

CRESCENT CITY HARBOR DISTRICT



**REQUEST FOR PROPOSAL  
LOCATION AND OPERATION  
OF COMMERCIAL  
BUSINESSES IN THE  
CRESCENT CITY HARBOR  
DISTRICT**

101 CITIZENS' DOCK ROAD,  
CRESCENT CITY, CA 95531

# **Request for Proposal – Location and Operation of Commercial Businesses in the Crescent City Harbor District**

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**Released: August 29, 2025**

## **Section 1: RFP OVERVIEW**

The Crescent City Harbor District (CCHD) is accepting proposals for a multi-year concession /lease contract for the location and operation of Harbor Dependent Marine Commercial businesses, Harbor Dependent Recreational businesses, and/or Harbor Visitor Serving Commercial businesses at one or more of the empty buildings and/or vacant properties in the Crescent City Harbor District, Crescent City CA.

The list and location of the empty buildings and vacant properties is included on the attached Parcel Study image 1.

The Crescent City Harbor District is seeking businesses who want to operate within the Harbor District. The Harbor District intends that the cost of property development and building construction which supports private businesses will be paid for by those businesses.

This Request for Proposals (RFP) provides the opportunity for any interested individual or business organization, hereinafter referred to as “Offeror”, “Lessee”, “you,” or “your” to submit proposals to CCHD (“Lessor”) to lease CCHD properties for commercial use under the following general terms and conditions.

In this Document, the terms “Crescent City Harbor District” and “District”, mean the Crescent City Harbor District Board of Harbor Commissioners and such terms incorporate any votes or other actions that may be taken by the Board of Harbor Commissioners.

CCHD is interested in seeing proposals from Offerors who will operate businesses at the properties. However, proposals for other uses for the properties will be considered as part of this RFP process.

This Lease opportunity is open to all interested parties on a competitive basis. Offerors whose proposals are judged to be responsive and in the District’s interest may be invited to negotiate lease terms. CCHD reserves the right to negotiate with multiple parties in order to reach a final lease. The District reserves the right to enter into either non-exclusive or exclusive negotiations, at its sole discretion. In certain cases, where a proposal demonstrates exceptional alignment with District priorities, the District may elect to grant an Exclusive Right to Negotiate (ERN) for a specified period.

To be selected by CCHD, you must demonstrate the capacity to plan, carry out, and finance your proposal. Evaluation criteria and the process for selecting a Lessee are described in detail in the RFP PROPOSAL REQUIREMENTS and PROPOSAL EVALUATION AND SELECTION GUIDELINES sections of this RFP.

A Term Lease may be awarded to a single Offeror or multiple Offerors depending upon the result of contract negotiations. The term of the lease will be tied to the improvements proposed by Offeror. The greater the improvements, the longer the term of the lease contract may be.

The Offeror/s who is selected for contract will be the “Lessee.” This RFP also includes terms the Lessee must follow. Offeror is responsible for responding to “Lessee” items in their proposal as required in this RFP.

It shall be the Offeror’s responsibility to read this entire document (terms and conditions, instructions), review all enclosures and attachments, and comply with all requirements specified herein. Not doing so could result in Offeror’s proposal being designated as unresponsive.

CCHD reserves the right to reject one or all proposals or terminate lease negotiations at any time without penalty or liability.

CCHD reserves the right at any time, and from time to time, for its own convenience, and in CCHD sole discretion, to cause or do any or all of the following:

- Waive or correct any defect or technical error as to form or content of this RFP or in any response, proposal, or proposal procedure, as part of the RFP or any subsequent selection and negotiation process.
- Reissue an RFP.
- Modify, amend, cancel, or suspend any and all aspects of the RFP and selection process.
- Modify the scope of the Lease or the required responses or modify the components of the Lease.
- Request that Respondents clarify, supplement, or modify the information submitted.
- Extend deadlines for accepting RFP responses, or request amendments to responses after expiration of deadlines

## **Section 2: RFP Timeline and Submission Process**

To support the Crescent City Harbor District’s (CCHD) goal of generating new operating revenue as quickly as possible, this Request for Proposals (RFP) will follow a flexible submission and review timeline.

This structure reflects the urgency of the District’s need to activate key harbor assets and begin revenue-generating operations without unnecessary delay, while still promoting a competitive and transparent process. Offerors are therefore strongly encouraged to submit proposals as early as possible to ensure full consideration and to maximize the opportunity for timely engagement with the District.

## Initial Review Period

- **RFP Informational Conference Call:**  
September 8, 2025 at 11:00 a.m. PDT Zoom:  
<https://us06web.zoom.us/j/83514302698?pwd=JgPywLhzOKsssXem5oBsJmUlatN7Hm.1>  
Meeting ID: 835 1430 2698  
Dial In: +1 669 444 9171 US
- **In-Person Site Tour:**  
September 12, 2025 at 11:00 a.m. PDT
  - RSVP to [khanks@ccharbor.com](mailto:khanks@ccharbor.com) to participate
- **Deadline for Written Questions (Initial Round):**  
September 17, 2025 at 11:00 a.m. PDT
  - Submit questions via email to [khanks@ccharbor.com](mailto:khanks@ccharbor.com)
  - If your question includes proprietary or confidential information, clearly mark it “CONFIDENTIAL”
- **Publication of Consolidated Responses:**  
Anticipated by close of business on September 19, 2025
  - CCHD reserves the right to withhold confidential or proprietary information from public disclosure in order to preserve the integrity of the competitive process
- **Initial Proposal Deadline (First Review Group):**  
September 23, 2025 at 5:00 p.m. PDT
  - Proposals received by this time will be considered in the first round of evaluations
  - CCHD may, at its sole discretion, evaluate and select a proposal at any time prior to this deadline
    - **Proposal Submission Instructions:**  
Submit proposals electronically to: [khanks@ccharbor.com](mailto:khanks@ccharbor.com)
      - Subject line should read:  
CCHD RFP Property Lease Proposal\_[Your Name or Business Name]  
(Do not include brackets)

## Rolling Review Period

After the initial RFP period, the RFP will remain open on a rolling, week-to-week basis until a lease agreement is finalized. During this rolling period:

- Proposals will be accepted and reviewed on a weekly basis

- Questions must be submitted by **Fridays at 1:00 p.m. PDT** to receive a response the following week
- CCHD may select a proposal and enter into lease negotiations **at any time**, without further public notice
- CCHD **reserves the right to cancel this RFP process at any time**, in whole or in part, at its sole discretion and without obligation to any party.

### **Section 3: RFP PROPOSAL REQUIREMENTS:**

- 1) **Cover Letter:** Provide an executive summary emphasizing the strong points of the project team, qualifications and experience. The cover letter shall be signed by a person with the official authority to bind the firm. The cover letter shall include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. Cover letter should also include
  - a) Statements of willingness to comply with Harbor District policies;
  - b) Confirmation Offeror will follow prescribed CCHD RFP Process;
  - c) Disclosure of any past, ongoing, or potential conflicts of interest which the Developer may have as a result of performing work for the District;
  - d) Confirmation Developer is operating, or will operate under a legitimate business license;
  - e) Confirmation Offeror, if selected, can provide required insurance and indemnification.
  
- 2) **Firm Overview and Qualifications:** Introduce your firm and provide a general description of your firm's qualifications and experience, with emphasis on previous projects/services which are similar to those listed herein.
  - a) Developer's Name and Address: Include the name and address of any proposed partner or joint venture.
  - b) Nature of Developer's Development Entity: Whether a corporation, partnership, joint venture, etc.
  - c) Name of Authorized Representative(s): The person (or persons) authorized to represent Developer in Harbor District negotiations.
  - d) Firm Profile: An overview of proposing firm/entity and description, including Developer's Firm officers, and principals.
  - e) Team Member Biographies: Brief professional biographies of the team members that are proposed to execute the project. Biographies must include: a summary of the qualifications, licenses, and experience of each individual, and the type of work to be performed by each individual. Include identification, qualifications and role of key

individuals including all technical, planning, and architectural consultants on the development team who would be involved in the planning or implementation of the development.

- f) Evidence of Developer's Financial Capability, including
- Evidence of the Developer's financial capacity (including that of any joint venture partners or affiliated entities) to carry out the proposed project. Submissions must include the Developer's most recent certified financial statements, if available, and the information must be current within the past six months. All financial materials must be submitted confidentially under separate cover, clearly labeled: "Confidential: Financial Capability for Projects on District-Owned Sites."
  - Developer's ability (including joint venture partners) to raise equity/debt dollars, including relationship with major lenders.
  - Developer's commitment and ability to fund planning and pre-development costs during negotiation period and the resources to carry the project forward.
  - Developer's anticipated sources of financing, including documentation providing commitment for construction and/or permanent financing for the project. The commitment should identify rates, fees, and terms of financing, if known.
  - Must include the names and addresses of Developer's bank(s).
- g) Previous Project Description.
- A description of successful projects in comparable undertakings in terms of economic success and overall architectural design quality. Each project must include the name, contact person, address, phone number of each party for the jurisdiction in which the project was developed, general financial information about the project, and the dates of involvement.
  - A description of the Developer's previous relevant experience. Include a brief description of projects, date completed, location, concept, land uses, size, pre-development, and development costs, role of development entity, estimated development value, and management and operating experience.
- h) Developer's references.
- List of at least three business references for all organizations that will be principally involved in the project. Include names, addresses, and contact information.
- 3) **Concept and Improvement Plan:** The Improvement Plan must include:
- a) A statement indicating the property area the proposal covers.
  - b) Developer's proposed concept, ideally an illustrative site plan with building footprints, and major amenities.

- c) Narrative of the proposed operations, including target customers and marketing plan to support activities proposed;
  - d) List of all improvements Offeror will make at the properties, with cost of the improvements and schedule for making the improvements.
  - e) Project Management Plan - A brief description of the Offeror's "budget and schedule management plan" that describes the Developer's approach and commitment to completing the improvements.
  - f) Business Management /Staffing Plan.
  - g) Any expected environmental effects, including any effect on traffic, greenhouse gas emissions sources, effects on visual resources, water /energy consumption and any proposed mitigations.
  - h) Lease terms: Length of the lease, any contemplated renewals, payment frequency.
  - i) Any proposed Harbor District responsibilities.
- 4) **Monthly and Annual Revenue projections:** Projections should be shown monthly and annually for 10 years for each of the properties, other permissible or conditional uses, presented in the following manner:
- a) Total estimated monthly and annual revenue. Data used to estimate revenues must be cited.
  - b) Monthly and Annual lease amount offered to CCHD, including annual rent escalator.
  - c) "Percentage Rent" percent and dollar amount offered to CCHD from total revenues shown on a monthly and annual basis.
- 5) **Signed Performance Bond Commitment:** Offerors are encouraged to indicate whether they intend to secure a performance bond for the proposed improvements, which may be used to satisfy any direct damages to CCHD resulting from an Offeror's failure to implement proposed improvements. The bond may cover 100% of the improvement value, or a lesser percentage, depending on the Offeror's project approach. If a performance bond is proposed, a signed statement of commitment should be included. The bond must remain in effect for the duration of the construction of property improvements, or for one year, whichever is greater. If a performance bond is not proposed, Offerors must provide an explanation of why a bond is not proposed and include how the Harbor District will be protected in case of failure to perform by the Offeror. For example, an explanation could indicate a preference to reinvest capital directly into project improvements or an alternative method of assuring project delivery.
- 6) **Any modifications to the RFP:** Offerors should also include any modifications to the RFP elements the Offeror proposes to make.

**Section 4: OVERVIEW OF PROPERTIES OFFERED FOR LEASE**

## Section 4: OVERVIEW OF PROPERTIES OFFERED FOR LEASE

The Crescent City Harbor District (CCHD) has 9 parcels that are included in this offer. The parcels are shown in Attachment 1 on the attached Parcel Study Illustration, and includes the approximate footprint of the parcels, as follows:

### Parcel 2 – 1 acre



*Future Use:* Commercial Development

*Current Use:* Gateway signage

### Parcel 3 – 0.5 acres



*Future Use:* Commercial Development

*Current Use:* Car wash and surface parking

### Parcel 4 – 0.3 acres



*Future Use:* Visitor Serving Amenity

*Current Use:* Bayside RV Lot & Office Building

### Parcel 5 – 0.5 acres



*Future Use:* Commercial Development

*Current Use:* Vacant/Marshy Lot

### Parcel 6A-6C – 1.35 Overall acres



*Future Use:* Commercial Development

*Current Use:* Vacant Lot

### Parcel 7 – 1.0 acres



*Future Use:* Commercial Development

*Current Use:* Maintenance & storage area; includes Coast Redwood Art, Crescent City Seafood (non-operational), and Coast Guard Auxiliary

### Parcel 9 – 0.5 acres



*Future Use:* Commercial Development

*Current Use:* Vacant Lot

### Parcel 10 – 0.36 acres



*Future Use:* Commercial Development

*Current Use:* Vacant Lot

### Parcel 11 – 0.9 acres



*Future Use:* Commercial Development

*Current Use:* Vacant Lot

### Parcel 12 – 0.8 acres



*Future Use:* Commercial Development

*Current Use:* Vacant Lot

*Note: Parcels 1a and 1b are included in the “Request for Proposal Project #2025.08: Redevelopment and Long-Term Operation of Key Waterfront Parcels, which has been released and is available for download here: <https://www.ccharbor.com/request-for-proposals>*

*Parcels 8 and 18 are included in the “Request for Proposal: Redevelopment and Long Term Operation of the Boat Yard, which will be released in the near future and will be available to download here: <https://www.ccharbor.com/request-for-proposals>*

Attachment 2 includes photographs of the Crescent City Harbor District, with a photo of each parcel in this RFP.

The properties have a variety of zoning including Harbor Dependent Marine Commercial, Harbor Dependent Recreational, and Harbor Visitor Serving Commercial. The zoning for each property in the Crescent City Harbor District is shown in Attachment 3: Harbor Land Use Zone Map.

The definitions of the allowed uses for each of the zones is in Attachment 4 – Summary of Harbor Related Land Use Policies.

The type of business that could be sited in the Harbor District include, but are not limited to, the following:

- Cold storage and packaging
- Seafood processing
- Lodging
- Retail space
- Restaurants and Banquet Facilities
- Food Court
- Coffee Shop
- Boat rentals
- Commercial office space
- Convenience Store with amenities – deli, produce
- Entertainment /Event Facility
- Aquaculture

As described in other sections of this document, CCHD intends that all building and property improvements will need to be made at Offeror's expense.

## **Section 5: KEY INFORMATION ABOUT THIS LEASING OPPORTUNITY**

**Premises Condition:** Facility will be delivered to Lessee, "As-is with all faults." There may be deferred maintenance at any given property including electrical, sewer, water, building envelope and interior, parking lot, and other items.

**Lessor Improvements:** CCHD does not plan to make improvements to the property at this time but reserves the right to make improvements at a later date at its sole discretion.

**Lessee Improvements:** CCHD intends to require the Lessee to make capital improvements to the leased property. Each Offeror is responsible for proposing a scope of work and cost estimate

as part of their improvement plan, which may include additional enhancements beyond those identified here.

**Use of Contractors:** Lessee may utilize contractors to perform repairs, replacements, and improvements.

- Contractors must abide by all Lease provisions as well as all local and national laws and regulations.
- Lessee will require Contractors to maintain appropriate insurance coverage that names the Lessee and CCHD as an additional insured party.
- Lessee will develop and implement, subject to CCHD prior approval, a contractor informational document, which will inform the contractor(s) of all pertinent information about the site.

**Building Codes and Zoning:** For building codes and zoning, the Lease Premises are under jurisdiction of the CCHD and are subject to the zoning regulations of Del Norte County and the State of California, including the Coastal Commission. The Harbor District is located entirely within the Coastal Zone and is subject to regulation under the Coastal Act. The Coastal Act allows local governments to prepare Local Coastal Programs (LCPs) for areas within the coastal zone, which are required to be consistent with the Coastal Act and are approved by the California Coastal Commission.

CCHD will expect any work done on the property, where relevant, to meet the standards set forth by the County and State regulatory agencies. The selected Offeror must comply with all County and State standards and must, throughout the contract period, secure and possess all permits, licenses and land use approvals required by the County and State to perform improvements on CCHD property and operate its business. The lack of securing permits, licenses and land use approvals can result in termination by CCHD of the selected bidder agreement and lease.

**Term of the Lease:** The term of the lease will be negotiated with the selected Offeror. The term shall be commensurate with the funds invested by Lessee for improvements of the property/building. The lease term will commence upon signing of the lease contract. Lessee will be expected to pay rent from day 1, following the signing of contract, though monthly rent may be reduced at CCHD discretion during the construction period.

**Fair Market Value Rent (FMVR):** The District's preferred lease structure is a Fair Market Value Rent based primarily—or entirely—on a percentage of gross revenue, along with a negotiated minimum annual guarantee (MAG). Offerors are encouraged to propose a revenue-sharing model that aligns with this preference.

**Property Management/Operation Subleasing:** The Lessee may not sublease the management or operations of the property without the written permission of CCHD.

**Insurance During the term of the Lease:** The Lessee shall maintain General Liability, Property & Casualty, Worker's Compensation & Employer's Liability, and Business Interruption & Extra Expense insurance in amounts set by the Lessor. Lessee's insurance coverage amounts will be periodically reviewed by the Lessor. These reviews will ensure the Lessee has appropriate coverage in light of any changing circumstances. At the commencement of the Lease, it is anticipated the Lessee will obtain property insurance in the amount of \$2,000,000, and commercial general liability insurance with limits of \$2,000,000 per occurrence and \$4,000,000 aggregate. These coverage amounts are subject to negotiation and approval by CCHD's risk managers.

**Utilities:** The Lessee is solely responsible for all utilities including telephone, cable, and internet access. Subject to advance written approval by the Lessor of any utility service, the Lessee at its sole expense shall make all arrangements with appropriate utility providers (including the Lessor where applicable), for all utilities not provided by the Lessor and furnished to the Premises. Any utility service provided by Lessor will be subject to the Lessor's established policies and procedures for provision of utility services to third parties.

**Maintenance Responsibilities:** Lessee will be responsible for repair and maintenance of the buildings and property within the Lease Premises.

- Lessee will be responsible for any unscheduled, emergency work (e.g. after-hours drain clearing, plumbing or electrical work) necessary to ensure the successful operation of the Lease Premises.
- Lessee will be responsible for routine housekeeping of the Lease Premises and its exterior facilities.
- Lessee will be responsible for grounds maintenance within the Lease Premises. This includes maintaining the grass and the grounds in good condition, including, without limitation, regular grass mowing, care of ornamental plantings, and trash removal.
- Lessee will be responsible for pest management within the Lease Premises.

**Potential Improvement Projects:** CCHD or other Harbor tenants may undertake projects intended to improve the Harbor premises or utilities serving the Lease Premises during the Lease Term. CCHD will coordinate with Lessee to minimize the impact on Lessee's operations.

## **Section 6: PROPOSAL EVALUATION AND SELECTION GUIDELINES**

It is the Harbor District's intent to select an Offeror best evidencing competence, enthusiasm and professional qualifications necessary to perform the work described in this RFP.

Proposals will be evaluated on the following elements:

- A. The Offeror's intended use and improvement plan of the property with respect to the needs of the Harbor, approved uses of the property (see Attachments 3 and 4), support for the harbor's commercial fishing activities ("working waterfront"), and any plans for relocation of current tenants. Evaluation elements may include
  - What is the intended purpose and user base?
  - What is the long-term ownership and control plan,
  - What type of facility or equipment is envisioned,
  - What is the anticipated cost, funding source(s), and operational model, and who will be responsible for ongoing operating expenses?
  - How will maintenance, insurance, licensing, and bonding requirements be addressed?
  - What Board actions, approvals, and public hearings will be required before issuing the RFP to ensure compliance with procurement and governance requirements?
- B. The experience of the Offeror demonstrating the capability to carry out the terms of the lease.
- C. Previous efforts the Offeror has made to show support and enthusiasm for the project.
- D. The ability of the Offeror to be physically present and involved at the initiation of the project and throughout the lease term.
- E. The financial capability of the Offeror to carry out the terms of the improvements and the other terms of the lease.
- F. Ability of the Offeror to secure a performance bond and proposed amount of the performance bond, if any.
- G. The benefit to CCHD of the financial and other terms and conditions of the proposal, including the amount of rent proposed and other proposed lease terms and conditions.

## **Section 7: SCORING PROCESS**

- A. The Crescent City Harbor District (CCHD) will review each submission to verify that all submission requirements have been met. Submissions that are incomplete or non-

compliant will not proceed to evaluation unless and until they are resubmitted with all required elements.

- B. CCHD evaluators will conduct individual evaluations and assign preliminary scores. A consensus scoring meeting will then be held to discuss findings and reach consensus scores for each proposal.
- C. To encourage candid and independent evaluation, all individual and consensus scores shall remain confidential and will be treated as internal deliberative materials of the Crescent City Harbor District. These scores will not be publicly disclosed.
- D. To support informed and thorough decision-making, the District may, at its discretion, consult with outside agencies, technical experts, or consultants to review proposal materials and provide input.

## **Section 8: AWARD PROCESS**

### **Award Determination**

- The Grand Total Score for each Offeror shall be used to determine the ranking of proposals. CCHD may move forward to negotiations with those responsible Proposers which have been determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

### **Negotiations**

- Negotiations may be conducted with multiple of the highest-ranking Offeror/s.
- If negotiations fail to result in a contract, CCHD may begin the negotiation process with other Offeror's. This may include proposals which were received during the open RFP process. The negotiation process may be repeated until the anticipated successful Offeror has been determined, or until such time CCHD decides not to move forward with an award.

### **Award Announcement**

- Once negotiations have led to the successful Offeror(s) being determined, the anticipated winning Offeror(s) will be announced in a public CCHD meeting and posted on the CCHD website.

## **Section 9: PROPRIETARY INFORMATION**

- A. Submission documents pertaining to this solicitation become the property of CCHD.

B. CCHD will maintain the confidentiality of certain types of information, such as trade secrets and other information exempted from the Public Records Act.

C. Offerors may designate appropriate portions of their proposals as confidential or proprietary. Such designations must be clearly marked, and justification may be requested by the District. All confidentiality designations are subject to review under applicable public records laws.

D. Pricing and financial terms may not be designated as confidential. However, such information will not be publicly disclosed until negotiations have concluded or a lease agreement has been finalized.

## **Section 10: PROCESS INTEGRITY REQUIREMENTS**

A. Conflict of Interest Certification. By submitting a proposal, each Offeror certifies that:

1. The Offeror, its officers, employees, and agents are in compliance with all applicable conflict of interest laws, including but not limited to California Government Code section 1090 and the Political Reform Act (Government Code section 81000 et seq.).
2. No officer, employee, or commissioner of the Crescent City Harbor District has any direct or indirect financial interest in the proposal, the Offeror, or the proposed lease, other than interests permitted under applicable law.
3. The Offeror will immediately disclose to the District in writing any actual, potential, or perceived conflict of interest that arises during the RFP process or during the term of any resulting lease.

B. Public Records Disclaimer. All proposals submitted in response to this RFP shall become the property of the Crescent City Harbor District. Proposals are subject to public disclosure under the California Public Records Act (Government Code section 7920.000 et seq.), except for materials that are exempt from disclosure under the Act.

Offerors claiming that any portion of their proposal is exempt from disclosure must clearly mark each page containing such information as “CONFIDENTIAL” and must identify the specific exemption(s) under the Public Records Act that support nondisclosure.

Marking a document as “CONFIDENTIAL” does not guarantee that it will be withheld from disclosure; the District will make its own determination in response to any request for records. The Offeror shall bear the risk of disclosure if a court determines that the materials are not exempt, and the Offeror shall indemnify and hold harmless the District against any claims, actions, or costs arising from the District’s compliance or non-compliance with the Public Records Act in relation to the Offeror’s materials.

C. Right to Reject All Proposals. The Crescent City Harbor District reserves the right, in its sole and absolute discretion, to reject any or all proposals, to waive any immaterial irregularities in proposals received, and to terminate or reissue this RFP at any time without liability to any Offeror. Submission of a proposal shall constitute acknowledgment and acceptance of these conditions.

D. No Reliance on RFP Representations. Offerors shall be solely responsible for conducting their own independent due diligence regarding the property, including physical inspections, title review, and verification of zoning and regulatory requirements. The District makes no representations or warranties regarding the condition, permitted uses, or suitability of the property, and no statement in this RFP or by District staff shall create any binding obligation on the District.

# ATTACHMENT 1 – Parcel Study Illustration



CCHD VISION  
 CRESCENT CITY, CA  
 TCA # 2025-024

INITIAL PARCEL STUDIES  
 AUGUST 14, 2025

PARCEL STUDY

**ATTACHMENT 2 - Photographs of the Crescent City Harbor District**



# Parcel 3



**ATTACHMENT 2 - Photographs of the Crescent City Harbor District**



**ATTACHMENT 2 - Photographs of the Crescent City Harbor District**



**Parcel 7**



**Parcel 9**



**Parcel 10**

**ATTACHMENT 2 - Photographs of the Crescent City Harbor District**



# ATTACHMENT 3 – Harbor Land Use Zone Map



## **ATTACHMENT 4 – Summary of Harbor Related Land Use Policies**

### **Crescent City Harbor District 10-Year Strategic Plan 2018-2028**

[https://www.ccharbor.com/cchd-10-year-strategic-plan-2018-2028#body\\_file-83631eb3-ff5b-45bf-bbe3-b14242c41848](https://www.ccharbor.com/cchd-10-year-strategic-plan-2018-2028#body_file-83631eb3-ff5b-45bf-bbe3-b14242c41848) Adopted: September 2018

#### **Summary:**

In planning for the future, the Harbor's focus includes strategic capital investments that keep facilities in step with today's trade and industry demands by developing new maritime commercial opportunities, utilizing underdeveloped lands, enhancing recreation and tourism activities, tackling infrastructure improvements, and modernizing the Harbor to meet the Coastal Commission standard.

The Harbor's future also relies on efficient management of Harbor facilities, commitment to environmental stewardship, and collaboration with the community and local governments.

The Harbor's strategy strives to ensure longevity of economic diversity and funding through a sustainable, healthy mix of development, tenants and revenue generation.

The Strategic Plan outlines the Harbor's focus through the year 2028 and highlights the goals and milestones that will mark progress. The plan identifies the strategic focus of the organization to support its mission. The projections are meant to stretch and challenge the organization

#### **Function of Plan:**

The Crescent City Harbor District plays an important role in supporting the county's economic health through job creation, business development, commercial activities, and tourism. The Harbor's primary role in the development and retention of business is the availability of Harbor property which is suitable and ready for commercial and retail

businesses. The Harbor also has undeveloped property that can be made shovel-ready or developed into additional Harbor District owned businesses.

The purpose of the strategic planning process is to identify key focus areas along with strategic goals and objectives for the next ten years. Strategic planning provides consistency and continuity with current plans, such as master plans, economic development plans, and financial plans.

Strategic planning will prioritize projects and implementation plans will set forth timelines, tasks, and responsibilities. The adopted Strategic Plan will provide a roadmap for the Harbor Commissioners and staff and will serve as a communication tool for the local community.

Goal I: Financial Management: Objective: To develop a financial system that is resistant to economic shocks, fulfills basic functions, manages risks, diversifies revenue streams, and allows for growth.

Goal II: Planned Development: Objective: To plan for major development opportunities available to the Harbor.

Goal III: Infrastructure: Objective: To improve existing infrastructure deficiencies, accommodate desired future growth, and replace worn-out facilities.

Goal IV: Increase Tourism: Objective: To increase the Harbor's visibility, aesthetics, and visitor experiences.

### **Crescent City Harbor Coastal Land Use Plan**

<https://documents.coastal.ca.gov/reports/2023/3/W11a/W11a-3-2023-report.pdf>

The Crescent City Harbor Coastal Land Use Plan was adopted August 2020 by the Crescent City Harbor District; March 2021 by the Del Norte County Board of Supervisors; and March 2023 by the California Coastal Commission.

LUP Land Use Categories:

- Harbor Dependent Marine Commercial
- Harbor Dependent Recreational
- Harbor Visitor Serving Commercial
- Harbor Greenery

### **Harbor Dependent Marine Commercial**

The Harbor Dependent Marine Commercial (HDMC) classification prioritizes the needs of the commercial fishing industry while also accommodating other coastal-dependent commercial and industrial development and coastal-related support facilities within or immediately adjacent to the waters of the Harbor to encourage the continuation of commercial fishing and other coastal-dependent marine commercial and industrial activities, maintain the marine theme and character of the Harbor, and encourage physical and visual access to the Harbor where appropriate. The HDMC designation is applied to areas that have historically provided fishing related activities, facilities, and employment.

These areas also provide the physical area for continuation of coastal-dependent, coastal-related, and accessory uses. The HDMC designation shall be expanded if future demand for additional sites for coastal-dependent and related uses including aquaculture and commercial fishing facilities becomes evident.

### **Harbor Dependent Recreational**

A Harbor Dependent Recreational (HDR) classification provides for public and commercial recreational development within or immediately adjacent to the waters of the Harbor to encourage the continuation of recreational boating and other water-oriented visitor-serving and recreational uses and mutually supportive businesses that enhance public opportunities for coastal recreation, maintain the marine theme and character of the Harbor, and encourage physical and visual access to the Harbor waterfront. The HDR designation is applied to areas that have historically provided recreational boating and other harbor dependent or harbor related visitor-serving and recreational uses, and related support activities, facilities, and employment.

These areas provide the physical area for continuation and expansion of these harbor dependent and harbor related water oriented recreational uses. Other non-recreational coastal-depend/related uses are allowed as conditional uses.

### **Harbor Visitor Serving Commercial**

A Harbor Visitor Serving Commercial (HVSC) classification provides for accommodations, conveniences, goods, and services intended to primarily serve Harbor area visitors where specific use does not necessarily require location immediately adjacent to Harbor waters.

On HVSC designated lands, priority shall be given to visitor-serving commercial facilities designed to enhance public opportunities for coastal recreation.

### **Municipal Service Review & Sphere of Influence Update**

<https://www.delnortelafo.org/wp-content/uploads/2021/09/CC-Harbor-District-MSR-SOI-Update-Adopted-August-23-2021.pdf>

### **Key elements related to future growth in the Harbor:**

The City of Crescent City maintains the water distribution system within the Harbor area, other than individual service lines to Harbor owned facilities. The water lines presently serving the Harbor are adequately sized to meet the needs of future development with simple lateral extensions. The District's wastewater is collected and treated by the City's Waste Water Treatment Plant.

The County of Del Norte provides general governmental services – which includes social services, emergency services, planning, public works, county roads and parks, etc. – to the unincorporated areas of Del Norte County. Some of those services are provided to the Crescent City Harbor District.

# CRESCENT CITY HARBOR DISTRICT



## INVESTMENT OPPORTUNITY

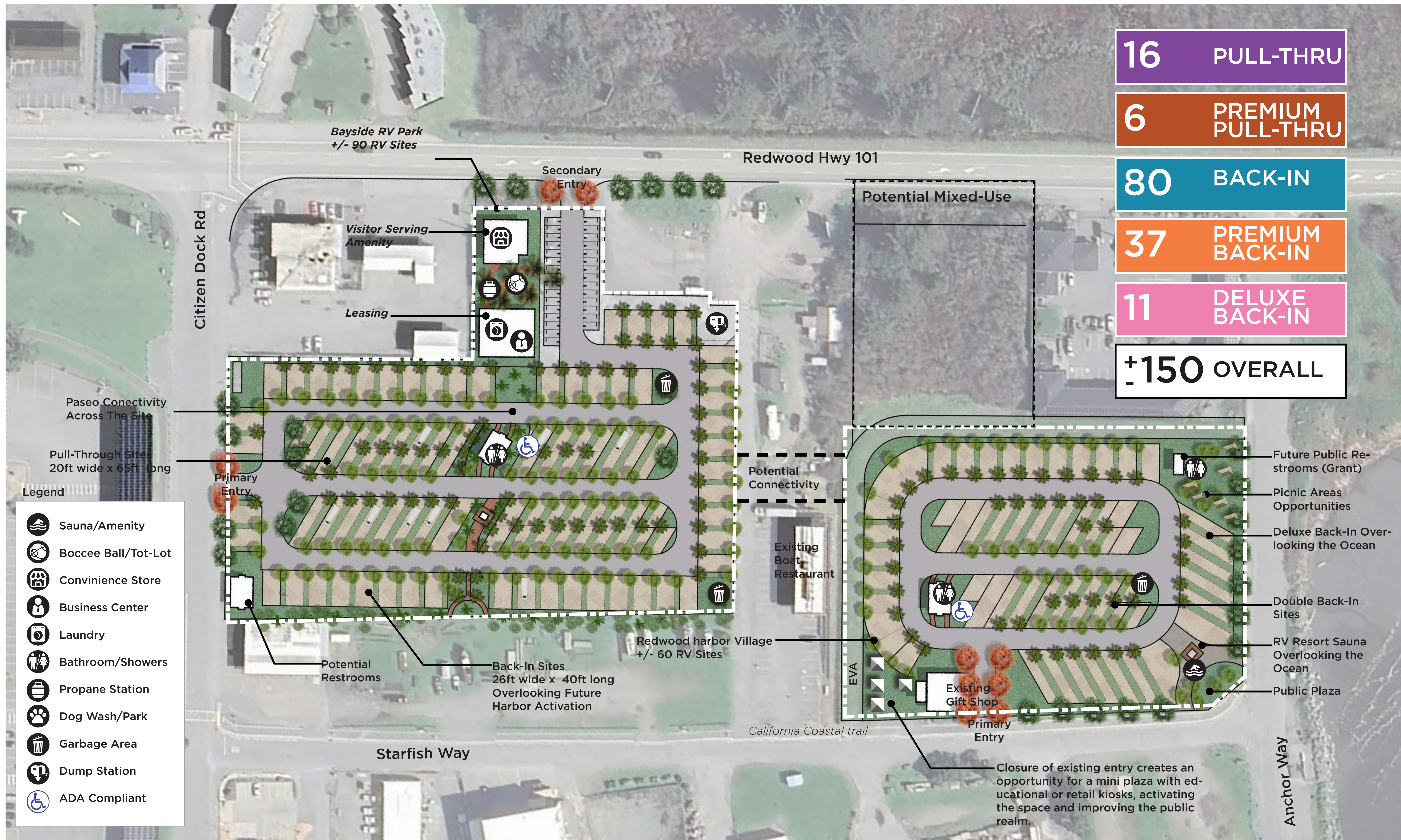
Request for Proposals

Redevelopment and Long-Term  
Operation of Key Waterfront Parcels

- 750 US Highway 101

- 159 Starfish Way





**16** PULL-THRU

**6** PREMIUM PULL-THRU

**80** BACK-IN

**37** PREMIUM BACK-IN

**11** DELUXE BACK-IN

**+/- 150** OVERALL

- Legend
- Sauna/Amenity
  - Boccee Ball/Tot-Lot
  - Convenience Store
  - Business Center
  - Laundry
  - Bathroom/Showers
  - Propane Station
  - Dog Wash/Park
  - Garbage Area
  - Dump Station
  - ADA Compliant

- Future Public Restrooms (Grant)
- Picnic Areas Opportunities
- Deluxe Back-In Overlooking the Ocean
- Double Back-In Sites
- RV Resort Sauna Overlooking the Ocean
- Public Plaza

**EXAMPLE SITE PLAN**



## **Section 1: RFP OVERVIEW**

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The Crescent City Harbor District (CCHD) is accepting proposals for a multi-year concession /lease contract for the operation of one or more of the Recreational Vehicle Parks in the Crescent City Harbor District, Crescent City CA.

The Crescent City Harbor District is seeking a Vendor to operate one or more of the Harbor owned RV parks.

This Request for Proposals (RFP) provides the opportunity for any interested individual or business organization, hereinafter referred to as “Offeror”, “you,” or “your” to submit proposals to CCHD ( “Lessor”) to lease CCHD property at 750 US Highway 101, Crescent City, CA 95531 and/or 159 Starfish Way, Crescent City, CA 95531 for commercial use under the following general terms and conditions.

In this Document, the terms “Crescent City Harbor District” and “District”, mean the Crescent City Harbor District Board of Harbor Commissioners and such terms incorporate any votes or other actions that may be taken by the Board of Harbor Commissioners.

CCHD is interested in seeing proposals from Offerors who will operate the properties as RV Parks. However, proposals for other uses for the properties will be considered as part of this RFP process.

This Lease opportunity is open to all interested parties on a competitive basis. Offerors whose proposals are judged to be responsive and in the District’s interest may be invited to negotiate lease terms. CCHD reserves the right to negotiate with multiple parties in order to reach a final lease. The District reserves the right to enter into either non-exclusive or exclusive negotiations, at its sole discretion. In certain cases, where a proposal demonstrates exceptional alignment with District priorities, the District may elect to grant an Exclusive Right to Negotiate (ERN) for a specified period.

To be selected by CCHD, you must demonstrate the capacity to plan, carry out, and finance your proposal. Evaluation criteria and the process for selecting a Lessee are described in detail in the RFP PROPOSAL REQUIREMENTS and PROPOSAL EVALUATION AND SELECTION GUIDELINES sections of this RFP.

A Term Lease may be awarded to a single Offeror or multiple Offerors depending upon the result of contract negotiations. The term of the lease will be tied to the improvements proposed by Offeror. The greater the improvements, the longer the term of the contract may be.

The Offeror/s who is selected for contract will be the “Lessee.” This RFP also includes terms the Lessee must follow. Offeror is responsible for responding to “Lessee” items in their proposal as required in this RFP.

It shall be the Offeror’s responsibility to read this entire document (terms and conditions, instructions), review all enclosures and attachments, and comply with all requirements specified herein. Not doing so could result in Offeror’s proposal being designated as unresponsive.

CCHD reserves the right to reject one or all proposals or terminate lease negotiations at any time without penalty or liability.

CCHD reserves the right at any time, and from time to time, for its own convenience, and in CCHD sole discretion, to cause or do any or all of the following:

- Waive or correct any defect or technical error as to form or content of this RFP or in any response, proposal, or proposal procedure, as part of the RFP or any subsequent selection and negotiation process.
- Reissue an RFP.
- Modify, amend, cancel, or suspend any and all aspects of the RFP and selection process.
- Modify the scope of the Lease or the required responses or modify the components of the Lease.
- Request that Respondents clarify, supplement, or modify the information submitted.
- Extend deadlines for accepting RFP responses, or request amendments to responses after expiration of deadlines

## **Section 2: RFP Timeline and Submission Process**

To support the Crescent City Harbor District’s (CCHD) goal of generating new operating revenue as quickly as possible, this Request for Proposals (RFP) will follow a flexible submission and review timeline. While an initial 21-day review period is contemplated, CCHD reserves the right to evaluate, negotiate, and select a proposal at any time, including prior to the expiration of the 21-day window, if it determines that doing so serves the District’s best interests.

This structure reflects the urgency of the District’s need to activate key harbor assets and begin revenue-generating operations without unnecessary delay, while still promoting a competitive and transparent process. Offerors are therefore strongly encouraged to submit proposals as early as possible to ensure full consideration and to maximize the opportunity for timely engagement with the District.

### **Initial Review Period**

- **RFP Informational Conference Call:**  
August 22, 2025 at 11:00 a.m. PDT
  - Dial-in: (701) 802-5242
  - Access Code: 3682930
- **In-Person Site Tour:**  
August 26 2025 at 11:00 a.m. PDT
  - RSVP to khanks@ccharbor.com to participate
- **Deadline for Written Questions (Initial Round):**  
August 29, 2025 at 11:00 a.m. PDT
  - Submit questions via email to khanks@ccharbor.com
  - If your question includes proprietary or confidential information, clearly mark it “CONFIDENTIAL”
- **Publication of Consolidated Responses:**  
Anticipated by close of business on September 2, 2025

- CCHD reserves the right to withhold confidential or proprietary information from public disclosure in order to preserve the integrity of the competitive process

- **Initial Proposal Deadline (First Review Group):**

September 5, 2025 at 5:00 p.m. PDT

- Proposals received by this time will be considered in the first round of evaluations
- CCHD may, at its sole discretion, evaluate and select a proposal at any time prior to this deadline

- **Proposal Submission Instructions:**

Submit proposals electronically to: khanks@ccharbor.com

- Subject line should read:

CCHD RV Park Lease Proposal\_[Your Name or Business Name]

*(Do not include brackets)*

### **Rolling Review Period**

After the initial 21-day period, the RFP will remain open on a rolling, week-to-week basis until a lease agreement is finalized.

During this rolling period:

- Proposals will be accepted and reviewed on a weekly basis
- Questions must be submitted by **Fridays at 1:00 p.m. PDT** to receive a response the following week
- CCHD may select a proposal and enter into lease negotiations **at any time**, without further public notice
- CCHD **reserves the right to cancel this RFP process at any time**, in whole or in part, at its sole discretion and without obligation to any party

### **Section 3: RFP PROPOSAL REQUIREMENTS:**

- 1) **Cover Letter:** Provide an executive summary emphasizing the strong points of the project team, qualifications and experience. The cover letter shall be signed by a person with the official authority to bind the firm. The cover letter shall include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. Cover letter should also include
  - a) Statements of willingness to comply with Harbor District policies;
  - b) Confirmation Offeror will follow prescribed CCHD RFP Process;
  - c) Disclosure of any past, ongoing, or potential conflicts of interest which the Developer may have as a result of performing work for the District;
  - d) Confirmation Developer is operating, or will operate under a legitimate business license;
  - e) Confirmation Offeror, if selected, can provide required insurance and indemnification.
  
- 2) **Firm Overview and Qualifications:** Introduce your firm and provide a general description of your firm's qualifications and experience, with emphasis on previous projects/services which are similar to those listed herein.
  - a) Developer's Name and Address: Include the name and address of any proposed partner or joint venture.
  - b) Nature of Developer's Development Entity: Whether a corporation, partnership, joint venture, etc.
  - c) Name of Authorized Representative(s): The person (or persons) authorized to represent Developer in Harbor District negotiations.
  - d) Firm Profile: An overview of proposing firm/entity and description, including Developer's Firm officers, and principals.
  - e) Team Member Biographies: Brief professional biographies of the team members that are proposed to execute the project. Biographies must include: a summary of the qualifications, licenses, and experience of each individual, and the type of work to be performed by each individual. Include identification, qualifications and role of key individuals including all technical, planning, and architectural consultants on the development team who would be involved in the planning or implementation of the development.
  - f) Evidence of Developer's Financial Capability, including
    - Evidence of the Developer's financial capacity (including that of any joint venture partners or affiliated entities) to carry out the proposed project. Submissions must include the Developer's most recent certified financial

statements, if available, and the information must be current within the past six months. All financial materials must be submitted confidentially under separate cover, clearly labeled:

“Confidential: Financial Capability for Projects on District-Owned Sites.”

- Developer’s ability (including joint venture partners) to raise equity/debt dollars, including relationship with major lenders.
- Developer’s commitment and ability to fund planning and pre-development costs during negotiation period and the resources to carry the project forward.
- Developer’s anticipated sources of financing, including documentation providing commitment for construction and/or permanent financing for the project. The commitment should identify rates, fees, and terms of financing, if known.
- Must include the names and addresses of Developer's bank(s).

g) Previous Project Description.

- A description of successful projects in comparable undertakings in terms of economic success and overall architectural design quality. Each project must include the name, contact person, address, phone number of each party for the jurisdiction in which the project was developed, general financial information about the project, and the dates of involvement.
- A description of the Developer's previous relevant experience. Include a brief description of projects, date completed, location, concept, land uses, size, pre-development, and development costs, role of development entity, estimated development value, and management and operating experience.

h) Developer's references.

- List of at least three business references for all organizations that will be principally involved in the project. Include names, addresses, and contact information.

3) **Concept and Improvement Plan:** The Improvement Plan must include:

- a) A statement indicating whether the proposal covers the entire RFP project area or only a portion thereof. If proposing a partial area, the specific portion must be clearly identified.
- b) Developer’s proposed concept, ideally an illustrative site plan with building footprints, and major amenities.

- c) Narrative of the proposed operations, including target customers and marketing plan to support activities proposed;
  - d) List of all improvements Offeror will make at the park/s, with cost of the improvements and schedule for making the improvements.
  - e) Project Management Plan - A brief description of the Offeror's "budget and schedule management plan" that describes the Developer's approach and commitment to completing the improvements.
  - f) RV Park Management /Staffing Plan.
  - g) Any expected environmental effects, including any effect on traffic, greenhouse gas emissions sources, effects on visual resources, water /energy consumption and any proposed mitigations.
  - h) Lease terms: Length of the lease, any contemplated renewals, payment frequency.
  - i) Any proposed Harbor District responsibilities
- 4) **Monthly and Annual Revenue projections:** Projections should be shown monthly and annually for 10 years for each of the RV park/s, **or other permissible or conditional uses**, presented in the following manner:
- a) Total estimated monthly and annual revenue shown separately for each park. **Data used to estimate revenues must be cited.**
  - b) Monthly and Annual lease amount offered to CCHD, including annual rent escalator.
  - c) "Percentage Rent" percent and dollar amount offered to CCHD from total revenues shown on a monthly and annual basis.
- 5) **Signed Performance Bond Commitment:** Offerors are encouraged to indicate whether they intend to secure a performance bond for the proposed improvements, which may be used to satisfy any direct damages to CCHD resulting from an Offeror's failure to implement proposed improvements. The bond may cover 100% of the improvement value, or a lesser percentage, depending on the Offeror's project approach. If a performance bond is proposed, a signed statement of commitment should be included. **The bond must remain in effect for the duration of the park improvement's construction period.** If a performance bond is not proposed, **Offerors must provide an explanation of why a bond is not proposed and include how the Harbor District will be protected in case of failure to perform by the Offeror.** For example,

an explanation could indicate a preference to reinvest capital directly into project improvements or an alternative method of assuring project delivery.

- 6) **Any modifications to the RFP:** Offerors should also include any modifications to the RFP elements the Offeror proposes to make.

#### **Section 4: OVERVIEW OF PROPERTIES OFFERED FOR LEASE**

There are two existing RV parks which offer affordable recreation opportunities to visitors to Crescent City Harbor District. The existing level of improvements for the RV parks is limited, with minimal landscaping and other amenities for visitors. Suggested improvements are provided below. There are also open areas within each parcel that have additional development potential.

##### Bayside RV Park

750 US Highway 101, Crescent City Harbor, CA 95531

Bayside RV Park currently operates as a mixed-use facility, with both long-term tenants and short-term rental spaces. The long-term tenants have protected status under California's Recreational Vehicle Park Occupancy Law (Civil Code §§ 799.20 *et seq.*).

At this time, the Crescent City Harbor District (CCHD) does not have a plan to relocate these tenants. Any relocation of long-term tenants proposed by the Offeror must be approved by the District, comply with all applicable laws, and include a publicly reviewed relocation plan. If relocation is approved, the Offeror would be fully responsible for all associated relocation costs. If relocation is proposed by Offeror, relocation costs must be clearly identified in the financial portion of the proposal.

For short-term rental spaces, in accordance with California Coastal Commission requirements, the Lessee may not sublease any space to a tenant for more than 30 consecutive days at a time.

Bayside RV Park's needed improvements include: paving, electrical, plumbing, pedestals, RV space sizes, restrooms, laundry, other amenities and landscaping. It is the District's preference that all utilities become individually metered at the site and monthly payments for utilities shall be the sole responsibility of the Lessee.

All improvements will need to be made at Offeror's expense.

#### Redwood Harbor Village

159 Starfish Way, Crescent City, CA 95531

Redwood Harbor Village is operated as a short-term rental park. In accordance with California Coastal Commission requirements, the Lessee may not sublease any space to a tenant for more than 30 consecutive days at a time.

Redwood Harbor Village's needed improvements include: paving, electrical, plumbing, pedestals, RV space sizes, restrooms, laundry, other amenities and landscaping. It is the District's preference that all utilities become individually metered at the site and monthly payments for utilities shall be the sole responsibility of the Lessee.

All improvements will need to be made at Offeror's expense.

The footprint of each RV park is illustrated in the diagrams included in the prefatory section of this document. A conceptual site plan is also provided as an example of potential improvements or redesigns that may be proposed by the Offeror/Lessee.

Appendix 1 includes a Summary of Harbor Related Land Use Policies Relating to the properties

Appendix 2 includes current photographs of both sites.

## **Section 5: KEY INFORMATION ABOUT THIS LEASING OPPORTUNITY**

**Premises Condition:** Facility will be delivered to Lessee, “As-is with all faults.” There is deferred maintenance at each park including electrical, sewer, water, restrooms, parking lot, space delineation and other items.

**Lessor Improvements:** CCHD does not plan to make improvements to the property at this time but reserves the right to make improvements at a later date at its sole discretion.

**Lessee Improvements:** CCHD intends to require the Lessee to make capital improvements to the parks. These may include site layout upgrades, utility and infrastructure enhancements, and the addition of guest amenities. Each Offeror is responsible for proposing a scope of work and cost estimate as part of their improvement plan, which may include additional enhancements beyond those identified here.

**Use of Contractors:** Lessee may utilize contractors to perform repairs, replacements, and improvements.

- Contractors must abide by all Lease provisions as well as all local and national laws and regulations.
- Lessee will require Contractors to maintain appropriate insurance coverage that names the Lessee and CCHD as an additional insured party.
- Lessee will develop and implement, subject to CCHD prior approval, a contractor informational document, which will inform the contractor(s) of all pertinent information about the site.

**Building Codes and Zoning:** For building codes and zoning, the Lease Premises are under jurisdiction of the CCHD and are subject to the zoning regulations of Del Norte County and the State of California, including the Coastal Commission. The Harbor District is located entirely within the Coastal Zone and is subject to regulation under the Coastal Act. The Coastal Act allows local governments to prepare Local Coastal Programs (LCPs) for areas within the coastal zone, which are required to be consistent with the Coastal Act and are approved by the California Coastal Commission.

CCHD will expect any work done on the property, where relevant, to meet the standards set forth by the County and State regulatory agencies. The selected Offeror must comply with all County and State standards and must, throughout the contract period, secure and possess all permits, licenses and land use approvals required by the County and State to perform

improvements on CCHD property and operate its business. The lack of securing permits, licenses and land use approvals can result in termination by CCHD of the selected bidder agreement and lease.

**Term of the Lease:** The term of the lease will be negotiated with the selected Offeror. The term shall be commensurate with the funds invested by Lessee for improvements of the parks. The lease term will commence upon signing of the lease contract. Lessee will be expected to pay rent from day 1, following the signing of contract, though monthly rent may be reduced at CCHD discretion during the construction period.

**Fair Market Value Rent (FMVR):** The District's preferred lease structure is a Fair Market Value Rent based primarily—or entirely—on a percentage of gross revenue. Offerors are encouraged to propose a revenue-sharing model that aligns with this preference.

**RV Park Management/Operation Subleasing:** The Lessee may not sublease the management or operations of the RV Parks without the written permission of CCHD.

**Insurance During the term of the Lease:** The Lessee shall maintain General Liability, Property & Casualty, Worker's Compensation & Employer's Liability, and Business Interruption & Extra Expense insurance in amounts set by the Lessor. Lessee's insurance coverage amounts will be periodically reviewed by the Lessor. These reviews will ensure the Lessee has appropriate coverage in light of any changing circumstances. At the commencement of the Lease, it is anticipated the Lessee will obtain property insurance in the amount of \$2,000,000, and commercial general liability insurance with limits of \$2,000,000 per occurrence and \$4,000,000 aggregate. These coverage amounts are subject to negotiation.

**Utilities:** The Lessee is solely responsible for all utilities including telephone, cable, and internet access. Subject to advance written approval by the Lessor of any utility service, the Lessee at its sole expense shall make all arrangements with appropriate utility providers (including the Lessor where applicable), for all utilities not provided by the Lessor and furnished to the Premises. Any utility service provided by Lessor will be subject to the Lessor's established policies and procedures for provision of utility services to third parties.

**Maintenance Responsibilities:** Lessee will be responsible for repair and maintenance of the buildings and property within the Lease Premises.

- Lessee will be responsible for any unscheduled, emergency work (e.g. after-hours drain clearing, plumbing or electrical work) necessary to ensure the successful operation of the Lease Premises.
- Lessee will be responsible for routine housekeeping of the Lease Premises and its exterior facilities.
- Lessee will be responsible for grounds maintenance within the Lease Premises. This includes maintaining the grass and the grounds in good condition, including, without limitation, regular grass mowing, care of ornamental plantings, and trash removal.
- Lessee will be responsible for pest management within the Lease Premises.

**Potential Improvement Projects Adjacent to RV Parks:** CCHD or other Harbor tenants may undertake projects intended to improve the Harbor premises or utilities serving the Lease Premises during the Lease Term. CCHD will coordinate with Lessee to minimize the impact on Lessee’s operations.

**Section 6: PROPOSAL EVALUATION AND SELECTION GUIDELINES**

It is the Harbor District's intent to select an Offeror best evidencing competence, enthusiasm and professional qualifications necessary to perform the work described in this RFP.

Proposals will be evaluated on the following elements:

- A. The Offeror’s intended use and improvement plan of the property with respect to the needs of the Harbor, visitor enjoyment of the ~~RV park area~~ property, approved uses of the property (see Appendix 1), support for the harbor’s commercial fishing activities (“working waterfront”), and any plans for relocation of current tenants.
- B. The experience of the Offeror demonstrating the capability to carry out the terms of the lease.
- C. Previous efforts the Offeror has made to show support and enthusiasm for the project.
- D. The ability of the Offeror to be physically present and involved at the initiation of the project and throughout the lease term.
- E. The financial capability of the Offeror to carry out the terms of the improvements and the other terms of the lease.

- F. Ability of the Offeror to secure a performance bond and proposed amount of the performance bond, if any.
- G. The benefit to CCHD of the financial and other terms and conditions of the proposal, including the amount of rent proposed and other proposed lease terms and conditions.

**Section 7: SCORING PROCESS**

- A. The Crescent City Harbor District (CCHD) will review each submission to verify that all submission requirements have been met. Submissions that are incomplete or non-compliant will not proceed to evaluation unless and until they are resubmitted with all required elements.
- B. CCHD evaluators will conduct individual evaluations and assign preliminary scores. A consensus scoring meeting will then be held to discuss findings and reach consensus scores for each proposal.
- C. To encourage candid and independent evaluation, all individual and consensus scores shall remain confidential and will be treated as internal deliberative materials of the Crescent City Harbor District. These scores will not be publicly disclosed.
- D. To support informed and thorough decision-making, the District may, at its discretion, consult with outside agencies, technical experts, or consultants to review proposal materials and provide input.

**Section 8: AWARD PROCESS**

Award Determination

- The Grand Total Score for each Offeror shall be used to determine the ranking of proposals. CCHD may move forward to negotiations with those responsible Proposers which have been determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

Negotiations

- Negotiations may be conducted with multiple of the highest-ranking Offeror/s.

- If negotiations fail to result in a contract, CCHD may begin the negotiation process with other Offeror's. This may include proposals which were received during the open RFP process. The negotiation process may be repeated until the anticipated successful Offeror has been determined, or until such time CCHD decides not to move forward with an award.

#### Award Announcement

- Once negotiations have led to the successful Offeror(s) being determined, the anticipated winning Offeror(s) will be announced in a public CCHD meeting and posted on the CCHD website.

#### **Section 9: PROPRIETARY INFORMATION**

A. Submission documents pertaining to this solicitation become the property of CCHD.

B. CCHD will maintain the confidentiality of certain types of information, such as trade secrets and other information exempted from the Public Records Act.

C. Offerors may designate appropriate portions of their proposals as confidential or proprietary. Such designations must be clearly marked, and justification may be requested by the District. All confidentiality designations are subject to review under applicable public records laws.

D. Pricing and financial terms may not be designated as confidential. However, such information will not be publicly disclosed until negotiations have concluded or a lease agreement has been finalized.

## APPENDIX 1

### Summary of Harbor Related Land Use Policies Relating to the Current RV Park Properties

#### Crescent City Harbor District 10-Year Strategic Plan

##### **Key elements related to future growth in the Harbor:**

The District Boundary, which is countywide, also serves as the District's Sphere of Influence (SOI). The District owns and controls both land and tideland properties at Crescent Bay, bounded by Crescent City to the west, South Beach to the east, the Highway 101 corridor to the north, and Whaler's Island and the breakwater to the south. The District ownership encompasses roughly 150 acres of land and 4,200 acres of aquatic recreational area.

The District's primary revenue sources are rents and concessions and inner boat basin rentals; primary expenditures are payroll expenses and utilities. The District has also been successful at obtaining grant funds for the design and construction of numerous recreational and visitor serving improvements. The primary financial challenge is servicing the new debt incurred to complete the reconstruction and improvement projects. It is imperative that the District attract more visitors and new businesses.

The City of Crescent City maintains the water distribution system within the Harbor area, other than individual service lines to Harbor owned facilities. The water lines presently serving the Harbor are adequately sized to meet the needs of future development with simple lateral extensions. The District's wastewater is collected and treated by the City's WWTP.

The County of Del Norte provides general governmental services – which includes social services, emergency services, planning, public works, county roads and parks, etc. – to the unincorporated areas of Del Norte County. The City of Crescent City provides similar general governmental services within city limits.

##### **Strategy V: Redevelop RV Park**

- Plan, prioritize and budget redevelopment
- New restrooms and showers
- Tiny houses and yurts development

- Increase RV capacity

## **Harbor Land Use Plan**

### **Harbor Dependent Recreational**

A Harbor Dependent Recreational (HDR) classification provides for public and commercial recreational development within or immediately adjacent to the waters of the Harbor to encourage the continuation of recreational boating and other water-oriented visitor-serving and recreational uses and mutually supportive businesses that enhance public opportunities for coastal recreation, maintain the marine theme and character of the Harbor, and encourage physical and visual access to the Harbor waterfront. The HDR designation is applied to areas that have historically provided recreational boating and other harbor dependent or harbor related visitor-serving and recreational uses, and related support activities, facilities, and employment.

These areas provide the physical area for continuation and expansion of these harbor dependent and harbor related water oriented recreational uses. Other non-recreational coastal-depend/ related uses are allowed as conditional uses.

### **Harbor Visitor Serving Commercial**

A Harbor Visitor Serving Commercial (HVSC) classification provides for accommodations, conveniences, goods, and services intended to primarily serve Harbor area visitors where specific use does not necessarily require location immediately adjacent to Harbor waters. On HVSC designated lands, priority shall be given to visitor-serving commercial facilities designed to enhance public opportunities for coastal recreation.

## **Coastal Land Use Plan**

### **2.3.1-4 Visitor-Serving Commercial Recreational Facilities Priority**

Priority shall be given to visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation over general commercial uses, but not over aquaculture and coastal-dependent industry, including commercial fishing. Proposals for aquaculture facilities on oceanfront land shall be given priority over other uses, except over other coastal dependent developments or uses.

### **2.3.1-5 Waterfront-Oriented Commercial Uses**

Continue and encourage waterfront-oriented visitor-serving and recreational commercial uses, including eating and drinking establishments and recreation and entertainment establishments, as a means of providing public access to the waterfront. Coastal areas suited for water-oriented recreational activities that cannot readily be provided at inland areas shall be protected for such uses.

### **2.3.1-6 Visitor Accommodation Affordability**

Lower cost overnight visitor accommodations shall be protected, encouraged, and, where feasible, provided, including campgrounds, recreational vehicle parks, hostels, and lower-cost hotels and motels. New overnight visitor accommodation developments in the harbor area shall (1) be encouraged to be lower-cost or provide a range of overnight accommodation options and prices serving a variety of income ranges; and (2) be encouraged to provide non-overnight visitor-serving recreational amenities that are open to the general public. Consistent with Coastal Act Section 30213, the County within the harbor area shall in no event (1) require that overnight room rental be fixed at a certain amount for any privately owned and operated hotel, motel, or other similar visitor-serving facility located on either public or private land; nor (2) establish or approve any method for the identification of low or moderate income persons for the purpose of determining eligibility for overnight room rentals in any such facilities.

### **2.3.1-7 Visitor Accommodation Retention**

If and when average visitor accommodations annual occupancy rates in the Crescent City area exceed 70%, or peak season occupancy rates exceed 95% (whichever occurs first), removal or conversion of existing lower cost visitor serving accommodations in the harbor area shall be prohibited unless (1) the converted facility will be replaced with another facility offering the same or a greater number of lower cost visitor serving units, or (2) an in lieu fee in an amount necessary to off-set the cost to replace the lower cost visitor serving units in coastal Del Norte County is imposed. Lower cost facilities shall be defined as any facility with room rates that are (1) below 75% of the Statewide average room rate, or (2) below the average annual room rate in the Crescent City area, whichever is lower. Statewide average room rates can be calculated by the Smith Travel Research website ([www.str.com](http://www.str.com)) or other analogous methods used to arrive at an average statewide room rate value.

### **2.3.1-8 Overnight Accommodation Standards**

Overnight accommodations in the harbor area shall be protected for transient use (30 days or less) and shall not be converted to private residential use; other than camp host/ employee caretaker unit type residences.

**APPENDIX 2 - Photographs of CCHD RV Park area**

**Redwood Harbor Village**



*(Redwood Harbor Village photo 1)*



*(Redwood Harbor Village photo 2)*

## Bayside RV Park



*(Bayside RV Park photo 1)*



*(Bayside RV Park photo 2)*