



REQUEST FOR QUALIFICATIONS

Fields Landing Boat Yard and Site Operations

Invitation for Proposals

The Humboldt Bay Harbor, Recreation & Conservation District (District) is requesting proposals from qualified individuals/firms to operate a boat repair yard other services in Fields Landing, California.

1. Proposal Information

Proposal Title	Fields Landing Boat Yard and Site Operations
Proposal Type	Lease or other form of Property Rental Agreement
Length of Term	Up to 30 Years
RFQ Issuance	December 12, 2019
Newspaper Publication	December 15, 2019
Pre-Proposal Meeting and Site Tour	By Appointment (NON-MANDATORY) Reservations are required for a site tour unless other arrangements are made. Please contact Chris Mikkelsen, Director of Facilities Management (707)443-0801 or cmikkelsen@humboldtбай.org
Proposals Due	January 15, 2020 at 2:00 p.m.

2. Instructions for Submitting Proposals

Submittal Address	Humboldt Bay Harbor, Recreation, and Conservation District Attention, Larry Oetker, Executive Director 601 Startare Drive Eureka, CA 95521
Submittal Copies	Three (3) original (clearly marked Original) paper versions and two (2) electronic copies USB drive

Submittal Envelope Requirements	Proposal must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none"> • Proposal Name: Fields Landing Boat Yard Site and Site Operations • Name of Company • Address • Phone Number • E-mail address
Late Submittals	Proposals received after the time and date stated above shall not be considered and will be returned to the Respondent unopened.

3. How to Obtain Proposal Documents

Copies of the RFQ may be obtained at:

Available	Location
<p style="text-align: center;">Yes</p>	Humboldt Bay Harbor, Recreation, and Conservation District Attention, Chris Mikkelsen, Director of Facilities Management 601 Startare Drive Eureka, CA 95521
<p style="text-align: center;">Yes</p>	Navigate to the District of Humboldt Bay main website at: http://humboldtby.org/ , then scroll down on the left hand side of the home page to "Current Items" and click on "Request for Qualifications: Fields Landing Boat Yard and Site Operations" to download the Request for Qualifications.

4. Questions about the Proposal

Questions and/or Requests for Information ("RFI") must be submitted in writing and can be submitted by fax or email as follows:

Primary Contact	Chris Mikkelsen, Director of Facilities Management Email: cmikkelsen@humboldtby.org Phone: (707)443-0801
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<p>Question/RFI Due Date for All Proposer Questions</p>	<p>January 8, 2020 at 4:00 p.m.</p> <p>Please submit questions as soon as possible. No questions regarding this RFQ will be responded to if received after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.</p>
<p>District's Responses to Questions</p>	<p>All pertinent questions will be responded to via addendum faxed (or emailed) to all prospective Proposers and placed on the District's website. Proposers who do not receive a copy of the addendum should download it from the District's website. All addendums must be acknowledged on the RFQ Acknowledgement and Signature form.</p>

Once the RFQ is issued, and until a recommendation for award is made to the Board, each Proposer and its representatives, agents, and affiliates, shall not contact members of the Evaluation Committee, District staff or the District Board to discuss or ask questions about the contents of this RFQ, the lease or the selection process. All questions shall be submitted in writing as described above. Inappropriate contacts may result in the Proposer's disqualification.

5. Full Opportunity

The District's policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. The successful Respondent shall comply with the District's non-discrimination policy.

The District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of the District.

Larry Oetker, Executive Director

6. Solicitation Overview

The District currently directly operates the Fields Landing Boat Yard as a do it yourself work yard. Customers have the option of either trailering in or having their vessel hauled out by the District's 150-ton mobile straddle travel lift. The Facility operates under Coastal Development Permit 80-P-21 from the California Coastal Commission which allows haul outs from the existing finger piers, approximately seven (7) acre boat repair facility, including a wash down area, boat works areas, restrooms, parking area, travel ways, drainage systems, catch basin and office. The District owns and manages an additional six (6) acres of flat usable coastal dependent industrial land directly adjacent to the District's Boat Yard that is also available for lease either independently or concurrently with the Boat Yard Lease. The Boat Yard opened in the early 1980's, and has been either directly operated by the District or leased to a private company continuously.

The District has permits to dredge, to 14 feet depth with one-foot overdraft, to maintain operational haul outs through June 2028. The District will make all reasonable efforts to apply for and obtain additional permits-extensions beyond the current 2028 permit expiration date. In October 2019, the area between the finger piers was dredged to a depth of 14 feet (beginning 150 feet from the end of the finger piers to the federal navigation channel.) The District has established a dredge fee for each haul out to provide funding for future dredging events.

Site maps of the property are attached.

7. District Lease Objectives

One of the Districts top goals is to provide a full-service boatyard/marine services facility, with do-it-yourself capabilities, at the District owned boat yard property in Fields Landing, California (the "Project"). The Project needs to ensure that the community has the physical resources and services to support resilient, independent and economically productive commercial, recreational, research and safety/security marine-dependent activities.

The Project is intended to service local and transient commercial and recreational vessels for short- and long-term maintenance, repair and overhaul needs, including emergency haul-out and repair. Also, the Project is to provide a safe means to remove derelict vessels from the water to minimize negative environmental and other impacts, and to create new and improved economic opportunities in the local and regional economies. An additional objective is to provide deep water access for the District's adjacent Coastal Dependent Industrial property.

The ideal project would be operated to provide, at a minimum, the following:

- Self-help boatyard,
 - Two (2) 110-foot length
 - four (4) 70-foot length
 - Seven (7) 50-foot length
 - Five (5) 40-foot length

- Commercial Full-Service Boatyard,
 - 20,000 ft² outdoor
 - 3,000 ft² indoor shop
 - Fully enclosed 80-foot vessel workspace

- Indoor shop space
- Retail / office space
- Customer Restrooms
- Long Term Vessel Storage (In-out 24hours day 7 days week)
 - 40-spaces long term boat storage (less than 35 feet)
 - 10-spaces long term boat storage (36 - 75 feet)
- Long Term Vessel Storage (72-hour advance notice)
 - 15-spaces long term boat storage (less than 35 feet)
 - 10-spaces long term boat storage (36 - 75 feet)
 - 2 -spaces long term boat storage (36 - 75 feet)

Customer Restrooms

8. RFQ Attachments:

- A. Site Location Map
- B. Boat Yard Lease Area Map
- C. List of District Owned Equipment

9. Proposal Submission Requirements

Please submit a letter of interest and responses to the information below.

1. Proposer name and contact information.
2. Please describe the services you propose to provide at the Fields Landing Boat Yard:
3. Describe how you would operate and provide reliable service for all of the above.
4. Describe your previous experience with managing a business, facility, or similar operation.
5. Describe if you would be using your own equipment or if you are proposing to use the Districts equipment. If proposing to use the District's equipment:
 - a. Describe which specific equipment
 - b. Qualifications to operate and maintain the equipment
 - c. If you are proposing to lease, lease/purchase, or purchase outright.
6. Describe how you would maintain the property, building, and equipment.
7. Describe the system you would establish to provide customers with information regarding the facility operations, including but not limited to:
 - a. Operating hours
 - b. Launching schedule
 - c. Cost for services
 - d. Rules and restrictions
 - e. Customer feedback
8. Describe how you would ensure the safety of customers and facility staff.

10. Proposal Selection Process and Criteria

Prior to award, the District must be assured that the Respondent selected has all of the resources required to successfully perform under the contract. These assurances include, but are not limited to, personnel with skills required, equipment/materials and financial resources sufficient to perform under the award. If during the evaluation process, the District is unable to assure itself of the Respondent's ability to perform, the District has the option of requesting from the Respondent any information that the District deems necessary to determine the Respondent's capabilities.

Please make sure you have submitted responses to all items listed in the Submission Requirements section, as your proposal will be evaluated based on the following four criteria:

A. Evaluation Criteria

- 1) Cover Letter, Company Information, Knowledge and Experience
- 2) Plan and Approach
- 3) Proposed Rent and Financial Capacity
- 4) Additional Information, District Policy Requirements, and Required Forms

B. Selection Procedure

All proposals received by the deadline which meet the RFQ's requirements will be evaluated. The District reserves the right to exercise broad discretion in the review and evaluation of all proposals received based on the evaluation criteria listed above. Based on the responses to this RFQ, the District will determine the top ranked Respondents. The selection process may include interviews (at the discretion of the District) for the top ranked Respondents. If interviews are to take place, the District will notify the top ranked Respondents.

The District expects to designate the Shortlisted Proposer(s) approximately one month following the RFQ submission deadline. After identifying the Shortlisted Proposer(s), one or more Shortlisted Proposers will then sign a confidentiality agreement with the District and be invited to one-on-one meetings with the District to negotiate the final terms and conditions of the lease. The District currently expects to complete negotiations by February 27, 2020 but may end such negotiations earlier and opt to negotiate with other Shortlisted Proposer(s) at any time.

The District reserves the right to modify or terminate this solicitation at any stage if the District determines such action to be in its best interest. The receipt of proposals or other documents at any stage of the RFQ process will in no way obligate the District to enter into any contract of any kind with any party.

The District and its advisors are not responsible for costs or damages incurred by Proposers, Shortlisted Proposers, Teams, team members, subcontractors or other interested persons in connection with this solicitation process, including all costs associated with preparing responses to this RFQ, and of undertaking due diligence and participating in any conferences, meetings, presentations, negotiations or other activities.

11 Other Information and Disclaimers

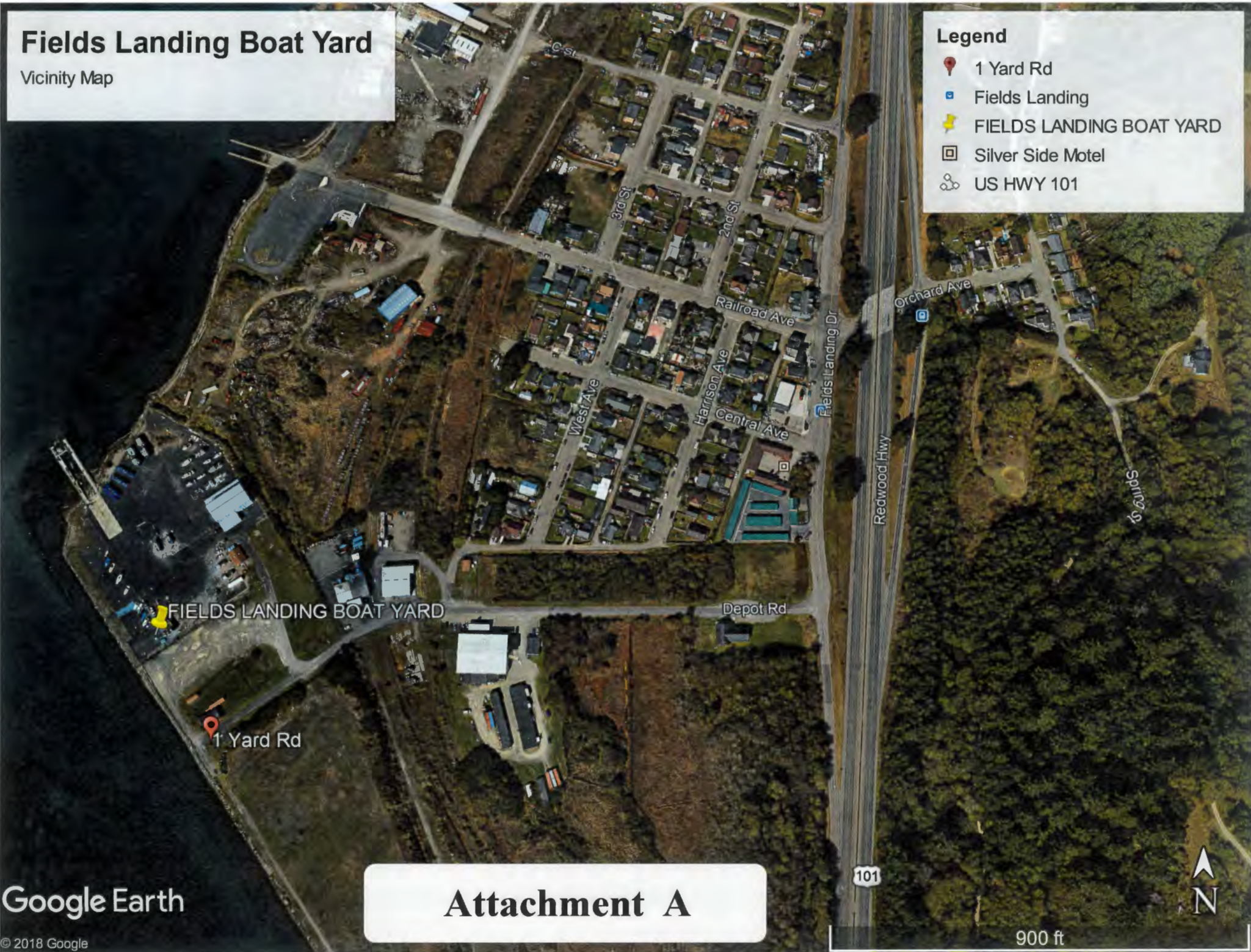
The District reserves the right to reject any and all responses to this request. The District will not be liable for any cost incurred incidental to the preparation, submittal or evaluation of any response to this request, or in the negotiation, execution and delivery of an agreement that may be awarded as a result of this Request for Proposal.

Fields Landing Boat Yard

Vicinity Map

Legend

- 📍 1 Yard Rd
- 📍 Fields Landing
- 📍 FIELDS LANDING BOAT YARD
- 📍 Silver Side Motel
- 📍 US HWY 101



Google Earth




© 2018 Google

Attachment A

900 ft



Attachment B

-  Non-exclusive 72 Hr. Notice Area
-  Existing Leased Premises
-  Premises

0 125 250 Feet

Note: For planning purposes only

Fields Landing Boat Yard

Map prepared for HBHRCD by:
PLANWEST PARTNERS, INC.

Date: 12/13/2019

District Owned Equipment

1. 1 - 150 ton Travel Lift
2. 1 - 3 ton Fork Lift
3. 1- 3,500 psi pressure washer and 1 – 4,000 psi pressure washer
4. Various height Boat Stands