



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)

Canal Bank Repairs and Maintenance

Proposals Due by 2:00 p.m. (Pacific Time), Thursday, December 19, 2024

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals for Canal Bank Repairs and Maintenance with a qualified Contractor that can demonstrate competency and experience. Canal bank repairs and maintenance will be for a contract term of five years, beginning, January 2025, with an option to extend the contract for two additional, one-year terms. Work shall be assigned as task orders on an as-needed basis.

The following are a list of services:

- Maintenance bank repair and stabilization
- Consultation
- Hauling

A **Mandatory Pre-proposal Meeting** will be held at a location near the Santiam-Albany Canal. Contractors should meet City staff adjacent to 4021 Columbus Street SE, Albany, Oregon, Wednesday, November 20, 2024, 11:00 a.m. - 11:30 a.m. The meeting is required and provides Contractors an opportunity to review site conditions and ask questions related to the Price Proposal requirement that will be based on a scenario of scheduled work. All Contractors or representatives will be required to sign-in to reflect attendance at the Pre-proposal meeting.

Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

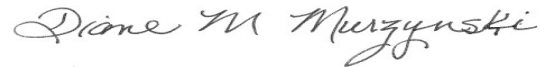
It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at contracts@albanyoregon.gov.

Time is of the essence to acquire a qualified firm to provide the required services within the timeline required by the City. Proposal responses shall be submitted electronically to Diane Murzynski, in the Finance Department, at procurement@albanyoregon.gov, and must be received not later than 2:00 p.m., (Pacific Time), Thursday, December 19, 2024, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "**Canal Bank Repair and Maintenance**". Proposals received after the closing date and time will not be opened or reviewed. There will be no formal opening. Proposals shall be valid for 120 days after opening unless otherwise specified.

Proposers must be licensed by the Construction Contractors Board for construction projects or licensed with the State Landscape Contractors Board for landscaping projects.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 15TH DAY OF NOVEMBER 2024.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB
Contracts and Procurement Officer

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