

INVITATION TO SUBMIT  
PROPOSAL

**REQUEST FOR PROPOSAL NO. 12-0021-1**

**ROOFING CONSULTANT SERVICES FOR CHATHAM COUNTY DETENTION  
CENTER**

**PRE-PROPOSAL CONFERENCE: 10:00 a.m. , May 3, 2012**

**PROPOSAL RECEIPT DUE BY: 5:00 p.m. , May 17, 2012**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER HARRIS ODELL, JR.

COMMISSIONER DAVID M.  
GELLATLY

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D.  
THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**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 proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.

GENERAL INFORMATION

PROPOSAL

PROPOSAL SCHEDULE

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR AFFIDAVIT/AGREEMENT; E. SAVE FORM; F. DEBARMENT FORM; G. M/WBE PARTICIPATION FORM H. LOBBYING AFFIDAVIT

**COUNTY TAX CERTIFICATE REQUIREMENT:** Consultant must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER  
CITY \_\_\_\_\_  
COUNTY \_\_\_\_\_  
OTHER \_\_\_\_\_

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 proposal.

BY: \_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATE:

**Chatham County has established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority or woman ownership. Please check ownership status as applicable:**  
African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_  
Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_

For additional information concerning Chatham County's M/WBE Program, please contact Arneja Riley, at (912) 652-7860.

**CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING AND CONTRACTING  
POST OFFICE BOX 15180  
SAVANNAH, GEORGIA 31416  
(912) 790-1624**

**DATE: April 18, 2012**

**RFP NO. 12-0021-1**

**REQUEST FOR PROPOSAL FOR ROOFING CONSULTANT SERVICES FOR CHATHAM  
COUNTY DETENTION CENTER**

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, Savannah, Georgia** up to **5:00 P.M., on May 17, 2012**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a proposal are contained in the Request for 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 proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

**A pre-proposal conference has been scheduled for Thursday, May 3, 2012 at 10:00 A.M.** and will be conducted in the Muster Room at the Chatham County Detention Center located at 1050 Carl Griffin Drive, Savannah, Georgia 31405 to discuss the specifications and resolve any questions and/or misunderstandings that may arise.

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 may 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 Consultants 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.

**SECTION I  
INTRODUCTION AND INFORMATION**

- 1.1 PURPOSE:** Chatham County is seeking proposals from responsive and qualified firms to provide roofing consulting services for the Chatham County Detention Center. The consultant services are needed to evaluate the existing roof and make recommendations for replacement of the various roof sections. The selected firm must have prior experience with evaluations of this nature.

All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

- 1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this Solicitation, contact Peggy Joyner at (912) 790-1626. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposer's responsibility to check the website to determine if any addenda have been issued.

All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Purchasing Agent. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to [pjoyner@chathamcounty.org](mailto:pjoyner@chathamcounty.org). Questions of a material nature must be received prior to the cut-off date specified in the Solicitation Schedule. If no cut-off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline of receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal. In certain circumstances, fax bids are never allowed i.e., when there is a bid bond requirement. The entire proposal must be submitted in accordance with the Instructions to Bidder/Proposers contained in this Solicitation.

- 1.3 ELIGIBILITY:** To be eligible for a resulting contract (s) in responding to this Solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section.

- 1.4 HOW TO PREPARE PROPOSALS: All proposals shall be:**

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn

except as provided herein.

**1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:**

- A. Submitted in a sealed opaque enveloped, plainly marked **Roofing Consultant Services, RFP # 12-0021-1 with date and time of bid proposal opening, and company name.**
- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Agent on or before time and date specified above.
  - a. Mailing Address: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.
  - b. Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

**PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

**1.6 FORMAT FOR RESPONSES:** To be considered, Consultants must submit a complete response to the Request for Proposal. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

Signature Page

Proposal Contents as listed in Special Conditions

Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

Fee proposal as outlined in Section V in a separate sealed envelope

Required Attachments

Each proposal must be submitted in one (1) original and three copies bound to:

Purchasing Agent  
Chatham County Purchasing Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31406  
(912) 790-1626

SECTION II  
GENERAL CONDITIONS

- 2.1 LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much “Local” participation as possible used as Sub-Consultants for the work done in Chatham County.
- 2.2 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County program is **ACCESS**. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.
- If the awarded Consultant/vendor is claiming minority status, the Consultant/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator located in the Human Resources Offices. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County’s M/WBE Coordinator, please contact Arneja Riley, at (912) 652-7860. [alriley@chathamcounty.org](mailto:alriley@chathamcounty.org)
- 2.3 LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitting a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.4 PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.5 BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.
- 2.6 CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidder’s/proposer’s shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are statutorily provided for in Title 50-18-70. O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records

Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.

- 2.7 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the contract term.
- 2.8 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Consultant agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.
- 2.9 DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Consultant shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Consultant and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Consultant will submit a revised quote to the County for approval prior to proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Agent who will obtain require approvals.

- 2.10 SUBSTITUTION OF PERSONNEL:** It is the intention of the County that the Consultant's personnel proposed for the contract will be available for the contract term. In the event the Consultant wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacements personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the Contract for cause.
- 2.11 INDEPENDENT CONTRACTOR:** The Consultant is an independent contractor under this Agreement. Personal services provided by the Consultant shall be employees of the Consultant and subject to supervision by the Consultant, and not as officers, employee, or agents of the County.
- 2.12 SECURITY AND IMMIGRATION COMPLIANCE ACT AND SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE):** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All Consultants and subConsultants entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov>, to find the E-Verify information.

O.C.G.A. § 50-36-1, requires Georgia's counties to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with

the County are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

- 2.13 ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.
- 2.14 CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.
- 2.15 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.
- 2.16 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.
- 2.17 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) 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 ninety day period.
- 2.18 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 therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.19 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.20 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.



**2.21 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 or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

**2.22 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate(within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate 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. No contract shall be awarded unless all real and personal property taxes have been paid by the successful Consultant and/or subConsultants as adopted by the Board of Commissioners on April 8, 1994.

**2.23 INSURANCE PROVISIONS:** The selected CONSULTANT shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees, or subConsultants. The cost of such insurance shall be included in the Consultant's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Consultant's policies.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Fidelity Bond/Professional Liability:* \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONSULTANT.

**2.24 INDEMNIFICATION:** The CONSULTANT 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 CONSULTANT or its subConsultants. The CONSULTANT'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. CONSULTANT 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 CONSULTANT or his subConsultants or anyone directly or indirectly employed by any of them. The CONSULTANT'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 CONSULTANT.

The Consultant shall provide the County with an insurance certificate outlining the coverages provided and 30 day written notification to the County when the coverages are terminated or expired.

- 2.25 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 of a resulting contract.
- 2.26 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.
- 2.27 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 or Purchase Order 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.
- 2.28 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.

- 2.29 CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/ joint venture shall 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.
- 2.30 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 2.31 EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the CONSULTANT agrees as follows:  
The Consultant 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.
- 2.32 PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

## SECTION III SCOPE OF WORK

- 3.1 Background:** The Chatham County Detention Center is approximately 382,601 square feet with various roof sections including modified bitumen low slope roofs, standing metal seam roofs sections and built up roofs over structural concrete decks. The ages of the roofs and estimated life are shown on attachment 1.
- 3.2** The initial scope of work will include only the initial investigation. Future work will be based on the findings of the initial scope of work and negotiated with the successful proposer.
- 3.3 Scope of Work:** The successful proposer shall provide the following services at a minimum:

### **3.3.1 Initial Investigation Roof Assessment:**

Evaluate 36 roof sections consisting of lightweight concrete decks and modified bitumen low slope roofs:

- Visually inspect each roof section and document existing conditions, including walls.
- Test decking for fastener holding capacity **per ANSI/SPRI FX-1-2001** protocol, one test per roof. Provide all labor and materials for demolition and repair associated with the testing.
- Inspect existing detail configurations for improper detailing conditions that would require remediation prior to roofing.

Evaluate 12 roof sections consisting of standing seam metal in canopy configurations standing.

- Visually inspect each roof section and document existing conditions, including walls.
- Inspect existing detail configurations for improper detailing conditions that would require remediation prior to roofing.

Evaluate 2 roof sections consisting of standing seam metal roofing over building interiors.

- Visually inspect each roof section and document existing conditions, including walls.
- Inspect existing detail configurations for improper detailing conditions that would require remediation prior to roofing.
- Investigate existing leaks.

Evaluate 2 roof sections consisting of built up roofs over structural concrete decks (area 5).

- Visually inspect each roof section and document existing conditions, including walls.
- Evaluate drainage and slopes. Provide all labor and materials for demolitions and repair associated with the testing, and slope evaluation.
- Spot check leaking sections for wet thermal insulation with handheld moisture detection equipment.
- Inspect existing detail configurations for improper detailing conditions that would require remediation prior to roofing.

- Inspect existing HVAC configurations and compare and contrast with potential re-configuration of HVAC.

Provide detailed report on all areas inspected.

### **3.3.2 Preliminary Engineering:**

- The Consultant shall prepare a survey of the building area to be reroofed.
- Make recommendations for necessary roof replacement and drainage improvements.
- Discuss the benefits of different roofing system options and the associated costs.
- The Consultant shall attend on-site meetings and make recommendations for preliminary design, project design and bidding.
- Inspect present facilities and make recommendations to bring building up to current code.
- Provide cost estimates based on recommendations.
- Attend all project coordination meetings.

### **3.3.3 Final Design:** After Preliminary Design approval by the County:

- Preparation of a complete set of construction documents, including "to scale" drawings and details.
- Preparation of a complete set of contract documents and specifications including but not limited to Chatham County Standard Contract Documents
- Construction drawings shall be signed and sealed. All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.
- Preparation of construction cost estimate.
- Completing revisions to the plans and specifications as necessary based on comments received from Chatham County.

### **3.3.4 Bidding Services:** After the final design documents have been reviewed and approved by Chatham County, bidding services shall be provided including but not limited to:

- Transmission of a complete set of approved plans and details to the County.
- Compilation and submission of addenda
- Responding to comments from involved parties
- Attendance at pre-bid conference and preparation of minutes

- Evaluation of substitutes. .
- Contractor evaluation and recommendation

**3.3.5 Contract Administration:** After the bid phase has been completed and an acceptable bid has been awarded by Chatham County, contract administration services shall be provided including but not limited to the following:

- Attendance at project meetings
- Attendance at the pre-construction conference
- Preparation and distribution of minutes from the pre-construction conference.
- Shop drawing and submittal review.
- Oversight of testing and inspections.
- Processing and evaluating change orders
- Processing pay requests
- Attendance at final inspection
- Preparation and distribution of minutes of all meetings.
- Compilation of punchlist following substantial completion.
- Compilation of all closeout documentation.

**3.3.6 Construction Services:** During the course of the work, the Consultant shall observe the work on a regular basis, but not less than twice per week, for purposes of design compliance and overall quality of the work. The specifications and contract documents will dictate the materials to be used and the method of installation. The Consultant will monitor the project to provide communication to the County regarding whether the work is progressing according to the plans and specifications and will offer an opinion as to the quality of the application of the materials. The Consultant will submit a written report following each inspection with photographs and documentation regarding any changes in the work or application techniques.

## **SECTION IV SPECIAL CONDITIONS**

### **4.1 PROPOSAL CONTENTS**

To be considered for award, all proposals must include the following information:

- a. Each proposer shall submit a summary of their qualifications and experience.
- b. The proposal must include a statement of the Consultant's proposed methodology and schedule to accomplish the Scope of Work.
- c. Describe the qualifications and experience of key personnel that will provide these services.
- d. The Consultant shall provide a fee proposal as requested in Section V in a separate sealed envelope. Fee proposals will only be considered from proposers considered to be well qualified.
- e. Proposer shall provide at least three (3) references for work previously performed for engineering services for roof evaluation and preparation of specifications for a facility of this size and complexity. References must include the project name, location and a contact person with phone number.
- f. Consultant shall provide a proposed schedule for completion of the initial evaluation .

### **4.2 PROPOSAL EVALUATION**

Proposals will be evaluated based on the following criteria:

- a) Proposer's qualifications and experience (40 points)
- b) Proposed Methodology (20 points)
- c) References (20 points)
- d) Fee Proposal (20 points)

Interviews may or may not be conducted at the County's discretion. If interviews are conducted they will be scored with 25 points and added to the base score.

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.

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 \_\_\_\_\_ 20\_\_.

BY: \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NO.



Roof Area	Square Footage	Occupancy Date	Repair Date	Estimated life	Number of Roofs	Number of Levels
Administrative Services	30,295	Jan-93	Mar-07	7 years	3	3
Judicial Services	3,400	Jan-93	Mar-07	7 years	1	1
Receiving/Discharge/Records	12,314	Jan-93	Mar-07	7 years	2	2
Corridors **	9,109	Jan-93	Mar-07	7 years	5	5
Central Plant	2,920	Jan-93	None	15 years	1	1
Education	2,652	Jan-93	None	7 years	1	1
Laundry	1,128	Jan-93	None	15 years	1	1
Multi-Purpose/Recreation	8,572	Jan-93	None	7 years	1	1
Medical Services	6,220	Jan-93	Mar-07	7 years	1	1
Staff Dining	675	Jan-93	None	15 years	1	1
Kitchen / Warehouse	17,378	Jan-93	None	15 years	2	2
Housing Unit #1	53,442	Jan-93	None	15 years	5	2
Housing unit #2	61,903	Jan-93	None	15 years	5	2
Housing Unit #3	45,735	Jan-93	None	15 years	5	2
Housing Unit #4	53,442	Jun-94	None	15 years	5	2
Housing Unit #5	73416	Apr-89	None	15 years	3	3
<b>Total</b>	<b>382,601</b>					

One End of Corridor Was Repaired \*\*

**PART V  
FEE PROPOSAL  
CHATHAM COUNTY, GEORGIA  
RFP NO. 12-0021-1  
ROOFING CONSULTANT SERVICES FOR CHATHAM COUNTY DETENTION CENTER**

I have read and understand the requirements of this proposal, RFP No. 12-0021-1, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. Fee proposals shall include all travel and per diem and all reimburseables.

**Fee proposal shall be submitted in a separate sealed envelope marked with the consultant's name and marked "Fee proposal"**

I have read and understand the requirements of this request for proposal RFP 12-0021 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved.

Engineering Services for Chatham County Detention Center

Description	Proposed Fee
Initial Investigation and Roof Assessment	\$_____

Provide hourly fees as an attachment for additional services that may arise during the Project. Also include hourly rates of the principal consultant, as well as other levels of engineers/professionals that may be utilized in this contract.

FIRM NAME: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BUSINESS TAX CERTIFICATE/LICENSE  
NUMBER: \_\_\_\_\_

CITY/COUNTY/STATE: \_\_\_\_\_

**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.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each sub-Consultant under the direction of the Consultant shall secure the following written certification: \_\_\_\_\_

(Consultant) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as **RFP No. 12-0021-1 Roofing Consultant Services For Chatham County Detention Center** 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, dispensation, possession or use of a controlled substance or marijuana during the performance of the contract.

CONSULTANT:

\_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY:

\_\_\_\_\_ DATE: \_\_\_\_\_

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presents, that I (We), \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham

County project procurement **RFP No. 12-0021-1 Roofing Consultant Services For Chatham County Detention Center** 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 an 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 Consultant subcontract, or in the performance of such contract or subcontract.

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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 Consultant

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

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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.

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

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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.

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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 \_\_\_\_\_

2012 by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_  
Resident State:

**ATTACHMENT D**

**Contractor Affidavit and Agreement**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned Consultant 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 subConsultant(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), Consultant will secure from such subConsultant(s) similar verification of compliance with O.C.G.A. 13-10-91 on the SubConsultant Affidavit provided in Rule 300-10-01.08 or a substantially similar form. Consultant 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 subConsultant(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Consultant Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Consultant

\_\_\_\_\_  
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).



**ATTACHMENT E**

**Affidavit Verifying Status for Chatham County Benefit Application**

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

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

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

**OR**

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

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

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Notary Public  
My Commission Expires:

**ATTACHMENT F**

**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 Consultant 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, Chatham County, 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)

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(Signature)

(Date)

---

Purchasing Staff Member Verification \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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

**ATTACHMENT G**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Participation 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 Consultant identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

ATTACHMENT H

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 2012

\_\_\_\_\_  
Notary Public  
My Commission Expires:

My Commission expires:

\_\_\_\_\_

Resident State: \_\_\_\_\_

**LEGAL NOTICE**

**CC NO. 165151**

Chatham County, Georgia seeking proposal from responsive and qualified firms that will provide the Best Value for a contract to provide services associated with **“ROOFING CONSULTANT SERVICES FOR CHATHAM COUNTY DETENTION CENTER RFP NO. 12-0021-1”**

A **PRE-PROPOSAL CONFERENCE** will be conducted at **10:00 a.m. on May 3, 2012** in the **Muster Room at the Chatham County Detention Center, 1050 Carl Griffin Drive, Savannah, Georgia 31405** to discuss specifications and/or any misunderstandings that may arise. Representatives from Chatham County will be in attendance.

Proposals are due by **5:00 P.M. on May 17, 2012** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

Specifications can be downloaded from the County’s website at and are available in Chatham County Purchasing Office, at the address listed above. For additional information concerning specifications, please contact Peggy Joyner, Purchasing Agent @ 912-790-1626. 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 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”.

**MARGARET H. JOYNER, PURCHASING AGENT**  
**CHATHAM COUNTY, GEORGIA**

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Savannah News- INSERT:

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department  
1117 Eisenhower Drive Suite C  
Savannah, GA 31416  
(912) 790-1624