

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS

PERFORMING ARTS CENTER LANDSCAPING



SUBMIT PROPOSAL TO:

**Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.574.0613
p.hawker@newportoregon.gov**

Due Date: Wednesday, January 15, 2020 by 3:00 P.M., PST

CITY OF NEWPORT, OREGON
REQUEST FOR PROPOSALS
PERFORMING ARTS CENTER LANDSCAPING

SECTION I. INTRODUCTION AND BACKGROUND

A. Proposer Entity

The City of Newport (“City”) is seeking well-qualified individuals, firms, or teams (Proposer) to assist the City in landscaping the Performing Arts Center, based on plans and scope of work developed by City staff.

B. Overview

The City of Newport is:

- a prime tourist destination on the Central Oregon Coast
- the county seat of Lincoln County
- a hub for arts, culture, and cultural tourism
- a major commercial and recreational fishing port
- a nationally-recognized working waterfront that successfully incorporates commercial fishing, seafood processing, and tourism
- one of the nation’s largest marine science education and research centers
- the site of Oregon State University’s Hatfield Marine Science Center
- NOAA’s National Marine Operations Center
- the site of the Oregon Coast Aquarium
- a major United States Coast Guard station and USCG Air Facility
- still active in the forest industry with a large logging and paper processing presence.

The Yaquina River and Port of Newport is a gateway to the Pacific Ocean. The City has a strong tourism base due to its moderate temperature and remarkable weather in all seasons.

C. Goal, Source of Funds, and Budget

The goal of this project is to implement the landscaping plan developed by City staff for the Performing Arts Center.

D. Scope of Work:

1. Install Landscape Irrigation

Tie-in to existing plumbing - located in building wall connected to hose spigot.

Tested at 35 gpm. Requires cutting through existing sidewalk, and repairing sidewalk, trench in undeveloped landscape. Pipe size from source to Double Check/Backflow Valve - Minimum 1".

Trench approximately 40' to NW corner of building. Minimum depth of trench 18".

Tunnel pipe under sidewalk, or cut through and repair sidewalk, to install Backflow Prevention Valve - 1" Brass Double Check Valve. Connect Backflow valve to 6 Station Valve Manifold, or (2) - 3 Station Valve Manifolds. Install shut off valve between Backflow Prevention Valve and Irrigation Valves All Valves to be located in ground in approved Valve boxes. Station Valves - Rainbird 100-PEB Electric Valves

Trench and pipe valves to landscape as per irrigation plan:

2 - Turf zones - Pop-up Sprinklers Rainbird 1800 Series

4 - Planting Areas - Hunter MP Rotor Sprinklers

Install Irrigation Controller to Valves. Controller/Timer - Hunter I-Core 6 Station Controller - Plastic Cabinet for Outdoor Installation. Controller able to accept expansion modules.

Electrical connection to existing indoor wiring. Coordinate with Performing Arts Facility.

Connect Controller/Timer to 6 Station Valves.

Wiring to be installed in conduit

All PVC to be Schedule 40, Minimum size for pipe to sprinklers - 3/4".

Minimum Depth for irrigation pipe - 16".

Pop-up Sprinklers - Rainbird 1800 Series.

Rotor Sprinklers - Hunter MP Rotor.

2. Install Gravel and Landscape Rock, per Landscape Plan:

Relocate 6 Rock Boulders - currently on site, move to locations specified on plan .

Grade area - Approximately 1,200 square feet total area.

Define border between gravel area and landscape with Landscape Stone - sourced at Pacific Stonescape in Corvallis - City of Newport to approve.

Between Landscape Stones - install either a Bender Board product or 2" by 4" pressure treated wood product as edging.

Landscape Stone and edging to be set to be flush and equal to the final grade of Gravel and existing landscape.

Compact and install 2 ½" - 3" layer of Baserock - ¾" Minus.

Install 2 ½" - 3" finish layer of 10 minus gravel with Stabilizer product added for durability see Plan Details.

See attachments 1 and 2 for greater detail. Hardcopies of the attachments are available at City Hall. Please contact Peggy Hawker, at 541.574.0613 or p.hawker@newportoregon.gov, to obtain hardcopies of these documents.

E. Timetable

This process is anticipated to take approximately three months from the date of award of contract. The timetable is:

Release of Request for Proposals	December 15, 2019
Proposals Due	January 15, 2020 by 3:00 P.M. PST
Proposal Award Date	February 3, 2020
Vendor Begins Work	As Mutually Agreed Upon by Successful Proposer and the City

E. Deadline for Submission of Proposals

The proposal must be **received**, via e-mail to Peggy Hawker, at p.hawker@newportoregon.gov, by 3:00 P.M., PST, on **Wednesday, January 15, 2020**. Hardcopy proposals may be mailed or delivered to the City Manager's Office, 169 SW Coast Highway, Newport, Oregon 97365, but must be received by 3:00 P.M., PST, on Wednesday, January 15, 2020.

Timely submission of proposals is the sole responsibility of the Proposer. A proposal received after the deadline will not be considered.

F. Proposal Requirements

The RFP will be incorporated into any resulting Contract with the successful Proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful Proposer will become contractual obligations if a Contract is awarded.

All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed. Each proposal must contain

the following:

1. A cover letter. The cover letter should be limited to one page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the Proposer to all commitments made in the proposal must sign the letter.
2. The name and contact information of the Proposer's primary contact person.
3. Narrative response describing the timeline and plan to complete the project.
4. Description of related experience in aspects of landscape installation.
5. Proposed costs to perform the scope of work.
6. Other information that may assist the City in making its selection.
7. Each Proposer shall also furnish references from individuals or organizations for which similar work was performed. The results of the reference checks will be considered by the City in its evaluation of proposals.

G. CONTRACT AWARD

1. The successful Proposer selected to provide the services outlined in this RFP shall enter into a contract directly with the City of Newport within thirty (30) days of the Notice of Intent to Award Contract, or such later date as determined by the City Manager.

The City reserves the right to verify the information received in the proposal. If the Proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the contract, without penalty therefore, and with all rights reserved.

2. Proposal Evaluation and Selection Process

Proposals will be evaluated based on the following categories, including references and information from entities or persons with whom Proposer has entered into contracts within the last five years. The successful proposal may be eligible for negotiation as to the matters, if any, identified as suitable for negotiation in this RFP.

Proposer qualifications, local knowledge, experience, and demonstrated ability	35 points
References and contacts from previous clients	10 points
Project understanding and approach for accomplishing City objectives	25 points
Thoroughness, quality, and responsiveness of proposal to questions to be answered by Proposer as detailed in this RFP	20 points
Cost reasonableness and appropriateness as compared to all other proposals	10 points

III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions apply to the agreement entered into between the successful Proposer and the City of Newport:

A. **Budget**

Total expenditures under this contract shall not exceed the amount budgeted by the City. In the event City requires additional services beyond those agreed to by the parties in the contract, such services will be documented in writing as an amendment to the contract.

B. **Laws and Policies**

In the performance of the work, the selected successful Proposer shall abide by and conform to all applicable laws and rules of the United States and the State of Oregon.

C. **Contract**

The contract with the successful Proposer will be reviewed for legal sufficiency by the City Attorney of the City of Newport, and approved by the City Council.

D. **Costs Incurred by Proposers**

All costs of proposal preparation shall be the responsibility of the Proposer. The City shall not be liable for any pre-contractual expenses incurred by Proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

E. **General City Reservations**

The City of Newport reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify Proposers that the solicitation has been canceled. If, in the City's judgment, an inadequate number of proposals are received, or the proposals received are deemed non-responsive, not qualified, or not cost-effective, the City may, at its sole discretion, reissue the RFP or execute a contract with the next highest ranked Proposer. The City may also cancel this solicitation entirely, subject to compliance with applicable laws and the City's public contracting rules.

F. Addenda to the RFP

Addenda to the RFP will be posted on the City's website at www.newportoregon.gov.

G. Termination

Any contract awarded pursuant to this RFP may be terminated by the City, with or without cause, upon 30 days' prior written notification by the City to the successful Proposer.

H. Proposer's Validity Period

Proposals shall be valid for a period of 70 days from the proposal deadline.

I. Proposer's Contact for Information

Proposers may contact Peggy Hawker, City Recorder/Special Projects Director, with any questions regarding this RFP at:

**Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.574.0613
p.hawker@newportoregon.gov**

J. Deadline for Submission of Proposals

All proposals, either electronic or hardcopy, must be **received** by 3:00 P.M., PST, on **Wednesday, January 15, 2020**.

Timely submission of proposals is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be considered.

Perimeter Anti Search - West

Concrete



Car Labeled as Been left to gate

Antenna Structure

Supply, Guard, Search, Station

3 Patrol Boxes

Bathroom/Control Room - 1' BATHS
to entrance through - bathroom in area
- 3' x 5' x 6' x 8' x 10' x 12' x 14' x 16' x 18' x 20' x 22' x 24' x 26' x 28' x 30' x 32' x 34' x 36' x 38' x 40'

Search - 1' Search Supply

177 W OGLE ST
MEMPHIS, TN
38120

3 Patrol Boxes you can see
in window and open

W. OGLE ST

Scale 1/4" = 1'

North



777 W OLIVE ST
NEWPORT OR
12/5/2019

PERFORMING ARTS CENTER - LOBBY

SIDEWALK

SPROUT - TIE IN FOR IRRIGATION

TRENCH - 1" SCH 40 SUPPLY

BACKFLOW/CHECK VALVE - 1" BRASS
2 STATION VALVES - RAINFLOW 100 PPS
IRRIGATION CONTROLLED FIBER
- HUNTER 1" CORE 2 STATION EXTERIOR

3 BOUNDER ROCKS

SUPPLY
CUPSET
TIE-IN
ELECTRIC

STABILIZED GRAVEL

BENDER BOARD ONE

FLAT LANDSCAPE ROCK - SF TO GRADE

STABILIZED GRAVEL

'MAMA' MOSAIC

'SOME HOUSEHOLD'

SOD

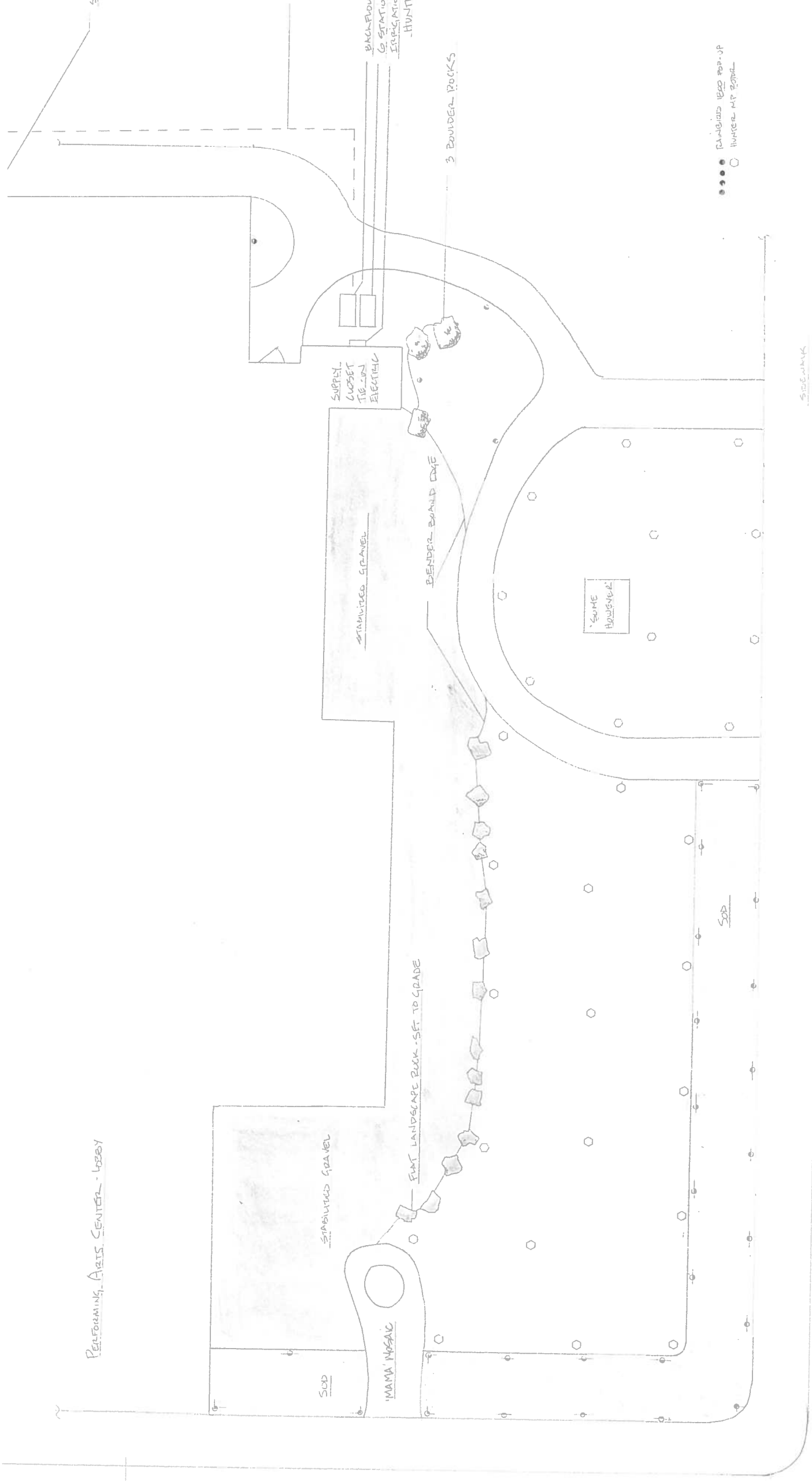
SIDEWALK

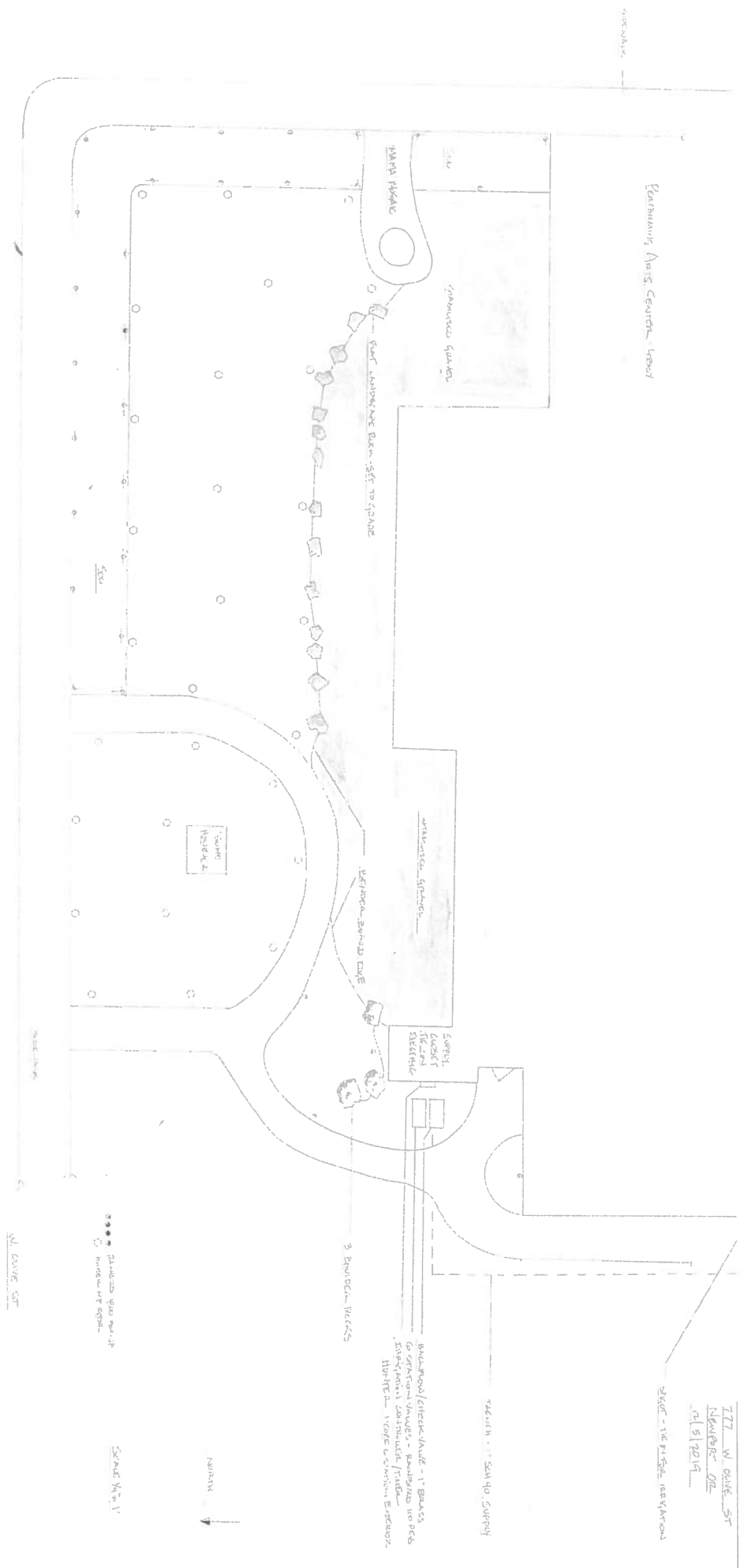
W. OLIVE ST



SCALE 1/4" = 1'

- RAINBOWS 1000 POP-UP
- HUNTER NP 200PL





777 W OLIVE ST
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