

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR QUALIFICATION PROPOSALS NO.: QBS 11-11-4
DESIGN AND CONSTRUCTION SERVICES FOR
THE CHATHAM COUNTY HEALTH CENTER

PRE-QUALIFICATION CONF.: 2 PM, JUNE 15, 2011

MANDATORY ATTENDANCE

QUALIFICATION PROPOSAL RECEIVED BY: 2 PM, JULY 6, 2011

THE BOARD OF HEALTH OF CHATHAM COUNTY

Commissioner Harris Odell, Jr.,
Chatham County Commission
124 Bull Street, Ste. #200
Savannah, Georgia 31401

Dr. Thomas B. Lockamy, Jr.
Savannah/Chatham County Board of Education
208 Bull Street, Room 102
Savannah, Georgia 31401

Roslyn D. Taylor, M.D. (Chairperson)
7 Jaymee Lane
Savannah, Georgia 31406

Clifford E. Hardwick, III, Ph.D
1926 Archer Street
Savannah, Georgia 31405

Courtney Reich,
538 East Gordon Street
Savannah, GA 31401

Kathryn Martin, PhD, MPA
411 Southbridge V-10
Savannah, GA 31405

Otis Johnson, Ph.D
Mayor, City of Savannah
2 East Bay Street
Savannah, GA 31401

Chief Executive Officer of the Board of Health

W. Douglas Skelton, M.D.
District Health Director
Coastal Health District
24 Oglethorpe Professional Blvd.
Savannah, GA 31406

Public Health Administrator

Randall S. McCall, PhD., M.P.A.
Administrator, Chatham County Health Department
24 Oglethorpe Professional Blvd.
Savannah, GA 31406

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the qualification proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her qualification proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

X GENERAL INFORMATION

X PROPOSAL

X SCOPE OF WORK

X ATTACHMENTS A thru I

X LEGAL NOTICE

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY:

SIGNATURE _____

DATE _____

TITLE

COMPANY

MINORITY YES ___ **NO** ___

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
POST OFFICE BOX 8324
SAVANNAH, GEORGIA 31412
(912) 790-1622**

DATE: May 20, 2011

QBS NO.: QBS 11-11-4

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATION PROPOSALS

This is an invitation to submit a proposal to supply the Chatham County Board of Health with services as indicated herein. While the procurement process will be managed by Chatham County and its Purchasing Office, the Board of Health will review proposals and award the contract. Sealed proposals will be received at the Office of the Chatham County Purchasing Agent up to **2PM, JULY 6, 2011**. Responses must either be mailed or delivered to the Purchasing Office. On behalf of and with the concurrence of the Chatham County Board of Health, the Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Qualification Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a qualification proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our list.

A MANDATORY pre-qualification conference has been scheduled at **2PM, JUNE 15, 2011**, in the **Commission Meeting Room, 2nd Floor, Administrative Legislative Center, 124 Bull Street, Savannah, Georgia 31401**. Your firm must be represented to submit a proposal.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date will be changed.

The Chatham County Board of Health and Chatham County have an equal opportunity procurement policy. This policy seeks to ensure that all segments of the business community have access to providing services needed by County programs. The Board of Health and County affirmatively work to encourage utilization of disadvantaged and minority business enterprises in all procurement activities. Both provide equal opportunity for all businesses and do not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The Board of Health and Chatham County expect their contractors to make maximum feasible use of minority businesses and qualified minority employees.

INSTRUCTIONS TO PROPOSERS

- 1.1 Purpose:** The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply the Board of Health with services as described herein. All proposals will be governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 How to Prepare Qualification Proposals: All proposals shall be:

- A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 How to Submit Qualification Proposals: All proposals shall be:

- A. Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.
- a. **Mailing Address: Purchasing Agent, The Bill Stephenson Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406**
- b. **Hand Delivery: Purchasing Agent, The Bill Stephenson Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.**

QUALIFICATION PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED. However, if a well-justified request to delay receipt of proposals is received at least one work day before proposal due date, it will be considered.

1.4 How to Submit an Objection: Objections from Offerors to this Request for Qualification Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- A. When a pre-proposal conference is scheduled, the proposer may object in writing any time prior to or at the pre-proposal conference.

- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
 - C. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 Failure to Offer:** If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 Errors in Proposals:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 Standards for Acceptance of Proposers for Contract Award:** The Board of Health reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The Board of Health reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 Proposer:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to the Board of Health in such capacity before a contract has been entered into between such party and the Board of Health.
- 1.9 Compliance with Laws:** The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the Proposer and the Board of Health. Any such requirement specifically set forth in any contract document between the Proposer and the Board of Health shall be supplementary to this section and not in substitution thereof.
- 1.10 Contractor:** Contractor or subcontractor means any person, firm, or business having a contract with the Board of Health. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 Local Preference:** The contractor agrees to follow the local preference guidelines as specified in the contract documents, which state "The CONTRACTOR hereby agrees, as part of the consideration to Chatham County for making this Contract, that the

CONTRACTOR in the carrying out of this contract will give the citizens of Chatham County preference for employment to perform all labor required by this contract; that the rate of wages to be paid shall not be less than legally required; and that in the purchase of materials to be used in the Work of the Project, preference shall be given to sources from within Chatham County to the maximum extent possible. The CONTRACTOR will cause the forgoing provisions to be inserted in all subcontracts so that provisions will be binding upon each subcontractor.”

The Chatham County Board of Commissioners adopted an aggressive program that establishes goals for minority/female, small and disadvantaged business participation in construction, professional services, and general procurement. The Contractor agrees to follow the local preference guidelines as more fully specified in the contract documents.

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise “Good Faith Effort” in obtaining the goal established for M/WBE participation.
- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A Bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Female Business Enterprise participation.

Goals established for this project are 30% combined MBE/WBE.

- c. A Minority/Female Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/ female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.

- 1.12 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBEs. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted. The bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The

County particularly urges general contractors to give emphasis to subcontracting with local area firms. For information on the program or M/WBE contractors/vendors please contact Ms. Arneja Riley, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7860 phone, (912) 652-7849 fax, or email: alriley@chathamcounty.org.

1.13 Debarred Firms and Pending Litigation: Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred for doing business) **will not** be considered for contract award. Proposers **shall** disclose any record of pending lawsuits, criminal violations (indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the last five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

****All** proposers are to read and complete the **Disclosure of Responsibility Statement** enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Proposer acknowledges that in performing contract work for the Board, proposer shall not utilize any firms that have been a party to any of the above actions. If proposer has engaged any firm to work on this contract or project that is later debarred, proposer shall sever its relationship with that firm with respect to Board Contract.

1.14 County Business License Requirement: A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

1.15 Evaluation Factors: Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of local and MBE/WBE firms, consultants and employees will also be considered in the evaluation of proposals.

PROPOSAL CONDITIONS

- 2.1 Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 Multiple Proposals:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 Offers to be Firm:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 Completeness:** All information required by the Request for Qualification Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 Liability Provisions:** Where Proposers are required to enter onto or go into into Board of Health or Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the Board of Health, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless the Board of Health and Chatham County from any liability arising there from. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with the Board of Health.
- 2.6 Certification of Independent Price Determination:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor; and
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
 - (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

- 2.7 Award of Contract:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to the Board of Health, which will make the determination as to which proposal best serves the interest of the Board of Health.
- 2.8 Procurement Protests:** Objections and protests to any portion of the procurement process or actions of staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.9 Qualification of Business (Responsible Proposer):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. The Board of Health has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

On behalf of the Board of Health, Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive whenever such Proposer cannot document the ability to deliver the requested service.

- 2.10 County Tax Certificate Requirement:** Proposer must supply a copy of its Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the County Building Safety and Regulatory Services (912) 201-4300 for additional information.

No contract shall be awarded unless all real and personal property taxes have been paid by the successful Proposer and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

- 2.11 Insurance Provisions, General:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

2.11.1 General Information that shall appear on a Certificate of Insurance:

- A. Name of the Producer (Contractor's insurance Broker/Agent).
- B. Companies affording coverage (there may be several).
- C. Name and Address of the Insured (this should be the Company or Parent of the

- firm The Board of Health is contracting with).
- D. A Summary of all current insurance for the insured (includes effective dates of coverage).
- E. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- F. Certificate Holder (This must always include The Board of Health).

The Board of Health as an “Additional Insured”: The Chatham County Board of Health should be included as an “Additional Insured” on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an “Any Auto” basis.

2.11.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the Board of Health with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been

given to the Board of Health.

- E. **Proof of Insurance:** The Board of Health shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the Board of Health before services are rendered. The Contractor must ensure Certificates of Insurance are updated for the entire term of the Board of Health.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Health.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the Board of Health. At the option of the Board of Health, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the Board of Health, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 Additional Coverage for Specific Procurement Projects:

- A. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits: \$1 million per claim/occurrence.

Coverage Requirement: If "claims-made," retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed.

The professional must state if "tail" coverage has been purchased and the duration of the coverage.

- B. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.

Minimum Limits: All-Risk coverage equal 100% of contract value.

Coverage Requirements: Occupancy Clause - permits Board of Health to use the facility prior to issuance of Notice of Substantial Completion.

- 2.12 **Indemnification.** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless the Chatham County Board of Health, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the

property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless the Chatham County Board of Health, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his sub-contractors or anyone directly or indirectly employed by any of them.

The CONTRACTOR's obligation to indemnify the Chatham County Board of Health under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

- 2.13 Compliance with Specification - Terms and Conditions:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.14 Signed Response Considered An Offer:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Health, Chatham County Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, the Chatham County Board of Health may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 Notice to Proceed:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Chatham County Health Department Administrator or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 Payment to Contractors:** Instructions for invoicing the Board of Health for service delivered to the Board of Health are specified in the contract document.
 - A. Questions regarding payment may be directed to the Chatham County Health Director at (912) 644-5206 or as otherwise specified in the contract documents.
 - B. Contractors will be paid the agreed upon compensation upon satisfactory progress

or completion of the work as more fully described in the contract document.

- C. Upon completion of the work, the CONTRACTOR will provide the Board of Health with an affidavit certifying all suppliers, persons or businesses employed by the CONTRACTOR for the work performed for the Board of Health have been paid in full.
- D. The Chatham County Board of Health is a tax exempt entity. Every contractor, vendor, business or person under contract with the Chatham County Board of Health is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to The Chatham County Board of Health by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

SIGNATURE BLOCK ON FOLLOWING PAGES

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This day of 2011.

BY

SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE & FAX NUMBERS

FAX NUMBER

REQUEST FOR QUALIFICATION PROPOSALS

GENERAL CONDITIONS SECTION III

3.1 DESCRIPTION AND OBJECTIVES: The Chatham County Board of Health is requesting proposals from qualified firms or joint venture firms to complete a design-build project of approximately 50,000 square feet for new construction of a Health Center. Specific services are provided within a commissioning document in Section VI, which also presents a Master Plan for the campus, including the area designated for new construction, and space programming. While Chatham County presents this "Request for Proposals" (RFP) for this Quality Based Selection (QBS) to describe the needs and those criteria which will be used to determine selection of services, the Chatham County Board of Health will assume responsibility for evaluating proposals and making the award of contract.

3.2 METHODOLOGY. The procurement described herein is being conducted as a Request for Proposals through professional services selection, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. This will be a three-step selection process, a summary of which follows:

STEP 1/ACCEPTANCE AND EVALUATION OF PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent. The goal of Step 1 will be to accept, evaluate and score qualification proposals that meet technical requirements and develop a "short list" (finalists) usually of no more than three firms that represent the best of all proposals. Proposals will be evaluated by a committee appointed by the Chatham County Board of Health, which will then authorize the award of contract.

—In the interest of a fair, objective and competitive process, the Chatham County Board of Health intends to accept all qualified proposals and give them complete and impartial consideration.

—Any proposal which does not meet all technical requirements may be disqualified as being non-responsive.

—Proposals which are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are not being further considered and why.

STEP 2/INTERVIEWS: The evaluation committee will interview each firm on the short list. Interviews will be scored as part of the overall evaluation. For each interview, a short list firm will be provided up to 20 minutes to introduce key members of the proposed project team and present an overview of its proposal. Members of the evaluation committee will be afforded up to 30 minutes to review the proposals and ask questions.

STEP 3/NEGOTIATION OF FEE/SCHEDULE: The evaluation committee will provide a final ranking of the short list based on Step 1 and Step 2 and present a recommendation to the Chatham County Board of Health, which will authorize negotiation of a contract based on the scope of work and cost. The contract amount will be divided into two parts. Part A will be negotiated based on professional expenses related to design and engineering fees. Part B, which will be negotiated at a future date, will include construction costs, general conditions, and bonding expenses. Should the negotiation with the top-rated firm for Part A not provide an acceptable project cost based on the scope of work, or the top-rated firm cannot meet schedule or quality control requirements, the Board of Health will send notice that negotiation will cease and move toward negotiating with the second-ranked firm. Should the negotiation not prove successful with the second-ranked firm, the process will then move to the third-ranked firm.

- 3.3 PRE-QUALIFICATION CONFERENCE.** A MANDATORY pre-qualification conference will be held at **2 PM** on **JUNE 15, 2011** in the **Commission Meeting Room, 2nd Floor, Old Chatham County Courthouse, 124 Bull Street, Savannah, Georgia, 31401.** Representatives from the Board of Health and Chatham County will be in attendance. All members of your firm/joint venture are encouraged to attend, but at least one member of the proposing team must attend. Attendance assures that all competitors hear the same information, can ask questions and suggest constructive changes to the solicitation.

- 3.4 PROPOSAL DEADLINE.** The response to this “Request for Qualification Proposals” must be received by the Purchasing Office no later than **2 PM, JULY 6, 2011.** Any proposal received after the time stipulated will be rejected and returned unopened to the proponent.

For good and sufficient reason, up to 24 hours before the advertised deadline, the County on behalf of the Board of Health may extend the response schedule. Should such action occur, all proponents who attended the pre-qualification conference will receive an addendum setting forth the new date and time. This will be provided initially by oral message or fax and followed by written verification.

It is emphasized that late proposals will be rejected. Hence, all firms are warned that if they find they cannot meet the established due date, it is incumbent upon them to justify and submit a request for slippage of due date **at least 24 hours prior to due date for proposals.**

- 3.5 WITHDRAWAL OF PROPOSAL.** Any proposal submitted before the deadline may be withdrawn by written request received by the County on behalf of the Board of Health before the time fixed for receipt of qualification proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.

- 3.6 **CONFIDENTIALITY OF DOCUMENTS.** Upon receipt of a proposal by the County on behalf of the Board of Health, the proposal shall become the property of the Board of Health without compensation to the proponent for disposition or usage by the Board of Health at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law.
- 3.7 **FORMAT OF RESPONSES.** To be considered, proponents must submit a complete response to the request for proposals. The format for responses is presented in Section 2. All responses must be presented in this format, which will not be negotiable.

The response to the RFP must be submitted in five copies to:

Mr. Robert Marshall
Contracts Administrator
Chatham County Purchasing Office
1117 Eisenhower Drive, Suite C
Savannah, Georgia 31406
(912) 790-1622
Fax (912) 790-1627
Email: rmarshall@chathamcounty.org

Technical questions relating to the proposal may be directed by mail or telephone to:

Mr. Randy McCall
County Administrator
Chatham County Health Department
24 Oglethorpe Professional Building
Savannah, Georgia 31406
(912) 644-5206
email: rsmccall@dhr.state.ga.us

- 3.8 **REJECTING QUALIFICATION PROPOSALS.** On behalf of the Board of Health, the County reserves the right to reject any or all proposals and will not be bound to accept any proposal should The Chatham County Board of Health consider that the proposal would be contrary to the best interest of the Chatham County Board of Health or this project.
- 3.9 **COSTS TO PREPARE RESPONSES.** The County nor the Board of Health assumes any responsibility nor obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.10 **EQUAL EMPLOYMENT OPPORTUNITY.** During the performance of this Contract,

the CONTRACTOR agrees as follows:

The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV

SPECIAL CONDITIONS

- 4.1** Factors such as proponent's relevant experience, reputation, past performance on similar projects, excellence of the team and project manager to be assigned to the project, technical competence, experience and understanding of LEED certification, ability to meet program goals and completion within a reasonable time will be considered in the shortlist and contract award. Commitment in the level of involvement of MBE firms, consultants and employees will also be regarded in evaluating proposals.

Firms will be evaluated initially on the basis of the written qualification proposals. Thus, the proposal must be complete, concise and clear as to the capability and intent of the respondent. Further evaluation will include an oral presentation, which will be scheduled after receipt and the evaluation of the written proposals.

FORMAT AND ORDER OF RESPONSES TO THE RFP

As such, to maintain competitiveness and to ease evaluation, responses to the RFQ must be responsive to the following and presented in this format and order (summary):

1. Introduction/cover letter
2. Business Organization
3. Experience/Capability
4. Project Understanding/Methodology/Schedule
5. Project Team/MBE Participation/Local Outreach
6. Financial Strength
7. References
8. Miscellaneous (not scored)
9. Appendix (not scored)

NOTE: All proposals will be presented as 8 1/2" by 11" bound documents. The information must be tabbed according to each requested section and include the following:

- I. **INTRODUCTION/COVER LETTER:** Proponents will provide *no more* than a

2 page letter of introduction. The letter should highlight or summarize whatever information a proponent deems appropriate as a cover letter (perhaps why the team should be considered as the best qualified, because of previous experience in the successful delivery of same or similar projects) but at the least, this section should include the name, address, telephone number and FAX number of one contact to whom any correspondence should be directed.

- II. **BUSINESS ORGANIZATION:** In this section, proponents will describe the organization of their team, including which firm will serve as the lead firm, which firms will serve as consultants, their respective roles, and their estimated percentage of participation (i.e. architectural, structural, mechanical engineering, plumbing/fire protection, cost estimating, graphics, civil engineering, general contractor, LEED certification, others).

A. **Organization.** State the full name, address and telephone number of the lead firm/organization(s).

1. Indicate whether those in the proposing group will operate as a sole proprietorship, individual, partnership, or corporation, and the state of its incorporation or license to operate.
2. As applicable, provide the name of the branch office or other subordinate element that will perform or assist in performing the services described herein.

B. **Major Participants.** Recognizing the scope of this project, interested parties may select to use joint venture partners or consultants or sub-consultants. Provide the following in list form on a summary page (specific information about each should be provided in the Appendix, if desired).

1. A list of major participants and complete addresses, and their role whether as a joint venture partner through legal arrangement or consultant.
2. Should any of the above participants include a Minority Business Enterprise (MBE), this should be noted.
3. Specific role in the project of all participants noted above (i.e. architectural, structural, mechanical engineering, plumbing/ fire protection, cost estimating, graphics, civil engineering, general contractor, LEED certification, others) **and the percentage of participation of each.**
4. For each major participant, please note the % of minority

employment within the firm. Minority employment should be applied in conformance with EEOC guidelines.

C. **Confirmation of Acceptance.** By written confirmation, please note the following acceptance within the proposal (a signed statement will be sufficient):

1. Your firm/organization/joint venture consents that proposals will not be accepted from any company, firm, person, or party, parent or subsidiary, against which the County or Board of Health has an outstanding claim, or a financial dispute relating to prior contract performance with the County or the Board of Health. At any time the County or the Board of Health discovers such a dispute during any point of evaluation, the proposal will not be considered further.
2. Through a statement of disclosure, your firm/organization/ joint venture will provide sufficient detail of any relationship, especially financial, between members of your firm and any Board of Health employees or their family members. This will allow the Board of Health to evaluate possible conflicts of interest. However, it will remain at the Board of Health's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.
3. Your firm/organization/joint venture consents that its proposal will remain valid for a period of not less than sixty (60) days from the due date of proposals and not less than sixty (60) days from notification of progress in each step of evaluation.

III. **EXPERIENCE/CAPABILITY:** In this section, proponents will provide a list of their work on projects the same as this one or similar to this one. The information will be presented first in summary form and then can be followed as appropriate by a narrative.

A. **Same Projects.** On the first page(s) of this section, the following will be provided in summary form as a list for same projects (i.e. design and construction of a health services building, medical building or office building with clinical component).

NOTE: This should be completed for each major participant in the proponent's group (as noted in II-B above), preferably in table form:

- Name and location of same project(s)
- Dollar value in construction dollars
- Involvement of what team members (team as noted in this proposal)

- Involvement of community/resident groups
- Date of contract execution for design work, date of project's construction award and date of Certificate of Occupancy/completion
- Notable design awards
- LEED certification
- Percentage of minority participation on the team
 - Name of client's project manager and telephone number
- Name of project manager (principal architect/building contractor/consultant) and a note on whether the project manager still works for the lead firm

Detailed information of at least three examples of the above should then be provided following the summary page. This should include specific information about each of the cited examples.

- B. **Similar Projects.** As an option to III-A, or to provide additional information, proponents can provide information on their work on projects related to this one (i.e. similar in design, methodology, construction, local government client), either completed or substantially completed.

NOTE: This should be completed for each major participant in the proponent's group (as noted in II-B above), preferably in table form:

- Name and location of same project(s)
- Dollar value in construction dollars
- Involvement of what team members (team as noted in this proposal)
- Involvement of community/resident groups
- Date of contract execution for design work, date of project's construction award and date of Certificate of Occupancy/completion
- Notable design awards
- LEED certification
- Percentage of minority participation on the team
- Name of client's project manager and telephone number
- Name of project manager (principal architect/building contractor/consultant) and a note on whether the project manager still works for the lead firm

Detailed information of at least three examples of the above should then be provided following the summary page. This should include specific information about each of the cited examples.

- IV. **DEMONSTRATED UNDERSTANDING OF PROJECT/CLIENT'S GOALS:** In this section, proponents will discuss their understanding of the project and its goals and how they would approach the project.

- A. **Project Understanding.** Provide a narrative that demonstrates your understanding of the Board of Health's project goals and how you will meet them. More than just presenting a goal to design and build a medical office building, your proposal should demonstrate your working knowledge of the importance of this project to the community. Because the project constitutes public interest, please include an acknowledgment of the special considerations of a public project of this scope, including its interest to community groups, as well as citizens of all ages.
- B. **Methodology.** Provide a description or outline of the methodology, including how your project team will approach the project and its working relationship with others as part of the project team (i.e. owner and other contractor).
- Be specific about how your project team can translate the methodology you propose to meet program goals and the relevance of the approach to the Board of Health's intent and needs.
 - Include details of how to proceed with new construction on the site but not interfere with the day-to-day operations of the existing facility.
 - Be specific about how your project team will work with the Board of Health and other contractors as part of a team approach with the common goal of quality performance within the time schedule and within budget.
 - Be specific about your project team's role in construction administration and quality control.
 - Provide information about incorporating standards to fulfill requirements for LEED-NC Gold certification.
 - Be specific about your understanding of requirements to ensure conformance with ADA standards.
 - Provide information on special services and techniques that you will offer that differentiates your proposal from any other.
- C. **Schedule.** Assume all work will proceed in a prompt and orderly manner.
- Discuss the schedule for performing the required services and the length of time to complete the project.
 - Cite your experience in completing similar projects and within what timeframe.
- V. **PROJECT TEAM.** While II and III relate to the firm, this section will present those within the proponent's proposal who deal directly on a day-to-day basis with this project (as presented in II-A and II-B) and other personnel who would be assigned to this project.
- A. **Organizational Chart.** Provide an organization chart which provides a visual delineation of the organizational structure, and in particular, who will be interacting on a day-to-day basis between those on the Contractor's team and the Board of Health. A narrative of personnel and

responsibilities can be included, as the proponent deems appropriate.
--Proposals should clearly indicate each consultant/contractor's project manager with primary responsibility for coordination and managing the consultant firm's efforts with the other team members.
--Within the organization chart, please note participation of any Minority Business Enterprise (MBE) as well as any minority principals who will be involved in the project.

B. **Summary of Key Personnel.** On the first page(s) of this subsection, please provide a summary in list fashion of key personnel within each of the major proponents, their role in the project and a brief summary of their prior experience. This should be followed by a resume of each key staff person who will participate in the project, including key and relevant experience.

C. **Project Manager.** Indicate who the assigned project manager will be, the person's experience and background. This should be the individual from the project team who will be assigned to perform day-to-day responsibilities. The project manager's resume should be included.

VI. **FINANCIAL STRENGTH.** This section will provide information about the proponent's financial strength. Financial strength should indicate that your firm/partnership possesses the stability and wherewithal to undertake and complete successfully the project.

VII. **REFERENCES.** References (at least five), including contact, relationship, address and phone number. Note: Regardless of noted references, the Chatham County Board of Health reserves the right to contact any client about the proponent's performance.

VIII. **MISCELLANEOUS.** This section provides an opportunity for the proponents to provide other information that the project team considers relevant. Be specific.

IX. **APPENDIX.** The Appendix should serve as a section to provide addition or detailed information about your firm's project team, experience and background.

SECTION V: EVALUATION CRITERIA

The following guidelines will be used for establishing a numerical value to each category.

<u>Rating</u>	<u>Evaluation</u>
<u>Value Points</u>	
Excellent	5
Good	4
Average	3
Below Avg.	2
Poor	1

This value is multiplied by the number which will make the *excellent* rating equal to the number of points of the specific category. (See attached *Evaluation Points Key* for points breakdown). Each committee member will then submit his/her individual scores which in turn will be averaged together to establish the "Total Score" for that firm.

- 5.1 **EVALUATION CRITERIA (STEP 1).** Based on requirements in Section II, responses will be evaluated by an evaluation team. While each proponent's proposal will be decided on its merits, the following will be regarded as assumptions applicable to each:
- Responses will follow the format and instructions within each section or subsection (proponents should consider Section 4 as an outline or checklist).
 - Responses should be complete.
 - Responses should be presented in a clear and concise fashion.

Difficulty in reading any proponent's proposal because of confusing information, numerous errors or missing information considered as key to a fair evaluation can result in its consideration as not responsive.

The following evaluation criteria are considered key:

- I. **RESPONSIVENESS/QUALITY OF PROPOSAL/CAPABILITY.** Rated under this criterion will be general responsiveness to the "Request for Proposals." Considered important will be:

Points

10

- A. Demonstrates understanding of project/strategy and project goals. An excellent evaluation will be awarded to a proposal that:
- Provides a clear and concise narrative that demonstrates an understanding of the Chatham County Board of Health's program goals and provides a convincing description of how the proponent's team could translate those goals into a successful project.
 - Demonstrates a succinct understanding of intent to create a state-of-the-art health center which meets the Health Department's and community's needs in a friendly environment respective of diverse consumers.
 - Acknowledge the need to allow the Health Department to continue to

operate from the existing facility on the same campus during construction.

10

B. Demonstrates through detailed narrative or timeline a rationale approach to the project. An excellent evaluation will be awarded to proposals based on the following:

—Presents a narrative which clearly describes the relevance of the approach to this particular project and the Board of Health's needs, as well as that of the community.

—Presents a convincing description of how the proponent will not only provide needed services in design but also construction.

—Provides a well-thought out presentation of key points of interaction between the proponent's project team and the Chatham County Board of Health.

—Provides a convincing narrative on the proponent's commitment to the spirit of partnering as a team with the goal of win-win project.

—Submits a quality control management plan, which indicates how the highest standards of quality control will be maintained throughout the project, including during construction administration.

—Demonstrates need for not only compliance with ADA requirements but also the importance of access for all citizens.

--Acknowledges experience with new construction projects which attained LEED Gold certification.

II. **PAST PERFORMANCE/EXPERIENCE ON RELEVANT PROJECTS.**

Rated under this criterion will be the experience and technical competence of the total team. Considered important will be:

30

A. An excellent evaluation will be awarded to proposals that demonstrate considerable experience, established reputation and an unblemished record of quality performance on projects the same as the one proposed under this RFP.

B. Preference will be given to proposals whose experience includes at least three projects of the same type. "Same" projects include design and construction of a health services building, medical building or office building with clinical component of approximately the same size and LEED certification. The Chatham County Board of Health acknowledges that "same" experience for design services on three such sites may be unlikely. Quite probably, more reliance will be provided on "similar" projects below, demonstrated understanding of project requirements.

C. Notwithstanding "same experience" of at least three projects, next highest points will be awarded for proponents that demonstrate experience, established reputation and an unblemished record of quality performance on projects the same as to the one proposed under this RFP, but the proponent provides less than three examples. A "same" project could be mixed with "similar" projects as provided below to earn high

points (depending upon the level of competition of firms with “same” projects).

D. Notwithstanding “same experience” of at least three projects, next highest points will be awarded to proponents that demonstrate experience, established reputation and an unblemished record of quality performance on projects similar as to the one proposed under this RFP. Similar projects could include similar in design, methodology, construction, local government client), either completed or substantially completed and LEED certification.

E. Preference in points will also be awarded to proponents with a track record of minority participation in previous projects.

III. **QUALITY OF TEAM.** Rated under this criterion will be the quality of the team assigned to this project, including its experience, technical and professional qualifications, and appropriateness and quantity of staff necessary to perform the required services. Considered important will be:

5 A. An excellent evaluation will be awarded to proposals that present a well-defined chart of the proponent's organization. It will provide a visual delineation of the organizational structure, and in particular, who will be interacting on a day-to-day basis between those on the design team, the Board of Health and its contractors.
--An excellent evaluation will include on the chart all relevant members of the proponent's team, key personnel and project responsibilities.
--An excellent evaluation will include on the chart the chain of command on the design/construction team.
--An excellent evaluation will include on the chart designation of Minority Business Enterprise (MBE) and local firms.

30 B. An excellent evaluation will be awarded to proposals that commit the quality and quantity of design and construction professionals and support personnel needed to perform services in an exemplary manner and with experience in projects the same in size, scope and complexity as the one proposed, or depending upon the field of proposals, then similar projects.
--Given the scope of this work, highest-rated proposals will include a strong representation of **local participation** of team members and subcontractors.
--An excellent evaluation will include a clear statement as to the lead professional firm's acknowledging full responsibility for design, construction documents, construction contract administration and coordination of all team members' efforts.
--An excellent evaluation will include sufficient consulting firms required to prepare the design, contract documents and construction contract administration and administer related disciplines, including structural,

mechanical engineering, plumbing/fire protection, cost estimating, graphics, civil engineering and LEED certification.

--An excellent evaluation will demonstrate the capacity of the proponent's team to perform the work as a turn-key project within the time schedule or performance period acceptable to the Chatham County Board of Health, especially in consideration of the project team's current and planned work load.

- 15 C. An excellent evaluation will be awarded to proposals that demonstrate a commitment to the project by designating a lead project manager with experience in projects the same in size, scope and complexity as the one proposed, or depending upon the field of proposals, then similar projects.

- 15 D. An excellent evaluation will be awarded to proposals that include a strong representation of women and minority owned firms (M/WBE) consistent with a goal of 30% minority participation and provides a strong commitment to M/WBE participation through its team composition.
--As a secondary consideration, preference in points will be awarded to firms who have demonstrated a commitment to diversity of employment, especially at the professional level.

- 5 IV. **FINANCIAL CAPABILITY/REFERENCES.** Rated under this criterion will be the appropriateness of the business organization for this project, ability to handle it financially, clients' acceptance of previous work and general business expertise. Considered important will be:

A. An excellent evaluation will be awarded to proposals that demonstrate the financial strength of the lead firm, including confirmation of the firm's ability to meet professional liability requirements for a project of this scope and size. In addition, the firm must meet payment and performance bond requirements under Georgia law for construction projects.

B. An excellent evaluation will be awarded based on reference checks. Reference checks will include confirmation of information provided in the proposal; project completion in accordance with budget, schedule and quality; contact with previous clients about contract and change order history; and representation on behalf of the client on issues involving the contractor.

C. The Chatham County Board of Health reserves the right to deduct points should reference checks generate concerns about contract versus change order history or other questions that might arise from reference checks. Should this information alter possible rankings of the short list,

proponents will be provided an opportunity for further explanation.

- 5.2 EVALUATION CRITERIA (STEP 2).** Based on an evaluation of proposals under Step 1, the three highest-rated firms will comprise the "short list" (finalists). Proponents on the short list will be asked to attend an interview session with those on the evaluation committee. Short-list proponents will be provided 20 minutes to introduce team members and summarize their qualifications and experience. Members of the evaluation committee will be afforded 30 minutes to review the proposals and ask questions.

Points=25

An excellent evaluation will be awarded to firms that can best enhance their written proposal through a succinct presentation of why they could best provide the required services, introduce a project team that engenders confidence in their qualifications and experience and answer questions that will help to clarify the proposal.

- 5.3 STEP 3/CONTRACT AWARD:** The evaluation committee will provide a final ranking of the short list based on Step 1 and Step 2 and present a recommendation to the Chatham County Board of Health, which will authorize negotiation of a contract based on the scope of work and cost, including fees, design and engineering fees, construction costs, general conditions and bond expenses. Should the negotiation with the top-rated firm not provide an acceptable project cost based on the scope of work, or the top-rated firm cannot meet schedule or quality control requirements, the Board of Health will send notice that negotiation will cease and move toward negotiating with the second- ranked firm. Should the negotiation not prove successful with the second-ranked firm, the process will then move to the third-ranked firm.

- 5.4 DISCRETION.** The Chatham County Board of Health shall have sole discretion in evaluating both the responses and qualifications of the respondents. **Please note that the evaluation committee will recommend the firm with the highest score after all steps are complete, but it is the Board of Health, which, after consideration of the evaluation committee's recommendations, makes the final contract award decision.**

- 5.5 CONTRACT.** The successful respondent will be expected to execute a contract within 30 days of notice of award.

- 5.6 ASSIGNMENT.** The contractor shall not assign or transfer any interest in the contract without the prior written consent of the Board of Health.

- 5.7 PERFORMANCE AND APPROVAL OF SUB-CONTRACTORS.** The successful firm will perform the project as an independent contractor and not as an agent or employee of the Board of Health. Joint ventures, consultants and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from the Board of Health before subcontracting any part of the project beyond those consultants, sub-consultants or firms provided by in the proposal.

5.8 PERFORMANCE AND APPROVAL OF CHANGES IN PROJECT MANAGER.

As listed in the proposal, the successful CONTRACATOR shall be bound to maintain any key positions noted in the proposal which became the basis for award of points. Notwithstanding this provision, which is intended to ensure consistency in key project personnel and to recognize that the Board of Health based the evaluation process on these key personnel, the Board of Health may allow at its sole discretion a change in assignment for any of these personnel. The Board of Health will provide written approval after determination that the proposed changes in the successful proponent's key personnel meets or exceeds the professional qualifications and experience as presented in the proponent's proposal.

5.9 OTHER CHANGES. In the event a contract is awarded, the Board of Health may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. Any changes in the project team, including consultants, will require prior approval of the Board of Health. At the least, replacements must be equal in experience and preserve commitment to local or MBE participants. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract price, or in the time of performance, or in both, and a written memorandum of such adjustment shall be made. Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the Board of Health shall have the right to verify by audit of the proponent's records or, at the Board of Health's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The Board of Health may accept and act upon claims made later if, in the Board of Health's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

5.10 TERMINATION OF CONTRACT. The Board of Health shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the Board of Health may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.

5.11 ADEQUACY AND ACCURACY. The professional and technical adequacy and accuracy of designs, drawings, specifications, documents and other work products furnished under contract, will be conducted in a manner of the profession. Where the Chatham County Board of Health must have work done by change order or addition resulting from an error or omission by the Architect/Building Contractor, the

Architect/Building Contractor shall provide, at no cost to the Board of Health, all professional services attributable to the change order. This is in addition to the Board of Health's right to recover from the Architect/Building Contractor damages for the Architect's/Building Contractor's errors and omissions.

SECTION VI

HEALTH DEPARTMENT DRAFT SPECIFICATIONS

6.0 General Conditions

6.01 Design – Build process.

The Project shall be designed and constructed by an integrated team of engineers, architects, builders and contractors that is responsible for completing the Design Development, Construction Documents, Permitting, Construction, and Close Out stages of the project for a lump sum Guaranteed Maximum Price (GMP). The GMP shall be a very important component of the selection process, but not the only Best Value consideration. All references to "preferred" materials and systems described in these specifications shall be considered as part of the initial GMP during the bid process, unless specifically qualified and described as otherwise. All legal responsibility and liability for the Design-Build process shall belong to the selected team, and be guaranteed with a Performance Bond.

6.02 Design Goals.

The overall goal of the project is to provide adequate and appropriate space for the programs of the Health Department, which promote public health and environmental responsibility. The current buildings are inadequate in area, and inappropriate in environment to achieve these goals. The new facilities have been carefully programmed and designed to the schematic level to provide a healthy, economical and flexible environment for all current (and some future) functional needs. The Design-Build team shall not redesign the Project, but shall be responsible for refinement and development of the schematic design in consultation with the Health Department. The basic concept is to provide a close gathering of functional "building blocks" around an open air Atrium and outdoor circulation spine, like a pedestrian oriented urban or campus environment. This concept allows maximum daylight and natural ventilation, and provides a clean natural focus for the building complex. Because the building should last for at least another 50 years, the interiors of the building blocks should be as open and flexible as possible for future adaptations. Building materiality should be durable and as low maintenance as possible, and consume as little energy as possible in the future. The exterior of the building has not been fully designed, and its visual expression should be consistent with the design goals of a healthy, environmentally responsible place.

6.03 LEED goals.

The Project shall be required to attain at least a LEED-NC Gold certification as defined by the U.S. Green Building Council. The design of the features which

qualify the project for LEED Gold shall be the responsibility of the selected team. The selected Design-Build team shall be responsible for filing all LEED documentation, and obtaining the final certification within 12 months of Substantial Completion. The Owner shall engage a Commissioning Agency (outside of the Design-Build contract) to perform all commissioning required for the LEED certifications. At the time of Substantial Completion, the Design-Build team shall be required to furnish a bond in the amount of 10% of the final construction cost. If for any reason, the Project fails to attain the LEED Gold standard, the deficiencies shall be remedied at the expense of the Design-Build team, or their bonding company.

6.04 Permits.

The Design-Build team shall be required to prepare all applications and documents, pay all application and tap fees, maintain conditions during construction, call for inspections, make any required corrections, and file all close out documentation for all permits for land disturbing, environmental and building construction activities.

6.05 Existing site conditions.

The existing site has been occupied for over 40 years by the Health Department. It has some existing building areas that shall remain, some parking areas, and numerous trees and landscaped areas. To the maximum extent possible, these assets are to be retained and protected by the Project. The existing building shall be occupied during construction, then partially and selectively demolished after the new construction is beneficially occupied by the Health Department. The existing storm water detention area shall be maintained during construction, and expanded as required to meet added impervious area impact. The existing trees are to be retained wherever feasible, and protected during construction. Existing parking areas on the west and north sides of the building are to be retained during construction for Health Department patrons. In the area where new parking is created, new trees shall be planted to meet or exceed the requirements of the tree ordinances, and to replace the existing tree canopy to the greatest extent possible.

6.06 Owner to maintain operations during construction.

The Health Department shall continue to provide services to citizens at this location throughout the Project. The Design-Build team is responsible for providing for complete security and safety throughout this process, including all temporary fencing, barricades, signage and personnel required to protect the Health Department and public. Adjacent public access facilities, such as the adjacent rights-of-way, Soccer Complex and Animal Shelter must also be protected from any harmful or detrimental conditions. The Health Department shall be allowed continuous access to their existing building at all times. Once portions of the new construction are completed, the Health Department may take partial occupancy of these areas and begin moving furniture and equipment into these areas.

6.07 Temporary facilities.

The Design-Build team shall provide and pay for all temporary facilities for project administration, communications, safety, sanitation and utilities as required

to complete the Project. Temporary parking areas for construction workers must be provided apart from the remaining existing parking facilities owned by The Health Department and Chatham County. No part of the existing building shall be available to construction personnel during the Project, until Substantial Completion of the new construction.

6.08 Environmental protections.

The Design-Build team shall be responsible for maintaining safe environmental conditions throughout the project, and for protecting the area of construction activity from any environmental hazards.

6.09 Construction waste management.

Construction waste shall be managed in strict accordance with LEED standards throughout the project. All topsoil shall be retained on site and reused for Project landscaping. All wood and organic materials shall be mulched and reused for landscaping. All cementitious materials, metals, glass and plastics shall be separated and recycled. All construction wrappings, packaging, and containers shall be recycled. All hazardous materials shall be disposed of in a legal manner.

6.10 Project management.

The Design-Build team shall provide all management methods, materials and personnel as required to maintain complete control throughout their activities. No subcontractors, vendors or tradesmen shall be allowed to perform work activities unless fully supervised by the Design-Build team. A Project Architect shall be designated for the Project, and a full time Project Manager. A full time Superintendant shall be assigned to the project site at all times, and an Assistant Superintendant in that person's absence. Weekly "toolbox" meetings with all active trades, Project Architect, Project Manager, Superintendant and others as necessary, shall be held to review progress of the work, discuss any problems, and look ahead for the next week's activity. A monthly Owner's meeting with Superintendant, Project Manager, Project Architect, and Owner's representative and/or Program Manager shall be conducted on site separately from tool box meetings. All issues regarding coordination with Health Department, schedule, pay requests and GMP shall be fully discussed at these Owner's meetings.

6.11 Project close out.

The Design-Build team shall be responsible for preparing complete as-built documents, completing punch lists, providing warranties, preparing operations manuals, conducting operational training meetings, compiling commissioning reports, and submitting permit close out documents as required to obtain a Certificate of Occupancy, and achieve all other requirements for safe and beneficial occupancy by the Health Department. A minimum of 5% of the total construction cost shall be retained until all such work is completed.

6.12 Warranties and bonds.

The design-Build team shall be required to provide a Performance Bond for the full amount of the GMP. The Health department shall pay impact fees, and submit any required maintenance bonds.

6.13 Site Work

6.13.1 Tree protection, landscaping, natural ecology.

To the maximum extent feasible, the existing trees on site are to be preserved and protected during construction using methods as prescribed by the County Arborist. Existing natural groundcover and vegetation are to be preserved wherever possible. Landscaping shall be provided in all areas disturbed by construction activities, and shall be naturally occurring groundcovers and native plants which do not require irrigation. Evergreen flowering vines shall be installed at covered entrance *porte cochere* trellises, and irrigated with rain barrels. The existing natural ecology of the area shall be preserved wherever possible.

6.13.2 Paving, grading and drainage.

Existing paving to remain shall be protected during construction. Damaged areas shall be overlaid with compatible asphalt materials. New paving shall have concrete curbing or sidewalk at edges in all areas. All through traffic areas and ADA parking spaces shall be asphalt on aggregate substrates to minimum County standards. All other parking spaces shall be fully compacted fine crushed stone aggregate on compacted coarse stone aggregate for pervious conditions. All existing grades shall be preserved where possible. Newly graded areas shall slope as required for positive drainage away from buildings and paved areas and into storm water management system, and have adequate groundcover to maintain slopes.

6.13.3 ADA.

The entire site and completed building areas shall meet the minimum requirements of the Americans with Disabilities Act, and Georgia Accessibility Code.

6.13.4 Traffic control.

The entire site, including existing sidewalks, drives and parking areas shall be designed and retrofit to provide safe traffic control, with special considerations given to pedestrians and public transit users. This includes all tactile warnings, signage, striping, curbs and barriers.

6.13.5 Parking and automobiles.

Parking areas shall be designed and constructed to provide maximum safety, convenience, shade and accessibility. A minimum of 4 van parking spaces shall be provided near the building, and at least 4 spaces with electrical recharging facilities. All new public parking areas shall be lit at night with solar powered LED lighting of at least 2 footcandles of light intensity.

6.13.6 Pedestrians and sidewalks (including interiors).

Pedestrians shall be given priority over automobiles in the process of design and construction, such that all drivers must drive slowly and carefully, and pedestrians have clear views and obvious crosswalks and protections at conflict areas. All exterior sidewalks shall meet ADA requirements, and be constructed of coarse textured concrete, with contrasting colored tactile warnings at crosswalks. Sidewalk areas shall have shade trees wherever possible. The bus stop near the site shall be fully coordinated with Chatham Area transit (CAT) and fitted with

CAT shelter, shade trees, waste receptacle and CAT stop signage. All interior sidewalks (open air corridors in and around building Atrium) shall be light broom finished grey concrete with scored or sawed concrete patterns at 18 inches spacing, and expansion and contraction joints at all corners and edges. All interior concrete sidewalks shall be treated with a clear water sealer.

6.13.7 Atrium.

The interior Atrium area with no roof above shall have 50% of its surface area paved in clay brick pavers, and the remainder landscaped with understory flowering trees and drought tolerant ground covers. A fountain shall be provided and installed in the center with complete pump and heavy duty piping and drainage. At least 20 public park benches shall be provided and installed in the Atrium area. The rainwater that falls on roof areas surrounding the Atrium shall be collected in rain barrels that slowly irrigate the landscaped areas.

6.13.8 Storm water detention.

Rain water shall be collected from roof areas and detained in four underground 3000 gallon cisterns with pumps for landscape irrigation, and otherwise piped or channeled into the storm water detention surface area. This area shall also be designed to meet the County minimum standards for site runoff.

6.13.9 Selective demolition.

Existing buildings and structures that are in the areas to be replaced with new construction shall be carefully demolished, and waste disposed of as per construction waste management requirements specified elsewhere. All underground and above ground utilities shall be coordinated with the utility companies and Health Department to minimize any interruptions and re-establish service immediately.

6.14 Concrete

6.14.1 Cast in place.

Cast in place concrete is the preferred material for all building foundations, slabs, sidewalks and other on ground construction. Consideration shall be given to tilt up slab construction for exterior walls.

6.14.2 Pre-cast.

Pre-cast concrete is the preferred material for all masonry beams, lintels and heavy structural elements. Consideration shall be given to pre-cast concrete panels for exterior cladding.

6.14.3 Fly ash and recycled content.

All concrete shall have an appropriate high level of recycled and / or fly ash in its esign composition. Where possible, aggregate that has been obtained from local sources for recycled concrete shall be used.

6.15 Masonry

6.15.1 CMU.

Concrete masonry units from local sources are the preferred material for any load bearing walls. These CMU shall be manufactured using fly ash and / or recycled concrete where possible.

6.15.2 Brick.

Clay masonry brick shall be the preferred material for exterior cladding on the outside facing exposed wall surfaces of the building. Consideration shall be given for using brick to express the different "building block" components of the cluster design on the exterior of the complex. 6.15.3 Glass block. Glass block shall be the preferred material for allowing daylight into spaces on the exterior of the building that are not appropriate for clear glass windows or skylights.

6.16 Metals

6.16.1 Structural steel frame.

Structural steel columns and beams are the preferred material and system for the framing of the interior areas of the building. This system shall meet all codes for seismic and wind loading. Alternatives for using concrete frame materials shall be given consideration.

6.16.2 Bar joists and metal deck.

Steel bar joists, joist girders and corrugated steel deck are the preferred material for roof framing.

6.16.3 Sheet metals.

Sheet metals for flashings, copings, rain conductors and similar applications shall be fluoro-polymer coated galvanized steel, copper, aluminum, or stainless steel as appropriate for the location and adjacent construction materials. Field painted steel is not acceptable.

6.16.4 Ornamental metal.

Decorative metal trellises at front entrance shall be furnished and installed from powder coated galvanized steel or aluminum so that evergreen flowering vines can be trained to form decorative archways at the covered entrance *porte cochere*.

6.17 Wood and Plastics.

6.17.1 Carpentry.

Interior framing shall be light gage steel, not wood studs. Wood and plywood shall be used for blocking and grounds, and other similar applications. No combustible materials shall be used for building sheathing.

6.17.2 Casework.

Built in cabinets and casework shall be constructed of hardwood and plywood, not composition boards. Exposed surfaces shall be painted with a highly durable low VOC institutional grade coating which can be repaired and / or refinished. Counter tops shall be solid surface "Corian" as manufactured by DuPont.

6.17.3 Bamboo.

Exposed trim and other surfaces that are generally reserved for finish wood shall be natural bamboo plywood, sized, shaped and cut to fit.

6.17.4 Plastics

Except as specifically referenced in these specifications, plastic shall be limited to an absolute minimum in the Project.

6.18 Thermal and Moisture Protection.

6.18.1 Building envelope standards.

The building exterior envelope shall be carefully designed to the highest

standards for moisture resistance, thermal resistance and limited air infiltration. A qualified expert in exterior envelope design and construction shall be engaged by the Design-Build team to review the construction documents and make recommendations on final design details. A full scale field mock up of exterior wall construction, including all materials, flashings, vapor barrier, insulation, sealants and typical windows shall be constructed and inspected by the qualified expert prior to construction of the building envelope. All subsequent construction shall be in strict accordance with the design documents and expert advice.

6.18.2 Thermal insulation.

Exterior walls shall be fully and completely insulated to a minimum R-value (not average) of 13. Roofs shall be fully and completely insulated to a minimum R-value (not average) of 25. Roof insulation shall be either immediately above or below steel deck.

6.18.3 Roofing.

All roofing shall be installed over lightweight concrete, or noncombustible sheathing such that future roof replacement does not require replacement of the roofing substrate. All roofing shall be nearly white, and have a minimum 20 year warranty for full replacement due to failure of materials or construction methods.

6.18.4 Rain conductors and storage.

All rain water captured by the roofs of the building complex shall be channeled to cisterns or rain barrels with overflow to the storm drainage system. See provisions for **Storm water detention** above.

6.18.5 Sealants.

All exterior sealants shall be selected in conjunction with **Building envelope standards** above. All interior sealants shall be low VOC compounds that can be easily maintained and / or replaced.

6.19 Openings

6.19.1 Windows, wind, ventilation and daylight.

Daylight shall be allowed into all rooms and spaces on exterior walls. Windows shall be insulated glass, with reflective coatings to reduce insolation heat gain by at least 50%. Window frames shall be powder coated aluminum. Windows shall be designed such that at least 25% of total glazed area in any given building area has operable sash. All exterior glazing shall meet applicable code requirements for wind infiltration and impact resistance. Changes in fenestration are encouraged to differentiate between "building blocks".

6.19.2 Skylights.

Large routinely inhabited spaces (over 150 square feet of floor area) that do not have any other form of daylight shall have at least one skylight or "light tube". The Main Lobby and Registration area shall have skylights or a clerestory with an area of glazing equal to at least 15% of floor area.

6.19.3 Aluminum storefront.

Exterior facing aluminum storefront entrances shall have anodized dark bronze finish, and insulated glass with reflective coatings to reduce insolation heat gain by at least 50%. All exterior glazing shall meet applicable code requirements for

wind infiltration and impact resistance. Interior facing storefronts in and around Atrium shall have clear insulated glass.

6.19.4 Solid doors and hollow metal frames.

Solid interior doors shall be minimum 5 ply solid core flush wood doors with rotary birch or other hardwood veneer, factory stained and finished with low VOC varnish, and **no formaldehyde**. Exterior solid doors shall be insulated flush galvanized steel with factory low VOC finish. All door frames for solid doors shall hollow metal, galvanized at exterior locations.

6.19.5 Security doors and windows (interior).

Doors and windows around secured interior areas (such as Reception counters, all records storage, Security, IT, Pharmacy, Laboratory, and any HIPA protected areas) and all exterior locations shall be designed to meet the industry accepted best practice for the appropriate level of security.

6.19.6 Door hardware.

Door hardware shall be US 26D finish and completely to IBC, NFPA 101 and ADA standards. See requirements for security above.

6.19.7 Special access doors.

Access doors for roof areas, mechanical attics and other limited access areas shall be designed to meet applicable fire codes and resist intrusion.

6.20 Finishes

6.20.1 Portland cement stucco.

The preferred material for all areas facing interior open air walkways and Atrium is three coat Portland Cement stucco on metal lath or CMU. Color and texture variation is encouraged to differentiate between "building blocks".

6.20.2 Clay masonry plaster.

The preferred material for interior corridors and public waiting and registration areas is clay masonry veneer plaster on appropriate gypsum sheathing.

6.20.3 Metal stud framing and gypsum board.

Interior partitions and general purpose framing shall be composed of metal studs and gypsum board of sizes and thicknesses required by building codes, and as required to attain a Level 4 finish.

6.20.4 Suspended ceilings.

Suspended ceilings in offices, clinics and interior routinely occupied spaces shall be NRC 70+ acoustical panels with washable surfaces, suspended in accordance with seismic requirements. Ceilings in rest rooms and other "wet" areas shall be suspended gypsum board for field painted finish.

6.20.5 Terrazzo.

The preferred material for interior public access corridors and public waiting and registration areas is Portland Cement terrazzo with non-slip sacrificial wax finish.

6.20.6 Ceramic tile.

The preferred material for rest rooms and other "wet" areas is porcelain ceramic tile on all floors, all bases, and all walls with plumbing fixtures to a height of at least 6 feet.

6.20.7 Vinyl composition tile.

VCT is not a preferred material, except in clinical suites and laboratory areas. All VCT shall contain at least 25% recycled material and have a non-slip sacrificial wax finish.

6.20.8 Carpet.

Carpet is not a preferred material, except in office suites and conference rooms. All carpet shall be replaceable carpet "squares" constructed such that all materials are recyclable, and laid with low VOC glue. Additional carpet stock equal to at least 10% of total carpet areas shall be furnished and stored where directed by Health Department.

6.20.9 Painting.

All painting shall be low VOC materials and methods. Exterior painting shall be enamel paint with appropriate primers for various substrates. Interior painting shall be an institutional grade high performance paint on all walls that are not plaster or tile, and all ceilings that are not suspended acoustical panels. Interior painted surfaces shall have "eggshell" finish.

6.20.10 Interior open air walkways.

These areas shall be open above to all exposed structure and neatly installed utilities. All surfaces shall be painted as described above for exterior locations. Lighting shall be exterior grade. Floors shall be concrete as described in **Pedestrian and sidewalks** above. Walls shall be stucco as described above. Entrances into the suites indicated on schematic designs shall be aluminum storefronts with clear insulated glass.

6.21 Specialties.

6.21.1 Toilet rooms.

Toilet partitions and screens shall be overhead braced and floor supported stainless steel panels with manufacturer's standard "swirl" texture, and stainless steel or zamac hardware. Toilet accessories shall be ADA compliant and constructed of heavy duty stainless steel.

6.21.2 Signage.

Signage in the building main corridors shall be urban in character, with metal framed "street signs" and numerals. Suites shall be identified on storefronts with lettering applied to interior glass surfaces wherever possible. Interior room signage shall be engraved plastic laminate with removable sliding name panels and permanent room numbers at all doors.

6.21.3 Conference and meeting rooms.

All conference and meeting rooms shall have large wall mounted white boards, chalk rails, concealed pull down AV screens, and provisions for overhead audio visual equipment to be provided by others.

6.21.4 Site furniture.

Bicycle racks fabricated from steel tubing with spaces for at least a total of 50 bicycles shall be furnished and installed at entrances. Park benches shall be public park quality, with powder coated steel frames and rot resistant wood seats.

6.21.5 Walk off grates.

Recessed aluminum framed walk-off grates shall be installed at all exterior entrances to the building, but not at fire exits.

6.22 Equipment

6.22.1 Appliances.

Appliances furnished and installed under this Project shall be limited to those in Staff break room and in the practice Kitchen in the Child Care area. These shall consist of full sized refrigerator freezer, dishwasher, and garbage disposer in both areas. No equipment for heating or cooking food shall be provided in Staff break room. The practice kitchen shall have a residential range / oven / microwave combination with residential hood. All appliances shall be with stainless steel bodies and stainless steel interior at dishwashers only, and Energy Star rated.

6.22.2 Laboratories.

Laboratory equipment shall be furnished by the Health Department, and coordinated and installed by the Design-Build team.

6.23 Low Voltage Systems.

6.23.1 Security.

The Design-Build team shall coordinate with the Health Department to design a complete security system for the building. This system shall generally consist of intrusion detection, and wide angle cameras in lighted parking areas, public access corridors and waiting areas. The surveillance devices shall have centrally located monitors in the Security area, and video recording devices with at least one week's storage capacity.

6.23.2 Data.

The Design-Build team shall coordinate with the Health Department's IT director or consultant to make sure that all areas have appropriate outlets and conduits to concealed areas for data system. Generally speaking every routinely occupied space in the building shall have at least one outlet and all offices two. Actual wiring specifications and terminations shall be outside the scope of this Project, unless added by Change Order. Coordination with utility service providers for installation of required service connections to the building shall be the responsibility of the Design-Build team.

6.23.3 Telecommunications.

The Design-Build team shall coordinate with the Health Department's IT director or consultant to make sure that all areas have appropriate outlets and conduits to concealed areas for telecommunications system. Generally speaking every routinely occupied space in the building shall have at least one outlet and all offices two. Actual wiring specifications and terminations shall be outside the scope of this Project, unless added by Change Order. Coordination with utility service providers for installation of required service connections to the building shall be the responsibility of the Design-Build team.

6.24 Mechanical

6.24.1 Plumbing.

Water supply piping outside the building shall be cast iron. Water supply piping inside the building shall be copper. Waste and vent piping shall be Schedule 40 PVC or cast iron. Water heating for the project shall consist of conventional electric water heaters and storage tanks, with complete drain back solar thermal pre-heat systems. All water piping shall be fully insulated inside the building. Plumbing fixtures and fittings shall be "low flow" in white and brushed nickel finishes. All toilets shall have dual manual flush valves, and all lavatories shall have motion sensors. All rest rooms shall have floor drains with trap primers. All plumbing design shall be best practice, and meet LEED standards where applicable.

6.24.2 Indoor air quality.

High quality indoor air shall be a very high priority. Areas for Chest Clinic shall be completely segregated from other air systems, and have a very high level of outdoor fresh air intake. All building areas shall be fully flushed for removal of construction odors, chemicals and debris before occupancy by the public.

6.24.3 HVAC.

The preferred HVAC system for the building shall be a fully manifolded variable refrigerant flow (VRF) system, consisting of a bank of chillers (at least one for each "building block"), and wall or ceiling mounted cassettes with motion sensors and individual controls. Small spaces may have short runs of duct from cassettes. Outdoor "fresh air" shall be ducted and provided in interior corridors for the most part. Fresh air intakes shall be controlled by dampers connected to CO2 sensors in interior spaces, to limit outdoor air when not needed. Exhaust air shall be ducted through energy recovery system to roof jacks or wall vents. Thermostatic controls shall have limits for temperature and humidity set from a central programmable CPU, and individual room cassette controls within limit set points. All refrigerant piping and ductwork shall be insulated. To the maximum extent feasible, the "building blocks" shall have independent functioning systems, so that blocks can be set back separately for night time and weekend operations.

6.24.4 Energy recovery.

Energy recovery systems shall harvest waste energy from all exhaust air systems.

6.25 Electrical

6.25.1 Lighting and controls.

All lighting shall be controlled with motion sensors on the interior, and photocells on the exterior. Manual override switches shall be installed in some locations. The Main Lobby and Registration areas shall have skylights and daylight sensors. Interior lighting in all areas shall be provided by T5 fluorescent light fixtures with dual switching. No incandescent lighting is permitted. Accent lighting will be with dimmable solid state LED fixtures. Interior open air walkways shall have compact fluorescent or LED downlights and lanterns. Exterior entrance lights shall be fluorescent or metal halide as required to meet ADA and building code requirements. Emergency exit lights shall be LED.

6.25.2 Power and metering.

The building complex shall have one overhead electric service to a single location on the exterior of the building. There will be a single electric meter for all

incoming electricity. The power shall be divided to separate panels for each "building block" and each block shall be sub-metered. Subpanels in each building block shall be divided to separate lighting loads and plug loads from other loads, with watt meter ports for each sub-panel. All power distribution shall be designed to maximize energy efficiency.

6.25.3 Renewable energy system.

A crystalline solar photovoltaic (PV) array shall be constructed on the roof of the complex to provide a minimum of 5% of the total annual electricity demand for the building. The rooftop PV array shall be a fully ballasted system, meeting Miami-Dade County wind load requirements, and resting upon an additional sacrificial layer of roofing. The system shall include all components necessary to produce and invert electricity to AC power, and tie back to the electric utility grid through the main electrical distribution system. The system shall automatically shut down when the power grid is not functioning.

6.25.4 Emergency power system.

The building complex power distribution system shall be designed so that each building block has a power port and transfer switch to provide emergency power from field emergency generators (by others) to feed the lighting and plug loads in that block.

6.25.5 Site.

Site lighting shall be as described in **Parking and automobiles** above.

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as _____

(PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____,
_____, _____ Name
_____ (herein after "Company"),
Title _____ Name of Bidder
in consideration of the privilege to bid/or propose on the following Chatham
County project procurement _____
_____ hereby consent, covenant and agree as follows:

- (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 the bid submitted to Chatham County or the performance of the 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 with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

Attachment C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

Attachment D

**LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN BUSINESS
ENTERPRISE
SUBCONTRACTOR/JOINT VENTURE PARTNER**

*THIS FORM MUST BE COMPLETED BY THE SUCCESSFUL SUB-CONTRACTOR AND
SUBMITTED BY THE APPARENT SUCCESSFUL BIDDER OR PROPOSER BEFORE
APPROVAL OF CONTRACT AWARD IS REQUESTED BY COUNTY STAFF FROM THE
BOARD OF COMMISSIONERS.*

PROJECT: RFP # P11-6-7 - Predesign Services and Construction Management at Risk (CMR)
with a Guaranteed Maximum Price (GMP) for the Construction of the New Garden City
Library and the Islands Branch Library

PROPOSER: _____

DATE: _____

The undersigned has agreed to perform work in connection with the above project as:

☐ a sole proprietorship (individual) ☐ a corporation

☐ a partnership ☐ a joint venture

Detailed description of work items to be performed: _____

at the following price \$ _____.

Type or Print Name of M/WBE Sub-Contractor

By: _____

Title: _____

Printed Name: _____

The undersigned will enter into a written agreement with the above M/WBE Contractor for the
work described upon award and execution of a contract with Chatham County.

Type or Print Name of Firm

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Attachment E

IMMIGRATION AND SECURITY FORM

SB529 (The Ga Security and Immigration and Compliance Act) requires contractors to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor. This requirement of SB529 is a phased-in affidavit filing requirement based on the size of the contractor. Contractors with 500 or more employees are required to file an affidavit of compliance beginning 7/1/07. However, because the requirement is set forth in OCGA 13-10-91 which is a part of Chapter 10 of Title 13 governing public works contracts, the affidavit filing requirements of SB529 therefore only apply to public works contracts.

A. In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., Contractor must initial one of the sections below:

____ Contractor has 500 or more employees and Contractor warrants that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <http://www.vis-dhs.com/EmployerRegistration> and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et seq.

____ Contractor has 100-499 employees and Contractor warrants that no later than July 1, , Contractor will register at <http://www.vis-dhs.com/EmployerRegistration> to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et seq.

____ Contractor has 99 or fewer employees and Contractor warrants that no later than July 1, 2009, Contractor will register at [RLINK"http://www.vis-ddhs.com/EmployerRegistration"](http://www.vis-ddhs.com/EmployerRegistration) to verify information of all new employees in order to comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et seq.

B. Contractor warrants that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Attachment F

CONTRACTOR AFFIDAVIT AND AGREEMENT

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 (name of public employer) 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 (name of public employer), 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 (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 200__

Notary Public

My Commission Expires:

* 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).

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) 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.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 200____

Notary Public

My Commission Expires:

* 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).

Attachment G

CHATHAM COUNTY, GEORGIA

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

Attachment H
NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

1. He/she is the _____ (Owner, Partner, Officer, Representative or Agent) of _____ the Offeror that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Offeror, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or have in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any Offeror, firm or person to fix the price or prices in the attached Proposal or of any other Offeror, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Offeror, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposal Work.

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public
My Commission expires:

Resident State: _____

Attachment I

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Compliance Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

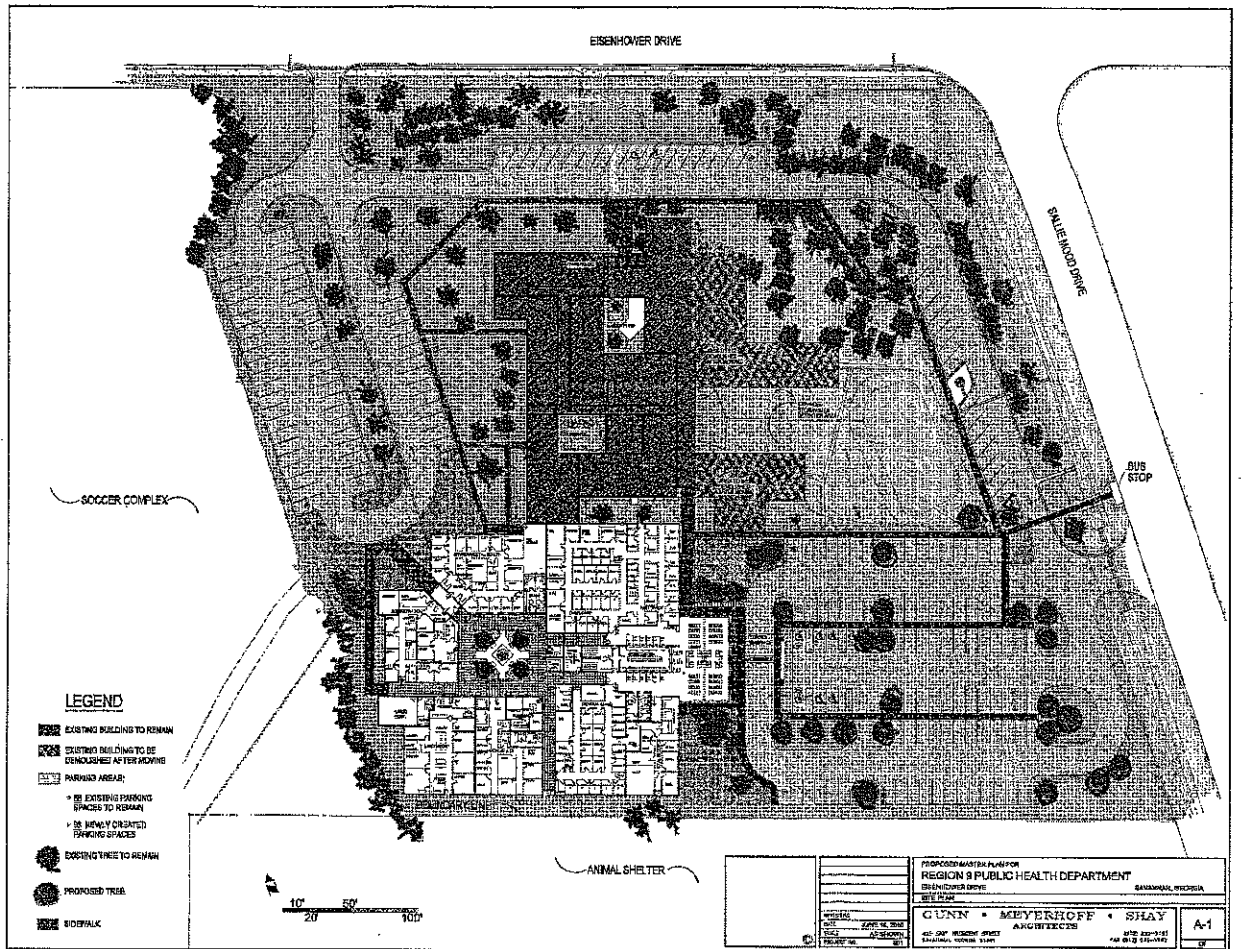
M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

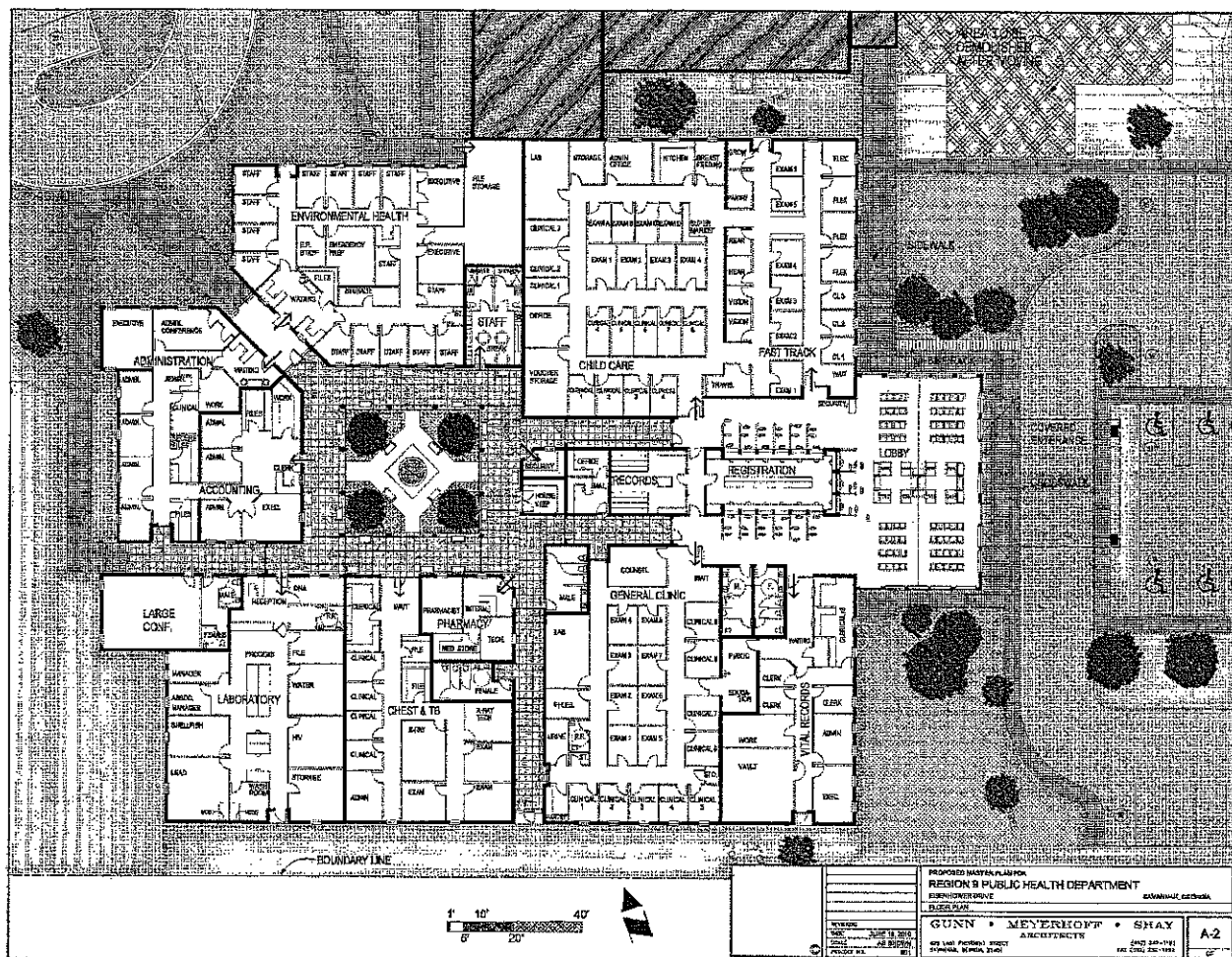
MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____ Fax () _____





LEGAL NOTICE

CC NO. 164489

Chatham County, Georgia is seeking proposals from firms interested in providing **Design and Construction Services (Design / Build) for the Construction of the New Chatham County Health Center** - QBS No. : QBS 11-11-4.

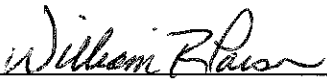
A **mandatory** pre-proposal conference will be conducted at 2PM, JUNE 15, 2011, at the **Commission Meeting Room, 2nd Floor, Administrative Legislative Center, 124 Bull Street, Savannah, Georgia**, to discuss the specifications and to resolve any questions and/or misunderstanding that may arise. Firms are required to attend. Firms which are not represented at the conference will not be permitted to compete further for this project.

Proposals are due by 2PM, JULY 6, 2011 and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

All firms requesting to do business with Chatham County must also register on the County's website at <http://purchasing.chathamcounty.org>.

A copy of this Request for Proposal is available in the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406, or can be downloaded from the Chatham County website at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Mr. Robert Marshall, Senior Procurement Specialist, at (912) 790-1622.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".



WILLIAM R. PARSON, CPPO, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- May 24, June 7, 2011:

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
P.O. Box 15180
Savannah, GA 31416
(912) 790-1622