

PORT OF BROOKINGS HARBOR
Special Commission Meeting
Thursday, October 7, 2021 • 10:00am
Teleconference / Meeting Room (limited capacity)
16350 Lower Harbor Road Suite 202, Harbor OR, 97415

Teleconference Call-In Number: 1 (253) 215-8782

Meeting ID: 771 205 4017 Passcode: 76242021 (to mute/unmute: * 6)

When calling in, please announce your arrival and state your name when you join the meeting.

TENTATIVE AGENDA

1. CALL MEETING TO ORDER

- Roll Call
- Modifications, Additions, and Changes to the Agenda
- Declaration of Potential Conflicts of Interest

2. APPROVAL OF AGENDA

3. PUBLIC COMMENTS – (Limited to a maximum of three minutes per person. Please email your comments to portmanager@portofbrookingsharbor.com prior to the meeting. *****Please wait to be called on before speaking*****)

4. ACTION ITEMS

- A. RV Park Improvements Bid Award

5. INFORMATION ITEMS

- A. None

6. COMMISSIONER COMMENTS

7. NEXT REGULAR MEETING DATE – (*Note new date and time*) Wednesday, October 20, 2021 at 2:00pm

8. ADJOURNMENT

A request for an interpreter for the hearing impaired, for those who want to participate but do not have access to a telephone, or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting to Port of Brookings Harbor Office at 541-469-2218.

ACTION ITEM – A

DATE: October 7, 2021
RE: RV Park Improvements Bid Award
TO: Honorable Board President and District Board Members
ISSUED BY: Gary Dehlinger, Port Manager

OVERVIEW

- Crow/Clay Associates Inc. held the bid opening for the RV Park Improvements Project on September 30, 2021 and received two bids for the proposed work.
- Crow/Clay Associates Inc. reviewed the bid documents and provided their recommendation to award the work to the low bidder, McLennan Excavation, in the amount of \$657,000.
- Port Construction Fund current stands at \$558,416. The Port budget includes \$100,000 to be transferred from the General Fund which provides \$658,416 for this project.
- Staff recommends allocating another 10% from the General Fund for any unforeseen encounters if it becomes necessary.
- Anticipated construction would start February 21, 2022 and completed by April 28, 2022.
- If awarded, Crow/Clay Associates Inc. would proceed to draft the contract for Board approval at the Regular Meeting October 20, 2021.

DOCUMENTS

- Crow/Clay Associates Inc. recommendation, 1 page
- Bids received from McLennan Excavation Inc. and Morello Construction LLC, 6 pages

COMMISSIONERS ACTIONS

- **Recommended Motion:**
Motion to approve the RV Park Improvements award to the lower bidder, McLennan Excavation Inc., in the amount of \$657,000.

portmanager@portofbrookingsharbor.com

From: Mike Crow <mike@crowclay.com>
Sent: Monday, October 4, 2021 7:54 AM
To: portmanager@portofbrookingsharbor.com
Subject: FW: RV Park Bid Award

First one had a typo. Sorry.

From: portmanager@portofbrookingsharbor.com <portmanager@portofbrookingsharbor.com>
Sent: Monday, October 4, 2021 7:49 AM
To: Mike Crow <mike@crowclay.com>
Subject: RE: RV Park Bid Award

Thank you.



Gary Dehlinger
Port Manager
16330 Lower Harbor Road
Brookings, Oregon 97415
Office: (541) 541-2218, Ext 406
Cell: (541) 254-4162

From: Mike Crow <mike@crowclay.com>
Sent: Monday, October 4, 2021 7:48 AM
To: portmanager@portofbrookingsharbor.com
Subject: RV Park Bid Award

Dear Mr. Dehlinger,

The bid opening for the RV park improvements was without complications. We had two bidders, both complied with the instructions to bidders, had received the two addendums, had bid bonds, and submitted their first-tier subcontractors list.

My recommendation is to award the work to the low bidder, McLennan Construction, in the amount of \$657,000. They anticipate that construction can start on 2/21/22 and be complete on 4/28/22.

Please let me know if you have and questions.

Michael R. Crow, Principal
Crow/Clay & Associates Inc.
125 W. Central Ave Suite 400
Coos Bay, Oregon 97420
(541) 269-9388
mike@crowclay.com

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

BID FORM

Bid: Port of Brookings-Harbor Beachfront RV Park Improvements

To: Port of Brookings-Harbor

Date: September 30, 2021

Time: **CLOSING: 2:00 PM**
OPENING: 2:05 PM

The undersigned bidder declares that he has carefully examined the drawings and specifications, that he has made an examination of the site of the project and has made such investigations necessary to determine the character of material and the conditions to be encountered. The undersigned hereby proposes to furnish all material and labor and perform all work to complete the above referenced project in accordance with drawings and specification as prepared by the firm of:

Crow/Clay & Associates Inc.
Architecture and Planning
125 W. Central Avenue, Suite 400
Coos Bay, Oregon 97420
(541) 269-9388

and to be bound by the following documents:

Invitation to Bid
Instructions to Bidders
Bid Form
Instructions for First Tier Subcontractor

General Conditions
Supplementary General Conditions
Specifications and Drawings
Addenda (if any)

Basic Bid

Six hundred and fifty seven Thousand dollars
and No Cents cents (\$ 657,000.00).

Completion time: 68 Calendar days calendar days.

It is further agreed that unless extended in accordance with "The General Conditions of the Contract for Construction" that I, the undersigned, will pay as liquidated damages to the Owner for any delay beyond the completion day named above the sum of Two Hundred Dollars (\$200.00) per calendar day for each day required beyond that project's completion date.

The undersigned also agrees that he will commence work within ten (10) days of execution of contract and that he will order all materials and equipment under contract within thirty (30) days of execution thereof. The Contractor will guarantee all bids for a period of thirty (30) days. The undersigned agrees that if the undersigned fails to execute a satisfactory contract within ten (10) days of being notified that the project has been awarded to them, then this proposal shall be null and void and the enclosed bid security shall be forfeited.

The undersigned acknowledges receipt of Addendum Numbers:

① ② 3 4 (Circle the number of each Addendum received).

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

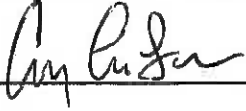
PROJECT NO. 19005

The name of the bidder who is submitting this proposal is:

FIRM NAME: McLennan Excavation Inc.

ADDRESS: mailing: PO Box 6837 Brookings OR 97415
physical: 98109 North Bank chetco Brookings OR 97415

LICENSED TO DO BUSINESS IN OREGON? yes

BY: 
Authorized Signature

NAME/TITLE Casey M. McLennan President
Please Print or Type

TELEPHONE: 541.412.0106 DATE: 9.29.2021

CONSTRUCTION CONTRACTOR'S BOARD REGISTRATION NUMBER: 195758

WORKMEN'S COMPENSATION INSURANCE COMPANY: Saif

WORKMEN'S COMPENSATION POLICY/BINDER NUMBER: 767906

RESIDENT BIDDER (CIRCLE ONE) YES NO

END OF BID FORM

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

(OAR 137-049-0360)

Bids which are submitted by Bid Closing, but for which a required disclosure submittal has not been made by the specified Disclosure Deadline, are not responsive and shall not be considered for Contract award

AGENCY SUPPLIED INFORMATION:

PROJECT NAME: Port of Brookings-Harbor Beachfront RV Park Improvements
BID CLOSING: Date: September 30, 2021 Time: 2:00 PM
REQUIRED DISCLOSURE DEADLINE: Date: September 30, 2021 Time: 4:00 PM
Deliver Form To (Agency): Crow/Clay & Associates Inc.
Designated Recipient (Person): Mr. Michael Crow
Phone # (541) 269-9388
Agency's Address: 125 West Central Avenue, Suite 400
Coos Bay OR 97420

INSTRUCTIONS:

The contracting agency will insert "N/A" above if the contract value is not anticipated to exceed \$100,000. Otherwise this form must be submitted either with the bid or within two (2) working hours after the advertised bid closing date and time; but no later than the DISCLOSURE DEADLINE stated above.

Unless otherwise stated in the solicitation, this document shall not be submitted by facsimile. It is the responsibility of bidders to submit this disclosure form and any additional sheets, with the bid number and project name clearly marked, at the location indicated by the specified disclosure deadline. See 'Instructions to Bidders'.

List below the Name, Category of Work and Dollar Value for each first-tier subcontractor that would be furnishing labor, or labor and material, for which disclosure is required. Enter the word "NONE" if there are no first-tier subcontractors subject to disclosure. ATTACH ADDITIONAL SHEETS IF NECESSARY.

BIDDER DISCLOSURE:

| | SUBCONTRACTOR NAME | CATEGORY OF WORK | DOLLAR VALUE |
|----|---------------------------------|------------------|---------------|
| 1. | G Reese Electric Inc. CCB#23563 | Electric | \$ 201,842.55 |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |

The above listed first-tier subcontractor(s) are providing labor, or labor and material, with a Dollar Value equal to or greater than:

- a) 5% of the total Contract Price, but at least \$15,000. [If the Dollar Value is less than \$15,000 do not list the subcontractor above.]
- or
- b) \$350,000 regardless of the percentage of the total Contract Price.

Form Submitted By (Bidder Name): McLennan Excavation Inc

Contact Name: Casey M. McLennan Phone #: 541-412-0106

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD

PROJECT NO. 19005

BID FORM

Bid: Port of Brookings-Harbor Beachfront RV Park Improvements

To: Port of Brookings-Harbor

Date: September 30, 2021

Time: **CLOSING: 2:00 PM**
OPENING: 2:05 PM

The undersigned bidder declares that he has carefully examined the drawings and specifications, that he has made an examination of the site of the project and has made such investigations necessary to determine the character of material and the conditions to be encountered. The undersigned hereby proposes to furnish all material and labor and perform all work to complete the above referenced project in accordance with drawings and specification as prepared by the firm of:

Crow/Clay & Associates Inc.
Architecture and Planning
125 W. Central Avenue, Suite 400
Coos Bay, Oregon 97420
(541) 269-9388

and to be bound by the following documents:

| | |
|---|----------------------------------|
| Invitation to Bid | General Conditions |
| Instructions to Bidders | Supplementary General Conditions |
| Bid Form | Specifications and Drawings |
| Instructions for First Tier Subcontractor | Addenda (if any) |

Basic Bid

Seven hundred thirty six thousand eight hundred sixty seven dollars
and zero cents (\$ 736,867.00).

Completion time: _____ calendar days.

It is further agreed that unless extended in accordance with "The General Conditions of the Contract for Construction" that I, the undersigned, will pay as liquidated damages to the Owner for any delay beyond the completion day named above the sum of Two Hundred Dollars (\$200.00) per calendar day for each day required beyond that project's completion date.

The undersigned also agrees that he will commence work within ten (10) days of execution of contract and that he will order all materials and equipment under contract within thirty (30) days of execution thereof. The Contractor will guarantee all bids for a period of thirty (30) days. The undersigned agrees that if the undersigned fails to execute a satisfactory contract within ten (10) days of being notified that the project has been awarded to them, then this proposal shall be null and void and the enclosed bid security shall be forfeited.

The undersigned acknowledges receipt of Addendum Numbers:

1 (2) 3 4 (Circle the number of each Addendum received).

BEACHFRONT RV PARK IMPROVEMENTS
PORT OF BROOKINGS-HARBOR
16024 BOAT BASIN ROAD


PROJECT NO. 19005

The name of the bidder who is submitting this proposal is:

FIRM NAME: Morello Construction LLC

ADDRESS: 2637 Old Midland Rd. Klamath Falls, OR 97603

LICENSED TO DO BUSINESS IN OREGON? Yes

BY: 
Authorized Signature

NAME/TITLE Anthony Morello/ Managing Member
Please Print or Type

TELEPHONE: (541) 643-8099 DATE: 9/30/2021

CONSTRUCTION CONTRACTOR'S BOARD REGISTRATION NUMBER: 174397

WORKMEN'S COMPENSATION INSURANCE COMPANY: Crum & Forester Indemnity Company

WORKMEN'S COMPENSATION POLICY/BINDER NUMBER: 4087417401

RESIDENT BIDDER (CIRCLE ONE) YES NO

END OF BID FORM

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

(OAR 137-049-0360)

Bids which are submitted by Bid Closing, but for which a required disclosure submittal has not been made by the specified Disclosure Deadline, are not responsive and shall not be considered for Contract award

AGENCY SUPPLIED INFORMATION:

PROJECT NAME: Port of Brookings-Harbor Beachfront RV Park Improvements
BID CLOSING: Date: September 30, 2021 Time: 2:00 PM
REQUIRED DISCLOSURE DEADLINE: Date: September 30, 2021 Time: 4:00 PM
Deliver Form To (Agency): Crow/Clay & Associates Inc.
Designated Recipient (Person): Mr. Michael Crow
Phone # (541) 269-9388
Agency's Address: 125 West Central Avenue, Suite 400
Coos Bay OR 97420

INSTRUCTIONS:

The contracting agency will insert "N/A" above if the contract value is not anticipated to exceed \$100,000. Otherwise this form must be submitted either with the bid or within two (2) working hours after the advertised bid closing date and time; but no later than the DISCLOSURE DEADLINE stated above.

Unless otherwise stated in the solicitation, this document shall not be submitted by facsimile. It is the responsibility of bidders to submit this disclosure form and any additional sheets, with the bid number and project name clearly marked, at the location indicated by the specified disclosure deadline. See 'Instructions to Bidders'.

List below the Name, Category of Work and Dollar Value for each first-tier subcontractor that would be furnishing labor, or labor and material, for which disclosure is required. Enter the word "NONE" if there are no first-tier subcontractors subject to disclosure. ATTACH ADDITIONAL SHEETS IF NECESSARY.

BIDDER DISCLOSURE:

Table with 3 columns: SUBCONTRACTOR NAME, CATEGORY OF WORK, DOLLAR VALUE. Row 1: US West Electric, Electrical, 390,000.00

The above listed first-tier subcontractor(s) are providing labor, or labor and material, with a Dollar Value equal to or greater than:

- a) 5% of the total Contract Price, but at least \$15,000. [If the Dollar Value is less than \$15,000 do not list the subcontractor above.]
or
b) \$350,000 regardless of the percentage of the total Contract Price.

Form Submitted By (Bidder Name): Morello Construction LLC

Contact Name: Anthony Morello Phone #: (541) 643-8099