

**CITY OF SOUTH PORTLAND****REQUEST FOR PROPOSAL****LEASE OF MUNICIPAL PIER AND FLOATS AT KNIGHTVILLE LANDING****I. Introduction.**

- A. Thomas Knight Park, developed on what was the apron of the original “Million Dollar Bridge,” rests in the shadow of the Casco Bay Bridge at the northern edge of the community known as Knightville. The “upper” section of the park at street level has received landscaping and other improvements such as benches, tables, trails, water fountains, and mounted binoculars when the new bridge was built. Operational access on a municipal pier and boat landing in the “lower” section of the park constructed in the summer of 2005 is the subject of this request for proposals.
- B. The City of South Portland received a Boating Infrastructure Grant (BIG) from the U.S. Department of the Interior through the Maine Department of Transportation. With some additional money from the Maine Department of Environmental Protection and Department of Transportation, coupled with the local match and in-kind contributions, the final project was constructed at a cost slightly less than \$500K. The project includes a decked walkway (pier) across the existing historical, granite pier footings from the former “Million Dollar Bridge” out to floats. Amenities include lighting, a sewage pumpout station, electrical service, kayak dock, and water. In addition, the lower section of the park has been designated a “Community Gateway.” Additional lighting, an information kiosk, a flagpole, landscaping and park benches were installed in 2005. The City has completed the first phase of the construction and requested a Community Development Block Grant in 2014 to complete the final phase of additional trail work to provide additional ADA access. A security camera system monitors the site supported by the local law enforcement agencies.

**II. General Information.**

- A. The City anticipates the facility will be operated more as a typical city boat landing and less as a full service marina. The City’s Director of Parks, Recreation, & Waterfront will provide general oversight, management, and coordination of the lease agreement for the operation of Knightville Landing and Thomas Knight Park.
- B. The proposal must follow the requirements of the Grant Agreement between the Municipality of South Portland and the State of Maine Department of Transportation dated December 19, 2001, and any amendments thereto.
- C. The operator will establish an annual fee schedule for recreational programs directly related to boating, sailing, and water safety programs which is competitive with comparable businesses in the area with the intent of making a profit. Fees must be fair and equitable to all users. Any fees collected from this agreement and paid to the City will be used for the

maintenance and operation of the facility by the City. All fees collected for transient recreational boaters access and or any commercial activity not related directly to the operation as outlined in the agreement will be City property.

- D. Mooring space will be available to transient recreational boaters at the same location. Extended stays up to 10 ten days will be allowed, but shorter visits of several hours will be especially advertised and encouraged. Incentives are particularly desired for boaters who come for a short time to take advantage of the various services and amenities in Knightville Mill Creek. The facility is not intended for general commercial purposes. This does not preclude its use as a pickup point for a water taxi or other customer services that do not interfere with the primary purpose of the business sought in this proposal.
- E. The pier and floats may be open without charge to visitors who do not come by a vessel. Unrestricted public access for sightseeing, recreational fishing, kayaking, canoeing, and other authorized purposes during normal hours of operation are expected. Restricted areas can be established to protect property of a tenant with reasonable accommodations.
- F. It is anticipated the facility will be seasonally operated. Floats will be temporarily removed from the facility and stored on land between approximately October 1<sup>st</sup> and April 15 each year.

### **III. Purpose and terms of the Agreement**

- A. The City is interested in entering into a lease agreement with a management company, team, or individual who would assume management responsibilities for operations including staffing, maintenance, and operations of programs directly related to sailing, water safety, and recreational boating within the space allocated to this purpose.
- B. The City will continue to own the pier and real property. The Agreement will be for a minimum of three years with the city having the option to renew for a maximum of five successive one-year terms. Any improvements to the location are subject to the approval by the City and must not interfere with previous commitments of the grants accepted by the municipality to develop the site. Any moorings necessary for operation by the lessee not attached to the City site will need permission from the Harbor Master and Harbor Commission.
- C. The lessee will be expected to maintain customer service as a top priority. Employees must be professional, maintain a neat appearance, and be courteous to boaters and the general public. Good public relations skills are paramount. Staff will be expected to meet and assist their own boats at the floats, collect fees, manage access to the sewage pumpout, and be representatives of the City and guides to the services available in the area as situations arise.
- D. The lessee will maintain a financial system that accounts for all moneys received at time of sale and at any time be prepared to submit accurate records of all transactions annually. Receipts shall be provided to all customers. Procedures and reports must have adequate

internal controls and comply with State, Federal, and City laws and regulations to safeguard City assets.

- E. The lessee will have access to all utilities including power, water, and holding tank pumpout fees as part of their rental if they are available on site with limitations annually.
- F. The lessee will assist the City, maritime groups, and nearby neighborhood and business associations in creating a “User Guide” for participants of their business as recreational boaters. The User Guide will include not only the rules and regulations governing the use of the pier and floats, but also the special considerations that boaters must be aware of due to the proximity of the Casco Bay Bridge, as well as local amenities and services that are available.

#### **IV. Proposals.**

In addition to the other requirements found in the Request for Proposals, all proposals must provide in detail the information requested in paragraphs A through H below. The proposal should be no more than ten pages in length excluding the references in paragraph H, and be presented in the same order as outlined here:

- A. The full extent and scope of the proposed purpose, including an operations plan outlining the intended use of existing facilities as well as any proposed new facility. The operations plan should describe how the bidder will meet the purpose and intent of the agreement as described above, and any other matters deemed appropriate for the overall operations, maintenance, staffing, and management of the facility.
- B. Projected revenues and expenses for the anticipated lease term, including projected expenses for maintenance and upkeep of the facilities and for financing the proposed use related directly to their business. Applicants must also submit appropriate written evidence of their financial capability to operate and maintain the facilities as proposed.
- C. Fees, rentals, and/or commissions anticipated to be paid to the City, including an indication of how these were calculated.
- D. Plans for maintenance and upkeep of both existing and proposed facilities.
- E. Proposals contemplating construction or installation of additional new facilities or utilities must be accompanied by plans. Any proposed improvements of the property or amenities needed to operate by the lessee on site must be approved by the Director of Parks, Recreation, & Waterfront and will not interfere with the intended scenic value of the site or public recreational access.
- F. Ability to comply with all Federal, State, and local laws, rules, and ordinances.
- G. Appropriate written evidence of the experience and/or qualifications for the particular proposal, as well as the capacity to take on the projected work in the proposal is required.

Coast Guard Certification shall be in place at the time of proposal opening. American Sailing Instruction Certification, U. S. Sailing and or equivalent will be given a priority in scoring.

H. Three (3) written references attesting to the experience and/or qualification of the applicants to accomplish their intended use are also desired.

Applicants must agree in their employment practices and provisions of services to the public not to discriminate on the basis of race, religion, creed, color, age, sex, physical or mental handicap, or national origin.

Applicants may be required to make an oral presentation of their written proposals to the Selection Committee and/or the City Council after which the City intends to make its selection and negotiate a final agreement with the successful applicant.

Each proposal shall indicate that the applicant has actually visited the site and is fully aware of all existing conditions at the site. The City makes no representation as to its title to the property.

**A mandatory pre-bid meeting will be held at 10:00 a.m. on Thursday, May 7, 2015 convening in the lower conference room at South Portland Community Center, 21 Nelson Road, South Portland, Maine. A mandatory site inspection will immediately follow at Knightville Landing at Thomas Knight Park and the float storage site at Bug Light Park.**

Bidders are requested to submit two copies of their proposal to the Purchasing Agent, Room 105, 25 Cottage Road, South Portland, Maine 04106 by 2:00 PM, Thursday, May 14, 2015 at which time all proposals will be opened and available for public inspection.

The City of South Portland reserves the right to accept or reject any and all proposals or parts thereof and to make further modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas from a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained within this Request for Proposal.

### **Selection Criteria**

The following criteria will be used to evaluate proposals:

1. Project understanding and project approach – 30%
2. Experience and demonstrated effectiveness with similar projects – 30%
3. Work plan and timetable for completion – 20%
4. Qualifications of assigned personnel to the project – 10%
5. Response to Questions - 10%
6. Price – 0%