

Request for Proposals (“RFP”)
Port of Astoria
Engineering Services for
Port of Astoria Pier 3 Boatyard Haul Out Piers

ISSUE DATE: May 13, 2026
Proposal SUBMISSION DEADLINE: June 9, 2026, 5:00 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, requests for clarification, and email copies of Proposals to:

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

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

This RFP, and supporting documents, will be available here:
<https://www.portofastoria.com/public-notices>

1 Project Overview & Background

The Port of Astoria (“Port”) recently completed a Master Plan (Otto et al., 2024; https://www.portofastoria.com/files/1a45149d7/Rf_Final_Plan.pdf) for the Pier 3 Boatyard that presents a framework for future development at the Boatyard to adequately serve the vessel owners in the region. Under this Plan, rehabilitation of the haul out piers (“Piers”) and replacement of the Travelift (“Lift”) are high priorities. The existing Piers are designed for an 80 metric ton Lift. The primary purpose of the Piers rehabilitation is to increase their load-bearing capacity for a larger capacity Lift (150 metric ton).

To that end, the Port retained the services of Lower Columbia Engineering to complete bid-ready design documents for the Piers rehabilitation. They are attached as Exhibit 1.

2 Services Requested

The purpose of this RFP is to secure all remaining design & engineering services necessary to complete the rehabilitation of the Piers to support a 150 metric ton Lift. This includes but is not limited to all plans, drawings, and specifications required for local permitting and solicitation documents.

It is the Port’s understanding that the remaining engineering work consists of the following:

2.1 Structural

- Review geotechnical report to adequately design piling and runway slab on grade.
- Provide design of new 24” x 7’ runway concrete slabs on grade – soil underneath
- Provide design of new 15” thick x 6’ pre-stressed precast deck panels with 6” top slabs – usually manufacturer provides engineering
- Provide retrofit design of existing concrete pile caps to support increased load.
- Provide design of new concrete pile caps.
- Provide design of new 16” dia. x ½” wall steel piling filled with concrete.
- Verify adequacy of existing piling (16” dia. x ½” wall steel piling filled with concrete) to support increased load.
- Provide design of new 18” x 6’ concrete approach slab.
- Provide design for new safety railing if existing railing is not able to be re-used.
- Provide design documents for solicitation documents and construction & building permits.

2.2 Geotechnical

- Provide recommendations for embedment and vertical and lateral capacity for new 16-inch diameter closed end pipe piles filled with concrete, including down-drag capacity reductions.

• *Note: New piling to match existing piling, with a minimum allowable capacity of 200 kips.*

- Provide seismic site class and design parameters to be used to verify structural engineering design.
- Provide allowable soil bearing design parameters for new slab on grade.
- Provide recommendations for cathodic protection of piles.
- Address liquefaction or settlement issues for project site.
- Provide a written report summarizing geotechnical findings and design criteria to be utilized for structural engineering design and to be included with building permit submittal.

2.3 Other

If, based upon review of the Plans & Drawings, a Proposer believes that the above-itemized scope of work is insufficient to accomplish the project objective, Proposers must submit an explanation detailing the additional scope items and/or needed modification to the above scope by the Question Deadline (see Addendum 2).

While the anticipated time to complete the requested Services under this RFP will be part of the scoring criteria (see § 4.2.3 below), *the post-contract Notice to Proceed will not be issued until the Port has secured funding for the scope of work.*

3 Sample Contract

If a contract is awarded, the Port will negotiate a contract based upon the attached sample form contract (see Exhibit 3), provided that additions and/or other modifications may be necessary to comply with state and/or federal grant funding agreements.

4 Proposal Requirements

4.1 Procedural Requirements

4.1.1 Pre-Proposal Meeting

A Pre-Proposal Meeting will not be held. However, Proposers may visit the site if desired. All site visits must be scheduled with Matt McGrath at the Port of Astoria at least 48 hours in advance. In addition, all questions should be directed as soon as possible, in writing, to Matt McGrath (see § 4.1.6.1 below).

4.1.2 Deadline & Proposal Opening

The Submission Deadline for Proposal submission is identified on page one (1) of this RFP document and in the Selection Schedule (Addendum 2). Sealed Proposals (including the electronic copy – see below) may be mailed or personally delivered to Port offices at the address indicated on page one (1) of this RFP document. No facsimile (fax) proposals will be accepted.

The electronic copy must be *received* by the stated deadline; the physical copy must be *postmarked* by the deadline. Electronic copies may be emailed to proposals@portofastoria.com. Proposals that fail these deadline requirements will be rejected. All Proposals will be publicly opened at Port offices on the date specified in the Selection Schedule.

Each Proposer is solely responsible for ensuring its Proposal is received in accordance with RFP requirements. The Port of Astoria is not responsible for delays in mail or by common carriers, transmission errors, or mistaken delivery. A Proposal submitted by any means not authorized will be rejected. Proposals will be publicly opened shortly after the Submission Deadline, and the names of all Proposers will be disclosed at that time. Submitted Proposals will be available for public inspection only after the contract with the selected Proposer has been executed.

4.1.3 Form of Submission

The Proposal must be the original work of the Proposer and bear the Proposer's authorized representative's signature. One (1) paper and one (1) electronic copy must be submitted, the latter of which may be mailed (on electronic media) with the paper copy, *or emailed*. Regardless of the form in which the electronic copy is sent, *the electronic copy must be received by the deadline while the physical copy must be postmarked by the deadline*. The electronic copy of the Proposal may only include files with the following formats: .pdf (Adobe Acrobat, Foxit, etc.), .doc or .docx (Microsoft Word), .xls or .xlsx (Microsoft Excel), or ODF files (Apache Open Office: .odt or .ods). Physical copies must be received at the address listed on page one (1) of this RFP document. All written materials must be 8-1/2" x 11" format. If bound, the Proposal documents must be bound vertically (11" side) in a type no smaller than 11 point. No other material may be submitted. Proposals must not include extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Proposal.

4.1.4 Proposal Certification Statement & Acknowledgement of Supporting Documents

The Proposal Certification Statement (Addendum 1) and Acknowledgement of Receipt of All Supporting Documents (Addendum 4) must be completed, signed and included with the Proposal. Failure to submit these addendums will result in disqualification of the proposing firm.

4.1.5 Modification or Withdrawal of Proposal

Any Proposal may be modified by providing notice to the Port, at proposals@portofastoria.com, on or before the Question Deadline.

Any Proposal may be withdrawn by providing notice to the Port, at proposals@portofastoria.com, on or before the Submission Deadline.

4.1.6 Questions, Protests, Amendments

4.1.6.1 Questions

A Proposer may submit written questions regarding RFP contents. All questions must be delivered in writing via email to proposals@portofastoria.com. The deadline for questions is indicated on the Solicitation Schedule (Addendum 2). Answers to questions will be posted on the Port's website. If the response to any question materially affects this RFP, the response will be answered by amendment and posted on the Port's website.

4.1.6.2 Protest to RFP

A Proposer may submit a written protest of anything contained in this RFP and/or request a change to any provision, specification or contract term in accordance with the provisions of Oregon Administrative Rules ("OAR") 137-048-0240(1). The deadline for protests is indicated on the Solicitation Schedule (Addendum 2). If the resolution to the protest results in modifications to the RFP, an amendment will be issued in accordance with OAR 137-048-0240(3). All protests must be delivered in writing via email to proposals@portofastoria.com.

4.1.6.3 Protest to Proposer Selection

A Proposer may submit a written protest of the Port of Astoria's selection of engineer under this RFP in accordance with the provisions of OAR 137-048-0240(2). The protest must be submitted by the Award Protest deadline (see Addendum 2).

4.1.6.4 Amendment Notification

The Port reserves the right to notify potential Proposers of any Amendments to this RFP 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. Proposers must check the Port's website regularly to ensure timely notice of any Amendments issued under this RFP.

No amendment to this RFP shall be effective unless made in writing and issued by means of posting on the Port's website.

4.1.7 Public Records & Confidentiality

Proposals submitted to the Port are public records open to public inspection. If a Proposer believes any of its Proposal is exempt from disclosure under Oregon law, the Proposer must 1) clearly identify those portions of the Proposal it believes to be exempt from disclosure; 2) draft the Proposal in such a manner as to separate the exempt material from the non-exempt portions of the Proposal; 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 of the Proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. 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 the court or other authorized body.

4.2 Substantive Proposal Requirements

The Proposal must respond to each subject listed below, in the same sequence as presented, with each numbered item contained in its own section to facilitate side-by-side comparison of Proposals. Direct, concise answers are encouraged. The Port seeks the most qualified Proposer with the highest-ranked Proposal.

4.2.1 Project Team

- Identify key team members (including anticipated subcontractor-consultants, if applicable), specify their primary roles (Project lead, Associate, Support staff member, etc.) and the particular expertise each member provides (civil, structural, marine, etc.).
- Include simplified resumés for each team member that include each individual's education, technical expertise, title, length of tenure with the Proposing firm, and prior work experience with similar projects.
- If the team includes members from different firms, please include any experience working together.

4.2.2 Project History

- Provide three reference projects that demonstrate experience and competence in performing the type of work requested in this RFP.
- Indicate the disciplines that were represented by each project.
- Provide price and cost data for each project, including the estimated and actual (final) cost of the work.
- Provide a rough project schedule from Notice to Proceed, major milestones [only], and the completion date.
- Provide the name of the project client, address, telephone number, project title and contact person.

4.2.3 Project Deliverables and Schedule

- Provide an itemized list of all project tasks (with concise descriptions) and project deliverables.
- Describe all key challenges anticipated.
- *Assuming a contract execution date of August 4, 2026, provide a project schedule. Include a description of the firm’s confidence level in this projection and all assumptions on which this projection is based.*

While the anticipated time to complete the requested Services under this RFP will be part of the scoring criteria, *the post-contract Notice to Proceed will not be issued until the Port has secured funding for the scope of work under this RFP.*

4.2.4 Pricing Policies

In accordance with ORS 297C.110(5), pricing policies and pricing information will be used in the evaluation. See § 7 below for more information.

5 Interview Information

At the Port's discretion, the Port may conduct interviews of the top-ranked proposer(s) in Phase 1 of the selection process (see § 7.2 below). If interviews are conducted, the interview itself will not be evaluated as a separate criterion (see Addendum 3); rather, the interview’s purpose will be to clarify and augment the information obtained in closely-ranked Proposals so as to arrive at a more certain numerical determination of the criteria outlined in § 4.2 above.

6 Evaluation Criteria

Proposals will be evaluated in accordance with the Oregon Attorney General’s Model Public Contracting Rules and the criteria outlined in Section 4.2 above and Section 7.2 below. The weights assigned to each criterion are defined in Addendum 3 (Evaluation Criteria).

7 Selection Process

7.1 Selection Timeline

Addendum 2 (Selection Schedule) outlines the estimated schedule for the Selection Process. The Selection Schedule is 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; Proposers will not be individually notified.

7.2 Selection Method

The Port will screen and select prospective consultants as provided in ORS 279C.110(5) and OAR 137-048-0220(4)(c); accordingly, Proposers’ pricing policies

for the scope of work under this RFP will be an evaluation criterion and the selection process will be separated into two phases.

The evaluation factors are described in § 4.2 above; the relative weights are outlined in Addendum 3 below. Should the scope of work in Section 2 above require more detail in order to adequately respond to the Pricing Policies criterion in phase 2, Proposers are advised to submit written questions by the Question Deadline.

Clarifications to the scope of work will not be issued after the Question Deadline.

7.2.1 Phase 1

In Phase 1, the Port will identify up to three (3) of the highest ranked Proposers as qualified to perform the services required under this RFP and eligible to participate in the second phase of the selection process.

Once the highest-ranked Proposers are identified, the Port will: i) announce the scores and rank for each prospective consultant, and ii) announce to the highest-ranked Proposers the final deadline for submission of Pricing Proposals.

Proposers may decline to submit a Pricing Proposal and thereby withdraw from consideration for this procurement under ORS 279C.110(5)(d). If a selected Proposer elects to so withdraw, the Port reserves the right to promote from among the unselected Proposers the next highest ranked Proposer to participate in Phase 2 of the selection process, and may continue this process at its discretion until, if possible, three (3) Proposers elect to submit Pricing Proposals.

7.2.2 Phase 2

In Phase 2, identified Proposers must submit a Pricing Proposal that includes all five (5) pricing components outlined in ORS 279C.110(5)(c)(A) and (B):

- a schedule of hourly rates that the proposing firm will charge for the work of each individual or each labor classification under the Proposal;
- a reasonable estimate of hours that the proposing firm will require to perform the professional services under the Proposal;
- a description of each task that the proposing firm understands as comprising the professional services requested under this RFP;
- a list of each individual or labor classification that will perform each task, together with the hourly rate that applies to the individual or labor classification; and
- a list of expenses, including travel expenses, that the prospective consultant expects to incur in connection with providing the professional services.

7.3 Notice of Award

Upon a selection decision *by Port staff*, the Notice of Award will be posted here: <https://www.portofastoria.com/public-notices>. The Notice of Award will *not* be directly sent to each Proposer.

Final approval of the selected Proposer and the finalized contract are subject to Port Commission approval. Therefore, issuance of a Notice of Award under this RFP is not a guarantee that the contract will be awarded.

8 Reservation of Rights

The Port of Astoria reserves the right to: i) conduct interviews, seek clarification of Proposals, and to request any information the Port deems reasonably necessary to permit the Port to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP; ii) negotiate a contract that is in the best interests of the Port; and iii) reject any or all Proposals and/or to terminate the solicitation process at any time if doing so would be in the public interest as determined by the Port.

9 Other Provisions

9.1 Proposer Own Expense

Proposers responding to this RFP do so solely at their own expense; the Port of Astoria is not responsible for any Proposer expenses that are in any way associated with this RFP.

9.2 Insurance Requirements

If a contract is awarded pursuant to this RFP, the successful Proposer must maintain professional liability insurance, as well as all other 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.

10 Supporting Documents

Request for Proposals (RFP) Port of Astoria Engineering Services for Port of Astoria Pier 3 Boatyard Haul Out Piers		
List of RFP Documents		
RFP Supporting Document	Appellation	Number
Certification Statement	Addendum	1
Solicitation Schedule	Addendum	2
Evaluation Criteria	Addendum	3
Acknowledgement of Receipt of All Supporting Documents	Addendum	4
Plans & Drawings	Exhibit	1
Site Diagrams	Exhibit	2
Sample Form Contract	Exhibit	3
Permit - DSL	Exhibit	4
Permit - Corps	Exhibit	5