

Invitation to Bid (“ITB”)
Port of Astoria
Marine Contractor Services for
Port of Astoria Dredging:
West Basin Marina and Pier 3 Boatyard Haul-Out

ISSUE DATE: August 12, 2026
BID SUBMISSION DEADLINE: **September 15, 2026, 2:30 P.M. PDT**
ISSUING PARTY: Port of Astoria
Will Isom, Executive Director
422 Gateway Avenue, Suite 100
Astoria, OR 97103

(503) 741-3300 General Number

Direct all inquiries and requests for clarification to:

Matt McGrath, Deputy Director
422 Gateway Ave, Suite 100
Astoria, OR 97103

Phone: 503-741-3336
Email: bids@portofastoria.com

This ITB, and supporting documents, will be available here:

[_https://www.portofastoria.com/public-notices](https://www.portofastoria.com/public-notices)

1 Requested Services (“Work”)

1.1 Work Description

The Port of Astoria (“Port”) seeks a qualified marine contractor to provide all labor, supervision, equipment, and materials necessary to perform hydraulic maintenance dredging at the West Mooring Basin (WMB) and the Pier 3 Boatyard Haul-out facility (BY).

The West Mooring Basin and the Pier 3 Haul-out Facility are critical Port assets that support commercial, recreational, and haul-out operations for a wide range of vessels. Both facilities serve a high-traffic mix of commercial fishing vessels and recreational boats. Sediment accumulation in both areas has reduced navigational reliability and operational depth, necessitating maintenance dredging to restore safe access. The purpose of the Work is to restore safe vessel access and required operational depths at the West Basin Marina and the Pier 3 Boatyard Haul-out facility.

Dredging must be performed exclusively by hydraulic methods and in accordance with the Contract Documents and applicable permits. The selected Contractor must also comply with all required setbacks, side slopes, no-cut zones, and depth limitations and must protect piles, seawalls, floats, utilities, vessels, and other existing facilities from damage.

Final dredge quantities will be calculated using the difference between the pre-dredge and post-dredge hydrographic surveys performed by the Port.

1.2 West Mooring Basin

The WMB scope of work is to remove approximately 24,000 CY of sediment (but see § 1.6 below) from DMMUs 1 and 2 (see Exhibit 1, Site Diagrams).

The selected contractor must perform the work in coordination with Port personnel in order to minimize interference with operations.

1.3 Pier 3 Haul-out Facility

The BY scope of work is to remove approximately 8,000 CY of sediment (but see § 1.6 below) within DMMUs 4A and 4B (see Exhibit 1, Site Diagrams).

Requirements include, but are not limited to, the following:

- i) maintain a minimum 15 ft setback from the sheet pile seawall
- ii) maintain a 3-5 ft horizontal setback from all haul-out piles
- iii) field-locate and confirm the alignment and condition of the sheet pile seawall with Port staff prior to dredging.
- iv) coordinate dredging activities to minimize interference with boatyard operations

1.4 Regulatory Compliance

1.4.1 Permits (attached as Exhibit 3)

The Work must comply with the following permits:

Pier 3 Haul-out Facility

U.S. Army Corps of Engineers Permit NWP-2004-369/14 (issued November 19, 2020) and the Oregon Department of State Lands Permit 65501-RF (issued July 15, 2025).

West Basin Marina

U.S. Army Corps of Engineers Permit NWP-2009-565-1 (issued October 11, 2022) and the Oregon Department of State Lands Permit 60404-RF (issued August 9, 2022).

All dredging and disposal activities must occur within the in-water work windows authorized in the above permits.

1.4.2 Material Handling and Disposal

The selected contractor must:

- i) handle, convey, transport, and dispose of all dredge material in accordance with the contract documents and applicable permits, and
- ii) implement all required water quality, turbidity, and environmental control measures.

Sediment within the dredging areas has been characterized and approved for in-water disposal. The Sediment Determination Memo and Sediment Characterization Report will be provided to the Contractor upon request.

1.5 Contractor Submittals and Coordination

The selected contractor must attend the Portland Sediment Evaluation Team (“PSET”) pre-dredge meeting and provide the following submittals within the time specified in the Contract Documents:

- Dredging Operations Plan
- Water Quality Monitoring Plan compliance with Section 401 WQC standards
- Daily Reporting
- Coordination with USCG

1.6 Note on Dredge Volumes

Actual dredge volumes may be less than the estimated quantities due to i) certain site considerations, including but not limited to seawall setback requirements, and ii) potential Port directive to reduce the final quantity of dredged sediment at its discretion.

2 Sample Contract

If a contract is awarded, the Port will negotiate an agreement based upon the attached sample contract (Exhibit 2). This is a Public Works Contract and is subject to Oregon prevailing wage requirements (ORS 279C.800 thru 279C.870) for Region 1 (Clatsop, Columbia, and Tillamook Counties). Prevailing wage rates may be found here: <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>

The successful Bidder's Bid will be incorporated into the contract awarded under this ITB (see § 2.1 of the sample contract attached hereto).

3 Reservation of Rights

The Port reserves the right to:

- i) seek clarification of Bids and to request any information the Port deems reasonably necessary to permit the Port to evaluate, rank and select the most qualified Contractor to perform the services described in this ITB;
- ii) issue an amendment modifying this ITB at any time up to seventy-two (72) hours prior to Closing, unless the amendment extends the Closing;
- iii) reject any or all Bids and/or terminate the solicitation process at any time if doing so would be in the public interest as determined by the Port;
- iv) waive minor informalities in submitted Bids;
- v) negotiate a contract that is in the best interests of the Port; and
- vi) adjust the scope of Work consistent with available funds.

4 Bidder Requirements

4.1 Procedural Requirements

4.1.1 Pre-Bid Meeting

A mandatory Pre-Bid Meeting will be held at the Port Administrative Office, located at 422 Gateway Ave, Suite 100, at 1:00 pm on the date specified in the Selection Schedule (Addendum 3).

Statements made by the Port's representatives at the Pre-Bid meeting are not binding upon the Port unless confirmed by written addendum or amendment.

All questions and clarifications regarding the Pre-Bid Meeting should be directed to Matt McGrath at *bids@portofastoria.com*.

Additional inspections may be scheduled at least 48 hours in advance with Matt McGrath.

4.1.2 Form and Manner of Submission

One (1) paper and one (1) electronic copy must be submitted. The paper copy must be delivered in a sealed envelope. The electronic copy may be included

with the paper copy (included in the sealed envelope on electronic media, such as on a thumb drive), or emailed. Regardless of the form in which the electronic copy is sent, however, *the electronic copy must be received by the deadline while the physical copy must be postmarked by the deadline.*

The electronic copy of the Bid may only include files with the following formats: .pdf (Adobe Acrobat, Foxit, etc.), .doc or .docx (Microsoft Word), .xls or .xlsx (Microsoft Excel; *with the exception of the Bid Form, which must be in .pdf format – see § 4.2.4 below*), or ODF files (Apache Open Office: .odt or .ods).

All written materials must be 8-1/2" x 11" format. If bound, the Bid must be bound vertically (11" side) in a type no smaller than 11 point. No other material may be submitted. Bids must not include extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Bid.

Physical copies must be received at the address listed on page one (1) of this ITB document. Hand delivered copies must be delivered to Matt McGrath (Deputy Director), Katie Brown (Administrative Assistant), or Dianna Delgado (Terminal Manager). Emailed copies must be emailed to *bids@portofastoria.com*.

No facsimile (fax) Bids will be accepted.

4.1.3 Deadline & Bid Opening

The deadline for Bid submission is identified on page one (1) of this ITB and in the Selection Schedule (Addendum 3).

Each Bidder is solely responsible for ensuring its Bid is received in accordance with ITB requirements. The Port of Astoria is not responsible for delays in mail or by common carriers, transmission errors, or mistaken delivery. A Bid submitted in a form or manner not authorized will be rejected.

Bids will be publicly opened at Port offices on the date specified in the Selection Schedule (Addendum 3). The Port will read aloud the name of each Bidder, the Bid price, and such other information as the Port deems appropriate.

4.1.4 Bidder Certification Statement.

The Bid Certification Statement (Addendum 1) must be completed, signed and included with the Bid.

4.1.5 Construction Contractor's Board

In order for a Bid to be eligible for consideration, the Bidder must be registered with the Oregon Construction Contractors Board.

4.1.6 Asbestos Certification

Bidders are not required to be licensed under ORS 468A.730 or retain the services of a Subcontractor who is so licensed.

4.1.7 Questions, Protests, Amendments

4.1.7.1 Questions

It is the Bidder's responsibility to perform its own investigation(s) and make its own assessment(s) as to the nature and extent of the Work, and the best methods for accomplishing the Work, in compliance with the permits. As part of its investigation, a Bidder may submit written questions or otherwise seek clarification regarding ITB contents. The deadline for questions ("Question Deadline") is stated on the Selection Schedule (Addendum 3). All questions received, the response to which materially affects this ITB, will be answered by amendment and posted on the Port's website (see § 4.1.7.4 below). All Questions must be: i) delivered in writing (email or physical mail) to Matt McGrath, or ii) received at *bids@portofastoria.com*, on or before the Question Deadline.

4.1.7.2 Protest to ITB

A Bidder may submit a written protest to the solicitation process or the solicitation document in accordance with the provisions of Oregon Administrative Rules ("OAR") 137-049-0260 (collectively, "Solicitation Protest"). The deadline for Solicitation Protests is stated in the Selection Schedule (Addendum 3). If the resolution to the protest results in modifications to the ITB, an amendment will be issued (see § 4.1.7.4 below). All Solicitation Protests must be: i) delivered in writing (email or physical mail) to Matt McGrath, or ii) received by email at *bids@portofastoria.com*, on or before the stated deadline.

4.1.7.3 Protest to Bidder Selection

A Bidder may submit a written protest to the contract award or the notice of intent to award in accordance with the provisions of OAR 137-049-0450 (collectively, "Award Protest"). The deadline for Award Protests is stated in the Selection Schedule (Addendum 3). All Award Protests must be: i) delivered in writing (email or physical mail) to Matt McGrath, or ii) received by email at *bids@portofastoria.com*, on or before the stated deadline.

4.1.7.4 Amendment Notification

The Port reserves the right to modify this ITB, and notify potential Bidders of any resulting amendments, by publication on the Port's website only. The existence of, and contents within, any such amendment will not be advertised by newspaper or trade journal. Bidders are responsible for checking the Port's website regularly to ensure timely notice of any amendments issued under this ITB. The Port recommends that Bidders check the website at least once weekly until the week of Closing and at least once daily during the week of Closing up to the third day prior to Closing.

No amendment to this ITB shall be effective unless made in writing and posted on the Port's website.

4.1.8 Public Records & Confidentiality

Bids submitted to the Port are public records open to public inspection. If a Bidder believes any of its Bid is exempt from disclosure under Oregon law, the Bid must: 1) clearly identify those portions of the Bid it believes to be exempt from disclosure; 2) draft the Bid in such a manner as to separate the exempt material from the non-exempt portions of the Bid; and 3) clearly mark the exempt material as follows: "This data constitutes a trade secret under ORS 192.345(2) and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS chapter 192."

Failure to identify a portion as confidential shall be deemed a waiver of any future claim of breach of confidentiality. The Port will take reasonable steps to protect information claimed to be confidential but makes no guarantee of confidentiality if disclosure is required by law or ordered by a court or other authorized body.

4.1.9 Bid Security

Bids must be accompanied by a bid security instrument payable to the Port of Astoria in an amount equal to ten percent (10%) of the Bid amount and must be in one of the forms prescribed by OAR 137-049-0290(3), which allows for either a surety bond, irrevocable letter of credit, a cashier's check, or a Bidder's certified check. If a Bidder elects to provide a surety bond, the bond must be in substantially the same form as the Bid Bond form attached to this ITB as Exhibit 4 (Bid Bond Form).

4.1.10 First-Tier Subcontractor Disclosure

As required by ORS 279C.370 and OAR 137-049-0360, within two (2) working hours of the Bid submission deadline, Bidders must submit the First-Tier Subcontractor Disclosure form, attached hereto (Addendum 4). *This form may also be submitted with the Bid documents.*

4.1.11 Modification or Withdrawal of Bid

Bidders may modify or withdraw their Bid prior to Closing and in accordance with the provisions of OAR 137-049-0320.

4.1.12 Right to Reject Bid Not in Compliance

The Port reserves the right to reject any Bid that fails to supply all information requested or is otherwise not in compliance with this ITB, including the requirement to demonstrate the Bidder's responsibility under ORS 279C.375(3)(b) and OAR 137-049-0390(2), and may reject for good cause all Bids after finding that doing so is in the public interest.

4.1.13 Licenses

The successful Bidder must provide documentation that it possesses all required licenses to undertake or perform the work specified in the ITB.

Copies of required licenses must be submitted with the Bid.

4.1.14 Resident Bidder

Include a statement identifying whether the bidder is a resident bidder, as defined in ORS 279A.120. This requirement may be met by submitting the Certification Statement (Addendum 1) and ensuring the 'Resident Bidder' question is answered.

4.2 Substantive Bid Requirements

The Bidder must respond to each subject listed below, in the same sequence as presented.

4.2.1 Project Team

- Provide a simple resume for each project team member (including anticipated subcontractors, if applicable; see § 4.1.10 above), including, at minimum, the following:

- primary role(s),
- years of experience,
- particular expertise the member provides, and
- brief description of previous work experience and/or projects relevant to the work requested under this ITB.

4.2.2 Project Experience

- Describe three (3) completed projects that demonstrate experience and competence in performing the type of work requested in this ITB.
- Provide the name of the project client, address, telephone number, project title and contact person.

4.2.3 Project Schedule

- *Assuming a contract execution date of October 20, 2026*, provide a Final Completion date and describe your company's capability to complete the Work by that date. Include a list, if any, of assumptions on which this completion date is based.
- Contract negotiations with the successful Bidder will include determination of all Milestone dates, which schedule ("Schedule of Values") will be incorporated into the contract.

4.2.4 Project Cost

- Provide a Not-to-Exceed cost for the Work on the attached Bid Form (Addendum 2). While the Bid Form is provided as an excel file to facilitate data entry, calculations, and formatting ease, the Bid Form must be printed to and submitted as a single .pdf file.
- Bidders may draft their own bid form, but it must be in substantially the same form, and use the same categories, as is provided in the attached Bid Form.
- The Port will not accept a Bid Form submitted as an excel file (.xls or .xlsx).

5 Evaluation Criteria

5.1 Evaluation Factors

Subject to the statutory preference requirements outlined in ORS 279A.120 and ORS 270A.125, and provided that a contract is awarded, the Port will award the contract to the Responsible Bidder submitting a Responsive Bid at the lowest cost.

The evaluation standards to be employed in the Port's Responsibility determination under this ITB are the following:

- i) The standards itemized in ORS 279C.375 and OAR 137-049-0390(2);
- ii) Evidence of qualifications provided in the Bid under §§ 4.2.1, 4.2.2, and 4.2.3; and
- iii) Degree of compliance with all ITB requirements.

5.2 Negotiation

If all Responsive Bids from Responsible Bidders exceed the Port's cost estimate, the Port reserves the right to negotiate with the lowest Responsible Bidder according to the provisions of ORS 279C.340 and OAR 137-049-0430.

6 Selection Process

6.1 Selection Timeline

Addendum 3 (Selection Schedule) provides a reasonable estimate of the time necessary to complete the selection process; however, the Port reserves the right to adjust the Selection Schedule as needed. Any adjustments will be posted on the Port's website; Bidders will not be individually notified. See § 4.1.7.4 above.

6.2 Notice of Intent to Award

After review and evaluation of Bids *by Port staff*, the Notice of Intent to Award will be posted here: <https://www.portofastoria.com/public-notices>.

Bidders are hereby notified that final approval of the selected Bidder is subject to Port Commission approval. Therefore, issuance of the Notice of Intent to Award does not guarantee that the contract will be awarded to the selected Bidder.

7 Other Provisions

7.1 Bidder Own Expense

Bidders responding to this ITB do so solely at their own expense. The Port of Astoria is not responsible for any Bidder expenses associated with this ITB.

7.2 Bonds

- If a contract award is for \$100,000 or more, at or before the time of contract execution the selected contractor must provide separate performance and payment bonds equal to one hundred percent (100%) of the total amount of the contract and that satisfy the conditions for such bonds outlined in ORS 279C.380.
- The selected contractor must i) provide a Public Works bond, and ii) require all subcontractors to provide a Public Works bond. All Public Works bonds must comply with the specific requirements of ORS 279C.830(2) and ORS 279C.836.

The Port will not issue a Notice to Proceed until acceptable proof of executed bonds is received.

7.3 Insurance Requirements

If a contract is awarded pursuant to this ITB, the successful Bidder must maintain all insurance policies required by the contract. A contract will not be executed, and the Port will not issue a Notice to Proceed, until acceptable proof of coverage is received.

8 Firm Offer

Bidder acknowledges and agrees that its Offer (i.e., Bid) is a Firm Offer and will be deemed irrevocable, valid and binding on the Bidder for not less than sixty (60) Days following Closing (ITB Submission Deadline).

9 Supporting Documents

[see next page]

Invitation to Bid - Supporting Documents
Marine Contractor Services for West Marina & BY Haul Out Piers
Dredging

ITB Supporting Document	Appellation	Number
Certification Statement	Addendum	1
Bid Form	Addendum	2
Selection Schedule	Addendum	3
First-Tier Subcontractor Disclosure	Addendum	4
Acknowledgment of Supporting Docs	Addendum	5
Site Diagrams	Exhibit	1
Sample Form Contract	Exhibit	2
Permits	Exhibit	3
Sample Bond Form	Exhibit	4