

# **CRESCENT CITY HARBOR DISTRICT**



## **Request for Consultant to Perform Structural Engineering Inspection of Buildings Owned by the Crescent City Harbor District**

**CRESCENT CITY HARBOR DISTRICT  
101 Citizens' Dock Rd.  
Crescent City, CA 95531**

## **Section 1 - RFP Overview**

The Crescent City Harbor District (the District) is currently soliciting for a Structural Engineer consultant to inspect the interior and exterior of certain buildings owned by the Crescent City Harbor District and identify all structural and building code issues, creating a plan and budget, for recommended mitigation strategies for any identified issues.

The location of the building is shown on the map in Attachment 1: Project Location Map and Photos.

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

### **Conference Call:**

- A conference call to discuss this RFP will be held on Monday, October 20 at 10:00 AM. <https://us06web.zoom.us/j/84988792916?pwd=3jSSrzuiRkxkgRHnhvaFjCOorXbhFU.1>
- Meeting ID: 849 8879 2916  
Passcode: 187953
- Phone: 16694449171,,84988792916#,,,,\*187953# US

### **In-Person Site Tour:**

- Monday, October 27, 2025 at 11:00 a.m. PDT
- RSVP to [khanks@ccharbor.com](mailto:khanks@ccharbor.com) to participate

### **Deadline for Written Questions:**

- October 31, 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 November 5, 2025
- CCHD reserves the right to withhold confidential or proprietary information from public disclosure in order to preserve the integrity of the competitive process

### **Proposal Deadline**

- Responses to this request must be received by the Harbor District by Tuesday, November 14th, by 5:00 PM. Responses may be submitted via email to [khanks@ccharbor.com](mailto:khanks@ccharbor.com)

## **Contact Information**

- Direct all questions or comments via email to:
- Kristina Hanks [khanks@ccharbor.com](mailto:khanks@ccharbor.com)

## **Section 3: Proposal Requirements**

### **Cover Letter**

The cover letter should indicate the name of the firm submitting the proposal and the name of the person authorized to negotiate and commit on behalf of the firm.

### **Qualifications**

Provide background information about the firm, including organizational structure, year founded, office location(s), number of employees, and areas of specialization. Please indicate if the firm qualifies as a local business, small business, Disadvantaged Business Enterprise, Minority-owned Business, or Woman-owned Business.

### **Relevant Project Experience**

Please provide at least two examples from the last five years where team members completed similar work.

### **Project Organization**

Provide a description of the firm's proposed organization for the execution of the work. Include an organization chart and summary-level resumes of individuals proposed for the project team.

### **Project Approach**

Provide a definitive Work Program related to this project, including a list and narrative description of the tasks to be performed as part of the firm's proposed services.

### **Fees**

Provide a fee to perform each element of the scope of work. The District reserves the right to remove elements from the final award. The District intends to contract with the consultant on a not-to-exceed, time-and-materials basis.

### **Timeline**

Provide a timeline to perform each element of the scope of work. The District reserves the right to remove elements from the final award. Responses should include any modifications to the tasks or timeline that the responder proposes.

#### **Section 4: Scope of Work**

The selected firm shall have the qualifications, experience and licenses needed to perform the scope of work to complete a review of the boat yard building and complete plan for any identified needed structural upgrades.

The scope of work for this project may include, but are not necessarily limited to, the following components:

1. The chosen Engineer will inspect the interior and exterior of certain buildings owned by the Crescent City Harbor District and identify all structural and building code issues, creating a plan and budget, for recommended mitigation strategies for any identified issues. The buildings to be included in the proposal are the following:
  - Boat Yard Building -121 Starfish Way
  - Fish Processing Facilities (two buildings)-161 Starfish Way
  - Harbor District Office – 101 Citizens’ Dock Rd.
  - Abalone Building – Whaler Island
  - Coast Guard Building – 100 Anchor Way
  - Storage building – Commercial boat basin parking lot
2. Work with the Harbor District to define the information needed to meet the scope of work.
3. Provide the documentation needed by the Harbor District to meet the scope of work deliverables.
4. Identify any issues or hazards that may impact the scope of work.

#### **Section 5: Proposal Evaluation Criteria**

It is the Harbor District's intent to select a responder that best demonstrates the competence and professional qualifications necessary to perform the work required at a fair and reasonable cost, after consideration of all evaluation criteria set forth below.

Selection will be based on the following criteria:

1. Completeness of the proposal submitted and responsiveness to the RFP.
2. Proposed Personnel – qualifications, professional experience, and skills of the firm.
3. Ability to meet the requirements of the scope of services.
4. Proposed Fee Structure / Cost of Services.

The above factors, along with other factors that the District may deem appropriate, will be used to identify the proposal that represents the best value, which will be the basis for the contract award. The criteria listed above are not presented in any order of priority or preference.

All interested parties are encouraged to submit proposals to the RFP, as the award is not based solely on the lowest-cost proposal submitted. Total cost will be considered, but the proposer's capabilities, competence, and capacity will also be weighed.

**Note:** Depending on the quality of the proposals received, the Harbor District reserves the right to reject any or all proposals and to issue a new Request for Proposals if none of the proposals are satisfactory (as judged by the District in its sole opinion). All proposals, inquiries, responses, or correspondence related to this RFP, as well as all reports, charts, displays, schedules, exhibits, and other documentation submitted by the proposer, will become the property of the District upon receipt. The District also reserves the right to waive minor informalities or irregularities in any proposal if doing so allows the District to select the proposal(s) that, in the District's sole opinion, would best serve the needs of the District within budget limitations. The District expressly reserves the right to extend the date by which bids are due.

## **Section 6: 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. 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 7: 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: Project Location Map and Photos.



**1. Boat Yard Building – 121 Starfish Way**



**2. Fish Processing Facilities -161 Starfish Way**



**3. Fish Processing Facilities -161 Starfish Way**



**4. Harbor District Office – 101 Citizens' Dock Rd**



**5. Abalone Building – Whaler Island**



**6. Coast Guard Building – 100 Anchor Way**



**7. Storage building – Commercial boat basin parking lot**