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Request for Proposals (RFP) Underground Storage Tank Replacement

Proposed Timeline:

Request for Proposals Released	Friday, April 18th, 2025
Deadline to Ask Questions	Friday, May 9 th , 2025 @ 5:00 pm
Sealed Proposals Due & Proposal Opening	Friday, May 16 th , 2025 @ 11:00 am
Contract Awarded	Wednesday, May 28 nd , 2025
Begin Work	Summer/Fall 2025
Removal of Existing UST & Soil Testing	November 2025

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- Faxed or emailed proposals will not be accepted. Sealed proposals are due no later than: **Time listed above for “Sealed Proposals Due & Proposal Opening”**
 - Proposal opening is public and will take place at the Harbor District Main Office (3950 Avila Beach Dr., Avila Beach)
 - To submit a proposal, prepare a proposal as outlined in the *Proposal Instructions* and complete the “Submittal Form” and return this entire packet in a sealed envelope plainly marked: **“BID – Underground Storage Tank Replacement”**
Failure to display this on your sealed proposal envelope may result in proposal disqualification.
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Delivery of Proposals:

(Please note USPS express mail is **not** available to the Harbor Office)

Fed Ex or other Express mail service:

Port San Luis Harbor District
3950 Avila Beach Drive
Avila Beach, CA 93424
Phone: (805)-595-5410

US Postal Service:

(It is advisable to ensure USPS delivery 1 day prior to proposal opening.)
Port San Luis Harbor District
PO Box 249
Avila Beach, CA 93424

To obtain copies of the Project Description, Proposal Instructions, and Submittal Form, or for submitting comments and questions, please contact the Facilities Manager:

Dustin Barth
(805) 595-5419 DustinB@portsanluis.com

The deadline to ask questions is listed above. A list of all questions and answers will be provided to all respondents the day after that deadline. Full permits and conditions available upon request.

PROJECT DESCRIPTION

I. INTRODUCTION AND BACKGROUND

Port San Luis Harbor District (District) is seeking qualified bids for the removal of one single-walled 12,000-gallon diesel Underground Storage Tank (UST) located at the Port San Luis Harbor, San Luis Obispo, California. The existing UST will be replaced with either a double-walled 12,000-gallon diesel UST in the same location or a 6,000-gallon Aboveground Storage Tank (AST) in a nearby location. The submitted costs in response to this RFP will be used in the District's evaluation and decision. Dispensers and associated piping will not be removed.

Proposers shall read the information contained in this Request for Proposal (RFP) to understand how to submit the proposal, what documents must accompany the proposal and what legal obligations apply when the Proposer submits a proposal. Any proposer that wishes to be considered for this work must submit the information requested in this RFP.

1.0 Scope of Work for UST Removal

This work includes the removal and disposal of the existing single-walled 12,000-gallon diesel UST.

1.1 Bid Items

A. Bid item descriptions (listed by Bid item number):

1. Engineering Design and Permitting

- Prepare and procure "removal and/or abandonment" permit from the San Luis Obispo County Environmental Health Services Division (EHS) and pay applicable CUPA registration and removal fees. Refer to: <https://www.slocounty.ca.gov/departments/health-agency/public-health/environmental-health-services/forms-documents/permit-applications/hazardous-materials-program-forms-permit-applicati/underground-storage-tank-program-permit-applicatio/ust-closure-permit-application>
- Notify San Luis Obispo County Air Pollution Control District (APCD) with respect to planned removal activities, as necessary.
- Obtain approval from the California Coastal Commission.

2. Mobilization / Demobilization

- Prepare site-specific Health and Safety Plan prior to the implementation of the UST removal activities (daily Tailgate Safety Meeting will be conducted each morning).
- Demarcate the UST removal area and mark the appropriate site boundaries for utility clearances and then notify Underground Service Alert (USA) 48 hours prior to breaking ground.
- Mobilize personnel, temporary facilities, fencing and equipment to complete the UST removal.
- Establish lay-down areas for equipment and materials.
- After completion of work, the contractor will demobilize from the facility and remove any equipment or temporary facilities mobilized during the pre-construction phase. The work area will also be swept clean of any debris. Once demobilized, the Contractor will submit generated documentation to the District.

3. Shoring

- If the decision to install a replacement UST is determined to be the best option for the site, shoring will be required. The contractor is to install shoring surrounding the UST, which will be removed following installation of the new UST.

4. UST Removal

- Remove the hardscape in the area of the UST.
- Disconnect the power supply to the UST system.
- Disconnect product piping in accordance with standard industry practices. The dispensers and fuel lines will not be removed.

- Flush product and vent lines associated with UST prior to removal.
- Excavate the UST overburden and backfill material to expose the 12,000-gallon UST. All overburden and backfill material will be directly loaded and removed from the site under appropriate waste manifests for off-site disposal. Maintain and provide copies of manifests and associated disposal records to the District.
- Triple rinse the UST in accordance with the present guidelines for closure of UST set forth by the Fire Department/County of San Luis Obispo.
- Cut window in UST and certify the tank as “clean” by a certified marine chemist or certified industrial hygienist.
- Collect, profile, manifest and dispose of up to 100 gallons of product/rinsate from the UST.
- Provide required equipment and rigging to remove the existing tank. Remove UST and direct load onto a flatbed for transportation and recycling.
- Remove all remaining backfill and directly load and remove from the site under appropriate waste manifests for off-site disposal.
- Load and secure the tank on a trailer and dispose of at a state certified disposal facility.
- Obtain soil samples under the tank per EPA test methods 8015 and 8260B, as applicable (*This task is outside the scope of the RFP and will be conducted by the District’s consultant*).
- Prepare and submit a UST removal report to the County documenting the activities (*This task is outside the scope of the RFP and will be conducted by the District’s consultant*).

2.0 Scope of Work for UST Install (Option 1)

This work includes the design, permitting and installation of a new double-walled 12,000-gallon diesel UST. The new UST will be installed in the same tank cavity as the removed UST.

2.1 Bid Items – UST Install (Option 1)

A. Bid item descriptions (listed by Bid item number):

5. Engineering Design and Permitting

- Prepare all required engineered design drawings for the system design of the fuel system.
- Submit and obtain all required San Luis Obispo County permits.
- Obtain approval from the California Coastal Commission.
- Procure the double-walled 12,000-gallon UST and components. **If a smaller or larger tank provides cost savings and/or a shorter lead time, propose an alternate tank size as a Value Engineering (VE) option.**

6. UST Installation

- Prep the tank cavity and provide required equipment and rigging to install the new tank.
- Install a bottom hold-down slab to anchor the UST in place.
- Dewater the tank cavity, as needed, and dispose of the water at an approved off-site facility. Assume 20,000 gallons of non-hydrocarbon containing groundwater will be pumped from the tank cavity and require off-site disposal.
- Install the 12,000-gallon UST and connect the product piping and electrical.
- Backfill the tank cavity.
- Install miscellaneous tank top equipment, manways, overspill bucket and overfill prevention valve as required by code.
- Provide and install all required electrical conduits, “J” boxes and seal off’s, as needed.
- Provide all system decals and placards.
- Test complete system per regulatory requirements and obtain approvals, including a helium pretest to ensure that the system is tight for the post Enhanced Leak Detection (ELD) test. Perform the final

ELD test as required by AB2481 guidelines as set forth by the State of California following site restoration activities.

- Perform all inspections as required to complete the system.
- Train facility personnel and provide maintenance and equipment manuals.

7. Site Restoration

- Backfill the piping trench and top of the tank with the appropriate gravel.
- Backfill and compact the electrical trench with native soil.
- Pour and finish all removed concrete or asphalt to match the existing surface.

3.0 Scope of Work for AST Install (Option 2)

The work includes the design, permitting and installation of a **new 6,000-gallon diesel AST**. The new AST will be installed in the southwest corner of the boat yard. The tank cavity of the removed 12,000-gallon UST will be backfilled and the surface restored. Product piping and electrical service will be extended to the AST location.

3.1 Bid Items – AST Install (Option 2)

A. Bid item descriptions (listed by Bid item number):

8. UST Cavity Backfill and Compaction

- Coordinate the import of clean fill material to the project site to fill the UST cavity.
- Finish the surface to match the surrounding area and paint new parking stripes, as needed.

9. Engineering Design and Permitting

- An initial pre-design site visit will be performed with the Contractor and District representatives to coordinate the design and build scope. Prepare all required engineered design drawings for the design of the fuel system. All required CAD drawings will meet all local, state and federal regulations. All work for the AST installation will follow guidelines as set forth by Title 23, California Code of Regulations, Chapter 16, and the California Fire Code, California Code of Regulations, Title 24, Part 9 and the Building, Plumbing and Electrical codes.
- Submit and obtain all required San Luis Obispo County permits.
- **Obtain approval from the California Coastal Commission**

10. Site Preparation

- Verify and mark out all locations for the work per the design drawings.
- Make all notifications for underground utilities and perform ground penetrating radar systems (GPRS) investigation.
- Provide all required temporary fence for the construction areas.

11. AST Install

- Extend the product piping and electrical trench excavations to the AST location. Haul and dispose of all concrete and asphalt debris.
- Shade all fuel piping trenches with the manufacturer approved gravel.
- Provide trench plates over open trenches as required to maintain site traffic. Backfill and resurface trenches to match the surrounding area.
- Provide and pipe the underground diesel supply to the new AST location.
- Prep the new AST area and provide compaction for the new AST tank pad.
- Form and pour a new concrete tank containment pad. The pad will be sized to accommodate the new AST and include a 6" x 6" curb all around.
- Provide crane and heavy moving equipment to offload and install 6,000-gallon diesel, above ground fuel storage tank.
- Anchor the tank per the equipment manufacturer specifications.
- Provide and install an independent grounding rod for the fuel tank.

- Provide and install all miscellaneous tank top equipment. I.E. Extractors, risers, flex lines, and isolation plugs, etc.
- Provide and install all emergency vents.
- Provide and install a 2" updraft vent for tank, The vent will extend to a point 12' above finish grade per code.
- Provide and install an overfill prevention valve in the tank as required.
- Provide and install a ground level fill for the tank. The ground level fills will be piped with 3" steel pipe. Each ground level fill will include a check valve, ball valve, fill adapter and cap, and hand pump to evacuate contained spilled fuel.
- Install all required new crash posts around the new tank pad. Posts will be 4" diameter 7' long, buried 3' deep with a 16" diameter footings, posts are installed on 4' centers, 3' from the tank and painted hazard yellow per the Uniform Fire Code.
- Perform primary and secondary piping pressure tests and sump hydrostatic tests per regulatory requirements.
- Provide all system decals and placards.
- Test complete system per regulatory requirements and obtain approvals.
- Perform all inspections as required to complete the system.
- Train facility personnel and provide maintenance and equipment Manuals.

II. PROPOSER QUALIFICATIONS

Proposer shall have a minimum of 10 years of experience in preparing/submitting/managing documentation to meet regulatory requirements for UST closure in the State of California. Proposer shall also have a minimum of 5 years experience in design of both underground and above ground fueling systems. Proposer shall have appropriate experienced staff or subcontractors including professional engineers licensed in the State of California to provide PE stamps as may be required for all engineering/design documents prepared for this project (Civil, mechanical, electrical, etc.).

III. PROPOSAL REQUIREMENTS

The Proposer shall include in its proposal the information outlined above in a manner which demonstrates the Proposer's competence and qualifications for the satisfactory performance of the services identified in this RFP.

1. Statement of Qualifications

The Proposer shall prepare a statement of qualifications which identifies:

- a) The size, stability, and capacity of Proposer's organization, including, at a minimum, an identification of total number of years in operation, number of employees in the office location which is intended to provide the services described in the Scope of Services, and a description of Proposers' facilities intended to support the District.
- b) An identification of the Proposer's experience performing services for projects of a similar size, scope, and complexity as the services required by this RFP, including an identification of the number of years' Proposer has been performing similar services; and the most recent projects for which the Proposer has performed similar services. The list of recent projects shall include the name, contact person, address, and phone number of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.
- c) A list of the Proposer's principals, employees, agents, and sub-service providers which the Proposer intends to assign to this project. This list shall include a summary of the qualifications (including education, training, certifications licenses, and experience) of each individual; the approximate number of hours each will devote to the contract; and the type of work to be performed by each individual.
- d) A statement as to whether the Proposer, either presently or in the past, was involved in any litigation, bankruptcy, or reorganization for any reason. If so, please provide dates and resolution. A statement as to

whether the Proposer or any officer or employee of the company who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances.

IV. SELECTION PROCESS & CRITERIA

After review of the submitted proposals, the District may invite some or all proposers to present their qualifications and proposed approach or may decide to select one proposer without conducting interviews and enter into contract negotiations directly. Details of the interview process will be provided along with the invitation to present.

1. Ability of the Proposer to Carry Out and Manage the Proposed Project (30%)

An assessment of the statement of qualifications, including past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

2. Qualifications (40%)

The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. The District may consider Proposer's timely and accurate performance on contracts of a similar nature.

3. Willingness to Comply with the Proposed Agreement Terms (10%)

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed contract.

4. Cost of Proposal (20%)

Cost, while not determinative, will be considered in the selection process.

5. Local Business (+5%)

If the Proposer's company is physically located within the San Luis Obispo County limits, they will receive an additional five points.

V. SELECTION TIMELINE

The District has designated the following activities and dates as key to the project schedule. Proposers are encouraged to assist the District in adhering to this timeline. The District reserves the right to change the schedule at its own discretion.

Anticipated Schedule for Selection	
Issuance of Request for Proposal	April 18 th , 2025
Pre-Bid Meeting (Virtual or In-Person)	Upon Request
Deadline to Submit Questions	May 9 th , 2025
Deadline to Submit Proposals	May 16 th , 2025
Contract Award (Anticipated)	May 28 th , 2025

Pre-bid site meetings are optional and will be available upon request. Meetings will take place in person at 3950 Avila Beach Drive, Avila Beach, CA. Any questions should be submitted via email to Dustin Barth (DustinB@portsanluis.com).

VI. Schedule of Bid Prices

All bid items, including lump sums and unit prices, must be filled in completely. Bid items are described in Sections 1.1 through 3.2.

Item	Scope	Description	Unit	Total
1	UST Removal	Engineering Design and Permitting	Lump Sum	
2	UST Removal	Mobilization/Demobilization	Lump Sum	
3	UST Removal	Shoring	Lump Sum	
4	UST Removal	UST Removal	Lump Sum	
5	UST Removal	Coastal Commission Approval	Lump Sum	
6	UST Removal	Soil Samples Under the Tank, UST Removal Report to the County	N/A	N/A
Total				

UST Installation (OPTION 1)				
Item	Scope	Description	Unit	Total
5	Option 1 - UST Install	Engineering Design and Permitting	Lump Sum	
6	Option 1 - UST Install	UST Install	Lump Sum	
7	Option 1 - UST Install	12,000-Gallon Underground Storage Tank (Equipment Only)	Lump Sum	
9	Option 1 - UST Install	Site Restoration	Lump Sum	
Total				

AST Installation (OPTION 2)				
Item	Scope	Description	Unit	Total
8	Option 2 - AST Install	UST Cavity Backfill and Repaving	Lump Sum	
9	Option 2 - AST Install	Engineering Design and Permitting	Lump Sum	
10	Option 2 - AST Install	Site Preparation	Lump Sum	
11	Option 2 - AST Install	AST Installation	Lump Sum	
12	Option 2 - AST Install	6,000-Gallon Aboveground Storage Tank Skid (Equipment Only)	Lump Sum	
Total				

VE (Optional)				
Item	Scope	Description	Unit	Total
13	VE		Lump Sum	
14	VE		Lump Sum	
15	VE		Lump Sum	

APPENDIX A – SITE INFORMATION

These drawings and photographs are provided for proposers use in developing pricing. Proposer will be responsible for all site visits, investigation, and document review necessary to complete the scope of work.



Existing UST Location



Potential AST Location – In Corner of Boat Yard







