



**REQUEST FOR PROPOSALS**

**TO PROVIDE**

**ELECTRICAL MAINTENANCE SERVICES**

**TO THE**

**CRESCENT CITY HARBOR DISTRICT**

**RFP Issue Date: December 29, 2018**  
**Proposal Due Date: January 31, 2019**  
**Award Date: February 8, 2019**

*Prepared by Black & Rice LLP  
For the Crescent City Harbor District*

## **I. Introduction**

The Crescent City Harbor District (“District”) is seeking proposals from qualified firms (“Contractor”) to perform electrical maintenance services on an on-call, as-needed basis. The Contractor would perform all maintenance and small-scale non-maintenance or new construction work. Non-maintenance and large-scale work would be put out for bid. Contractor would be eligible to bid but would not be given preference.

## **II. Background**

The District is a working harbor that recently underwent a major reconstruction and is now a state of the art tsunami resistant harbor and marina. The District boasts amenities for both recreational and commercial fishermen, as well as shops and restaurants for locals and tourists.

The new harbor was dedicated on March 22, 2014, with 240 slips to accommodate vessels up to 175 feet long. The District also houses two RV Parks and several equipment supply businesses. The District must ensure that electrical maintenance is performed at the highest level to meet the diverse needs of visitors, residents, and lessees.

## **III. Scope of Work**

During the course of the contract the District would require electrical repair and services for its infrastructure on both a scheduled and emergency basis. This means that the Contractor will be “on call” on a 24-hour basis for any emergency that may occur. This includes weekends and holidays. Electrical services may consist of a variety of tasks including, but not limited to, the installation and wiring of light fixtures, repair of communication conduits, installation and maintenance of power systems, and other electrical related issues as they arise.

Electrical maintenance services would include the furnishing of all labor, materials, tools, equipment, supplies, services, tasks and incidental and customary work necessary to competently perform electrical maintenance work at various District locations. The following is a breakdown of the services that would be performed by Contractor on an as-needed basis as well as those services that would be subject to a separate solicitation for which Contractor could submit a bid.

Contractor will perform the following services:

- ❖ All electrical maintenance work regardless of cost.
- ❖ All non-maintenance electrical work when the project does not exceed \$5,000, or if the project consists solely of “new construction,” when the project does not exceed \$10,000.

For the following services a separate formal solicitation for bids would be released, and Contractor could submit a bid but would not be given special preference:

- ❖ Any non-maintenance electrical project that exceeds \$5,000 total costs; and
- ❖ Any electrical project that consists of solely “new construction” that exceeds \$10,000 total cost.

#### **IV. General Information**

1. **Licenses and Insurance.** The Contractor must have professional licenses as well as licenses required of independent contractors under state and local law. The Contractor must maintain general liability insurance to protect the Contractor and the District. Evidence of both licensing and insurance will be required prior to contract award.
2. **Term of Contract.** The contract will be for a term of two (2) years with an option to renew for an additional two (2) years. The District would reserve the right to terminate the contract on 30 days notice, with or without cause.
3. **Prevailing Wage.** The Contractor will be required to comply with the requirements of the California Labor Code and the California Code of Regulations prevailing wage laws and provisions. Prevailing wage rates and other requirements apply to all “public works” and “maintenance” jobs.

#### **V. Contents of Proposal**

All proposals must be submitted in the order set forth below to assist in the review process.

1. **Title Page.** Identify the RFP, the Contractor’s information, and certification that the person submitting the proposal has authority to bid and enter into a contract with District if successful. The title page must bear the signature of the authorized person.
2. **Summary.** A short summary describing experience, qualifications, and commitment to the work of the District. Ensure that the minimum required qualifications are included in this summary.
3. **Qualifications.** A detailed description of qualifications including experience, education, licenses, insurance, and any other relevant information pertaining to Contractor’s ability to perform the services.
4. **Scope of Services.** A description of the process and approach to be used in providing the services described in section III – Scope of Work.
5. **Cost Proposal.** An estimate of the cost to perform the services, including hourly rate(s), overhead costs, reimbursable expenses, charges, etc.
6. **References.** Two professional letters of reference must be submitted with the proposal. These should be from businesses or agencies for which Contractor has provided services.
7. **Additional Materials.** Include additional materials as appendices if necessary and relevant to the proposal.

#### **VI. Selection Process**

The District will evaluate and score all complete and timely proposals on the following criteria. Each proposal will be assigned a score based on a maximum of 100 points:

- ❖ Completeness and content of proposal (20 points);
- ❖ Contractor's demonstrated understanding of the Scope of Work and experience in providing similar electrical maintenance services (30 points);
- ❖ Personnel and equipment available to perform the required services (40 points).
- ❖ References and reputation (10 points).

The District reserves the right to reject any and/or all proposals. No guarantee is made that any contract will be awarded pursuant to this RFP. All costs incurred in the preparation of the proposals will be borne by Contractor. All proposals become the property of the District upon submittal.

The District is committed to providing minority and disadvantaged business enterprises opportunity to submit proposals in response to this RFP. No proposal will be rejected on the basis of age, race, color, sex, gender, religion, creed, national origin, marital status, sexual orientation, political affiliation, or disability.

The contract award will be subject to and contingent upon verification of qualifications, licensing, bonding, insurance, and all other requirements under federal, state, and local law.

## **VII. Proposal Submittal**

An original plus five (5) copies of the proposal must be submitted on or before 5:00 p.m. on January 31, 2019 at 5:00 P.M. The proposals must be submitted in person or by mail to the address below. If submitted by mail the proposal must be delivered prior to the deadline. Late or incomplete submissions will not be considered. All proposals and any questions about the proposal or the submittal and selection process must be directed to the following:

Crescent City Harbor  
101 Citizen Dock Road  
Crescent City, CA 95531  
(707) 464-6174

Attn: Charlie Helms

## **VIII. Schedule**

All proposals must be submitted in full by 5:00 p.m. on January 31, 2019. If necessary, interviews will be scheduled the week of February 1st-8th. A final decision will be made and award letter sent the week of February 11th.

**IX. Contract**

The successful Contractor will be asked to enter into a formal contract with the District on or before February 15, 2019. A sample contract is available upon request. The District recommends that Contractors request and read the provisions in the sample contract before submitting a proposal. The proposed contract is for reference only; the final contract for services is subject to change by agreement of the parties.

**X. Contact Information**

All correspondence, including pre-submittal inquiries and proposal submissions, must be directed to:

Crescent City Harbor  
101 Citizen Dock Road  
Crescent City, CA 95531  
(707) 464-6174

Attn: Charlie Helms