PORT OF CASCADE LOCKS

BUSINESS PARK

BRUSHING ON EASYCLIMB TRAIL

REQUEST FOR PROPOSALS

AUGUST 19, 2021

PROJECT MANAGER:
MARK JOHNSON
PORT OF CASCADE LOCKS
427 PORTAGE ROAD (PO BOX 307)
CASCADE LOCKS, OR 97014
PHONE: 541-308-5306
REQUEST FOR PROPOSAL

Dear Prospective Bidder:

The Port of Cascade Locks (Port) invites you to submit a proposal for Brushing the EasyClimb Trail. The Port is looking for proposals to complete the scope of work attached within the time frame presented. This Request for Proposal (RFP) is being conducted in accordance with Port Policies and Procedures, Oregon Administrative Rules (OAR’s), and Oregon Revised Statutes (ORS) that govern Ports (ORS 777) and public contracting (ORS 279B).

This document contains the instructions that must be followed by any proposer submitting a proposal. Noncompliance with these instructions shall be cause for disqualification.

All questions and discussion regarding the RFP must be directed solely to Mark Johnson at the Port. Mark Johnson’s contact information is listed below.

Mark Johnson
541-308-5306
mjohnson@portofcascadelocks.org

CLOSING DATE AND LOCATION

Completed RFP submissions must be transmitted electronically to Mark Johnson no later than 5:00 PM, PDT on September 10, 2021.
The address for submission is:
mjohnson@portofcascadelocks.org
SUBJECT LINE: EasyClimb Trail Brushing RFP Response
IMPORTANT DATES
This estimated schedule of events may be modified, at the sole discretion of the Project Manager, in order to accommodate unexpected events.

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<tr>
<td>RFP Issued</td>
<td>August 19, 2021</td>
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<tr>
<td>Proposals Due/ Closing Date</td>
<td>September 10, 2021</td>
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<tr>
<td>Proposal Evaluation</td>
<td>September 15, 2021</td>
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<tr>
<td>Recommendation to Management/Approval</td>
<td>September 15, 2021</td>
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<tr>
<td>Notification of Award</td>
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<td>Start date of Agreement (approx.)</td>
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Request for Clarification; Request for Changes to Contract Terms; Protest of Contract Terms

Proposers may submit a written request for clarification of RFP provisions, request for changes to contract terms, including the statement of work, or a protest of contract terms, including the statement of work, no later than the "Deadline for Requests for Change." Any proposal taking exception to the contract terms or other RFP provisions may be deemed non-responsive and may be rejected. Emails for requests for clarifications, requests for change, and protests shall be marked “Request for Clarification/Request for Changes/Protest” and shall be sent to the following RFP contact:

Mark Johnson
mjjohnson@portofcascadelocks.org
Re: Request for Clarification/Request for Changes/Protest

Amendments to RFP

The Port will issue any amendment to the RFP in the form of an addendum. Anyone intending on submitting a proposal should contact Mark Johnson at the Port and request to be added to the list of proposers that will receive information and any amendments to the RFP. Notice of any addendum will be emailed to those proposers that have contacted Mark Johnson.

Cancellation of RFP
The Port may cancel this RFP at any time upon its finding that it is in the public interest to do so, in its sole discretion.

Rejection of Proposals
The Port may reject a particular proposal or all proposals upon its finding that it is in the public interest to do so.

**Intent to Award**

The Port will provide written notice to any apparent successful proposers. Identification of “apparent successful proposers” is procedural only and creates no right of the named proposers to award of the contracts.

**Award**

After review of received Proposals, Port staff will make a recommendation and the Port will proceed with final award.
SCOPE OF WORK
Scope – Brushing, Easy CLiMB Trail

1) Cut and remove living and dead vegetation from the Trail Corridor (described below) of approximately 2.5 – 3.0 miles of trails as identified on the attached map.

2) Trail Corridor shall be an area approximately six feet (6’) wide by eight feet (8’) high, centered on the trail tread. This will typically mean clearing approximately two feet (2’) on either side of the trail.

3) Remove woody vegetation, including tree branches and shrubs, greater than one inch (1”) in diameter when measured six inches (6”) above the surrounding ground.

4) Remove all grasses and vines taller than six inches (6”) above the surrounding ground.

5) All brushed material must be moved at least thirty-six inches (36”) from the horizontal edge of the trail.

6) Signs shall be installed during the work to alert trail users to the presence of maintenance crews. This shall be done at the at the contractor’s expense.

7) Trails may be closed by the contractor during the work, in coordination with the Port and at the contractor’s expense.

8) Work shall be completed by 01 September 2021.
Port of Cascade Locks
Easy CLiMB Trail Brushing
July 2021

Trail Corridor
Port of Cascade Locks
Easy CLiMB Trail Brushing
July 2021

Project Details
- Easy CLiMB Trail (existing)
- Trailhead
- Downtown Cascade Locks (2.5 miles)
Port of Cascade Locks
Easy CLiMB Trail Brushing
July 2021

Downtown Cascade Locks

Project Site

Location Map
GENERAL CONDITIONS

DEBARMENT AND SUSPENSION OF PROPOSERS
Port may debar a proposer for any of the reasons specified in ORS 279B.130 after notice and reasonable opportunity to be heard.

DISCUSSIONS BETWEEN PROPOSERS AND THE PORT
Only the Port employee listed on this RFP (Mark Johnson), or his designated representative, is authorized to provide an explanation or interpretation of language included in the RFP. All interpretations, clarifications, or modifications deemed acceptable by the Port shall be issued as Revisions to the RFP and will be sent to all potential proposers recorded as having received the RFP.

EXAMINATION OF RFP DOCUMENTS
It is a proposer’s responsibility to read each question or requirement statement carefully to ensure a complete understanding of the requested information. Failure to do so shall be at the proposers own risk. Each question should be restated as a heading to the response so that it is clear which question is being addressed.

REQUIRED INFORMATION
In order to be considered responsible, acceptable, and eligible for evaluation; proposals must contain all requested information and shall be in sufficient form and detail to enable a comprehensive understanding and analysis by Port.

It is a proposer’s responsibility to ensure that the Port representative listed on this RFP has received all information necessary to determine a proposer’s capability to meet the requirements of the RFP. The Proposal shall be submitted in accordance with the structure, format, and content requirements described herein. Failure to comply with these requirements may cause a proposal to be rejected without further consideration.

SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION
The proposer shall comply with all state and federal laws and county and local ordinances and regulations which in any manner affect those engaged or employed in the work.

CONSTRUCTION CONTRACTORSREGISTRATION
Oregon law requires all contractors must be registered with the Construction Contractors Board in order to submit a bid to do work and to do work as a contractor. The proposer shall include registration with the Construction Contractors Board within the proposal.

RECEIPT OF PROPOSALS AND CONFIDENTIALITY
Proposals must be received strictly in accordance with the deadline (time and place) for submission, as stated in this RFP. Late proposals shall be rejected. Notwithstanding ORS 192.410 to 192.205, proposals are not required to be open for public inspection until after the notice of intent to award a contract is issued. Port may withhold from
disclosure to the public any materials that are exempt or conditionally exempt from disclosure under ORS 192.501 to 192.501. The fact that proposals may be opened or discussed at a public meeting does not make the contents of the proposals subject to disclosure.

Proposals are confidential until they are opened on the Closing date. After opening, the opened proposals may be available for public inspection under Oregon Public Records Law, ORS 192-410-192.505. Application of the Oregon Public Records Law shall determine if any information claimed to be exempt from disclosure is, in fact, exempt. Proposers shall include material designated as confidential on separate sheets of paper clearly marked as “Confidential,” which shall be readily separable from the remainder of the proposal. In the event of a public records request, a proposer will be notified prior to release of any information submitted by the proposer.

SUBMISSION OF PROPOSAL
Proposers shall complete and return all the information requested in the RFP by the stated Due Date and Time as specified in the “Closing Date and Location.” Proposals in response to this RFP must be submitted as follows:
- It is proposer’s responsibility to transmit the electronic RFP to be delivered by the required Due Date and Time (it is suggested that the proposer send a follow-up e-mail confirming that the proposal has been transmitted to insure that the size of the files transmitted are not stripped off by Port’s email security measures).
- One electronic file must be sent by e-mail to the address specified in “Closing Date and Location.”

PROTESTS AND JUDICIAL REVIEW
If a proposer feels it has been aggrieved by an award decision as provided in ORS 279B.410, the proposer may appeal the decision through the following administrative process:
- A protest must be in writing, signed by an authorized representative of the proposer and submitted within seven (7) calendar days after A Notice of Intent to Award to the Port’s General Manager at the Port’s current place of business.
- The Port will consider the merits of the protest as presented in the written documentation and make a decision in a timely manner. Port will issue a written notice to the proposer of Port’s decision.
- The Decision will be final and no further administrative remedies shall be available to the proposer.
- Judicial review is available as provided in ORS 279B.405.

Signature Required; Proposer Affirmations
The proposal must be signed by an authorized representative of the proposer. Proposer’s signature and submission of a signed proposal in response to the RFP constitutes proposer’s affirmation that:
(a) Proposer has completely read and understands all the provisions of this particular RFP;
(b) The proposal submitted is in response to the specific language contained in the RFP, and proposer has made no assumptions based upon either verbal or written statements not contained in this RFP or any other previously issued RFP, if any;
(c) The proposal was prepared independently from all other proposers and without collusion, fraud, or dishonesty;
(d) Port shall not be liable for any claims or be subject to any defenses asserted by proposer based upon, resulting from, or related to proposer’s failure to comprehend all requirements of the RFP;
(e) Port shall not be liable for any expenses incurred by proposer in either preparing and submitting its proposal or in participating in the proposal evaluation/selection or contract negotiation process, if any;
(f) Proposer accepts and agrees to be bound by the terms and conditions of the RFP and any negotiable terms and conditions it offers for negotiation to the extent accepted by Port in the negotiation process. Proposer further accepts and agrees to be bound by all the terms and conditions of the contract awarded and to provide all services required to be provided thereunder.

Proposals Constitute Firm Offers
Submission of a proposal constitutes proposer’s affirmation that all terms and conditions, including pricing, constitute a binding offer that shall remain firm for a period of ninety (90) days from the Closing Date.

EVALUATION OF PROPOSALS

EVALUATION PROCESS AND SCORING
The Port evaluation team will evaluate the written proposals submitted against the nine (9) evaluation criteria, as described below. Port may choose to incorporate information learned during presentations, as well as information learned through its own due diligence when evaluating and ranking Proposals. It is always in the best interest of each proposer to provide informative, concise, well-organized technical and business information relative to the requirements in the initial Proposal and in any subsequent submittals in response to subsequent requests for information or clarification by Port. Port reserves the right, in addition to the evaluation team, to investigate the qualifications and facilities of any proposer.

EVALUATION CRITERIA
Port will use the following criteria to evaluate each proposal. Port will rank proposals based solely upon the information submitted in response to this RFP. Port will evaluate the following criteria
**Evaluation Criterion 1 – PRICE**
The price evaluation will be based on a combination of the total cost of the new technology and improvements, and the options presented to the Port for payment (including any applicable down payment, term, interest rates, financing costs, lease terms).

**Evaluation Criterion 2—WARRANTY, MAINTENANCE AND REPAIRS**
Proposers should include proof of insurance, contractor licensed and bonded in the State of Oregon.

**Evaluation Criterion 3—INSTALLATION SCHEDULE AND DUE DATE**
Proposers should include a description of the construction process and due date. Proposers should include progress benchmarks with corresponding dates for completion.

**Evaluation Criterion 4—INDUSTRY EXPERIENCE**
Proposers should include a summary of experience in the industry, with examples of services and products provided to demonstrate experience on similar projects. The Port is requesting a minimum of three (3) references be submitted with your company’s bid proposal.

**Evaluation Criterion 5—PROPOSED CONTRACT TERMS**
Proposers should include a proposed contract that incorporates all of the salient terms of the proposal. Notwithstanding any requirements in this RFP making each proposal a firm offer, the proposed contract terms shall be a non-binding portion of the offer and the Port and the successful proposer will enter into a final agreement that may differ from the proposed contract terms.