

**ARENA DESIGN SERVICES
EVENT NO. 6044**

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for services for architectural, engineering, and interior design services. Electronic submissions will not be accepted for this proposal.

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I. INTRODUCTION

Jones Lang LaSalle (JLL), on behalf of The City of Savannah (“Owner”), is pleased to invite your firm to submit a Fee Proposal and Qualifications for Professional Services for base building design, interior design, and construction administration for a new arena development in the Canal District of Savannah, Georgia. The project is expected to enhance the quality of life for the citizens of Savannah by:

- Attracting new events and entertainment
- Retain and better accommodate current events that are outgrowing existing venues
- Act as a catalyst for new development in the Canal District

JLL has been retained by the City for Project Management Services. JLL shall act as the primary coordinator for procurement of all services. It is in this capacity that JLL solicits a fee proposal and qualifications for the project and services herein. Your proposal may be all-inclusive or indicate you as the lead firm with associated design firms for specific portions of the project. The goal is to provide a best-in-class approach and service on all aspects of the design. In such case, a clear management and project delivery plan will have enhanced importance in our evaluation.

II. PROJECT DESCRIPTION

The City of Savannah proposes development of a state-of-the-art multipurpose arena. The new arena and surrounding canal district on Savannah's Westside is one of the largest projects to ever be undertaken by the City of Savannah. This proposal is specifically for the arena and its footprint and not for the surrounding development. The new arena site presents the opportunity to redevelop the Canal District to the west of West Boundary Street, creating a vibrant new center of activity in Savannah’s core.

The arena should have state-of-the-art technology and be designed to maximize the fan experience with a focus on creating an intimate setting where all seating is close to the action. The types of finishes, the event facilities, premium seating opportunities, and the fan amenities must have signature elements that are innovative and remembered as Savannah. The City’s ultimate objective is to build a first-class, sustainable arena that provides a flexible and usable sports and entertainment venue to the public. It is important that the uniqueness and functional appropriateness of these elements be of primary importance in the design effort.

The purpose of this solicitation is to receive proposals from qualified architectural firms who will provide the City with design and construction administration services for the development of an approximately 269,000 square foot arena. In order to minimize project risks and maximize this opportunity, the City is seeking a firm(s) with demonstrated arena design experience and expertise in the development of Sports Venues and specifically mid-sized, multipurpose civic arenas.

The proposed arena will contain approximately 9,000 seats, twelve (12) luxury suites, and 450 club seats in some form that responds to the Savannah market. Parking for the arena will be a combination of surface and structure parking totaling approximately 3,000 spaces.

The total project cost for the arena, and site work including surface parking is \$140 million (excludes structured parking). Structured parking will be a separate project and will consist of three (3) or more garages adjacent to and in the general vicinity of the arena.

III. SCHEDULE

The project schedule is included herein as Attachment C. We will be seeking additional input from the selected design team and Construction Manager (CM) to refine the schedule. The City anticipates that the design phase will take approximately one (1) year to complete and the construction phase will take approximately two (2) years to complete. The City is interested in fast tracking the project to the extent possible and would like to see the development of early-release bid packages for a phased construction approach.

IV. ABBREVIATED SCOPE OF SERVICES

1. The Architect will be the Architect-of-record and will be responsible for creation of the design and contract documents for the project.
2. Proposals should include a lump sum fee to provide professional services associated with design architecture, production architecture and interior design for the proposed development. Refer to the Fee Proposal included herein as Attachment B and the Consultants Scope Matrix included herein as Attachment E. Additional Off-Site Improvements and the associated scope of work is included herein as Attachment H.
3. The project will be delivered using a CM-at-Risk/Fast Track Methodology. The Architect will be required to issue, coordinate, and administer multiple document packages for permit, bidding, and construction purposes. This process will include progress printings as necessary to confirm budget, schedule, and constructability issues throughout the preconstruction process. Separate packages issued for construction may include, but not be limited to, the following:
 - a. Demolition Package
 - b. Site Design Package
 - c. Off-site Improvements (Stiles Ave, Sanitary Upgrades, and Springfield Canal)
 - d. Foundation and Structural Package
 - e. Long Lead MEP Equipment Package
 - f. Exterior Skin Package
 - g. Balance of Building Shell and Core

**Please note that a combination or portion of the above will be used for execution of a GMP

4. Basic services for the purpose of establishing the complete responsibilities of the Architect shall be as defined in the Consultants Scope Matrix - Attachment E. Additional Off-Site Improvements and the associated scope of work is included herein as Attachment H.

V. SELECTION PROCESS AND SCHEDULE

The City anticipates the following phases and activities associated with the selection process for the project team:

- | | |
|--|----------------------------|
| • Release of Request for Proposals | April 6, 2018 |
| • Non-Mandatory Pre-Proposal Conference | April 27, 2018 at 10:00 AM |
| • Deadline for Questions and/or Comments | April 30, 2018 at 12:00 PM |
| • Proposal Due Date/Bid-Opening | May 8, 2018 at 1:30 PM |
| • Shortlist established | Approx. May 11, 2018 |
| • Interviews with Shortlisted Firms | Approx. May 31, 2018 |
| • Contract Award Date | Approx. June 21, 2018 |

**The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary.

Interview

Each interview will last approximately 1 hour and 15 minutes. Further instructions and clarifications for interview will be issued to short listed firms.

During the interview, the architect will need to convey why and how they feel their firm/team is the most qualified to deliver a state-of-the-art facility the City is seeking and how their firm/team will work with the CM to deliver the project within budget and on schedule.

VI. EVALUATION CRITERIA

The primary criteria for the selection of the design firm/team will be as follows:

General Requirements

- a. Current workload and ability to proceed promptly will be a factor in that this is a fast-track project and must proceed quickly.
- b. Willingness to abide by the City's Standard form Agreement with few or no objections/changes.
- c. Provide statement regarding your firm's assurance that this engagement will not result in a conflict of interest.
- d. Other relevant factors impacting the quality and value of work.

Relevant Firm Experience (20 points)

- a. Applicant's overall reputation, service capabilities, and quality as it relates to this project type. This includes the team's prime consultant's experience and reputation in arena projects.
- b. List and briefly describe three (3) to five (5) comparable projects completed by your firm within the last ten (10) years or currently in progress. Include your firm's role and discuss contract amendment history, if applicable. At least three (3) of these projects must be ground up mid-sized civic arenas (7-12,000 seats) with at least one

- (1) having an ice sheet. For each project, include contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address.
- c. Experience with CM at Risk delivery on similar projects.
 - d. Firms having experience with “destination developments” having mixed use components that may support an entertainment venue. Projects of similar scale and complexity is highly desired.
 - e. A minimum of three (3) referrals and references from other projects and owners. If possible, references should be from the projects listed above and include at least one (1) owner and one (1) CM at Risk for those projects.
 - f. List and describe any litigation, arbitration, claims filed by your firm against any project owner or CM as a result of a contract dispute, any claim filed against your firm, termination from a project.
 - g. Proposer’s capacity and intent to proceed without delay if selected for this work.

Team Experience and Qualifications (20 points)

- a. Describe each team member’s position within the firm. Provide resumes of each proposed team member. Describe key team member’s role in similar projects as described above. Prime consultant team members, to include MEP, Structural, Audio Visual, and Technology are to be included.
- b. Briefly describe each team member’s role on this project and experience in a similar role.
- c. Provide “team” experience working together on similar projects.
- d. Identify proposed sub consultants. Describe their role in the project and key members of their teams experience in similar projects.
- e. Team members having experience with Civic Arena projects of a similar scale and complexity is highly desired.

Project Understanding (15 points)

- a. Describe your understanding of the mission of this project. Describe both constraints and opportunities you see in this project and how you will address them.
- b. Identify and discuss any potential problems during design and construction relative to schedule, budget, and process. Discuss methods to mitigate those problems.
- c. Describe how your design team would approach the design of the seating bowl. The City wishes to create a bowl that is flexible yet intimate for both sporting and entertainment events. For sporting events a bowl that maximizes the intimacy and fan engagement in the event is desired while multiple set ups and capacities are required for entertainment. Show examples of past projects and new innovative ideas.
- d. The immediate and long term appearance of the finishes and materials are vital to the success of the project. Describe how you would approach the use of materials in high traffic spaces, such as concourses, to utilize economic yet durable materials that can withstand abuse while providing aesthetic value for the long haul.
- e. Describe how your firm/team would provide design solutions to enhance and facilitate loading in and out for a wide variety of events.
- f. The City of Savannah does not currently have an anchor tenant for this facility. With

this known, how would you help the city decide on the best seating products and fan experiences both premium and general? Show examples of innovative ideas that address the social and economic values to the City of Savannah.

Approach to Project Management (10 points)

- a. Describe your firm's management approach and team organization during program verification, design and construction phases.
- b. Describe systems used for planning, scheduling, estimating, and managing design and construction services.
- c. Describe the firm's experience on quality assurance and dispute resolution.

Disadvantaged Business Enterprise – DBE (15 points)

- a. Disadvantaged Business Enterprise (DBE) Goals. See Attachment G.
- b. Participation of Disadvantaged Business Enterprises (DBE's) and local firms to Savannah is of importance to the City and should be addressed accordingly
- c. No proposals will be deemed non-responsive due to this factor.

Local Vendor Participation (5 points)

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a. The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b. The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c. The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

Fee Proposal (15 points)

- a. Fee Proposal. See Attachment B

VII. PROPOSAL SUBMITTAL INSTRUCTIONS

Items to Provide

1. Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
2. Description of firm/team
3. Legal company name, organization chart with names of key personnel, roles and firms
4. Responsibility matrix for each firm
5. Percent and distribution of all forms of DBE participation
6. Provide concise, written information addressing all evaluation criteria. Organize this

- section based on the headings of each criteria item
7. Provide a Fee Proposal Form using Attachment B
 8. If there are any exceptions to the contract, those exceptions must be delineated in detail referencing specific articles

Submission Instructions

1. All proposals are due no later than 1:30pm EST on May 8, 2018.
2. Proposals must be submitted manually to the Purchasing Division at 1375 Chatham Parkway, Savannah, Georgia, 31405.
3. Questions regarding this RFP are due in writing by 12:00pm EST on April 30, 2018. All questions must be submitted to writing to the contact indicated on the Event Summary Page. All questions and answers will be distributed to all firms, as appropriate.

VIII. PROPOSAL TERMS

1. The City reserves the right to cancel or modify the selection process at any time, to waive technicalities, to accept or reject any portion of proposals to create a complete package, and to not proceed with the project. The City further reserves the right to make reasonable modifications to the selected Architect Team or proposed consultants and to modify the range and scope of basic services.
2. Proposers' costs incurred in responding to this Request for Proposal are theirs alone and neither the City, nor JLL accept liability for any such costs.
3. The City supports the principles of equal opportunity and will not discriminate on the basis of gender, race, color, national origin, religion, sexual orientation, age or disability in the selection of firms.

ATTACHMENT A

BASIC SERVICES OVERVIEW

The Architect's basic services required consist of the work to be performed by the Architect in the phases described below. The activities may not be performed in the sequence listed and could possibly be performed simultaneously.

I. PHASE 1A – Community Outreach

1. Designer will be required to participate in the presentation of the base program of the arena to the public and solicit input.
2. The designer will be required to prepare three (3) outer building renderings (aerial, interior clubroom, and bowl) and present to the public to solicit feedback.
3. The designer will present its final design to the general public by showing a series of renderings of the building exteriors, and important interior spaces.

**Public Meetings will be set up and facilitated by a public relations team dedicated to this project.

II. PHASE 1B – Schematic Design

1. Site plans indicating further development of the Master Plan in regards to the buildings, parking, site amenity opportunities, and vehicular/pedestrian ingress/egress
2. Site sections depicting the relative relationships between buildings, parking, retaining wall locations, etc.
3. Zoning and code analysis
4. Preliminary building elevations describing the general shape/form and nature of the exterior skin design (i.e. percent opaque versus glass and material palette direction)
5. Massing model indicating building sizes and relationships to the site
6. Initial floor plans indicating core building elements and proposed structural grids
7. Preliminary palates for interior and exterior materials
8. Preliminary Sustainable Design analysis to confirm requirements and opportunities
9. Written narrative describing the proposed MEP/FP systems design
10. Preliminary exterior wall sections
11. Three (3) preliminary renderings for presentation to City

III. PHASE 2 – Design Development

1. Comprehensive set of drawings and outline specifications fully describing the design intent of the project
2. Site plans indicating all building locations/sizes, floor plates, site amenities as well as all surface and structured parking locations/counts
3. Further develop all site and building amenity locations
4. Building plans, elevations, sections, and details
5. Dimensioned floor plans indicating wall types and furniture layouts for all common areas
6. Further development of all room and furniture layouts

7. Reflected ceiling plans
8. Preliminary lighting, power, and communication plans
9. Preliminary HVAC, plumbing, and electrical designs
10. Preliminary designs for voice and data, security, and audio/visual systems
11. Low-level 3D modeling and imagery for properly depicting the intended design and for submissions to all jurisdictional entities as needed
12. Five (5) building renderings for presentation and approval by City

IV. PHASE 3 – Construction Documents

1. Prepare contract documents suitable for competitive bidding and construction including detailed and fully coordinated working drawings and specifications describing the material, workmanship required, and procedures to be followed for the construction of the project. Comply with local zoning and building requirements. At a minimum, the Architect should expect separate packages to be issued for a CM-at-Risk/Fast Track Methodology and the need to support the CM's efforts to maintain the schedule.
2. Prepare contract documents for all structural systems including substructures and foundations. Provide expansion joints in accordance with NRCA. Make calculations available for the City's review.
3. Prepare contract documents for all mechanical construction requirements including but not limited to the following:
 - a. Plumbing: Design all domestic and waste water systems
 - b. Fire Protection: Design fire protection system in accordance with all local codes, ordinances, and the City's risk management requirements
 - c. HVAC: Design all heating, ventilating, and air conditioning for shell, core, and fully built-out areas. Include all necessary duct work, controls, and associated equipment necessary for a complete system
4. Prepare contract documents for all electrical construction requirements including, but not limited to, the following:
 - a. Service: Size transformers, design main and secondary switchgear and distribution systems for a complete electrical system
 - b. Site Lighting: Design power and distribution and locate all building and remote mounted lighting fixtures necessary
 - c. Lighting: Design lighting layouts for all interior spaces except shell retail areas, unless a code requirement
 - d. Emergency Lighting: Design all exit and emergency lighting to comply with local codes
 - e. Panel Schedules: Provide panel schedules with circuits identified and sized, and panel loads shown
 - f. Provide all lightning protection documentation
5. Prepare and assemble Project Manual concurrently with preparation of the drawings. Coordinate preparation of sections authored by engineers and other consultants.
6. Check all completed documents for coordination, compliance with program, accuracy, and cross coordination with the consultants and engineers' work, and have them make similar checks.
7. Architect shall have the primary responsibility to comply with the project budget. Architect will coordinate with approved CM to secure a detailed construction

document cost estimate.

8. Provide all necessary assurances and approvals from all governing agencies having jurisdiction on the project. Determine occupancy classification and review with the City prior to submittal to governing agencies. Submit contract documents to various governing agencies on a pre-determined schedule allowing submittals to be reviewed in part or by discipline to lessen the time required to obtain building permit. Perform all revisions to contract documents required to comply with governing authorities. Include all meetings necessary to accomplish above requirements.

V. PHASE 4 – Bidding and Negotiating

1. Assist the City in identifying qualified bidders and/or sub-bidders.
2. Coordinate with CM to identify long lead items and establish pre-purchase package for these items.
3. Prepare and issue bid packages as necessary to support a CM-at-Risk/Fast Track Methodology in accordance with overall schedule requirements.
4. Prepare and issue addenda as necessary.
5. Attend major subcontractor interviews with the City's team as requested.
6. Evaluate proposed substitutions and advise the City on selection of substitutions and/or alternatives.
7. Attend pre-bid conferences for major trades to allow subcontractors the opportunity to request clarifications. Architect should be available throughout the bidding process to answer questions from the bidders.
8. Assist and advise the City and CM in the analysis of cost quotes, bids and/or proposals, and content, issuance and/or awarding of final contracts, and purchase orders.

VI. PHASE 5 – Construction Administration and Close-Out

1. Consult with the City and the CM, manufacturers, and vendors to establish construction, delivery, and installation schedules and provide project coordination and administration as follows:
 - a. Review shop drawings/samples for conformance with the approved design concept of the Project, and for compliance with the information given in the documents and specifications. Schedule may require "accelerated" turnaround of submittals to meet schedule. Review submittals of alternate manufacturers, "or equals," alternate fixture packages, etc. Respond to all RFP's.
 - b. Provide site visits at a frequency appropriate to the phase of the work, but not less than weekly, to observe quality and quantity of work, and endeavor to guard against defects or deficiencies in the work of the CM, manufacturers, and vendors. Issue field report weekly.
 - c. Advise the City in writing on applications for payments, of the work that has been completed in accordance with the drawings and specifications. Advise the City in writing as to whether CM is entitled to amounts invoiced by approving or disapproving in writing all change orders and requests for payment submitted by the CM. All change orders shall be written and completed within a timely manner.
 - d. Maintain shop drawing and sample records.

- e. Issue detail or supplemental drawings as required by the City.
2. During the construction and installation phases, attend weekly job meetings with the City, JLL, and CM.
3. Prepare and issue to the City, the CM, other contractors, manufacturers, and furniture installer punch lists specifying the work to be completed and/or corrected before final payments are issued by the City.
4. Perform two (2) complete follow-ups on punch list items to ascertain the status of completion by the CM of the initial punch list items.
5. Provide complete set of as-built documents in electronic format showing all revisions made as field orders, ASI's, RFI's, Change Orders to the Contract Documents, and all as-built documentation provided by CM in both red-lined and electronic formats.
6. Any post construction phase services as required by City of Savannah.

2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Relevant firm experience (20 points)
- b) Team experience and qualifications (20 points)
- c) Project understanding (15 points)
- d) Approach to project management (10 points)
- e) Disadvantaged Business Enterprise (DBE) participation (15 points)
- f) Local vendor participation (5 points)
- g) Fees (15 points)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

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

2.4 Copies: One (1) unbound, printed and signed original, six (6) identical, printed copies, and one (1) electronic copy on a CD Rom of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

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

2.6 Satisfaction of DBE Goals; Good Faith Effort

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

- a. A bid shall be considered non-responsive unless a bidder meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract;
 - ii. A description of the work that each DBE will perform;
 - iii. The percentage of the contract value that each DBE will receive.
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's commitment to use each DBE whose participation the bidder submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder.
- c. The bidder should submit the above information as follows:
 - i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after OBO notifies the bidder that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
 - i. A bidder shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder has made to meet the goal.

- ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 - 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder must take appropriate steps to follow up initial solicitations of DBEs.
 - 2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 - 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 - 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.
- iii. In determining whether a bidder has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder and the level of participation proposed by other bidders. The closer the bidder's proposed participation is to the goal or to the proposed participation by other bidders, the greater the indication of good faith by the bidder.

2.7 Fees: Proposer shall submit fees based on the detailed listing on Attachment B.

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.

2.9 Hire Savannah Program Participation

1. The City of Savannah seeks to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this priority, the City of Savannah Mayor and Aldermen endorse efforts to establish hiring agreements with businesses benefitting from municipal contracts with the City to hire local workers residing in the city of Savannah, Georgia.
2. To the extent otherwise permitted by law, the requirements of the Hire Savannah Program shall be included in all bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.
3. To assist contractors in maximizing local labor use, the City of Savannah has partnered with WorkSource Coastal (WSC). WSC assists employers and job seekers in meeting job training and employment needs throughout the ten county coastal region including Savannah and Chatham County. WSC will post contractor job openings, coordinate recruitment among partner agencies, and refer qualified candidates to contractors for hiring consideration. Additional employer services are also available through WSC, including federally-subsidized training and/or wages for eligible activities.
4. The Contractor is fully responsible for the work performed under the contract, and this responsibility is not in any way diminished by the use of labor supplied by WSC, nor is the City of Savannah or WSC accepting any responsibility for non-compliance with the contract due to the performance, or lack thereof, on part of labor supplied by WSC.
5. The Contractor is responsible for the compliance of all contractors providing services under the Covered Contract, including subcontractors and lower-tier subcontractors but excluding material manufacturers and suppliers, with the requirements of the Hire Savannah Policy.
6. In responding to this solicitation, the bidder/proposer shall complete a Hire Savannah Agreement, indicating that it agrees to be bound to contractual obligations to use good faith efforts to meet Hire Savannah Program requirements and hire Qualifying Workers residing in Savannah, Georgia.
7. If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

ATTACHMENT B

FEE PROPOSAL

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

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Arena Design Service RFP Event No. 6044 and include the name of the proposer. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section VII of this RFP.

I. Compensation for Basic Services

Architect will be paid based on lump sum for performance of the Basic Services. Payment shall be made monthly and shall be in proportion to services performed within each phase of services. All cost associated with the management/coordination of consultants should be included in the lump sum fee. No mark-up of consultants' fees (i.e., MEP/FP, etc.) and reimbursable expenses will be acceptable to Owner.

Arena Design, including site for a state-of-the-art 9,000 seat arena _____

Construction Administration (*See Construction Schedule*) _____

Project Close-Out _____

SUB-TOTAL _____

Off-Site Improvements

– Water and Sewer Upgrades (*see scope*) _____

– Stiles Avenue Widening Design (*see scope*) _____

– Springfield Canal Widening and Hard scape (*see scope*) _____

TOTAL FEE _____

II. Billable Hourly Rate Schedule

List the project team members and the respective hourly rates charged for their services. In addition, please list any other positions and their relative hourly rates.

III. Reimbursable Expenses

Reimbursable expenses should be included in your lump sum proposal for Basic Services.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ **ZIP** _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

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

Please Print Name Authorization Signature Date

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):
CHECK ONE:
_____ **NON-MINORITY OWNED** _____ **ASIAN AMERICAN**
_____ **AFRICAN AMERICAN** _____ **AMERICAN INDIAN**
_____ **HISPANIC** _____ **OTHER MINORITY Describe** _____
_____ **WOMAN (non-minority)**

ATTACHMENT C

PROJECT SCHEDULE

SCHEDULE MILESTONES

The included Project Schedule is a list of milestone dates and targeted durations for each task. We will be seeking additional input from the selected design team and CM to refine the schedule. We are interested in fast tracking the project to the extent possible and would like to see the development of early-release bid packages for a phased construction approach.

- RFP Process – Architectural firm / team April 6, 2018
- Award and City Council Approval *(2-month duration)* on or around June 21, 2018
- Design Kick-off Meeting on or around July 3, 2018
- Demolition Package *(4-month duration)* on or around November 1, 2018
- Early Release Package – Site work *(6-month duration)* on or around January 1, 2019
- Material Completion on or around March 1, 2021

**The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary.

ATTACHMENT D

AGREEMENT

The included agreement is an AIA document and template for the B201-2017, *Standard Form of Architect's Services: Design and Construction Contract Administration*. This document will serve as a basis for the final agreement between the Architect and the Owner. A final agreement will be provided by the City of Savannah, either as an addendum during the RFP process or prior to final negotiation with the selected firm or team.

ATTACHMENT E

CONSULTANTS SCOPE MATRIX

SCOPE OF SERVICES (*Arena Only; Off-Site Improvements included under separate attachment*)

In general, the scope of the Design Services to be provided by the Architect relative to the Project shall include without limitation the general disciplines outlined below to the extent necessary to provide complete, accurate and fully coordinated design documents and construction administration for the Project:

- Architectural Design
- Site Master Planning for Arena footprint, conceptual development for total site
- Interior Design
- Presentation drawings for Owner's use including 3D modeling similar to "Sketch-Up". (*This will include a minimum of two exterior renderings, and five interior rendering depicting the design character.*)
- Landscape Design (*Hardscape and Planting*)
- Civil Engineering
- Structural Engineering
- HVAC Engineering
- Plumbing Engineering
- Fire Protection Engineering
- Electrical engineering
- ADA Design
- Safety & Code Analysis
- Acoustical Design
- Wayfinding and Signage Design (Exterior and Interior)
- Graphic Design
- Branding and Theming, including Naming Rights and Sponsorship Signage
- Energy Modeling, Building Systems Analysis and Commissioning
- Sustainable Design Goals as determined by the Owner (TBD)
- Building Information Modeling (BIM) for all phases of Design
- Lighting Design
- Vertical Transportation Design and Engineering
- Façade and Window Wall Design
- Fall Arrest and Building Envelope Maintenance Design
- Concessions and Food Services Design
- Merchandising and Retail Design
- Furniture, Fixtures & Equipment (FF&E) Design
- Security System Design including, Access Control, Intrusion Detection, CCTV Surveillance, and Seating bowl surveillance
- Sound System Design
- Video Display Design, including Scoreboard(s), Ribbon Board(s), Exterior Marquee and Advertising displays
- Broadcasting System Design, including Television, Radio and In-House Systems
- Television System Design (IPTV)
- Telecommunication Design, including Converged Network, High Density Wi-Fi, Neutral Host DAS
- Construction Administration and On-Site representation during construction

ATTACHMENT F

MASTER PLAN DRAWINGS AND PRELIMINARY PROGRAM

The included Master Plan Drawings & Preliminary Program are for reference only. A Feasibility Study was conducted by Barrett Sports Group (BSG) for the City of Savannah, which included a proposed layout for the site as well as a building program and an overall project budget. The BSG Study contained an old version of the site design which is no longer valid. The new site design and updated Master Plan (*dated November 12, 2017*) show the revised and currently proposed building location per the Owner's desires. This new building location will have impacts on the overall site work, storm drainage, flood plain mitigation, etc. as included in the BSG Study and will need to be addressed accordingly.

A portion of the BSG Feasibility Study showing the proposed building program and updated Master Plan are included herein as Attachment F. The full BSG Feasibility Study (*Volumes 1 & 2*) can be downloaded on the City of Savannah website per the below instructions.

A final building program will be provided by the Owner and JLL, either as an addendum during the RFP process or prior to final negotiation with the selected firm or team. Buy-in to the final program once completed, will be necessary and expected of the Architect prior to reaching a final agreement.

ATTACHMENT G

DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOALS

The City of Savannah desires that this project have the strongest possible participation of Disadvantaged Business Enterprises (DBEs). DBE firms must have a current certification with the Georgia Department of Transportation (GDOT) or an approved certifying agency. Proposers should embrace this goal and demonstrate meaningful DBE participation in the project as follows:

I. Prime Contractor Level DBE Participation

Meaningful DBE participation may take the form of a teaming agreement, partnership, mentor-protégé relationship, joint venture, or similar relationship wherein the DBE partner shares in a significant portion of management responsibility and profit-making potential. The proposer shall:

- a. Provide names of DBE firms that are part of prime contractor bid team.
- b. Provide a copy of teaming, joint venture or other equivalent agreement(s) between parties on prime contractor bid team setting forth roles and responsibilities and profit-sharing arrangements.
- c. Describe roles and responsibilities of each company and its employees.
- d. Provide anticipated percentage of DBE participation for each participant on the team.
- e. Provide letter of commitment from lead firm, addressed to the City of Savannah, regarding association with each participant on the prime contractor level team.
- f. Provide letters of commitment from each DBE firm, addressed to the City of Savannah regarding association with lead firm.

II. Sub-Contractor Level DBE Participation

The proposer shall provide a written plan for how it will ensure that DBE firms have the maximum possible opportunity to participate in prime and second tier sub-contracts that will be available in the completion of this project.

- a. The plan should include the proposer's best estimate of the percentage of DBE participation (based on subcontract values) it expects to be able to achieve in this project from subcontractors.
- b. The plan shall include estimated dollar amounts of subcontract values that are used to estimate an overall proposal from the proposer.

Points will be allocated based on each respondent's proposed DBE goal, with the maximum points of four (4) being awarded to the respondent who submits the highest proposed DBE goal at the prime contractor level, and six (6) being awarded to the respondent who submits the highest proposed DBE goal at the sub-contractor level. Points will be allocated to each respondent by using the following mathematical calculation:

- i. In the case of the award based on the prime contractor level:

$$\frac{\text{Respondent's Proposed DBE Goal}}{\text{Highest Proposed DBE Goal}} \times 4 = \text{Weighted Score}$$

-
- In the case of the award based on the sub-contractor level:

$$\frac{\text{Respondent's Proposed DBE Goal}}{\text{Highest Proposed DBE Goal}} \times 6 = \text{Weighted Score}$$

**No proposals will be deemed non-responsive due to this factor

ATTACHMENT H

Off-Site Improvements (Scope of Work)

HIRE SAVANNAH AGREEMENT

Event #:		Event Name:	
Bidder/Proposer Name:			

The City of Savannah Mayor and Aldermen have established a priority to increase the utilization of the local workforce to the greatest extent possible on City contracts. To achieve this goal, the City has established the Hire Savannah Policy and Program which shall be included in all eligible bid awards of \$100,000 or more for covered services and \$250,000 or more for construction-related services as a method of inducing contractors to hire qualified workers who reside in Savannah, Georgia.

Contractors responding to this solicitation are required, as an issue of responsibility, to indicate that it agrees, if awarded a Covered Contract, to be bound to contractual obligations requiring it to use good faith efforts to meet the Hire Savannah Program requirements. If the bidder or proposer fails to respond affirmatively, it shall be deemed non-responsive to the solicitation.

A "Covered Contract" is a City-awarded contract that: (a) is not subject to state or federal requirements that prohibit or pre-empt the application of this Program to the contract; and (b) pays the Contractor \$100,000 or more for covered services or \$250,000 or more for construction-related services. "Construction-related Services" means services purchased by the City that involve construction, demolition, alteration and/or repair of city buildings, city public works or other city facilities.

Covered Services include the following services purchased by the City: food preparation or distribution; security services; routine maintenance services, such as janitorial, cleaning, refuse removal, recycling collections, and other similar services for normal upkeep of facilities; repair or refinishing services for furniture, fixtures, vehicles, machinery, or equipment, including preventative maintenance replacement of parts, and other activities needed to preserve the asset; clerical or other nonsupervisory office work, whether by temporary or permanent personnel; printing and reproduction services; and landscaping, lawn, or agricultural services. Covered Services does not include professional services, which are those technical services provided by an individual licensed Georgia professional or a registered professional consultant, including but not limited to lawyers, architects, engineers, and other design consultants.

The City of Savannah Hire Savannah Policy is posted on the City of Savannah website. By signing below, the Bidder/Proposer affirms that it has read, understands and agrees to be bound by the terms and conditions of the Hire Savannah Policy.

The undersigned hereby agrees to the terms and conditions set forth in this agreement.

Company Name: _____

Company Address: _____

Company Official/Representative: _____

Position Title: _____

Authorizing Signature: _____ Date: _____

**SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS**

The City of Savannah actively encourages employment and participation of small and 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 disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has established an XX% DBE goal for this project.

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

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

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

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs 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 DBE 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 DBE listed in the completed form entitled "Proposed Schedule of DBE 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 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.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE'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 DBE 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)	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							%

The undersigned will enter into a formal agreement with the DBE 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: _____

Disadvantaged Business Enterprise

GOOD FAITH EFFORT

Prime Company Name

Bid Date

Project Name

Event Number

If you have failed to secure DBE participation or if your DBE 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 DBE firms?

_____ Yes

Date of Listing ____/____/____

_____ No

Source _____

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

_____	_____
_____	_____
_____	_____

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

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

(2) Evidence of solicitation to prospective DBE 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 and the Office of Business Opportunity** 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 (\$) _____

DBE GOAL **18%** This is the final project report. End Date: _____

DBE INFORMATION					DBE PAYMENTS			
APPROVED DBEs	DESCRIPTION OF WORK or SUPPLIES	DBE CONTACT PERSON	DBE CONTACT PHONE #	DBE CONTACT EMAIL	ORIGINAL SUBCONTRACT AMOUNT	PAYMENT DATE(S)	TOTAL PAID THIS PERIOD	TOTAL PAID TO-DATE

Total 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 DBE 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 DBE 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. DBE Goals: Enter the contracted DBE Goals per the signed agreement.
6. Final Project Report: Place an "X" or checkmark in this box when the project has been completed and the report submitted is the final payment report. Enter the date of project completion.
7. DBE Information: ONLY DBEs that have been verified and approved by the City of Savannah DBE Office, from the Prime Contractor's/Consultant's "Proposed Schedule of DBE 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. DBE Payments: Enter the actual amount of the subcontract agreement for each approved DBE, the date of any payments occurring within the report period, the amount of the payments to each DBE during this period and the total each DBE has been paid-to-date.
9. Earnings-to-date: Enter the total amount paid to date to all DBE 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 DBE 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 DBE Subcontractor Form (Section 01438) to request changes to the Proposed Schedule of DBE Participation (Section 01310). **Any proposed changes must meet established DBE goals and conform to contract regulations and DBE 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 DBE 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 "DBE 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 DBE 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 DBEs being counted toward the DBE goal (including the prime contractor/consultant, if it is a DBE 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 DBEs being utilized in meeting the project's DBE goals
- DBE invoices for payment related to the project
- proof of payment of DBE invoices related to the project

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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

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

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

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

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

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

Affidavit Verifying Status for City of Savannah Benefit Application

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

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

OR

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

OR

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

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

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

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

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