CITY OF CORONADO

Request for Qualifications

for

As-Needed Consultant Services for Marine Engineering Services
Including Dock Plan Review, Design, and Inspection Services

February 20, 2019
REQUEST FOR QUALIFICATIONS (RFQ) FOR
AS-NEEDED CONSULTANT SERVICES FOR
MARINE ENGINEERING SERVICES INCLUDING DOCK PLAN CHECK,
DESIGN, AND INSPECTION SERVICES

1. Introduction

The City of Coronado’s Public Services and Engineering Department is seeking interested prospective marine engineering consultants to submit qualification-based responses for professional marine engineering, dock plan review, design, and inspection services related to boat slips, docks, floats, and shoreline protection projects.

The City intends to enter into a Professional Services Contract with one (or more) firms to provide professional services for a variety of projects on an as-needed basis. The selected firm(s) will be asked to provide dock plan check review, professional marine engineering design, and inspection services on a project-by-project basis, based on an agreed-upon specific scope of services and fees.

The Public Services and Engineering Department utilizes consultants to help maintain conformance with the “Standard Specifications for Boat Slips, Docks, and Floats within the Wharfage Area, Coronado Cays Development,” dated July 26, 1987, and the “California Department of Boating and Waterways Guidelines for Marina Berthing Facilities,” dated July 2005. To ensure the City has access to this type of expertise, as-needed professional service agreements are signed with qualified firms which allow staff to negotiate individual work orders in an expeditious manner based on the scope of work required for specific projects or tasks. Retaining an as-needed consultant creates administrative efficiencies that allow the City to add capacity in a cost-effective manner.

This RFQ identifies the submission requirements and the process that the City will use to select a marine engineering firm for its dock plan review, engineering design, and inspection needs.

2. Background

The Engineering & Project Development Department is responsible for processing and administrating permits for construction work on docks built and maintained within the City of Coronado, processing on average ten to twelve dock permits per year. The majority of these permits are located in the Coronado Cays development which is a separate subdivision composed of waterfront communities along the San Diego Bay toward the southern end of the City. In addition, the Department is sometimes required to administer the design and construction of City-owned docks that may require design services.
3. Scope of Services

Plan Checking and Inspection Services

The Consultant shall provide ongoing as-needed plan checking and inspection services for boat slip, dock, and float plans that are submitted to the City for permitting and processing. Plans shall be checked to verify conformance with:

A. The California Department of Boating and Waterways, Layout and Design Guidelines for Marina Berthing Facilities dated July 2005;

B. Declaration of Covenants, Conditions, and Restrictions for Coronado Cays Wharfage Area amended 1995;

C. The City of Coronado Fire Department, Fire Protection for Marinas, Wharves and Piers revised 2009; and

D. 2010 ADA Standards for Accessible Design.

The review process typically includes an initial review to verify that the submitted plans conform to structural design standards, layout and geometric requirements, and material use requirements. Submittals shall be individually reviewed and stamped “approved” or deficiencies noted and returned to City staff. Services shall also include the review of revisions that are submitted to correct the previously identified deficiencies. To expedite the approval process, the Consultant may be expected to work directly with the submitting engineer to answer any questions or determine the acceptability of any corrections submitted. The Consultant shall review and comment on all submitted dock plans within ten (10) working days from the receipt of the material.

Design Services for Capital Improvement Projects

The Consultant shall provide design consulting services as needed to complete the plans and specifications for City Capital Improvement projects related to docks. Services shall include engineering design, plans, specifications, calculations, and cost estimates, or tasks as required by City staff for work within the scope of City Capital Improvement projects. Payment for design consulting services will be according to an agreed-upon scope of work, schedule, and fee structure on a project-by-project basis.

To demonstrate experience, consulting firms are being asked to submit a Statement of Qualifications (SOQ), along with a completed U.S. General Services Administration Standard Form 330.

4. Submittals

Four (4) copies of the SOQ must be received by 3:00 p.m. on March 20, 2019. Late or faxed submittals will not be accepted. Submittals will be limited to 30 pages.
Submit SOQ to:

City of Coronado
Public Services and Engineering Department
1825 Strand Way
Coronado, California 92118

For questions or additional information, please contact:

Ed Walton
City Engineer
Phone: (619) 522-7385
Fax: (619) 522-2408
E-mail: ewalton@coronado.ca.us

5. RFQ Purpose and Timeline

The purpose of this RFQ is to solicit qualifications from professional marine engineering firms for plan check review of dock, design of wharfage facilities and shoreline protection, and inspection related to boat slips, docks, and floats projects. The Public Services and Engineering Department intends to:

1. Review the RFQ submissions.
2. Develop a short list of qualified engineer-design teams.
3. Conduct interviews with qualified engineer-design teams, if deemed necessary in the City’s sole discretion.
4. Enter into exclusive negotiations for a period of time not to exceed forty-five (45) days to conclude an engineering design services agreement.

Based on the review and ranking process of the RFQ responses, the City will select one engineer-design team with whom to enter into an Engineering Consultant Services Agreement with the City. Provided below is the conceptual timeline for the RFQ process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 21, 2019</td>
<td>RFQ Issued</td>
</tr>
<tr>
<td>March 20, 2019</td>
<td>Qualifications Submission Deadline</td>
</tr>
<tr>
<td>April 4, 2019</td>
<td>Qualifications Review Completion by City</td>
</tr>
<tr>
<td>April 16, 2019</td>
<td>City Council Authorization to Award As-Needed Contract</td>
</tr>
</tbody>
</table>
6. Minimum Qualifications

The City is seeking a marine and civil engineering design consultant that has, at a minimum, the following professional qualifications and experience:

- Has successfully designed or reviewed plans of dock and wharfage facilities within the State of California.
- Has knowledge of the following:
  - The California Department of Boating and Waterways, Layout and Design Guidelines for Marina Berthing Facilities
  - Coastal Development Permit – California Coastal Commission
  - Section 404 Permit – U.S. Army Corps of Engineers
  - Section 10 Permit – U.S. Army Corps of Engineers
  - Section 401 Certification – San Diego Regional Water Quality Control Board
  - Dewatering Permit (WDR) – California Regional Water Quality Control Board

The marine engineering consultant must also be able to provide and maintain policies of professional liability (errors and omissions), automobile liability, and general liability insurance from an insurance company authorized to do business in the State of California in an insurable amount of not less than one million dollars ($1,000,000) for each occurrence. For professional liability insurance, the policy shall be on a claims made and in the aggregate basis. City shall be named as an additional insured on the required general liability and automobile liability policies.

7. Submission Requirements

In order to be considered responsive to this RFQ, marine engineering services firms shall submit four (4) signed copies of the following information in bound document form, one (1) unbound copy suitable for reproduction, and a completed electronic copy in Microsoft Word and PDF formats. THE HARD COPY MUST BE IDENTICAL TO THE ELECTRONIC COPIES.

8. Submission Requirements

The City shall create a Selection Committee consisting of City staff members. The Selection Committee will review and analyze all responses, contact references, complete interviews as necessary, and select the most qualified marina engineer consultant.

The City reserves the right to reject any or all responses, to waive any informality in the specifications or RFQ process, or to cancel in whole or in part the Request for Qualifications if it is in the best interest of the City to do so.

By submitting a response to this RFQ, the prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ. Acceptance of any statement submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for engineering services. This RFQ does not commit the City to pay any costs incurred.
in the preparation of a response to contract for services. All responses to this RFQ shall become the property of the City.

9. Consultant Team Selection Criteria

The City has the sole authority in its sole discretion to select the preferred marina engineer consultant and reserves the right to reject proposals based on information submitted and from interviews, investigation of previous and current projects, financial capability, and other pertinent factors. In addition, the City reserves the right to approve or reject all subconsultants and/or team members proposed to be retained by the principal consultant.

The proposals will be evaluated based on the consultants’ response to this RFQ and on the following criteria:

(40%) Consultant’s Capabilities: Each consultant will be evaluated on its demonstrated capabilities and experience to provide the Scope of Services. The proposal should demonstrate a clear understanding of the CA Department of Boats and Waterways, Layout and Design Guidelines for Marina Berthing Facilities (2005) requirements and the work to be performed. Consulting services provided to government agencies is preferred.

(20%) Key Personnel: Each consultant will be evaluated on the technical competence of the firm, and the experience and education of the key personnel that will be assigned to the project. Registration as a professional civil engineer is considered a requirement. Brief descriptions of previous and current project experiences should be used as examples of how quality control and cost control were achieved for public agency clients.

(25%) Ability to Accomplish Work: Each consultant will be evaluated on its ability to provide the Scope of Services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities, as well as recent experience with similar-type work.

(10%) Fees/Rate Sheet: Each consultant will be rated on the hourly rates of employees included on the project team.

(5%) Other: Each project team will be evaluated on any supportive information that demonstrates its capabilities to best suit the needs of the City of Coronado.

If needed, interviews will be held. Based on the submittals and possible interviews, a consultant will be recommended to the City Manager and/or City Council for a contract award. Should the City of Coronado and the selected Consultant be unable to agree on contract terms, the award of the contract will be offered to the second-ranking consultant, and so forth as necessary.

Notwithstanding a recommendation of the Selection Committee, the City retains the sole right to exercise its judgment concerning the selection of consultant and the terms of any resultant
agreement. The City is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

11. Submission Deadline

To be considered for selection, qualifications in the form specified in this RFQ document must be submitted to the City Clerk’s Office, 1825 Strand Way, Coronado, California, at or before 3:00 p.m. on March 20, 2019. All submittals must be sealed and marked “REQUEST FOR QUALIFICATIONS FOR MARINE ENGINEERING SERVICES.” Qualifications received after 3:00 p.m. on March 20, 2019, will not be considered.

12. Conflict of Interest

The consultant team must comply with the requirements of all applicable federal, state and local conflict of interest laws affecting the City. They include, but are not limited to: Government Code Section 1090, et. seq.; Government Code Section 87100, et. seq.; Health and Safety Code Section 34281; the federal conflict provisions including those set forth in 24 CFR Part 85. In addition, the consultant may be required to comply with all additional conflict of interest provisions related to the City of Coronado, if and when applicable. This is not a comprehensive statement of all potentially applicable conflict of interest provisions. Any prospective consultant with a conflict of interest, real or apparent, will not be considered.
ATTACHMENT A

CITY OF CORONADO

RFQ for As-Needed Marine Engineering Services Consultant

COVER SHEET

Name of Firm: ____________________________________________

Mailing Address: _________________________________________

Contact Person: __________________________________________

Telephone: __________________ Fax _________________________

Firm is a: 
                                Joint Venture              (   )
California Corporation          (   )
Partnership                    (   )
Sole Proprietorship            (   )
Other                          (   )

Firm’s Federal Tax ID Number: _____________________________

Firm’s or Individual’s Professional Registration Number: ________________

__________________________________ _________________________
Signature of Authorized Representative Date

________________________________
Typed Name of Authorized Representative

__________________________________ _________________________
Signature of Authorized Representative Date

________________________________
Typed Name of Authorized Representative
ATTACHMENT B
CITY OF CORONADO

RFQ for As-Needed Marine Engineering Services Consultant

REFERENCES

Provide at least three references with telephone numbers:

Reference: #1
Representing
Project Title:
Description:

Reference: #2
Representing
Project Title:
Description:

Reference: #3
Representing
Project Title:
Description:
Reference: #3

Representing

Project Title:
Description: _____________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________