

Risk Management

Vessel Condition and Valuation Survey Services

REQUEST FOR QUALIFICATIONS

(Modified: for Projects and/or Services \$25,000 or less)



April 27, 2022

April 27, 2022

Prospective Consultants:

SUBJECT: REQUEST FOR QUALIFICATIONS FOR VESSEL CONDITION AND VALUATION SURVEY SERVICES

The City of Los Angeles Harbor Department (Harbor Department) invites the submittal of Statements of Qualifications (SOQ) from qualified and experienced marine surveyors to provide on-call/as-needed vessel condition and valuation services to the Harbor Department. This service shall commence after a contract is approved by the Executive Director.

The schedule for this RFQ will be as follows:

Request for Qualifications Published	Wednesday, April 27, 2022
Questions Due	Wednesday, May 4, 2022 by 3 p.m.
Response Posted	Wednesday, May 11, 2022
Statement of Qualifications Due	Wednesday, May 18, 2022 by 3 p.m.

If your firm cannot agree to the requirements exactly as set forth in this RFQ, please do not submit a SOQ.

For questions regarding this RFQ, please contact Susana Eldridge by email at Seldridge@portla.org. Questions must be submitted by Wednesday, May 4, 2022 by 3 p.m. Responses will be posted on the [Harbor Department's website](#) and www.RAMPLA.org on Wednesday, May 11, 2022.

As a condition for submitting a SOQ, a proposer must review the Port's website www.portoflosangeles.org to:

- (i) Review the standard contract provisions for the Harbor Department. In submitting a SOQ, proposer represents that it has read all of these provisions and agrees to accept these terms without change.
- (ii) Review any RFQ revisions or answers to questions prior to submitting a SOQ in order to ensure their SOQ is complete and responsive.

All statement of qualifications must be received by: Wednesday, May 18, 2022 by 3 p.m. without exception or extension of time for any reason. See further instructions regarding submission of the statement of qualifications in Section III within the RFQ.

Sincerely,

TRICIA J. CAREY
Director, Contracts and Purchasing Division

I. THE PROJECT

The Risk Management Division of the City of Los Angeles Harbor Department is soliciting Statements of Qualifications (SOQ) from qualified and experienced marine surveyors to provide on-call/as-needed condition and valuation survey services for the Harbor Department's vessels and landings.

The duration of the contract awarded as a result of this Request for Qualifications (RFQ) is expected to be one year from the date of execution of the agreement.

II. THE RISK MANAGEMENT DIVISION

Risk Management plans, directs, and coordinates the insurance programs of the Harbor Department to control risk and loss. This includes the classification of risk, measurement of financial impacts of that risk, selection of techniques to manage loss, negotiations of insurance coverage, and implementation of safety and loss prevention programs.

III. PROJECT DESCRIPTION

The Harbor Department's marine fleet consists of about 70 police patrol boats, fireboats, tugboats, survey boats, barges, dive, and other types of vessels and floating landings. The selected marine surveyor shall conduct condition and valuation surveys for insurance underwriting purposes on an as-needed basis. Risk Management anticipates having five condition and valuation surveys conducted over the course of the contract.

IV. SCOPE OF WORK

1. The marine surveyor shall be a member of the National Associations of Marine Surveyors (NAMS) or a member of the Society of Accredited Marine Surveyors (SAMS). Certified or accredited status is preferred.
2. On an as-needed/on-call basis, the selected surveyor shall conduct surveys using applicable U.S. Federal and U.S. Coast Guard (USCG) regulations, American Boat and Yacht Counsel (ABYC) standards, and National Fire and Protection Association (NFPA) standards.
3. Surveys shall consist of an inspection of the vessel and/or landing for its existing condition and include, but not be limited to, the condition of the vessel and/or landing structure, the vessel's main engine and propulsion system, auxiliary engines, electrical equipment, boilers, steering gear, pumps and pipes, deck equipment, safety equipment, etc. Vessels may be in or out of water.
4. The surveyor shall prepare comprehensive survey reports, which include a summary of the inspection details (i.e. equipment list, specifications, list of deficiencies, photos, etc.), findings, recommendations, and valuation details.

V. STATEMENT OF QUALIFICATIONS

The Statement of Qualifications should include the following items:

1. **Firm Qualifications, Experience and References**: A brief overview of the consultant's background which includes:
 - a. any special strengths to perform the work requested in this RFQ which includes relevant experience;
 - b. past experience involving the subject matter of the Project;
 - c. membership with any relevant professional associations; and
 - d. at least three client references with contact names and information.
2. **Personnel Qualifications and Experience**: Identify and provide a brief description of all marine surveyor(s) and any key and technical staff (including vendors, partners, or subconsultants if applicable) to be involved and their relationship to the services to be provided including:
 - a. their names, fields of expertise, licenses, certificates, SAMS/NAMS membership status, and relevant state and local area experience; and
 - b. resumes of key personnel.
3. **Cost Schedule**: Provide a breakdown on the pricing structure for insurance condition and valuation survey. Provide cost information for any additional equipment and/or any other related expenses.
4. **Survey Report**: Provide a copy of an insurance condition and valuation survey report(s) prepared by the marine surveyor(s) who will be performing the insurance condition and valuation surveys for the Harbor Department.
5. **Contract Administrative Requirements**: The following must be included with your statement of qualifications:
 - a. **Small Business Enterprise Participation Affidavit and Consultant Description Forms**: Your statement of qualifications must include the completed forms which are attached hereto as Exhibit A.
 - b. **Insurance Requirements**: Provide a letter from your insurance carrier or broker indicating that the insurance requirements for this Project as described in this RFQ are presently part of the proposer's coverage, or that the insurance company is able to provide such coverage should the proposer be selected. The insurance carrier/broker must be aware of the indemnification requirements also set forth in this RFQ. **ACORD® Certificate of Liability Insurance sheets will not be accepted in lieu of an insurance verification letter.** Statement of Qualifications submitted without an insurance verification letter, as described above, will be deemed non-responsive.

VI. STATEMENT OF QUALIFICATIONS SUBMISSION

Your statement of qualifications must be submitted electronically to Seldridge@portla.org by 3 p.m. PST on Wednesday, May 18, 2022.

Proposers solely are responsible for the timeliness and receipt of their submittals.

By submitting a SOQ, proposers certify that such SOQ constitutes their full and complete written response to the RFQ and evidences their acknowledgement that additional written material outside of such SOQ shall not be considered by the City in connection with their RFQ, unless the City provides a written request that they submit additional written materials. Absent such written request, proposers are instructed to not submit to the City written or other materials outside of the SOQ, either in a subsequent interview or otherwise.

VII. EVALUATION PROCESS AND SELECTION CRITERIA

All SOQs meeting the requirements of this RFQ shall be reviewed and rated by an evaluation committee according to the following criteria: 1) firm qualifications, experience, and references, 2) personnel qualifications and experience, 3) cost schedule; and 4) clarity and comprehensiveness of the SOQ and survey report. A copy of the RFQ Evaluation Form is attached hereto as Exhibit B.

All recommendations are subject to the approval of the Risk Manager and the Executive Director of the Harbor Department.

Proposers are advised that all documentation submitted in response to this RFQ will be considered property of the Harbor Department and may become available to the public as a public record and released without further notification. Any information that the proposer considers confidential should not be submitted with the SOQ.

The right to reject any and all SOQs shall, in every case, be reserved, as shall the right to waive any informality in the SOQ when to do so would be to the advantage of the City.

VIII. INDEMINTY AND INSURANCE REQUIREMENTS

A letter from each proposer's carrier or broker must be provided with their SOQ. The letter should indicate that the requirements below are presently part of the proposer's coverage, or that the carrier/broker is able to provide such coverage should the proposer be selected. The carrier/broker must be aware of the indemnification requirements below. Proposers are not required to purchase the required insurance in order to respond, however all required insurance will need to be submitted at the time of contract award. **ACORD® certificates will not be accepted.**

Indemnity

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Consultant undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Consultant's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement by Consultant or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Agreement and those allowed under the laws of the United States, the State of California, and the City.

Acceptable Evidence and Approval of Insurance

Electronic submission is the required method of submitting Consultant's insurance documents. Consultant's insurance broker or agent shall register with the City's online insurance compliance system KwikComply at <https://kwikcomply.org/> and submit the appropriate proof of insurance on Consultant's behalf.

Carrier Requirements

All insurance which Consultant is required to provide pursuant to this Agreement shall be placed with insurance carriers authorized to do business in the State of California and which are rated A-, VII or better in Best's Insurance Guide. Carriers without a Best's rating shall meet comparable standards in another rating service acceptable to City.

Primary Coverage

The coverages submitted must be primary with respect to any insurance or self insurance of the City of Los Angeles Harbor Department. The City of Los Angeles Harbor Department's program shall be excess of this insurance and non-contributing.

Notice of Cancellation

For each insurance policy described below, the Consultant shall give to the Board of Harbor Commissioners a 10-days prior notice of cancellation or reduction in coverage for nonpayment of premium and a 30-days prior notice of cancellation or reduction in coverage for any other reason, by written notice via registered mail and addressed to the City of Los Angeles Harbor Department, Attention: Risk Manager and the City Attorney's Office, 425 S. Palos Verdes Street, San Pedro, California 90731.

Modification of Coverage

Executive Director, at his or her discretion, based upon recommendation of independent insurance consultants to City, may increase or decrease amounts any types of insurance

coverage required hereunder at any time during the term hereof by giving ninety (90) days' written notice to Consultant.

Renewal of Policies

At least thirty (30) days prior to the expiration of any policy, Consultant shall direct their insurance broker or agent to submit to the City's online insurance compliance system KwikComply at <http://kwikcomply.org> a renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified below. If Consultant neglects or fails to secure or maintain the insurance required below, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect the City's interests. The cost of such insurance will be deducted from the next payment due Consultant.

Policy Copies

Upon request by City, Consultant must furnish copy of the binder of insurance and/or full certified policy of any insurance policy required herein. This requirement shall survive the termination or expiration date of this contract.

Limits of Coverage

If the Consultant maintains higher limits than the minimums shown below, City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

Right to Self-Insure

Upon written approval by Executive Director, Consultant may self-insure if the following conditions are met:

- a. Consultant has a formal self-insurance program in place prior to execution of this Agreement. If a corporation, Consultant must have a formal resolution of its board of directors authorizing self-insurance.
- b. Consultant agrees to protect the City, its boards, officers, agents and employees at the same level as would be provided by full insurance with respect to types of coverage and minimum limits of liability required by this Agreement.
- c. Consultant agrees to defend the City, its boards, officers, agents and employees in any lawsuit that would otherwise be defended by an insurance carrier.
- d. Consultant agrees that any insurance carried by Department is excess of Consultant's self-insurance and will not contribute to it.
- e. Consultant provides the name and address of its claims administrator.
- f. Consultant submits its most recently filed 10-Q and its 10-K or audited annual financial statements for the three most recent fiscal years prior to the Executive Director's consideration of approval of self-insurance and annually thereafter.

g. Consultant agrees to inform Department in writing immediately of any change in its status or policy which would materially affect the protection afforded Department by this self-insurance.

h. Consultant has complied with all laws pertaining to self-insurance.

Insurance

In addition to and not as a substitute for, or limitation of, any of the indemnity obligations imposed by the Indemnification Section above, Consultant shall procure and maintain at its sole cost and expense and keep in force during the term of the Agreement the following insurance:

General Liability Insurance

Consultant shall procure and maintain in effect throughout the term of this Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) combined single limit for injury or claim. Where Consultant provides or dispenses alcoholic beverages, Host Liquor Liability coverage shall be provided as above. Where Consultant provides pyrotechnics, Pyrotechnics Liability shall be provided as above. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Consultant. The retention or self-insurance provided shall provide that any other insurance maintained by Department shall be excess of Consultant's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

Where Consultant's operations involve work within 50 feet of railroad track, Consultant's Commercial General Liability coverage shall also have the railroad exclusion deleted.

Automobile Liability Insurance

Consultant shall procure and maintain at its expense and keep in force at all times during the term of this Agreement, automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Consultant's normal limits of liability but not less than One Million Dollars (\$1,000,000) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

Workers' Compensation and Employer's Liability

Consultant shall certify that it is aware of the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the Consultant shall comply with such provisions before commencing the performance of the tasks under this Agreement. Coverage for claims under U.S. Longshore and Harbor Workers' Compensation Act, if required under applicable law, shall be included. Consultant shall submit Workers' Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such worker's compensation and occupational disease requirements shall include coverage for all employees of Consultant, and for all employees of any subcontractor or other vendor retained by Consultant.

Ocean Marine Liability

Consultant shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connections with Consultant's operations. The cost of the insurance shall be borne by Consultant. The coverage shall be written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's Rating is not available). Coverage shall include, but not be limited to:

- (i) Hull and machinery coverage up to the value of the vessel(s);
- (ii) Protection and Indemnity coverage with combined single limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury, illness, death, loss of or damage to the property of another, and Jones Act risks or equivalent thereto internationally.

Coverage shall contain a defense of suits provision and a severability of interest clause. Each policy shall also contain an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents, and employees as Primary additional insureds.

EXHIBIT A – SMALL/VERY SMALL BUSINESS ENTERPRISE PROGRAM

The City of Los Angeles Harbor Department is committed to creating an environment that provides all individuals and businesses open access to the business opportunities available at the Harbor Department in a manner that reflects the diversity of the City of Los Angeles. The Harbor Department's Small Business Enterprise (SBE) Program was created to provide additional opportunities for small businesses to participate in professional service and construction contracts. An overall Department goal of 25% SBE participation, including 5% Very Small Business Enterprise (VSBE) participation, has been established for the Program. The specific goal or requirement for each contract opportunity may be higher or lower based on the scope of work.

It is the policy of the Harbor Department to solicit participation in the performance of all service contracts by all individuals and businesses, including, but not limited to, SBEs, VSBEs, women-owned business enterprises (WBEs), minority-owned business enterprises (MBEs), and disabled veteran business enterprises (DVBES). The SBE Program allows the Harbor Department to target small business participation, including MBEs, WBEs, and DVBES, more effectively. It is the intent of the Harbor Department to make it easier for small businesses to participate in contracts by providing education and assistance on how to do business with the City, and ensuring that payments to small businesses are processed in a timely manner.

The Harbor Department defines a SBE as an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121. Go to www.sba.gov for more information. The Harbor Department defines a VSBE based on the State of California's Micro-business definition which is 1) a small business that has average annual gross receipts of \$5,000,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.

The SBE Program is a results-oriented program, requiring consultants who receive contracts from the Harbor Department to perform outreach and utilize certified small businesses. **Based on the work to be performed, it has been determined that the percentage of small business participation will be 0%.** The North American Industry Classification System (NAICS) Code for the scope of services is **541990**. This NAICS Code is the industry code that corresponds to at least 51% of the scope of services and will be used to determine the size standard for SBE participation of the Prime Consultant. The maximum SBE size standard for this NAICS Code is \$16.5 million.

Consultant shall be responsible for determining the SBE status of its subconsultants for purposes of meeting the small business requirement. Subconsultants must qualify as an SBE based on the type of services that they will be performing under the Agreement. All business participation will be determined by the percentage of the total amount of compensation under the agreement paid to SBEs. The Consultant shall not substitute an SBE firm without obtaining prior approval of the City. A request for substitution must be based upon demonstrated good cause. If substitution is permitted, Consultant shall endeavor to make an in-kind substitution for the substituted SBE.

In the event of Consultant's noncompliance during the performance of the Agreement, Consultant shall be considered in material breach of contract. In addition to any other remedy available to City under this Agreement or by operation of law, the City may withhold invoice payments to Consultant until noncompliance is corrected, and assess the costs of City's audit of books and records of Consultant and its subconsultants. In the event the Consultant falsifies or misrepresents information contained in any form or other willful noncompliance as determined by City, City may disqualify the Consultant from participation in City contracts for a period of up to five (5) years.

Consultant shall complete, sign, and submit as part of the executed agreement the attached Affidavit and Consultant Description Form. The Consultant Description Form, when signed, will signify the Consultant's intent to comply with the SBE requirement. Prior to contract award, the Harbor Department will verify the status of all SBEs. In addition, all consultants and subconsultants must be registered on the RAMP at the time statement of qualifications are due.

AFFIDAVIT OF COMPANY STATUS

"The undersigned declares under penalty of perjury pursuant to the laws of the State of California that the following information and information contained on **the attached Consultant Description Form** is true and correct and include all material information necessary to identify and explain the operations of

Name of Firm

as well as the ownership and location thereof. Further, the undersigned agrees to provide complete and accurate information regarding ownership in the named firm, and all of its domestic and foreign affiliates, any proposed changes of the ownership and to permit the audit and examination of firm ownership documents, and the ownership documents of all of its domestic and foreign affiliates, in association with this agreement."

(1) **Small/Very Small Business Enterprise Program:** Please indicate the ownership of your company. Please check all that apply. At least one box must be checked:

☐SBE ☐VSBE ☐MBE ☐WBE ☐DVBE ☐OBE

- A Small Business Enterprise (SBE) is an independently owned and operated business that is not dominant in its field and meets criteria set forth by the Small Business Administration in Title 13, Code of Federal Regulations, Part 121.
- A Very Small Business Enterprise (VSBE) is (1) a small business that has average annual gross receipts of \$3,500,000 or less within the previous three years, or (2) a small business manufacturer with 25 or fewer employees.
- A Minority Business Enterprise (MBE) is defined as a business in which a minority owns and controls at least 51% of the business. A Woman Business (WBE) is defined as a business in which a woman owns and controls at least 51% of the business. For the purpose of this project, a minority includes:
 - (1) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (2) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (3) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands); and
 - (4) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- A Disabled Veteran Business Enterprise (DVBE) is defined as a business in which a disabled veteran owns at least 51% of the business, and the daily business operations are managed and controlled by one or more disabled veterans.
- An OBE (Other Business Enterprise) is any enterprise that is neither an SBE, VSBE, MBE, WBE, or DVBE.

(2) Please indicate the **Local Business Enterprise** status of your company. Only one box must be checked:

☐ LBE ☐ Non-LBE

- A Local Business Enterprise (LBE) is: (a) a business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties; or (b) a business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms, working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. “Headquartered” shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.
- A Non-LBE is any business that does not meet the definition of a LBE.

Signature: _____

Title: _____

Printed Name: _____

Date Signed: _____

Consultant Description Form

PRIME CONSULTANT:

Contract Title: _____

Business Name: _____ RAMP ID#: _____

Award Total: \$ _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email address: _____

Consultant Description Form

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email Address: _____

SUBCONSULTANT:

Business Name: _____ RAMP ID#: _____

Award Total: (% or \$): _____

Services to be provided: _____

Owner's Ethnicity: _____ Gender _____ Group: SBE VSBE MBE WBE DVBE OBE (Circle all that apply)

Local Business Enterprise: YES _____ NO _____ (Check only one)

Primary NAICS Code: _____

Address: _____

City/State/Zip: _____

County: _____

Telephone: () _____ FAX: () _____

Contact Person/Title: _____

Email address: _____

EXHIBIT B
RFQ SELECTION EVALUATION FORM

PROJECT: VESSEL AND LANDING CONDITION AND VALUATION SURVEY SERVICES

SCORING GUIDELINES:

Rater's Score: (Range 0-5) - 0=not included/non responsive; 1= Serious Deficiencies; 2=Marginal Abilities; 3=Adequate, 4=Well Qualified; 5=Exceptionally Qualified.

Weighing Factor: A range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. Each number (1 through 6) may be used more than once; however, in establishing weights, the total of all the weighing factors (A –D) must equal 20. Weighted Score= Rater's Score multiplied by (x) Weighing Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date

CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	Has the firm performed work of similar scope and magnitude? Level of expertise in subject matter areas?		5	
B. Personnel Qualifications and Experience	Qualifications, commitment, depth of experience, and specialties of proposed service team for the requested services?		6	
C. Cost Schedule	Competitive rates and fees proposed? Are proposed fees and staff hours and clearly defined?		5	
D. Clarity and Comprehensiveness of the SOQ	Is the SOQ and Survey Report clear, comprehensive, and understandable?		4	
	Maximum points possible=100		A+B+C+D=20	Total Points=