

Commercial Fishing Industry Improvement Fund Grant Application & Instructions

Project Proposals must be submitted using the format of this form and, at a minimum, must contain all of the following items (A, B, C, D, E). Fields marked with an asterisk (*) are required. Submit this page as your required -

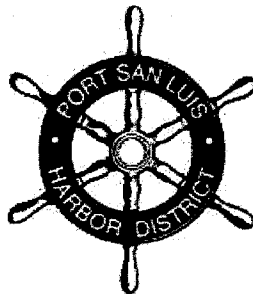
Project Proposal Cover Sheet.

A. Project Information

1. Project Title * <i>Give your project a name we can use to easily reference it</i>	Bid Documents for Diesel Tank Replacement
2. Project Location Description * <i>List the county, municipalities, etc. in which you will conduct project</i>	Port San Luis - Harbor Terrace Avila Beach, CA
3. Grant Amount Requested *	\$45,000
4. Projected Project Start Date *	April 2018
5. Projected Project End Date *	December 2018
6. Project Description * <i>Provide a brief summary description of the project. Limit to 300 characters</i>	Prepare bid documents to get the tank replacement project shovel-ready. This includes: engineered plans, geotechnical surveys, permitting, project cost estimation, environmental compliance, and specifications to be included in the Invitation to Bid.

B. Applicant Information

1. Name/Organization *	Port San Luis Harbor District
2. Address * City * State * Zip *	PO Box 249 Avila Beach, CA 93424
3. Type of Entity *	Special District / Local Government
4. Primary Contact *	Chris Munson
5. Phone * & Email *	805-595-5431



Summary Information:

Port San Luis Harbor District – Bid Documents for Diesel Tank Replacement

C. Project Definition:

The Harbor District is required to replace its single-walled underground storage tank (UST) for diesel with a dual-walled UST by December 31, 2025. Grant funding will go toward the bid documents required to get the project shovel ready. These include engineered plans, geotechnical surveys, permitting, project cost estimation, environmental compliance, and specifications to be included for the Invitation to Bid. The bid documents will likely make it easier to get grants for the larger project costs and allow better budget planning for its replacement.

- 1. The Total Project Cost is \$45,000** Grant Request: \$45,000 - for engineered plans, geotechnical surveys, permitting, project cost estimation, environmental compliance, and specifications. The Harbor District will support the project by applying for permits and by hiring and coordinating the consultants needed to complete the documents and perform work which cannot be done in-house. When the Bid Documents are complete the Harbor District will use them when applying for grants.
- 2.** The planning of the project will take place soon after funding. The documents will likely be completed by the end of the year.
- 3.** The Facilities Manager, Facilities Supervisor, and Planner will oversee the planning and administration of the project. The Planner/Analyst will help acquire the necessary permits required for the tank replacement. The Facilities Manager and Facilities Supervisor will hire and manage consultants who will complete the work and documents. The Planner, Accountant, and Bookkeeper will close out the project.
- 4.** The skills and experience of the project organizers and Port San Luis Harbor District Staff include; Facilities Manager (currently vacant), Facilities Supervisor Robiy Ellison, Planner Chris Munson, and various Facilities Department staff. The Facilities Department staff has extensive experience with project management, bid documents, and permit application. The Harbor District will contract out work beyond its capabilities.
- 5.** The measurable deliverables will be the final bid documents
- 6.** The local commercial fishing industry will directly benefit from the replacement of the UST since it will allow the diesel facility's presence at Port San Luis beyond 2025.

Without bid documents, it will be difficult to appropriately budget for replacement and apply for additional grants. By preserving competitive marine fuel prices, the project helps the local fishing economy. Consequently, this project will be a benefit to the local economy.

D. Project Plan:

- **Planning:** Project management and initial planning for the bid documents will be conducted in-house.
- **Engineering:** The Harbor District will hire an engineer/consultant to create the plans and conduct any site evaluations necessary
- **Permitting:** The Harbor District will work with the consultant to address permits required for the larger project
- **Deliverables:** The consultant will provide finished bid documents and specifications needed for the next phase of the project.
- **Project Close-Out** – The accounting department and Planner will ensure contract, regulatory, and grant agreement compliance.

E. Financial Schedule:

When the project is complete, the Harbor will request funds from the *Commercial Fishing Industry Improvement Fund*. The Harbor District will submit a complete accounting and invoices on completion, along with a request for reimbursement. The Harbor District will compensate consultants for services after they have been delivered or completed.

The Grant Request is \$45,000. The granted \$45,000 will go toward completing bid documents required for UST replacement. The Harbor District will conduct planning, permitting, and administration for work that can be completed in-house. There will be no capital purchases, such as computers, travel or other subsistence expenses for this project.