

CRESCENT CITY HARBOR DISTRICT



REQUEST FOR PROPOSAL
PHASE ONE
ENVIRONMENTAL SITE
ASSESSMENT

121 STARFISH WAY,
CRESCENT CITY, CA 95531

PROJECT DESCRIPTION

Introduction

The Crescent City Harbor District (the District) is currently soliciting proposals to conduct a Phase I, and potentially a Phase II, Environmental Site Assessment (ESA) at 121 Starfish Way in Crescent City, California (see attached maps). The site is a 2.42-acre property that previously served as a boat repair facility. The purpose of this Request for Proposal (RFP) is to assist the District in assessing the property for future use.

Background

121 Starfish Way is a 2.42-acre property located in the Harbor District (coordinates 41.746783, -124.181421).

The property is zoned Commercial.

The site consists of approximately 2.42 acres of developed land, which was occupied by a boat repair facility operated by Fashion Blacksmith for 46 years, from 1978 to 2024. The facility has not been in active use for approximately two years, and its use was limited in the two years prior.

Currently located on the lot is an approximately 9,000 sq. ft. repair building, with an adjacent 1,000 sq. ft. shop. Additionally, there is an approximately 7,000 sq. ft. drainage basin with two pipes leading into the city water supply and one pipe leading into the harbor watershed. All three pipes have been blocked off for an unknown period.

Also located on the property is a 135' x 40' synchrolift (not included in the previous acreage) used to haul boats in and out of the water. A railway for transporting damaged vessels extends from the dock, across the property and drainage basin, into the repair building.

Boat repair work was performed throughout the property, including sandblasting and painting, engine and electrical repair, and other boat maintenance. Materials and waste were stored across the property, and some remain today.

Bid Timeline

- A conference call to discuss this RFP will be held on Monday, September 9th, at 11:00 AM. Dial-in number: (701) 802-5242, Access code: 3682930.
- A tour of the project area will be conducted on Monday, September 16th, at 1:00 PM. Attendance is required for respondents.
- Responses to this request must be received by the Harbor District by Monday, September 30th, by 5:00 PM. Responses may be submitted via mail, hand delivery, or email to khanks@ccharbor.com.

Scope of Work

The selected firm shall have the qualifications and experience to perform the scope of work for the Phase I and Phase II Environmental Site Assessment.

Phase I Environmental Site Assessment (ESA):

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

1. Perform a records review to obtain and review records that will help identify recognized environmental conditions in connection with the property. This includes, but is not limited to, federal, tribal, state, and local government records, any history of known or potential hazardous substance releases, and contaminants of concern, and any permits issued for work on the property.
2. Perform a records review of historical property use information (topographic maps, aerial photographs, fire insurance maps, existing reports, etc.).
3. Conduct an onsite reconnaissance of the property to obtain information indicating the likelihood of identifying recognized environmental conditions in connection with the property.
4. Conduct interviews, including but not limited to, with owners, occupants, and governmental officials, to obtain information regarding recognized environmental conditions in connection with the property for boatyard and/or related or unrelated uses.
5. Prepare and present evaluations and reports to the District staff and, separately, to the Harbor Board of Commissioners. Evaluations and reports must include findings, opinions, conclusions, components, and recommendations.
6. Identify recognized environmental conditions constituted by the presence or likely presence of any hazardous substances on the property or in the soil, groundwater, or surface water of the property.
7. Provide expert witness services relating to Phase I Environmental Site Assessments.

Depending on the evidence found during the initial phases of the project, there may be a need for Phase II Environmental Review tests and analyses, such as soil borings and the collection of soil and water samples. Laboratory analysis of these samples would be part of this project. This may involve only portions of the property or the entire property.

Locations identified for water and soil tests are included in the maps section at the end of this RFP.

The District reserves the right to extend this contract to include Phase II SOW or to issue a new RFP for Phase II Environmental Review.

Proposal Requirements

The purpose of this RFP is to assist the Crescent City Harbor District in assessing the property for future use. Major consideration will be given to the firm that demonstrates expertise in assessing sites similar to the subject property.

1. **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.

2. **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.

3. **Relevant Project Experience**

Please provide at least two examples from the last five years where team members completed environmental reviews for similar projects.

4. **Project Organization**

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

5. **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 during each phase of the project.

6. **Fees**

Provide a fee to perform each element of the scope of work for both Phase I and Phase II. 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.

7. **Timeline**

Provide a timeline to perform each element of the scope of work for both Phase I and Phase II. 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.

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.

Contact Information

Direct all questions or comments via email or letter to:

Tim Petrick, CEO/Harbormaster, Crescent City Harbor District,
101 Citizens Dock Road, Crescent City, CA 95531, tpetrick@ccharbor.com.

Attachments:

Photos/maps of the construction site

Draft contract available upon request

Harbor Map with the property outlined in red (121 Starfish Way)



Map of proposed soil & water samples if Level II is required

