



Cabrillo Way Marina®

COMMERCIAL DEVELOPMENT AND
MARINA ACQUISITION OPPORTUNITY



REQUEST FOR QUALIFICATIONS





October 29, 2018

Prospective Respondents:

SUBJECT: CABRILLO WAY MARINA DEVELOPMENT OPPORTUNITY REQUEST FOR QUALIFICATIONS

The City of Los Angeles Harbor Department (Harbor Department) invites the submittal of Statements of Qualifications (SOQ) from qualified entities for the development of Cabrillo Way Marina. Cabrillo Way Marina is located at 2293 S. Miner Street, San Pedro. The site is available under a long-term lease.

The solicitation process for Cabrillo Way Marina includes two (2) phases, beginning with this RFQ phase followed by a Request for Proposals (RFP) phase issued to teams short-listed from the RFQ.

Instructions and forms to be used in preparing a response are found in the information included in this RFQ. The schedule for this RFQ will be as follows:

Request for Qualifications Posted	Monday, October 29 2018
Reservation for Optional Pre-Proposal Meeting and Site Tour	Friday, November 16, 2018 by 10am
Optional Pre-Proposal Meeting and Site Tour	Wednesday, November 28, 2018 at 10am
Respondents' Questions Due	Tuesday, December 4, 2018 by 3pm
Responses to Respondents' Questions Posted	Wednesday, December 12, 2018
Statement of Qualifications Due	Tuesday, January 29, 2019 by 3pm
Interview	Week of February 11-15, 2019

If your firm cannot agree to the requirements as set forth in this RFQ, please do not submit a response.

For questions regarding this RFQ, please contact Tanisha Herr by email at THerr@portla.org. Questions must be submitted per the schedule above. Responses to respondents' questions will be posted per the schedule above at: <https://www.portoflosangeles.org/business/contracting-opportunities/requests-for-proposals>. It is the responsibility of any respondent to review the Port's website for any RFQ revisions or answers to questions prior to submitting a proposal in order to ensure their Statement of Qualifications is complete and responsive.

In addition to providing information requested in this RFQ, it should be noted that there are administrative documents that must be submitted with the proposal. Please refer to the Contract Administrative Requirements section of this RFQ. **In order for your response to be deemed responsive, these documents MUST be included with your Statement of Qualifications.**

Sincerely,

TRICIA J. CAREY
Director, Contracts and Purchasing Division

TABLE OF CONTENTS

1.0	INTRODUCTION	4
1.1	Overview of the Opportunity	4
1.2	The Port of Los Angeles	4
1.3	LA Waterfront	4
1.4	LA Waterfront Investment	4
1.5	Property Overview	5
2.0	PROPOSED OPPORTUNITY	6
2.1	The Vision	6
2.2	RFQ Scope	6
2.3	Commercial Development	6
2.4	Marina Operations	7
2.5	Site Infrastructure Acquisition	7
3.0	EVALUTATION PROCESS	8
3.1	Phase 1 - Request for Qualifications	8
3.2	Phase 2 - Request for Proposals	9
3.3	Lease Negotiations and Approvals	9
4.0	SUBMITTAL INSTRUCTIONS	9
4.1	Pre-proposal Conference and Site Tour	9
4.2	Statement of Qualifications Submittal Instructions	9
5.0	SUBMITTAL REQUIREMENTS	11
5.1	Submittal Cover	11
5.2	Transmittal Letter	11
5.3	Organization, Team, Qualifications, and Experience	11
5.4	Financial Strength	13
5.5	Audited Financial Statements	13
5.6	Litigation and Bankruptcy Information	13
5.7	Commercial Development Concept and Implementation Plan	13
6.0	DISCLOSURES AND ADDITIONAL INFORMATION	14
6.1	Reservation of Rights by the Harbor Department	14
6.2	No Waiver	14
6.3	Contract Administrative Requirements	14
6.4	Checklist for RFQ Submittal Requirements	14

EXHIBIT A - OPERATOR DESCRIPTION FORM
EXHIBIT B - RFQ SELECTION EVALUATION FORM

1.0 INTRODUCTION

1.1 Overview of the Opportunity

The Los Angeles Harbor Department (Harbor Department) is presenting an opportunity to qualified entities (Respondents) to acquire, operate, and commercially develop an existing full service recreational boating marina at the Port of Los Angeles (Port). The Cabrillo Way Marina (Site) is located at 2293 S. Miner Street in San Pedro and currently provides approximately 700 wet slips and 325 dry boat storage stalls over approximately 87 acres of land and water in San Pedro's Outer Harbor area. This Site provides the closest recreational boating access to Catalina Island (22 miles to Avalon) from the larger Southern California area.

The Cabrillo Way Marina is one of the most important development sites at the LA Waterfront and comes with high expectations both from the public and the Harbor Department. The Harbor Department's intention is to form a collaborative and creative public private partnership for this development opportunity in the form of a long-term lease agreement.

1.2 The Port of Los Angeles

The Port of Los Angeles, Southern California's gateway to international commerce, is located in San Pedro Bay, 20 miles south of downtown Los Angeles. The Port is the busiest container port in the United States. This thriving seaport sustains its competitive edge with record-setting cargo operations, groundbreaking environmental initiatives, progressive security measures and diverse recreational and educational facilities. A proprietary department of the City of Los Angeles, the Harbor Department is self-supporting and does not depend on taxpayer dollars to operate.

1.3 LA Waterfront

Set against the picturesque backdrop of the industrial Port, the aptly titled LA Waterfront® consists of more than 400 acres and 8 miles of prime waterfront property that connects visitors and local harbor communities to the waterfront with active and vibrant recreational and commercial attractions. Over the past 15 years, the Harbor Department has invested over \$600 million in enhancing the LA Waterfront infrastructure, with miles of public promenade and walking paths, acres of open spaces and scenic views, and California's largest water feature. Through its public and private partners, the LA Waterfront is home to a marine aquarium, a battleship museum, an indoor craft marketplace, and new opportunities for authentic retail dining and entertainment attractions. The LA Waterfront is a unique location to play, dine, shop, and explore, attracting over 2 million visitors annually.

1.4 LA Waterfront Investment

This marina and commercial development opportunity will be able to capitalize upon the burgeoning success of the LA Waterfront. Of its many private partners, the San Pedro Public Market and AltaSea projects alone will invest \$205 million into the LA Waterfront in the next five years. AltaSea, a maritime innovation center and think tank, is expected to occupy 35 acres and 4,100 linear feet of waterfront at Berths 58-71 in San Pedro. San Pedro Public Market, a retail/dining/entertainment destination, is being planned for the 40-acre former Ports O'Call site, situated on over a ½ mile of water frontage along the Port's main shipping channel. Both projects should complete Phase 1 construction in the 2020-2023 time frame. The two projects are estimated at build-out to double annual visitation to 4.2 million visitors and generate up to 1,400 new full-time jobs to the waterfront area. An existing tenant on the LA Waterfront, Space X, has recently expanded their presence entering into a long term lease with the Harbor Department for a site directly across the main shipping channel from the San Pedro Public Market development. Space X's Big Falcon Rocket, destined for Mars, will be assembled at this site in the center of the Port. Space X initially expects to bring 700 jobs to the Port, which is expected to increase economic activity on the LA Waterfront and continue a transformation of historic terminal and ship building space into new operations that will drive the next wave of innovation through exploration of space and the ocean.



1.5 Property Overview

Cabrillo Way Marina consists of approximately 87 acres of land and water, located at 2293 S. Miner Street, San Pedro within the Outer Harbor/Warehouse District of the LA Waterfront. This area serves as the primary water gateway to the LA Waterfront, directly to the west of the Port's Main Channel. The marina is located in the West Channel of the Cabrillo Beach Recreational Complex. The site is generally bounded by 22nd Street to the North, Minor Street to the East, the former San Pedro Boatworks site at Berth 44 to the South, and the West Channel to the West. The Site is adjacent to Crafted at the Port of Los Angeles, a handmade marketplace, and Brouwerij West, a brewery to the north, the SSA Fruit Terminal to the East, temporary event space to the South, and additional marinas across the West Channel to the West. Berth 44 is currently being solicited by the Harbor Department for Boatyard proposals.

This development opportunity also includes a parking area located directly to the north of the Site, which is available if densified off-site parking is required by the project proposal.

The Site contains 46 acres of land and 41 acres of water, including the following: approximately 700 wet slips; 325 dry boat storage stalls; 1,400 parking spaces; three (3) cranes for boat hoisting; a pump out station; parking; public waterfront promenade; boater facilities; and public restrooms. The land is divided into northern and southern areas that are connected by a contiguous promenade.

2.0 PROPOSED OPPORTUNITY

2.1 The Vision

The Cabrillo Way Marina development site is the largest marina development opportunity in the Port. The Harbor Department's overall development vision is to form a public private partnership with a qualified respondent for the private operation, management/maintenance of the marina and development of new commercial facilities. As an important LA Waterfront location, the Cabrillo Way Marina will synergize and compliment the overall surrounding commercial, research, and port activities and further transform the LA Waterfront into a world class destination.

The Site is available to respondents under one long term negotiable leasehold with the Harbor Department, with a maximum allowable term of 66 years. The leasehold agreement will address all of the necessary elements to meet the Harbor Department's vision: commercial development (Section 2.4), marina operations (Section 2.5), and Site Infrastructure Acquisition (Section 2.6). The Harbor Department's motivation to tie these separate elements together in one leasehold is primarily due to the mutually supporting and interdependent nature of the separate but related elements. However, the Harbor Department may consider a different approach based on compelling economic or operational justification.

2.2 RFQ Scope

The Harbor Department invites respondents to submit SOQs for Cabrillo Way Marina: Commercial Development and Marina Acquisition Opportunity. SOQs will be evaluated by the Harbor Department based primarily on the qualifications of the respondents. The RFQ does not request detailed project proposals with specific plans or proposed lease terms but rather high-level concepts. Elements of a specific proposal will be requested in the RFP phase, issued to respondents short-listed from the RFQ process. See Section 5.0 for RFQ submittal requirements.

2.3 Commercial Development

The Harbor Department seeks to identify the highest-caliber development partner for the creation of a successful, sustainable and vibrant commercial development at the marina. The landside commercial development area is located in the northern land area of the Site at the southwest corner of Miner St. and 22nd Street. The development area covers a total of approximately 12 acres, which is divided into development pads that total approximately 2.8 acres and an additional 9.2 acres of parking that serves marina overflow. The present size and scope of the development pads and public infrastructure should not limit respondents on their concept proposal. Alternative configurations of the Site that reflect the respondent's unique vision of the development site are acceptable. This offering includes an additional parking site located on the northwest corner of Miner Street and



22nd Street. This site is not within the existing Cabrillo Way Marina and is currently used for parking. Respondents can consider the inclusion of this area if the proposed development concept may require an additional offsite area for consolidated parking designed to densify water adjacent commercial improvements.

In 2003, the Harbor Department approved a Supplemental Environmental Impact Report (SEIR) for the Cabrillo Way Marina Project. The project includes the replacement of existing deteriorated marina facilities with a reconstructed marina, including 90,000 square feet of marina-related and visitor-serving commercial activities. While marina reconstruction was completed in 2011, the commercial development portion has not been developed.

In this RFQ, the scope of the requested commercial development concept is not confined to the 2003 SEIR. Respondents can vary from the assessed 90,000 square feet scope to a larger development and/or phased growth strategy that extends beyond current environmental entitlements and zoning with the understanding that the final project may require further environmental assessment. With the exception of limitations based on the public trust doctrine, respondents are likewise not limited to the commercial uses previously assessed, including but not limited to, office, retail, restaurant, hotel, or yacht club. For example, Los Angeles Yacht Club, one of the oldest tenants within the Port has expressed interest in relocating from its existing location to the Site in order to better accommodate its membership and long-term strategic vision.

2.4 Marina Operations

Through the RFQ/RFP process, the Harbor Department seeks to change the marinas operational structure from being an owner with a fee operator to being a land and water lessor, consistent with the Harbor Department's relationship to operators of other marinas in its portfolio. Cabrillo Way Marina is currently managed by Westrec Management Inc. as a fee operator that passes through all expenses and revenues to the Harbor Department. All improvements are owned by the Harbor Department and maintained by Westrec. Under Agreement No. 13-3125 (Agreement) between Westrec Marina Management, Inc. (Westrec) and the Harbor Department, Westrec provides for the operation, management, and maintenance of the Cabrillo Way Marina (CWM) and its structures/facilities located in San Pedro on behalf of the Harbor Department. The Agreement has a five-year term (July 1, 2013 through June 30, 2018), with two (2) five-year option periods to extend the term. The Agreement allows the Harbor Department to terminate the agreement upon 90 days notice

2.5 Site Infrastructure Acquisition

The Harbor Department has made a large investment in the Cabrillo Way Marina. Construction of the marina and surrounding street and public access was completed in November 2011 at a total project cost of \$147.6 million borne by the Harbor Department. A portion of this investment went towards fulfilling public obligations (e.g., remediation and public access infrastructure), while the remainder paid for constructing a proprietary real estate asset comprised of piers, pilings, slips, and a modest amount of landside improvement.

Completion of the overall solicitation process for the Site will result in the operation of the marina transitioning from public to private ownership and requires compensation for the marina assets and business being transferred which currently produce substantial operating income to the Harbor Department. Through the RFQ/RFP process, the Harbor Department intends to sell the improvements to the selected respondent, and absent justification for an alternative approach, the compensation should represent fair market value, based on a mutually agreed upon appraisal process. Marina assets to be acquired include, but are not limited to, dock and pile systems, gangways, cranes, and modular buildings.



The Harbor Department intends to enter into a ground lease with a firm to acquire, operate, and develop the Site. The evaluation process to select the successful firm includes two (2) phases, beginning with this RFQ phase followed by a RFP phase issued to respondent(s) short-listed from the RFQ.

3.0 EVALUATION PROCESS

3.1 Phase 1 - Request for Qualifications

The primary purpose of this RFQ is to select a short list of highly qualified marina operators and commercial development teams, who will then be invited to participate in Phase 2 which will be the RFP. In the RFQ, respondents are asked to provide their qualifications primarily in: experience, capacity and financial resources available to operate and develop the Site; key personnel; and basic development concept and implementation plan. The RFQ response requirements can be found in Section 4.0. All responses meeting the requirements of this RFQ shall be reviewed and rated by an evaluation committee according to the evaluation criteria on Exhibit B.

At the sole discretion of the Harbor Department, respondents may be contacted to arrange in-person interviews with the evaluation committee. The evaluation committee will make the final recommendation to the Harbor Department of development teams short-listed to move forward and participate in Phase II. The number of respondents selected as short-listed teams is subject to Harbor Department discretion.

The solicitation, receipt, and evaluation of the RFQ responses and the process for selecting a development team are anticipated to follow the timeframe below.

Request for Qualifications Posted	Monday, October 29 2018
Reservation for Optional Pre-Proposal Meeting and Site Tour	Friday, November 16, 2018 by 10am
Optional Pre-Proposal Meeting and Site Tour	Wednesday, November 28, 2018 at 10am
Respondents' Questions Due	Tuesday, December 4, 2018 by 3pm
Responses to Respondents' Questions Posted	Wednesday, December 12, 2018
Statement of Qualifications Due	Tuesday, January 29, 2019 by 3pm
Interview	Week of February 11-15, 2019

The Harbor Department reserves the right to alter the above dates at any time. In the event of any changes to the schedule, appropriate and timely notification will be made to responding parties.

3.2 Phase 2 - Request for Proposals

Phase 2 will consist of a RFP process in which the short-listed development teams (Proposer) will be invited to submit fully developed project proposals (Proposals). Further detail will be provided during the RFP phase with regards to the exact submittal requirements for the RFP. Through an evaluation of the Proposals, the Harbor Department intends to select a Proposer for exclusive negotiations for a long term lease.

3.3 Lease Negotiations and Approvals

Lease negotiations between the Harbor Department and the selected Proposer will determine roles, expectations, responsibilities, goals, objectives, and timelines with regard to the proposed development and specific financial parameters to which both the parties will adhere. The lease will be subject to final approval by the Board of Harbor Commissioners (Board) and the Los Angeles City Council.

Prior to Board action, a proposed lease is required to comply with all required California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) assessments and compliance measures. Respondents will be expected to fund the Harbor Department's preparation or review of any environmental assessment.

4.0 SUBMITTAL INSTRUCTIONS

4.1 Pre-Proposal Conference and Site Tour

Firms planning to submit proposals are encouraged to attend a Pre-proposal conference at the Harbor Department Administration Building located at 425 South Palos Verdes Street, San Pedro. The meeting will be held in the board room at 10 a.m. on Wednesday, November 28, 2018. Site tour will follow immediately after the Pre-proposal conference.

Proposer(s) must confirm attendance by 10am Friday, November 16, 2018, by emailing Tanisha Herr at THerr@portla.org. Attendance is strongly encouraged but not mandatory.

4.2 Statement of Qualifications Submittal Instructions

Submittals must include one (1) original with six (6) paper copies (bound) of the response, along with one (1) flash drive containing a copy of the response. Submittals must be submitted on or before 3:00 p.m. on Tuesday, January 29, 2019.

The flash drive must be placed in the envelope with the original response. The flash drive must be clearly tagged identifying the RFQ title, respondent, and contact information. The response shall be in searchable PDF (Portable Document Format). Files shall not be password protected or saved with restrictions that prevent copying, saving, highlighting, or reprinting of the contents. The flash drive will not be returned.



Send responses to:

By Hand/Mail Delivery:

Contracts and Purchasing Division
ATTN: Tricia Carey
REF: Cabrillo Way Marina: Commercial Development & Marina
Acquisition Opportunity RFQ
500 Pier 'A' Street
Wilmington, CA 90744

Electronically submitted proposals will not be accepted.

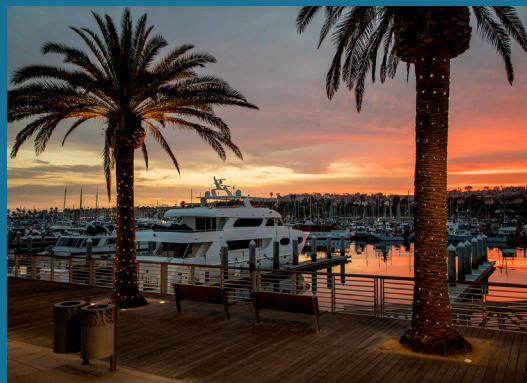
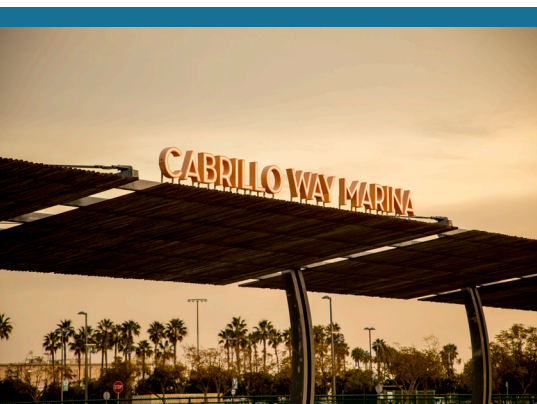
All responses will be date stamped as the Harbor Department receives them. The response opening will not be open to the public.

Respondents are solely responsible for the timeliness of their submittals. As such, respondents are cautioned to budget adequate time to ensure that their responses are delivered at the location designated at or before the deadline set forth above. Respondents are cautioned that matters including, but not limited to, traffic congestion, security measures and/or events in or around the Harbor Department, may lengthen the amount of time necessary to deliver the response, whether the response is submitted in person or by mail.

By submitting a response, respondents certify that such response constitutes their full and complete written response to the RFQ and evidences their acknowledgement that additional written material outside of such response shall not be considered by the Harbor Department in connection with this RFQ, unless the Harbor Department provides a written request for additional written materials. Absent such written request, respondents are instructed to not submit to the Harbor Department written or other materials outside of the response, either in a subsequent interview or otherwise.

Respondents are advised that all documentation submitted in response to this RFQ will be considered property of the Harbor Department and may become available to the public as a public record and be released without further notification. Any information that the respondent(s) consider confidential should not be submitted with the proposal.

When submitting a response, each signatory shall affirm that it is duly authorized to sign on behalf of the respondent. Respondents shall also affirmatively state in the Cover Transmittal Letter that the respondent has not prepared the response in collusion with any other respondent; and that the contents of the response as to concepts, terms, or conditions of said response have not been communicated at any time or in any manner by the respondent, its employees, agents, or any interested party of the respondent to any other respondent.



5.0 SUBMITTAL REQUIREMENTS

A complete, concise and professional response to this RFQ will enable the Harbor Department's evaluation committee to identify the most qualified teams and will be indicative of the level of the respondent's commitment to the proposed project. Marina operating experience and commercial development experience will be critical in evaluating responses to this RFQ. Additionally, financial capacity and/or access to funding sources will be critical in evaluating the respondents. Other evaluation criteria include the development concept and implementation plan, and the clarity and comprehensiveness of the SOQ.

5.1 Submittal Cover

The one page submittal cover shall include the title of the RFQ, submittal date, the lead respondent, principal contact, address, telephone number, fax number, email address and web site address if applicable.

5.2 Transmittal Letter

The transmittal letter, not exceeding two (2) pages, shall provide a narrative that introduces the reviewers to the firm and team, summarizes the respondent's SOQ and the respondent's ability to successfully implement similar projects, and highlights the strengths of the respondent to implement the vision identified in the RFQ. The letter shall be signed by an authorized principal.

5.3 Organization, Team, Qualifications, and Experience

A. Organization

- Provide information on the respondent(s)' organizational structure, including the board of directors and executive management;
- Identify the responsible legal entity to be formed that would contract with the Harbor Department; including any and all joint venture/limited partners and percentage interests and capital/equity committed to the entity. If entity is already existing, provide an Income Tax Return Submission Certificate issued by the Internal Revenue Service, Articles of Incorporation, certificate of formation, partnership agreement, or other formation documents, By-laws, operating or joint venture agreement, or other governing documents; and a Resolution of the Board of Directors or governing organization, as the case may be, authorizing the participation in the RFQ process;
- Briefly describe the organization's history; and
- State the mission, and/or core business objectives of the proposing firm or any development partners that are proposed.

B. Team

- Identify each respondent(s)' team member, including key personnel and technical staff (if applicable) and their roles and responsibilities in marina operations and/or commercial development;
- Describe in detail the decision-making process among members of the respondent(s)' team and how those decisions will be delivered/communicated to the Harbor Department;
- Describe the respondent(s)' expectation and practice for subcontracting and sub-consultants functioning with the respondent(s)' team;
- Complete Exhibit A – The Operator Description Form; and
- Provide complete resumes of key members and partners as part of an appendix to the proposal.

C. Qualifications/Experience

- Provide a narrative of the respondent's expertise in:
 - Marina Operations;
 - Commercial Development; and
 - Experience with public agencies in similar projects;
- Provide information regarding any environmental violations and or citations (along with any resulting fines) that the respondent(s) has received in the past five (5) years, including third party environmental lawsuits.
- Response should include the dates the violations occurred, an explanation of the causes and duration of the violation, whether the violation is ongoing, a summary of actions that were taken to address the violation, and steps taken to prevent reoccurrence; and,
- State experience in working with public agencies in the development of similar projects.

D. References

Provide a listing of team references. For each team entity, provide at least three (3) professional references (e.g. lenders, investors, major accounts), with full names, relationship to the team member, address, telephone number and e-mail address.



5.4 Financial Strength

Provide a narrative of the financial strength and capability of the respondent to support this opportunity. Examples of information include, but are not limited to, funding for previous projects, access to capital, ability to devote capital to a project, and capital liquidity. Other narrative means to evidence the financial strength and capability of the respondent are welcome.

5.5 Audited Financial Statements

Respondent shall provide the Harbor Department with documents indicating respondent's financial capability to provide the services required by this RFQ. Respondent(s) can submit the documents with the SOQ or allow the Harbor Department to review these documents at the Port of Los Angeles Administration Building (HAB) or at a mutually agreeable location within 20 miles of the HAB. Documents submitted to the Harbor Department will be subject to the California Public Records Act (CPRA). Respondent(s) shall contact the Harbor Department at the email listed in the RFQ's cover letter to arrange for an appointment for review of their documents within the time period allowed. The Harbor Department, at its discretion, may require additional financial information beyond those requested herein. Respondent shall make available for review the most recent annual audited financial statements (or statements prepared by a Certified Public Accountant) as well as the most recent interim financial statement as part of their SOQ. If the respondent entity was recently formed for the purposes of this solicitation, statements from the principal entities that combined to form the new entity are requested.

5.6 Litigation and Bankruptcy Information

Respondent shall disclose any litigation and/or bankruptcy information. During the past ten (10) years, has the firm, or joint venture partner, including their parent corporation or subsidiary or affiliated corporation as well as any of the firm's officers, principal members, shareholders or investors been adjudged bankrupt, either voluntary or involuntary, or have been involved in litigation relating to marina operations or commercial development either voluntary or involuntary.

5.7 Commercial Development Concept and Implementation Plan

Include a narrative description of the respondent's envisioned commercial development concept and implementation plan (Concept) including strategic rationale for the project, basic development concepts and mix of uses, conceptual project timeline, phasing (if applicable) and why the respondent is qualified to develop the envisioned project. The Concept may include a phased program, such as, an initial short-term development centered on marina-supporting uses and a later longer-term development that capitalizes on increased LA Waterfront growth.

The narrative shall not exceed three (3) pages. Drawings and renderings may be submitted and are limited to five (5) pages.

6.0 DISCLOSURES AND ADDITIONAL INFORMATION

6.1 Reservation of Rights by the Harbor Department

The issuance of this RFQ does not constitute an agreement by the Harbor Department or that any agreement will be entered into by the Harbor Department. The Harbor Department expressly reserves the right at any time to:

- Reject any or all responses;
- Reissue an RFQ;
- Issue Addenda or make any modifications to this RFQ;
- Waive any informality in a proposal when to do so would be to the advantage of the Harbor Department; and/or
- Determine that no project will be pursued.

6.2 No Waiver

No waiver of any provision of this RFQ shall be implied from any failure by the Harbor Department to recognize or take action regarding any respondent failing to observe any provision of this RFQ.

6.3 Contract Administrative Requirements

Provide with your proposal the Operator Description form (Exhibit A), fully filled out for your firm and any proposed subconsultants.

6.4 Checklist for RFQ Submittal Requirements

A checklist is provided to assist in verification that all elements of the RFQ have been addressed. However, respondents are encouraged to review the entirety of the RFQ to ensure full compliance and not rely solely on this checklist.

- ☐ Submittal Cover
- ☐ Transmittal Letter
- ☐ Organization, Team, Qualifications, and Experience
- ☐ References
- ☐ Financial Information
- ☐ Commercial Development Concept and Implementation Plan
- ☐ Resumes for key members of the respondent team provided in an appendix.
- ☐ Operator Description Form
- ☐ Flash drive with response in PDF format.

EXHIBIT A

Operator Description Form

PRIME OPERATOR:

Contract Title: _____

Business Name: _____ LABAVN ID#: _____

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____ Average Three Year Gross Revenue: \$ _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

PARTNER:

Business Name: _____ LABAVN ID#: _____

Services to be provided: _____

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____ Average Three Year Gross Revenue: \$ _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

PARTNER:

Business Name: _____ LABAVN ID#: _____

Services to be provided: _____

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____ Average Three Year Gross Revenue: \$ _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email address: _____



Operator Description Form

PARTNER:

Business Name: _____ LABAVN ID#: _____

Services to be provided: _____

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____ Average Three Year Gross Revenue: \$ _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

PARTNER:

Business Name: _____ LABAVN ID#: _____

Services to be provided: _____

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____ Average Three Year Gross Revenue: \$ _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

PARTNER:

Business Name: _____ LABAVN ID#: _____

Services to be provided: _____

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____ Average Three Year Gross Revenue: \$ _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email address: _____

EXHIBIT B

RFQ SELECTION EVALUATION FORM

PROJECT: CABRILLO WAY MARINA DEVELOPMENT OPPORTUNITY

SCORING GUIDELINES:

Rater's Score: (Range 0-5) - 0=not included/non responsive; 1= Serious Deficiencies; 2=Marginal Abilities; 3=Adequate, 4=Well Qualified; 5=Exceptionally Qualified.

Weighing Factor: A range of 1 through 8, with 1 being of relative lower importance and 8 being relative highest importance. Each number (1 through 8) may be used more than once; however, in establishing weights, the total of all the weighing factors (A –D) must equal 20. Example:

Weighted Score = Rater's Score multiplied by (x) Weighing Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date

CRITERIA TO BE RATED	RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
A. Organization, Team, Qualifications, and Experience		8	
B. Financial Strength and Capability		6	
C. Development Concept and Implementation Plan		4	
D. Clarity and Comprehensiveness		2	
Maximum points possible=100		A+B+C+D=20	TOTAL POINTS =