



PORT SAN LUIS HARBOR DISTRICT

REQUEST FOR PROPOSALS:

HARFORD PIER SITE PLAN



Issued: May 18, 2020

Proposals due: Monday, June 29, 2020

3950 Avila Beach Dr./ P.O. Box 249 Avila Beach, CA 93424

www.portsanluis.com Telephone: 805-595-5400, ext. 0

Harford Pier Site Plan, Request for Proposals

PROPOSALS DUE: MONDAY, JUNE 29, 2020

The Port San Luis Harbor District (District) seeks proposals from qualified organizations for Site Planning Services for the Harford Pier Site Plan.

Responses must conform to the requirements of this Request for Proposals (RFP). The District reserves the right to waive any irregularity in any proposal or to reject any proposal which does not comply with the procedures set forth in this RFP. Selection of the proposer will be made solely by the Harbor District on criteria determined by the District.

1. PROPOSAL SCHEDULE

The proposed schedule is as follows:

Request for Proposals Issued..... Monday, May 18, 2020
Deadline for Questions..... Monday June 1, 2020 by 4:30 p.m.
Question Responses Posted..... Monday, June 8, 2020 by 4.30 p.m.
Proposals Due Monday, June 29, 2020 by 4.30 p.m.
Interview/Presentation, if Applicable.....Early July 2020
Harbor Commission Selection of Finalist.....Tuesday, July 28, 2020
Completed Site Plan.....No later than February 28, 2021

2. PROCEDURE FOR SUBMITTING PROPOSALS

A. Time, Place and Format

Proposals must be received at the District office no later than 4:30 p.m. on the date indicated in Section 1. Proposals received in the mail after 4:30 p.m. on the date indicated in Section 1, regardless of the date of their postmark, will be rejected.

If hand-delivered, address as below and deliver to the District office. Proposals may not be sent electronically.

Proposals must address the requirements of the RFP in the exact order set forth in Section 3. They should be as concise as possible and must not contain excessive promotional, advertising or display material.

Proposals must:

- not be folded
- not be bound with any fabric, plastic, glue, staple, folder or rubber bands
- tabbing is required
- show page numbers for all pages in the proposal
- include four (4) copies punched for a standard 3-ring binder (place the copies in binder clips)
- be on 8-1/2"x11", 20-24 lb. white paper
- be submitted in one or more envelopes, each of which clearly:
 - ✓ states "Harford Pier Site Plan Proposal"
 - ✓ identifies the proposer
 - ✓ states the number of the envelope and the total number of envelopes submitted by the proposer

Delivery of Proposals:

Please note USPS Express Mail is **not** available directly to the Harbor Office

Fed Ex, UPS or other overnight delivery service:

Port San Luis Harbor District
Andrea Lueker, Harbor Manager
3950 Avila Beach Drive
Avila Beach, CA 93424
Phone: (805)-595-5400, ext. 0

US Postal Service – (It is advisable to ensure USPS delivery **1 day prior to bid opening**)

Port San Luis Harbor District
Andrea Lueker, Harbor Manager
PO Box 249
Avila Beach, CA 93424

B. Opening of Proposals

All proposals will be opened shortly after the due date/time and considered according to the timeline.

C. Questions Regarding this RFP

The point of contact regarding this RFP is Andrea Lueker, Port San Luis Harbor Manager. Individuals or firms interested in submitting a proposal are asked not to contact other members of the Port San Luis Harbor District staff or Board members in connection with the RFP. Any questions concerning this RFP must be submitted in writing via email and entitled "RFP Questions." All questions must be received no later than Monday, June 1, 2020 at 4:30 p.m. and must be in writing. Please email the questions to Andrea Lueker at AndreaL@Portsanluis.com.

Responses to all questions will be posted on the District's website, www.portsanLuis.com, under the Bids and Proposals tab by Monday, June 8, 2020 at 4:30 p.m.

The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

3. PROPOSER PREPARED DOCUMENTS

- A. Project Proposal**—A proposal indicating the capability of the proposer to perform the attached Scope of Work (Attachment A) is required. Proposals shall include the below information and be formatted as follows:
1. **Cover Letter**. Letter shall be signed by an officer authorized to bind the proposer contractually and shall address the below matters.
 - Proposer's interest and willingness to enter into a contract with the District to perform the work as described in the Scope of Work and proposer's commitment to the effect that it would exert its "best efforts" in fulfilling its responsibilities therein.
 - Proposer's willingness to accept the contract terms and conditions included in the [Professional Services Agreement](#) and the Scope of Work. If there are any contract terms that the proposer will not accept or proposes modifications to, the specifics of such should also be addressed in the cover letter or an attachment thereto. The District is limited in its ability to alter the terms and will assess whether it would be able to contract with the proposer under the proposer's proposed contract revisions.
 - Proposer's ability and willingness to obtain insurance meeting the requirements indicated in paragraph 13 (page 4) of the Professional Services Agreement.
 2. **General Background**. Include the date your firm went into business, its growth pattern, types of services provided, number of personnel employed, and any other relevant information to provide proposal evaluators with an understanding of the proposer's business. Include an organization chart of the firm.
 3. **Firm Experience and Expertise**. Provide a detailed explanation of the experience and expertise of the firm to include that of a general nature, expertise related to harbors, ports, Special Districts and/or public agencies, and that which pertain to the type of project described in the Scope of Work.

4. **Individual Experience and Expertise.** Provide a detailed explanation of the experience and expertise of personnel the submitter proposes to utilize to support the District in meeting the requirements of a contract resulting from this RFP. Include resumes for key personnel mentioned in this section. The information provided should identify organization affiliations and licenses held which pertain to the work specified in the Scope of Work. Key personnel are expected to be committed for the entirety of the project. Replacement of such personnel will not be permitted without prior consultation with and approval from the District.
5. **Subcontractors.** List any subcontractors the proposer may engage to provide support for any work outlined in the Scope of Work that proposer's firm is unable to perform with in-house resources. Include experience and expertise of subcontractor's firm, and of their personnel anticipated to be working on the project.
6. **Work Sample.** Include a minimum of one, and not more than three, sample projects similar to the work described in the Scope of Work. If proposer worked with another firm on the sample project(s), provide a description of proposer's role in the project.
7. **Work Plan and Schedule.** Provide a detailed outline of the process and schedule for executing the project. Include key deliverables and an explanation of how your approach successfully addresses the work described in the Scope of Work. The District anticipates the project can be completed within 180 calendar days after award of contract (AOC). The schedule shall include major milestones and indicate the time in calendar days from AOC to complete the work. Proposer shall include any conditions it considers necessary to meet its proposed schedule.
8. **Costs.** Include a detailed cost estimate for the work, within the allocated budget. All costs incurred in the preparation and submission of proposals and related documentation will be borne solely by the proposer.
9. **Additional Relevant Information (Optional).** Provide additional relevant information that may be helpful in the selection process (not to exceed 2 double-spaced pages).

4. **EVALUATION**

- A. **Responsiveness** - The District shall examine the proposals for the purpose of ascertaining their completeness and responsiveness to the provisions of this RFP. Such process may involve requesting additional or clarifying information from the proposer. Proposals that do not contain all required materials, information, or forms; or where such materials, information, or forms are substantially incomplete, may be determined as nonresponsive and rejected by the District. In such cases, the District shall notify the proposer in writing of its rejection and the basis thereof.

- B. **Evaluation Criteria** – A Selection Committee will evaluate submitted proposals to determine the most qualified proposer using the following criteria:

Category	Description	Possible Points
Technical Qualifications and Experience of the Firm	Experience in performing work similar in nature and/or related to the work described in the <i>Scope of Work</i> ; experience working with other ports, harbors or other public agencies; strength of the firm, including consultant team. A local office within 50 miles of the project site.	30
Qualifications of Key Personnel	Qualifications and previous experience of personnel; key personnel’s level of involvement in performing related work cited in the <i>Scope of Work</i> .	25
Work Plan	Proven ability and commitment to provide sufficient detail to demonstrate the proposer’s understanding of the work; provides a clear and logical outline of work to be performed and a focus on the District’s desired outcomes; and schedule indicating firms commitment to completing the project in an efficient and timely manner.	25
Record of Past Performance	Proven track record of satisfactorily completed work; length of time firm has been established; complexity of work performed; and satisfaction of key references.	20
Total		100

5. SELECTION PROCESS

Responsive proposals received by the deadline will be evaluated by the Selection Committee. Oral interviews at the District Office may be conducted by the District. The Selection Committee will forward their recommendation to the District Board of Commissioners for consideration. Top Firms may be asked to provide a presentation to the Board of Commissioners.

6. GENERAL RIGHTS/REQUIREMENTS

- A. **Right to Request Additional Information** - During the evaluation process, the Selection Committee and District reserve the right, where it may serve the District’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District or the Selection Committee, proposers may be requested to make oral presentations as part of the evaluation process.
- B. **Right to Reject Proposals** - The District may, in its sole and absolute discretion, accept or reject any and all proposals, in whole or in part, with or without cause, in response to this RFP and to make more than one award, or no award, or postpone or cancel, at any time, this RFP process, as which the District determines to be in its best interests.

- C. Proposal Interpretations and Addenda** - Any change to or interpretation of the RFP by the District will be sent to each proposer or individual from whom a proposal has been received by the specified deadline, and any such changes or interpretations shall become a part of the RFP for incorporation into any agreement awarded pursuant to the RFP. Changes will also be posted on the District Website www.portsanluis.com, Bids and Proposals section.
- D. Public Record** - All proposals submitted in response to this RFP will become the property of the District upon submittal and a matter of public record pursuant to applicable law. The District reserves the right to retain all proposals submitted.
- E. Additional Services** - Upon final selection, the scope of service may be modified and refined during negotiations with the District.
- F. Undue Influence** - Proposer declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the District in connection with the award or terms of the Agreement that will be executed as a result of award of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of the Agreement or any work to be conducted as a result of the Agreement. Violation of this Section shall be a material breach of the Agreement entitling the District to any and all remedies at law or in equity.
- G. Nondiscrimination** - Contractor shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code §§ 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations §§ 7285, et seq.).
- H. Insurance Requirements** - Insurance meeting the thresholds indicated in paragraph 13 (page 4) of the Professional Services Agreement is required.

APPENDIX A

CERTIFICATION OF PROPOSAL TO THE DISTRICT

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the District in accordance with the Request for Proposal (RFP), to be bound by the terms and conditions of the RFP.
2. The proposer has carefully reviewed its proposal and understands and agrees that the District is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the District reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the District.
4. The proposal includes all the commentary, figures, and data required by the Request for Proposal, dated May 18, 2020.
5. The proposer has carefully read and fully understands all of the items contained in Section 6, General Requirements. The proposer agrees to all of the general requirements except for those listed on an attachment.
6. The proposal is an irrevocable offer and shall be valid for 90 days from June 29, 2020.

Name of Proposer/Organization_____

By:_____

(Authorized Signature)

Type Name:_____

Title:_____

Address:_____

Phone:_____ Email: _____

Date:_____



ATTACHMENT 1

Harford Pier Site Plan Scope of Work

1. **Project Description**

While the Port San Luis Master Plan provides general guidance on the uses and development of the land, piers, and tidelands under the District's jurisdiction, the Port San Luis Harbor District, the Board of Commissioners, District Staff, and stakeholders are interested in developing a more specific site plan for the Harford Pier that will guide future redevelopment. As a result, the Board is interested in a process that will include data assembly/review, needs assessment and site planning, as described below.

The Site Plan should address the possibilities as well as the limitations of what can be done on the pier, including, but not limited to:

- What the California Coastal Commission and other regulatory agencies will allow
- Preserving the historic and aesthetic character of the Pier
- Carrying capacity/saturation of uses
- Pier access and use during redevelopment/construction
- Support of stakeholder uses
- Ability to generate revenue

2. **Project Administration**

2.1 **Data Assembly**

1. Assemble all pertinent information concerning the property and existing regulatory, legal, occupancy, and physical description, including leased facilities (The District will make all existing background information in the District's possession available to the consultant).
2. Acquire additional information as needed/required for consultant's use.
3. Establish allowable uses based on the current Port San Luis Master Plan/Local Access Plan and other pertinent regulations.
4. Prepare an existing condition report that summarizes the Harford Pier facilities including current space allocation by function and opportunities for future expansion.

2.2 **Needs Assessment**

1. Meet with District Staff to clarify and update programmatic information related to usage of the pier facilities. Assume that there will be various meetings to communicate and gather information, therefore, the proposal is to include a time for these meetings.
2. In coordination with District Staff, hold at least one stakeholder meeting (more than one is desirable). In addition, a survey of interested persons is to be conducted in order to gather additional public comments.

3. Develop quantitative program requirements for the comprehensive planning of the Harford Pier. Provide a table showing existing and forecasted space requirements by identified users.

2.3 Site Planning

1. Develop a preliminary 20-year Site Plan from the compiled needs assessment. The Site Plan is to include building and facility locations, including options, if appropriate, and constraints for the Harford Pier.
2. In a designated meeting, present draft recommendations to stakeholders, District Staff, and the Board of Commissioners. Be prepared to discuss factors leading to the recommendations, and answer questions to help with the selection of preferred option(s) or for refinement of the preliminary plan.
3. Make any adjustments to the preliminary plan, resulting from review and comment, to produce the final Site Plan. The Site Plan is anticipated to contain sections on methodology used in the development of the plan, site characteristics and descriptions, evaluation of existing facilities and descriptions of future needs. The document is to include detailed data such as the scope, size and location of structures and other facilities and a graphic depicting the plan (CAD and PDF formats). The Final Site Plan will be presented to the Board of Commissioners for approval.

3. Background

The Port San Luis Master Plan was created to guide the longstanding tradition of stewardship by the Harbor District of the land and water areas under its jurisdiction. The Master Plan identifies the Harbor District's obligations for the administration of these areas as mandated by the State Tidelands Grant and the California Coastal Act of 1976. The most recent plan was written in 2003 and revised in 2007 to reflect County amendments to the Local Coastal Plan and Coastal Commission approval of those amendments.

The Harbor District has discussed the need to update the current Port San Luis Master Plan but is waiting until the completion of the Harbor Terrace Project, expected in 2020/21. Prior to the Master Plan Update, the Harbor District is interested in pursuing a Site Plan for the Harford Pier to strategically determine/plan the re-development options on this important piece of Harbor District Infrastructure.

The final Harford Pier Site Plan should answer the question, "What Does the Harford Pier Look Like in the Future"?

4. **Identified Users/Needs on the Harford Pier**

Harford Pier Users				
	Commercial Fishing	Retail/Fish Market/Restaurants*	Public	District Operations
Hoists	✓	✓	✓	✓
Access for Deliveries and Shipping	✓	✓		✓
Deck Space for Work	✓			
Ice	✓	✓		
Parking	✓	✓	✓	✓
Storage	✓			
Rail Space/Fishing			✓	
Walkways/ADA			✓	
Landings			✓	✓
Public Restrooms	✓	✓	✓	✓
Office Space				✓

*Since the Olde Port Inn closed in December 2019 there remains only one restaurant on the pier, Mersea’s. The building that once housed the Olde Port Inn is slated to be demolished so the pier structure underneath can be repaired. The District anticipates soliciting proposals from prospective restaurateurs to build and run a new restaurant/bar.

5. **Identified Physical and Regulatory Challenges**

- The existing footprint of the pier. The pier could be expanded to its historical limits, but would this be economically prudent?
- The existing condition of the pier and the need for constant maintenance.
- The existing condition of the canopy and the need for rehabilitation.
- Will the canopy constitute the roof of the buildings under it, should there be consideration of a second floor (lease) under the canopy?
- The potential conflict in using limited space on the pier for parking.
- Required setbacks at the sides and terminus.
- Meeting the regulatory requirements from the California Coastal Commission, specifically pursuant to the Port San Luis Master Plan.

6. **Existing Direction for Harford Pier Re-Development:**

Over the past several years, the Board of Commissioners has provided direction on several projects on Harford Pier and District Staff is in varying degrees of progress/completion with those projects, which include:

6.1 Fish Market Relocation - Relocation of a fish market from the west side of the Harford Pier terminus to the east side, former cold storage area. The lease for this project has been approved and relocation planning is in progress.

6.2 Sportfishing Lease Site - District Staff is reviewing the responses to the Request for Proposals (RFP) for a Sportfishing Lease site. Next steps include the preferred

proposer being approved by the Board of Commissioners followed by lease negotiations. The Sportfishing Lease site has been moved approximately 150 feet to the south on Pod 1 on the Harford Pier.

6.3 Restaurant Lease Site – District Staff has distributed marketing material and are working on the preparation of an RFP for a restaurant lease. Recently, the restaurant operating on the site terminated their lease and the building is vacant. District staff is evaluating the options and working with Regulatory Agencies to determine the best option; the restaurant lease site remaining in the existing footprint or moving the lease site to the east side of the Harford Pier terminus.

6.4 Restrooms in Former Olde Port Inn Building – District Staff is remodeling the existing restroom in this building to be open to the public.

The preparation of the Harford Pier Site Plan should anticipate the Fish Market Relocation, Sportfishing Lease Site and Restaurant Lease Site projects will move forward and will be completed.

7. Documents to Review in Preparation of a Proposal

- [Port San Luis Master Plan](#)
- Quarterly Harford Pier Report – www.portsanluis.com, posted in Agendas & Minutes in January, April, July, October of each year.
- [Harford Pier and Land Area Site Planning Studies, November 1993](#).

8. Funding

The Board of Commissions has allocated up to \$50,000 to complete this project.