

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
June 27, 2026	5.h

TO: Mayor Benetti, Council President DiNovo, and City Councilors

FROM: Jennifer Wirsing, Public Works Director

THROUGH: Nichole Rutherford, City Manager

ISSUE: Review Downtown Boardwalk Maintenance and Cleaning Services
Contract Scope of Work

SUMMARY:

During recent discussions regarding the condition and maintenance of the Downtown Boardwalk, the City Council directed staff to explore contracting opportunities for routine cleaning, landscape maintenance, and general upkeep of the facility.

ACTION REQUESTED:

If it pleases Council, review the proposed Scope of Work for Downtown Boardwalk Maintenance and Cleaning Services and provide direction to staff regarding any desired modifications.

BACKGROUND:

The Downtown Boardwalk is one of the City's most visible public amenities and serves residents, visitors, and downtown businesses throughout the year. Routine maintenance activities currently occur on an as-needed basis by staff; however, due to staff resources, Council expressed interest in evaluating a dedicated service contract that would provide a consistent level of maintenance and cleanliness. In response to Council's direction, staff developed a detailed Scope of Work intended to establish clear expectations, measurable performance standards, and objective criteria for evaluating contractor performance.

The proposed contract would be for a twelve-month period beginning July 1, 2026, and ending June 30, 2027. The scope includes routine maintenance and cleaning services for the Downtown Boardwalk and associated amenities, including:

- Landscape maintenance of turf, planter beds, and landscaped areas.
- Weed control and debris removal.
- Seasonal planting and maintenance of planter boxes.
- Cleaning of pavilions and covered structures.
- Cleaning of picnic tables, benches, railings, and other public amenities.
- Pressure washing of Boardwalk surfaces and areas impacted by bird feces, algae, food spills, and other staining.
- Cleaning of interpretive and informational signage using manufacturer-approved methods.
- General litter collection and site cleanup.
- Reporting of vandalism, hazardous conditions, and maintenance concerns.

The proposed service frequency is:

- Weekly service from May through October.

- Twice-monthly service from November through April.

To ensure the Boardwalk is maintained in advance of peak weekend use, routine services would generally occur on Thursdays or Fridays. Additionally, a primary goal in developing the scope was to establish objective and measurable performance standards. Examples include:

- Turf maintained at a maximum height of six inches.
- Landscaped and hardscape areas maintained at 95 percent weed-free conditions.
- No visible litter remaining following service.
- No visible bird feces remaining on public amenities following service.
- Pavilions maintained free of visible debris and cobwebs.
- Interpretive signage maintained in a clean and legible condition.

The contractor would also be required to submit electronic service reports documenting work performed, herbicide applications, pressure washing activities, and maintenance concerns identified during site visits.

While creating this scope of work. Staff identified two bid alternates for Council Consideration. They are as follows:

Alternate 1 – Tug Irene and Menasha Tree Area

This alternate would extend routine maintenance activities to include the Tug Irene and Menasha Tree area north of the Boardwalk. Services would generally mirror those proposed for the Boardwalk and would allow the City to evaluate pricing separately from the base contract.

Alternate 2 – Middle Pavilion Floor Painting

This alternate would require repainting the Coos Bay map located on the floor of the middle pavilion during the first month of the contract. The alternate is intended as a one-time maintenance activity and would allow staff to evaluate the cost separately from ongoing maintenance services.

Staff is requesting Council review the proposed scope of work and provide feedback or requested changes. The request for bids has been submitted to multiple local landscapers, however any modifications to the scope will be issued to the landscapers via an addendum. Bids are due on June 25, 2026, and the responsive landscaper will conduct their first mobilization no later than July 3, 2026.

BUDGET IMPLICATIONS:

The cost of the proposed services is currently unknown and will be determined through the competitive bidding process. Including the Tug Irene/Menasha Tree maintenance and pavilion floor painting as bid alternates will allow the City to evaluate those costs independently and determine whether sufficient budget exists to proceed with those items. It is anticipated that Lodging Tax Fund 5 will be utilized for these efforts.

ATTACHMENT(S):

- 2026_06_08 Boardwalk Services for FYE 2027 Final Version for Council Approval.pdf
- BoardwalkMaintenanceFYE2027_JUN2026.pdf