

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR QUALIFICATION BASED SELECTION (QBS) PROPOSALS
NO.: QBS 11- 6-4

DESIGN AND CONSTRUCTION SERVICES FOR THE MOTHER MATHILDA
BEASLEY HOUSE

PRE-PROPOSAL CONF.: 2PM, NOVEMBER 23, 2010
MANDATORY ATTENDANCE

QUALIFICATION PROPOSAL RECEIVED BY: 2PM, DECEMBER 7, 2010

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE	COMMISSIONER HARRIS ODELL, JR.
COMMISSIONER JAMES J. HOLMES	COMMISSIONER DAVID M. GELLATLY
COMMISSIONER PATRICK O. SHAY	COMMISSIONER DEAN KICKLIGHTER
COMMISSIONER PATRICK J. FARRELL	COMMISSIONER PRISCILLA D. THOMAS

R.E. ABOLT
COUNTY MANAGER

R. JONATHAN HART
COUNTY ATTORNEY

**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.

- ☒ GENERAL INFORMATION
- ☒ PROPOSAL
- ☒ SCOPE OF WORK
- ☒ ATTACHMENTS A THRU G
- ☒ 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: October 27, 2010

RFP NO.: QBS 11-6-4

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATION PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.** up to **2PM, DECEMBER, 7, 2010.** Responses must either be mailed or delivered to the Purchasing Office. 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 for **2PM, NOVEMBER 23, 2010,** in the **Commission Meeting Room, 2nd Floor of the Legislative Administrative 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.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

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 Chatham County with services as described herein. All proposals are 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, Post Office Box 8324, Savannah, Georgia 31412.**
- b. **Hand Delivery: Purchasing Agent, Suite 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 County 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 County 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 Chatham County in such capacity before a contract has been entered into between such party and the County.
- 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 County. Any such requirement specifically set forth in any contract document between the Proposer and the County 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 Chatham County. 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 more fully specified in the contract documents.

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 or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, 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 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 Chatham County.
- 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 Chatham County. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 Procurement Protests: Objections and protests to any portion of the procurement process or actions of the County 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. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

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.**

1.10.1 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 Chatham County 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 Chatham County).

Chatham County as an “Additional Insured”: Chatham County invokes the defense of “sovereign immunity.” In order not to jeopardize the use of this defense, the County **is not** to be included as an “Additional Insured” on insurance contracts .

1.10.1 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.

1.10.1 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 County 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 County.

- E. **Proof of Insurance:** Chatham County 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 County before services are rendered. The Contractor must ensure Certificates of Insurance are updated for the entire term of the County.
- 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 Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, 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.

1.10.1 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 County 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 Chatham County, 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 Chatham County, 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 Chatham County 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 Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County 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 Purchasing Agent 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 County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as 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 County with an affidavit certifying all suppliers, persons or businesses employed by the CONTRACTOR for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County 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 _____, 2010.

NAME/SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE / FAX NUMBERS

REQUEST FOR QUALIFICATION PROPOSALS

GENERAL CONDITIONS SECTION III

- 3.1 **DESCRIPTION AND OBJECTIVES:** Chatham County is requesting proposals from qualified firms or joint venture firms to complete an interpretive project of the Mother Mathilda Beasley House. Specific services will include relocating the existing structure, interpreting the house as it existed during the period when Mother Mathilda Beasley lived (and died) in it, and renovating the structure in accordance with this interpretation. Teams should be composed of an architect/engineering, general contractor which can meet payment and performance bond requirements for public projects and an historic preservationist/researcher. The County presents this "Request for Proposals" (RFP) for this Quality Based Selection (QBS) to describe its needs and those criteria which will be used to determine selection of services.
- 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 comprised of county staff with experience in these types of projects. In consideration of the evaluation committee's recommendation to the County Manager, the Board of Commissioners will then authorize the award of contract.

–In the interest of a fair, objective and competitive process, Chatham County 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 through the County Manager. The Board of Commissioners will authorize negotiation of a contract based on the scope of work and cost. The contract amount will be divided into three parts. Part A will be negotiated based on professional expenses related to design and engineering fees and historical interpretation/research. Part B, which will be negotiated a future date, will include the cost to prepare the house for relocation, moving the house and siting it. Included in this part will be, if needed, expense of testing and removing any hazardous materials. Part C, 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 County 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 **2PM on NOVEMBER 23, 2010 in the Commission Meeting Room, 2nd Floor of the Legislative Administrative Center, 124 Bull Street, Savannah, Georgia, 31401.** Representatives from 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. At this meeting, a date and time will be announced for inspecting the house and property.

- 3.4 PROPOSAL DEADLINE.** The response to this “Request for Qualification Proposals” must be received by the **Purchasing Office at 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406. no later than 2PM, DECEMBER 7, 2010.** 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 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 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, the proposal shall become the property of the County without compensation to the proponent for disposition or usage by the County 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 QBS must be submitted in five copies to:

Mr. Robert Marshall
Senior Procurement Specialist
Chatham County Purchasing & Contracting Department
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. Patrick C. Monahan
Assistant County Manager
124 Bull Street , Suite 220
Savannah, Georgia 31401
(912) 652-7870
Fax (912) 652-7874
email: pmonahan@chathamcounty.org

- 3.8 **REJECTING QUALIFICATION PROPOSALS.** The County reserves the right to reject any or all proposals and will not be bound to accept any proposal should Chatham County consider that the proposal would be contrary to the best interest of Chatham County or this project.

3.9 COSTS TO PREPARE RESPONSES. The County assumes no 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, 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, highlight related project, experience with historic preservation projects, award-winning projects, etc), 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, historic preservationist, 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, historic preservationist, 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 has an outstanding claim, or a financial dispute relating to prior contract performance with the County. At any time the County 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 county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county'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 historic building, historic preservation, interpretative center, or restoration/renovation of a historically significant community-based structure) of this type, 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 or historic preservation awards
- 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 or historic preservation awards
- 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 County's project goals and how you will meet them. More than just presenting a goal to relocate and renovate a house, the narrative should demonstrate your working knowledge of the importance of preserving cultural history within 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 and religious 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 County's intent and needs.

--Include details of preparing the house for relocation, moving it, siting of the structure at Mother Matilda Beasley Park, research for historic interpretation and design and construction.

--Be specific about how your project team will work with the County 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.

--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 County. 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: Chatham County 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 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 selected county staff, hereafter referred to as the 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 | <p>A. Demonstrates understanding of project/strategy and project goals. An excellent evaluation will be awarded to a proposal that:</p> <ul style="list-style-type: none"> --Provides a clear and concise narrative that demonstrates an understanding of Chatham County'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 culturally relevant center that is accessible to all residents, and one that adheres to the community's need to preserve the legacy of Mother Mathilda Beasley. |
| 10 | <p>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:</p> <ul style="list-style-type: none"> --Presents a narrative that clearly describes the relevance of the approach to this particular project and the County's needs, as well as that of the community. --Presents a convincing description of how the proponent will not only provide needed services in relocating the house, interpreting the house's layout when Mother Mathilda Beasley lived (and died) in it, creating design documents for renovation, and constructing the improvements. --Provides a well-thought out presentation of key points of interaction between the proponent's project team and Chatham County. --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. |

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.
--Preference will be given to proposals whose experience includes at least three projects of the same type. "Same" projects include full-service design and renovation of a community-based interpretative or historically-preserved site. Chatham County 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.
- B. 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).

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 historic renovation of homes or structures.

- C. 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:

- 2 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 County 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.

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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 and minority firms consistent with the Board of Commissioners' goal of 30% participation.

—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, collaborate with an historical preservationist on the interpretive history and renovation of the structure in accordance with the interpretive design.

--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 Chatham County, 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.

10

D. An excellent evaluation will be awarded to proposals that include a strong representation of local and minority firms consistent with the Board of Commissioners' goal of 30% minority participation. Provides a strong commitment to minority and local 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. Chatham County 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.
- V. **REFERENCES.** References (at least five), including contact, relationship, address and phone number. Note: Chatham County reserves the right to contact any client about the proponent's performance. **The reference check is worth up to 10 points towards your proposal score.**

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

A. 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 through the County Manager. The Board of Commissioners 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 County 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 County 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 Commissioners which, after consideration of staff'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 County.
- 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 County. Joint ventures, consultants and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from the County 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 County based the evaluation process on these key personnel, the County may allow at its sole discretion a change in assignment for any of these personnel. The County will provide written approval by the County Manager or Assistant County Manager after either of them determines 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 County 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 County. 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 County shall have the right to verify by audit of the proponent's records or, at the County'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 County may accept and act upon claims made later if, in the County'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 County 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 County 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.

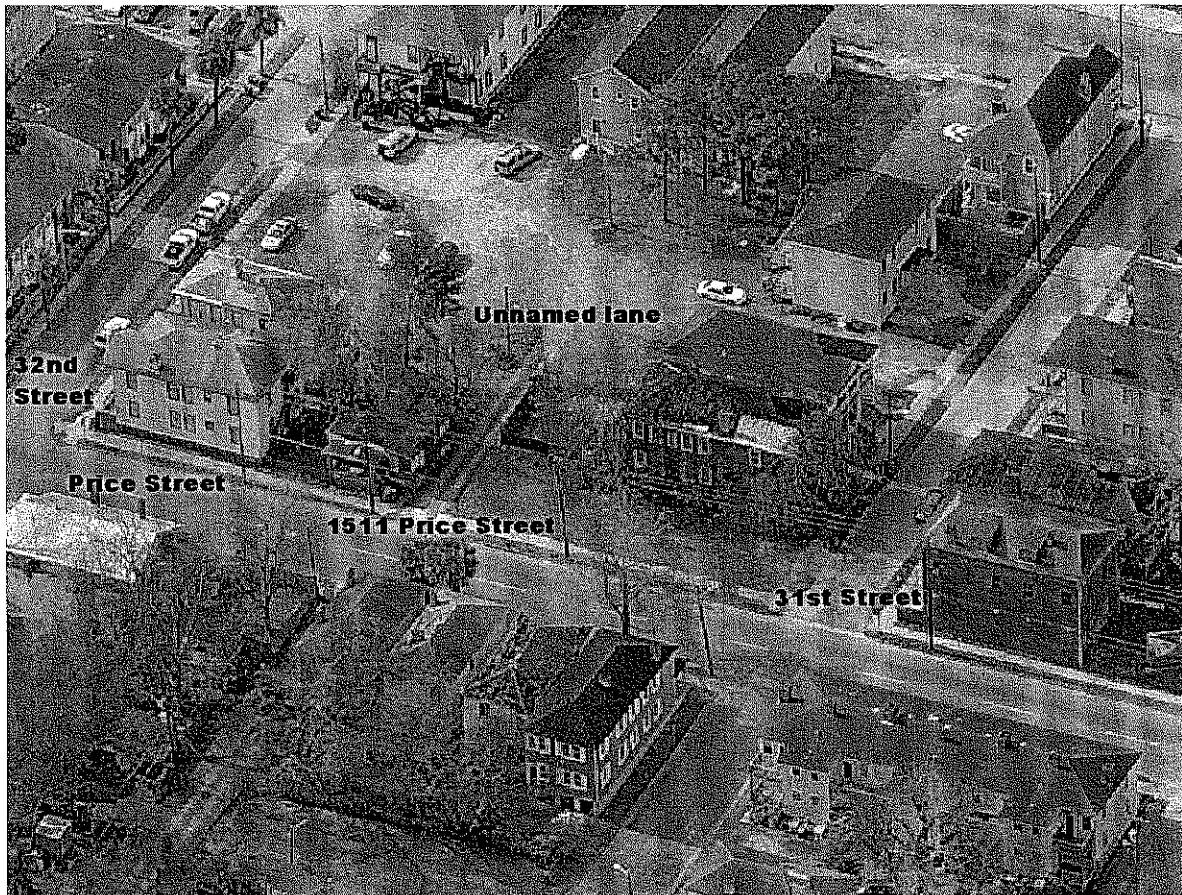
5.11 ADEQUACY AND ACCURACY. The professional and technical adequacy and accuracy of designs, drawings, specifications, documents and other work products furnished under contract, will be conducted in a manner of the profession. Where Chatham County must have work done by change order or addition resulting from an error or omission by the Architect/Building Contractor, the Architect/Building Contractor shall provide, at no cost to the County, all professional services attributable to the change order. This is in addition to the County's right to recover from the Architect/Building Contractor damages for the Architect's/Building Contractor's errors and omissions.

SECTION VI

GENERAL SCOPE OF WORK FOR THE MOTHER MATHILDA BEASLEY HOUSE

6.1. GENERAL

The Mother Mathilda Beasley House is the final residence of Mathilda Taylor Beasley, Georgia's first African-American nun. She donated property inherited from her deceased husband to the Sacred Heart Church in Savannah for the purpose of establishing the St. Francis Home for Colored Orphans. The orphanage opened in 1887 and two years later, Mother Mathilda Beasley founded the Third Order of St. Francis, Georgia's first order of African - American nuns. Both the orphanage and the order experienced financial difficulties and the Order was disbanded in 1900. In 1901, the Catholic Diocese built or relocated a cottage for Mother Mathilda at 1511 Price Street in Savannah, where she lived until her death on December 20, 1903.



Sacred Heart Church established the Mother Mathilda Beasley Society to raise awareness of African - American contributions to the Roman Catholic Church. A historical marker is located at the Sacred Heart Church.

Chatham County has dedicated funds to relocate Mother Mathilda Beasley's home from 1511 Price Street to the Mother Mathilda Beasley Park. At the new site, research on the structure will provide an interpretation of the home where Mother Mathilda Beasley lived and died. When completed, the home will also feature educational materials about her life and contributions as well as educational exhibits documenting the life of Mother Mathilda and the contributions of African - American Catholics in Georgia.

6.2 PROJECT DESCRIPTION:

Chatham County is seeking qualified firms to provide architectural and construction services within a framework of historical interpretation of the Mother Mathilda Beasley home once it has been relocated to the Mother Mathilda Beasley Park. The area available for the project will be limited to the north-western area of the Mother Mathilda Beasley Park and the contracted firm will work closely with the Chatham County Department of Public Works and Parks Services on the recommended siting.

6.3 SCOPE OF WORK

Phase 1: Conceptual/Schematic Design

The selected CONTRACTOR shall meet with County staff and affiliated agents for the following purposes:

1. Work in collaboration with the County's project manager to compile existing data and perform additional research, as needed, to gain as much information as possible about the history of the building and its earlier appearance and configuration. The selected CONTRACTOR will coordinate with other historical and community sources to prepare this portion of the proposal.
2. Obtain input from the County and representatives of the community to obtain recommendations on the programming and design for the facility and to address any concerns about the impact of the renovated building in its new location. Input should include, but not be limited to, meetings with representatives from neighborhood groups, the Mother Mathilda Beasley Society, St. Benedict the Moor Church, the Catholic Diocese of Savannah, the Frank Callen Boys and Girls Club and East Broad Elementary School.
3. In collaboration with the County and its representatives, review existing site and building conditions to determine more accurately the extent of renovations and new construction (if necessary) to accommodate all of the specific uses intended for the building. This will include recommendations to address exterior and interior conditions and finishes, materials, mechanical,

electrical and plumbing systems, a plan to address climate and HVAC issues related to archival collections, windows, doors, structure, etc.

4.Preparation of immediate, short term, mid term and long term interventions to address repair and securing the building which must be done in compliance with the International Building Code with Georgia amendments.

5.Prepare a detailed inventory and assessment of the Mother Mathilda Beasley House history, design, condition, suitability for restoration, conversion recommendations, health and safety issues.

6. Prepare preliminary drawings and specifications for review and comment by the County, its representatives and the community. The selected firm should prepare measured drawings to include floor plans, all elevations and two sections through the building. Drawings to be prepared using AutoCAD 2008 or other editable electronic technology. The contracted firm will be required to make adjustments/revisions as necessary.

7.Prepare a preliminary landscaping plan and site design with detailed consideration of placement within the context of the park as well as the surrounding neighborhood.

8.Provide a brief statement explaining how proposed structure will be integrated into the existing neighborhood and its relationship to surrounding structures and topography.

9. Evaluate code compliance using applicable portions of the International Building Code with Georgia amendments.

Phase 2: Design Development

Upon written authorization to proceed, the CONTRACTOR will be responsible for the following services:

1.Work with the County and its representatives to refine Phase I schematics and preliminary budget.

2. Prepare a prioritized scope of repairs which should include a review of site and building conditions to determine more accurately the full scope of renovations necessary allow for the specific uses.

3.Prepare final drawings and specifications for review and comment by the County and its representatives. After such, make adjustments/revisions as necessary.

4.Prepare final cost estimates for all the proposed work: interior demolition/renovation of

original structure and any proposed new construction/build out, site demolition, façade improvements, utility upgrades and connections, site grading, and landscaping.

5. Prepare final project timetable and phasing schedule.

6. Prepare and present final drawings and engineered/architectural cost estimates. Drawings shall include adequate details, product and material specifications, and designed elevations. These drawings will show floor plans as they relate to programmatic areas. Consultant must accommodate the potential for changes during the various stages of the project; and therefore update the project cost estimates if necessary.

7. Prepare construction project manuals and bid documents including plans and specifications. The County will provide supplemental conditions, prevailing wage information, MWBE policies and criteria, as well as any other related compliance information.

8. Price the work with a Guaranteed Maximum Price.

Phase 3: Construction Administration

The selected firm shall work with the County to:

1. Proceed with work in timely fashion and in accordance with plans and specifications supplied in the construction documents.

2. Communicate ordinances and zoning code to all subcontractor(s) and uphold the sanctity of such regulations throughout the construction process to ensure neighborhood residents and organizations are not disturbed or inconvenienced beyond the customary complications of construction.

3. Communicate to all subcontractor(s) that neither the County nor any of its agents are liable for damaged or stolen materials, products, tools, equipment, or any other items used and/or left on-site during either working or non-working hours.

4. Conduct at least monthly construction meetings with the County's project manager to review project milestones, budget and schedule.

5. Provide pay requests in a form acceptable to the County and certify completion in accordance with a Schedule of Values.

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 _____

2008 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

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 <https://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, 2008, Contractor will register at <https://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 <https://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.

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 E

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 _____, 20__

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 F

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 of 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 G

**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 (____) _____

Important Message to All Bidders

All Bidders/Contractors/Sub-Contractors/Suppliers/Vendors or any individual(s) desiring to do business with Chatham County Purchasing and Contracting Division **MUST** be registered on the Vendors management Information System (VIMS) at <http://purchasing.chathamcounty.org>. Those previously registered should update their business and contact information.

Successfully registered businesses will be emailed when the County has a solicitation for the product (s) or service (s) you listed under your particular 6-digit NAICS Code. Ensure you have the correct code (s) for your products or services. Here is an example:

56 Code: Administrative & Support & Waste Management & Remediation Services:

561720 Janitorial Services **561730** Landscaping Services

* If your service is not listed, you would go with **561990** All Other Support Services

Finding the best fit NAICS Code will ensure you receive an email and not those you don't want or need.

Beginning 2 January 2011, Purchasing and Contracting will no longer mail routine or recurring solicitations directly. You must download or print from the website above or pick up from our office. Your business must be registered in VIMS. This procedure will help reduce cost of advertising and postage for taxpayers. General/Prime Construction Contractors, Trades and Sub-Contractors must also register for Public Works Construction Projects.

LEGAL NOTICE

CC NO. 164371

REQUEST FOR PROPOSALS
QUALIFICATION BASED SELECTION (QBS)

Sealed proposals will be received until **2PM, DECEMBER 7, 2010** in Chatham County Purchasing and Contracting Department, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA.** for: **QBS 11-6-4 DESIGN AND CONSTRUCTION SERVICES FOR THE MOTHER MATHILDA BEASLEY HOUSE**

A MANDATORY PRE-PROPOSAL CONFERENCE will be held at **2PM, NOVEMBER 23, 2010, in the Commission Meeting Room, 2nd Floor of the Legislative Administrative Center, 124 Bull Street, Savannah, Georgia.** **Your firm must be represented at this conference to be allowed to submit a proposal for this project.**

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Web Site <http://purchasing.chathamcounty.org> or by calling Robert Marshall, Senior Procurement Specialist, at (912) 790-1622. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE QBS WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"



WILLIAM R. PARSON, CPPO, PURCHASING AGENT

SAVANNAH N/P INSERT: Nov.3, Nov. 17, 2010

Please send affidavit to:
Chatham County Purchasing and Contracting Department
P.O. Box 15180
Savannah, GA 31416
912-790-1622