**PROPOSAL FORM**

**Request for Proposals Engineering and Design of the South Fork Coquille River Off-Channel Refugia Project**

Coquille Watershed Association

Attn: Ryan Motley

390 N. Central Blvd.,

Coquille OR 97423

rmotley@coquillewatershed.org

This proposal is being made to The Coquille Watershed Association, a State of Oregon non-profit corporation (“CoqWA” or “Owner”) in the form of a sealed proposal (the “Proposal”) with respect to the project known as the “South Fork Coquille River Off Channel Refugia Project” (the “Project”), located near Myrtle Point, Oregon in Coos County (the “Site”). The undersigned (“Proposer”) is making this proposal pursuant to the terms of the Request for Proposals for the Project, dated March 28, 2023 (the “RFP”), a copy of which was supplied to Proposer by or on behalf of CoqWA and has been reviewed in its entirety by Proposer. The RFP and all of the documentation required of a potential proposer on the Project under the terms of the RFP are sometimes hereinafter referred to collectively as the “Proposal Documents”.

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Federal Tax Id No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Residence (if individual): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of Incorporation/Formation (for entities): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipping Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to and in compliance with the RFP, the undersigned Proposer, having become familiar with the conditions at the Site and otherwise affecting the performance of the Project; the cost of the work to be done in carrying out the Project (collectively, the “Work”); the terms of the Proposal Documents; and the form of the Contract to be awarded to the successful proposer (the “Contract”); hereby proposes and agrees to perform the Work within the time stipulated in the Proposal Documents and to provide and furnish any and all labor, materials, equipment, transportation, utilities, and services necessary to perform and complete the Work in a workmanlike manner and in strict conformity with the requirements contained in the Proposal Documents, including any addenda referenced below, for the amount(s) and/or at the rates indicated below (collectively, the “Proposal Price”).

By signing and submitting this Proposal to CoqWA, Proposer hereby represents, warrants, acknowledges, and agrees to and with CoqWA, or certifies to CoqWA (as applicable), as follows:

1. Proposal. Proposer hereby offers to carry out and complete the Work for the Proposal Price, made up of the price(s) and/or rates, and according to the budget, which are more particularly described in Schedule 1 to this Proposal, and Proposer has checked all of the figures contained in this Proposal carefully and understands that CoqWA will not be responsible for any errors or omissions on the part of Proposer in making this Proposal.

2. Quantities. Proposer understands that the quantities mentioned in the RFP are approximate only and are subject to increase or decrease, and hereby proposes to perform all quantities of work as either increased or decreased in accordance with the terms of the Contract.

3. Proposal to Remain Open. This Proposal, unless withdrawn prior to the scheduled closing time for receipt of Proposals, or thereafter when permitted under the terms of the RFP, shall remain valid and will not be withdrawn by the undersigned Proposer for a period of thirty (30) days after the scheduled closing time for receipt of Proposals.

4. Responses to CoqWA Concerns. Proposer hereby responds to CoqWA’s concerns about the following issues as indicated below, with such responses being continued/contained on attached schedules to the extent indicated below in each case:

1. Minority- and Women- Owned Business Enterprises. Is the Proposer’s firm at least 51% minority- or women-owned, controlled and operated: \_\_\_\_ Yes \_\_\_\_\_ No

If the answer is “yes”, identify the % of minority- or women-ownership, control and operation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. License(s). By execution of this Proposal, the undersigned Proposer declares that Proposer holds the following license(s) relevant to the Work, in accordance with the applicable licensing laws where the Project is to take place, as follows:

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Interested Persons. The names of all persons interested in this Proposal as principals are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If Proposer or another interested person is a corporation, state the legal name of the corporation, its state of incorporation, and the names of the president, secretary, treasurer, and manager thereof.*

*If Proposer or another interested person is a partnership or other form of legal entity, state the name and form of the entity, its state of formation, and the names of all the individual partners, members, joint venturers or others with an interest in the entity.*

*If Proposer or another interested person is an individual, the person’s sate of legal residence, and the first and last names in full, and give all fictitious names under which the individual does business.*

7. Notices. Proposer understands that, except as noted below, notice of acceptance of this Proposal, any requests for additional information, and any other notices to Proposer with respect to this Proposal shall be given in writing and addressed to Proposer at the business address for Proposer which is set out above. Each such notice or request shall be deemed given either upon actual delivery (or attempted delivery) to such address (whether personally or via courier), or three calendar days after being placed in the US mail, postage prepaid, addressed to Proposer at such address. However, Proposer understands that CoqWA may, if it chooses, elect to respond by email to questions from Proposer, at the email address provided in this Proposal.

8. Attachments. Attached to these Proposal cover pages and incorporated into this Proposal by this reference are the following required items, in the forms required under the RFP:

**(a)** **Schedule 1** – Proposal Price sheet with the details of the Proposal Price (an Excel spread sheet may be used instead of the form provided); Please note that funding is only available up to 60% designs (Phase 1). Completion up to 100% designs will require future funding (Phase 2)

**(b)** **Schedule 2** – List of references for similar projects completed;

**(c) Schedule 3** – List of proposed subcontractors and suppliers;

**(d) Schedule 4** – Insurance requirements

9. Requirements Upon Award. If this Proposal is accepted by CoqWA and notice of such acceptance is timely delivered to the undersigned, then the undersigned shall, within ten (10) days after receipt of such notice, execute and deliver to CoqWA:

(a) the Contract, in the form required under the RFP, as prepared by CoqWA;

(b) the insurance certificates required under the RFP and the Contract; and

(c) such other documentation as may be required under the Contract.

Thereafter, the undersigned will commence and complete the Work within the time required by the Contract.

10. Proposer’s Acknowledgment, Certification, and Agreement as to its Proposal. By submitting this Proposal, Proposer shall be deemed to acknowledge, certify, and agree to and with CoqWA that Proposer:

(a) has taken steps reasonably necessary to ascertain the nature of and location of the Work;

(b) has investigated and satisfied itself as to the general and local conditions that can affect the Work or its cost, including but not limited to:

(1) conditions bearing upon acquisitions, transportation, disposal, handling, and storage of materials;

(2) the availability of labor, materials, water, electric power, and access via roads or waterway;

(3) uncertainties of weather, river stages, tides, or similar physical conditions at the Site;

(4) the conformation and condition of the ground and any shoreline or riparian area;

(5) the character of equipment and facilities needed preliminary to and during Work performance; and

(5) the Site’s biological, chemical, and associated physical hazards;

(c) has satisfied itself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered, insofar as this information is reasonably ascertainable from an inspection of the Site as well as from the Proposal Documents and other information made a part of the RFP; and

(d) has satisfied itself as to the adequacy of time allowed for the completion of the Work.

11. Addenda. Proposer has received, reviewed, and understands, the following Addenda to the original Proposal Documents (list all Addendums associated with this Proposal packet):

|  |  |
| --- | --- |
| Addendum Number | Date of Addendum |
|  |  |
|  |  |
|  |  |

**In witness whereof, this Proposal is being executed and delivered by Proposer as of the date(s) set forth below**

*If Proposer consists of or includes one or more corporations, partnerships, or other forms of legal entity, the full legal name of the entity shall be set forth in the signature block below, together with the signature(s) of the officers, partners, or other individuals authorized to sign contracts on behalf of and to bind the entity.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If Proposer consists of or includes one or more individuals, the following form of signature block is to be used for each of such individuals:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule 1**

**Proposal Price Sheet: Please provide cost estimates for each Proposal item. A total cost estimate is required. If more line items are needed, please attach a budget with break downs for each cost.**

**Phase 1: Engineering and Design Development Up to 60% completion.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposal Item** | **Units** | **Contract Quantity** | **Unit Price** | **Total** |
| Project Management & Stakeholder Meetings and Travel (Tech team & stake holder meetings, administration, mileage to site) |  |  |  |  |
| Use of Existing Information (Collect available data, identify gaps) |  |  |  |  |
| Field Data Collection & Geotech (LiDAR, Top-Bathy surveys) |  |  |  |  |
| Hydrology and Hydraulics  |  |  |  |  |
| Restoration Plan & Alternatives Analysis (equivalent to 30% designs) |  |  |  |  |
| Perform and submit Wetland Delineation Report  |  |  |  |  |
| Engineering Design Development up to 60% Designs |  |  |  |  |
| Permitting Assistance  |  |  |  |  |
| Other: Please line item and justify additional expenses (such as material and supplies) for the completion of this project. |
|  |  |  |  |  |
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| Total: |  |  |  |  |

**Phase 2: Approximate cost evaluations for completion of engineering and designs with future funding.**

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| --- | --- | --- | --- | --- |
| **Proposal Item** | **Units** | **Contract Quantity** | **Unit Price** | **Total** |
| 90% Engineering designs to Meet Construction Standards |  |  |  |  |
| 100% finalized engineering designs |  |  |  |  |
| Bid Support (Assist in hiring contractor, and meetings) |  |  |  |  |
| Other: Please line item and justify additional expenses (such as material and supplies) for the completion of this project. |
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| Total: |  |  |  |  |

**Schedule 2**

**Proposer’s References for Similar Projects Completed**

Please list references, including name, address, and telephone number of those who have personal knowledge of Proposer’s abilities to undertake and complete projects of similar scope and complexity.

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| --- | --- | --- | --- |
| **Project Name** | **Reference** | **Address** | **Telephone Number** |
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References will be contacted. If possible, provide a brief description of each project.

**Schedule 3**

**List of Proposed Subcontractors and Suppliers**

Please list the name and the location of the place of business of each proposed subcontractor or supplier who will perform work or labor or render service or materials to the prime contractor as part of the Work. List only one subcontractor for each such portion as is defined by the prime contractor in this Proposal. Proposer understands and agrees that, if its Proposal is accepted, Proposer shall not: (i) substitute any subcontractor for one that was listed in its Proposal; (b) permit any subcontract to be voluntarily assigned or transferred by the original subcontractor or allow it to be performed by anyone other than the original subcontractor listed here; or (c) subcontract any portion of the Work to any subcontractor except as listed here, except as authorized by CoqWA in writing.

|  |  |  |
| --- | --- | --- |
| **Portion of Work** | **Name of Subcontractor** | **Address of Subcontractor** |
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|  |  |  |
|  |  |  |

[ ]  **Check this box if no subcontractors will be used.**

|  |  |  |
| --- | --- | --- |
| **Material Supplied** | **Name of Supplier** | **Address of Supplier** |
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**Schedule 4**

 **Insurance and Security**

\*Contractor is responsible to comply with all federal, state, county and local laws, ordinances and regulations applicable to this contract. At the time or request for Proposal the information listed below was known additional coverages may be required or change.

**INSURANCE:** The CoqWA shall have no obligation to CONTRACTOR until CONTRACTOR has fully complied with the following requirements. CONTRACTOR must carry insurance policies offering the following minimum coverage levels and provide Certificates of Coverage to the CoqWA and landowner(s) before work commences.

\_\_\_\_\_\_\_\_\_\_ Commercial General Liability

* $1,000,000 Each Occurrence
* $2,000,000 Policy Aggregate
* $10,000 Premise Medical

\_\_\_\_\_\_\_\_ Automobile –Liability covering owned, hired and non-owned vehicles. (Including the “**pollution from autos endorsement,” 1S0 Form No. CA 99 48**)

* $1,000,000 combined single limit

 \_\_\_\_\_\_\_\_\_\_ State or Private Accident Insurance – Workers Compensation

The above polices as shall reference as additional insured as follows and copies be provided to:

Coquille Watershed Association

390 N Central Blvd.

Coquille, OR 97423

\*If selected, the Contractor will also be required to list the landowner(s) as additional insured