



Request for Qualifications



Santa Cruz Wharf Master Plan and Engineering Report



This project is funded through a grant from the
U.S. Department of Commerce, Economic Development Administration

SANTA CRUZ WHARF MASTER PLAN AND ENGINEERING REPORT REQUEST FOR QUALIFICATIONS

The City of Santa Cruz (the “City”) is issuing a Request for Qualifications (“RFQ”) from qualified teams consisting of marine engineers, architects, planners and other associated professionals to prepare a multifaceted master plan, engineering report and supporting environmental studies for the Santa Cruz Wharf.

Funding for the Santa Cruz Wharf Master Plan and Engineering Report is provided through a grant from the U. S. Department of Commerce, Economic Development Administration with matching funds provided by the City of Santa Cruz. Any future work is dependent on the availability of funding from these or other assisting agencies.

The Santa Cruz Wharf

The Santa Cruz Wharf (the “Wharf”) was built in 1914; the last of five built near this site, and is operated by the City. With a length of 2,745 feet, it is the longest pier on the West Coast of the United States. The Wharf provides an important recreational and economic resource for Santa Cruz County and the San Francisco Bay Area. A few facts point to the importance of the Wharf to the regional economy.

- 2,000,000 estimated visitors per year
- 40,000 estimated visitors for wharf fishing
- 600 estimated retail employees during peak summer season
- 25 Wharf businesses offering dining, shopping, fresh fish, boating and live entertainment
- 6 private and public institutions use the wharf for research activities

In addition, the Wharf provides one of the few over-water access points to visitors with accessibility needs. It is open to all and enjoyed by millions annually.



Selection Process

The City is seeking to identify consultant teams through the RFQ process who have the most extensive experience and proven track record in facility planning and marine engineering. Based on the criteria set forth in this RFQ, the City will select and rank up to 3 firms. The top rated team, including all members of that team, will interview with City staff and 1) provide a presentation regarding their submittal, 2) participate in a question and answer session; and 3) submit a written cost proposal for work identified in the Description of Requested Consultant Services section of this RFQ. The City may, but is under no obligation to do so, invite the second and third ranked teams, including all members of those teams, to interview. The City reserves the right to reject any or all of the teams responding to this RFQ.

The RFQ Process

A description of the work proposed and the requirements for the RFQ submittals are set forth below. Please be sure to comply with all requirements and address all elements of this RFQ in your response.

Six (6) copies of your RFQ submittal must be submitted no later than March 1, 2013 at 11:00 AM PST to:

Economic Development Department
City of Santa Cruz
Attn: Norm Daly, Wharf Property Manager
337 Locust Street
Santa Cruz, CA 95060

Phone: (831) 420-5109

Email: ndaly@cityofsantacruz.com

Any addenda to the RFQ, if issued, will be posted on the City's website at <http://www.cityofsantacruz.com/index.aspx?recordid=1125&page=262>. RFQ respondents shall be solely responsible for checking this website for any addenda. All RFQ submittals must include any issued addenda.

Description of Requested Consultant Services

The City has received a grant from the U.S. Department of Commerce, Economic Development Administration through its 2012 Disaster Recovery Congressional appropriation to fund the preparation of a Wharf Master Plan and Engineering Report. In order to take advantage of this funding opportunity the City of Santa Cruz is seeking responses to a RFQ for the preparation of multifaceted master plan, engineering report and supporting studies for the Santa Cruz Wharf.

Specifically, the Wharf Master Plan and Engineering Report shall consist of the following deliverables:

WHARF MASTER PLAN

1. Public Engagement and Interaction with Development of the Wharf Master Plan

- a. In addition to providing the Wharf Master Plan components identified below, develop and implement a plan to engage stakeholder groups (Wharf tenants, surrounding retail businesses and hotels, City departments, interested members of the community etc.) in the overall development of the Wharf Master Plan through a series of public meetings designed to solicit input and feedback, culminating in a presentation of the final product at a City Council meeting.

2. Identify and Evaluate Business and Economic Development Opportunities

- a. Identify and recommend the ideal business mix (restaurant/retail/marine-oriented recreation etc.) for the Wharf; consider methods of enhancing/increasing off-season usage.

- b. Examine ways to attract Santa Cruz Beach Boardwalk patrons to the Wharf (i.e. tram, pedi-cab service, bikeways, two-way traffic on Beach Street from Riverside to Pacific Avenue etc.).
- c. Develop a marketing strategy (include local residents as well as visitors) for the Wharf which contemplates both branding opportunities and funding mechanisms.
- d. Identify future potential business expansions or methods to more efficiently utilize existing retail/restaurant spaces.
- e. Identify/propose Wharf improvements that will have the greatest positive economic impact for Wharf businesses (i.e. lighting, signage, gateway improvements, banners, etc.).

3. Evaluate Integration of Educational and Research Institutions and Initiatives

- a. Review existing educational and scientific test beds, green initiatives, tours, and collaborations with UCSC and other nonprofit marine-oriented organizations.
- b. Recommend approach and additional methods for utilizing the Wharf as an educational/scientific asset.
- c. Review and recommend additional methods of integration with the Monterey Bay National Marine Sanctuary Exploration Center and the Sanctuary itself.

4. Identify Design/Development Standards for Modifications to Existing Buildings, Construction of New Buildings, and Re-visioning of Public Spaces.

- a. Develop planning, architectural, design, and other standards for Wharf development (both existing and new development) to meet criteria of various review agencies (City, Coastal Commission etc.)
- b. Examine existing uses of public open spaces on the Wharf; develop recommendations for re-visioning/enhancing those spaces, and develop planning and design guidelines for same.
- c. Identify outdated structures/buildings/facilities in need of replacement.

5. Identify Opportunities for Protecting/Increasing/Enhancing Recreational Uses and Public Access.

- a. Review existing recreational activities (biking, walking, fishing, boat rentals, kayak and paddleboard rentals etc.) and recommend improvements/enhancements to present uses and identify additional recreational opportunities.
- b. Review and evaluate existing public transit, shuttle, pedestrian, vehicular, and bike connections between downtown Santa Cruz and the Wharf; recommend enhancements/improvements.
- c. Review and evaluate existing pedestrian walkways and sidewalks; recommend methods/improvements to enhance/increase pedestrian access to and along the Wharf, including but not limited to construction of cantilevered walkways along the western side

of the Wharf.

- d. Inspect/evaluate existing public restrooms; recommend improvements/enhancements to same.
- e. Identify/recommend local and visitor serving programs/events designed to attract visitation and use of the Wharf.

6. Evaluate/Develop Public Safety Measures

- a. Review/evaluate public safety departments' response plans and Wharf Evacuation plan; interface/coordinate/gather input from SCPD, SCFD, and Marine Safety Division. Recommend improvements/enhancements.
- b. Identify measures to increase public safety.
 - i. Consider feasibility of fast response team for persons falling into water, slip and fall, pedestrian/vehicle accidents etc.
 - ii. Evaluate adequacy/capacity of existing life-saving and first aid equipment available for use by Wharf personnel.
 - iii. Evaluate training and capacity of Wharf personnel as initial responders to a critical incident; recommend improvement/enhancements.
 - iv. Review pedestrian walkways and usage patterns and identify/recommend measures to reduce or eliminate pedestrian usage of the Wharf roadway as a pedestrian thoroughfare.
 - v. Identify/recommend emergency public notification systems.

7. Evaluate Operations Efficiencies

- a. Evaluate refuse, tallow, and recycle collection/storage/removal on the Wharf.
 - i. Consider the impact of packer and roll-off trucks as the most pervasive cause of damage to the Wharf generally and the roadways specifically; recommend alternatives to present methods of refuse and tallow collection and recycling.
 - ii. Consider alternative methods to protect the environment and keep seagulls, rodents, and other animals from the trash and tallow enclosures.
- b. Evaluate structural and facilities maintenance operations and recommend enhancements or improvements to same.
- c. Review and recommend methods to integrate Wharf operations for compliance with Coastal Commission permit practices.

8. Identify Required Permits, Consultations, Studies and Support Materials

- a. Relative to the implementation of all recommendations, initiatives, design/development standards, and best practices resultant from the development of the Wharf Master Plan

as set forth herein:

- i. Identify all local, state and federal agencies with regulatory or permitting authority.
- ii. Identify those agencies requiring stand-alone or interagency consultations.
- iii. Identify all required permits.
- iv. Identify and prepare all studies required for submittal of proposed engineering recommendations and improvements to various permitting agencies.

ENGINEERING REPORT

1. Piling Survey

- a. Examine each Wharf piling (approximately 4,700) from top cap to sand line and determine structural viability expressed as a percentage of original bearing capacity.
- b. Photographs shall be taken to document the underwater inspection. The underwater inspection of the pilings shall be conducted in accordance with the American Society of Civil Engineers (ASCE) "Underwater Investigation Standard Practice Manual", applying Level I, II and III inspection protocol as follows:
 - i. Level I – 100% of all pilings.
 - ii. Level II – at least 10% but not more than 25% of all pilings.
 - iii. Level III – up to 5% of all pilings, need/selection/location to be determined based on results of Level I and Level II inspections.

2. General Structural Evaluation

- a. Assess overall structural integrity of the Wharf structure; identify any outstanding vulnerability and assess methods to increase resiliency of Wharf structural components.
- b. Identify and prioritize necessary repairs and or upgrades.
- c. Provide recommendations and/or strategies for necessary and/or desirable structural improvements such as:
 - i. Widening for stability.
 - ii. Additional ledgers or bracing.

3. Evaluate Roadways, Parking Areas, and Parking Control System

- a. Determine existing weight bearing capacities of pavement and substrate.
- b. Evaluate structural integrity of substrate and identify any weak or vulnerable areas.
- c. Provide options and recommendations regarding durable and environmentally friendly

surface coating materials, material applications, and maintenance.

- d. Recommend sources of funding for pavement maintenance; develop maintenance/replacement schedules.
- e. Provide options and recommendations to alleviate seasonal parking shortages and consider ways to increase off-peak use of parking spaces.
- f. Evaluate existing parking control system and identify issues impacting entrance to and egress from the Wharf. Recommend changes to parking control system to increase transaction speed and efficiency.
- g. Evaluate signage changes for the electronically controlled traffic/security gate.

4. Evaluate Walkways and Public Commons Areas

- a. Determine existing weight bearing capacities.
- b. Evaluate structural integrity of substrate and identify any notably weak or vulnerable areas.
- c. Evaluate widening the east pedestrian walkway and the south end public area; consider construction of cantilevered walkways along the western side of the Wharf.
 - i. Provide generally applicable construction format and plan drawing for cantilevering of walkways.
- d. Evaluate the feasibility of covering all pedestrian walkways and public use areas with stamped concrete.
- e. Provide options and make recommendations regarding surface coating materials, material applications, and maintenance.

5. Evaluate Roadway, Walkway, and Parking Area Lighting Systems

- a. Review existing roadway, walkway, and parking area lighting; provide recommendations and implementation plan for LED or induction lighting upgrades.

6. Evaluate Gravity Sanitary Sewage System

- a. Inspect and evaluate the condition of the gravity sanitary sewage system including:
 - i. Main pipelines.
 - ii. Lateral pipelines.
 - iii. Cleanouts.
 - iv. Hangers and supporting systems.
 - v. Hangers and support systems for the pump station tanks.
- b. Identify deficiencies/issues; recommend upgrades/repairs and provide longevity estimates for components inspected.

7. Evaluate Fire Warning and Suppression Systems

- a. Inspect/evaluate existing fire warning and suppression systems; recommend improvements/upgrades to same.

8. Evaluate Wharf Structure Supporting Buildings

- a. Evaluate structural integrity of substrate and identify any weak or vulnerable areas.
- b. Provide longevity estimates for existing substrate.
- c. Provide general construction recommendations for construction of single- and two-story buildings at various points along the Wharf where the water depth varies.

9. Evaluate Existing Landings and Dock Serviceability

- a. Evaluate existing small craft landings and floating docks for:
 - i. Structural integrity.
 - ii. Hardware condition and service life.
 - iii. Accessibility and functional ergonomics.
- b. Make recommendations for improving general utility and usability of existing small craft landings and docks.

10. Evaluate Potential for Construction of a New Landing Capable of Handling Large Vessels

- a. Identify optimal location on the southern end, eastern side of the Wharf for the construction of a new landing capable of handling research and visitor-serving vessels up to 100 tons.
- b. Make recommendations for size, shape and type of construction of a new landing.
- c. Evaluate existing Wharf structure at proposed location and make recommendations for enhancements/reinforcements/revisions necessary to accompany a new landing.

11. Evaluate Environmental Impacts on Wharf Usability, Durability and Longevity

- a. Evaluate potential impacts of:
 - i. Climate change.
 - ii. Increased storm intensities.
 - iii. Coastal erosion.
 - iv. Sea level rise.

- v. Seismic events such as earthquakes or tsunamis.
 - vi. Flooding.
 - vii. Exposure to waves, winds and currents.
 - viii. Fog
- b. Identify mitigation/protection measures to:
- i.. Ensure the safety and integrity of infrastructure, facilities, and users during severe environmental conditions, including high winds, seismic events, extreme rainfall, and major marine storm surges.
 - ii. Prevent short and long term interruption in usability and functionality.
 - iii. Prevent/minimize potential damage to infrastructure resultant from recreational and commercial vessel traffic collisions with the Wharf. Consider placement and usage of navigational aids/warning devices.

12. Identify Required Permits, Consultations, Studies and Support Materials

- a. Relative to the implementation of all engineering recommendations and improvements resultant from the development of the Engineering Report as set forth herein:
 - i. Identify all local, state and federal agencies with regulatory or permitting authority.
 - ii. Identify those agencies requiring stand-alone or interagency consultations.
 - iii. Identify all required permits.
 - iv. Identify and prepare all studies required for submittal of proposed engineering recommendations and improvements to various permitting agencies.

13. Engineering Plans

- a. Prepare engineering plans and specifications for correction of deficiencies identified in piling report.
- b. Prepare engineering plans and specifications for improvements recommended in the evaluation of surface and roadway infrastructure.
- c. Prepare engineering plans and specifications for improvements recommended in the evaluation of substrate supporting Wharf buildings.
- d. Prepare engineering plans and specifications for improvements recommended in the evaluation of existing landing and docks.
- e. Prepare engineering plans and specifications for new large vessel landing.
- f. Prepare engineering plans and specifications for recommended protection/mitigation measures to ensure the safety and integrity of infrastructure, facilities, and users during

severe environmental conditions.

- g. All plans and specifications shall comply with current City stormwater regulations/best practices at time of implementation.

Submittal of Statement of Qualifications

The Statement of Qualifications shall be submitted in a bound (three ring binder or similar) format, **not to exceed twenty-five (25) pages**, with the following tabs:

Tab A “Work Experience”

Document your team’s:

- a. Ability to prepare engineering evaluations of marine facilities and structures constructed primarily of wood;
- b. Knowledge of applicable engineering codes and structural requirements related to marine facilities and structures constructed primarily of wood;
- c. Experience in analyzing factors influencing visitor and local-serving businesses and developing comprehensive methods, plans, and recommendations for enhancing/growing/attracting existing and new businesses;
- d. Experience in preparing planning documents/design guidelines for commercial, retail, recreational, and other uses of marine facilities;
- e. Experience in open and participatory planning processes that include stakeholder groups;
- f. Experience with large marine-oriented tourist facilities;
- g. Knowledge and experience preparing necessary permitting documents and studies for marine facilities;
- h. Knowledge of public bid process and development of a public bid scope of work and engineering plans;
- i. Personnel: list team members and their professional certifications on a single page. Full resumes of team members may be submitted in a separate bound document that will not count against the twenty-five page limit on the Statement of Qualifications.

Tab B “Insurance Coverage”

Describe your current insurance coverage for commercial general liability, professional liability, worker's compensation and auto insurance. Provide sample certificates of insurance if available.

Tab C “Schedule of Hourly Rates”

Provide a schedule of hourly rates charged for all positions/personnel who will work on the project.

Tab D “Similar Projects”

Provide examples of work on projects similar to that described in this RFQ. All examples will be returned. However, the City will not accept responsibility for damage to submitted materials and documents.

Tab E “References”

Provide references from clients for whom you have performed work similar to that proposed in this RFQ.

Tab F “Deliverable Schedule”

Provide a time frame/estimated time schedule for the work elements as detailed above in the Description of Requested Consultant Services.

Review of Statements of Qualifications

Statements of Qualifications will be evaluated by the City. Based on the criteria set forth in this RFQ, the City will select and rank up to 3 firms. The top rated team, including all members of that team, will interview with City staff and 1) provide a presentation regarding their submittal, 2) participate in a question and answer session; and 3) submit a written cost proposal for work identified in the Description of Requested Consultant Services section of this RFQ. The City may, but is under no obligation to do so, invite the second and third ranked teams, including all members of those teams, to interview. The City reserves the right to reject any or all of the teams responding to this RFQ.

The U.S. Department of Commerce, Economic Development Administration must approve the final negotiated contract between the City and selected consultant team. Until the approval is granted no work on this project can commence.

Selection Criteria and Considerations

Percentage

- | | |
|--|-----|
| 1. Experience with marine facilities planning, engineering, operation, and maintenance. | 40% |
| 2. Experience in analyzing factors influencing visitor and local-serving businesses and developing comprehensive methods, plans, and recommendations for enhancing/growing/attracting existing and new businesses. | 30% |
| 3. Experience with public planning processes and interaction with public agencies. | 20% |
| 4. References and capacity/ability to perform required activities and produce required work product in a timely and efficient manner. | 10% |

Available Background Information

There are a variety of documents available for consideration as background information for interested consulting teams; these will be made available in electronic format for requesting groups.

1986 Wharf Master Plan
Wharf Utility Plan, Phase I
Wharf General Map, 1986
Wharf Parking Usage Information
Wharf Evacuation Plan
Wharf Signage Guidelines
Annual Revenue reports showing trends by category (Retail, Restaurants etc.)

City Conditions and Reservations

1. The City reserves the right to reject any or all proposals received.
2. The City will not be liable for any costs incurred in the preparation of RFQs or cost proposals.
3. The submission of a Statement of Qualifications shall be prima facie evidence that the RFQ respondent has full knowledge of the scope, nature, quantity, and quality of the work to be performed.
4. The RFQ respondent shall furnish the City such additional information as the City may reasonably require.
5. The City reserves the right to request clarification of information submitted and to request additional information.
6. Proposals may be modified or withdrawn at any time prior to the award of the contract.
7. The selected consultant team will agree to remove any employee whose conduct is improper, inappropriate, or offensive as determined by the City. A removed employee(s) is not to work on City premises without the written consent of the City. The selected consultant team will remove any employee from working in, or delivering to, City facilities who is convicted of a felony during his/her employment.
8. Proposals received will become the property of the City. All proposals and any subsequent contracts will be subject to public disclosure per the "California Public Records Act," California Government Code, sections 6250 – 6270, once the City has awarded the contract resulting from this solicitation.
9. The City will require the selected consultant team to have a valid City business license.
10. The City reserves the right to revise the project time frame described below.
11. The City reserves the right to limit, modify, or otherwise revise the scope of work proposed in this RFQ.

Project Time Frame

The following preliminary project time frame has been established for the RFQ Process:

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|--------------------|--|
| • Mid-Late January | RFQ issued. |
| • March 1, 2013 | RFQ due. |
| • March 18, 2013 | Top three RFQ Teams selected and ranked. |
| • April 1, 2013 | Top-ranked RFQ Team Interview. |
| • April 15, 2013 | Second-ranked RFQ Team Interview (if necessary). |
| • April 29, 2013 | Third-ranked RFQ Team Interview (if necessary). |
| • May 6, 2013 | Selection of Consultant Team. |
| • May 20, 2013 | Complete Negotiation of Consultant Contract. |
| • June 18, 2013 | City Council Approval of Consultant Contract. |
| • June 25, 2013 | EDA Approval of Consultant Contract. |
| • June 26, 2013 | Consultant Contract Execution and Notice to Proceed. |
| • To Be Determined | Presentation of final work product to City Council. |

If interviews with second and third ranked teams do not occur, the project schedule shall be adjusted accordingly.