



PORT SAN LUIS HARBOR DISTRICT REQUEST FOR PROPOSALS FOR Harford Pier Site Plan

Addendum

Posted June 8, 2020

1. Question: the RFP states the Board of Commissioners allocated up to \$50,000 to complete this project. Is our assumption correct that this budget does not include permit processing through the regulatory agencies and CEQA review?

Response: Yes, that is a correct assumption.

2. Question: Where can we access the historical limits of the Pier for determining the cost/economic benefit of expansion of the Pier? For permitting jurisdiction.

Response: The Master Plan has as a goal to expand the width of the Harford Pier to its historic footprint. The corresponding figure in the Master Plan identifies this as up to 20' on its western side. The 2017 Maintenance Quilt shows the remaining historic structures (pile caps) extending beyond the current footprint. The pier also expanded out seaward beyond the end of the pier. At this time, it has not been identified as a goal to expand there.

3. Question: Since the Harford Pier Site Plan is being undertaken prior to the update of the Port San Luis Master Plan, is the Site Plan to be in compliance with the existing Master Plan? Or will the Site Plan be used as a footprint to update the Harford Pier section of the Master Plan?

Response: The Harford Pier Site Plan will be used as a guiding document in overall Master Plan update.

4. Question: For notifying stakeholders and community members of meetings/workshop dates, can we utilize the Port San Luis Harbor District website? Who is notifying the public? Can we use the Harbor District's resources if we are responsible for notifying?

Response: Yes, the website and FB page may be used. The Firm will be responsible for content creation/messaging and will work with District staff for posting.

5. Question: Can we utilize the Port's website for an on-line survey and/or for posting site plans.

Response: Yes, as long as the website can support the survey tool and plans may be posted.

6. Question: Does the Port use Instagram and can we utilize it?

Response: The District has an inactive Instagram account; it may be possible to be used.

7. Question: Parking is a problem. Who are the current users of the parking on the pier?

Response: There is no limit on who can park on Harford Pier, the following is a short list of users; lease patrons, port patrons (customers of restaurants/fish market), walkers, runners, commercial fishermen, delivery trucks, Harbor Patrol.

8. Question: The RFP mentions meeting with District Staff and stakeholders a minimum of one time. Considering the impact of the Pier redevelopment of the community, several meetings/workshops would be advisable and is staff willing to attend 2 or 3 meetings/workshops?

Response: Yes.

9. Question: What are the planned funding sources for construction? Will funding have a huge impact on the design? Are Grants in the funding planning? Will bonds be looked at?

Response: All potential funding options will be considered.

10. Question: Can you please clearly identify the expected deliverables? Attachment 1 of the RFP identifies the District would like Data Assembly, Needs Assessment, and Site Planning but it is not clear what deliverables the District is requesting. Does the district want electronic or paper documents and in what format?

Response: A site plan based on data assembly and needs assessment that includes building and facility locations, including options. The site plan should also answer the question "what does the Harford Pier look like in the future". The District prefers both electronic and papers documents.

11. Question Can you please clarify the scope of work as listed in Attachment 1 under section 2.1.4 "Prepare an existing condition report..."? Does this mean the District is seeking a structural assessment of the pier to a desired extent?

Response: The District is not seeking a structural assessment of the pier; the existing condition report is to summarize the Harford Pier facilities including current space allocation by function and opportunities for future expansion.

12. Question Can you please provide a sample copy of the Professional Services Agreement so we can understand the insurance requirements as requested in Section 6-H of the RFP?

Response: The link to the Professional Services Agreement is on page 4 of the RFP.

13. Question What are the limits of the project area - is it 1) just the pier; 2) the pier, parking lot and boat storage; or 3) just the parking lot and boat storage area?

Response: The limit is Harford Pier.

14. Question Page 5 Item 9 of the RFP indicates that optional additional relevant information can be provided - 2 double spaced pages. Can the rest of the proposal be single-spaced or is the entire proposal required to be double-spaced?

Response: With the exception of the optional additional relevant information, the spacing on the document is up to the proposer.

15. Question I realized conditions may change before the proposal due date - is the Port San Luis Harbor District maintaining regular business hours for delivery of proposals or have your hours been adjusted?

Response: The Harbor District office currently keeps its door closed, but staff can open it to receive proposals 8a to 4:30p, Monday through Friday (closed from noon to 1p for lunch). Proposals may be delivered anytime during the open hours.