

**Request for Statement of
Qualifications
For Diving Services for Ocean Outfall
Pipe Inspection, Maintenance and
Repair**

**Humboldt Bay Harbor, Recreation and Conservation District
PO Box 1030, Eureka, CA 95502**

Deadline for Submittal: 2 p.m. on June 22, 2015

June 5, 2015

THE PROJECT

The Project will include underwater inspections, maintenance and repairs of the ocean outfall pipe originating at the District's Redwood Terminal 2 property (former Evergreen Pulp) and terminating 1 ½ miles offshore at a maximum depth of 100 ft.

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 District Clerk.
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 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 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 a 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. The District desires that the work be completed within twenty-four (24) months after an agreement is reached.
6. **Related Experience:** Provide experience, capabilities, and qualifications for similar projects upon which team members have worked, and/or completed during no more than the last 10 years, that are comparable to this project. Include specific references with names, addresses, and current phone numbers.

ESTIMATED PROJECT SCHEDULE

The schedule for this project is tentatively proposed as follows:

Begin Circulation of RFQ to Professionals	June 5, 2015
Deadline to Receive Qualifications by District	June 22, 2015
Evaluate Qualifications	June 23, 2015
Professional Interviews (if necessary) and Select Professional.....	June 24, 2015
District Approval of Selected Professional.....	June 25, 2014

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

2. RFQ submittals must be received by the District prior to 2:00 PM, Monday, June 22, 2015
3. Mailing envelope is to be clearly marked on the outside with the following notation:
**Response to RFQ for Diving Services for Ocean Outfall Pipe Inspection
 Maintenance and Repair**

Submittals will not be considered unless the submittal contains a cover letter signed by a 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.

4. 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.
5. The submittals will be opened at 2:00 PM on Monday, June 22, 2015 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 A 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. A copy of the District's Standard Insurance requirements is attached to the RFQ as Exhibit B. These 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.

B. 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).

C. Worker's Compensation

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

D. 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.