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**REQUEST FOR QUALIFICATIONS  
MARINA DESIGN / GENERAL CONTRACTOR SERVICES**

**SAN FRANCISCO MARINA YACHT HARBOR  
WEST HARBOR RENOVATION**

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**January 2010**

**Key Dates**

RFQ Issued:	Friday, January 29, 2010
Pre-submittal Conference:	Tuesday, February 9, 2010
Deadline for Submission of Questions:	Friday, February 12, 2010
Answers to Written Questions Posted:	Friday, February 19, 2010
Qualifications Statements Due:	Friday, February 26, 2010
Notification of Qualification:	Monday, March 8, 2010
Target for Issuance of RFP:	Monday, March 15, 2010



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<b>CONTENTS</b>	<b>PAGE</b>
<b>1.0 INTRODUCTION .....</b>	<b>1</b>
<b>2.0 BACKGROUND .....</b>	<b>3</b>
<b>3.0 FINANCING THE PROJECT .....</b>	<b>5</b>
<b>4.0 AUTHORIZATION OF CONSULTANT’S WORK .....</b>	<b>5</b>
<b>5.0 SCOPE OF SERVICES.....</b>	<b>5</b>
5.1 Design and Pre-Construction Services .....	5
5.2 Construction Services.....	6
5.3 Work Requirements.....	7
<b>6.0 REQUIRED SKILLS AND EXPERIENCE .....</b>	<b>7</b>
6.1 Minimum Necessary Qualifications .....	7
6.2 Additional Qualifications.....	8
<b>7.0 REQUIREMENTS FOR QUALIFICATION STATEMENTS.....</b>	<b>8</b>
7.1 Written Submittal .....	8
7.2 Other Required Documents.....	10
<b>8.0 RESPONDENT EVALUATION AND SELECTION PROCESS .....</b>	<b>10</b>
8.1 Step 1: Qualification Statement .....	11
8.2 Step 2: Interview .....	11
8.3 Step 3: Competitive Cost Proposal .....	11
8.4 Standard Agreement Provisions.....	12
<b>9.0 SUBMITTAL PROCEDURES .....</b>	<b>12</b>
<b>10.0 SCHEDULE AND ADDENDA .....</b>	<b>13</b>
<b>11.0 PROTEST PROCEDURES .....</b>	<b>13</b>
11.1 Protest Process .....	13
11.2 Delivery of Protests .....	13
<b>12.0 TERMS AND CONDITIONS GOVERNING THIS RFQ .....</b>	<b>14</b>
12.1 Costs of Responding; Retention by RPD of Questionnaires and Related Documents.....	14
12.2 Reservations of Rights by the RPD.....	14
<b>13.0 CITY AND COUNTY OF SAN FRANCISCO CONTRACTING REQUIREMENTS .....</b>	<b>14</b>
13.1 Business Tax Registration .....	14
13.2 Certification of Chapter 12B Compliance .....	14
13.3 Local Business Enterprise (LBE) Opportunities .....	15

**ATTACHMENTS**

Attachment 1: Certification Regarding Debarment, Suspension and Other Responsibility Matters

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## 1.0 INTRODUCTION

The Recreation and Parks Department (RPD) issues this Request for Qualifications (RFQ) for **MARINA DESIGN AND GENERAL CONTRACTING (D/B) SERVICES** (Services) for the San Francisco Marina, West Harbor Renovation (Project) from business entities (D/B Team) with expertise in MARINA DESIGN AND GENERAL CONTRACTING OF RECREATIONAL SMALL CRAFT HARBORS. For purposes of this RFQ, the D/B Team shall consist of 1) a General Contractor (GC) and 2) a Designer of Record (DOR).

The RPD is seeking a D/B Team to provide final marina design and coastal engineering, and general contractor services for the construction of a 325+ berth small craft harbor located on the San Francisco Bay (Project). The Project shall include (a) demolition of existing and installation of new gates, docks and slips; (b) demolition of two existing and construction of two new breakwaters; (c) upgrades to site utilities and fire suppression system; (d) upgrades to the Harbor services building(s); and (e) maintenance dredging; (f) possible new sediment trap.

The San Francisco Marina Yacht Harbor and adjacent Marina Green are owned by the City and County of San Francisco. The San Francisco Recreation and Park Department has jurisdictional control of these properties, and is responsible for their management, operation and maintenance.

The Marina Yacht Harbor (MYH) is located in Supervisory District 2, on San Francisco's northern waterfront. It is bounded by Marina Boulevard to the south, Laguna Street to the east, Lyon Street to the west, and San Francisco Bay to the north. The marina consists of two harbors: the East Harbor, also known as Gashouse Cove, and the West Harbor.

The MYH West Harbor is generally bounded by Marina Boulevard and the western end of the Marina Green to the south, Yacht Road and the outer jetty to the north, the harbor entrance to San Francisco Bay to the east, and Yacht Road to the west. The West Harbor covers about 1,100,000 square feet of water area (25.25 acres) in two basins; and inner basin and an outer basin. Within the West Harbor, the marina provides gates, gangways, docks and slips to accommodate 326 boats. The West Harbor landside facilities include the Harbor Office Building (which also houses a public restroom and tenant showers), parking areas, paths and landscaping. Located between the East and West Harbors is the former U.S. Navy Degaussing Station. Adjacent to the West Harbor project area are the Marina Green Park and its facilities, the St. Francis and Golden Gate Yacht Clubs, a miniature lighthouse, and the wave organ at the tip of the north jetty, and the San Francisco Public Utilities Commission (SFPUC) pump station which is currently used by RPD as a maintenance building to support marina operations.

The San Francisco Marina Yacht Harbor, West Harbor Renovation Project (the Project) consists of renovations to select marina facilities located within, and serving the West Harbor. The project does not include any improvements to the St. Francis or Golden Gate Yacht Clubs buildings, the lighthouse, the Marina Green and its facilities, or the SFPUC pump station.

Water-side marina renovations proposed under this project include but are not limited to:

- The removal of two existing breakwater segments (moles) and the construction of two new breakwater segments;
- Maintenance dredging of approximately 180,000 cubic yards of material.;
- The reconstruction of portions of the degraded rip-rap slopes around the interior shorelines;
- The replacement and reconfiguration of the gates, gangways, docks and floating slips to accommodate a target of 325 boats.
- Installation of upgraded electrical, water and telephone service, a new fire suppression system, and new security lighting service on all docks;
- The construction of a guest dock and hand boat launch; and
- The relocation of the harbor's sewage pump-out facility.

Land-side project improvements under this project include but are not limited to:

- Installation of new, upland fire utilities.
- The renovation of the existing Harbor Office building public restrooms and conversion of 400 square feet of existing office space into tenant showers and restrooms; and the renovation of an existing former Degaussing Station (now vacant) for use as the new Harbor Office; OR
- Basic ADA upgrades to the existing Harbor Office building to accommodate the existing building functions.

The project has undergone environmental review under CEQA and a Determination of Compliance with the City's General Plan. A preliminary plan for the project has been developed and approved by the Recreation and Park Commission.

The RPD has retained the consulting engineering firm of Winzler & Kelly (W&K) to perform preliminary design services and provide design and construction oversight of the project on its behalf. W&K is currently working on completing the criteria package, which is due in February 2010. In-water work is expected to start in the summer of 2010. The construction of the docks and slips is scheduled to be constructed over a series of phases beginning in 2010 and concluding no later than May 2012.

The RPD seeks proposals from qualified D/B teams to provide the following services:

- Final design services, including but not limited to final design development, preparation of construction documents, value engineering, cost estimating, phased implementation and boat relocation planning, project scheduling and constructability analysis, and
- Construction services for the building of the project.

The successful team will demonstrate:

- Significant experience and expertise in providing engineering services related to the design, value engineering, and cost estimating for harbor facilities;
- Significant experience and expertise in the construction of recreational small craft harbors, including boating facilities (in excess of \$10 million), housing at least 100 vessels;
- The ability to deliver major projects on-time and within budget; and
- A commitment to high quality construction and an appreciation of design excellence.

Based on its evaluation of the submittals received in response to this RFQ (Qualifications), the RPD will determine which Respondents are qualified. The RPD will invite the qualified Respondents to submit Competitive Cost Proposals. Invitation to bid will be by RFP. Responsive Competitive Cost Proposals will include two line items: (1) a fee for design and pre-construction services plus (2) a fixed price for construction detailed by bid-item.

The RPD shall have no obligation to any Respondent unless and until Recreation and Parks Commission (Commission) awards a contract. The RPD reserves the right to reject any or all responses to this RFQ and any subsequent bids for any reason or no reason. There is no guarantee that the RPD will issue any Notices to Proceed (NTP), and the RPD may terminate at any time any agreement entered into as a result of this procurement process.

An optional **pre-submittal conference** will be held on **Tuesday, February 9, 2010, at 3:00 pm** Pacific time at the RPD Main Conference Room, 30 Van Ness Avenue, 5th Floor, San Francisco, California. RPD staff will make an informational presentation of the project scope and proposed design approach and field questions from potential respondents on the project and the request for qualifications

Qualifications Statements must be received by the RPD no later than **5:00 p.m. on Friday, February 26, 2010**, at the following address:

Recreation and Parks Department  
Capital Improvement Division  
30 Van Ness Avenue, 5th Floor San Francisco, CA 94102  
Attention: RFQ for D/B -SAN FRANCISCO MARINA, WEST HARBOR

Responses to this RFQ that are not received by the time and date specified, do not contain all the required information and completed forms, or do not meet all minimum qualifications shall be deemed non-responsive and rejected without consideration.

Respondents may obtain copies of this RFQ, including the forms to be submitted in the Qualifications package, by downloading the document from the RPD Marina project website: <http://www.sfmarina-rotate.org> > BUSINESS / CONTRACTS> RFQ for Design / Build Services> or by contacting the RPD Capital Improvement Division, 30 Van Ness Avenue, 5th Floor, San Francisco, CA 94102, (415) 581--2559.

## 2.0 BACKGROUND

The City/County Recreation and Parks Department (Department) administers the marina. The Department's mission is to provide enriching recreational activities, maintain beautiful parks, and preserve the environment for the well-being of the diverse City/County community.

The San Francisco Marina is located in the Marina District, on the northern waterfront of the City of San Francisco. The marina is 1.5 miles east of the Golden Gate Bridge and adjoins lands of the Golden Gate National Recreational Area on both its east and the west boundaries. To access the Marina from the Golden Gate Bridge, take Highway 101 south to the Marina Boulevard exit. Continue on Marina Boulevard to Scott Street and turn left. Scott Street ends at the harbor office.

The Project Area is the West Harbor at the marina. The West Harbor was originally constructed between 1928 and 1938. The West Harbor consists of 326 berths, four parking lots, restrooms, parkland, the Harbor Office Building and the St. Francis and Golden Gate Yacht Clubs.

The proposed project consists of: demolition of existing berths and construction of reconfigured berths in the West Harbor; upgrade of electrical and water dock utilities; installation of new barrier-free access gangways with security gates; construction of a new breakwater and floating wave attenuator; repairs to the revetment; mole removal; dredging; and improvement of the buildings.

The existing docks were constructed in 1963. Some of the docks have been repaired or replaced, but the majority of the docks are over 45 years old. The docks and gangways are made of timber and have degraded over time, requiring increased maintenance. Typical damage to the docks consists of weathering and decay of timber dock components, loss of floatation foam, corrosion of connecting hardware, and structural fatigue due to age and exposure to surge action. Furthermore, many timber pilings that hold the docks in place are excessively worn or seriously damaged due to *teredo* (pile worm) infestation as well as normal (frictional) wear. Docks in the outer basin of the marina have also deteriorated due to wave action during storms and some have been removed rather than repaired due to wave action during storms and the excessive maintenance required.

It is proposed that the existing berths will be demolished and reconfigured berths will be constructed. Additional marginal walkways will also be constructed (a marginal walkway provides access between two or more main walkways). The targeted occupancy for the harbor and the proposed slip length mix is outlined in the project's Environmental Impact Report, which is available on the RPD website.

The water and electrical dock utilities are old and outmoded. The general condition of the utility systems is poor as a result of wear and tear over many years of service. Maintenance for dock utilities is increasing and finding replacement parts for the outdated systems is difficult. Major safety concerns include the lack of a fire protection system (the present system consists of fire extinguishers only) and exposed electrical components below the electrical datum plane; the electrical datum plane is a horizontal plane 2' above the highest high tide level for the area occurring under normal circumstances.

The constant movement of the docks and the age of the piping cause excessive loss of freshwater. The location of the freshwater hose bibs, on most of the docks are below the deck, covered by an access hatch. This location creates a safety hazard when the deck hatch is opened and has also caused deterioration of the wood docks through leakage. A new dock water system with increased capacity will be installed throughout the marina, as well as fire protection stations.

The electrical power capacity to each berth is currently only 20 amps, which is substandard for the requirements of today's boats. The electrical receptacles are equipped with outmoded screw-on weather covers which are located below the datum plane. A more efficient upgraded electrical power system will be installed with a minimum capacity of 30 amps per berth.

Improvements to the onshore electrical system are also proposed. The power distribution system from the PG&E service point to the Harbor will be upgraded and lighting for the Harbor will be modernized with low light fixtures for energy conservation.

There are 19 existing gangways in the West Harbor. The 40-year old gangways are constructed of wood and are showing signs of structural distress. At low tide, the gangways are at an excessively steep angle and the security gates located on the gangways are difficult to open; neither provides barrier-free access.

All ramps will be replaced with low maintenance ramps and gangways. Additional marginal walkways will be constructed, so the number of ramps will be reduced to twelve, plus two barrier-free access gangways. New security gates with improved security systems will be installed and relocated to platforms at the upper and lower end of the gangways.

The outer basin at the West Harbor is only partially protected from wave action by the existing rubble mound breakwater called the north jetty. The breakwater provides some sheltering of waves from the northwest, but little protection from waves from the north and northeast.

Wave incident at the marina can be from locally generated wind waves, longer period waves generated in the Pacific Ocean, or ship-generated waves. Wave action in the outer basin of the Harbor has caused excessive vessel motion and damage to vessels and docks. Significant damage to boats and docks occurred recently during storms with strong winds in December 1988 and in February 1997.

A study of alternative breakwater systems by Coast & Harbor Engineering in 2009 considered ways in which to provide effective wave sheltering and reduce the amount of shoaling that currently occurs at the marina entrance to the east. The recommended breakwater configuration consists of two segments. The segment extending from the landside is proposed to be a 185-ft sheet-pile breakwater. The segment to the east of the harbor channel is proposed to be a 300-ft concrete pontoon floating wave attenuator. The combination of the two results in a cost-effective, low-risk breakwater alternative with good long-term wave protection for the berthed vessels and infrastructure.

Existing rock slope protection around the interior shorelines of the marina is degraded as a result of erosion, rock slope sloughing, and wave and surge action. The harbor reconstruction will involve some repairs to the revetment slopes, including work at the toe of the slopes to improve stability.

There are two moles in the inner basin of the West Harbor which once served as breakwaters. The mole that is located in the marina at the base of Scott Street, just northeast of the Harbormaster's office, will be removed to accommodate the new configuration of the docks. The mole to the west of the Harbormaster's office will be partially removed to accommodate the new configurations of docks. The combined mole removal constitutes approximately 14,400 cubic yards of fill consisting of rock, sand, and bay mud (calculated above Elevation -12.0' MLLW ).

Dredging will be performed to restore original design depths. The first component of the project was performed in the summer of 2009, when 22,000 CY was dredged from the entrance channel. Additional dredging under the berths is needed. It is planned that the marina will be dredged after the existing docks and piles are removed to avoid navigating the dredging equipment around the existing docks. The sampling and testing performed revealed that the majority of sediments are suitable for in-bay disposal, however some sediment will require upland disposal. The City/County has secured all required dredging permits for this project.

The existing harbormaster's office is located in the West Harbor and includes a two-unit public restroom and tenant shower facilities. The Harbormaster's office was constructed in 1938 to serve the original harbor layout with only the West Basin. The office space provided by the existing structure and the public restrooms do not provide barrier-free access. The proposed project will include required upgrades to bring the facility into compliance with the Americans with Disabilities Act (ADA).

A former U.S. Navy degaussing station building is located between the West and the East Harbors, but is no longer in use. Should funding be available, the project may include upgrades to the degaussing station building for use as a new Harbormaster's office. The size of the degaussing station building is adequate for harbor staff's needs (200 square feet more than the current building). Should this be implemented, the existing Harbormaster's office will be renovated for an upgraded two-unit public restroom, a tenants' restroom, and showers. The restroom will also be renovated for barrier-free access. There is an additional six-unit public restroom at the west end of the West Harbor which is scheduled for renovation by the City through its city-wide park restroom renovation program.

In addition, the City/County was awarded a vessel pump out grant from Cal Boating in 2005, with which two new pump out/dump stations were installed, one in each of the two harbors. The West Harbor pump equipment will be relocated or replaced as part of the renovation project.

More detailed project scope information can be obtained by downloading documents from the RPD Marina project website: <http://www.sfmarina-renovation.org>.

### **3.0 FINANCING THE PROJECT**

Funding for the San Francisco Marina, West Harbor renovation has been secured through a loan from the California Department of Boating and Waterways (Cal Boating) through their Harbors and Watercraft Revolving Fund. Cal Boating administers loans to local governments for the development of small craft harbors, construction of new private marinas, and for the creation or improvement of boat launching facilities throughout the state. Cal Boating programs are funded through the boat fuel tax, vessel registration fees, and the repayment of marina construction loans.

In addition to the Cal Boating loan, the Recreation and Park Department is pursuing grant funds from the National Boating Infrastructure Grant Program.

### **4.0 AUTHORIZATION OF D/B'S WORK**

Once the Agreement is awarded and executed, the RPD will authorize work through an NTP signed by the Recreation and Park Department's General Manager. The RPD expects to issue the NTP in late-spring 2010.

### **5.0 SCOPE OF SERVICES**

The selected D/B team will serve as the Engineer of Record and will work closely with the RPD's staff and other consultants to provide the Services. The Services shall generally include but will not be limited to the following:

#### **5.1 Design and Preconstruction Services**

The D/B team will complete the Design Development Documents, and the Construction Documents, taking into account quality of materials and equipment, to ensure an efficient design and minimum lifecycle cost. The D/B team will facilitate design decisions by RPD by providing information, estimates, schemes, and recommendations regarding construction materials, methods, systems, phasing, and costs that will provide the highest quality and efficient harbor layout within the budget and schedule for the Project. Members of the D/B team, and their sub-consultants, providing Design and Pre-Construction Services must have the requisite expertise and experience needed to perform the work.

During the Design and Pre-Construction Services Phase, the D/B team will work closely with the RPD

and W&K on the following tasks:

#### **5.1.1 Design Development, and Construction Documents**

The primary services to be provided by the Designer of Record (DOR) and his/her sub-consultants shall include the following:

- Develop Detailed Design Documents that establish final design elements, which includes but are not limited to final float layout, dock and site access plan, utility plan, fire suppression system plan; pile sizing and spacing; dock material and standard assembly; breakwater designs; pump-out station location and servicing; and building and ADA access plans.
- Conduct pre and post-dredge hydrographic surveys as required for permitting agencies.
- Provide dredge operations plan.
- Prepare Construction Documents. Documents shall include all necessary drawings and technical specifications needed to construct the improvements and shall be the defining documentation of what is authorized and approved. Documents may be developed in multiple packages based on the project phasing schedule.
- Prepare formal cost estimates in CSI/MASTERFORMAT 2004, and according to the CSI 50 Division classifications.
- Prepare presentation materials to illustrate the final design and participate in public outreach and regulatory agency review meetings.
- Prepare utility coordination, permits and fees associated with all site, utility, etc. work.
- Obtain all building permits including fees, attend (public) meetings as needed.

#### **5.1 .2 Other Pre-Construction Services**

The primary services to be provided by the General Contractor (GC) and his/her sub-consultants shall include the following:

- Develop a project implementation plan that maps the delivery of the project in phases to meet established criteria related to boat accommodation and access to the harbor through the construction process. Present said plan to RPD staff for review. Revise phasing and sequencing plan as necessary.
- Develop a baseline CPM construction schedule for project delivery.
- Participate in as-required collaboration and coordination efforts with the Recreation and Park Department, including performance evaluation, lifecycle cost analysis and scheduling/coordination of impacts to site operations.
- Submit a site use study to be used for the phased relocation of vessels, the allocation of space for storage, parking, and temporary facilities throughout construction phasing.
- Assist in public outreach efforts to inform harbor users on the plan for implementation and progress of the project.

#### **5.2 Construction Services**

The D/B Team and its subcontractors contracted for the construction of the Project shall provide construction services from mobilization through project Final Completion. The D/B shall coordinate and manage all construction work through subcontractors, shall furnish construction administration and management services, and shall perform the Project in an expeditious and economical manner consistent with the requirements of the Contract Documents.

At a minimum, the D/B Team will perform construction services congruent with those of both a general contractor who submits a competitive bid with its own list of subcontractors to perform all of the construction work under a contract, and the designer of record providing construction oversight and including, but not limited to, construction design value engineering/integration services, marina design, contract administration, cost control, subcontractor procurement, scheduling, coordination, testing, shop drawing development, processing/review, and distribution of product warranties/related documentation, commissioning and startup, project closeout, payment submittals, updated construction schedules, and as-built drawings.

### **5.3 Working Requirements**

The D/B Team and Trade Subcontractors must have the ability to prepare documents using the following software applications during all phases of the Work.

- Design drawings AutoCAD 2008, or newer
- Text documents on Microsoft Word™ 2003
- Spreadsheets on Microsoft Excel™ 2003
- Database information on Microsoft Access™ 2003
- Schedules on Microsoft Project™ 2003

Project team communication methods shall include the following features, either individually, or as part of a dedicated electronic suite of services:

- E-mail addresses for the project team with a domain specific to the project.
- Web-based electronic collaboration using Parsons' IMPACT software to connect the project team, RPD staff members, and other participants to provide access to project documents, and to facilitate project development tasks.

The D/B Team shall perform all contracted Design, Pre-Construction and Construction Services for the project with personnel listed in its Qualification Statement. Any changes or additions in personnel will be subject to the RPD's review and approval.

## **6.0 Required Skills and Experience**

### **6.1 Minimum Necessary Qualifications**

The following are the minimum necessary qualifications for Respondents to this RFQ:

#### **6.1.1 Designer of Record**

- DOR shall be a licensed Engineer or Architect with the State of California.
- Acted as the DOR on at least one completed recreational marina project with a construction cost in excess of \$5M within the past 10 years.
- Provided design and/or engineering services on at least one recreational marina, pier, or similar project completed within the San Francisco Bay within the past 10 years. This requirement may be met through the past work experience of a key team member (see 7.1.2).
- Acted as the lead designer on a D/B project team.

#### **6.1.2 General Contractor**

- GC shall possess a California State License Board "A" and "B" General Contractor's

Licenses.

- Acted as the GC on at least one completed recreational marina project with a construction cost in excess of \$5M within the past 10 years.
- Acted as a prime or sub-contractor on at least one marina, pier, or similar project completed within the San Francisco Bay or Delta region within the past 10 years. This requirement may be met through the past work experience of a key team member (see 7.1.2).
- Acted as the General Contractor on a D/B project team.

Anyone project may be used to meet multiple criteria, but overall, the Respondent teams must provide at least three different projects to demonstrate the minimum necessary qualifications. If the Respondent is a joint venture (JV), then each JV partner shall provide at least two different projects, for a total of at least four different projects combined to demonstrate the minimum necessary qualifications. The projects presented by a JV must also include any prior work performed by the JV, even if such projects do not meet the criteria for the minimum necessary qualifications.

D/B Team member shall not currently be debarred from performing public work under the jurisdiction of any federal, state, or local government.

## 6.2 Additional Qualifications

The following are additional qualifications that the RPD will consider in selecting a Respondent:

- Demonstrated performance of high-quality design and construction on projects of similar scope and scale.
- Demonstrated ability to provide pre-construction services such as constructability reviews, value engineering, and cost estimating for complex structures.
- Demonstrated ability to work cooperatively and collaboratively with an owner and design team.
- Demonstrated experience of completed projects involving local regulatory agencies.
- Demonstrated ability to deliver major projects on-time and within budget.

## 7.0 REQUIREMENTS FOR QUALIFICATION STATEMENTS

Qualification Statements shall adhere to the format and page limitations described below in Section 7.1. Qualifications Statements shall be printed on 8 ½ x 11-inch recycled paper; and use both sides of a page (each side counts against the page limit); typeface shall be no smaller than 11 point; and margins shall be no less than 1 inch. Elaborate brochures or other presentation materials are not desired and will not be considered in evaluating Qualification Statements.

NOTE: If the Respondent is a Joint Venture (JV), each JV partner must provide its individual qualifications and experience. If the JV has performed work over the last ten years, the JV must provide responses as an entity, in addition to the information provided by each partner.

Qualification Statements shall be organized in the following sequence:

### 7.1 Written Submittal

#### 7.1.1 Introduction and Executive Summary (4 page limit) [10 points]

Submit a letter of introduction and an executive summary of the Qualification Statement. The introductory letter must be signed by a person or persons authorized to obligate the firm (or firms if a joint venture) to honor the commitments set forth in the Qualification Statement package and

to verify the accuracy of the information included in the Qualification Statement. Submission of the introductory letter will constitute a representation by the firm or joint venture that it is willing and able to successfully perform the Services, and that all information contained in the Qualification Statement package is true, correct, and not misleading.

In the executive summary, the Respondent should address its philosophy and approach to performing the services, including but not necessarily limited to:

- Forecasting and controlling construction costs and schedule.
- Team structure and the tailoring of the Design / Build process to meet the needs of the project.
- Use of technology.
- Techniques for quality control (design and construction).
- Other practices that demonstrate the Respondent's qualifications.

#### **7.1.2 Qualifications and Experience of Respondent Firm (25 page limit) [60 points]**

Provide a brief description of the Respondent firm and include a summary of the firm's capabilities and experience in D/B with an emphasis on recreational small craft harbor projects.

- Describe how the Respondent firm meets the minimum requirements described in Section 6.1. Be as specific as possible.

When documenting project based experience, include the project name and location, a brief description of the project scope, the role the Respondent firm played in the project delivery, the original contract amount, the change order amount, the start date, the planned finish date, and the actual completion date. Provide an owner contact name and telephone phone number for each cited project.

- Describe how the Respondent firm meets any of the additional qualifications described in Section 6.2. Be as specific as possible.
- Identify the key staff who Respondent proposes to commit to the Project for Design, Pre-construction, and Construction Delivery services. Specifically, provide their names, titles, business addresses, phone numbers, and brief resumes describing the relevant qualifications and work experience. (The length of resumes must be shortened if necessary to avoid exceeding the maximum page limit established for the Qualification Statement.) Describe the role each staff member would play in providing the Services. Clearly show the extent and nature of the involvement of the key team members who would provide the Services.
- Include any additional information that demonstrates the Respondent's qualifications to perform the Services and successful completion of similar services in the past.

Provide evidence of the financial capacity of the Respondent firms:

- Provide audited financial statements for the past two fiscal years. The financial statements may be submitted in a sealed envelope marked "Qualifications Attachment: CONFIDENTIAL FINANCIAL RECORDS". The financial statements do not count toward the 25-page limit.

Provide information on the Respondent firms' past work performance:

- State whether the Respondent or its individual officers, owners, principals, or managers has/have ever been debarred from performing public work under any jurisdiction (federal, state, or municipal) and state the government agency issuing the debarment and the

debarment period.

- State the Respondent's Worker's Compensation Modification Rate for each of the last 5 years.
- State any project performed over the last 5 years where the Respondent has paid or forfeited to an owner liquidated damages for delay or other damages or penalties; List all certified or other contract claims Respondent has submitted to owners over the last 5 years and provide contact information for the owner and the name of the project;
- List all claims paid by a surety (under performance or payment bonds) where Respondent was principal on the bond; List all litigation initiated within the last five years in which Respondent was party, with a description of the parties, the substance of the dispute, the status of the lawsuit, and, if resolved state whether the matter was resolved by judgment or settlement and how resolved (*e.g.*, summary judgment, trial, mediation). This listing of damages and claims may be submitted as an attachment to the Qualification Statement package and does not count towards the 25-page limit. List all violations of California OSHA or Federal OSHA in the last 5 years, including the nature of the violation and any fines or penalties paid.
- List all assessments, determinations, or forfeitures issued by any public agency against Respondent within the last five years arising out of relating to violations of prevailing wage requirements and provide the amount and the nature of each assessment, determination, or forfeiture.

### **7.1.3 References (10 page limit) [30 points]**

Each team firm shall provide references from at least six clients (preferably other public agencies); include the reference names, addresses, telephone numbers, email addresses and specific projects.

Provide at least two references for the individual who is proposed to lead the Respondent's team; include the reference names, addresses, telephone numbers, email addresses and specific projects.

GC shall provide reference from at least one Architectural/Engineering Design firm with whom the Respondent has worked on a D/B project; include the reference names, addresses, telephone numbers, email addresses and specific projects. All references should be associated with projects identified by the Respondent in meeting the Minimum Qualifications.

DOR shall provide reference from at least one General Contracting firm with whom the Respondent has worked on a D/B project; include the reference names, addresses, telephone numbers, email addresses and specific projects. All references should be associated with projects identified by the Respondent in meeting the Minimum Qualification.

### **7.2 Other Required Documents**

Respondents shall complete the forms described below and submit them as part of the Qualification Statement. Required forms are included in Attachment 1.

- Certification Regarding Debarment, Suspension and Other Responsibility Matters

Respondents shall also submit a copy of the Respondent's nondiscrimination Project or equal employment opportunity policy statement.

## **8.0 RESPONDENT EVALUATION AND SELECTION PROCESS**

RPD's selection committee will review and evaluate the Qualification Statements. The selection committee will score the Qualification Statements in accordance with the criteria and methodology

described in this RFQ. The RPD may invite the Respondents who satisfy the Minimum Necessary Qualifications to an oral interview with the RPD selection committee.

At the conclusion of oral interviews, the RPD will invite all Respondents receiving 100 points or more to submit a Competitive Cost Proposal. In the event that the RPD opts not to hold oral interviews, then all Respondents receiving 80 points or more may submit a Competitive Cost Proposal. The RPD intends to award a contract to the qualified Respondent that submits the lowest responsive Competitive Cost Proposal.

## **8.1 Step One: Qualification Statement**

### **8.1.1 Satisfaction of Minimum Requirements**

Qualification Statements will be evaluated to ensure that the Respondent has demonstrated compliance with each of the minimum requirements described in Section 6.1, Minimum Necessary Qualifications. Any Qualification Statement that does not meet the minimum requirements will be automatically rejected, and the selection committee will not evaluate the remainder of the Qualification Statement.

### **8.1.2 References**

RPD Staff will verify and make reasonable efforts to contact references and provide a report of the results to the selection committee. RPD will have no liability for inaccurate contact information provided by Respondents or for unavailable or negative references.

### **8.1.3 Qualification Statement Evaluation**

Qualification Statements that satisfy the minimum requirements will be scored as follows:

- Letter of Introduction and Executive Summary .....maximum 10 points
- Qualifications and Experience of Respondent Firm .....maximum 60 points
- References .....maximum 30 points

The maximum total score possible is 100. To qualify for participation in the remainder of the selection process, a Qualifying Respondent must receive no less than 80 points. Qualifying Respondents will be invited to participate in the final selection process. The final selection process **may** include the submission of additional information and/or participation in an oral interview.

## **8.2 Step Two: Interview**

The RPD **may** invite the Qualifying Respondents to participate in oral interviews at a specified time, date, and location. The RPD shall impose a time limit for each oral interview. During the oral interview, the Qualifying Respondents shall be required to deliver a brief presentation (30 minutes maximum) and will be required to respond to questions from the selection committee, including questions concerning the Respondent's Qualification Statement and presentation. The proposed key individuals of the Qualifying Respondent's team will be expected to actively participate in the interviews and to respond to the selection committee's questions. The selection committee will assign points to each Qualifying Respondent based on the oral interview up to a maximum of 25 points.

At the conclusion of the oral interviews, the selection committee will combine the scores for the Qualification Statement and oral interview for each Qualifying Respondent.

## **8.3 Step Three: Competitive Cost Proposals [RFP]**

Following evaluation of the Qualification Statements, the RPD intends to issue a Request for Competitive Cost Proposals [RFP] to each Respondent team receiving a total score of 80% of the available points: If the RPD conducts oral interviews, the maximum combined score for the Qualification Statement and Interview shall be 125 points and all Respondents receiving 100 points or

more will be invited to submit a Competitive Cost Proposal; if the RPD does not conduct oral interviews, the maximum score for any Qualifying Respondent shall be 100 points and all Respondents receiving 80 points or more will be invited to submit a Competitive Cost Proposal.

The RFP shall include the Project Design Criteria Package, the Competitive Cost Proposal bid forms and instructions for the date, time, and location for submission.

The RFP shall also include the Division 0 Contract Documents which all Proposers must accept as the basis for their bids. Each Competitive Cost Proposal shall be responsive to the Agreement (00520) and General Conditions (00700), without conditions or qualifications to those documents.

Proposers will be required to submit a bid-bond with their Cost Proposal.

The bids shall contain two line items: (1) a fee for design services plus (2) a fixed price for construction detailed by bid-item. Item (2) may include bid alternates to be awarded at the discretion of RPD.

The Total Bid Price shall equal (1) plus (2). The RPD intends to award a contract to the Qualified Respondent submitting the lowest responsive Total Bid Price.

The RPD shall review bids and bid protests in conformance with San Francisco Administrative Code Chapter 6 and the Instructions To Bidders (Document 00210) that will be included with the RFP.

In the event of a tie, the RPD may elect, in its absolute and sole discretion, to break the tie by conducting a tiebreaker between the tied Qualifying Respondents.

There shall be no binding agreement unless and until approved and awarded by the Recreation and Park Commission, at its sole discretion.

#### **8.4 Standard Agreement Provisions**

Following award, the selected Respondent will be expected to enter into an agreement substantially in the form attached to the RFP for Competitive Cost Proposals. Failure to timely execute the Agreement, or to furnish any and all bonds and insurance certificates and other materials required in the Agreement, shall be deemed a material breach of contract.

### **9.0 SUBMITTAL PROCEDURES**

Four (4) copies of the Qualification Statement and one CD with Qualification Statement in Adobe Portable Document Format (PDF) must be received by the RPD no later than **5:00 p.m. on Friday, February 26, 2010**, at the following address:

Recreation and Parks Department  
Capital Improvement Division  
30 Van Ness Avenue, 5th Floor  
San Francisco, CA 94102  
Attention: RFQ for D/B -SAN FRANCISCO MARINA, WEST HARBOR

Responses to this RFQ that are not received by the time and date specified herein, do not contain all the required information and completed forms, or do not meet the minimum qualifications shall be deemed non-responsive and rejected.

Beginning on the date this RFQ is issued and made available to prospective Respondents, there will be no communications concerning this RFQ between members of the Commission, RPD staff, other consultants already engaged by the RPD or members of the selection committee and prospective Respondents and their employees or agents, except as provided herein. This restriction will end upon when the RPD announce its intention to recommend award of the contract to a particular Respondent. Any violations of this restriction will result in the immediate disqualification of the Respondent from further participation in the Project.

Questions about the RFQ may be directed in writing to:

Mary Hobson, Project Manager  
Recreation and Parks Department  
30 Van Ness Avenue, 5th Floor San Francisco, CA 94102  
Fax: (415) 581-2540  
Email: mary.hobson@sfgov.org

The RPD will consider all questions received by the close of business on the date noted in the RFQ schedule as the deadline for submission of questions and, as appropriate, respond in writing.

All questions about the RFQ must be raised at the pre-submittal meeting or submitted in writing, as directed above. Respondents may rely only upon written responses issued by the RPD. RPD is not bound by any oral responses or interpretations of this RFQ.

Respondents are to promptly notify the RPD, in writing, if the Respondent discovers any ambiguity, discrepancy, omission, or other error in this RFQ. Respondents may telephone RPD at (415) 581-2559 before submitting a Qualification Statement to determine if the Respondent has received all addenda.

## **10.0 SCHEDULE AND ADDENDA**

See the key RFQ dates listed on the title sheet of this RFQ.

The RPD may modify this RFQ prior to the date Qualification Statements are due by issuing written addenda. Addenda will be posted on the RPD's website ([www.sfmarina-renovate.org](http://www.sfmarina-renovate.org) > Contracts> D/B RFQ). For parties who requested a hard copy of the RFQ by regular mail, addenda may be sent to them via regular, first class U.S. mail. For firms registered on the RPD's website to receive notice of addenda, the RPD will make reasonable efforts to notify potential Respondents via email in a timely manner of the posting of addenda on the website. In either case, the last known address of each firm listed with the RPD will be used. All parties, regardless of how they obtained the RFQ, are solely responsible for ensuring the receipt of any and all addenda, and should therefore check the website before submitting their Qualification Statements to ensure receipt of all addenda, and to ensure their Qualification Statements respond to any such addenda.

## **11.0 PROTEST PROCEDURES**

### **11.1 Protest Process**

After receipt of bid proposals, the project team will initially review all proposals for responsiveness, and will notify all non-responsive firms with a written Notice of Non-responsiveness. After completion of the initial review of all the proposals for responsiveness, the project team will evaluate each responsive proposal to determine whether it meets the requirements established in the RFQ. At the conclusion of the review, the City will issue all responsive Proposers either a Notice of Non-qualification, or a Notice of Qualification and invitation to submit a competitive bid.

Within five (5) working days of the City's issuance of a notice of non-responsiveness or non-qualified, any firm that has submitted a proposal and believed that the City has incorrectly determined that its proposal is non-responsive or non-qualified may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day following the City's issuance of the notice of non-responsiveness.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **11.2 Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protester bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

City and County Parks and Recreation Department  
c/o Mary Hobson, Project Manager  
30 Van Ness Avenue, 5<sup>th</sup> Floor San Francisco, CA 94102

## 12.0 TERMS AND CONDITIONS GOVERNING THIS RFQ

### 12.1 Costs of Responding; Retention by RPD of Questionnaires and Related Documents

The RPD accepts no financial responsibility for any costs incurred by a Candidate in responding to this RFQ. Completed questionnaires and any other documents or materials submitted in response to this RFQ shall, upon submission, become the property of the RPD and may be used by the RPD in any way the RPD deems appropriate.

### 12.2 Reservations of Rights by the RPD

The issuance of this RFQ does not constitute an agreement by the RPD that any subsequent selection process will occur or that any contract will be entered into by the RPD. The RPD expressly reserves the right at any time to:

- Waive any defect or informality in any Questionnaire or the procedure set forth in this RFQ
- Reject any or all Questionnaires
- Issue a new request for qualifications in lieu of this RFQ
- Change the subsequent selection process
- Procure all or any portion of the Work by any other means
- Determine that the Work will not be pursued

## 13.0 CITY AND COUNTY OF SAN FRANCISCO CONTRACTING REQUIREMENTS

It is advisable that Candidates who wish to do business with the City and County of San Francisco ("the City") immediately initiate measures to comply with the City's contracting requirements. **These requirements are not a part of the RPD pre-qualification process**; however failure to comply can delay the finalization of any future City-related Contract.

### 13.1 Business Tax Registration

At the time the Contract is executed, the Qualified Contractor in question must have a current and valid San Francisco Businesses Tax Certificate. This certificate can be obtained by properly submitting to the City's Tax Collector a completed Business Tax Registration Declaration and paying the registration fee. The registration fee is \$25, \$150, \$250 or \$500, depending on the type and size of your business. The current forms of such declaration can be found at the following website links:

Business Tax Registration Declaration

*Sole Proprietorship:*

[www.sfgov.org/site/uploadedfiles/tax/business\\_zone/soleapppkg.pdf](http://www.sfgov.org/site/uploadedfiles/tax/business_zone/soleapppkg.pdf)

*Partnership, Corporation, or LLC:*

[www.sfgov.org/site/uploadedfiles/tax/business\\_zone/partapppkg.pdf](http://www.sfgov.org/site/uploadedfiles/tax/business_zone/partapppkg.pdf)

### 13.2 Certification of Chapter 12B Compliance

At the time the Contract is executed, the Qualified Contractor in question must be compliant with San Francisco Administrative Code Chapter 12B, the Equal Benefits Ordinance. In order to become compliant with the Equal Benefits Ordinance, Candidates must submit to the San Francisco Human Rights Commission a form titled S.F. ADMINISTRATIVE CODE CHAPTERS 12B & 12C DECLARATION: NONDISCRIMINATION IN CONTRACTS AND BENEFITS (HRC-12B-101). Other forms may be required and supporting documentation is required. San Francisco Human Rights Commission (HRC) staff will review all forms and documentation and work with the Candidate to achieve compliance.

HRC Forms, a Quick Reference Guide and other resource materials can be found at:  
[http://www.sfgov.org/site/sfhumanrights\\_index.asp?id=4584](http://www.sfgov.org/site/sfhumanrights_index.asp?id=4584)

Ch. 12B Declaration: Nondiscrimination in Contracts and Benefits Form  
[www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b101.pdf](http://www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b101.pdf)

Ch. 12B Declaration: Nondiscrimination in Contracts and Benefits Reasonable Measures Application  
[www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b102.pdf](http://www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b102.pdf)

Substantial Compliance Authorization Form Ch. 12B Declaration: Nondiscrimination in Contracts and Benefits  
[www.sfgov.org/site/uploadedfiles/sfhumanrights/Form%20103-Substantial%20Compliance%20\(404\).pdf](http://www.sfgov.org/site/uploadedfiles/sfhumanrights/Form%20103-Substantial%20Compliance%20(404).pdf)

### **13.3 Local Business Enterprise (LBE) Opportunities**

To be eligible for award of the contract, each proposer must agree to comply with the following Local Business Enterprise (LBE) requirements authorized by San Francisco Administrative Code Chapter 12B, Section 12B.4, and Chapter 14B (where applicable), and their implementing Rules and Regulations.

Responders to this RFQ are advised that the RFP will be issued with LBE subcontracting goals for the project. Proposers will be required to meet the LBE subcontracting goal and show documented "good faith efforts" in meeting the LBE subcontracting goal as part of the proposal process.

For more information on the Local Business Enterprise program, please visit the San Francisco Human Rights Commission website at:  
[www.sf-hrc.org/](http://www.sf-hrc.org/)

END OF DOCUMENT



**CERTIFICATION OF PROPOSER REGRADING DEBARMENT AND SUSPENSION**

I, \_\_\_\_\_, by submitting the attached Proposal/Statement of Qualifications, under penalty of perjury, hereby certify that, except as noted below, that my principals and I:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by government agency;
2. have not within a 3-year period preceding this RFQ/RFP been convicted of or had a civil judgment rendered against us for: (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in item 2 above; and
4. have not within a 3-year period preceding this RFQ/RFP had one or more public transactions (federal, state or local) terminated for cause or default.
5. Where the Proposer is unable to certify to any of the statement in this certification because it currently violates or has previously violated the above conditions 1 to 4, such prospective participant shall provide a description of each instance of violation and attach an explanation to this Proposal/Request for Qualification. The Proposer declares the following exceptions to the above representations; (*If there are exceptions to this Certification, insert the exceptions in the space provided.*)

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Exceptions will not necessary result in denial of award of the Contract, but will considered in determining Proposer responsibility. For each exception note above, Proposer shall indicate below to whom it applies, name of the government entity and dates of action:

<u>Exception</u>	<u>Person</u>	<u>Government Entity</u>	<u>Dates Inclusive</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*\*Fulfills requirements of Title 49, CFR, Part 29*

*Note: The above Certification is part of the Proposal/Statement of Qualifications and shall also constitute signature of this Certification. Providing false information may result in criminal prosecution or administrative sanctions.*

*Proposer must submit this completed form with it submittal in response to the applicable RFQ/RFP.*

END OF DOCUMENT

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