**Request for Statement of Qualifications**

**To Provide Services Related to Issuance of Harbor District Permits and CEQA Documentation**

**Humboldt Bay Harbor, Recreation and Conservation District**

**PO Box 1030, Eureka, CA 95502**

**Deadline for Submittal: 2:00 PM on May 20, 2016**

**May 5, 2016**

**The Project**

The Project will include reviewing applications for Harbor District permits, including relevant permit conditions; and developing California Environmental Quality Act (CEQA) documentation for projects for which the Harbor District is the CEQA Lead Agency.

**General Conditions**

1. **Public Information**: All submittals and information submitted to the District shall become public record upon their delivery to the District.
2. **RFQ Addenda**: The District reserves the right to amend, alter, or revoke this RFQ in any manner at any time. At the District’s sole discretion, modifications, clarifications, or additions will be distributed as an addendum to all known proposers. Any submittal to the District will acknowledge receipt of the Addenda.
3. **Submittal Preparation Costs**: All costs incurred in the preparation and presentation of a submittal shall be wholly absorbed by the proposer.
4. **Withdrawal of Submittal**: Any proposer may withdraw their submittal, either personally or by written request at any time prior to the scheduled closing time for the receipt of submittal. Such requests are to be directed to the Harbor District Executive Director.
5. **Selection Procedures**: Submittals will be subject to the District’s selection procedures for Professionals. Accordingly, final selection will be based upon overall capability to perform services.
6. **Right to Reject Submittals**:The District reserves the right to reject any and all submittals, to waive any non-material irregularities or information in any submittal, and to accept or reject any combination of items.

The District’s objective is to execute an agreement between the selected individual/firm and the District within fourteen (14) days after notification of selection, unless the time of execution has been extended for good cause at the sole discretion of the District. Failure of the selected individual/firm to meet contract submission requirements (e.g. insurance) or failure to timely execute an agreement with the District may result, at the sole discretion of the District, a decision to select from the remaining proposers or to call for new statements of qualifications.

**Submittal Format**

The Statement of Qualifications shall include the following:

1. **A cover or transmittal letter**: The letter is to be signed by the individual/member of the organization, who has the authority to offer, negotiate, and execute contracts on behalf of the firm. The cover letter must acknowledge receipt of any and all addenda, if any were issued.
2. **Project Understanding**: This section will outline the Professional’s basic understanding of the project. It should identify key issues known or unknown, and those key issues which will be addressed during the project.
3. **Scope of Work**: Professional will describe their understanding of the work plan they intend to use to complete their work. Recommendations which demonstrate a clear benefit or advantage to the District may receive special consideration.
4. **Responsible Personnel**: List the proposed team including, but not limited to, Principal-in-Charge, Project Manager (Team Leader), and those key project staff members who will be assigned and directly involved in the project.
5. **Project Management**: Describe how the project will be planned, executed, monitored, and managed. Provide a project schedule which identifies all major tasks for the time frame through the completion of a presentation to the District. Provide a recommended schedule to perform the work.
6. **Related Experience**: Provide experience with California Harbors and Navigation Code and CEQA, including all CEQA resource categories; Humboldt Bay ecology; and project types that are likely to occur and require permits in Humboldt Bay, including but not limited to, projects related to dredging, habitat restoration, mariculture and dock development.

**Estimated Project Schedule**

The schedule for this project is tentatively proposed as follows:

Begin Circulation of RFQ to Professionals May 5, 2016

Deadline to Receive Qualifications by District 2:00 PM, May 20, 2016

Evaluate Qualifications May 26, 2016

Professional Interviews (if necessary) and Select Professional June 1-3, 2016

District Approval of Selected Professional June 9, 2016

**Submittal Criteria**

1. In accordance with provisions of the Humboldt Bay Harbor Recreation and Conservation District operating provisions, **sealed** submittals for the Project are to be mailed to:

Jack Crider, Executive Director

Humboldt Bay Harbor Recreation and Conservation District

P.O. Box 1030

Eureka, CA 95502-1030

or delivered to:

Jack Crider, Executive Director

Humboldt Bay Harbor Recreation and Conservation District

601 Startare Drive, Woodley Island

Eureka, CA 95501

1. RFQ submittals must be received by the District prior to 2:00 PM, Monday, May 20, 2016
2. Mailing envelope is to be clearly marked on the outside with the following notation:

**Response to RFQ to Provide Services Related to Issuance of Harbor District Permits and CEQA Documentation**

Submittals will not be considered unless the submittal contains a cover letter signed by the individual/member of the organization having the authority to enter into formal contracts on behalf of the organization. The cover letter must also acknowledge receipt of any and all addenda that may have been issued.

1. One (1) original RFQ submittal is to be provided. Facsimile or electronic copies will not be accepted. Nowhere in the body of the submittal shall specific pricing be discussed. The **sealed envelope containing the pricing** will not be opened until after the screening interviews of the submittals have been completed.
2. The submittals will be opened at 2:00 PM on Monday, May 20, 2016 in a conference room at the Woodley Island Marina, located at 601 Startare Drive, Eureka, California.

Questions or comments on this process may be directed to:

Jack Crider, Executive Director, at 707-443-0801

***THE HUMBOLDT BAY HARBOR DISTRICT RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN AN INDIVIDUAL’S/FIRM’S SUBMITTAL, IF DEEMED IN THE BEST INTEREST OF THE HARBOR DISTRICT. THE HARBOR DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMITTALS.***

***FINAL SELECTION IS SUBJECT TO REVIEW AND APPROVAL BY THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR DISTRICT AND IS CONTINGENT UPON NEGOTIATING A SUCCESSFUL AGREEMENT.***

**Evaluation Criteria**

The Executive Director will evaluate the Professionals’ submittals and; if he chooses, may schedule oral interviews to determine which Professional is best qualified to perform the work. Executive Director will recommend that Professional for approval by the Board. The Executive Director may require additional information. Once the Board has agreed to the Executive Director’s recommendation, Executive Director will proceed with negotiation of the contract to prepare documents for contract execution. In the event that the top ranked Professional submits a fee that is not considered a reasonable cost for the work, and discussion with the Professional does not resolve the cost issue, Executive Director reserves the right to enter into discussions and to negotiate with the next ranked Professional.

Ranking of the Professionals’ RFQs will be based upon, but not limited to, the following:

* Understanding of the Project
* Experience with Similar Types of Work
* Experience and Qualifications of the Project Manager
* Experience and Qualifications of the Project Team
* Ability to Complete Projects On Time and Within Budget

**Standard Professional Agreement**

The Professional selected to perform the work shall be required to execute a consulting and professional services agreement. The District’s Standard Insurance requirements are to be contained within the agreement. By submitting an RFQ for the work, the Professional agrees to meet the required insurance coverages and endorsement requirements within the body of the agreement document.

# INSURANCE (Minimum Requirements)

**A. Public Liability**

The Professional shall take out and maintain, throughout the period of this contract comprehensive general liability insurance with minimum limits $1,000,000 combined single limit (CSL), or $1,000,000 bodily injury per occurrence and $1,000,000 property damage per occurrence, covering all bodily injury and property damage arising out of its operation under this agreement.

1. **Automobile**

The Professional shall provide automobile insurance covering all bodily injury and property liability incurred during the performance of this contract with minimum coverage of $1,000,000 for property damage per accident, $1,000,000 for bodily injury for each person, and not less than $1,000,000 for bodily injury per accident: or $1,000,000 per accident combined single limit (CSL).

### Worker’s Compensation

The Professional shall, throughout the period of this contract, maintain in full force and affect a policy of workers compensation insurance covering all its employees and volunteers.

### Additional Insured Notices

Said policies shall name the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT (District)as an additional insured and shall constitute primary insurance as to the District, its officers, agents and employees, so that any other policies held by the District shall not contribute to any loss under said insurance. Said policies shall provide for thirty- (30) days prior written notice to the District of cancellation or material change.

The Professional shall not execute this contract until certificates, or other sufficient proof of compliance with these insurance provisions are filed with the District.

If the Professional does not keep such insurance in full force and effect, the District may take out the necessary insurance, and the Professional agrees to pay the cost of said insurance.