

REQUEST FOR PROPOSALS CITY OF CAPITOLA



Capitola Wharf Long-Term Use and Development Plan

City of Capitola
420 Capitola Avenue
Capitola, CA 95010

ISSUE DATE:
May 24, 2024

DEADLINE FOR SUBMISSION:
June 28, 2024 at Noon

CONTACT:
Katie Herlihy, Community Development Director
(831) 475-7300 ext. 216
kherlihy@ci.capitola.ca.us

City of Capitola
Request for Proposals
Capitola Wharf Long-Term Use and Development Plan
May 24, 2024

I. General Information and Schedule

This Request for Proposals (RFP), issued by the City of Capitola (City), invites responses from qualified, innovative, experienced, professional planning and design consultants (Consultant) to develop the planning and design for the long-term use of the Capitola Wharf through creation of a Capitola Wharf Long-Term Use and Development Plan (Project).

The project will involve an extensive public outreach and public participation component to engage the public in the design process. This process aims to gather community input to determine the variety of amenities and services to be featured on the Wharf. Consultant will be expected to lead this public input effort with support from City staff. Proposals should therefore include an appropriate public participation component, including public workshop(s) and/or design charrette(s). Consultant will also be expected to present conceptual and final development plans to the City Council.

The selected Consultant will provide planning, design, and engineering services to the City including, but not limited to: preparation of conceptual and preliminary site plans and development plans. The Consultant will also provide construction cost estimates for the project if constructed all at once, or divided into separate phases to be completed as funding allows. Consultant may be asked for completion of the construction bid document package for a specific phase or the entire project, as an amendment to the agreement.

Maximum Budget with Contingencies: \$75,000

Questions concerning this RFP must be made via email per the schedule outlined below.

Responses to all submitted questions will be posted at <https://www.cityofcapitola.org/rfps>.

Issue date:	Friday, May 24, 2024, Noon
Questions due:	Friday, June 14, 2024, Noon
Submittals due:	Friday, June 28, 2024, Noon

Inquiries/submissions to:	Katie Herlihy Community Development Director City of Capitola 420 Capitola Avenue, Capitola, CA 95010 kherlihy@ci.capitola.ca.us (831) 475-7300
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All proposals must be delivered to the address provided above on or before the submission deadline. Proposals submitted late, or via oral, telephonic, telegraphic, electronic mail, or facsimile methods will not be considered or accepted.

City of Capitola
Request for Proposals
Capitola Wharf Long-Term Use and Development Plan
May 24, 2024

Interested consulting firms shall submit one electronic copy in pdf format and four hard copies.

Proposals submitted must be clearly marked: "Capitola Wharf Long-Term Use and Development Plan" and list the consultant's name and address.

All proposals must include information about project costs which will be valid for a minimum of one year.

II. BACKGROUND

The City of Capitola is currently constructing the Capitola Wharf Resiliency and Public Access Project [<https://www.cityofcapitola.org/publicworks/page/capitola-wharf-resiliency-project>] aimed at repairing damage and improving the longevity of the historic Capitola Wharf (Wharf). Situated in Monterey Bay, the Wharf has been a cherished landmark since its construction in 1857. In addition to the Resiliency Project, the City has collaborated with local community volunteers on the Capitola Wharf Enhancement Project (CWEP) to enhance the user experience at the Wharf.

Previously, there were two buildings owned by the City on the Wharf structure, which were leased by long-established businesses. The storms in December 2023 caused additional damage to both the Wharf and its structures, necessitating the removal of the buildings and further repairs to the Wharf beneath them. In February 2024, the City Council approved the removal of the buildings and requested staff return with a long-term use and development plan for the Wharf.

A City plans to host a grand reopening celebration of the Capitola Wharf on August 13, 2024. At the time of reopening, the following features will be in place:

- New Wharf Entryway
- Public Artwork
- Fishing Boat & Bait Shop (temporary structure).
- Fish cleaning station.
- Public Amenities (restrooms, benches, bike racks, educational displays, viewing stations, water fill stations, trash receptacles, and light posts)
- Memorial Plaques
- Donor Recognition Panels

In addition to the grand reopening of the Wharf in August 2024, the City plans to host two public concerts with food trucks; one in September and one in October.

Attachment 2 is the approved plan set for the Wharf Grand Re-Opening. *Please note, the temporary structures for the temporary fishing lease are not included in the plan set as the lease was not finalized at the time of publication of this RFP. Once a lease is approved for the site, additional information will be posted on the RFP webpage.*

III. SCHEDULE

The City's tentative schedule for the development plan is as follows:

RFP Released	May 24, 2024
Deadline for RFP Questions	June 14, 2024
Proposals Due	June 28, 2024
Consultant Selection	July 2024
Contract Negotiation & Approval	July 2024
Public Outreach and background data collection	Fall 2024
Conceptual Designs to City Council	Fall 2024
Refinement of long-term plan to City Council	Winter 2025

IV. SCOPE OF SERVICES

The following section identifies tasks that will be the focus of the consulting services agreement and the anticipated work tasks in preparation of the Capitola Long-Term Use and Development Plan (Project). The tasks identified do not represent a complete and exhaustive list of the tasks that may be necessary in the preparation of the Project, nor are all tasks required if recommended otherwise. Bidders are encouraged to expand on the Scope of Work to demonstrate expertise. The anticipated work tasks will be done in coordination with City staff.

Scope of work:

1. Obtain background information and data;
2. Coordinate, lead, and document all public outreach;
3. Preparation of conceptual site plans and conceptual building design plans;
4. Refinement of final long-term development plan with cost estimates, phasing strategies, and overview of applicable permits and CEQA; and
5. Presentation(s) to City Council.

The Consultant's approach to the scope of services will be one of the most important considerations when evaluating proposals. As the facilitator for public participation, the Consultant shall develop a detailed outreach and public participation strategy. The proposal should detail how each task will be accomplished and expand upon deliverables.

Note: Preparation of final design plans, specifications and construction cost estimates are only required if the City determines Consultant should move forward with a contract amendment for additional funding, scope of work and time considerations.

V. Deliverables

1. Public Outreach (Minimum of 1 in-person, 1 virtual, and 1 survey)
2. Alternative analysis report including a summary of public input and a summary of each alternative including a description, conceptual site plan and renderings, quantitative data on area per proposed use, cost estimate, and overview of applicable permits and CEQA.
3. Final development design plans include a description of uses and programmed area, site plan, 360-degree conceptual elevations and renderings, cost estimate, and overview of applicable permits and CEQA.
4. Present at two City Council Meetings
 - a. Alternatives Analysis Presentation
 - b. Final long-term plan Presentation

VI. PROPOSAL REQUIREMENTS

The proposal shall be limited to 20 pages and based on and incorporate all of the provisions identified in this Request for Proposals (RFP). The proposal should be submitted in a format that can readily be incorporated into the City's standard form Professional Services Agreement (Appendix A) including Project Description, Scope of Services, Duties of Consultant, Duties of the City, Fees and Payment, Timing and Schedule for Completion. Generally, the proposal should include the information specified below. The consultant is encouraged to include any additional items deemed desirable or necessary.

Approach and Work Program. The consultant shall describe an overall approach to the project work program for accomplishing the project objectives, specific techniques to be used, and specific administrative and operational management expertise which would be employed.

Assumptions. Proposals should include a list of the consultant's assumptions made in preparation of the proposal on a separate page entitled, "Assumptions Upon Which This Proposal is Based". This section should also specifically set forth those documents, maps, and studies which the consultant expects to be provided by the City.

Exceptions. Any exceptions to the scope of work or Professional Services agreements shall be detailed in the proposal.

Schedule. Proposals should provide a detailed schedule for the completion of services. Timeframes should be stated in terms of the number of calendar days or weeks required to complete the specified tasks using the City's notice to proceed as the start date. The schedule should identify the periods as the total elapsed time from the start date. The schedule should track the independent timing for each of the different documents to be developed, reviewed and

City of Capitola
Request for Proposals
Capitola Wharf Long-Term Use and Development Plan
May 24, 2024

adopted. The schedule should include a rough outlined of the community meetings and public hearings to be included in the process.

Costs. Proposals should include costs estimates based upon the services requested in this. Proposal shall be bid at a firm, fixed price with the only variable cost being additional community meetings and public hearing beyond those outlined in the scope. Additional community meetings and public hearings shall be bid on a per-meeting cost.

Proposals should include costs for the completion of each major task in the work program. Each task should clearly identify the consultant team member who will be primarily responsible for completing the task. This section should include billing and expense reimbursement rates. Indicate hourly rates of individuals involved, number of hours for each component, task or product and the fee structure for additional work outside of the contract and optional items. A time and materials rate schedule should also be provided for use in negotiating any Changes in Work required during the course of the contract. *This project has a maximum not to exceed budget of \$75,000, including contingencies.*

Staffing. The project manager and key personnel, including those of any subcontractor, shall be designated. The person(s) who will attend and facilitate public meetings and presentations should be identified and should be the same persons making any presentations to the Selection Committee. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-consultants shall be listed. Their responsibilities should be included in the proposal, if necessary. There shall be no changes in the project manager, subconsultants or key staff without approval of the City.

Qualifications. Proposals should include consultant's qualifications to perform the work required, and should document previous, similar work by the consultant. Brief resumes of the project manager, key personnel, and subcontractors should be included, as should three references for recent (i.e. last 3 years), comparable work.

Work Sample. One sample of a similar report prepared by the consultant and/or staff assigned to the project shall be provided in an electronic format or as a link to an online document.

Proposal Terms and Conditions. The proposal should include a statement to the effect that the proposal is a firm offer for a minimum 90-day period beginning on the application deadline. The proposal should also include a statement that all work will be performed at a not-to-exceed price.

Proposal as Sole Representation. Firms responding to the RFP must represent themselves solely by the written proposal. The proposal should also contain the name, title, address, and telephone number of the individual with authority to bind the company and also who may be contacted

City of Capitola
Request for Proposals
Capitola Wharf Long-Term Use and Development Plan
May 24, 2024

during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant.

VII. GENERAL INFORMATION

Minimum Qualifications.

In order to qualify as responsible, a prospective consultant must, in the opinion of City staff, meet the following standards as they relate to the RFP:

1. Have adequate staff, equipment, technical, and financial resources for performance, or have the ability to obtain such resources that are required for performance, including a demonstrated ability to meet work schedule time frames and deliverables.
2. Have a satisfactory record of performance.
3. Be an Equal Opportunity Employer.

Compliance with Terms and Conditions of the Professional Service Agreement.

The consultant and sub-consultants will be required to comply with all terms and conditions set forth in the City of Capitola Standard Form Professional Services Agreement including all insurance requirements (See Appendix A). Any exceptions from these terms and conditions must be specified in the proposal, and any exception may be a basis for rejection of the proposal from further consideration.

Proposal Revision and Modification. Staff may request that the consultant alter a submitted proposal when deemed necessary and appropriate to clarify that the proposal fully addresses the City's needs. In the event that a consultant agrees to modify the proposal, a change in the cost of the services as set forth in the proposal may be made. Otherwise, the cost stated in the original proposal shall remain effective. Any additional work required beyond the scope of the contract shall be, with prior notification and contract amendments, mutually agreed to by the City and the consultant, and shall be billed on a not-to-exceed estimated time and materials basis to the City. Contract amendments will be made only in unusual circumstances, where clearly justified by the consultant and as determined necessary by the City.

Limitations. All reports and pertinent data or materials will become the property of the City of Capitola.

The consultant will have normal access to the public records and files or local government agencies in preparations of the proposal or documents. No compilation, tabulation, or analysis of data, definition or opinion, etc. shall be anticipated by the consultant from the agencies, unless volunteered by a responsible official of these agencies.

Firms submitting a proposal for this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the City of Capitola once submitted

City of Capitola
Request for Proposals
Capitola Wharf Long-Term Use and Development Plan
May 24, 2024

A request for proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services and supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this request for proposals, if it is in the best interest of the City to do so. The City may require the consultant to participate in negotiations and to submit such price, technical or other revisions of the proposal as may result from negotiations.

Contract with Consultant. The consultant selected will be asked to agree to and enter into the City's Standard Form Professional Services Agreement (See Appendix A). It is unlikely that the City will consent to modifications of the agreement.

Contract Payment. The City will release payment to the consultant in increments based on itemized invoices submitted no more frequently than monthly as the work progresses. Contract payment shall be made on the basis of satisfactory performance by the consultant as determined by the City.

Contract Termination. The City shall have the right to terminate The Professional Services Agreement at any time upon giving ten (10) days written notice to Consultant. Consultant may terminate the Professional Services Agreement upon written notice to City should the City fail to fulfill its duties as set forth in the Agreement. In the event of termination, City shall pay the Consultant for all services performed and accepted under the Professional Services Agreement up to the date of termination.

Conflict of Interest. In the Professional Services Agreement the Consultant shall stipulate that corporately or individually, its firm, its employees and subcontractors have no financial interest in either the success or failure of any project which is, or may be, dependent on the results of the Consultant's work product prepared pursuant to the Agreement.

VIII. SELECTION PROCESS

Selection Criteria (in random order)

- Clear understanding of the project requirements and work to be performed;
- Consultant's approach to the scope of services.
- Qualifications and previous successful performance of the consultants on similar projects;
- Public participation experience;
- Local familiarity;
- Time frame and availability of consultants;
- Review of references;

City of Capitola
Request for Proposals
Capitola Wharf Long-Term Use and Development Plan
May 24, 2024

- Contract fee as negotiated and ultimately agreed upon. Price is not the sole basis for selection, but may be considered in the criteria for evaluating proposals

The top ranked firms will be selected by a Selection Committee. Consultant may be asked to provide individual presentations and be interviewed by the Selection Committee.

The City will negotiate a contract with the most qualified firm with compensation the City determines is fair and reasonable based upon the scope of work. Fee proposal from competing consultants may be used to assist City staff in determining a fair and reasonable compensation.

IX. CONTRACTUAL REQUIREMENTS

Final contract approval requires City Council approval for execution by the City Manager. Following the final Selection Committee's recommendation and contract negotiations the contract shall be agendized with the Council and must be approved and executed prior to any work being performed by the consultant. See Attachment 1 for Draft Standard Form Professional Services Agreement.

ATTACHMENTS:

1. Draft Professional Services Agreement
2. Capitola Wharf Plans (Planning Commission Approved)