

# CITY OF NEWPORT, OREGON

## REQUEST FOR PROPOSALS LANDSCAPING CONSULTING SERVICES



### SUBMIT PROPOSAL TO:

Peggy Hawker, City Recorder/Special Projects Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365  
541.574.0613  
[p.hawker@newportoregon.gov](mailto:p.hawker@newportoregon.gov)

**Due Date: Thursday, October 27, 2016 by 3:00 P.M., PDT**

**CITY OF NEWPORT, OREGON**  
**REQUEST FOR PROPOSALS**  
**LANDSCAPING CONSULTING SERVICES**

**SECTION I. INTRODUCTION AND BACKGROUND**

**A. Proposer Entity**

The City of Newport (“City”) is seeking well-qualified individuals, firms, or teams (Proposer) to assist the City in developing a plan for addressing the clean-up and beautification of various landscaped areas including facilities, parks, and rights-of-way that are publicly owned by the City of Newport. The plan will be used as a basis on which to develop a scope of work for a proposal for landscaping services.

**B. Overview**

The City of Newport is:

- a prime tourist destination on the Central Oregon Coast
- the county seat of Lincoln County
- a hub for arts, culture, and cultural tourism
- a major commercial and recreational fishing port
- a nationally-recognized working waterfront that successfully incorporates commercial fishing, seafood processing, and tourism
- one of the nation’s largest marine science education and research centers
- the site of Oregon State University’s Hatfield Marine Science Center
- NOAA’s National Marine Operations Center
- the site of the Oregon Coast Aquarium
- a major United States Coast Guard station and USCG Air Facility
- still active in the forest industry with a large logging and paper processing presence.

The Yaquina River and Port of Newport is a gateway to the Pacific Ocean. The City has a strong tourism base due to its moderate temperature and remarkable weather in all seasons.

**C. Goal, Source of Funds, and Budget**

The goal of this project is to assist the City in developing a plan that will be used as a basis on which to develop a scope of work for a proposal for developing a landscaping plan.

**D. Landscaping Plan Development Components**

1. Review existing City resources for landscape maintenance, including work

- currently performed by staff, volunteers, or contractual services for City facilities, parks, and rights-of-way.
2. Review various landscaped areas including facilities, parks, and rights-of-way that are publicly owned by the City of Newport. public landscaped areas.
  3. Meet with city staff, and an administrative work group, to prioritize those areas, and/or landscape projects that should be completed as part of a future proposal.
  4. Identify trees, shrubs, or other foliage that should be removed or replaced in each of the prioritized areas.
  5. Evaluate existing landscaping to determine its overall functionality to determine what plants, trees, or foliage, need to be trimmed in the public landscaped areas.
  6. Identify plants that are hardy and sustainable in this coastal environment and would thrive in the public landscaped areas with limited care, using native plants where appropriate.
  7. Assist City in developing a Request for Proposals for landscaping services to perform the work identified through the previous steps.
  8. Assist City in selecting a qualified landscaping/maintenance person or organization to perform the work identified in this process.

**E. Timetable**

This process is anticipated to take approximately three months from the date of award of contract. The timetable is:

Release of Request for Proposals	October 4, 2016
Proposals Due	October 27, 2016 by 3:00 P.M. PDT
Proposal Award Date	November 4, 2016
Vendor Begins Work	As Mutually Agreed Upon by Successful Proposer and the City

**E. Deadline for Submission of Proposals**

The proposal must be **received**, via e-mail to Peggy Hawker, at [p.hawker@newportoregon.gov](mailto:p.hawker@newportoregon.gov), by 3:00 P.M., PDT, on **Thursday, October 27, 2016**. Hardcopy proposals may be mailed or delivered to the City Manager’s Office, 169 SW Coast Highway, Newport, Oregon 97365, but must be received by 3:00 P.M., PDT, on Thursday, October 27, 2016.

Timely submission of proposals is the sole responsibility of the Proposer. A proposal received after the deadline will not be considered.

**F. Proposal Requirements**

The RFP will be incorporated into any resulting Contract with the successful Proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well

as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful Proposer will become contractual obligations if a Contract is awarded.

All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed. Each proposal must contain the following:

1. A cover letter. The cover letter should be limited to one page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the Proposer to all commitments made in the proposal must sign the letter.
2. The name and contact information of the Proposer's primary contact person.
3. Narrative response describing the timeline and plan to complete the project.
4. Description of related experience in the landscape/maintenance consulting profession, and any examples of successful landscaping projects that are low maintenance and have tolerated coastal weather over time.
5. Proposed hourly rate and estimated hours to complete the requested work.
6. Other information that may assist the City in making its selection.
7. Each Proposer shall also furnish references from individuals or organizations for which similar work was performed. The results of the reference checks will be considered by the City in its evaluation of proposals.

#### **G. CONTRACT AWARD**

1. The successful Proposer selected to provide the services outlined in this RFP shall enter into a contract directly with the City of Newport within thirty (30) days of the Notice of Intent to Award Contract, or such later date as determined by the City Manager.

The City reserves the right to verify the information received in the proposal. If the Proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the contract, without penalty therefore, and with all rights reserved.

2. Proposal Evaluation and Selection Process

Proposals will be evaluated based on the following categories, including references and information from entities or persons with whom Proposer has entered into contracts within the last five years. The successful proposal may be eligible for negotiation as to the matters, if any, identified as suitable for negotiation in this RFP.

Proposer qualifications, local knowledge, experience, and demonstrated ability	35 points
References and contacts from previous clients	10 points
Project understanding and approach for accomplishing City objectives	25 points
Thoroughness, quality, and responsiveness of proposal to questions to be answered by Proposer as detailed in this RFP	20 points
Cost reasonableness and appropriateness as compared to all other proposals	10 points

### III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions apply to the agreement entered into between the successful Proposer and the City of Newport:

#### A. **Budget**

Total expenditures under this contract shall not exceed the amount budgeted by the City. In the event City requires additional services beyond those agreed to by the parties in the contract, such services will be documented in writing as an amendment to the contract.

#### B. **Laws and Policies**

In the performance of the work, the selected successful Proposer shall abide by and conform to all applicable laws and rules of the United States and the State of Oregon.

#### C. **Contract**

The contract with the successful Proposer will be reviewed for legal sufficiency by the City Attorney of the City of Newport, and approved by the City Council.

#### D. **Costs Incurred by Proposers**

All costs of proposal preparation shall be the responsibility of the Proposer. The City shall not be liable for any pre-contractual expenses incurred by Proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

#### E. **General City Reservations**

The City of Newport reserves the right to extend the submission deadline should this be

in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify Proposers that the solicitation has been canceled. If, in the City's judgment, an inadequate number of proposals are received, or the proposals received are deemed non-responsive, not qualified, or not cost-effective, the City may, at its sole discretion, reissue the RFP or execute a contract with the next highest ranked Proposer. The City may also cancel this solicitation entirely, subject to compliance with applicable laws and the City's public contracting rules.

**F. Addenda to the RFP**

Addenda to the RFP will be posted on the City's website at [www.newportoregon.gov](http://www.newportoregon.gov).

**G. Termination**

Any contract awarded pursuant to this RFP may be terminated by the City, with or without cause, upon 30 days' prior written notification by the City to the successful Proposer.

**H. Proposer's Validity Period**

Proposals shall be valid for a period of 70 days from the proposal deadline.

**I. Proposer's Contact for Information**

Proposers may contact Peggy Hawker, City Recorder/Special Projects Director, with any questions regarding this RFP at:

**Peggy Hawker, City Recorder/Special Projects Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365  
541.574.0613  
p.hawker@newportoregon.gov**

**J. Deadline for Submission of Proposals**

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Timely submission of proposals is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be considered.