

## **Bid Doc #2 - Bidding Instructions**

### **Standards**

The proposed contractor is required to review the bid specifications provided for this project. Any deviation from the standards must be approved by the Port of Brookings Harbor and by the Engineer of Record.

### **Bid Opening & Selection**

Proposals may be opened by the Port of Brookings Harbor at any time after the submission deadline (**October 2<sup>nd</sup>**). All proposals satisfying the requirements of this request for proposals will be evaluated to establish which of the offers best fills the needs of the Port of Brookings Harbor and this project. The Port of Brookings Harbor anticipates entering into a contract with the selected offerer to execute the proposed work. This request for proposals, however, does not commit the Port of Brookings Harbor to award the contract or to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Port of Brookings Harbor reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offers or to cancel this request for proposals, if it is in the best interest of the Port of Brookings Harbor.

The decision of the Port of Brookings Harbor shall be final. After the selection of a contractor the schedule may include a period of collaboration between the Port of Brookings Harbor and the selected contractor to better define, elaborate upon and/or fix the contractors exact and final workplan, starting **October 15<sup>th</sup>**, and extending until **November 1<sup>st</sup>, 2018**.

While the contractor should assume work begins immediately upon notification that they have been selected, the final scope will be defined by editing, redlining or adding superseding documents or drawings to the proposed scope of work as attached hereto. Once contracted, with respect to the exhibit documentation, contractor warrants to the Port of Brookings Harbor that the scope of work reflected can be completed by the contractor, substantially similar to the preliminary scope, for the amount of the compensation set forth in the Bid Sheet. If needed, the Work Plan Submission deadline (**November 1<sup>st</sup>, 2018**) may be extended.

Project completion, unless extended by the Port of Brookings Harbor, must be on or before **Feb 15<sup>th</sup>, 2019**.

### **Proposal Contents**

- 1) Proposals, together with letters of transmittal, should include the bidder's description of the work that would be performed.
- 2) For each exhibit, provide;

- a) The level of work to be performed.
  - b) The team of people who would execute the work, including descriptions of the experiences and skills of each and his/her role in the team.
  - c) Names, addresses and descriptions of key subcontractors that your firm would employ and a description of their relevant experience the past performance. All subcontractors must be identified in the bid. The Port of Brookings Harbor must know if work is being done outside of your firm. The Port of Brookings Harbor reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by the Port of Brookings Harbor will not absolve the bidder from getting the work done for the contracted price.
  - d) The name of the person in your firm who will be the official contact person for any contractual relationship.
  - e) At least two comparable previous projects in which the bidder has engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.
  - f) Examples from past projects that reflect the deliverables and the scope that are listed in the scope of work.
  - g) A management plan for the work.
  - h) A schedule for the work, including the range of start dates to which your firm is prepared to commit, and anticipated completion dates. The schedule should work within the time frames outlined by the Port of Brookings Harbor. Any conflict in the two should be described.
  - i) Proof of insurance and bonding.
  - j) Completed Port of Brookings Harbor Bid Sheet, with detailed budget, and estimate for the full scope of work described in its entirety, and the anticipated cash flow.
- 3) Proposals must state that they are valid for a period of at least 90 days from the date of Executed Agreement (**October 20<sup>th</sup>, 2018**).
- 4) Proposals must be submitted in sealed opaque containers and marked the RFP title (**PORT OF BROOKINGS HARBOR – Dock Pile Replacement Project**).
- 5) The name and address of the bidder must also appear on the envelope cover.

Notes: The Port of Brookings Harbor reserves the right to waive irregularities, or reject any or all bids, and reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

The Port of Brookings Harbor may reject any bid not prepared and/or not submitted in accordance with the provisions hereof, and may waive any formalities. Any bid may be withdrawn by the bidder prior to the above closing deadline or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Budget entries should be made in the same order as the exhibits listed on the Bid Sheet. No other bid forms or formats will be allowed except as part of the supplemental information described above (e.g. estimated detailed budgets).

**Please see Bidding Instructions Addendum, entitled “Bid Doc #3: PORT OF BROOKINGS HARBOR ADDENDUM TO BIDDING INSTRUCTIONS FOR DOCK PILE REPLACEMENT PROJECT”.**