



REQUEST FOR PROPOSALS

OWNER'S REPRESENTATIVE SERVICES

**CIVIC LEGACY –
DR. MARTIN LUTHER KING, JR. CIVIC CENTER REDEVELOPMENT PROJECT**

EVENT #12476

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SECTION II – SCOPE OF WORK

2.0 GENERAL OVERVIEW

The City of Savannah (City/Owner) is accepting Proposals from qualified companies to provide Owner's Representative / Program Management Services for the Civic Legacy – Dr. Martin Luther King, Jr. Civic Center Redevelopment Project. The selected firm will function as an extension of City staff in an advisory and support capacity, assisting City leadership with the planning, coordination, and implementation of a complex, multi-phase project involving design, construction, and long-term redevelopment activities of the Civic Center facility as well as the redevelopment of the ~3.5 acres of land surrounding the site. For the purposes of this Request for Proposals (RFP), the selected firm may be referred to as the Owner's Representative and will provide program management and advisory services as described herein.

The City intends to enter into an Owner's Representative services contract with the selected firm pursuant to the information contained in this RFP. The firm (which may be referred to within this RFP as "Respondent" or "Proposer") will function in an advisory and support capacity and will assist the City with managing, coordinating, and implementing a complex, multi-phase initiative involving planning, design, construction, and long-term redevelopment activities.

Successful respondents will clearly demonstrate a comprehensive understanding of the project's objectives and exhibit highly qualified abilities to achieve these objectives. The City reserves the right to request subsequent interviews as part of the evaluation process. All questions or concerns shall be submitted via the question submission feature on the City's Supplier Portal.

A **non-mandatory** pre-proposal meeting is scheduled for **July 22, 2026, at 10:00 AM**. Location: Floyd Adams Complex - Room 104, 20 Interchange Dr, Savannah, GA, 31415. This conference will allow firms to discuss the scope of services and resolve any questions pertaining to this event prior to submission of their proposal response. A site visit will follow the pre-proposal meeting.

2.1 BROAD DESCRIPTION OF PROJECT

On June 27, 2024, Mayor and Council approved a Resolution establishing the guiding direction and priorities for the Civic Legacy Project. The following key points of the Resolution remain paramount as the Civic Legacy Project moves forward:

- ❖ Proceed with the removal of the arena and renovation of the theater, ballroom, and community meeting rooms.
- ❖ Achieve an equitable approach to redevelopment of the area.
- ❖ Retain the name and legacy of Dr. Martin Luther King Jr.
- ❖ Restore as much of the Oglethorpe Plan as feasible.
- ❖ Prioritize housing, including affordable and workforce housing.
- ❖ Prohibit the development of new hotels and restrict the use of short-term vacation rentals.
- ❖ Optimize space for public and municipal use, as well as appropriate retail and commercial spaces.
- ❖ Achieve future parking needs.

The Civic Legacy Project has been divided into phases which are detailed below.

- A. **Planning and Studies:** The City has completed, or is nearing completion of, several planning efforts to inform the Civic Legacy Project. These efforts are intended to provide the foundational framework for subsequent design, construction, and redevelopment phases. The selected Owner's Representative will be expected to become fully familiar with these planning efforts and to assist the City with implementation of the resulting recommendations.
- **Market Demand, Programming Analysis and Operations Study:** Sottile & Sottile, in partnership with AMS Planning and Research, have completed a Market Demand, Programming Analysis, and Operations Study to inform the renovation of the Johnny Mercer Theatre and associated Civic Center spaces, including meeting rooms, ballroom, lobby, and related amenities, as well as the addition of a new civic/expo space. This effort included stakeholder and user input, market research, and benchmarking against comparable facilities. The findings and recommendations of this study will inform future design decisions, facility programming, operational considerations, and long-term sustainability. The Owner's Representative will be expected to utilize this study to guide design, phasing, and implementation.
 - **Preliminary Renovation Feasibility Assessment:** Sottile & Sottile, in partnership with acoustician Paul Scarborough of Akustiks, have completed a Renovation Feasibility Assessment, as well as an operational memorandum as a foundation for further exploration and development. This report identifies the facility as a valuable community asset that could be transformed to play a leading role in the cultural life of Savannah. This assessment of the Johnny Mercer Theatre includes specific concepts and strategies to bring the auditorium up to contemporary levels of acoustical and theatrical functionality while refreshing the architecture to be more welcoming and engaging. This work was completed with significant input and engagement from the performing arts community and related stakeholders, and the Owner's Representative will be expected to utilize this study to inform design implementation.
 - **Economic and Land Use Study:** Robert Charles Lesser Company (RCLCO) has completed an Economic and Land Use Study focused on redevelopment of the Civic Center site, including two (2) trust lots and four (4) titling lots. This effort includes market and financial feasibility analyses, development strategies, cost-benefit modeling, parking considerations, and phased implementation recommendations, all aligned with the priorities established in the City Council Resolution adopted in 2024. The recommendations from this study will guide future redevelopment actions, and the Owner's Representative will assist the City with implementing these recommendations, including coordination of future procurements and phased development efforts.
 - **Equity-Driven Public Engagement:** Bluknowledge, LLC is leading an equity-driven public engagement effort in coordination with the planning and economic studies described

above. This work focuses on inclusive community engagement to inform project priorities and redevelopment strategies in a manner consistent with the City of Savannah's Great Public Servant (GPS) Strategic Plan and the City Council Resolution. Public engagement activities are ongoing and are anticipated to continue through the end of the calendar year. The Owner's Representative will be expected to coordinate with City staff and the public engagement consultant, remain informed of engagement activities and outcomes, and ensure that resulting recommendations are appropriately integrated into subsequent phases of the project. Additional public engagement may be conducted at the City's discretion during later phases of the project.

- B. **Arena Demolition:** The scope of work involves the careful demolition of the Martin Luther King, Jr. Arena at the newly renamed Dr. Martin Luther King, Jr. Civic Center. The work will be performed so that the Johnny Mercer Theatre, Ballroom, Meeting Rooms, and Lobby remain in place and operational throughout construction. The project scope includes removal of the arena structure down to the below-grade slab, abatement of lead and asbestos-containing materials, construction of a new temporary enclosure wall at the south end of the Lobby, installation of a temporary kitchen, and replacement of the chiller. The design was completed by GEL Engineering, and Reeves Young was approved by City Council on October 9, 2025, to serve as the Construction Manager at Risk (CMAR) for the project. The Guaranteed Maximum Price (GMP) was taken to Council for approval on February 12, 2026, and construction began March 2026. The construction schedule is 13 months.
- C. **Renovation of the Johnny Mercer Theatre and Addition of New Civic Expo Space:** The Johnny Mercer Theatre, part of the Dr. Martin Luther King, Jr. Civic Center complex, was constructed in 1972 and has served as one of the City's premier venues for concerts, theatrical performances, and civic events. With a seating capacity of approximately 2,566, the theatre is an iconic component of Savannah's cultural and architectural history.

This phase of the Civic Legacy Project includes the comprehensive renovation of the Johnny Mercer Theatre, along with coordinated building additions on both the north and south sides of the facility. On the north side, facing Oglethorpe Avenue, a new civic/expo space will be constructed as an addition to the existing structure. This multi-use space is intended to accommodate arts, civic and community functions and programming needs previously supported by the arena and community meeting rooms. On the south side of the building, an addition to the existing lobby is anticipated to improve circulation, patron amenities, and overall functionality. The renovation will explore opportunities to expand multi-purpose event space, meeting rooms, rehearsal areas, and ballroom facilities to support a broader range of performances, meetings, and community events.

The renovation and additions are intended to be delivered as one coordinated project, modernizing the facility while honoring its legacy. Special consideration will be given to historic preservation, acoustic performance, ADA compliance, sustainability, life safety, operational efficiency, and patron comfort.

Following completion of the Market Demand, Programming Analysis, and Operations Study, the City intends to solicit proposals from qualified architecture firms for design services for the combined

renovation and additions project. The City anticipates utilizing Construction Manager at Risk (CMAR) services for construction delivery.

- D. **Restoration of the Oglethorpe Plan Grid:** This phase of the Civic Legacy Project focuses on implementation of the recommendations contained in the Economic and Land Use Study related to restoration of the Oglethorpe Plan grid and redevelopment of two (2) trust lots and four (4) tithing lots. Development of these lots will be guided by the study's recommendations regarding land use, phasing, financial feasibility, parking, and community priorities.

Redevelopment is anticipated to occur in a phased manner and may include a combination of public and private investment, infrastructure improvements, and vertical development activities. The specific approach to delivery, including strategies for horizontal infrastructure (such as streets, utilities, and site preparation), procurement of development partners, and disposition of property interests, will be determined by the City and may evolve based on policy direction, funding strategies, market conditions, and implementation planning.

The Owner's Representative shall support the City in evaluating and implementing the preferred redevelopment approach, including coordination of infrastructure planning, development strategy, procurement processes, and overall project phasing. This may include assisting with preparation of solicitations for development partners, coordination across City departments and stakeholders, and alignment of redevelopment activities with ongoing Civic Center improvements.

It is anticipated that multiple procurements and development solicitations may be utilized to implement redevelopment of individual lots or blocks over time.

The scope of services related to redevelopment implementation is intentionally broad and may be adjusted by the City based on staffing, procurement strategy, and project needs. The City reserves the right to perform certain redevelopment-related functions internally or through separate contracts. Accordingly, the Owner's Representative's role in redevelopment may be reduced, modified, or limited to coordination and advisory support at the sole discretion of the City.

2.2 PROJECT DISCUSSION

- A. **Project Overview:** The Civic Legacy Project represents a significant, multi-phase initiative that includes planning and studies, design, construction, construction-phase services, public engagement, program management, contingencies, and redevelopment activities associated with the trust and tithing lots. Based on programming efforts completed to date, the renovated Dr. Martin Luther King, Jr. Civic Center facility is anticipated to total approximately 160,200 square feet, inclusive of renovations to the Johnny Mercer Theatre, ballroom, and meeting rooms, as well as planned building additions. The total program budget remains under refinement. The Owner's Representative will assist the City with ongoing refinement and validation of the project program, scope, schedule, and budget as design and implementation efforts progress.
- B. **Project Team and Management Structure:** The selected firm will work under the direction of the Senior Director, Real Estate and Capital Projects and an assigned City Project Manager. The Civic

Legacy Project is being delivered through a coordinated team of City staff and external consultants. Project leadership and management structure currently includes:

- City of Savannah
 - Executive-in-Charge: Senior Director, Real Estate & Capital Projects
 - City Project Manager: An assigned City Project Manager working under the direction of the Senior Director
- Owner's Advisor
 - Sottile & Sottile: Providing owner's advisory services, including urban planning, urban design, and architectural support services related to planning and redevelopment initiatives.
- Planning and Study Consultants
 - AMS Planning & Research (in partnership with Sottile & Sottile): Market Demand, Programming Analysis, and Operations Study for the Johnny Mercer Theatre and associated civic spaces
 - Robert Charles Lesser Company (RCLCO): Economic and Land Use Study supporting the redevelopment of the trust and tithing lots
 - Bluknowledge, LLC: Equity-driven public engagement services supporting planning and redevelopment efforts
- Planning and Urban Design Coordination
 - Senior Director, Planning and Urban Design: Providing coordination and leadership related to land use planning, urban design, redevelopment strategy, and implementation considerations associated with restoration of the Oglethorpe Plan grid and redevelopment of the trust and tithing lots.
- Arena Removal Team
 - GEL Engineering: Design consultant
 - Reeves Young: Construction Manager at Risk (CMAR)

The project team is expected to expand as subsequent phases of the Civic Legacy Project advance through the procurement of additional design professionals, construction managers, consultants, and development partners. The Owner's Representative will be expected to integrate into this team structure and function as an extension of City staff, supporting coordination across all project phases, consultants, and stakeholders. This role will require active collaboration with City leadership and the broader consultant team to ensure alignment of scope, schedule, budget, and overall project objectives throughout the duration of the Civic Legacy Project.

- C. **Contract:** The Owner's Representative contract shall be independent of all other consultant and construction contracts associated with the Civic Legacy Project. The selected firm will work under the direction of the Senior Director, Real Estate and Capital Projects and an assigned City Project Manager.

The contract is anticipated to be task-based, with services authorized through individual Work Authorizations corresponding to specific project phases, milestones, or scopes of work. Each Work Authorization shall define the scope, schedule, and not-to-exceed fee for the authorized services.

The City reserves the right to issue, modify, suspend, or terminate Work Authorizations at its discretion based on project needs, funding availability, and performance. The City is not obligated to issue all potential Work Authorizations, and the overall duration of services will be dependent on the timing and sequencing of authorized tasks. This includes the right to reduce or eliminate services associated with specific project phases or scope elements, including redevelopment-related services, without affecting the remainder of the contract.

D. **Schedule:** The Civic Legacy Project is a multi-phase initiative currently underway. The remaining phases of the project are anticipated to extend over several years and will be implemented in overlapping stages. Major milestones include:

- Planning and Studies: 2025–2026
- Arena Demolition Construction: 2026–2027
- Pre-Design and Design Procurement (Dr. Martin Luther King, Jr. Civic Center and Johnny Mercer Theatre Renovation/Additions): 2026
- Design and CMAR Procurement (Dr. Martin Luther King, Jr. Civic Center and Johnny Mercer Theatre Renovation/Additions): 2027–2028
- Construction (Johnny Mercer Theatre Renovation/Additions): 2029–2031
- Restoration of the Oglethorpe Plan Grid and Redevelopment of Trust and Tithing Lots: 2027–2031 (phased)

The Owner’s Representative may join the project team during active arena demolition and/or during pre-design planning for the renovation and additions. The City reserves the right to modify the project schedule, sequencing, and phasing as necessary based on funding availability, procurement outcomes, and project needs.

2.3 SCOPE OF SERVICES

The scope of services requested by this RFP to be completed by the Respondent includes, but is not limited to, the following key elements. The services described below are intended to support the City in an Owner’s Representative capacity, providing program management. These services may be adjusted, reduced, or expanded by the City as the project progresses based on project needs, staffing decisions, and delivery approach.

A. General Program/Project Management

Services provided by the Owner’s Representative shall include, but not be limited to, the following for each phase of the Civic Legacy Project:

- Develop and maintain a comprehensive Owner’s Representative program management plan for the Civic Legacy Project, including coordination across multiple phases, consultants, stakeholders, and procurements.
- Develop and maintain an integrated master program schedule encompassing all phases of the Civic Legacy Project, including planning, design, construction, and redevelopment activities. The schedule shall identify key milestones, critical path activities, procurement timelines, and interdependencies among project components, and shall be updated regularly throughout the duration of the project.
- Review project budgets and schedules for each phase and work with City staff to refine and update budget and schedule information as planning, design, and construction progress. When known, promptly advise the City leadership and Executive in Charge of potential schedule impacts, funding constraints, or cost escalation risks.
- Coordinate with City staff regarding the City’s annual budget process as it relates to each phase of the project.
- Assist the City with coordination and oversight across major project phases, including planning, design procurement, design development, permitting, construction procurement, construction, and contract closeout.
- Provide regular project updates to City staff and prepare periodic reports, briefings, and presentations for executive leadership and Mayor and Aldermen, including quarterly updates and ad hoc reports as requested.
- Establish and maintain program-level cost control procedures, including development of baseline budgets, tracking of commitments and expenditures, and preparation of regular cost reports and forecasts. Provide ongoing comparison of actual and projected costs against approved budgets and identify potential variances, risks, and recommended corrective actions.
- Develop and maintain a program-level issues and risk log identifying key project risks, constraints, and decision items. Track status, assign responsibility, and provide recommended mitigation strategies to support timely resolution.
- Support City-led communication efforts by coordinating project information with City staff, attending public meetings or workshops as requested, and providing timely and accurate project status information for use by the City’s Communications team.
- Maintain availability to provide services on an on-call basis during active project phases, with staffing levels adjusted to meet project needs as directed by the City.
- Local Presence and Availability: The City anticipates that effective delivery of Owner’s Representative services will require regular in-person coordination, site participation, and engagement with City staff, consultants, and contractors. While Savannah residency is not

required, the City strongly prefers that the Owner's Representative's Project Director and/or day-to-day project lead maintain a meaningful local presence in Savannah sufficient to support the project during active phases. The City anticipates, but does not guarantee, that workspace may be made available for up to one (1) Owner's Representative team member when working on-site at a City facility, subject to availability and operational needs. During active construction phases, workspace may also be made available at the project site, such as within the Construction Manager at Risk (CMAR)'s jobsite facilities. Proposers shall separately identify any costs associated with securing local office or workspace accommodations should City-provided workspace be unavailable.

B. Design Services

Design-related services shall include assisting the City with the coordination, management, and oversight of professional consultants, as applicable to each phase of the project. These services may include coordination among disciplines such as engineering, architecture, landscape architecture, land surveying, environmental compliance, technical management, procurement support, and administrative services, while ensuring alignment with the City's adopted project objectives, scope, budget, schedule, and the guiding priorities established by Mayor and Council, including an equitable approach to redevelopment.

These services may include the following:

- Assist the City with preparation of Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) for design services for applicable project phases, as directed by the City.
- Provide support during design procurement processes, including participation in pre-proposal meetings, assisting the City, as requested, with outreach efforts to DBE and L/DBE firms, review of submittals, and development of evaluation materials and recommendations for City consideration.
- Coordinate with City staff and design consultants to support design development, review milestones, and interdisciplinary coordination.
- Establish and maintain reporting procedures, including meeting agendas, meeting minutes, action item tracking, and periodic status reports, to ensure clear communication among all project stakeholders.
- Perform high-level technical reviews of design deliverables to assist the City in identifying issues related to scope alignment, constructability, budget, schedule, and operational considerations.
- Participate in design coordination meetings with City staff and the design team as requested.

C. Construction Services

Construction-phase services shall be provided in an Owner's Representative capacity and are intended to support the City's oversight responsibilities. These services may include:

- Assist the City with preparation of construction procurement documents, including RFPs or Invitations for Bid, as applicable, and provide support during procurement processes, including evaluation and recommendation.
- Review and validate construction cost estimates, schedules, and phasing plans prepared by the CMAR, architect, or engineer to support City decision-making.
- Support compliance with applicable federal, state, and local procurement requirements, including DBE and L/DBE requirements.
- Participate in pre-construction and progress meetings with contractors, City staff, and the design team.
- Review contractor submittals, shop drawings, product data, pay applications, change orders, and schedules for completeness and consistency with contract requirements, and provide recommendations to the City. Assist in identifying potential impacts to cost, schedule, and design intent, and coordinate with the design team and contractor to support timely resolution of review comments.
- Coordinate with City staff regarding construction observation and inspection needs. The Owner's Representative may provide supplemental construction observation support or coordinate inspection services as directed by the City but shall not be responsible for construction means and methods or serve as the inspector of record.
- Maintain organized project records and documentation, including correspondence, reports, submittals, and meeting records, and ensure that project information is accessible to City staff through City-approved document management systems.
- Assist the City with overall contract administration support, issue tracking, and resolution coordination during construction.
- Owner-Furnished Equipment and FF&E Coordination: Coordinate with City staff and any Owner-retained vendors regarding procurement, delivery, and installation of furniture, fixtures, and equipment (FF&E) and other owner-furnished items. Assist in integrating FF&E activities into the overall project schedule, including identification of long-lead items, coordination with the construction team, and sequencing of installation. Provide advisory support to the City regarding procurement timing, logistics, and coordination requirements. The Owner's Representative shall not be responsible for direct procurement, contracting, or payment of FF&E vendors unless specifically authorized by the City.

D. Post Construction Closeout

Post-construction closeout services may include, but are not limited to, the following:

- Assist the City with compilation and organization of project closeout documentation, including record drawings, warranties, manuals, and final reports.
- Support the City in tracking and confirming completion of warranty-related items.
- Coordinate and participate in final closeout meetings with City staff and project consultants.
- Provide the City with organized electronic records of owner's representative activities and documentation associated with the project.

E. Oglethorpe Plan Grid Restoration and Redevelopment Implementation Support

Services related to restoration of the Oglethorpe Plan grid and redevelopment of the trust and titling lots shall be provided in an Owner's Representative capacity to support implementation of the Economic and Land Use Study recommendations.

These services may include, but are not limited to:

- Assisting the City with preparation and administration of Requests for Proposals (RFPs) or other solicitations for development partners that are consistent with the City's adopted redevelopment objectives, including an equitable approach to redevelopment.
- Coordinating with City departments regarding infrastructure planning, phasing, and public-sector responsibilities associated with redevelopment.
- Supporting evaluation of development proposals and preparation of recommendation materials for City leadership and Mayor and Council.
- Assisting with schedule and milestone tracking for phased redevelopment activities.
- Coordinating with selected development partners to ensure alignment with City objectives, approved site plans, and infrastructure sequencing.
- Providing advisory support related to implementation strategies, public engagement coordination (as directed by the City), and integration with ongoing Civic Center construction activities.

The Owner's Representative shall serve in an advisory and coordination role and shall not act as developer, construction manager, or financial partner for private development activities. The Owner's Representative shall not assume any financial risk or ownership interest in development activities.

2.4 EVALUATION, SELECTION, AND APPROVAL

- A. **Evaluation:** Proposals shall be evaluated by a selection committee comprised of City staff.

- B. **Selection Process:** The City may elect to use a two-step process for the selection of an Owner's Representative on this project. The Selection Committee will initially review each proposal received utilizing the technical criteria outlined in this RFP. Following this initial evaluation, the committee may produce an abridged list of the top-ranking Respondents who may be requested to participate in one or more interviews with the Selection Committee and/or City executive leadership. Interviews, if requested, shall demonstrate to the committee the Respondent's understanding of the project's scope of work and shall be expected to discuss their particular approaches to successful, timely delivery of the Project while effectively managing scope, schedule, budget, and coordination in accordance with the terms of the Contract Documents. Further instructions and clarifications for interviews will be issued to the short-listed firms. The committee will complete an evaluation matrix indicating scoring per the outline below. Fees and DBE goal points (as determined by the Purchasing Department and the Economic Development Department, respectively) will be added to the matrix with final scoring calculated. The matrix, indicating the Respondent with the highest total score and whom it is recommended that the City commence contract negotiations for the Project, will be submitted to the City's Director of Purchasing, and in turn will be presented to the City of Savannah's Mayor and Council for final approval.
- C. **Selection and Approval:** Proposals shall be evaluated according to the following criteria and weight at a minimum:

Cover letter / Firm Description	pass/fail
Qualifications and Owner's Representative Experience	25 points available
Owner's Rep / Program Management Approach	25 points available
Staffing and Availability	15 points available
References	10 points available
DBE/LDBE Participation Plan	10 points available
Fees	15 points available
Total Points	100 points available

D. **Minimum Qualifications in order to be considered for award:**

- The Respondent must have a minimum of ten (10) years of experience providing Owner's Representative, Program Management, or comparable project management services for complex capital projects.
- The Respondent must demonstrate experience providing such services for public-sector clients, including municipalities or other governmental entities.
- The Respondent must demonstrate experience with theater, performing arts, cultural, historic renovation, adaptive reuse, or comparable public assembly facilities, including renovation, retrofit, restoration, and/or expansion projects with specialized operational requirements.
- The Respondent must demonstrate experience providing Owner's Representative, Program Management, or comparable services for large-scale capital projects of similar complexity,

including renovation, retrofit, restoration, and/or expansion projects with construction values generally ranging from approximately \$80 million to \$250 million.

- The Respondent must demonstrate experience managing or supporting multi-phase, multi-year projects involving coordination of multiple consultants, contractors, and stakeholders.
 - The Respondent must demonstrate experience providing design-phase and construction-phase support, including coordination of professional consultants and review of construction cost estimates, schedules, pay applications, and change orders in an advisory capacity.
 - The Respondent must demonstrate the ability to provide a dedicated Project Director and day-to-day project lead, with sufficient availability to support the project during active phases, including regular on-site presence as required by the City.
 - The Respondent must demonstrate experience coordinating across multiple technical disciplines, which may include architecture, engineering, planning, environmental compliance, and related professional services.
- E. The City reserves the right to request a Best and Final Offer (BFO) from any or all proposers, and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.
- F. Failure of an Owner's Representative to provide any portion of the requested information may result in declaration of the Owner's Representative qualifications package being declared non-responsive. The City reserves the right to reject any and all of the proposals submitted.
- G. If necessary, negotiations with the selected Owner's Representative will be conducted; should contract and/or pricing negotiations fail, the City may enter into negotiations with one of the other highly ranked Owner's Representatives.
- H. The selected proposer will be required to enter into the Owner's Representative Agreement included as Attachment B, which represents the form of contract to be executed for these services.

2.5 BASIS OF EVALUATION

A. Qualifications and Owner's Representative / Program Management Experience (25 points):

Each Proposer shall submit a summary of their qualifications and experience as requested in this RFP. In evaluating proposals submitted pursuant to the request, the City of Savannah places high value on the following factors, not necessarily in order of importance:

1. The Proposer's demonstrated expertise and capacity to perform Owner's Representative and Program Management services for complex, multi-phase capital projects.
2. The Proposer's overall reputation, service capabilities, and quality as it relates to owner's representative, program management and advisory services for similar project types, including

experience serving as an Owner's Representative for public-sector clients.

3. Work samples that demonstrate:

- i. Experience managing projects of a similar scope, scale, and complexity, including projects involving multiple phases, consultants, and delivery methods. Include the approximate construction value of each project.
- ii. Quality of owner's representative / program management work product, including coordination, documentation, and reporting
- iii. Client satisfaction and successful collaboration with public-sector stakeholders
- iv. Ability to support delivery of projects within established schedules and project budgets through effective coordination and oversight
- v. Program-level risk assessment and management, including identification and mitigation of design, coordination, constructability, and construction-phase risks in an advisory capacity

4. The Proposer's demonstrated ability to successfully perform similar services for public-sector clients, including familiarity with municipal governance structures, public procurement processes, and multi-department coordination. Prior experience with the City of Savannah is not required.

B. Owner's Representative / Program Management Approach (25 points):

This section will evaluate the methodology the Proposer proposes in relation to the anticipated scope of services. Proposers shall demonstrate a clear understanding of the role of an Owner's Representative and their firm's ability to effectively deliver these services to the City. Proposers shall provide detailed responses to the following:

1. What differentiates your firm from other firms in its ability to successfully serve as Owner's Representative for a complex, multi-phase civic project?
2. Describe your firm's approach to maintaining quality throughout planning, design, and construction phases, including coordination with City staff, professional consultants, and construction teams.
3. Describe your firm's approach to value management, cost control, constructability review, and risk mitigation in an advisory capacity, including examples of how these efforts have resulted in improved project outcomes.
4. Describe your firm's approach to supporting the City's implementation of its adopted project objectives, including an equitable approach to redevelopment, throughout the Civic Legacy Project.

- C. Staffing and Availability (15 points):** This section will evaluate the qualifications, availability, and proposed level of effort of the Project Director, day-to-day lead, and supporting staff; the firm's ability to maintain continuity of key personnel; and the proposer's approach to providing the level

of on-site and on-call support needed during active phases of the project.

- D. **References (10 points):** The proposer shall furnish three (3) letters of reference from accounts worked on within the past five years of similar size and magnitude providing similar types of services. References shall include a contact person, email address, and phone number. Failure to provide suitable references may be cause for rejection of the proposal. The proposer shall not contact any City of Savannah employees to provide a letter of reference.
- E. **Disadvantaged Business Enterprise (DBE), Local Disadvantaged Business Enterprise (L/DBE) Participation (10 Points):** The participation goal established for the City of Savannah is 20% DBE with a 10% L/DBE participation on procurement opportunities. The proposer's DBE and L/DBE participation submission is valued at 10 (out of 100) points. Those proposers who submit participation meeting the established goal will earn the 10 points allotted. Proposers not submitting participation meeting the established goal will be awarded points to the degree participation is met. Proposers who elect not to submit any participation as requested in this RFP will not receive any points from this category. Please note, due to the scoring strategy, a "Good Faith Effort" (GFE) is not applicable to this proposal.

Please see Attachment D for more information on the DBE/LDBE Program.

- F. **Fees (15 points):** The Proposer shall submit a task-based fee proposal using the detailed listing provided on the first page of Section III of the RFP. All services described in the RFP and its attachments and exhibits, except those identified as Extra Services, shall be included in the proposed fees.

The fee proposal shall account for Owner's Representative services associated with all applicable phases of the Civic Legacy Project, including planning, design, construction, and closeout support, as described in this RFP. Fees shall be structured by task or phase and shall clearly identify assumptions regarding level of effort, staffing, and duration.

The fee proposal shall include Owner's Representative services during active construction phases, including construction-phase support and closeout services, for an anticipated duration to be defined in Section III. If the actual duration of construction services is less than anticipated, the City shall be credited for unused time or effort as applicable. If construction services extend beyond the anticipated duration, the City and the Proposer shall mutually determine, in advance, whether remaining services can be reallocated within the existing scope or whether additional services are required. Any additional fees shall be negotiated based on the revised scope of services and the originally proposed fee structure.

A maximum total of 15 points can be earned in the category of fees. The firm offering the lowest cost will receive the full 15 points. All other proposers will be scored based on the following formula: (Lowest Fee/Fee being evaluated) x 15.

2.6 PROPOSAL FORMAT

Response to this RFP must be made in accordance with the requirements set forth in this Section. Failure to adhere to these requirements, or omission of requested information, may be cause for rejection of the Proposal.

A. General Instructions:

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.

Please ensure compatibility with the City's procurement portal. Review submission guidelines carefully to avoid technical issues.

B. Proposal Format:

Proposals shall be submitted in the following format and include the information outlined below. Included page numbers on the response.

- Cover Letter: A cover letter stating the intent of the Respondent to provide Owner's Representative services for this project. The cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, the proposal will not be considered further. Also include:
 - (a) a statement indicating the Respondent's intent to execute an Agreement with the City if selected for the Project,
 - (b) a summary of why the Respondent believes itself to be the most highly qualified firm to serve as Owner's Representative for this Project,
 - (c) a statement from the Proposer acknowledging that a selection committee established by the City will evaluate the Proposals and make a recommendation to City Council, and that the award of the Contract for this project will be at the sole discretion of the City Council,
 - (d) a statement of the Respondent's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis throughout the duration of the project,
 - (e) and signature of the firm executing the agreement with the City.
- Table of Contents: There shall be a Table of Contents for material included in the Proposal, indicating page locations.
- Statement of Qualifications: Respondent's response to qualifications and experience as outlined in this RFP.

- DBE/LDBE: Proposed Schedule of Disadvantaged Business Enterprise Participation (DBE) and Local Disadvantaged Business Enterprise Participation (LDBE), including the Joint Venture Disclosure (if applicable).
- Non-Discrimination Statement.
- References.
- Additional information such as agency brochures, resumes, etc. may be submitted as appropriate and should be included at the rear of the proposal as attachments.
- Fee proposals per instructions, signed by responsible party and submitted as a separate file in the supplier portal.

2.7 CONTACTS/QUESTIONS

All questions regarding this request for proposal shall be submitted via the question submission feature on the City's Supplier Portal. Those intending to respond to this event, their employees, agents and attorneys, shall not contact City Council members, or City staff outside of the Purchasing Department, regarding this event, during the bidding process and evaluation phase.

2.8 OWNER SUPPLIED DOCUMENTATION

Any information released to the selected proposer by the City should be considered "for reference only"; no information should be used without appropriate verification by the City.

2.9 ADDITIONAL COSTS

All anticipated expenses are to be included in the Fee Proposal, unless pre-approved by the City. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses, reproducibles, and any other miscellaneous expense involved.

2.10 DISCLAIMERS

- A. All documentation provided by the City shall be field verified prior to use. In no event shall the City be liable for any direct, special, or consequential damages from the use of provided documentation.
- B. While every effort has been made to ensure the accuracy and completeness of information in the RFP, the City recognizes that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the City.
- C. Each firm shall be solely responsible for receiving the RFP documents, including any addenda issued, and any and all conditions which may in any way affect its Proposal or the performance of the work on the project.

- D. Each firm is to determine that the RFP documents are sufficient to indicate and convey understanding of all terms and conditions for the performance of the required work on the project. Each firm is responsible for promptly giving the City of Savannah Purchasing Department written notice of all conflicts, errors, ambiguities or discrepancies that the firm discovers in the RFP documents and aspects of the RFP documents that the submitting firm does not understand. Any failure to do so shall be at submitting firm's sole risk, and no relief for error or omission will be provided by the City of Savannah. All communication shall be made in writing via the question submission feature on the City's Supplier Portal.
- E. The City reserves the right to delete any portion of the approved contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the contract to be deleted, the firm shall be paid for actual work completed.
- F. The firm agrees and understands the contract for these services shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.