

Request for Proposals: Scappoose Bay Marine Park Dump Station Installation

Columbia City, Oregon

April 2021

Purpose

The Port of Columbia County, a municipal corporation and port district of Oregon, requires the installation of a Recreational Vehicle dump station and associated site work at its Scappoose Bay Marine Park site and is requesting bids from interested firms capable of completing such work in early summer 2021, or beginning in October. Proposals, complete with cost quotes, are requested from interested firms. ***Deadline for submission: Tuesday May 11, 2021 at 5:00 PM***

Description of Work

I. General Project Requirements:

- a. Install holding tanks
- b. Complete all preparation work for a Sani-Star automated RV dump fee collection system
- c. Coordinate work to minimize disruption to normal marina operations
- d. Schedule: The Port would prefer to complete the work as early as possible. With the marina in its busy season, especially on weekends, minimal disruption to the normal operations will be necessary. If this is not feasible construction will be scheduled to start in October 2021.

See **Attachment 1** for site depiction and work specifications. A proposed contract is also attached for consideration (**Attachment 2**).

Submittal Procedures

Your proposal may be submitted by email, surface mail or hand-carried to the appropriate address below (fax submittals will not be accepted):

Email: jensen@portofcolumbiacounty.org

By mail:
Port of Columbia County
ATTN: Scott Jensen
P.O. Box 190
Columbia City, OR 97018

For personal delivery:
Port of Columbia County
ATTN: Scott Jensen
100 E Street
Columbia City, OR

Deadline for submission: Tuesday May 11, 2021 at 5:00 PM

Inspection Procedure

Visitors may view the site unescorted at any time. The address is 57420 Old Portland Road, Warren, OR 97053. Visitors are not to interfere with Port, tenant, or marina user activities or property in any way. Potential bidders inspecting the property do so at their own risk.

Pre-Bid Meeting

No pre-proposal bid walk will be held.

Submittal Requirements

Contractor must return the Bid Form below, a Bid Bond (equal to 5% of the proposal amount) and provide a summary of their experience and qualifications with at least three references for similar projects. Proposers are encouraged to provide a cover letter and company background information to assist in the selection decision. References for jobs most closely related to the scope of work specified in this RFP will be the most useful. **Contractor must also include earliest available start date, expected project duration, and a proposed timeline.**

Selection Procedure

Responses to this RFP will be accepted from all qualified firms, and will be considered equally. Port staff will evaluate the proposals and determine the most qualified bidder, based on factors including (but not limited to): quality, experience, timeliness, references, and cost. The preferred bidder will be recommended for approval to the Port Commission, which will make the final selection. All applicants will be notified of that decision.

This RFP may be modified, cancelled, or addenda issued at any time during the process. The Port reserves the right to reject any and all submittals.

Tasks

Specific Tasks: As a required part of the submittal, mark each box signifying that you have read the requirement and will be able to provide it. Contractor will:

Project Preparation:

- a) ☐ Perform a pre-job meeting to determine jobsite logistics, establish safety requirements, discuss marina user access, and coordinate staging areas and any other site activities, including availability of water and electrical service during the project.
- b) ☐ Furnish a proposed construction schedule.
- c) ☐ Furnish and install proper safety equipment, protective devices, ground warning lines, a portable toilet, and systems to prevent any debris from going in the water.
- d) ☐ Set up for temporary storage, staging, and debris disposal. Contractor will need to coordinate a secured location and provide for their own security as needed. All such areas will be approved by the Port prior to use.
- e) ☐ Submittals: Contractor to provide submittals to Port as early as possible to allow for adequate review by Port Project Manager, and the project engineer (EMS).

Construction Specifics (see **Attachment 1**). Additional notes:

- a) ☐ The contractor will obtain and post all necessary construction permits. The Port has obtained the DEQ Water Pollution Control Facility (WPCF) permit already.
- b) ☐ Water: The waterline serving the RV park is approximately 50 feet north of the north Marina entrance. Provide costs for trenching across and for directional boring under the Marina entrance.
- c) ☐ One-Way: Contractor to provide clear signage and pavement markings to clearly identify the dump station lane and the one-way lane.
- d) ☐ Striping: Striping and other pavement markings to be made with long lasting, high traffic paint.
- e) ☐ Landscaping: Any landscaping disturbed by the contractor will be returned to pre-construction condition.
- f) ☐ Signage: Contractor to provide signage for Operation & Spill Response

Cleanup and Acceptance:

- a) ☐ All work premises will be cleaned weekly and at the completion of the project.
- b) ☐ Accomplish final inspection with building department as required.
- c) ☐ Conduct a post-job walk-through with a Port representative for final sign-off of job completion.

Additional Specifications:

- a) ☐ Tenants will be working in the marina building; expect active use of the RV Park, boat launch, and marine park facility. Contractor to minimize interference as much as possible. The Port will assist with coordination.
- b) ☐ Contractor to post performance and payment bonds prior to contract signing. Cost to be included in the bid.

- c) ☐ Contractor to procure and continuously maintain general public liability and property damage insurance with combined single limits, or their equivalent, of not less than \$2,000,000 for each occurrence and a \$4,000,000 aggregate for bodily injury and/or property damage.
- d) ☐ Contractor to provide a written change order and costing prior to commencing additional work. Changes may need approval from permitting agency(ies).
- e) ☐ Contractor to comply with all applicable Oregon BOLI requirements, including "prevailing wage" rules as necessary.
- f) ☐ Contractor to hold and maintain appropriate DEQ septic installer license.

Costs and Certification

Please provide pricing below, including for any options specified. Include a cover letter and any supplemental sheets as desired. The overall fee arrangement, and the services it covers, will be the basis for any contract. Proposals must be certified (signed) in the section following.

Quote Form:

Name (Business or Individual):		Address:	
Primary Contract Name:		Telephone Number (s): Office:	
Email Address:		Cell:	
Oregon CCB Registration No.:		Properties Inspected?	
		<input type="checkbox"/> No <input type="checkbox"/> Yes, when:	
References Attached?		Bid Bond?	Timeline Info?
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
Comprehensive Quote:			
Time and Materials Rate:			
Bid Option (directional drilling under entrance):			

I, _____, certify that the information provided herein is true and correct to the best of my knowledge. I understand that it will be grounds for my submittal to be disqualified if any of the information is found to be untrue or inaccurate.

Signed, this day, the _____ of _____, _____:

Signature

Title

Questions/Changes/Limitations on Liability

The Port may alter the provisions of this RFP in any of its terms. No part of this solicitation is to be considered part of a contract, nor is any provision contained herein to be binding on the Port unless expressly included by reference or adoption in a subsequent written agreement executed by the Port.

If there are any changes in the RFP, additional information will be transmitted to every prospective consultant who submitted a proposal under this RFP.

Protests: Protests may be submitted only from those proposers who would receive the contract if their protest were successful. Protests must be received by the Port in writing within seven (7) calendar days following the date the Port's Notice of Intent to Award was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. The contract award process will be put on hold until the protest has been resolved. Timely protests must include all legal and factual information regarding its protest, and a statement of the form of relief requested. Protests received later than specified or from other than the respondent who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in reviewing the proposals is not grounds for appeal, unless the protester can show a clear inconsistency in the way proposals were evaluated.

The Port Commission may waive any procedural irregularities that had no material effect on the selection of the proposed contract, invalidate the proposed award, amend the award decision, request that Port staff re-evaluate any proposal or require Port staff to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to Port staff, Port staff shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Port Commission are final and conclude the administrative appeals process.

If there are any questions with respect to this RFP, please contact Craig Allison, Operations Manager, at 503-928-3193 or e-mail: jensen@portofcolumbiacounty.org.