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| Request for Proposals |
| Port of Port Orford Crane Replacement Project |
| **Proposals Due by 4:00 pm, Pacific Time, January 2nd, 2023** |

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| Port of Port Orford  11-1-2022 |

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**1. SCOPE OF WORK**

**1.1 Project Description**

The Port of Port Orford is requesting proposals for the acquisition and installation of new port equipment to replace two aging marine vessel cranes, upgrade existing product hoists, and add additional product hoists. The project goals are to increase the Port of Port Orford’s capacity to serve larger vessels and to expand the scope of marine services provided at the Port.

This project will include the replacement of one 15-ton crane and one 25-ton crane with two identical 50-ton cranes that can safely be supported by the Port’s high dock. Additionally, the project will include the replacement of two existing product hoists, as well as the addition of two new product hoists.

Proposers (Contractors/entities submitting proposals for manufacturing and/or acquisition and installation) may submit independent proposals for either aspects (cranes or product hoists) of the project or one proposal for all aspects of the project.

The Port desires construction to begin on July 1st, 2023 but will consider alternate start dates based on the accepted proposal(s).

**1.2 Specifications**

Specifications and requirements to complete the project are described in Appendix A. Attachments of pre-existing drawings and photos are also included. Any bidder may request a facility tour by contacting Pat Cox, Port Manager at (541) 332-7121.

**2. PROPOSAL PROCESS**

**2.1 General**

Proposals will be accepted until the close of business (5:00 PM PST) on January 2nd, 2023.

**2.1.1 Evaluation of Proposals**

Proposals will be evaluated by a review team selected by the Port of Port Orford Commission. The evaluation will be in accordance with Section 5 (Evaluation of Proposals) of this document and may include requests by the team for additional information and interviews. The review team will make a recommendation to the Port of Port Orford Commission, who will make the final decision to accept and approve the recommendation or continue the review process.

**2.1.2 Obligation to Award**

The Request for Proposals (RFP), receipt of proposals, or evaluation of proposals submitted by the stated deadline, does not obligate the Port of Port Orford to award a contract. The Port of Port Orford will not pay any costs incurred by any party responding to this RFP. The Port of Port Orford may cancel this procurement without liability at any time prior to the Port of Port Orford’s execution of a contract.

**2.1.3 Questions**

Questions related to this RFP should be directed to the Port Manager via electronic mail:

Pat Cox, Port Manager

p.cox@portofportorford.org

Questions must be submitted no later than Monday, December 19th, 2022, two weeks prior to the submission deadline. All relevant questions will be compiled and collectively addressed via electronic mail prior to the January 2nd, 2023, deadline for receipt of proposals.

**2.2 Interpretation of this Request for Proposals**

**2.2.1 Changes to the Request for Proposals**

(a) The Port of Port Orford reserves the right to make changes to this RFP. Changes will be made by written addendum which will be issued electronically to all known proposers and will be posted on the Port of Port Orford’s website. Prospective proposers must provide their name and e-mail address to the Port of Port Orford to ensure a timely response to questions and inquiries.

(b) Proposers may request or suggest any change to the RFP prior to the submission deadline by submitting a written request to the Port Manager in electronic form by December 9th, 2022. Proposers may also request/suggest changes within a submitted proposal(s). The request shall specify the provision of the RFP subject to changes and contain a rationale for the requested changes.

(c) The review team will evaluate all proposals submitted but is not obligated to accept the requested change.

**2.2.2 Amend or Withdraw Proposal**

A proposer may amend or withdraw its proposal any time prior to the deadline for submitting proposals, which is January 2nd, 2023.

**2.3. Public Disclosure of Proposals**

1. Any information provided to Port of Port Orford in response to this RFP is subject to public disclosure pursuant to Oregon’s public records laws (ORS 192.410 to 192.505).
2. The general requirement for public disclosure does allow for certain exemptions. Each page containing information deemed by the proposer as necessary to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc.) should be clearly marked. Marked pages should be identified and sorted out separate from the remainder of the proposal.
3. The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information meets criteria for exemption. Port of Port Orford will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. Information that has not been properly marked and segregated may be disclosed in response to a public records request. When exempt information is included with nonexempt information; the nonexempt information must be disclosed. Port of Port Orford will redact pages that include both exempt and nonexempt information to allow disclosure of the nonexempt information.
4. Unless expressly provided otherwise in this RFP or in a separate communication, Port of Port Orford does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon law. Port of Port Orford considers proposals submitted in response to this RFP to be submitted in confidence only during the submittal and evaluation period and agrees not to disclose proposals until the review team has completed its evaluation of all proposals and publicly announced the results.

**2.4 Submission of Proposals**

Each proposer’s submission in response to this RFP must:

1. Include the completed and executed Proposal form (Section 4 of this RFP) as the first three (3) pages of the proposal.
2. Be delivered no later than 5:00 PM, PST, January 2nd, 2023, by either:

(a) Email, with each proposal attached as a separate attachment in pdf format to p.cox@portofportorford.org with “Proposal- Port Orford Crane Replacement Project” in the subject line, or

(b) Standard mail to the following address, in an envelope marked “Proposal- Crane Replacement Project”:

Port of Port Orford

Attn: Pat Cox, Port Manager

PO Box 490

Port Orford, OR 97465

Port of Port Orford may, at its discretion, decline to consider late submissions.

**2.5 Schedule**

**2.5.1 Timeline**

Projected timeline for this procurement:

November 1st, 2022 Announcement of RFP

January 2nd, 2022 Receipt of Proposals

January 3rd –16th, 2023 Evaluation of Proposals

January 18th, 2023 Notice of Intent to Award

February 1st, 2023 Award of Contract

**2.5.2. Period of Irrevocability**

Proposals shall be offers that are irrevocable for a period of sixty (60) calendar days after the time and date proposals are due. Proposals shall contain the name, address, and telephone number of an individual or individuals with authority to bind the company during the period in which the proposal will be evaluated.

**2.6 Objections and Protests**

**2.6.1. Process**

A proposer or prospective proposer who wishes to object or protest any aspect of this procurement must deliver a written protest to:

Port of Port Orford

Attn: Pat Cox, Port Manager

PO Box 490

Port Orford, OR 97465

A protest is considered delivered once it is received by the Port of Port Orford at the address stated above.

Only documents delivered pursuant to this section (2.6) shall be considered for review and consideration of a protest. The written protest must clearly state the basis for the protest and include any supporting evidence. After reviewing the protest, the Port of Port Orford will issue a written response to the protest. The Port of Port Orford may proceed with contract award, execution, and performance while a protest is pending.

**2.6.2 Timeliness**

(a) If the protest relates to matters that are apparent on the face of the solicitation documents or that are otherwise known or should have been known to the protester, the protest must be delivered no later than ten (10) calendar days prior to the deadline for Port of Port Orford’s receipt of proposals.

(b) If the protest relates to other matters, including but not limited to the award of the contract, it must be delivered as soon as possible, and in no event later than seven (7) calendar days after the protestor knows or reasonably should have known of the award of the contract, Port of Port Orford’s intent to award the contract, or other matters to which the protest is addressed.

(c) Port of Port Orford may decline to review a late protest.

**3. PROPOSAL**

**3.1 Preparation**

Proposals should provide a detailed description of how requirements outlined in Section 5 will be met, as well as all other requirements stated in this RFP. Proposers are encouraged to include projected milestones and any additional details deemed relevant to the project.

**3.2 Format**

Proposals shall include the Proposal Form and Required Submissions described below.

**3.2.1 Proposal Form**

The proposal form included as Section 4 of this RFP should be completed, executed, and included at the beginning of the proposal.

**3.2.2 Required Submissions**

Respond to each inquiry in Appendix B, adding any clarification, detail, or explanation you deem necessary. Concise and detailed responses are encouraged.

Provide all requested documentation and information requested in Appendix B.

All documentation submitted for this section (3.2.2) shall be written on 8.5” x 11” paper, in a font size no smaller than 10 points.

**4. PROPOSAL FORM**

**PORT OF PORT ORFORD**

**CRANE REPLACEMENT PROJECT**

The undersigned proposer submits this proposal in response to the Port of Port Orford’s Request for Proposals (RFP) dated November 1st, 2022, for the contract named above. The proposer warrants that proposer has carefully reviewed the RFP and that this proposal represents proposer’s full response to the requirements described in the RFP. The proposer further warrants that if this proposal is accepted the proposer will contract with the Port of Port Orford, and will provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP.

Name of Proposer:

Business Address:

Telephone Number:

Email Address:

Authorized Signature:

Printed/Typed Name:

Title:

Date:

**Note:** Complete and execute this form and include as the first page of the proposal.

**5. EVALUATION OF PROPOSALS**

**5.1 General**

Proposers will be evaluated and rated based on their written proposal and interviews, if conducted. Submittal requirements for the proposal are detailed in section 3.

**5.2 Interviews**

The evaluation team may choose to interview one or more proposers to assist them with their evaluation. Interviewed proposers should be prepared to respond to questions related specifically to their proposals and other pertinent matters regarding the RFP. Such interviews will be conducted by phone and in English.

**5.3 Evaluation Criteria**

The Port evaluation team will consider information provided in the written proposal and interviews (if conducted), according to the following criteria, to rank the proposers in order of suitability to meet the Port’s needs. Maximum available points will be one hundred (100) and the maximum points available for each evaluation criteria are listed after each area.

**1. Feasibility** (pass/fail)

**2. Required Documentation Submitted** (pass/fail)

**3. Crane Safety Features** (15 points maximum)

(a) Includes, but not limited to, emergency stops, overload protection, winch limit switches, electronic weighing system, etc. Cranes with more/better safety features are preferred.

**4. Crane Functionality** (25 points maximum)

(a) Includes maneuverability, hoist quality and travel, quality of paint, effectiveness of mechanism, quality of motors, etc.

**5. Training/Support/Service/Warranty** (10 points maximum)

**6. Manufacturer History and Stability** (5 points maximum)

**7. Lead Time/ Erection and Commissioning** (25 points maximum)

**8. Price/ Payment Terms** (20 points maximum)

After evaluation of all proposals, the review team will present a recommendation to the Port of Port Orford Commission, based on proposal rankings. Upon approval by the Commission, the selected candidate will be invited to work with the Port of Port Orford and negotiate, finalize, and execute a contract. If both parties are unable to successfully negotiate a contract within 45 days following Notice of Intent to Award, the Port reserves the right to terminate negotiations and begin new negotiations with the next approved Proposer.

The Port of Port Orford Commission reserves the right to reject any or all proposals or any part thereof, to waive any informalities or minor irregularities, technical defects, or clerical errors in a proposal.

The Port of Port Orford encourages applicants who align to our values and vision.

Our Values and Vision to Create a Sustainable Community:

* Value all people, encouraging respect and appreciation for diversity, equity, justice, and social well-being. We recognize and appreciate our differences and embrace our common humanity as the source of our strength;
* Be responsible stewards of our physical assets and natural resources. We will sustain our clean air and water, beautiful parks and open space, livable and safe neighborhoods, and foster a vibrant port including a stable infrastructure;
* Encourage a strong, sustainable, and vibrant economy, fully utilizing our educational and cultural assets, so that every person has an opportunity to achieve financial security.