discuss and negotiate to provide these services.

2.1 Scope of Services

The successful proposer shall provide the following services at a minimum:

a) Demand Analysis

Perform a demand analysis of the service area for the next 50 years. This analysis shall include residential, commercial, industrial, and municipal customers.

Present results of the analysis in an engineering report. At a minimum, the report shall include a narrative describing: investigation methodology, summary of the collected data, exhibits, calculations, and the conclusions of the analysis.

b) Capacity Analysis

Perform a capacity analysis and plant stress test, as needed, to determine the optimum capacity of the I&D WTP.

- i. An initial expansion in treatment capacity from 50 MGD (permitted treatment capacity) to 55 MGD (permitted withdrawal capacity) with subsequent phased capacity expansions to 62 MGD (temporary permitted withdrawal capacity) and finalizing at the recommended optimum capacity, which will be determined by the “Capacity Analysis” and shall be no less than 75 MGD.
- ii. The City has been notified by the Environmental Protection Division (EPD) that if additional withdrawal is needed beyond what is currently permitted (50 MGD average/55 MGD max day), mitigation for reduced dissolved oxygen levels within the Savannah River watershed will be necessary. Determining the extent of dissolved oxygen mitigation as well as potential ways to mitigate the reduced dissolved oxygen levels shall be included within this scope of work.

Present results of the analysis in an engineering report. At a minimum, the report shall include a narrative describing: investigation methodology, which processes will need to be upgraded to achieve the required capacity, phasing plans to gradually increase the capacity, summary of the collected data, exhibits, calculations, and the conclusions of the analysis.

c) Feasibility Study for Relocation of the Intake Facility

Prepare a comprehensive report detailing the feasibility of relocating the raw water intake.

Due to recently permitted private development projects near the existing intake facility, the City wants to explore the feasibility of relocating the intake to ensure the quality of the I&D WTP water source.

At a minimum, the report shall include a narrative describing: investigation methodology, alternatives assessment on various locations as well as protection for the existing location, and the conclusions of the investigation.

d) Mixing Study

Prepare a comprehensive report detailing the effects of mixing I&D WTP effluent potable water, which has a raw water source that is surface water, with the potable water from the City’s groundwater system. The analysis shall include both the finished water that has been disinfected with chlorine as well as the finished water that has been disinfected with chloramines. At a minimum, the analysis shall include information on how mixing effects:

- i. Chlorine Residual.
- ii. Orthophosphate/Polyphosphate Blend Concentrations.
- iii. pH.
- iv. General Corrosivity.
- v. Precipitation Reactions.
- vi. Disinfection Biproducts.

vii. Taste.

viii. Odor.

The City's laboratory can perform most water analyses and shall provide analytical testing services. The consultant will contract with private laboratories to perform tests that the City's labs cannot. The City's operational staff will assist the consultant with sample gathering. If periodic testing is required, the City's personnel will conduct subsequent rounds of sampling and provide test results to the consultant.

Present the results of the investigation in an engineering report. At a minimum, the report shall include a narrative describing: investigation methodology, summary of the collected data and testing results, exhibits, calculations, and the conclusions of the investigation.

e) Facility Evaluation

i. Data Collection and Analysis

Collect, review, analyze, and summarize historical I&D WTP data. Gather and review plant drawings, previous reports, etc. Conduct site visits and interview operations and maintenance staff to fully understand existing I&D WTP operations, issues, limitations, and operational preferences. The consultant shall also provide a quality assurance and quality control plan for the data collection. **(The City's participation is of great interest and will be looked at thoroughly during review of the proposer's project approach.)**

ii. Model

Prepare a process model of the existing plant and perform an initial calibration. Proprietary models shall not be used. The City shall have final approval over the modeling software. Complete copies of the model's input and output files shall be provided to the City at the completion of the project for use in future modeling efforts.

Conduct and oversee special sampling and analysis to supplement historical data and to reconcile historical data issues determined during "Data Collection and Analysis." Calibrate and verify a dynamic process model using results of special sampling and historical data. The City's laboratory can perform most water analyses and shall provide analytical testing services. The consultant will contract with private laboratories to perform tests that the City's labs cannot. The City's operational staff will assist the consultant with sample gathering. If periodic testing is required, the City's personnel will conduct subsequent rounds of sampling and provide test results to the consultant.

iii. Comprehensive Facility and Performance Evaluation and Inspections

Conduct field survey of key hydraulic controls and grades. Evaluate the condition and performance of all existing unit processes, equipment, and ancillary systems and estimate their remaining useful life. Additionally, determine the limitations of current unit processes, equipment, and ancillary systems. Evaluations shall include assessments for safety, redundancy, and obsolescence.

iv. Evaluation Report

Present the results of the investigation in an engineering report. At a minimum, the report shall include a narrative describing: investigation methodology, existing unit processes (condition, capacity, operation, etc.), modeling results, and the conclusions of the investigation. Report shall include a summary of the collected data and testing results, inspection reports, exhibits, calculations, model, and modeling reports.

f) Facility Optimization and Planning Document

Prepare a facility optimization and planning document, proposing operational changes, minor facility upgrades, and capital improvements to the I&D WTP that will enable the City to consistently produce high-quality potable water and increase the facility capacity to that recommended by the "Capacity Analysis." At a minimum, the document shall address the following areas:

i. Existing Conditions

Discuss the current status of the existing I&D WTP (inclusive of the intake, impoundment, and I&D WTP), including operational methods, average and peak treatment capacity, unit process efficiencies, physical condition, useful lifetime, and limitations.

ii. Identify Improvements

Identify both operational and unit process improvements or modifications to increase the reliability of the facility to meet current and projected potable water treatment requirements. Identify improvements to maximize hydraulic treatment capacity while minimizing capital costs. Identify improvements to reduce facility operation and maintenance costs associated with repair needs as well as improvements to reduce power and chemical consumption. Additionally, the I&D WTP shall be evaluated overall for safety, redundancy, and obsolescence.

These improvements can include immediate equipment process changes or longer-term capital projects.

Individual existing treatment processes and equipment that are in need of evaluation include but are not limited to:

- Raw Water Intake and Pumping Station.
- Impoundment.
- Chemical Feed.
 - Aluminum Sulfate.
 - Cationic Polymer Flocculant.
 - Calcium Hydroxide.
 - Chlorine.
 - Ammonia.
 - Orthophosphate/Polyphosphate Blend.
- Rapid Mix.
- Coagulation and Flocculation.
- Sedimentation.
- Filtration.
- On-Site Pumping Stations for Distribution.

- Storage.
- Sludge Handling.

iii. Future Conditions

Discuss anticipated future conditions that shape the need for facility upgrades, expansion, and phasing of upgrades and expansions. These may include, but are not limited to, future permit requirements, future service area conditions (residential, commercial, and industrial customers), future condition of existing treatment structures and efficiency of existing treatment processes, etc.

iv. Project Goals

Present the necessary features and capabilities that an acceptable alternative must meet. Present goals for different phases of facility upgrades and expansion.

v. Process Review

Present different, well-proven technologies and process configurations that may be successfully employed at the I&D WTP. Describe the technologies and processes in regard to the engineer's experience, currently used where and for how long, operational and maintenance advantages and disadvantages, and impact on the facility's life-cycle costs.

Provide contact information for the facilities where these systems are currently being employed so that the City may discuss these facilities with operations staff and potentially tour selected facilities.

vi. Planning Document Workshops

The consultant shall meet with the City to discuss the development of "Future Conditions," "Project Goals," and "Process Review" so that the City's input may be obtained. Once these items are established, the consultant shall meet with the City again to present them and to discuss how they may be incorporated into the "Alternatives Development." **(The City's participation is of great interest and will be looked at thoroughly during review of the proposer's project approach.)**

vii. Alternatives Development

Develop and evaluate alternative strategies for phased optimization and expansion of the I&D WTP:

- Assessment Criteria – Develop and present the criteria by which the options will be evaluated. Solicit input from the owner to determine the relative importance of each criterion. Suggested criteria include capital cost, life-cycle cost, reliability, ease of operation, ability to phase implementation, flexibility and adaptability, manpower requirements, and history of installations.
- Analysis of Alternatives – Analyze and develop I&D WTP upgrade and expansion

alternatives. Present with the detail necessary to accurately describe and evaluate them using the assessment criteria developed with the owner. Develop construction cost estimates with a range of expected accuracy between -20% to +30% (AACE International Recommended practice No. 18R-97, Estimate Class 5). Use the process model for confirmation of sizing and performance.

- Ranking and Selection of Alternatives – Use the assessment criteria to rank the alternatives. Describe each alternative and present its advantages, disadvantages, and basis for ranking.

viii. Recommended Alternative

Present the recommended alternative and the basis for recommendation, including advantages and disadvantages and comparisons to the other alternatives reviewed.

ix. Project Implementation

Present and discuss project construction timeline and how the recommended alternative can be constructed and brought on-line while maintaining the operation of the current facility.

g) Basis of Design Report

Upon receiving approval of the facility planning document and concurrence from the City with the recommended alternative, the consultant shall prepare a basis of design report. The report shall include, at a minimum:

- i. Process flow schematic and description of the selected treatment processes.
- ii. Unit process sizing and operating conditions. Equipment types reviewed and those considered well-suited or preferred, sizing of preferred equipment (capacities, overall or critical dimensions), desired features, controls, manufacturers, materials of construction, etc.
- iii. Present process control parameters. Discuss how these parameters may be varied (anticipated or range of set-points) depending on the quality of the source water and alternate methods of facility operation.
- iv. Discuss operational flexibility, including unit redundancy and equipment bypassing for alternate modes of operation and maintenance.
- v. Critical equipment or areas that may require freeze protection or thermal heat protection.
- vi. Facility backup power systems and emergency operating conditions and/or configurations.
- vii. Refine construction cost estimate for the recommended alternative with a range of expected accuracy between -15% to +20% (AACE International Recommended Practice No. 18R-97, Estimate Class 4).

h) Preliminary Engineering Phase Services

- i. After the approval of the basis of design report, the consultant will conduct a project kick-off meeting to discuss:
 - Project administrative requirements, procedures, and tasks.

- Project design schedule.
- ii. Following the project kick-off meeting, the consultant will prepare:
- A revised project schedule for all design and permitting phases of the project, including submittal review times and project milestones. Additional detail shall be added to the schedule submitted with the consultant's proposal, as needed.
- i) Design Phase Services

The design phase requires the consultant to make drawings, specifications, and other submittals at the 30%, 60%, and 100% complete stages of project design. A progress meeting between the consultant's design team and City staff shall be held within two (2) weeks after each submittal is made.

i. Site Survey and Topographic Survey

Verify both horizontal and vertical position of existing equipment, structures, pipes, and appurtenances at the I&D WTP. Locate all above and below-ground structures, utilities, and salient features, measuring elevations and dimensions, permanent benchmarks, and ancillary equipment necessary for the successful design and construction of the proposed project. Obtain topographic data and all other necessary survey data to design the proposed facilities and improvements.

The consultant shall be responsible for establishing reference benchmarks, including temporary benchmarks (for each construction drawing sheet), and baselines identified on the construction drawings, along with marking and locating all easements and rights-of-way for construction and in the construction area. This shall be coordinated and scheduled with the contractor, who shall protect the benchmarks (including temporary) and field placement of the marked and located easements and right-of-way lines.

The survey shall utilize a coordinate system based on the Georgia State Plane Coordinate System, East Zone, North American Datum of 1983 (NAD 83). Elevations shown shall be based on the North American Vertical Datum of 1988 (NAVD 88). All measurements and coordinates shown shall use the U. S. Survey Foot definition. Coordinates shall be shown on all manholes, valves, and fittings.

ii. Subsurface Utility Engineering

The consultant shall provide horizontal and vertical field identification and verification, including mapping, of all underground utilities that are in the vicinity or in conflict with the existing or proposed I&D WTP facilities and improvements. Subsurface Utility Engineering (SUE) services shall be required per ASCE Standard 38-02 "Standard Guideline for the Collection and Depiction of Existing Subsurface Data," and such specialized service companies shall be contracted.

The minimum level of information to be used for this project includes:

- Quality Level D is the most basic level of information obtained and requires a search of all reasonably accessible databases. Databases may include some or all of the following: utility companies, public works departments, and facility owners.
- Quality Level C information requires a visual inventory and survey of the above-ground infrastructure associated with utilities such as manholes, valve boxes, hand holes,

transformers, etc., to assess the general accuracy and completeness of the information obtained in the Level D phase.

- Quality Level B is the level at which geophysical methods are employed to designate the existence and approximate horizontal location of utilities in the project area. Methods employed include electromagnetics, ground penetrating radar (GPR), 3-D assisted radar tomography (CART), and other specialized geophysical equipment. Deliverables for Level B include survey drawings of all utility features with attributes showing the quality information of each utility line. Level B includes information gathered during Level C and Level D.
- Quality Level A involves the vacuum excavation technique to safely dig test holes and expose utilities. This provides an exact three-dimensional location and positive identification of the utility. Vacuum excavation uses an air lance to break up soil and a vacuum system to remove the soil, thereby eliminating the potential for damage caused by mechanical excavation. The cost to backfill or patch test digs shall be part of the Quality Level A investigation.

Quality Level D and Quality Level C reviews shall be for the entire project site. Based on the results of these initial review, the consultant shall recommend selected areas to receive Quality Level B and Quality Level A analysis to the owner for concurrence.

The limits of the utility locates shall be:

- Quality Level D and Quality Level C: The horizontal limit shall be 15 feet outside of the I&D WTP site. There shall be no vertical limit.
- Quality Level B and Quality Level A: The horizontal limit shall be 15 feet outside of the I&D WTP site. The vertical limit shall be at least 15 feet below ground surface. Deeper investigations may be warranted based on proposed construction methods, results of screening level investigations, or other factors, which shall be performed by others based on the consultant's professional judgement and with the concurrence of the owner.

iii. Geotechnical Investigation and Report

Provide geotechnical engineering services, including exploratory work, laboratory and field testing, and professional guidance in tests to be made at test locations based on preliminary drawings and designs. Professional guidance shall include professional interpretations of exploratory and test data.

The services will include the following:

- Geotechnical exploratory work, such as soil borings, penetration tests, soundings, subsurface explorations, laboratory tests of soils, rock formations, and other geophysical phenomena which are required to provide information for design, and other field and laboratory tests and analyses, which are required to provide design information.
- A geotechnical report by a qualified geologist or geotechnical firm interpreting the data of the exploratory work and testing. The report shall also set out the site conditions that can be anticipated.

The final report shall indicate the anticipated performance of the subsurface material to be encountered on the project under the loading conditions, use, and types of excavations

anticipated. It shall also include: descriptions of the proposed project and of the proposed site conditions, an explanation of the subsurface exploration procedures and findings, and recommendations for site preparation and foundation design for proposed structures.

iv. Preliminary Design Submittal

Consultant will submit preliminary design drawings to the City for review at the 30% design completion stage. A progress meeting between the consultant's design team and City staff will be held approximately two (2) weeks after the submittal is made. The 30% submittal will include the following items, as applicable:

- Preliminary general plan sheets (Cover Sheet, General Notes, Hydraulic Profile, Process Flow Schematic, etc.).
- Preliminary civil site plans showing the general site and equipment layout, (Existing Site and Demolition Plan, Proposed Site Plan, Site Piping Plan, etc.).
- Preliminary mechanical and structural drawings of proposed treatment processes shown in plan, elevation, and section views.
- Preliminary one-line electrical diagram.
- Updated (30%) construction cost estimate [-15% to +20% (AACE International Recommended practice No. 18R-97, Estimate Class 4) expected range of accuracy] and estimated 20-Year Life-Cycle Cost.
- Preliminary geotechnical report.

v. Design Submittal at 60% Complete

Consultant shall submit new and revised drawings to the City for review at the 60% design completion stage. The 60% submittal shall include the following items, as applicable:

- Preliminary general plan sheets (Vicinity Map, Drawing Index, etc.).
- Updated general plan sheets (Cover Sheet, General Notes, Hydraulic Profile, Process Flow Schematic, etc.).
- Preliminary civil site plans showing the general site and equipment layout (Paving, Grading and Drainage Plan, Civil Details, etc.).
- Updated civil site plans showing the general site and equipment layout (Existing Site and Demolition Plan, Proposed Site Plan, Site Piping Plan, etc.).
- Preliminary mechanical and structural notes and details.
- Updated mechanical and structural drawings of proposed treatment processes shown in plan, elevation, and section views.
- Preliminary electrical site plans, notes, and details.
- Revised one-line electrical diagram.
- Preliminary architectural, plumbing, and HVAC plans including legends, notes, details, and schedules.
- Preliminary process and instrumentation diagrams including legends, notes, and schedules.
- Draft specifications for all project components and specialty equipment.
- Updated (60%) construction cost estimate [-10% to +10% (AACE International Recommended practice No. 18R-97, Estimate Class 3) expected range of accuracy] and estimated 20-Year Life-Cycle Cost.
- Draft construction schedule.
- Final geotechnical report.

The 60% submittal will address comments generated during the review of the 30% submittal. Failure to address previous comments may result in the submittal being considered incomplete.

v. Consultant shall submit revised drawings to the City for review at the 100% design completion stage. The drawings and specifications submitted at this stage shall be 100% or nearly complete. The 100% submittal shall include the following items, as applicable:

- General plan sheets (Cover Sheet, Vicinity Map, General Notes, Drawing Index, Hydraulic Profile, Process Flow Schematic, etc.).
- Site plans showing the general site and equipment layout (Existing Site and Demolition Plan, Proposed Site Plan, Site Piping Plan, Paving, Grading and Drainage Plan, Erosion and Sedimentation Control Plans, Details, Notes, etc.).
- Mechanical and structural drawings of proposed treatment processes shown in plan, elevation, and section views, including mechanical and structural notes, details, schedules, etc.
- Electrical plans including one-line diagram, site plans, electrical notes, details, schedules, etc.
- Architectural, plumbing, and HVAC plans, including legends, notes, details, schedules, etc.
- Process and instrumentation diagrams including legends, notes, schedules, etc.
- Final specifications for all project components and specialty equipment, including sections for supplemental general conditions and measurement and payment.
- Final (100%) Construction Cost Estimate [-5% to +5% (AACE International Recommended practice No. 18R-97, Estimate Class 2) expected range of accuracy] and estimated 20-Year Life Cycle Cost.
- Final estimated construction schedule.
- List of all required special inspections, a budget estimate for completing special inspections, and a list of firms that can provide these services for the project.

The 100% submittal will address comments generated during the review of the 60% submittal. Failure to address previous comments may result in the submittal being considered incomplete.

vii. Final Design Revisions

The consultant will address any final revisions to the drawings and specifications resulting from the previous progress meeting between the consultant's design team and City staff and/or other review agencies.

j) Additional Engineering and Overview Requirements
i. Plat Preparation

The consultant shall prepare all recordable plats covering properties in which public easements or right-of-way must be acquired by the owner for the project. Plats shall be prepared in duplicate as follows: one set of plats shall contain Parcel Identification Numbers (PIN) and the names of property owners based on current County property tax records, and one set shall omit the PIN and the names of property owners. Legal research, if required, shall be the responsibility of the consultant. These documents shall be submitted after the completion and review by the owner of preliminary plans. All plats shall be stamped with a seal and signed by a land surveyor registered in the State of Georgia.

It is not anticipated that any plats will be required for this project. However, plats shall be provided at the City's request as an extra service of the consultant.

ii. Encroachment Permits and Approvals

The consultant will be responsible for determining required encroachment permits and approvals needed from existing utilities (e.g. – Georgia Power, Atlanta Gas Light, etc.), Chatham County, Georgia Department of Transportation, and railroads based on preliminary and final site plans. The consultant shall perform surveys of the proposed encroachments and prepare crossing/parallel alignment design according to the standards and regulations of the appropriate entity. Consultant shall prepare all permit applications, documentation, and supporting attachments for the owner.

iii. Permitting Services

Identification and preparation of all permits/applications to satisfy City, County, State, and Federal requirements for the construction of the project and operation of the final design shall also be the responsibility of the consultant. The consultant shall prepare exhibits and submit applications to obtain permits from the required issuing authorities and agencies. These documents, with supporting attachments, shall be prepared by the consultant prior to the completion of the final plans and forwarded to the owner for execution. Copies of final agency approval documentation shall be bound with the contract documents, and appropriate information shall be shown on final plans. Permitting also shall include any wetland delineation and approval from regulating agencies for the installation of utilities.

The City has the authority to move forward with permitting on its own accord, without consultant assistance. It is the responsibility of the consultant to confirm with the City if permitting services are needed for any individual permit required by this project.

The consultant shall include estimated agency submittal and review times in the project schedule provided in the proposal submittal.

iv. Standard Documents

The City requires the use of standard documents in the preparation of project plans and specifications. These include standard details, technical specifications, and contract documents. The City shall make these documents available to the consultant upon request for review and use. If a City standard detail or technical specification is insufficient to show or specify the desired project construction, the consultant shall provide a suitable replacement from their own engineering library or create one using appropriate engineering methods and standard of care.

v. Project Submittals

Professional services shall be in accordance with the requirements of this work plan. Design deliverables shall be prepared in sufficient detail for permitting and construction of the project and shall be in compliance with all federal, state, and local requirements, as well as industry standards. All drawings, calculations, specifications, and other technical work products shall be signed and sealed by a professional engineer registered in the State of Georgia.

vi. Project Meetings

Project meetings shall be held throughout the design and construction overview process. Meetings include: Project kick-off, submittal reviews (30%, 60%, and 100%), pre-bid, and pre-construction. Construction progress meetings shall be held monthly once the contractor mobilizes. Additional meetings may be required to ensure timely owner input and project completion, or as requested by the consultant, owner, and/or contractor. **(The City's participation is of great interest and will be looked at thoroughly during review of the proposer's project approach.)**

The consultant shall document all meetings by issuing meeting minutes. Meeting minutes shall consist of a summary of the meeting discussion, including names of attendees and a record of any decisions made and action items assigned during the meeting. Draft meeting minutes are due to the City within three (3) business days of the meeting, for review and comment. Final meeting minutes shall be due within three (3) business days of receiving the City's comments.

k) Bid Phase Services

After the final design documents have been reviewed and approved by the City, with appropriate agency approvals and easements obtained, bidding services shall be provided, which will include but are not limited to the following:

i. Preparation of Plans and Specifications for Bidding

Prior to advertising for bids, the consultant shall coordinate with the City to make ready the project specifications and provide them for bidding. The requirements include:

- Completion of the City's request for contract form (requests recommendations on the value of liquidated damages, duration of construction, wet weather days, etc.).
- Prepare the project bid form, which shall be consistent with the measurement and payment specification and include any necessary instructions to complete the form.
- Update Section 01600, supplemental general conditions, as necessary to conform to special conditions pertaining to the project that are different from Section 01500, general conditions.
- Assist City staff, if applicable, in preparation of the invitation to bid. The City has the authority to move forward with bid preparation on its own accord, without consultant assistance. It is the responsibility of the consultant to confirm with the City if bid preparation services are needed for any individual bid required by this project.
- Transmission of three (3) complete sets of approved plans to the City marked "APPROVED FOR BIDDING."

ii. Project Bidding Assistance

- Responding to comments/questions from involved parties via compilation and submission of addenda to owner.
- Attending pre-bid meeting.
- Preparation and distribution of pre-bid meeting minutes.
- Review of bid proposal documentation and preparation of bid tabulation.
- Evaluation and recommendation of contractor.

l) Construction Phase Services

After the bid phase has been completed and an acceptable bid has been awarded by the City, construction services shall be provided, which will include but are not limited to the following:

i. Pre-Construction Meeting

- Attend pre-construction meeting and present/review project requirements.
- Preparation and distribution of pre-bid meeting minutes.
- Provide seven (7) full-size (24-inch x 36-inch) and two (2) half-size (11-inch x 17-inch) sets of Plans marked “APPROVED FOR CONSTRUCTION.”

ii. Contract Administration

- Conducting monthly project meetings.
- Preparing and distributing minutes of all meetings.
- Reviewing and responding to contractor requests for information (construction phase requires prompt, accurate interpretation of the plans and specifications by personnel knowledgeable of construction practices that have thoroughly studied the plans and specifications).
- Reviewing shop drawings.
- Interpretation and clarification of the contract documents.
- Processing and evaluating change orders.
- Processing contractor’s pay requests.
- Copies of timesheets for all architecture and engineering personnel providing construction phase services, including a brief narrative of the work performed (to accompany consultant requests for payment).
- Overseeing equipment O&M training of City personnel by manufacturer’s trainers to ensure all systems and operational modes are addressed.
- Preparing O&M manuals using preferred City format (three (3) paper copies and one (1) electronic copy).
- Conduct final inspection in coordination with City Staff.

iii. Part-Time Resident Inspection

- Provide part-time resident project inspector during active construction, 20 hours per week for 130 weeks.
- Copies of inspection field logs.
- Documentation for defective work, stored materials, and material quantities.
- Oversight of inspections and testing.
- Coordinate start-up testing.
- Review of applications for payment based on submitted data and schedules.
- Monthly review and submittal of contractor’s record drawings.
- Monthly documentation of lost time and wet weather days.
- Compilation and submission for certificate of substantial completion.
- Compilation and submission of final inspection project punch list.

m) Close-Out Services

After the construction of the project has been completed and final payment to the contractor has been paid by the City, close-out services shall be provided to include the following, as applicable:

- i. Close-Out Document Checklist
 - Record drawings (also known as As-Builts).
 - USB flash drive of record drawings (AutoCAD 2007 format and PDF format).
 - Recorded plats.
 - Two (2) complete sets of mylars.
 - Certification letter with utility cost/quantities.
 - Signed elevation certificates.
 - Videotape of utilities.
- ii. Record drawings must be submitted to the City for review and approval. The size of the sheets shall be 24-inch by 36-inch. Record drawings shall have a coordinate system based on the Georgia State Plane Coordinate System, East Zone, NAD 83. Elevations shown shall be based on NAVD 88. All measurements and coordinates shall use the U. S. Survey Foot definition. Coordinates shall be shown on all drainage structures, detention facilities, manholes, valves, fire hydrants, tees, and bends. The final record drawings shall include all improvements by contractor and equipment suppliers, and shall be stamped and certified by a land surveyor registered in the State of Georgia and a professional engineer registered in the State of Georgia.

2.2 Proposal Format

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

a) Cover Letter

Provide a cover letter stating the intent of the Proposer for this event. The cover letter must include acknowledgement of all addenda issued for this proposal. **If the addenda are not acknowledged in the cover letter, proposals will not be considered further.**

b) Project Approach

Detailed narrative description of consultant's proposed project approach addressing critical project requirements, including but not limited to:

- i. Demand analysis.
- ii. Capacity analysis.
- iii. Feasibility study for relocation of the raw water intake.
- iv. Mixing study of various potable water types.
- v. Interactive development of project goals, evaluation criteria, and alternatives between Owner and Consultant. This shall include progress meeting and workshops.
- vi. Development, calibration sampling, and use of process models.
- vii. Identification of the "well-proven technologies and process configurations" and their inclusion into the development of facility upgrade and expansion alternatives.
- viii. Development of estimated construction and operation and maintenance costs as well as the assurance that life-cycle costs will be minimized where feasible.

- ix. Design.
 - x. Construction administration.
 - xi. Meeting project schedule.
 - xii. Quality assurance.
- c) Project Schedule

Provide a detailed project schedule, formatted as a Gantt chart, for all elements included within the scope of work. This schedule shall include state and end dates for task and sub-task completion, submittal dates, major project milestones, review periods, and the critical path.

Schedule shall include all tasks and milestones necessary to indicate project approach. Attachment 4.0 is provided only to suggest tasks and milestones, it is anticipated that the proposers schedule will have more detail. The proposed schedule will be strictly followed throughout the project duration, and shall only be modified as agreed between the owner and the consultant.

A successful project will require significant interaction and collaboration between the consultant and the owner's staff. Please include project meetings and workshops in the detailed project schedule. Meetings may be held at regular intervals and/or set for certain stages of project development.

- d) Non-Discrimination Statement

2.3 Pre-Proposal Site Visit, Tour, and Meeting

A pre-proposal site visit and tour of the existing I&D WTP is required. The mandatory meeting will be held on Wednesday, June 7, 2023, at 2:00 PM at 1 Water Filtration Plant Road, Port Wentworth, GA 31407. Following the site visit and tour, the group will meet in the City's Critical Workforce Shelter, which is located on the property of I&D WTP. This meeting will allow consultants to resolve any questions that were not answered on the site visit and tour. Proposals will only be accepted from firms who attend the pre-proposal meeting. At a minimum the proposed project manager from each firm should be in attendance.

2.4 Interview

Each finalist firm shall be informed of the place and time for the interview session. The time allotted for each firm will not exceed 90 minutes to include: 15 minutes for set-up, 30 minutes for proposer presentation, 30 minutes for evaluation committee questions, and 15 minutes for knockdown. Electronic presentations, such as PowerPoint presentations, are allowed, but not required. Although the owner will have projection equipment available in the interview room, the presenter must be prepared with own laptop and connection cords for quick set-up within the allotted 15 minutes as a backup.

2.5 Basis of Award

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

- a) Project Approach *(25 points)*
- b) Schedule *(20 points)*
- c) Interview *(45 points – 20 points for presentation, 15 points for question and answer, 10 points for overall fit)*
- d) DBE Participation *(10 points)*

Proposals shall be evaluated and scored by a selection committee.

2.6 Copies

One (1) electronically submitted proposal through the supplier portal including supporting documents that must be submitted in response to this work plan. All responses must relate to the specifications as outlined.

2.7 Contacts

Proposers must submit proposals in accordance with the instructions contained in this work plan. 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.

2.8 Satisfaction of DBE Goals; Good Faith Effort

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract;
 - ii. A description of the work that each DBE will perform;
 - iii. The percentage of the contract value that each DBE will receive.
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.

- c. The bidder should submit the above information as follows:
 - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder 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 be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
 - i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.
 - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 - 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.
 - 2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 - 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 - 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for

the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.

- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

2.9 Project Background

The City of Savannah Georgia currently owns and operates I&D WTP located at 1 Water Filtration Plant Road, Port Wentworth, GA 31407. This facility has a permitted capacity of 50 (temporarily 58) MGD monthly average and 55 (temporarily 62) MGD max day. With seven (7) of the eight (8) filters in operation, the facility can produce 50 MGD. State-mandated groundwater withdrawal reductions have required City Staff to increase production at the I&D WTP, another groundwater withdrawal reduction is set to occur in 2025. Additionally, surrounding municipalities, supplement their potable water needs with I&D WTP water. As the City of Savannah and the surrounding communities continue to grow, this puts increased demand on the I&D WTP.

Faced with an aging facility and groundwater withdrawal reductions, the City needs to explore optimization of the existing facility and recommendations for upgrading the facility to produce a minimum of 75 MGD of potable water. This facility was initially constructed circa 1946. There have been various upgrades, which have occurred as needed, since the initial construction.

An overview of the current treatment process is provided:

a) Raw Water Intake and Pump Station

The treatment process begins at the raw water intake facility located on Abercorn Creek in Rincon, Georgia. Abercorn Creek is a tidally influenced water source within the Savannah River watershed. The intake facility contains four (4) Fairbanks Morse pumps that are rated to 25 MGD and run on 800 horsepower (HP) General Electric motors. There is available space within the intake facility for two (2) additional pumps. Each pump has a 20-inch inlet, located at the base of Abercorn Creek. The submerged inlets are screened to prevent debris collection. As preventative maintenance, the screens are cleared weekly via compressed air. Additional screen clearings are necessary when a suction pressure of five (5) pounds per square inch (psi) or higher is detected. The intake functions constantly [24-hours per day, seven (7) days per week] and is operated by two (2) full-time water operators who reside in City owned residences on-site.

b) Impoundment

Raw water is then conveyed via two (2) 48-inch watermains. One (1) watermain, original to the facility, is constructed of steel and goes directly to I&D WTP. The other watermain, constructed of ductile iron, diverts flow to a 90-million-gallon (MG) impoundment located on Chatham County Parcel Identification Number: 70906 04070 before going to the I&D WTP. Raw water leaves the impoundment via four (4) Fairbanks Morse pumps that are rated to 14,000 GPM. The pump speed can be controlled via SCADA from the I&D WTP facility. The purpose of the

impoundment is to stabilize raw water quality and provide a temporary emergency water source. Algae growth occurs seasonally within the impoundment, which effects operations. There are not any water operators permanently stationed at the impoundment.

c) Rapid Mix

Raw water enters the I&D WTP via the two (2) 48-inch water mains. The treatment process begins in the rapid mix, where the raw water is combined with up to three (3) chemicals: aluminum sulfate (alum), cationic polymer flocculant (polymer), and calcium hydroxide (lime). Alum and polymer are always added to the rapid mix, whereas lime is added based on water quality. Dosage of all chemicals is determined via jar tests performed by water operators. Alum and lime are delivered as bulk liquid chemicals, ready for use; whereas polymer is delivered in bags and must be mixed with water to appropriate concentrations by water operators before use. The polymer is prepared in a mixing tank, which is located within the chemical building onsite at the I&D WTP.

The rapid mix has East and West sides. Each side of the rapid mix operates independently. Water operators at the I&D WTP switch sides of operation on an annual basis. Each side of the rapid mix has two (2) motors that rotate the mixing impellers. One motor runs at 700 revolutions per minute (rpm), while the other runs at 1000 rpm to encourage thorough mixing.

d) Coagulation and Flocculation

After rapid mix, process water continues to the coagulation and flocculation stage. There are six (6) flocculation basins. Each basin has three (3) stages of flocculation: fast, medium, and slow. Each stage of flocculation has five (5) impellers, which rotate on a horizontal shaft. The shafts that support the impellers cause regular maintenance issues, including basin leaks where the shaft penetrates the basin wall and shaft fractures, which result in the basin going out of service until repairs can be made.

e) Sedimentation

Process water moves from the coagulation and flocculation stage to the settling zone. There are six (6) sedimentation basins, numbered one through six. Trac-vacs are installed in all six (6) sedimentation basins, which convey sludge away from the water treatment process to the sludge handling system. All six (6) sedimentation basins have cross collector trac-vacs that run horizontally at the start of each basin. Sedimentation basins one and two have four (4) additional trac-vacs that run vertically, following the cross collector. Sedimentation basins three (3), four (4), five (5), and six (6) have six (6) additional trac-vacs that run vertically, following the cross collector. The existing trac-vacs do not function as intended and are inefficient at removing sludge from the sedimentation basins.

The first introduction of chlorine takes place at the end of the settling zone. The existing system pulls liquid chlorine from one-ton cylinders and converts it to chlorine gas with an evaporator. The chlorine gas is dosed into the process water. A project due to commence in January 2023, will remove the evaporator from the system and allow water operators to pull and dose the chlorine directly as a gas, skipping the liquid stage.

f) Filtration

After the initial dose of chlorine, the process water moves to the filtration stage. There are eight (8) filters, each with two (2) sides (A and B). Filters sides can be operated alone; however, this is not standard practice of the water operators. The total surface area of the filters is 14,400 square feet (sq ft). The current operations permit from EPD does not allow treatment for more than 2.8

GPM per sq ft. The filters operate in a declining rate mode. Each filter has media composed of anthracite and sand and a supporting system composed of gravel and various sizes of ceramic balls. Standard operating procedure dictates that water operators will backwash the filters after 100 hours of operation. Occasionally head loss or turbidity will require backwashing to occur more frequently.

g) Clear Well

Process water enters the one (1) MG clear well from the filters where two (2) chemicals are added: chlorine and lime. Lime is added to regulate the pH to a level between 7.0 and 7.4, which is required by contract with some of the industrial customers. The main clear well discharges to two (2) locations: I&D distribution system and Crossroads clear well.

h) I&D Distribution System

The I&D distribution system is a low-pressure, high-flow system. This distribution system has five (5) pumps that were manufactured by the Patterson Pump Company. Each pump has a capacity of 14,000 GPM and is run by a 500 HP motor. The effluent line from I&D WTP to the I&D distribution system is 48 inches. An orthophosphate/polyphosphate blend is added into the distribution system at a concentration of 0.75 parts per million (ppm) for corrosion control.

The I&D distribution system can be diverted through valves to two (2) onsite above-ground potable water storage tanks, one 4.5 MG tank and one 10 MG tank. The potable water in the storage tanks can either feed the distribution system, be used as service water for the I&D WTP, or supplement the clear well. The storage tanks will only feed the distribution system if a low system pressure triggers the opening of tank check valves. Water operators monitor the tanks to ensure adequate turnover time in the storage tanks.

Water from the I&D distribution system is sold to the City to supplement the potable water sourced from groundwater wells. The Water sold to the City is pumped into the City's groundwater distribution system from the Lathrop Avenue Booster Station. The amount of I&D WTP water pumped into the City's water distribution system will increase as EPD enforces cutbacks to the City's groundwater permit. Thus, the City needs to assess the effects of this mixing on water chemistry. Water from the I&D distribution system is also sold to customers other than the City.

i) Crossroads Distribution System

Within the Crossroads clear well, which has a two (2) MG capacity, additional chlorine is added, as well as ammonia for disinfection by chloramines. The Crossroads distribution system, also known as the high-pressure distribution system, is a high-pressure, low-flow system. This distribution system has four (4) pumps that were manufactured by PACO Pumps. Each pump has a capacity of 3,100 GPM and is run by a 200 HP motor. The pumps regularly run at full capacity. This leaves no availability for expansion of the system. There are two (2) effluent lines for the Crossroads distribution system, both are 30 inches. An orthophosphate/polyphosphate blend is added into the distribution system at a concentration of 0.75 ppm for corrosion control.

j) Sludge Handling

The trac-vacs convey the sludge from the settling zone to a wet well, which then feeds three (3) thickeners. The staff at I&D WTP only operates two (2) thickeners at a time. Thickened sludge is pumped from one (1) of the online thickeners at a time to a centrifuge which further dewateres the sludge. All process water from the dewatering process is sent to an onsite 10-acre sludge pond

which is near capacity. Solids from the centrifuge are discarded into trucks, which haul the waste to a landfill.

SECTION IV ATTACHMENTS

4.0 Project Schedule

Attach a detailed Gantt chart, including start and end dates for task completion of project activities. Below is a **non-inclusive** list of tasks that should be included in the Gantt chart:

- a. Project Kick-Off
- b. Data Collection and Analysis
- c. Site Visits and Staff Interviews
- d. Develop of Facility Process Model
- e. Additional Data Collection
- f. Facility Inspection
- g. Submit Facility Evaluation Report
- h. Submit Demand Analysis
- i. Submit Capacity Analysis
- j. Submit Feasibility Study for Relocation of the Intake Facility
- k. Submit Mixing Study
- l. Determine Future Conditions and Project Goals
- m. Conduct Technology and Process Review
- n. Workshop with Owner
- o. Develop Assessment Criteria
- p. Develop and Analyze Alternatives
- q. Prepare Recommendation and Implementation Plan
- r. Submit Optimization and Planning Document

- s. Review Optimization and Planning Document with Owner
- t. Prepare Draft Basis of Design Report
- u. Submit Draft Basis of Design Report
- v. Review Draft Basis of Design Report with Owner
- w. Revise Basis of Design Report based on Owner Feedback
- x. Submit Basis of Design Report
- y. Submit 30% Design
- z. Owner Review of 30% Design
- aa. Submit 60% Design
- bb. Owner Review of 60% Design
- cc. Submit 100% Design
- dd. Owner Review of 100% Design
- ee. Submit Construction Documents
- ff. Bidding of Construction Documents (including multi-year phasing as necessary)
- gg. Construction (including multi-year phasing as necessary)

SECTION 01310
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 (LDBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize LDBE 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.

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- 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 LDBE 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 LDBE 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

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.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, women, and individuals belonging to other socially and economically disadvantaged groups;
- (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 LDBE PARTICIPATION

Any DBE listed in this completed form 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 DBE 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 DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

Name of Bidder/Proposer: _____ Bid No. _____

Project Title: _____.

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

Name of DBE Participant	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 LDBE participation or if your LDBE participation is less than the City's project goal, you MUST complete this form.

If the bidder's method of compliance with the 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 DBE or non DBE.

(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
DBE PARTICIPATION REPORT

IMPORTANT NOTICES

- The DBE Participation Report (Form 01437) must be submitted to the City of Savannah **Contract Analyst** with each pay request. Failure to submit this form can result in no credit toward contracted DBE requirements and a possible delay in monthly progress payments.
- The Prime Contractor/Consultant **may not change DBE firms without prior written approval of the City.** Contractors/Consultants may use the Add/Change of DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). Any unauthorized substitution of DBE subcontractors can result in withholding of payments for up to 30 days until compliance is reestablished.
- Documentation providing proof of payments to DBEs 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** N/A **This is the final project report. End Date:** _____

LD BE INFORMATION						LD BE PAYMENTS			
APPROVED LD BEs	DESCRIPTION OF WORK or SUPPLIES	LD BE CONTACT PERSON	LD BE CONTACT PHONE #	LD BE CONTACT EMAIL	LOCAL Y/N	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID <u>THIS PERIOD</u>	TOTAL PAID <u>TO-DATE</u>

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

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** _____

CITY OF SAVANNAH

This report has been reviewed for DBE 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 of project: 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

END OF SECTION 01437

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

* * * * *

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
_____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

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

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