

**Georgetown Water Reclamation Facility
Optimization, Upgrades, & Expansion
Engineering Design and Construction Overview Services
Proposal Request
EVENT NO. 11095**

**SECTION II
WORK PLAN**

2.0 Broad Description of Project

The City of Savannah, Georgia (**the “City” or “Owner”**) currently owns and operates the Georgetown Water Reclamation Facility (WRF). This facility has a permitted capacity of 2.45 MGD. Increased capacity demands in the service area has required the City to increase treatment capacity at the WRF. The City intends to fund construction of the upgrades and expansion using Georgia Environmental Finance Authority (GEFA) programs that are suited for this type of project.

The purpose of this event is for the City of Savannah to evaluate qualifications and receive proposals from engineering firms to provide professional services for optimization upgrades and permitted capacity expansion of the Georgetown WRF. Only electronically submitted bids through the supplier portal will be allowed.

Once negotiations are complete and a contract is executed between the parties, the selected firm will be responsible for preparing a comprehensive and detailed study which will assist in optimizing, upgrading and expanding the existing Georgetown WRF. The planning documents will be used to inform project design related to increasing the permitted capacity from 2.45 MGD to 3.45 MGD (or more). Upgrades resulting in improved capacity to manage “peak hour” flows will need to be completed by July 1, 2026, while upgrades resulting in at least 0.5 MGD additional permitted treatment capacity will need to be completed by January 1, 2027 and the full 1.0 MGD minimum upgrade by July 1, 2027. Additionally, the selected firm will provide project design, bid phase assistance, construction overview, and project closeout. Please see the attached waste load allocation dated May 24, 2024, and the WRF’s existing NPDES Discharge Permit. It should be noted that the City is in the process of renewing the existing NPDES Permit, and that new Permit should be issued to the City in the coming months.

2.1 Scope of Services

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

1. A Study of the Existing Plant:
 - a) Perform a study of the existing plant to provide infrastructure upgrade recommendations as well as process improvement recommendations in order to add at least 1.0 MGD permitted treatment capacity utilizing the existing plant’s location and footprint. The plant must remain operational during the construction of said upgrades.

- b) 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.
- c) Present and discuss project construction timeline and how the recommended alternatives can be constructed and brought on-line while maintaining the operation of the current facility.
- d) Identify both operational and unit process improvements or modifications to increase the reliability of the facility to meet current and projected wastewater treatment requirements. Identify improvements to maximize hydraulic treatment capacity while minimizing capital costs.
- e) Prepare a facility optimization and planning document, proposing operational changes, minor facility upgrades, and capital improvements to the Georgetown WRF that will enable the City to increase the facility's permitted capacity. This report should also include engineers' cost estimates.

2. Design Phase Services:

- a) Design of the chosen upgrades and improvements that were selected based on the study of the existing plant.
- b) 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
- c) Site Survey and Topographic Survey

Verify both horizontal and vertical position of existing equipment, structures, pipes, and appurtenances at the Georgetown WRF. 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.

d) 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 Georgetown WWTP 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 the Georgetown WRF site. There shall be no vertical limit.
- Quality Level B and Quality Level A: The horizontal limit shall be the Georgetown WRF 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.

e) 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.

f) 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.

g) 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]
- 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.

h) 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.

i) 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.

3. 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:

a) 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."

b) Project Bidding Assistance

- Recommendation of project delivery method.
- 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.

4. 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:

a) 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 conformed Plans marked “APPROVED FOR CONSTRUCTION.”

b) 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.

c) Part-Time Resident Inspection

- Provide part-time resident project inspector during active construction.
- 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.

5. 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:

a) 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.

b) Record drawings

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.

b) Project Approach

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

- i. Capacity analysis.
- ii. Feasibility study for modifications/ upgrades
- iii. Interactive development of project goals, evaluation criteria, and alternatives between Owner and Consultant. This shall include progress meeting and workshops.
- iv. Development, calibration sampling, and use of process models.
- v. Identification of the "well-proven technologies and process configurations" and their

- inclusion into the development of facility upgrade and expansion alternatives.
- vi. Development of estimated construction and operation and maintenance costs as well as the assurance that life-cycle costs will be minimized where feasible.
 - vii. Design.
 - viii. Construction administration.
 - ix. Meeting project schedule.
 - x. 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 Georgetown WRF is required. A **mandatory** meeting will be held on October 2, 2024, at 12 PM at 14 Beaver Run Dr, Savannah, GA 31419. 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 and ability to meet the project deadline *(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. The highest ranked firm after the evaluation process is completed will have the opportunity to negotiate the project fees with the City and enter into a contract to perform the requested services. If the City is unable to negotiate a fee and contract with the highest ranked firm, the City will terminate those efforts and proceed to the next highest ranked firm until a fee and contract is secured to perform the requested services.

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 Acknowledgement 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. Addenda must be acknowledged on the questions tab when submitting a proposal.

2.9 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:
 - iii.
 - 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.
 - 2. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 - 3. 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.

2.10 MENTOR-PROTÉGÉ PROGRAM

If the city project exceeds five million (\$5,000,000) dollars, the City of Savannah will partner with the successful Prime Contractor to be a Mentor to the project's participating Subcontractors serving on the project who are classified as:

- A Local Small Business Enterprise (LSBE) Firm;
- A Local Disadvantaged Business Enterprise (LDBE) Firm;
- A Minority or Woman-Owned Business Enterprise (MBE or WBE) firm

This program is **Encouraged** by the City of Savannah but not **Mandatory**.

The area(s) of mentorship the project mentors will focus on is no more than two of the following areas:

- Provide guidance on business management and planning to pursue a project successfully.
 - Coaching on business finance, accounting, and/or bookkeeping.
 - Coaching in securing bonding for projects.
 - Provide guidance in navigating city contract bidding, estimating, marketing, and/or developing a successful bid/proposal.
 - General administrative assistance, like planning your labor needs.
 - Other areas as recommended by the protégé to the mentor and approved by SBO Program Coordinator.
- A. The Prime Contractor acting as Mentor will be responsible for quarterly and close out reporting to the Economic Development Department, SBO Program Coordinator. The reports themselves can be submitted via program form or by traditional memorandum.
 - B. The Prime Contractor acting as Mentor will report on the quarterly accomplishments of the Protégé in the chosen area.
 - C. The Prime Contractor will include their staff member and title of person or persons who worked with the protégé.
 - D. The Prime Contractor will include the amount of time spent by their staff with the protégé as well as the nature of the training and outcome/benefits to the protégé's business.

- E. The Prime Contractor will provide a summary of any joint ventures or partnerships undertaken by the mentor and protégé in the public sector or on any another bidding opportunity or on a project within the private sector.
- F. The protégé must agree not to subcontract his work on the project to any other party.

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. Additional Data Collection
- e. Facility Inspection
- f. Submit Facility Evaluation Report
- g. Submit Capacity Analysis
- h. Determine Future Conditions and Project Goals
- i. Conduct Technology and Process Review
- j. Workshop with Owner
- k. Develop Assessment Criteria
- l. Develop and Analyze Alternatives
- m. Prepare Recommendation and Implementation Plan
- n. Submit Optimization and Planning Document
- o. Review Optimization and Planning Document with Owner
- p. Prepare Draft Basis of Design Report

- q. Submit Draft Basis of Design Report
- r. Review Draft Basis of Design Report with Owner
- s. Revise Basis of Design Report based on Owner Feedback
- t. Submit Basis of Design Report
- u. Submit 30% Design
- v. Owner Review of 30% Design
- w. Submit 60% Design
- x. Owner Review of 60% Design
- y. Submit 100% Design
- z. Owner Review of 100% Design
- aa. Submit Construction Documents
- bb. Bidding of Construction Documents (including multi-year phasing as necessary)
- cc. Construction

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 of which at least 10% must 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- 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 10% **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