

# **Request for Proposals:**

## **SCAPPOOSE BAY MARINA**

### **MARINA MAINTENANCE DREDGING -**

### **DESIGN AND ENGINEERING PROJECT**

---

*Warren, Oregon*

*July 2022*

#### **Purpose**

The Port of Columbia County (Port) is seeking the services of a qualified engineering/environmental consulting firm experienced in marinas, and who is familiar with local conditions and local, state, and federal design and permitting requirements associated with maintenance dredging.

The proposed project is located at the Scappoose Bay Marina in Scappoose Bay on the Columbia River in Warren, Oregon. Existing conditions consist of a timber fixed pier extending approximately 50-feet out from the top of bank and a 30-foot long aluminum gangway providing access to the existing marina, paddling school, transient docks, 28 boat houses and 3 floating homes. The Port wishes to dredge the water footprint of the marina facility.

The selected proposer will design and engineer a dredging design consistent with the concept provided in Attachment 1 – Dredging Limits Map.

The Port has a maintenance dredge permit, see Attachment 2, that is valid until October 31, 2024. The selected proposer shall be responsible for drafting modifications to the permit, if necessary, and working with the permitting agency to acquire the necessary approvals. The proposer shall also be responsible for working with the Port to finalize a dredge material disposal site.

**Deadline for submission: Friday August 12 , 2022 @ 5:00 PM.**

#### **Description of Work**

The project generally entails:

1. Performing site investigations to document existing conditions
2. Sediment analysis and bathymetry for dredge work
3. Investigations to determine location of dredge material disposal
4. Drafting, coordinating, and submission of dredge permit modifications (if necessary).
5. Providing all drawings, details, specifications, bid documents, etc. necessary to bid and construct the project.
6. Preparing cost estimates and final designs.

Services during construction are not included as part of this proposed scope of work. Such services are an option to this contract and will be negotiated as an amendment to this contract.

More detailed tasks are as follows:

#### Task 1: Project Management and Administration

Tasks will include:

- a. Coordinating with the Port, ACOE, DSL, and DEQ staff as needed throughout the duration of the project. Coordination will occur via telephone communication, written correspondence, e-mail, and meetings.
- b. Coordination of the design and permitting team for the duration of the project.
- c. Preparing for, attending, and documenting the following meetings with Port staff:
  - Project kick-off meeting
  - Design review meetings as needed (up to (5) meetings at 10% preliminary design, 30% permitting, 60%, 90% and final design)
  - This scope assumes meetings will be held virtually utilizing web-based virtual software.

*Task 1 Deliverables:* Project schedule and meeting notes.

#### Task 2: Research and Data Gathering

This task will focus on site-specific reconnaissance, research, and information gathering in preparing for design, including:

- Reviewing readily available existing data relevant to the project.
- Reviewing applicable local, state and federal design standards, for permitting.
- Sediment Characterization: Providing sediment characterization services required for permitting of proposed dredging, including review of existing data, previous dredge sampling analysis report, sediment sampling and analysis, chemical testing, and preparation of a summary report documenting characterization results.

*Task 2 Deliverables:* Technical summary memorandum, sampling analysis plan, and sediment characterization report.

#### Task 3: Pre-Design Bathymetric Survey

Perform a high-resolution multi-beam bathymetric survey of the underwater area around the marina, docks, and floating homes (dredging limits). The scope area shall also include the west part of the access channel as shown on attached exhibit map (see Attachment 1) in accordance with the U.S. Army Corps of Engineers Hydrographic Survey manual EM 1110-2-1003.

*Task 3 Deliverables:* Final signed bathymetric survey.

#### Task 4: Preliminary Design (10% Level Design)

Work under this task will focus on developing a 10% level design based on data collected in tasks 2 and 3. Specific tasks include:

- Agency Coordination: Coordination with State and Federal agencies will consist of on-site meetings, telephone calls and emails to facilitate the project fitting into the project's existing permits or to coordinate all required permits modifications (as necessary) and approvals.
- Develop 10% level design documenting bathymetric survey data, preliminary dredge prisms/volumes, dredged material management units, and identify potential disposal location for dredge material.
- Evaluate potential methods for dredging (clamshell, hydraulic, etc) and recommend optimal method.

*Task 4 Deliverables:* 10% preferred alternative preliminary design for permitting (meeting federal, state, and local submission requirements) and rough order of magnitude cost estimate.

*Assumptions:* It is assumed that sediment analysis and survey performed as part of Task 3 will be collected in sufficient detail to develop final designs.

#### Task 5: Preliminary Design to 30% Permit Level Design

Work under this task will focus on refining the preliminary design approved by Port to a 30% permit level design to be submitted for permitting (if necessary) and carried into the development of the construction documents. Specific tasks include:

- Refinement of design to include findings from previous tasks.
- Development of Dredge Work Plan that describes the methods of dredging, further defines boundaries of work, and amount of material to be dredged. Plan shall be submitted to USACOE for review and approval prior to start of work.

*Task 5 Deliverables:* 30% preferred alternative preliminary design for permitting (meeting federal, state, and local submission requirements if required), Dredge Work Plan, and cost estimate.

#### Task 6 (Contingency): Environmental Permitting Modifications

This task includes environmental studies and preparation of state and federal permit application modifications, if necessary. If the designs and methods documented in tasks 4 and

5 differ from the existing permits, Proposer shall work with agency to obtain permit modification(s). The permitting documents will rely on the data and plans from the 30% plan set, tailored to meet regulatory agency submission requirements. Anticipated 30% plan sheets could include: cover sheet, plan view sheet, dredge section sheet, erosion control sheet, and others as needed. Specific tasks include:

- Agency coordination: coordination with Federal and State Agencies will consist of on-site meetings (if required), telephone calls and emails to facilitate the issuance of required permits and approvals.
- Proposer to draft permit modification documents and submit to regulatory agency for approval. Permits that potentially need modification:
  - Oregon DEQ Water Quality Certification.
  - Army Corps of Engineers Nationwide Permit.
  - SLOPES IV In-water Over-water Structures programmatic biological opinion
  - Oregon Removal/Fill Permit
  - Columbia County Floodplain Development Permit Application
  - Columbia County Grade & Fill Permit

*Assumptions:* Port will pay all agency permitting fees.

#### Task 7: 60% Plans, Specifications and Estimate

Work under this task will focus on the development of bid ready documents including plans, specifications and estimates. Proposer will meet with Port staff for 60% plan review as needed. The 60% submittal phase will include the following components:

- Preliminary plans (60% design), including:
  - Cover Sheet
  - Existing Conditions Plan
  - Dredge Plan
  - Dredging Sections
  - Dredge Material Disposal Site Plan and Sections
  - Erosion and Sediment Control Plan and Details
  - Preliminary construction cost estimate
  - Draft technical specifications

*Task 7 Deliverables:* Plans, Draft Specifications and Estimate at 60% level of completion (6 hard copies and electronic copies). Meeting with Port and project stakeholders as needed.

#### Task 8: 90% Plans, Specifications and Estimate

Proposer will meet with Port staff for 90% plan review as needed. The 90% Plans, Specifications, and Estimate (PS&E) package will include technical specifications, drawings, and engineer's estimate of probable construction costs. Work under this task will include:

- Incorporation of comments to 60% documents.
- Incorporation of additional details to the plans.
- Incorporation of changes required to address permitting requirements.

*Task 8 Deliverables:* Plans, Draft Specifications and Estimate at 90% level of completion (6 hard copies and electronic copies). Meeting with Port and project stakeholders as needed.

#### Task 9: Final Plans, Specifications and Estimate

Proposer will meet with Port staff for final plan review. This input will be integrated into the final drawing and specification package. The final package will include stamped and signed original drawings, technical specifications and bid schedule for unit price bidding. Port's plan and specification requirements will be incorporated into the final package.

*Task 9 Deliverables:* At 100% PS&E level of completion: two (2) sets of biddable construction documents (CDs) stamped and signed reproducible drawings, (one for Port's records, one for outside reproducing of bid package), two (2) copies of technical specifications with cover sheet stamped and signed, estimate of probable construction costs, and one (1) 11x17 reduced set of final documents.

- Provide one hard copy and one electronic PDF of construction cost estimates at 60%, 90% and final design.
- Provide electronic copies of project documents and support data on construction documents per Port's specifications in PDF and CAD format.

### **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: [house@portofcolumbiacounty.org](mailto:house@portofcolumbiacounty.org)

By mail:  
Port of Columbia County  
Attn: Miriam House  
P.O. Box 190  
Columbia City, OR 97018

By hand-deliver:  
Port of Columbia County  
Attn: Miriam House  
100 E Street  
Columbia City, OR

***Deadline for submission: Friday August 12 , 2022 at 5:00 PM***

## **Pre-Proposal Meeting**

No pre-proposal bid walk will be held.

## **Submittal Requirements**

Proposers shall provide a cover letter and company background information to assist in the selection decision. Submittals must include, at minimum, references for recently completed similar projects and designs, identification of key personnel who will be involved, description of your understanding and approach to the needs of the project, and demonstration of similar project experience. Reference list provided below:

- 1) Cover Letter
- 2) About the firm
  - a. Summary of marina development capabilities
  - b. Brief information about any subconsultants you anticipate using
- 3) Project Understanding
- 4) Resumes
  - a. 2-3 key leaders of the proposer's team
  - b. One key person for each subconsultant
  - c. Proposer's project team must include an Oregon registered professional engineer(s).
- 5) One page budget breakdown
- 6) Schedule
  - a. Anticipated start date
  - b. Project milestones and earliest start date
- 7) References for similar jobs (see next section for additional information on references)

### References:

To demonstrate the proposer has similar project experience, proposer must describe at least two projects in the last ten years with related project experience, highlighting:

- Designing and permitting work related to public marine docks on the Columbia River or other area rivers in accordance with relevant State and Federal standards.
- Dredging designs.
- Designing projects involving water dependent uses and regulated "in-water" work in Oregon and/or Washington Rivers.
- Designing erosion control measures in areas adjacent to environmentally sensitive areas, including, but not limited to waterways, riparian zones, and floodplains.

For each project provide:

- Name of the Project and contact person (Owner) and current phone number and email. This information should include the name of a current employee of each customer who is familiar with bidder's performance. The Port reserves the right to contact references, and by submitting its bid, bidder consents to such contact.

- Location of the project and completion date.
- Brief description of the project, highlighting scope and value similarities to the subject project scope.
- Amount of initial contract award and final contract close-out or projected price.

## 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. The proposals will be ranked based on the scoring system outlined below.

<b>Evaluation Criteria</b>	<b>Score Breakdown</b>	<b>Percentage of Total Score</b>
Requirements Proposal Completeness Schedule Included Reference Included	5	<b>5</b>
Project Work Plan/Approach Base bid price (rank) Firm's depth/experience Project Understanding Timeliness	10 10 20 5	<b>45</b>
Project Staffing Experience Prior project Experience Overall Team Experience	15 15	<b>30</b>
References Project Quality Project Timeliness Project Schedule Project Cost	20	<b>20</b>
		<b>100</b>

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. This RFP does not commit the Port to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The Port reserves the right to waive minor irregularities, accept or reject any and all proposals received as a results of this request, or negotiate with all qualified sources.

## 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 protester 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 the timeline specified or from a protestor 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 Miriam House, Operations Manager, at 503-928-3259 or e-mail: [house@portofcolumbiacounty.org](mailto:house@portofcolumbiacounty.org).