

**PORT SAN LUIS HARBOR DISTRICT  
REQUEST FOR PROPOSALS  
FOR AN OPERATING AGREEMENT FOR THE  
HARFORD PIER ICE FACILITY**

**1) KEY RFP DATES**

RFP Issued:	Aug. 24, 2020
Workshop (Zoom format) - Responding to an RFP - optional	Sept. 3, 2020, 11:00 a.m.
Walkthrough of Ice Facility – optional	Sept. 4, 2020, 10:00 a.m.
Deadline for Submission of Questions:	Sept. 10, 2020
Answers to Written Questions Posted on Website:	Sept. 15, 2020
Proposals are due:	Sept. 21, 2020
Notification of Interviews:	TBD
Finalists interviewed:	TBD
Contract Recommended for Board Approval:	Oct. 27, 2020 or sooner

**2) INTRODUCTION**

Port San Luis Harbor District (District) is issuing a Request for Proposals (RFP) for AN OPERATING AGREEMENT FOR THE HARFORD PIER ICE FACILITY.

Based on its evaluation of the proposal received in response to this RFP (Proposals), the District may select one Respondent to enter into exclusive negotiations for an operating agreement. The agreement will require the Respondent to perform Ice Facility Services. The operating agreement will be established for a period not to exceed three (3) years, although the District will have the option to extend the term by two (2) additional years, as two one-year options, by mutual agreement of the parties.

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The selection of any Respondent for exclusive negotiations shall not imply the District's acceptance of all terms of the Respondent's submittal; terms may be subject to further negotiation. The District shall have no obligation unless and until a final agreement is entered into by the parties following approval by the District's Board of Commissioners.

**Proposals must be received by the District no later than 4:30 p.m. on September 21, 2020:**

Port San Luis Harbor District  
3950 Avila Beach Dr.  
P.O. Box 249  
Avila Beach, CA 93424

Responses to this RFP that are not received by the time and date specified, do not contain all the required information, or do not meet all minimum qualifications shall be deemed non-responsive and rejected without consideration. The District reserves the right to reject any and all proposals.

Prospective Respondents may obtain copies of this RFP by visiting the District's website at [www.portsanluis.com](http://www.portsanluis.com).

### **3) BACKGROUND**

The District is located on the beautiful Central Coast of California surrounded by the towns of San Luis Obispo, Pismo Beach, Arroyo Grande, Grover Beach, Oceano, and Avila Beach. The estimated population within the District is approximately 95,000 people. The District is a major center for commercial and nautical activity. Since the development in the late 1800's, the harbor has served a critical function in the economy, and in the identity of San Luis Obispo County.

The importance of the harbor was recognized by the local community in 1953, by voting to create a special district for the control and management of the harbor area. The Port San Luis Board of Harbor Commissioners appoints a Harbor Manager to conduct the day to day operations of the Harbor District. The District employs approximately 26 full-time people to provide services and maintain the Port. The Board establishes policy, sets goals and objectives, adopts the annual budget, approves expenditures, and performs other related functions.

The District is empowered by its authority, and by its authorizing statutes, the California Harbors and Navigation Code, Section 6000, to acquire, operate, and develop any and all harbor works that enhance the harbor facilities within the limits of its established boundaries. The District's current operations involve the ownership, operation, and maintenance of commercial and recreational portions of Port San Luis, including Avila and Harford Piers.

### **4) SCOPE OF SERVICES**

Provision of ice to the District's lessees, concessionaires, recreational and commercial fishermen, at a price and schedule mutually agreed to be the Operator and District.

### **5) PROPOSAL SUBMISSION**

Interested firms/individuals should submit the following information in the order listed.

1. **Title page**, showing the Request for Proposal's subject; name, address, telephone number and email of the contact person; and the date of the proposal.
2. **Description of Operations**, including proposed hours of service, staffing, and costs of ice. Explain how someone will purchase ice and how they will receive it.
3. **Listing of similar or related work** – What work have you done, or businesses have you operated that make you an ideal candidate.
4. **Ability and Availability to Provide Service** – Since providing ice is not a means of income alone, how will allow you to provide the service in a timely and consistent basis.
5. **Expectations of and Benefits to the District** – What are your expectations for maintenance, repairs, equipment, and utilities? Will the District receive any portion of revenue? Do you need the District to operate the facility at any times?
6. **References** (optional).

This proposal shall be binding upon the Respondent for ninety (90) calendar days following the proposal opening date. Any bid or proposal on which the Respondent shortens the acceptance period may be rejected.

**5.1 RFP Template – optional**

To assist respondents with the RFP process, the Harbor District has created an RFP Template that can be used. This use of this template *is not required*. The RFP template can be found on the District’s website, Bids and Proposals Tab.

**5.2 Workshop - Responding to an RFP (Zoom Format) - optional**

District Staff will conduct a meeting for any interested respondent. The purpose of the meeting is to explain the RFP process, explain the RFP template and answer any general questions. The goal is to ensure that potential respondents have a clear understanding of how to respond to an RFP. The Zoom link to attend the meeting is below.

**Port San Luis is inviting you to a scheduled Zoom meeting.**

**Topic: Responding to an RFP Workshop**

**Time: Sep 3, 2020 11:00 AM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/88255976724>**

**Meeting ID: 882 5597 6724**

**One tap mobile**

**+1.669.900.6833, 88255976724# US (San Jose)**

**+1.253.215.8782, 88255976724# US (Tacoma)**

**5.3 Walkthrough of Ice Facility – optional**

District Staff will conduct a walkthrough of the Ice Facility at 10:00 a.m. on Thursday, September 4, 2020 at 10:00 a.m. Please meet at the Ice Facility on Harford Pier. Face coverings and social distancing will be required.

**5.4 Submission of Questions on the RFP**

Questions about the RFP may be directed in writing to the District’s Harbor Manager at [andreal@portsanluis.com](mailto:andreal@portsanluis.com). The Harbor Manager will consider all questions received by the close of business on the date noted in the RFP schedule as the deadline for submission of questions and, as appropriate, post the responses on the District’s website. See section 7 for further information.

**6) RESPONDENT EVALUATION PROCESS**

The District intends to select one Respondent. The District’s selection committee will review and evaluate the Proposals. The selection committee will score the Proposals in accordance with the criteria and methodology described in this RFP.

**6.1 Step One: Proposal**

Proposals that are complete and have been received by the deadline will be scored as follows:

- |   |                   |
|---|-------------------|
| 1. Description of Operations                    | Maximum 25 points |
| 2. Listing of Similar or Related Work           | Maximum 25 points |
| 3. Ability and Availability to Provide Service  | Maximum 25 points |
| 4. Expectations of and Benefits to the District | Maximum 25 points |

5. References (optional) \*may be included to support items 2 and 3

The maximum total score possible is 100. The Respondents' Proposals will be ranked according to total score. The final selection process may include the submission of additional information and/or participation in an oral interview.

### **6.2 Step Two: Interview**

After the proposals are scored, the District may invite the Finalist Respondents to participate in oral interviews at a specified time, date, and location. The District shall impose a time limit for each oral interview. During the oral interview, the Finalist Respondents may be required to deliver a brief presentation of their proposal to the District. This will provide an opportunity for the Respondent to clarify or elaborate on their proposal but will in no way change the original proposal.

At the conclusion of the oral interviews, the selection committee will provide a recommendation to the Board of Commissioners for the final approval and to enter into negotiations.

### **7) SUBMITTAL PROCEDURES**

Three (3) copies of the Proposal and one (1) USB drive with the Proposal in Adobe Portable Document Format (PDF) must be received by the District no later than 4:30 p.m. on August 31, 2020 in a sealed envelope and must be clearly marked "Proposal for "Harford Pier Ice Facility Operating Agreement," at the following address:

Port San Luis Harbor District  
P.O. Box 249  
3950 Avila Beach Dr.  
Avila Beach, CA 93424

Responses to this RFP that are not received by the time and date specified or do not contain all the required information shall be deemed non-responsive and rejected without consideration.

Beginning on the date this RFP is issued and made available to prospective Respondents, there will be no communications concerning this RFP between members of the District Board or District staff and prospective Respondents and their employees or agents, except as provided herein. Questions about the RFP may be directed in writing to the District's Harbor Manager at [andreal@portsanluis.com](mailto:andreal@portsanluis.com). The Harbor Manager will consider all questions received by the close of business on the date noted in the RFP schedule as the deadline for submission of questions and, as appropriate, post the responses on the District's website. Any violations of the above restriction will result in the immediate disqualification of the Respondent making said contract from further participation in the RFP process. This restriction will end when contract award notification has been made.

Questions about the RFP may be directed in writing to:

Port San Luis Harbor District  
P.O. Box 249  
Avila Beach, Avila Beach CA 93424

(805) 595-5404 fax  
Email: [andreal@portsanluis.com](mailto:andreal@portsanluis.com)

Respondents are to promptly notify the Harbor Manager, in writing, if the Respondent discovers any ambiguity, discrepancy, omission, or other error in this RFP. Respondents may telephone the District at (805) 595-5400 to determine if Respondent has received all addenda.

## **8) SCHEDULE AND ADDENDA**

See the key RFP dates listed in section 1 of this RFP.

The District may modify this RFP prior to the date Proposals are due by issuing written addenda. Addenda will be posted on the District's website ([www.portsanluis.com](http://www.portsanluis.com)). For parties who requested a hard copy of the RFP by regular mail, addenda may be sent to them via regular, first class U.S. mail. All parties, regardless of how they obtained the RFP, are solely responsible for ensuring the receipt of any and all addenda, and should therefore check the website before submitting their Proposals to ensure receipt of all addenda, and to ensure their Proposals respond to any such addenda.

## **9) STANDARD AGREEMENT PROVISIONS**

Following negotiations, the selected Respondent will be expected to enter into an Operating Agreement substantially in the form of the Agreement, Exhibit A. Failure to timely execute the Agreement, or to furnish any and all insurance certificates and other materials required in the Agreement, shall be deemed an abandonment of the Respondent's contract offer.

## **10) PROTEST PROCEDURES**

### **10.1 Protest Submittal**

A protest describing the nature of the disagreement must be submitted in writing to the District no later than five (5) business days following notification of proposed award.

The letter of protest shall contain a description of the protest and shall be signed and dated. Protests shall be addressed to:

Mrs. Andrea Lueker, Harbor Manager  
Port San Luis Harbor District  
P.O. Box 249  
Avila Beach, CA 93424

### **10.2 Harbor Manager's Decision Final**

The Harbor Manager shall inform the protester in writing of the decision, stating the reasons for the decision, and responding at least generally to each material issue raised in the protest. The Harbor Manager's letter to the protester shall state that the protester may contact the Harbor Manager to discuss the response, and the protester has the right to address the District Board on the date when the contract is calendared to be awarded if the Harbor Manager denies the protest.

The decision of the Harbor Manager is final. The protester may seek a remedy in state or federal court, as appropriate, from the final action of the District.