



State of California  
State Lands Commission

Request for Qualifications (RFQ)

RFQ 2021-12

**ADDENDUM #1**

**Alternative Port Assessment to Support Offshore Wind Project  
Alternative Port Assessment Report**

April 15, 2022

**ADDENDUM 1 – May 13, 2022 – By addendum to this RFQ, the following edits have been made:**

- Page 4-5, Section 1(b), Key Action Date (Edited)

**CONTENTS**

1) INTRODUCTION ..... 3  
    a) Overview ..... 3  
    b) Key Action Dates..... 4  
2) MINIMUM REQUIREMENTS..... 5  
3) SCOPE OF WORK (SOW) ..... 5  
4) ADMINISTRATIVE REQUIREMENTS – PROPOSAL CHECKLIST ..... 5  
5) DESCRIPTION OF WORK – MODEL CONTRACT ..... 6  
6) COST PROPOSAL ..... 8  
7) STANDARD CONDITIONS OF SERVICE..... 8  
8) POST-GOVERNMENT EMPLOYMENT RESTRICTIONS..... 8  
9) CONFLICT OF INTEREST DETERMINATIONS..... 9  
10) SMALL BUSINESS PARTICIPATION AND CERTIFICATION..... 9  
11) DISABLED VETERAN’S BUSINESS ENTERPRISE (DVBE) PARTICIPATION AND CERTIFICATION . 9  
12) SELECTION PROCESS AND CRITERIA ..... 10  
13) ADDENDUM TO RFQ..... 11  
14) REJECTION OF PROPOSALS ..... 11  
15) SUBSEQUENT SOLICITATION ..... 12

STATE OF CALIFORNIA

---

State Lands Commission  
100 Howe Avenue, Suite 100 South  
Sacramento, California 95825-8202

**REQUEST FOR QUALIFICATIONS (RFQ)  
RFQ 2021-12 Alternative Port Assessment to Support Offshore Wind**

PROSPECTIVE ENVIRONMENTAL CONSULTANTS

Pursuant to Government Code section 4526, the California State Lands Commission (Commission) announces its intention to hire a consultant to provide environmental services for the Alternative Port Assessment to Support Offshore Wind Project (Project). The purpose of this Solicitation is to initiate the process by which the Commission will contract with a firm with the appropriate qualifications to assist in preparing an Alternative Port Assessment to support offshore wind.

Staff has been authorized by the Executive Officer and the Commission to solicit consultant services pursuant to Government Code section 4525 et seq. and Commission regulations as described in California Code of Regulations, title 2, division 3, chapter 1, article 13., negotiate a fair and reasonable price, and award and execute a retainer Contract, also referred to as Agreement and considered one and the same, for the preparation of environmental documentation for the proposed Project.

**1) INTRODUCTION**

a) Overview

- i) The California State Lands Commission, hereinafter referred to as the Commission, invites you to review and respond to this Request for Qualifications (RFQ). By submitting a Proposal, your organization agrees to the terms and conditions stated in this RFQ.
- ii) If a Proposal does not meet all the requirements, it may be considered non-responsive and eliminated from further consideration. To be responsive, the consulting firm must comply with all minimum proposal requirements set forth in this document.
- iii) Read this entire document carefully. You must comply with the instructions contained in this document.
- iv) Offerors and the selected Contractor may not issue news releases nor make statements to the news media or through social media channels pertaining to this RFP, its Proposal, the contract, or work resulting therefrom, without first obtaining prior approval from the Commission.

## b) Key Action Dates

- i) Responders are advised of the key dates and times shown below and are expected to adhere to them. All times noted in this document are Pacific Time (PT).
- ii) Submission - The deadline to respond to this Solicitation is noted in Key Action Dates below. Responses shall be submitted via email to the State Lands Commission at the following email address: [CSLC.Solicitations@slc.ca.gov](mailto:CSLC.Solicitations@slc.ca.gov). Multiple emails are acceptable to accommodate attachment size limitations.
- iii) Each Offeror submitting a Proposal has the burden of proof to confirm that its Proposal was received in accordance with this announcement, should there be any dispute about meeting the filing deadline.
- iv) Contact - Please contact us at [CSLC.solicitations@slc.ca.gov](mailto:CSLC.solicitations@slc.ca.gov) if you have any questions about this solicitation. Place **RFQ 2021-12 Offshore Wind** in your subject line.
- v) Key Action Dates – Table RFQ – 1

Key Event	Date	Time
Request for Qualifications release date:	Wednesday, May 4, 2022	End of day
Question(s) due date and time:	Monday, May 16, 2022	9:00 AM PT
Responses to Question(s) posted by (Subject to change):	<del>Tuesday, May 17, 2022</del> Friday, May 20, 2022	End of day
Proposal due date and time:	<del>Wednesday, May 18, 2022</del> Wednesday, June 1, 2022	<del>9:00 AM PT</del> 5:00 PM PT
Virtual interviews if required (Date not likely to change):	<del>Tuesday, May 24, 2022</del> Tuesday, June 7, 2022	End of day
Notice of Intent to Award (Subject to change):	<del>Friday, May 27, 2022</del> Thursday, June 9, 2022	End of day
Kick-Off Meeting with the Awarded Contractor	Friday, June 17, 2022	End of day
Final Report Draft submission due date	Friday, October 21, 2022	End of day
Final Report submission due date and time:	Friday, November 11, 2022	End of day

Estimated Term Dates (Subject to change):	<del>June 3, 2022 – November 20, 2022</del> June 13, 2022 – November 20, 2022	End of day
---	--	------------

## 2) MINIMUM REQUIREMENTS

- a) The Offeror shall be a firm qualified to practice the profession of engineering and environmental services, Pursuit to GC § 4525(f), in the State of California (CA).
- b) The Offeror shall have a minimum of 5 years of experience in performing engineering and environmental assessment services.

## 3) SCOPE OF WORK (SOW) - Required services to be performed for this proposal are described in Exhibit A of the Model Contract, Attachment 11

## 3) ADMINISTRATIVE REQUIREMENTS – PROPOSAL CHECKLIST

- a) All Proposals shall include the following Administrative Requirements in this order:
    - i) Attachment 1 – Request for Qualifications Checklist
    - ii) Attachment 2 – Proposal Cover Page – Offeror Attestation
    - iii) Attachment 3 – Economic Interest Certification Form 700
    - iv) Attachment 4 – Payee Data Record (STD 204)
    - v) Attachment 5 – Contractor Certification Clauses (CCC)
    - vi) Attachment 6 – California Civil Rights Laws
    - vii) Attachment 7 – Bidder Declaration (GSPD-05-105)
    - viii) Attachment 8 – DVBE Declaration (STD 843)
    - ix) Attachment 9 – Darfur Contracting Act Certification
    - x) Attachment 10 – Statement of Qualifications
- (1) Technical Narrative and Approach (No more than 5 pages)
- (a) Include a description of the Offeror’s understanding of the project’s goals, emphasizing the Offeror’s understanding of the objectives and the major activities that must be performed to complete the work. Discuss the Offeror’s strategy for providing the services outlined in the solicitation within the time period allocated for that task. Provide a table showing hours per week by person covering the contract term. Include expectations of all

entities outside the Offeror's own team, if any. Provide the assumptions used to develop the response.

(b) Technical Narrative and Approach. Illustrating why the Offeror believes their qualifications fulfill the requirements of this RFQ, explaining:

(i) The Offeror's engineering and environmental resources and analysis experience in the study area (San Francisco to Long Beach).

(ii) Knowledge, recent experience, and demonstrated understanding, by proposed staff or sub-consultants, of California's coastal environments and working waterfront facilities including ports, harbors, and other types of coastal facilities, including geographical, operational, regulatory, and community considerations.

(iii) Knowledge, recent experience, and demonstrated understanding, by proposed staff or sub-consultants, of the physical/land area, technical/engineering, logistics, and other requirements necessary for floating offshore wind manufacturing, assembly, deployment, and operations/maintenance.

(2) Past Work Performed (No more than 25 pages)

(a) Describe the Offeror's professional experience in performing similar services in a narrative, particularly demonstrating a knowledge of ports, harbors, and other working waterfronts as well as challenges associated with development or redevelopment of waterfront facilities along the California coast.

(b) Include up to two (2) projects the Offeror has completed in the last eight (8) years which relate to the objectives listed in Model Contract Exhibit A – Scope of Work, including port construction projects or port master plans.

xi) Attachment(s) 11 – 15, Updated Model Contract

(3) Include Exhibits C, and D with track changes to the Terms and Conditions. Submission of Exhibits without track changes will be deemed to be Offeror's acceptance of the Exhibits as drafted.

#### **4) DESCRIPTION OF WORK – MODEL CONTRACT**

a) This will be a deliverable-based Contract.

b) The Offeror shall review the terms of the Model Contract and become familiar with its language. This will substantively be the Contract that will be entered into between the State and the Contractor.

- c) Offeror should suggest edits to the Model Contract in Microsoft Track Changes. The Commission would like to review your suggested methods within Exhibit A – Scope of Work.
- d) Model Contract exhibits with suggested edits or enhancements shall be included by Offeror in their response per the RFQ Checklist.

Attachments 11 – 15 - All offers must be based on the Model Contract provided with this solicitation as:

- (i) Exhibit A – Scope of Work - Using the Exhibit A – Scope of Work template, include in the Proposal a revised Exhibit A with updated Scope of Work, using track changes. Updated Scope of Work shall include:
  - (a) Description of the tasks to be performed.
  - (b) Description of optional tasks.
  - (c) Specific milestones and work products that demonstrate a clear understanding of the various components of the Project.
  - (d) Identification of issues and a detailed description of the methodology and analysis to be used in addressing those issues.
  - (e) Recommended edits to Exhibit A on how to proceed with the analysis of the feasibility of developing an offshore wind port (or ports) between San Francisco and Long Beach.
  - (f) Description of needed supplemental analyses.
  - (g) The comprehensiveness and quality of the quality assurance and quality control (QA/QC) techniques (see Exhibit A, Section 4) and methodology to be used to ensure the quality of all work products submitted to the State, including the inclusion of:
    - 1) A comprehensive QA/QC Plan
    - 2) An experienced technical editor
    - 3) An experienced web content publisher
- (ii) (A1) - Personnel Experience Narrative and Resume(s) - Exhibit A, Attachment 1.
  - (a) Provide a resume of the relevant experience for each proposed project team member
  - (b) Offeror shall indicate the knowledge, recent experience, and demonstrated understanding, of the proposed Project Manager, Deputy Project Manager, and team.
- (iii) Exhibit B – Budget and Payment Detail
- (iv) Exhibit C – General Terms and Conditions
- (v) Exhibit D – Special Terms and Conditions

**6) COST PROPOSAL** - No cost information shall be submitted at this time. The most qualified Offeror by ranking will be asked to submit a detailed cost proposal after selection.

**7) STANDARD CONDITIONS OF SERVICE** - General Terms and Conditions | Model Contract | Attachment 14 – The [State's General Terms and Conditions](#) (GTC) are generally not negotiable. The State does not generally accept alternate contract language from a prospective contractor. An offer with such language will be considered a counter proposal and will be rejected, absent compelling written justification provided by Offeror.

**8) POST-GOVERNMENT EMPLOYMENT RESTRICTIONS**

- a) Former Commission employees, including formerly retired annuitants, are subject to postemployment restrictions under Government Code Section 87406. Former designated Commission employees that have not been separated from the State for more than one (1) year starting on the later date of when the official permanently leaves state service, and are no longer authorized to perform the duties of their job, or who stop performing the duties of the job even if the official is still receiving compensation for accrued leave credits are prohibited from:
  - i) Entering into a contract with the Commission as an individual.
  - ii) Making any formal or informal appearances or oral or written communications to the Commission or any of its officers or employees. This includes attendance or participation in:
    - (1) Selection interviews.
    - (2) Scoping meetings.
    - (3) Contract and task order negotiations.
    - (4) Direct involvement in the cost proposal and audit activities.
- b) Former Commission employees, including formerly retired annuitants, may be subject to a lifetime post-employment ban under Government Code Sections 87400-87403.
- c) Violation by the consultant(s) of any provisions found in the paragraphs above shall render every contract or other transaction entered into void unless the violation is technical or non-substantive.
- d) The Fair Political Practices Committee provides [Information regarding the post-employment ban](#) as stated in the above-referenced Government Codes.



## 9) CONFLICT OF INTEREST DETERMINATIONS

- a) A conflict of interest shall include any past, present, or currently planned circumstance, activity, or relationship that relates to the proposed work. Prospective consultants shall also list current clients who may have a financial interest in the outcome of the contract. Contractors should discuss the issue of conflict of interest with all members of their team, including employees and subcontractors, before agreeing to perform the contract. Each proposed team member must sign the conflict-of-interest statement that is included in the proposed work. Conflicts of interest include, but are not limited to:
- i) Contractor, or any of its subcontractors, has participated in collecting or preparing data for or in the development of the application submitted by a Project Applicant to the Commission.
  - ii) Determinations of potential conflict of interest will be addressed by the Commission on a case-by-case basis with each Offeror. Questions regarding this issue, or requests for a specific determination should be sent in writing or via email to [CSLC.Solicitations@slc.ca.gov](mailto:CSLC.Solicitations@slc.ca.gov)

## 10) SMALL BUSINESS PARTICIPATION AND CERTIFICATION

- a) This project has a participation goal of twenty-five percent (25%) of the total contract price for qualifying small businesses. A combined effort of the Offeror and subcontractors may achieve this 25 percent goal. Any small business used to meet this requirement must be certified by or have certification pending with the [Department of General Services \(DGS\), Office of Small Business Certification and Resources](#) (OSBCR).
- b) If awarded the Contract, the Offeror will be required to submit evidence that it has either met these participation goals or made a good faith effort to meet the Small Business Participation goal. The state reserves the right to accept a participation level lower than 25 percent subject to Offeror evidence and acceptance of good faith effort documentation. The Offeror shall be deemed to have made good faith efforts upon submittal of documentary evidence that all the following actions were taken:
- i) Contractor worked with the Commission and OSBCR [website to identify potential Small Business sub-contractors and suppliers](#).
  - ii) Contact was made with other State agencies, including the DGS OSBCR, to identify potential Small Business Contractors.
  - iii) Invitations to Bid were submitted to potential Small Business Contractors.
  - iv) Available Small Business Contractors were considered.

## 11) DISABLED VETERAN'S BUSINESS ENTERPRISE (DVBE) PARTICIPATION AND CERTIFICATION

- a) Under Military and Veterans Code section 999.2, each state department has a participation goal of not less than 3% for disabled veteran business enterprises. These goals apply to the overall dollar amount expended each year by the awarding department.
- b) The Commission recognizes and thanks disabled veterans for their service. The Commission's DVBE Program is intended to further veterans' participation in the Commission's contracting in order to promote competition and encourage greater economic opportunity to disabled veterans.
- c) This RFQ has a mandatory participation goal of at least three (3) percent of the total contract price to qualified DVBEs. This 3% goal may be achieved by a combined effort of the Contractor and subcontractors. Any business used to meet the DVBE requirement must be certified by or have certification pending with the DGS Office of Small Business Certification and Resources.
- d) The Offeror will identify those subcontractors that are certified DVBEs, describe the tasks each DVBE will perform, and identify the contract price amounts allocated to those subcontractors on the [Bidder Declaration form](#) (Std. GSPD-05-105 | Attachment 7) . Lack of sufficient evidence that the bidder is meeting the DVBE participation goal will be considered in the awarding of the contract.
- e) For general regarding DVBE contracting assistance, email [osdshelp@dgs.ca.gov](mailto:osdshelp@dgs.ca.gov) or call (916) 375-4940.

## 12) SELECTION PROCESS AND CRITERIA

- a) The Commission shall use the following criteria for selecting a Contractor under this Solicitation:
  - i) The Contractor's professional experience in performing similar services;
  - ii) The quality and timeliness of the Contractor's recently completed or ongoing work;
  - iii) The Contractor's reliability, continuity, and location;
  - iv) The Contractor's staffing capability;
  - v) The education and experience of key personnel the Contractor intends to assign to the Agreement;
  - vi) The Contractor's knowledge of applicable regulations and technology associated with the services required; and
  - vii) The Commission shall weigh the factors identified above according to the nature of the proposed project, the complexity and special requirements of the specific project, and the needs of the Commission.
- b) Selection - One Contractor will be selected based on this RFQ.

- i) This is a competency-based selection process in accordance with Government Code section 4525 et seq. and Commission regulations as described in California Code of Regulations, title 2, division 3, chapter 1, article 13.
- ii) Upon receipt and review of all Proposals, staff may contact one or more Offerors to clarify areas where the staff has questions, and answer questions. Upon conclusion of the review, the Offerors will be ranked as the most qualified.
- iii) Negotiations shall be initiated with the most qualified Offeror that includes the DVBE and Small Business participation requirements.
- iv) The Commission reserves the right to review and specify a maximum administrative fee charged by the Offeror for subcontractors.
- v) In the event that a satisfactory agreement cannot be negotiated within 5 days after the commencement of negotiations, the Commission may terminate negotiations with the most qualified Offeror and begin negotiations with the next ranked Offeror and so on. After successful negotiations, a contract will be awarded and executed.

**13) ADDENDUM TO RFQ** - The Commission reserves the right to amend the Request for Qualifications by addendum before the final Proposal submittal date and time.

**14) REJECTION OF PROPOSALS**

- a) The Commission reserves the right to terminate the selection proceedings at any time where it determines it is in the best interests of the State. The Commission is not required to award the agreement and reserves the right to terminate in whole or in part at its sole discretion any contract award at any time upon giving written notice.
- b) Issuance of this RFQ in no way constitutes a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all Proposals, or portions of Proposals, received in response to this RFQ, or to amend or cancel this RFQ at any time. In the event of such cancellation, the Commission may reissue the RFQ at a later date.
- c) The Commission reserves the right to consider the contractor's past performance with the Commission in its selection of an Offeror pursuant to this RFQ.
- d) Offers to perform work of a kind for which an Offeror is not properly licensed and qualified will be rejected.
- e) Offers must be submitted for the performance of all the services described herein. Any deviation from the work specifications or contingencies will not be considered and will cause an offer to be rejected.
- f) A Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.
- g) The Commission may waive immaterial deviations and the Proposal may be evaluated based on the information provided when considered to be in the best interest of the

State. The State's waiver of immaterial defect shall in no way modify the RFQ document or excuse the offeror from full compliance with all requirements if awarded the contract.

- h) No oral understanding or agreement shall be binding on either party.

#### **15) SUBSEQUENT SOLICITATION**

- a) At the Commission's sole discretion, after the contract award has been made and the contract has been executed, if the contract is terminated with or without cause after the performance has begun, the Commission may engage the next-best-value offeror without performing a subsequent solicitation.
- b) Additionally, if at any time during the negotiation of an agreement with the successful offeror, the Commission determines it is not able to reach an agreement with the successful offeror, the Commission may terminate the negotiations and engage the next best value offeror without performing a subsequent solicitation.
- c) For more information, or to submit questions regarding the content of this solicitation, please contact us at [CSLC.solicitations@slc.ca.gov](mailto:CSLC.solicitations@slc.ca.gov).