

REQUEST FOR PROPOSALS

Unmanned Aerial System (UAS) Services for Ocean Shoreline Structures

for the

City of Cannon Beach, Oregon

March 25, 2022



Submittals Due: 2:00 pm on April 22, 2022

**Jeff Adams, Community Development
City of Cannon Beach
163 E. Gower
PO Box 368
Cannon Beach, OR 97110**

City of Cannon Beach
Unmanned Aerial System (UAS) Services for Ocean Shoreline Structures

REQUEST FOR PROPOSALS

The City of Cannon Beach is seeking firms to provide Unmanned Aerial System (UAS) Services for the mapping of Ocean Shoreline Structures along the City's coastal shoreline.

BACKGROUND

The City of Cannon Beach (The City) is located on the North Coast of Oregon near the point where Oregon Highway 26 intersects with Highway 101, approximately 25 miles south of Astoria. Cannon Beach is known for its beautiful ocean vistas and beaches.

The City of Cannon Beach has just over three and half miles of coastal shoreline, with a vary degree of shoreline structural and non-structural protection. The City of Cannon Beach has over 200 residential structures along the coast and a number of commercial structures, with many homes and businesses utilizing some form of shoreline structure stabilization to protect against changing tides and growing storm surge. The City has recently updated its Foredune Management Plan and utilizes the developmental and conditional use permitting process towards managing shoreline stabilization projects. The City seeks to track the progress of these shoreline stabilization projects and yearly changes to the shoreline through UAS Services.

I. SCOPE OF SERVICES

This scope of work is for Unmanned Aerial System (UAS) services, to video and photograph the ocean shoreline structures which span the coastline of the City of Cannon Beach, OR. The service contract will include UAS pilot staff time and mileage, and will extend for a three-year period, with a one-time, single consideration, at the sole discretion of the City, to extend services by written notice, for up to two more years (five years total), before the expiration of the contract.

The UAS Pilot will fly the coastal shoreline of Cannon Beach to capture baseline data (photos & videos) of shoreline protection structures. The baseline flight will occur between June 1st to June 15th and project completion, with all edited data, transferred to the City of Cannon Beach by July 1st. UAS flight over crowds is not permitted unless a waiver is granted by the Federal Aviation Administration. Therefore, a flight pattern will be established the day of the flight, after an assessment of crowd traffic is determined. The UAS will take off and land in isolated areas and will not fly over people.

All footage (photos and videos) taken will be stored on a thumb drive and delivered to the City of Cannon Beach before June 30th. The footage will also be backed up on a cloud-based server, until the City verifies in writing that all footage has been transferred to local, City servers. The contractor would reserve the rights and receive credit on all photos or videos the City of Cannon Beach uses for promotional purposes or otherwise.

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Subsequent years of service and the flight scheduling, including timeline for deliverables will be set with the City and contractor, to meet seasonal and scheduling requirements.

Flights will not occur if it is raining, if winds exceed 25 mph, or if visibility is less than 3 statute miles. Altitude will be limited to 400 feet above ground level and the UAS must be within line of sight. A 300-foot buffer will be kept around Haystack Rock

II. PROPOSAL SUBMISSION REQUIREMENTS

Submittals should be prepared in generally the following format for the ease of the selection committee in reviewing multiple submittals:

General Overview

Provide a general overview of the firm or individual, including a discussion relative to the Qualifications section of this RFP. Include relevant information for the firm/individuals included in your staffing plan.

Project Approach and Work Plan

Describe the strategy for achieving the goals and deliverables of each phase. Include a schedule for completion of the entire project.

Consultant Identification and Team

Provide the name of the consultant, the consultant's principal place of business, and the name and telephone number of the contact person. Clearly identify team members, their roles and qualifications.

Any professional services required but not proposed by the qualified consultant firm shall be listed and reasons should be provided for not including them as part of the proposal.

Related Project Examples and References

Provide recent (within last 2-5 years) visual examples of at least three relevant projects completed by the consultant that exhibit the team's ability to successfully complete the range of services as outlined in this RFP. Along with each example, please include descriptive information such as location of the project, date, scope and scale, contract amount, name of the team member(s) involved in the project and their roles, name of the client, and email address and telephone number of the client contact.

III. PROPOSAL EVALUATION AND SCORING

Minimum qualifications include:

- STAFF

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- Consultants shall be licensed to practice UAS pilots in the State of Oregon and insured at the levels required in the example Professional Services Agreement.
- **EXPERIENCE**
 - Consultant team shall have a minimum of two years of consulting experience on UAS projects.
 - Consultant team shall have experience with editing of footage to provide
- **GENERAL**
 - Consultants are required to certify non-discrimination in employment practices, and identify resident status as defined in ORS 279A.120.
 - All consultants are required to comply with the provisions of Federal Aviation Authority.
 - Consultants must have the financial resources to perform their obligations under the contract or the ability to obtain the necessary resources.
 - Consultants must be an equal opportunity employer and being otherwise qualified by law to enter into a contract with the City.
- **PRICING**
 - Must contain a schedule of hourly rates that the proposer will charge for the work of each individual or each labor classification that will perform the services the City requires;
 - Must be in the form of an offer that is irrevocable for not less than 90 days after the date of the pricing proposal; and
 - Must provide a reasonable estimate of hours that the proposer believes will be needed to perform the services for the initial terms of service (three years, at a yearly cost-breakdown rate) the City requires.

Submittals which conform to the proposal instructions will be evaluated. Proposals will be evaluated by the City on the basis of what is most advantageous for the City of Cannon Beach. The evaluation will consider:

- Approach and understanding.
- Experience and reputation in the field. Experience with projects of similar size/complexity. Familiarity with local site conditions and local experience
- Project team experience and utilization of locally procured services or personnel.
- References.

Scoring

Item	Description	Scoring
1. Approach and Understanding	The proposal shall be of such scope and depth to sufficiently describe and demonstrate the consultant's understanding of approach to the project. Please include	35

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	all conditions and assumptions.	
2. Similar Project Experience	Knowledgeable of consultant's experience with similar projects, familiarity with local site conditions and local experience.	50
3. Project Team	Qualifications of consultant project team and utilization of locally-procured services.	10
4. References	References from successfully completed projects.	5
	Initial Total	100
5. Interviews (if applicable)		10
6. Price Proposals		15
	Final Total	125

IV. CONSULTANT SELECTION PROCESS

The City's objective in soliciting submittals is to enable it to select respondents that will provide high quality, effective, and professional services to the citizens of the City of Cannon Beach in a timely manner. The City will consider submittals only from respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP.

The City will utilize the following general selection process in determining the most qualified and best consultant to provide these services for the City:

- A selection committee will review and rank all submittals based upon the criteria established in this RFP.
- If the selection committee believes interviews are necessary, the interview scores will be combined with the other criteria to obtain a total score.

Pursuant to ORS 279C.110(6), the negotiations will seek to finalize the scope of services. If negotiations are successful, the City will issue a notice of intent to award a contract to the highest-ranked proposer.

If negotiations with the top-ranked proposer are not successful, the City in its sole discretion may terminate negotiations and begin negotiations with the second-ranked proposers and may continue in this manner through successive proposers until an agreement is reached or until the City cancels the RFP.

V. SUBMISSION REQUIREMENTS

Submission of Proposals

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Submittals must be received by the City no later than 2:00 p.m. prevailing time on April 22, 2022, by mail or hand delivery to the address below. Any submittal received after this time will be returned unopened. Submittals forwarded by email or facsimile will not be accepted. It is the Proposer's responsibility to ensure that Proposals are received prior to the stated submission deadline.

To be responsive, submittals must provide all requested information, and must be in conformance with the instructions set forth herein. Submittals must be signed and acknowledged by the respondent.

Submittals will be evaluated by staff. The City reserves the right to reject any or all submittals.

Number of copies

Respondents must submit one (1) signed original. Completed submittals shall be addressed to:

City of Cannon Beach
Attn: Jeff Adams
Community Development Director
163 E Gower
PO Box 368
Cannon Beach, OR 97110

VI. ANTICIPATED SELECTION SCHEDULE

RFP Advertised	March 25, 2022
Deadline to Submit Changes/Solicitation Protest	April 12, 2022
Last Date for Addenda	April 15, 2022
Submittals Due	April 22, 2022
Evaluation of Submittals	April 25-29, 2022
Notification of Interviews, if Conducted	April 29, 2022
Interviews, if Conducted	May 2-6, 2022
Notice of Intent to Award	May 9, 2022
Award	May 16, 2022

VII. METHOD OF AWARD

The City reserves the right to award this contract to the consultant that demonstrates the best ability to fulfill the requirements of the contract. The successful consultant will be chosen based on the selection criteria described above.

The consultant selected will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement satisfactory to the City cannot be reached, the City may enter into negotiations with one or more of the remaining consultants who submitted their qualifications. The successful consultant shall commence work only after execution of an acceptable agreement and approval of insurance certificates. An example of our agreement has been attached. Review the

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sample agreement and detail the requirements in the agreement that your firm cannot comply with or would request modified. The City will not consider contract modification requested after selection. The successful consultant will perform services indicated in the RFP in compliance with the negotiated agreement.

VIII. INQUIRIES

Any questions related to this request must be submitted in writing and sent via email to adams@ci.cannon-beach.or.us. Inquiries must be submitted no later than **12:00 noon April 6, 2022**. Questions answered via email will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

IX. OTHER PROVISIONS AND NOTICES

Consultants may submit a written protest of anything contained in the RFP and may request a change to any provision, specification or Contract Term contained in the RFP, no later than 10 calendar days prior to the date submittals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract Terms. The City will not consider any protest or request for change that is submitted after the submission deadline.

The City will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If, in the City's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum. Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City managers, employees, or agents to the prospective Proposers shall not bind the City.

The City reserves the right to make changes to the RFP by written addendum, which shall be issued to all prospective Proposers known to the City to have received the Proposal document.

The City will provide to all consultants responding to the RFP a copy of the notice of intent to award. Consultants responding to the RFP but not selected may submit a written protest no later than seven (7) calendar days after the date of the intent to award notice. The protester must meet the requirements in OAR 137-048-0240.

Consultants responding to the RFP do so solely at their expense, and that the City is not responsible for any Consultant expenses associated with the RFP.

The City reserves the right to cancel the RFP, reject all or portions of any or all submittals, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating consultant.

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The City reserves the right to extend the RFP submittal date if needed. All changes and/or clarifications will be distributed to all consultants indicating interest in the form of addenda. Addenda will be distributed via email only.

The City reserves the right to request additional information or request clarification from those making a submittal and request personal interviews.

Every submittal should be valid for a minimum of ninety (90) days after the RFP submittal deadline.

All submissions are the property of the City of Cannon Beach and are public records. If you believe your documents are exempt public records, please clearly mark each document and/or portion of document as such and indicate what exemption may apply. The City makes not guarantees that document submitted to the City will be kept confidential.



FOR IMMEDIATE RELEASE

CONTACT:

Jeff Adams
Community Development Director
City of Cannon Beach
adams@ci.cannon-beach.or.us
503.436.8040

Request For Proposals:

The City of Cannon Beach requests Unmanned Aerial System (UAS) Services for Ocean Shoreline Structures

Cannon Beach, OR, March 23, 2022

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project's terms of service call for yearly flights by a UAS licensed pilot in late summer/early spring, for a period of three years, with a one-time, single consideration, at the sole discretion of the City, to extend services by written notice, for up to two more years (five years total), before the expiration of the contract.

Submittals Due

April 22, 2022