



## PORT OF OAKLAND

### REQUEST FOR PROPOSAL

#### RFP No.: 15-16/01 Educational Programs at Middle Harbor Shoreline Park

The Port of Oakland (the "Port"), Oakland, California, through the Purchasing Department, is hereby soliciting competitive proposals for the above mentioned project. The successful Respondent will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

#### Proposal Information

Proposal Title	Educational Programs at Middle Harbor Shoreline Park
Proposal Type	Professional Services
Proposal Number	15-16/01
Proposal Issued	August 27, 2015
Issuing Department	Purchasing Department
Pre-proposal Meeting	N/A
Scheduled Publication Date	September 1, 2015
Proposal Due Date	October 8, 2015 until 11:00 a.m.

#### Instructions for Submitting Proposals

Submittal Address	Port of Oakland Purchasing Department Attn: <b>Rebecca Gibson</b> 530 Water Street Oakland, CA 94607
Submittal Copies	One (1) Original copy clearly marked "Original" and three (3) Copies marked "Copy".
Submittal Envelope Requirements	Proposal must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none"><li>• Proposal Number</li><li>• Name of Your Company</li><li>• Address</li><li>• Phone Number</li></ul>
Late Submittals	Proposals received after the time and date stated above shall be returned unopened to the Respondent.

## How to Obtain Proposal Documents

Copies of the Proposal documents may be obtained at:

Available	Location
Yes	Port of Oakland--Purchasing Department 530 Water Street Oakland, CA 94607 Monday through Friday 9:00 AM to 4:00 PM (510) 627-1104 or <a href="mailto:rgibson@portoakland.com">rgibson@portoakland.com</a>
Yes	<a href="http://www.portoakland.com/opportunities/bidsrfpsrfqs.aspx">http://www.portoakland.com/opportunities/bidsrfpsrfqs.aspx</a>  Or navigate to the Port of Oakland's main website at: <a href="http://www.portoakland.com/">http://www.portoakland.com/</a> , then click on "Business" then on "Opportunities" and then on "Bids/RFPs/RFOs" to download the RFP.

## Questions about the Proposal

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by fax or email as follows:

<b>Primary Contact</b>	Rebecca Gibson Fax: (510) 893-2812 Email: <a href="mailto:rgibson@portoakland.com">rgibson@portoakland.com</a>
<b>Question/RFI Due Date</b>	<b>September 18, 2015 until 4:00 p.m.</b>  Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
<b>Response Date</b>	<b>September 23, 2015</b>  All pertinent questions will be responded to <b>via addendum</b> faxed (or emailed) to all prospective proposers and placed on the Port's website. Proposers who did not receive a copy of the addendum should download it from the Port's website. See the "How to Obtain Proposal Documents" section for our web address. All addenda must be acknowledged on the RFP Acknowledgement and Signature form.

Once the RFP is issued, and until a recommendation for award is made to the Board of Port Commissioners at a public Board of Port Commissioners meeting (or in cases where a recommendation for award does not require a public Board meeting, when Proposers are notified by Port staff of the recommendation for award), each Proposer and its representatives, agents, and affiliates, shall not contact members of the Evaluation Committee, Port staff or the Board of Port Commissioners to discuss or ask questions about the contents of this RFP or the selection process. All questions shall be submitted in writing as described in this RFP. Any inappropriate contact by a Proposer, its representatives, agents, and affiliates may result in the Proposers' proposal being disqualified.

## Full Opportunity

The Port's policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual