

REQUEST FOR PROPOSALS
For the Operation of the Shelby Street Boat Launch
& Paper District Marina Facilities

2012 Operating Season

Issued by:
The City of Sandusky, Ohio

Issued:
February 7th, 2012

Contact Person:
Todd Roth, Director
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Proposals Due:
February 28th, 2012 at 2:00 p.m.

The City of Sandusky reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal which it deems most favorable to the City of Sandusky

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SECTION I. NOTICE TO PROPOSERS

LEGAL NOTICE
REQUEST FOR PROPOSALS

The City of Sandusky is requesting Proposals for the service of the City's Shelby Street Boat Launch Facility and Paper District Marina Facility.

The term of the contract for this service shall begin on April 16th, 2012 and conclude September 30th, 2012. Proposal packages shall be submitted with one original in sealed envelope labeled "City of Sandusky Shelby Street Boat Launch and Paper District Marina Facilities".

The Proposer may submit Proposals for the facilities individually or combined. Each Proposal shall be submitted with a separate Proposal form.

The Request for Proposals (RFP) will be available for pick up in the City of Sandusky Engineer's Office, 222 Meigs Street, Sandusky, Ohio 44870.

Sealed Proposals will be received by the City of Sandusky, in the City of Sandusky Engineer's Office and shall be addressed to the "Director of the Department of Planning, Engineering and Development" at 222 Meigs Street Sandusky, Ohio 44870", until February 28th, 2012 at 2:00 p.m.

The City of Sandusky reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal which it deems most favorable to the City of Sandusky.

Approved for publication

CITY OF SANDUSKY, OHIO
By: Todd Roth, Director of Planning, Engineering & Development

ADV: February 7, 2012
February 14, 2012

SECTION II. INSTRUCTION TO PROPOSER

This Request for Proposals is being issued by the City of Sandusky. Primary contact for all communications regarding the Request for Proposals shall be the Director of the Department of Planning, Engineering and Development, Todd Roth (419) 627-5830.

All private, for-profit, non-profit and public entities shall be eligible to submit Proposals for this work. Proposer may submit Proposals for the facilities individually or combined. Each Proposal shall be submitted with a separate Proposal form.

Request for Proposals will be published as a legal notice in the Sandusky Register and shall be available for pick up in the City of Sandusky Engineer's Office, 222 Meigs Street, Sandusky, Ohio 44870 February 7th, 2012.

Sealed Proposals will be received by the City of Sandusky, at the Department of Planning, Engineering and Development, Engineer's Office and shall be addressed to the "Director of Engineering Services at 222 Meigs Street Sandusky, Ohio 44870", until February 28th, 2012 at 2:00 p.m.

Proposer bears total responsibility for ensuring their Proposal is complete and arrives on time.

Proposals received by fax or email will not be considered.

Proposers shall comply with each and every requirement of this RFP to be considered responsive.

A selection committee will review and analyze each Proposal.

The City of Sandusky reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal which it deems most favorable to the City of Sandusky.

SECTION III. SCOPE OF SERVICES AND SPECIFICATIONS.

Contract Term

The effective date of the Contract shall begin April 16th, 2012 and conclude on September 30th, 2012.

Management and Operations

The Proposer shall be encouraged to recommend changes and improvements in the scope and manner of operations set forth in the specifications. The implementation of any proposed changes or variations shall not become effective until after the contract has been negotiated and approved by the Sandusky City Commission.

Background Check

Successful Proposer shall be required to execute the proper authorization allowing the City to perform a complete criminal background check and credit history.

Operation of the Shelby Street Boat Launch Facility

The City of Sandusky is seeking a qualified individual or business that possesses experience in operating a business, experience in boating and fishing, and interest in operating a retail establishment that will enhance fishing and boating opportunities.

Location and Description of Boat Launch Facility

The facility is located on the Sandusky Bay just west of Shelby Street in the City of Sandusky.

The premise includes:

- Four (4) boat launch ramps
- Transient boat docks
- Sandusky Fire Patrol Dock
- ODNR Patrol Dock
- Paved Parking Areas
- Lighting
- Building
- Open Lawn Areas

Term of Operation

The Proposer shall operate the **Shelby Street Boat Launch Facility** not less than the following days and hours:

- Monday – Thursday 6:00am - 12:00pm
- Friday, Saturday, and Sunday 6:00am - 6:00pm
- Any modification to service hours shall be approved by the City Manager.

The effective date of the Contract shall be April 16th, 2012 and concluding September 30th, 2012.

It is expected that the Proposer shall be on-site for a sufficient time required prior to the first day of operations in order to effectively prepare for the start-up.

Each Proposer shall disclose any conditions that might adversely affect the cost or time of operations.

City of Sandusky Obligations

The successful Proposer shall not be responsible for the following:

- Utility Costs
- Rubbish Removal
- Repairs at the boat launch facility not attributable to negligence by Proposer
- Maintaining the grass and plantings
- Install, remove and maintain all docks
- Marketing the facility on the city website and have a presence at the boat show

Obligations of Proposer

The Proposer shall manage and operate the boat launch and retail business. That includes, but is not limited to, the collection of fees paid by persons launching boats from the ramp with sufficient staff. The Proposer shall station personnel at the boat ramp for the purpose of collecting fees during regular business hours of operation or other mutually agreeable hours, seven (7) days per week during the summer season.

The retail business located in the existing building at the boat launch facility shall include, but is not limited to, sale of bait and tackle and pre-packaged concession items. The Proposer must maintain a Bait Dealer Permit from the Ohio Department of Natural Resources Division of Wildlife for the facility.

For purposes of collecting fees at the ramp, summer season shall be from April 16th, 2012 through September 30th, 2012 at all times that the then current weather conditions are conducive to the launching of vessels at the boat launch facility.

Proposer shall further be obligated to:

- Provide the necessary staffing and bookkeeping
- Keep the grounds free of litter and goose droppings
- Maintain and keep the building located at the boat launch ramp facility in a good, safe and clean manner and shall obey and comply with all lawful requirements, regulations, orders, rules, laws and ordinances of all public authorities that in any way affect the facility or the use of the facility and improvements
- Provide janitorial services and restock the men's and women's restrooms as needed
- Operate during scheduled fishing tournaments and work with the City of Sandusky Recreation Program Supervisor to satisfy the requirements of hosting the tournaments

Current Fee Structure

The current fee structure for the Shelby Street Boat Launch Facility is:

- User Fees - \$5.00 per launch (in or out - \$10.00 "round trip")
- Season passes –
\$50.00 per season for residents of Sandusky, pass will include free three (3) hour transient docking at the Paper District Marina.
\$75.00 per season for non-residents

Liability and Insurance

Successful respondent shall be required to supply and keep in force during the contract period:

- Comprehensive public liability insurance against any liability for injury or death to persons and/or damage to property occurring in, on or about the premises in the amount of \$1,000,000.00

(combined single limit bodily injury and property damage). Policy shall list the City of Sandusky as an insured.

- Successful Proposer shall hold the City of Sandusky harmless against damage done to the premises, boat dock/transient docks or any municipal facilities including water and sewer lines due to the operation of the facility or acts of Proposer's agents or employees.
- The building at the boat launch facility shall be insured against loss or damage done by fires, casualty and all available extended coverage or other hazards and similar insurance in a sum not less than the full current insurable replacement cost of the facility.

Public Access

The public shall have full and complete access to all portions of the premises with exception of the inside of the building and the gated Fire Patrol and ODNR Patrol boat dock.

Boat Storage

Boat storage is prohibited at the Shelby Street Boat Launch Facility.

Operation of the Paper District Marina Facility

The City of Sandusky is seeking a qualified individual or business that possesses experience in operating a business, experience in marinas and boating, and interest in operating an establishment that will enhance boating opportunities.

Location and Description of Marina Facility

The facility is located on the Sandusky Bay just west of Decatur Street in the City of Sandusky.

The premise includes:

- Transient boat docks (*Transient is defined as allowing dockage for no more than ten (10) consecutive days and includes short term hourly rentals.*)
- Office
- Shower & Bathroom Facilities
- Paved Parking Areas
- Lighting
- Open Lawn Areas

For 2012 the amphitheater will be under management of the City of Sandusky.

Term of Operation

The Proposer shall operate the **Paper District Marina** not less than the following days and hours:

- Monday – Thursday 9:00am – 7:00pm
- Friday and Saturday 8:00am - 9:00pm
- Any modification to service hours shall be approved by the City Manager.

The effective date of the Contract shall be April 16th, 2012 and concluding September 30th, 2012.

It is expected that the Proposer shall be on-site for a sufficient time required prior to the first day of operations in order to effectively prepare for the start-up.

Each Proposer shall disclose any conditions that might adversely affect the cost or time of operations.

City of Sandusky Obligations

The successful Proposer shall not be responsible for the following:

- Utility Costs
- Rubbish Removal
- Install, remove and maintain all docks
- Repairs at the marina facility not attributable to negligence by Proposer
- Maintaining the grass and plantings
- Marketing the facility on the City website and have a presence at the boat show
- Paper products & cleaning supplies per City discretion

Obligations of Proposer

Proposer shall manage and operate the marina. That includes, but is not limited to, the collection of fees paid by persons launching boats from the ramp with sufficient staff. The Proposer shall station personnel at the marina for the purpose of collecting fees and docking boats during regular business hours of operation or other mutually agreeable hours, seven (7) days per week during the summer season.

Proposer shall further be obligated to:

- Provide the necessary staffing and bookkeeping
- Keep the grounds free of litter and goose droppings
- Maintain and keep the building located at the boat launch ramp facility in a good, safe and clean manner and shall obey and comply with all lawful requirements, regulations, orders, rules, laws and ordinances of all public authorities that in any way affect the facility or the use of the facility and improvements.
- Provide janitorial services and restock the men's and women's restrooms/showers as needed.
- Collect all rent and fees generated. Fee schedule will be set by City.

Current Fee Schedule

The current fee schedule for the Paper District Marina Facility shall be:

- 3 Hour Transient Dockage - \$5.00
- 3 Hour Weekend Transient Dockage - \$10.00
- Overnight Dockage - \$1.00/ft. per night
- Weekly Rate - \$1.00/ft. per night
- 10 Day Rate - \$1.00/ft. per night
- Jet Ski Dockage - \$8.00 per day
- Jet Ski Weekly Dockage - \$50.00
- Jet Ski 10 Day Dockage - \$65.00
- Pump out station - \$10.00 (non- overnight guests)

Liability and Insurance

Successful Proposer shall be required to supply and keep in force during the contract period:

- Comprehensive public liability insurance against any liability for injury or death to persons and/or damage to property occurring in, on or about the premises in the amount of \$1,000,000.00 (combined single limit bodily injury and property damage). Policy shall list the City of Sandusky as an insured.
- Successful Proposer shall hold the City of Sandusky harmless against damage done to the premises, boat dock/transient docks or any municipal facilities including water and sewer lines due to the operation of the facility or acts of Proposer's agents or employees.

- The building at the marina facility shall be insured against loss or damage done by fires, casualty and all available extended coverage or other hazards and similar insurance in a sum not less than the full current insurable replacement cost of the facility.

Public Access

The public shall have full and complete access to all portions of the premises with exception inside the office building.

Boat Storage

Boat storage is prohibited at the Paper District Marina Facility parking lot.

SECTION IV. PROPOSAL SUBMITTAL AND FORMAT

The Request for Proposals (RFP) will be available for pick up in the City of Sandusky Department of Planning, Engineering and Development's, Engineering Office at 222 Meigs Street, Sandusky, Ohio 44870.

Sealed Proposals will be received by the City of Sandusky, in the City of Sandusky Engineer's Office and shall be addressed to the "Director of Engineering Services at 222 Meigs Street Sandusky, Ohio 44870", until February 28th, 2012 at 2:00 p.m. when all proposals will be opened and made public. The public opening is for informational purposes only and is not to be construed as an acceptance or rejection of any proposal. Proposals submitted will be evaluated as indicated in Section VI. No proposal shall be considered if it arrives after the time set for opening as determined by the employee of the City designated to open the proposals.

The City of Sandusky reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal which it deems most favorable to the City of Sandusky

Proposer bears total responsibility for ensuring their Proposal is complete and arrives on time.

Proposals received by fax or email will not be considered.

Proposer shall comply with each and every requirement of this RFP to be considered responsive.

All original signatures shall be in BLUE OR BLACK ink. If space provided is insufficient for response, attach additional sheets to the forms, clearly referencing such sheets back to specific points addressed in the forms.

Interpretation

If any Proposer finds any perceived ambiguity, conflict, error, omission or discrepancy between any of the documents contained in this Request for Proposals, the Proposer shall submit a written request no later than seven (7) days prior to February 28, 2012, at 2:00 p.m.

Requests should be directed to:

Todd Roth, Director
Department of Planning, Engineering and Development
222 Meigs Street
Sandusky, OH 44870
Phone: (419) 627-5830
Fax: (419) 627-5933
email: troth@ci.sandusky.oh.us

If the Director determines an interpretation or clarification is warranted, the Director shall issue an addendum and provide a copy to each proposer of record.

Any interpretation or clarification of the documents contained in this Request for Proposals made by any person other than the Director, or in any manner other than a written addendum, shall not be binding and the Proposer shall not rely upon any such interpretation or clarification.

If any addendum is issued within 96 hours prior to the published time for the opening of the Request for Proposals, excluding Saturdays, Sundays and legal Holidays, the opening of the Request for Proposals shall automatically be extended 1 week, with no further advertising required.

The Proposer shall certify that pursuant to Ohio Revised Code Section 9.24, no unresolved finding for recovery issued by the auditor of state is pending against it.

V. PROPOSAL EVALUATION CRITERIA

A Selection Committee intends to review the proposals received by the City. The City reserves the right to make such follow-up requests for additional and supplemental information as the City determines necessary and intends to select one or more Proposers for the purposes of preliminary negotiations. The City intends that such preliminary negotiations will be focused on the ability of the City and any such Proposer to negotiate a mutually satisfactory form of contract for the management and operation of the Shelby Street Boat Launch Facility and/or the Paper District Marina facility . If a proposed final form of a contract is negotiated it would then be submitted to the Sandusky City Commission for its approval.

Based upon the City's review of the information contained in the proposals and such additional and supplemental information as the City may request, the City intends to select one or more Proposers for the purpose of entering into preliminary negotiations. Based upon such preliminary negotiations, the City intends to select a Proposer to negotiate a mutually satisfactory form of contract. Such Proposer selections will be based on the City's sole determination which will include consideration of but not be limited to the following criteria:

- (A) Quality of the proposal and its consistency with carrying out the City's objectives.
- (B) Qualifications and experience of the Proposer, its team and its experience with comparable operations.
- (C) Proposer's financial capacity.
- (D) The projected economic viability of the proposal.
- (E) The Proposer's experience in similar operations and management and in working with local government.
- (F) Benefits of the proposal to the City and the downtown waterfront community.
- (G) Ability of the City to negotiate a mutually satisfactory contract with the Proposer.
- (H) Such other factors as the City deems relevant.

This Request for Proposals by the City does not constitute an offer by the City and, likewise, proposals made by interested Proposers to the City are not acceptances. After negotiation of a mutually satisfactory final form of contract between the City and a Proposer, approval of such contract by the City Commission of the City of Sandusky and full execution thereof the parties will then be legally bound in accordance with the terms and provisions of the contract. Selection of one or more Proposers for the purpose of entering into preliminary negotiations does not obligate the City to enter into a contract.

Any costs incurred by interested Proposers in preparing responses to the City's Request for Proposals and in carrying out negotiations with the City are the sole responsibility of the Proposer and not the City.

The City reserves the right to request such additional and supplemental information from interested Proposers as the City believes is necessary and appropriate to accomplish the City's objectives.

In addition to the information requested by the City in Section VII, the City also requests completion of the Proposer Questionnaire attached to this Request for Proposals.

The City of Sandusky reserves the right to reject, in whole or in part, any and all proposals where the City in its sole discretion, taking into consideration the results of the evaluation process, has determined that award of a contract would not be in the best interest of the City.

SECTION VI. KEY ELEMENTS OF A PROPOSER'S PROPOSAL CONCERNING QUALIFICATIONS AND EXPERIENCE TO BE FURNISHED TO THE CITY

- (A) An interested Proposer should supply the necessary materials and narrative as is useful to describe the proposed management and operation.
- (B) The City requests that interested Proposers provide information to the City concerning the Proposer, its qualifications and experience, references (including names and telephone numbers), and experience in comparable projects. Information is also requested concerning the Proposer's management team and proposed manager of that team and the principals of the Proposer including background and biographical. The City requests that Proposers responding to this RFP shall also complete the attached Proposer's questionnaire.
- (C) The City requests information from each interested Proposer concerning the Proposer's financial capacity including the most recent financial statements for the Proposer.
- (D) The City will seek to maintain confidentiality among each interested Proposer with respect to the information received from each interested Proposer. As in the case with other Ohio cities, the City is subject to Ohio's Public Records Law. Accordingly each interested Proposer should operate under the assumption that written information provided to the City will be a public record available for inspection upon request by members of the general public.

CITY OF SANDUSKY, OHIO
PROPOSER'S QUESTIONNAIRE

In addition to responding to the requests for information set out in Section IV. of the Request for Proposals, each interested Proposer shall also provide the following specific information with respect to the Proposer, its qualifications and financial responsibility.

1. (A) Name of Proposer:

(B) Address of Proposer:

(C) Name, address and telephone number of contact person:

2. Describe the Proposer's form of business organization (corporation, partnership, etc.):

3. If the Proposer is a subsidiary of or affiliated with any other corporation or business entity, please list each such other business entity by firm name and address, and specify its relationship to the Proposer:

4. Has the Proposer or (if any) its parent or affiliated company been adjudged bankrupt, either voluntary or involuntary, or filed bankruptcy proceedings, within the past ten (10) years?

Yes _____ No _____

If the answer is yes, please provide and attach history and explanatory information.

5. Has any officer, director or principal of the Proposer or of its parent or affiliated company been indicted for or convicted of any felony?

Yes _____ No _____

If the answer is yes, please provide and attach explanatory information, including the charge, place, court, date, and action taken and attach any explanation appropriate.

6. State whether the Proposer or its parent or affiliated company has within the last ten (10) years engaged in litigation concerning a business or management contract.

Yes _____ No _____

If yes, please provide and attach explanatory information.

7. Does any member of the City Commission of the City of Sandusky, or any other officer or employee of the City of Sandusky, have any direct or indirect personal interest in the Proposer, or in its parent or affiliated company?

Yes _____ No _____

If yes, please provide and attach explanatory information.

8. Is any former officer or employee of the City of Sandusky employed by the Proposer or by its parent or affiliated company?

Yes _____ No _____

If yes, please provide information concerning such former officer or employee, date of employment and responsibility within the company.

9. Does the Proposer or its parent or affiliated company owe:

- (a) Any delinquent taxes to the State of Ohio, a State agency, or any political division of the State?

Yes _____ No _____

- (b) Any moneys to the State or any State agency for the administration or enforcement of the environmental laws of the State?

Yes _____ No _____

- (c) Any other moneys to the State, a State agency or any political subdivision of the State that are delinquent?

Yes _____ No _____

(d) Any delinquent taxes for which the Proposer or its property, or its parent or affiliated company or its property, are the subject of any existing tax lien?

Yes _____ No _____

As to any of the above which are answered yes, please provide and attach details and explanatory information to this questionnaire.

10. Has the Proposer or its parent or affiliated company, or any officer, director or principal thereof:

(a) Been indicted for or convicted of or enjoined from any violation of State or Federal securities law?

Yes _____ No _____

(b) Been a party to any consent order or entry with respect to an alleged State or Federal securities law violation?

Yes _____ No _____

As to any of the above which are answered yes, please provide and attach explanatory information to the questionnaire.

CERTIFICATION

The undersigned hereby certifies that the Proposer's Questionnaire and any attached explanatory information is true and correct to the best of my (our) knowledge and belief.

Proposer:

By: _____

Title: _____

Address: _____

City, State: _____

Telephone No.: _____

Fax No.: _____