



CITY OF SUISUN CITY

**701 Civic Center Blvd.
Suisun City, California 94585**

Incorporated October 9, 1868

October 4, 2024

Request for Proposal (RFP) Annual Maintenance and Inspection Services for Floating Concrete Dock System at Suisun City Marina

Introduction: The City of Suisun City, hereafter referred to as the “City”, is requesting proposals from experienced and qualified firms to provide annual inspection and maintenance services for a five-year period of the floating concrete dock system at the Suisun City Marina.

Submittal Information

Proposals must be received by **October 24, 2024 at 2:00 PM (PST)**, unless subsequently modified by the City by addendum, at the following address:

City of Suisun City
Recreation, Park, and Marina Department
Attn: Janet Hull
611 Village Drive
Suisun City, CA 94585

Proposals received after this deadline will be returned unopened.

Tentative Schedule

The tentative schedule for Firm selection is as follows:

- | | |
|---|---------------------------|
| ○ Request for Proposals Issued | October 4, 2024 |
| ○ Questions Due | October 17, 2024 |
| ○ Answers & Addendums Answered | October 18, 2024 |
| ○ Proposals Due | October 22, 2024, at 2 PM |
| ○ Contact Award Date – City Council | December 3, 2024 |
| ○ Execute Contract and Issue Notices to Proceed | December 4, 2024 |

Questions Regarding This Project

Questions regarding this project must be submitted in writing *only* to:

Janet Hull
Recreation Manager, Marina and Waterfront Events
City of Suisun City – Recreation, Parks, and Marina Department
611 Village Drive
Suisun City, CA 94585
E-mail: jhull@suisun.com

The last day to submit questions is October 17, 2024 at 5:00 PM, unless subsequently modified by the City by addendum.

SCOPE OF WORK

1. Pre-maintenance Inspection and Walk-Through:

Prior to the annual maintenance service, the Contactor will visit the marina and conduct a pre-maintenance dock inspection walk-through and prepare a list of items that are not covered in the maintenance work with priced recommendations on how to correct the issues. Items recommended to be repaired may be completed at the time of the annual maintenance service. The Contractor will visually inspect the following miscellaneous items:

- Missing and loose screws/hardware
- Uneven or loose wood connections
- End boards & Fascia for breaks/impact damage
- Fendering for loose/missing nails
- Corner Bumpers
- Grounding issues
- Low Freeboard conditions
- Rub blocks or rollers for tightness/wear
- Substation Cabinets
- Locked Transformers
- Check for door closures and latches
- Verify all panels in place
- Visually check pedestal/power center doors
- Visually check pedestal/power center anchoring
- Visually check pedestal/power center receptacles if accessible. Note: dangerous conditions.
- Check G Cables for damage and potential rub spots
- Check Kellum Grips
- Check low level lighting
- Check Fire Cabinets/Fire Department Connections/ Standpipes
- Visually check for leaks in cabinets or hose bibs
- Check water lines for strapping/drooping lines

- Check Fire Extinguishers dates, notify owner if out of date
- Visually inspect dock flex lines for wear, leak, corrosion
- Check gangway shoremount bracket for sign of wear
- Check gangway dock guides, wheel, or rub blocks for wear

2. Maintenance Work:

Maintenance work to be performed as follows:

- Level and straighten walkways and fingers for the floating dock system
- Tighten all triangle frames in finger-walk connection
- Check for loose cleats, and tighten as necessary

3. Maintenance Documentation:

A report must be furnished including a detailed log of maintenance work completed during each annual visit. Areas of concern will be noted for the City to pay attention to over the course of the following year.

Contractor Requirements:

Contractors will need to provide the all the materials, labor, and equipment to make these inspections.

Contractors will need to provide a job reference list.

After the contract has been awarded the contractor will need to provide proof of current license(s), obtain a Suisun City Business License and submit insurance certificate naming Suisun City as additionally insured. Contractor shall execute Contract Services Agreement with the City.

REQUIRED SUBMITAL INFORMATION

General Submittal Requirements

Persons or firms wishing to respond to this invitation must supply the minimum number of copies set forth in the transmittal letter by the date and time requested. The nature and form of response is at the discretion of those responding, but shall include the information listed below. Additional information submitted after the formal closing date and time will not be accepted. Prospective proposers are highly encouraged to visit the job site prior to submitting a proposal.

Proposals must be:

- 1) Typed.
- 2) Be as brief as possible and not include any unnecessary promotional material.
- 3) Restrict each proposal to no more than 20 total pages including all responses, reference work, and information about the firm and individuals assigned to the project. Minimum font size is 12.

Standard 8-1/2" x 11" paper should be used along with the simplest possible method of fastening the proposal for submittal (excluding paper clips).

All submittals shall become the property of the City. Furthermore, all submitted proposals, documents and information included therein or attached thereto shall become public record upon their delivery to the City.

Any proposer may withdraw their proposal, either in-person or by written request at any time *prior* to the scheduled closing time for receipt of proposals. Such requests should be directed to the Acting Recreation, Parks and Marina Director, Janet Hull.

Proposal Submittal Requirements

Proposals and any accompanying documents shall be submitted in a sealed envelope with the words “DO NOT OPEN – **Cost Proposal for Annual Maintenance and Inspection Services for Floating Concrete Dock System at Suisun City Marina**” clearly marked in the lower left-hand corner of the envelope. Two bound copies, plus one reproducible unbound copy, must be submitted. The Cost Proposal for the Project must be in a separate sealed envelope within the proposal package, clearly marked as the price proposal for this solicitation, with firm name, and Project name. All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification: Provide the name of the firm, the firm's principal place of business, the name and telephone number of the contact person and company tax identification number.
2. Client References: Provide a minimum of three (3) client references. References should be California cities or other large public sector entities. Provide the designated person's name, title, organization, address, telephone number, and the project(s) that were completed under that client's direction.
3. Price Proposal: The proposal shall include pricing for each year of the annual inspection and maintenance services for the five-year period.
4. Relevant Experience: The proposal shall include a brief summary of the contractor's relevant experience in producing similar work at marinas.
5. Contract Terminations: If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.
If the firm has not experienced any such termination for default or early termination in the past five (5) years, so indicate.

Cost Proposal Submittal Section (Must be in a separate sealed envelope.)

A Cost Proposal along with a rate schedule shall be submitted with the proposal.

This section of the proposal must be submitted separately in a sealed envelope marked “**Cost Proposal For Annual Maintenance and Inspection Services for Floating Concrete Dock System at Suisun City Marina**” with name of firm in the lower left corner of the envelope and should provide a full description of the expected costs for the work described in this RFP.

The Cost Proposal will remain sealed until after the Selection Committee has completed their ranking evaluation of all proposals.

Negotiation

The City will negotiate with the first-ranked firm to secure an agreement. If negotiations with the first-ranked firm are unsuccessful, negotiations will be formally terminated and staff shall then begin negotiating with the next ranked firm. This process shall continue until an agreement is secured.

The City reserves the right to reject any and all proposals received, and to reissue a new request for proposals. Moreover, the City reserves the right to cancel the project at any point and pay Firm only for costs incurred to that point and for work completed which is usable by the City as determined by the City.

The City also reserves the right to award subsequent contracts for additional work to the selected Firm (if a selection is made) or to another Firm who has submitted a proposal for this solicitation.

OTHER REQUIREMENTS

Disadvantaged Business Enterprise (DBE)

The City has not established a Disadvantaged Business Enterprise (DBE) goal for this contract. However, proposers are encouraged to obtain DBE participation for this contract.

City’s Professional Services Agreement

The successful Firm will be required to execute a contract with the City of Suisun City. Proposers shall provide a statement that they have reviewed the agreement, and if selected, will execute the agreement. In addition, proposers shall declare any exceptions or desired modifications to the agreement that the proposer considers absolutely necessary in order to execute the contract. The City will consider any *reasonable* exceptions or desired modifications; however, if the requests are not acceptable to the City, the proposer shall accept the contract without the desired changes or the City may choose to negotiate an agreement with another proposer.

ATTACHMENTS

1. *Attachment #1 – Location Map*

CONCRETE DOCK LOCATION MAP

