



REQUEST FOR PROPOSAL (RFP)

PROJECT: Crushing and Sorting of Material at McLean Point
LOCATION: Newport, OR
DUE: 10/22/2018
MANDATORY SITE MEETING: 10/10/2018

Proposals on this project will be accepted by Hand Delivery, Mail, Fax, PDF via email.

SUBMIT TO: Port of Newport Phone: (541) 265-7758
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Newport, OR 97365 Email: abretz@portofnewport.com

QUESTIONS TO: Aaron Bretz 541.265.7758

TERMS AND CONDITIONS:

- Schedule for Work:** Start: After Dec 3, 2018 Completion: Prior to Feb 28, 2019
Time is of the essence. All attempts at improving the schedule will be made by the contractor.
- General Description:** Through the authorization of the Port of Newport Commission, the Port of Newport is accepting proposals from excavators and aggregate distributors who can supply the equipment, material, and labor to crush, sort, quantify, and stockpile approximately 25,000 cubic yards of material on site for sale and distribution. The accurate quantity of the material is unknown, so part of the scope will include accurate quantification and classification. The work will take place at McLean Point in Newport, OR, and will be completed on a 9 acre industrial parcel that the Port owns. Due to the nature of the work, proposals describing a working relationship which provides the Port with a best value outcome is desired.
- Scope of Work:** Provide all labor, material, tools, lift equipment, supervision, submittals, manuals and incidentals necessary to complete all work implied by the attached scope of work you are quoting. Work to be performed per the all conditions set forth in NPDES Storm Water Erosion Control Permit 1200CA (DEQ File # 113354). The proposer shall submit a detailed conceptual plan to the Port, which shall include approximate timelines for work tasks; the Port will use the conceptual plan of the successful proposer to complete a comprehensive Erosion and Sediment Control Plan through use of a consultant. All proposers should be mindful that there are wetlands delineated on the Port's 9 acre parcel (wetlands delineation attached), and proposals shall plan to work around and not impact the delineated wetlands.
- Bid Breakdown:** Please use attached Bid Form. Your proposal cannot be considered unless the Bid Form has been completed in its entirety. Lump sum bids shall be inclusive of all taxes, freight, insurance, overhead, permits, fees, and profit.
- Proposal Selection:** The Port Manager or appointed contact will evaluate each submitted proposal and report to the Port Commission with a recommendation if required. If required, the Port Commission shall make the final selection and reserves the right to reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon finding that it is in the public

interest to do so. The Port will analyze information provided by all Proposers. The successful Proposer will be selected on the basis of the following:

- a. Approach and evaluation of the project scope and budget which provides a best value scenario to the Port of Newport
 - b. Approach and evaluation of the past experience of the individuals who would be performing the work for the Port.
 - c. The results of reference checks including the ability to meet permit requirements.
 - d. Responsiveness to proposal specifications and required information.
 - e. Fee for services performed.
6. **Drawings and Specifications:** If applicable, bidder is provided with documents, which are thought to be necessary in preparing a proposal. Bidder is responsible for requesting any other documents/drawings from references in the scope of work that would be necessary to prepare a complete proposal.
7. **Temporary facilities:** If applicable, field office, telephone, office equipment, and storage are to be provided by the contractor. Contractor is responsible for receiving and storing materials and for clean-up and removal of any waste generated by this scope of work on a daily basis. Restrictions for parking will apply.
8. **Safety:** Successful bidder will comply with all OR-OSHA & OSHA safety requirements at all times while on Port property. Contractor will be responsible for all employee safety training, safety meetings, record keeping and safety compliance.
9. **Insurance:** Upon acceptance, contractor will provide proof of proper business licensing and registration in Lincoln County, Oregon, and will maintain all required licensing and permits required by Local, State or Federal jurisdictions to perform the services of this agreement. Contractor will provide proof of business liability insurance with a minimum of \$2,000,000 liability coverage and maintain required liability insurance at all times for services and their responsible employees while on Port owned property. Contractor will be fully responsible to maintain all employee workmen's compensation insurance as mandated by Local, State and Federal requirements. Contractor shall name the Port of Newport as an Additional Insured and provide a Certificate of Insurance confirming Liability and Workers Compensation with a 30 day Notice of Cancellation, prior to starting any work. Contractor shall pay any and all payroll and withholding taxes and any other sums that is required by Local, State or Federal agencies.
10. **Prevailing Wages:** The Contractor may be required to pay prevailing wage rates, depending upon the final total price of the project, in conformance to ORS 279C.800 thru 279C.870. A current copy of Prevailing Wage Rates for Public Works contracts in Oregon is available from the State of Oregon, Bureau of Labor and Industries.
11. **BOLI Fee:** The Port, if required, will pay a fee to the Bureau of Labor and Industries pursuant to the provisions of ORS 279C.825. The fee is one-tenth of one percent of the price of this contract, but not less than \$100.00 nor more than \$5,000.00, regardless of the contract price.
12. **Nondiscrimination & Affirmative Action:** The Port of Newport is an equal opportunity employer and provider and requires all Proposers to comply with policies and regulations concerning equal opportunity. The Proposer, in the performance of this Agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.
13. **Environmental And Natural Resources Laws To Be Observed:** In compliance with ORS 279C.525, the following is a list of federal, state and local agencies, of which the Port has knowledge, that have enacted ordinances or regulations relating to environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Department of Agriculture, Forest Service, Soil Conservation Service, Department of Defense, Army Corps of

Engineers, Department of Energy, Federal Energy Regulatory Commission, Environmental Protection Agency, Health and Human Services, Department of Housing & Urban Development, Department of Interior, Bureau of Land Management

STATE AGENCIES:

Department of Agriculture, Soil and Water Conservation Commission, Department of Energy, Department of Environmental Quality, Department of Fish and Wildlife, Department of Forestry, Division of State Lands, Water Resources Department

LOCAL AGENCIES:

Bureau of Reclamation, Geological Survey, U.S. Fish and Wildlife Service, Department of Labor – Occupation Safety and Health Administration, Water Resources Council, City Councils, Board of County Commissioners.

14. **Public Safety During Excavation:** Pedestrian safety and traffic control shall be provided for by Contractor in accordance with the latest edition of the Manual on Uniform Traffic Control Devices.

15. **Street/Sidewalks Closure requirements:** Street and sidewalk closures shall be kept to a minimum during construction. Access to local businesses shall be maintained at all times to pedestrian traffic. Any disruptions to pedestrian traffic to local businesses shall be coordinated between the Contractor and business owner to their mutual satisfaction. Contractor shall notify City Engineer and Emergency Services before closing any streets.

CRUSHING AND SORTING OF MATERIAL AT McLEAN POINT
SCOPE OF WORK

1. SCOPE:

To provide all labor, supervision, equipment, materials, expendables, submittals, applicable taxes, freight to jobsite, and incidentals necessary to complete all work implied as follows:

A. Crush, sort, quantify, and stockpile estimated 25,000 cubic yards of excess material on the Port's 9 acre lot at McLean Point and stockpile material on-site:

1. Provide portable crusher and/or other excavating, brush cutting, and hauling equipment (if required)
2. Excavate, crush (as required), and sort excess material and dredge material on the Port's 9 ac. Lot, including any asphalt and concrete or rebar
3. Separate and grind vegetation for mulching (if practicable)
4. Grade the base to a finished surface after crushing and sorting
5. Manage erosion at the site using BMP's throughout the duration of the project
6. Distribute the various different types of material into stockpiles on the lot for ease of sale/distribution, cover the piles in accordance with BMP's for stockpiled material
7. Gravel entrances to property, gravel access to stockpiled material

B. General items included in this scope of work:

1. Mobilization of equipment and materials and de-mobilization of equipment and excess materials off site.
2. Contractor is responsible for protecting all areas adjacent to their work from any damage due to their scope of work. All damage will be cleaned up and/or be repaired by contractor.
3. Contractor is responsible for offloading, storing and weatherproofing materials on job site, and responsible for the necessary equipment needed to unload materials.
4. Provide all equipment, scaffolding, cranes and hoisting needed to complete scope of work.
5. Provide safe working surroundings for own employees and other trades, ensure safe passage of persons around area of service.
6. All work to be performed in accordance with O.S.H.A. standards and requirements.
7. If applicable, provide M.S.D.S. for all materials prior to mobilization.
8. Participate in job scheduling, contractor meetings, and safety meetings scheduled by Port of Newport.
9. If applicable, conduct weekly jobsite safety meetings and provide Port of Newport with a record of Safety Meeting Minutes.
10. Work, access, parking, and noise are confined to the limits as defined by project representative.
11. If applicable, onsite job boxes or trailers are to be authorized by the Port of Newport and maintained by contractor.
12. Work will not be accepted as complete until punch list is totally accepted by the Port of Newport.
13. Daily cleanup and final cleanup is required.

C. Work specifically excluded from this scope of work:

1. None

D. Attachments:

1. Diagram of the stockpile area – post project
2. Wetland Delineation – McLean Point
3. NPDES Stormwater Discharge Permit – 1200-CA, File #113354

E. Additional Provisions:

1. Erosion and Sediment Control Plan will be completed by the Port of Newport's consultant to coincide with the successful proposer's conceptual plan
2. The Port will be responsible for covering the remainder of the 9 acre lot to prevent erosion after the project is complete

IMPORTANT:

This Document must be filled out and returned to Port of Newport as your quote for this project

PROJECT: _____

BIDDER: _____

Pricing Breakdown if Applicable:

(Attach separate sheet if necessary)

Materials	\$
Mobilization/Demobilization	\$
Grading	\$
Hauling Gravel	\$
Stockpiling/Covering Material	\$
TOTAL BASE PRICE	\$

Alternates (if applicable):

(Attach separate sheet if necessary)

Crushing and sorting of concrete:	\$
Crushing and sorting of asphalt:	\$
	\$
	\$
	\$

* Price includes all materials FOB job location.

** Price includes all licensing, bonding, insurances, permits and taxes.

*** Price is held for minimum 90 days.

**** Please list on separate sheet, any additional alternates or value engineering pricing.

Quotation is in compliance with the entire project Drawings, Specifications and/or Work Scope? Yes No

Clarifications:

(Attach separate sheet if necessary)

Estimated Schedule:

Preparation of Shop Drawings/submittals _____ work days
Fabrication, delivery of material to jobsite _____ work days
Work performance on jobsite _____ work days
Average Crew Size at 40 hr work week: _____ workers

All Inclusive Labor Rates for Extra Work (or Attach Labor Rate Schedule):

Superintendent \$ _____/hour.
Foreman \$ _____/hour.
Craftsman \$ _____/hour.
Helper \$ _____/hour.
Markup on cost of Materials _____%

