



REQUEST FOR PROPOSALS

MOTORIZED AND NON-MOTORIZED BOAT RENTALS at PERKINS PIER

ISSUED BY: City of Burlington, Vermont,
Department of Parks & Recreation
DATE OF ISSUE: March 16, 2010
DUE DATE OF PROPOSAL: April 6, 2010

GENERAL INFORMATION Issuing Office and Point of Contact:

The Request for Proposal (RFP) is issued by the City of Burlington, Department of Parks and Recreation. Questions concerning the RFP should be directed to:

Anna Thelemarck, Park Planner
Department of Parks and Recreation
645 Pine Street, Suite B
Burlington, VT 05401
(802) 865-7248
athelemarck@ci.burlington.vt.us

BACKGROUND INFORMATION

The City of Burlington (the City), Department of Parks and Recreation (the Department), requests proposals from interested parties for a three-year service contract for motorized and non-motorized boat rental operations that will enhance water-related recreational activities at Perkins Pier and the Burlington Harbor. Specifically, the Department is interested in businesses wishing to operate a rental business that offers, for a fee, recreational services to the public.

FACILITY DESCRIPTION

Perkins Pier is located at the foot of Maple Street in Burlington, Vermont and operates from May 15 – October 15. It is bound on the north by the Lake Champlain Transportation Company, on the south by the City of Burlington Main Wastewater Treatment Plant, on the west by Lake Champlain, and on

the east by LaValley Lane. A small, grassy area with picnic tables separates the parking area from the lake. Facility amenities include public restrooms, a 120 vehicle parking lot, a 2 lane launch ramp, 23 seasonal moorings, 84 seasonal boat slips, and a 1000 square foot office building currently occupied entirely by the Lake Champlain Maritime Museum.

Perkins Pier Operations:

-May 15 - October 15 as follows:

-May 15 - Labor Day: 7:00 AM - 9:00 PM

-Labor Day - October 4: 8:00 AM - 8:00 PM

-October 5 - October 15: 9:00 AM - 4:00 PM

The Dockmaster is on duty May 15 through Labor Day, then as staffing allows with priority on weekends.

PROPOSAL INFORMATION

Description:

There are approximately 84 slips at Perkins Pier. From this total approximately 4 commercial slips will be awarded to proposers, with the contract year beginning May 15, 2010. The remaining slips will be used for seasonal and Harbormaster vessels. Contract details will be negotiable at the City's discretion. Compensation to the City will be an annual fixed with a per annum increase. Proposals offering more compensation will receive more favorable consideration. Donated programming geared towards youth, seniors, and/or handicapped is also encouraged

Parameters:

- Operations will base from a dedicated site at Perkins Pier, exact location to be determined.
- The season is to be May 15th to October 15th
- Hours of operation from 8:00 am to 1 hour before dusk, could be earlier @ discretion of operator and as influenced by sunrise times. We are open to hearing ideas about the hours and how best to market.
- Refuse removal by contractor
- Maximum of 4 power boats, 20 canoes/kayaks and 3 rowboats total vessels
- Vessel(s) to be used in providing the service shall meet U.S. Coast Guard requirements, and be kept in such a manner as to be an attraction to Perkins Pier and surrounding area.
- Rates charged for service shall be based on comparable services offered in a representative geographic area depending upon the specific service proposed. A reasonable price shall be defined as affordable to moderate income levels. If a range of prices is practical and appropriate, the range will provide for access to the service to those persons at the lower end of the economic scale.
- U.S.COAST Guard sanitary conditions requirements shall be met aboard all vessels and in the park areas immediately adjacent to the wharf as designated.

The service area shall be open to inspection by authorized Department personnel and/or by appropriate public health service regulatory agency personnel.

- The safety of users and other patrons of the Perkins Pier as well as adjacent property owners shall be of paramount concern at all times.
- Any improvement(s) made to the wharf or dock at the expense of proposes shall meet Department and/or City requirements. Such improvement(s) will become the property of the Department. Please note that a local Planning Permit may be required for this operation.
- If awarded, the contractor must provide the City of Burlington with a Certificate of Insurance for general comprehensive liability with coverage no less than \$2,000,000.00 dollars naming the City of Burlington as additional insured and Property Damage Insurance at a minimum of \$25,000.00 dollars.
- The contractor must comply with all applicable City, State, and Federal laws and regulations, and shall provide a service that is expected and accepted in watercraft rental industry.
- A concession fee of \$7300.00 will be paid to the city for this summer. Provide proposed revenues and fee increases over the following two years.
- There shall be free rowboat rentals on Wednesdays for Burlington Residents
- Contractor to submit financial records at seasons end.
- Proper boat bilges maintained at all times

TYPE OF CONTRACT

The City intends to enter into a three year contract with the selected contractor based on a comprehensive proposal review by three City of Burlington staff members. Their review will be based on the items listed under Evaluation Criteria. Contract details will be negotiable at the City's discretion. Compensation to the City will be an annual fixed with a per annum increase. Proposals offering more compensation will receive more favorable consideration. Donated programming geared towards youth, seniors, and/or handicapped is also encouraged.

PROPOSAL FORMAT

- Letter of transmittal and four copies of the proposal.
- Vessel(s) specifications, including length of beam, draft, displacement and height above waterline of all vessels to be utilized and any requested gangplanks, control stations, etc. envisioned.
- Description of company. Include size and years of operation in rental service.
- Business Plan and Marketing Plan. Description of services contractor intends to provide and how contractor intends to promote those services. Income projections used in determining fees and compensation to the City accompanied by a detailed fee structure. Provide as much detail as possible so the Department can adequately determine whether the service is in the best public interest from a standpoint of managing the total facility.
- Proposed site improvements as necessary. Identify a list of improvements deemed necessary to city property and/or to meet specific requirements of the City for operation, maintenance and/or utility costs.

- Contractor to provide the City with a plan and elevations sketch of proposed office space/outbuilding needed for operations
- Provisions for maintenance and service of vessel(s) and surrounding area including such items as trash removal, emptying of holding tanks (if any), maintaining an operational bilge for docked vessels, and provisions for winter storage.
- A parking impact statement. Preference will be given to service(s) requiring minimal parking, or that can be demonstrated that appropriate parking has been obtained off-site and patron parking satisfactorily controlled so as not to substantially diminish parking for existing recreational users. The successful proposer will be required to meet the parking requirements specified by the Burlington Planning and Zoning Department.
- A list of existing and previous recreational service operations experience giving client names, addresses, and phone numbers, contact person(s) where appropriate.
- Listing of proposed revenues and fee/percentage increases over three years
- A list of additional services, if any, the proposer wishes to offer in pursuit of promoting educational, low-income, etc. programs.
- The optimal number of slips desired and minimal number of slips required to run the service(s). Not more than one vessel shall be in a slip.

PROPOSAL EVALUATION

A selection committee will evaluate each proposal. Evaluation criteria will include but will not be limited to:

- Revenue projections and fee proposals
- Overall look and thoroughness of the proposal
- Proposed services, marketing plan, and other business opportunities
- References, reputation, and experience relative to service, safety and knowledge.

DEADLINE FOR RECEIPT OF PROPOSAL

All replies and proposals in response to this RFP shall be received in sealed envelopes and clearly marked "Perkins Pier Boat Rentals" at the address shown above not later than 3:00 p.m. on the date shown above, at which time they will be publicly opened and recorded. Late replies will not be considered. E-mailed proposals will not be considered

REVISIONS TO THE REQUEST FOR PROPOSALS

If it becomes necessary to revise any part of the RFP, an addendum will be sent to all proposers who received the original document.

LIMITATION OF LIABILITY

The City of Burlington assumes no responsibility for costs incurred by Proposers in responding to the RFP, or in responding to any further request for interviews, additional data, etc., prior to the issuance of a purchase order or execution of an Agreement.

REJECTION OF PROPOSALS

The City of Burlington reserves the right to reject any or all proposals, or to award a purchase order in the City's best interest.

CITY OF BURLINGTON REQUIREMENTS

Proposers are advised that contracts in excess of \$15,000 are subject to the Minority and Women's Business Enterprises Procurement requirements, and the Livable Wage Ordinance. Contracts in excess of \$50,000.00 are, in addition, subject to the requirements of the Women in Trades Program Compliance guidelines. Please see attachments as applicable.

PUBLIC RECORDS POLICY

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from, including those from the Board, the office of the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

It will not be sufficient for vendors to merely state generally that the proposal is proprietary in nature and not therefore subject to the release to third parties. Those particular pages or sections which a vendor believes to be proprietary and of a trade secret nature must be specifically identified as such and must be separated from other sections or pages of their proposal. Convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 316 of Title 1 of the Vermont Statutes Annotated must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the vendor that would result if the materials were to be release and the reasons why the materials are legally exempt from release pursuant to the above-cited statute. Between a vendor and the State, the final administrative authority to release of exempt any or all material so identified rests with the State. All such materials should be submitted in a separate sealed envelope and marked "CONFIDENTIAL".