



CITY OF FORT BRAGG

Request for Qualifications
for
On-Call, As-Needed Services to Assist with
Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan
and Subsequent Update to the City's Local Coastal Program

Dated: January 23, 2024

INTRODUCTION

Purpose

The City of Fort Bragg anticipates a need for environmental, engineering, surveying, and other specialized professional services to assist staff in developing the Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan, and the subsequent Local Coastal Program update to incorporate findings from the planning effort. The RFQ process will allow the City to create a panel of professional service contractors with appropriate experience and expertise in the various tasks required to contract with the City on an as-needed basis. The city will pursue completion of the Noyo Harbor project described below utilizing the firms or individuals selected to participate as part of the panel. Successful proposals will be kept on file through the grant term, December 2026. The City intends to select and contract with more than one (1) qualified consultant.

About the Noyo Harbor Blue Economy Visioning, Resiliency & Implementation Plan

The City of Fort Bragg received an \$898,900 grant award from the California Coastal Commission to support a regional strategy focused on addressing climate change in and around Noyo Harbor through blue economy initiatives. Funds will be utilized to develop the Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan (BEVRI Plan) over the next two years, which will include comprehensive baseline information about the existing environmental, physical, and economic conditions of the harbor, including, but not limited to:

- Site-specific analysis of scenarios related to impacts of sea level rise, tsunami hazards, and erosion due to increased wave action;
- Parcel inventory to identify boundaries, current land uses, economic contribution, and historic status;
- Harbor facilities conditions assessment; and
- Aquaculture Feasibility Assessment (including water quality analysis).

The BEVRI Planning process centers around inclusive community outreach and engagement that is dedicated to two-way information exchange - by inviting community input and sharing findings. Findings from the BEVRI Plan will inform updates to the City's Local Coastal Program (LCP). To learn more about this important planning effort, please visit the project website at: www.NoyoOceanCollective.org (a link to the Community Engagement Plan can be found at the bottom of the Home Page).

SCOPE OF SERVICES

This scope of services is a general guide to the work the City expects to be performed and is not a complete listing of all services that might be required or desired to support the Noyo Harbor planning effort. The City is seeking consultants with experience and expertise in:

1. Surveying and mapping, including LiDAR, CAD and/or GIS;
2. Civil and hydrological engineering;

3. Habitat restoration design, permitting, construction, and monitoring for integrated habitats and multiple benefits;
4. Natural and nature-based shoreline protection design;
5. Water quality assessment;
6. Structural analyses;
7. Pre-project feasibility analyses;
8. Economic analyses;
9. Hazardous or toxic substance investigations;
10. Watershed, intertidal and subtidal assessments;
11. Archaeological studies;
12. Climate change issues such as species migrations, seasonal coastal and fluvial flooding, and sea-level rise;
13. Botanical studies;
14. Agricultural studies;
15. Soil and marine sediment analyses;
16. Site and land use planning;
17. Sea-level rise and coastal erosion modeling;
18. Environmental monitoring;
19. Graphic design for educational materials;
20. Traditional Ecological Knowledge;
21. Local working waterfront skills;
22. Harbor District and Special District Analysis; and
23. Other related environmental services, such as appraisals for restoration purposes.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the complete proposal, and a cost bid so that it is received by the City no later than **2:00 p.m. on February 23, 2024**, to:
City of Fort Bragg
Attention: Diana Sanchez, City Clerk
416 N. Franklin Street
Fort Bragg, CA 95437
dsanchez@fortbragg.com
2. Format: The printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document, and organized in sections following the order specified under Contents.

Contents: The proposal shall contain the following information:

- A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
- B. Scope of Services

Identify specific tasks and services within the Scope of Services (listed 1-23, above) in which you are submitting qualifications.

C. Relevant Experience

Describe relevant experience for each task or service identified above, including a list of all agencies your firm has completed similar projects for in the last five years.

D. Key Personnel Qualifications

Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.

E. References

List of public agencies or clients for whom similar work has been performed, with the name, title, and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.

F. Budget and Schedule of Charges

Provide a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and other fees. Provide a time schedule for specific tasks, if possible. Actual contract amounts will vary depending upon services and project needs.

G. Insurance

The individual(s) or firm(s) receiving contracts shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, their agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for a reduction in the insurance amount shall be included in the proposal. The consultant shall bear all costs associated with the required insurance.

H. Consultant Agreement

The City's Standard Professional Agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

All firms and individuals responding to this RFQ will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference check, understanding of services, cost, and responsiveness to the needs and concerns of the City of Fort Bragg. Firms or individuals selected will be included on a panel of available consultants to utilize for the necessary tasks or services required for the completion of the project.

Other Considerations

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Qualifications does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified respondents or to cancel, in part or in its entirety, this Request for Qualifications, if it is in the best interest of the City to do so. The City may require the selected consultant(s) to participate in negotiations and submit such price, technical, or other revisions of the proposal that may result from negotiations.

RFQ SCHEDULE

The anticipated schedule is as follows:

RFQ Issued	Tuesday, January 23, 2024
Deadline for Written Questions	Friday, February 2, 2024
Responses to Questions Available Online	Friday, February 9, 2024
Proposals Due	Friday, February 23, 2024
Prequalified List Notification Date	Monday, March 4, 2024
Prequalified List Expires	Thursday, December 31, 2026

QUESTIONS

To ensure fair and equal access to information about this RFQ, questions should be submitted in writing and directed to:

Sarah McCormick
City of Fort Bragg
416 N Franklin Street
Fort Bragg, CA 9547
Email: smccormick@fortbragg.com

The deadline for submitting written questions is the end of business on Friday, February 2, 2024. No questions will be accepted. A summary of submitted questions and answers pertaining to this RFQ will be posted the City's website the following Friday, February 9, 2024 at:
<https://www.city.fortbragg.com/government/requests-for-proposals-bids>

ATTACHMENTS

1. Exhibit A – On-Call Services Professional Agreement