



## Port of Toledo Request for Proposals

### **Sewer Connection Construction**

**Single Point of Contact:** Debbie Scacco, Port Manager, 541-336-5207 [debbie.scacco@portoftoledo.org](mailto:debbie.scacco@portoftoledo.org)

**Proposals Due: November 13, 2023 by 3 pm**

The Port of Toledo, Oregon, encompasses 443 square miles, including the cities of Toledo and Siletz, as well as a large area of unincorporated Lincoln County with facilities located along the Yaquina River. The Port offers a wide variety of services to develop, promote, and sustain the economic base of the area, including the Port of Toledo Shipyard, industrial leases, and recreational facilities.

The Port is requesting brief proposals from firms qualified to perform Construction Administration / Construction Engineering and Inspection (CA/CEI) services for the construction of a new sewer connection. The Port's shipyard and industrial park are currently not connected to the City of Toledo's sanitary sewer system, which limits productivity at the shipyard and potential growth at the Port's industrial park. The Port is planning to connect the two properties to the City's sewer system via a new sewer line.

The project is being funded through two funding sources: (1) State and Local Fiscal Recovery Funds (SLFRF) program as part of the American Rescue Plan Act (ARPA), administered by Business Oregon Infrastructure Finance Authority. Status-awarded; and (2) Congressionally Directed Spending (CDS) State and Tribal Assistance Grants (STAG) Clean Water State Revolving Fund (SRF) administered by US Environmental Protection Agency (EPA). Status-appropriated, pending grant application.

It is anticipated that construction would be completed by Aug. 31, 2026. Plans and specifications can be found on the Port's website, <https://www.portoftoledo.org/bid-projects>.

Firms intending to be considered should provide the Port a brief document that addresses the following:

- Project Understanding
- Project Approach
- Qualifications and Experience
  - Similar Project Experience
    - Provide descriptions of relevant past projects that demonstrate ability to perform the proposed work
    - References (minimum two)
  - Experience with federally funded projects
- Hourly rates for staff anticipated to provide services

Proposals should be submitted as a pdf and emailed to: Debbie Scacco, Port Manager, [debbie.scacco@portoftoledo.org](mailto:debbie.scacco@portoftoledo.org) no later than November 13, 2023, by 3 pm. Proposals received after that date and time will not be considered. Proposals are not to exceed 8 pages.

# **DRAFT SCOPE OF WORK**

## **PART 1 – SCOPE**

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

### **1.1 SUMMARY**

- a. Review construction bid documents prepared by the Port of Toledo for completeness, provide recommendations where applicable, and use the State of Oregon, American Recovery Plan Act (ARPA) and Congressional Direct Spending through the EPA Standard Terms and Conditions and other ARPA reference material for Construction Projects to verify bid documents adequately meet those federal requirements.
- b. Provide construction management during the course of the project to verify standards in the engineering plans and permits are met, and work is completed on time or within amended timelines as submitted by Construction Contractor.
- c. Coordinate inspection services with the Engineer of Record (EOR) Water Environmental Resources Inc. to confirm construction contractor has adhered to building requirements, codes, permits, and plans. Complete and supply inspection documents required by permits.
- d. Provide oversight of project to verify use of best management practices as identified in the applicable permits. Verify construction contractor provides a construction plan that includes waste disposal.
- e. This section includes the following:
  - i. Oversight of State of Oregon, American Recovery Plan Act (ARPA) and building permit compliance. Liaise proactively with permitting agencies.
  - ii. Oversight of construction of a new sanitary sewer and pump stations
  - iii. Coordination with construction contractor crews.
  - iv. Coordination with the City of Toledo when conducting work in the City's right of way and/or connecting to the City's infrastructure.
  - v. Cooperation and coordination with the design engineer(s) to provide construction inspection services.
  - vi. Observation of OSHA compliance onsite.
  - vii. Coordination with Port staff to reduce the impacts of the project to continued operations of the Port.

### **1.2 SUBMITTALS**

- a. The construction management staff shall provide complete and up-to-date projection of the timeline of the project based upon scope and previously estimated timelines received from the construction contractor.
- b. Bid documents shall be completed in a timely fashion to allow time for bidding and to maintain the project timeline as projected.

### **1.3 TIMING**

- a. Work hours are between 7:00am – 7:00pm. Nighttime work with lights allowed by pre-approved permission only.

## **PART 2 – EXECUTION**

### **2.1 INSPECTION**

- a. Construction Management Contractor shall act as the agent of the Port for the purposes of inspecting the work done. Presence of Port representatives shall not relieve the CM contractor of the responsibility for the proper execution of the work in accordance with the specifications.

### **2.2 FINAL EXAMINATION, ACCEPTANCE, AND PAYMENT**

- a. The presence of Port representatives shall not relieve the construction management contractor of responsibility for the proper execution of work in accordance with the specifications.

## **PART 3 – GENERAL**

### **3.1 ADDITIONAL NOTES**

- a. Construction Management Contractor shall generally act as a representative of the Port for the purposes of expert technical assistance for quality control and permit compliance.
- b. The Port of Toledo is required to adhere to the requirements in the project permits, and the State of Oregon, ARPA and Congressional Direct Spending through the EPA requirements (attached) for performance, procurement, environmental standards, and all other specific and general requirements contained in those documents. Where there is inconsistency between this scope and the federal rule, the federal rule shall control the proper execution unless otherwise clarified by the Port of Toledo after consultation. It is the responsibility of the Construction Management Contractor to clarify ambiguity in the requirements.
- c. Port of Toledo shall have the final opportunity to review the project and certify it as completed prior to demobilization of the Contractor.
- d. This project will be partially funded with federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the federal laws and regulations associated with that program.
- e. This project may include future contract amendments including but not limited to changes resultant of problems with design or project planning that are not yet known or specified.

### **3.2 WORK SPECIFICALLY EXCLUDED FROM THIS RFQ:**

- a. None

### **3.3 ATTACHMENTS:**

- Construction Plans
- Building Permit
- State of Oregon, American Recovery Plan Act (ARPA)
- Congressional Direct Spending through the EPA Standard Terms and Conditions for Construction Projects Draft Bid Documents