REQUEST FOR PROPOSALS FOR
Mission Bay Ferry Landing Architectural and Engineering Consulting Services
CONTACT: Boris Delepine, Boris.Delepine@sfport.com, (415) 274-0443

Proposals received under this RFP that fail to address each of the requested items in this Attachment V, Proposal Template in sufficient and complete detail to substantiate that the Proposer can meet the City’s Minimum Qualifications will not be considered. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (left blank) are not acceptable.

Instructions are provided in blue and may be deleted. Please complete your proposal in the template provided, using as much space as needed. Indicate clearly where separate documents are provided. In order to receive the maximum amount of points, please be sure to follow this format carefully and thoroughly (but concisely) address each section. Please ensure your response meets the Minimum Qualifications so that it will be evaluated.

Note that all documents under this RFP process are subject to public disclosure. Please redact confidential or proprietary information as appropriate.

A. Executive Summary

1. Proposer Information and Partner(s)

Proposer’s Name

Proposer’s Address

Location of Proposer’s Office to Perform Services under this RFP

Proposer’s Website Address

Proposer’s City Vendor ID

Note: Possession of this number serves as partial verification that the Proposer has completed the City’s administrative requirements (see Attachment III, Section A for more details).

Proposer’s Partner(s) Name(s)
2. **RFP Contact**
Clearly identify the person that will serve as the overall RFP contact. This person will receive e-mail notifications regarding the RFP process.

Name
Title
Email
Phone
Fax
Address

3. **How did you find out about this RFP Opportunity?**

*Insert Response Here.*

4. **Pending Litigation**
Briefly describe any litigation or pending litigation related to services provided by your firm within past three years of this RFP issue date. If none, state “None.”

*Insert Response Here.*

5. **Clients Relationships Severed for Reasons Other than Convenience**
Provide a list of your clients where the contractual relationship was not completed and was severed for reasons other than convenience. A brief description of why the relationship was severed and the name of the client and the client’s project manager are also required. If none, state “None.”

*Insert Response Here.*
B. Minimum Qualifications

The Minimum Qualifications are used by the City to determine whether the Proposer and the proposed staff identified to complete all tasks specified in the scope of work have had experience on projects comparable to the services the City is requesting. Any proposal that does not demonstrate that the Proposer meets these minimum qualifications by the proposal deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s). Be sure to complete this section, as described.

1. Proposer Certification

The Proposer certifies that:

A. **RFP ATTACHMENTS:** It has completed the requirements and submitted the forms described in RFP Attachments I, II, III, IV, and V (including Prior Project Description templates) as part of Proposal, as applicable.

   ☐ Yes

B. **EXPERIENCE:**

   B.1 It has submitted THREE (3) Prior Project Descriptions in accordance with RFP, clearly demonstrating their team’s capability to successfully complete coastal and marine engineering projects, including at least one project demonstrating design and construction of a marine berthing facility with a construction cost valued at $10 million or more. The lead consultant must have a minimum of ten (10) years consulting on complex maritime and port related projects.

   ☐ Yes

   B.2 The Consultant Team must include a structural and civil engineering firm, with coastal engineering expertise and a minimum of three (3) years experience providing engineering services during the design and construction phases of marine berthing facilities. The structural and civil engineering firm’s project manager, responsible for the preparation of the civil / structural design, shall have a valid Civil Engineering License in the State of California.

   ☐ Yes

   B.3 The Consultant Team must include one or more firms providing professional environmental review and permitting services, including a firm that has a minimum of three (3) years experience providing environmental review for compliance with CEQA, technical studies, and permitting for new construction projects located in marine environments requiring dredging, within San Francisco Bay.

   ☐ Yes
B.4 The Consultant Team must include a geotechnical engineering firm with a minimum of three (3) years experience providing geotechnical engineering services for construction projects located within or on the perimeter of San Francisco Bay. Geotechnical consultant staff must include a registered California geotechnical engineer.

☐ Yes

B.5 The Consultant Team’s project manager to be assigned to the City’s project individually has managed a minimum of one (1) of the Prior Project Descriptions for the Proposer (listed in Attachment V).

☐ Yes

2. Prior Project Descriptions and Sample Report and Sediment Analysis Approach

Using the following template, Proposers must submit three (3) Prior Project Descriptions in accordance with the Minimum Qualifications stated above.

Contacts for each project are required and may serve as references for the Proposer. The City will not inform Proposers when references will be contacted. The Proposer should ensure that client contact information listed in the response is up-to-date and should notify clients that the City may be contacting them. See RFP Attachment I, Section 14.

Failure to provide the information as requested will result in rejection of your proposal.
ATTACHMENT V: PROPOSAL TEMPLATE

PRIOR PROJECT DESCRIPTION #1 MARITIME BERTHING PROJECT (REQUIRED)
2 PAGES MAXIMUM

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Name</th>
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</thead>
<tbody>
<tr>
<td>Client</td>
<td>Client Name (City, County, etc.)</td>
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<tr>
<td>Client Unit</td>
<td>Client Agency, Department, or Unit Name</td>
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<tr>
<td>Client Contact Name and Title</td>
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<td>Client Contact Phone</td>
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<td>Client Contact E-mail</td>
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<tr>
<td>Timeline</td>
<td>Month/Year to Month/Year; Length of project beginning to end</td>
</tr>
<tr>
<td>Consultant Firm Name</td>
<td></td>
</tr>
<tr>
<td>Consultant Lead(s)</td>
<td>Staff Lead Name(s) – same as lead proposed to City?</td>
</tr>
<tr>
<td>Fee</td>
<td>$00,000.00</td>
</tr>
<tr>
<td>Number of Hours</td>
<td>XX hours</td>
</tr>
</tbody>
</table>

**Project Background** Include background information regarding the client and/or program, as applicable. What were the goals and desired outcomes of your services? How were they similar or different from the intent of the project described in this RFP?

*Insert Response Here.*

**Project Scope** What were the project activities your firm completed? How were they similar or different from what is described in RFP Section 2? Provide sufficient information to give the City insight into the size/complexity and scope of the project.

*Insert Response Here.*

**Project Approach** How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them. Were you able to complete the project on time and within budget?

*Insert Response Here.*

**Project Staffing** Identify each key person on the project team with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.

*Insert Response Here.*

**Involvement of Client and/or Stakeholders** Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.

*Insert Response Here.*

**Project Outcomes** What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value to the client? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.

*Insert Response Here.*
## PRIOR PROJECT DESCRIPTION #2 (REQUIRED)

**2 PAGES MAXIMUM**

<table>
<thead>
<tr>
<th>Project</th>
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<tbody>
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**Project Scope** What were the project activities your firm completed? How were they similar or different from what is described in RFP Section 2? Provide sufficient information to give the City insight into the size/complexity and scope of the project.

*Insert Response Here.*

**Project Approach** How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them. Were you able to complete the project on time and within budget?

*Insert Response Here.*

**Project Staffing** Identify each key person on the project team with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.

*Insert Response Here.*

**Involvement of Client and/or Stakeholders** Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.

*Insert Response Here.*

**Project Outcomes** What, if any, measurable service deliverables or outcomes can be attributed to your services? How did you add value to the client? Examples include but are not limited to the amount of cost savings as a result of services provided, legislative or policy changes, organizational changes, or other measurable indicators of successful implementation of findings from your services.

*Insert Response Here.*
## PRIOR PROJECT DESCRIPTION #3 (REQUIRED)

**2 PAGES MAXIMUM**

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**Project Scope** What were the project activities your firm completed? How were they similar or different from what is described in RFP Section 2? Provide sufficient information to give the City insight into the size/complexity and scope of the project.

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**Project Approach** How did you approach the project? What methodologies were used, and how did those address the project goals? Describe any challenges you have faced, including strategies you used to address them. Were you able to complete the project on time and within budget?

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**Project Staffing** Identify each key person on the project team with titles and roles, including all subcontractors. Include brief narrative descriptions of the responsibilities each person had on the project.

*Insert Response Here.*

**Involvement of Client and/or Stakeholders** Discuss how client and any stakeholders were involved in the project, major opportunities for input, client staff contributions, etc.

*Insert Response Here.*

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*Insert Response Here.*
C. Proposer (and Partner) Firm Qualifications – 25 points

Even if using an alternative format for your responses, the following information must be included in the order specified to be scored appropriately. (3 PAGES MAXIMUM)

1. Firm History and Structure

Briefly describe your firm, including history, number of years in business, organizational structure, ownership structure, names of principals, staff size and composition.

Insert Response Here.

2. Firm Experience

Describe your firm’s experience providing services to comparable large, complex, public sector clients.

Insert Response Here.

3. Familiarity with marine engineering and environmental review and permitting for a maritime berthing facility

Describe your firm’s familiarity with marine engineering and environmental review and permitting for a maritime berthing facility.

Insert Response Here.

4. Relevance of Prior Project Description to Services under this RFP

Describe how your firm’s prior projects are relevant to the services requested in this RFP.

Insert Response Here.

5. Capacity and Resources

Describe your firm’s general capacity and local resources to provide the services under this RFP.

Insert Response Here.
D. Proposed Staff Qualifications – 25 points

Even if using an alternative format for your responses, the following information must be included in the order specified to be scored appropriately. (8 PAGES MAXIMUM including resumes and organizational chart)

As previously noted in RFP Attachment I:

- If Proposer is selected for a contract, the City will contractually obligate the Proposer to assure that the key individuals listed and identified in the Proposal will be performing the work and will not be substituted with other personnel or reassigned to another project by the Proposer/Contractor without the City’s prior approval or request. The City, in its sole discretion, shall have the right to review and approve all staff assigned to provide services throughout the duration of the contracts negotiated under this RFP. If selected for interviews, the Proposer’s key individuals, including partner/subcontractor representatives, will be required to meet with the City prior to selection for contract negotiations.
- The selected Proposer(s) will be expected to take the lead role in project management and staff/subcontractor coordination. Proposals should factor this assumption into pricing.
- The City has approval rights over the use of all subcontractors. Proposer must identify all subcontractors in its proposal and these subcontractors must conform to all City policies regarding subcontractors.

1. **Staffing Structure**

Describe the staffing structure proposed for services under this RFP, including a proposed staff organization chart.

*Insert Response Here.*

The organization chart should be in graphic format as follows (example only). The organization chart should include sufficient detail on the staff levels to be assigned to the services by specialization, as appropriate.
# Staff Roles, Responsibilities, Qualifications, and Education

Expanding on the proposed staff organization chart information provided above, use the following tables or alternative format to provide detailed narrative information on the proposed project roles and responsibilities, qualifications, and educational background of project principals and key staff members, including subcontractor staff, proposed to perform services for the City. Include as many tables as needed.

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Insert Response Here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Role and Responsibilities</td>
<td>Insert Response Here.</td>
</tr>
</tbody>
</table>

**Experience**

Describe the proposed individual’s experience with services requested by the City.

*Insert Response Here.*

**Education**

Describe the proposed individual’s educational background and training.

*Insert Response Here.*

*Insert other qualifications or educational background narrative here, or indicate if resume or CV is attached.*
<table>
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<tr>
<td><strong>Education</strong></td>
<td>Describe the proposed individual’s educational background and training. Insert Response Here. Insert other qualifications or educational background narrative here, or indicate if resume or CV is attached.</td>
</tr>
</tbody>
</table>

### 3. Continuity of Qualified Staff

Describe your firm’s commitment to providing continuity of qualified staff through completion of contract. Insert Response Here.
E. Project Approach and Cost – 25 points

Describe your firm’s proposed approach to services and activities described in Section 2, Scope of Work of the RFP. Even if using an alternative format for your responses, the following information must be included in the order specified to be scored appropriately. *(6 PAGES MAXIMUM)*

1. **General Work Plan/Approach**

   (Must be completed by all Proposers)

   Describe your general work plan/approach for the indicated tasks, including associated activities and deliverables, to successfully complete the Scope of Work.

   *Insert Response Here.*

2. **Sediment Characterization Approach**

   Proposers must submit a description of proposed approach to sediment sampling and analysis that will most cost effectively provide early characterization of sediment quality, disposals options, and cost, as well as, collect data needed for DMMO approvals. The sediment characterization approach may consider the cost/benefit on one or more mobilizations for sediment sampling, phased lab analysis, or additional testing that might increase dredged material disposal options.

   *Insert Response Here.*

3. **Anticipated Project Schedule**

   Please provide an anticipated project schedule for each project phase list RFP Section 2.1 by task.

   *Insert Response Here.*

4. **Client Involvement or Level of Effort**

   (Must be completed by all Proposers)

   Describe your firm’s expectations and/or assumptions of the City’s involvement or level of effort, including review, approval and other communication protocols necessary to successfully complete the services.

   *Insert Response Here.*

   Provide a list of questions you would need answered and the data or other City resources you would need access to or to be provided by the City to successfully complete the services.

   *Insert Response Here.*
F. Cost Proposal – 15 points

The City seeks proposals demonstrating an efficient, effective approach with measurable deliverables and outcomes.

The lowest cost proposal will receive 15 points for the cost proposal criterion. The other fee proposals will then be scored by dividing the amount of the lowest fee by the fee proposal being scored and multiplying the result by the total number of points assigned to the fee evaluation criterion. Under that formula, a proposer who offers the lowest fee proposal of $10,000 receives all 15 points and a proposal that offers $15,000 would receive a score of 10 points ($10,000 divided by $15,000, multiplied by 15 points).

A spreadsheet or table format is preferred with sufficient detail for the City to determine the justification for what is being included. Provide a total Cost Proposal on each project phase with a breakdown by:

1. Number of hours and cost per activity or deliverable described in Section 2, Scope of Services of this RFP;
2. Standard hourly billing rates by staff name/role with the estimated percentage of overall team effort each staff person would allocate to the project;
3. Total number of hours; and
4. Total cost for all services under this RFP.