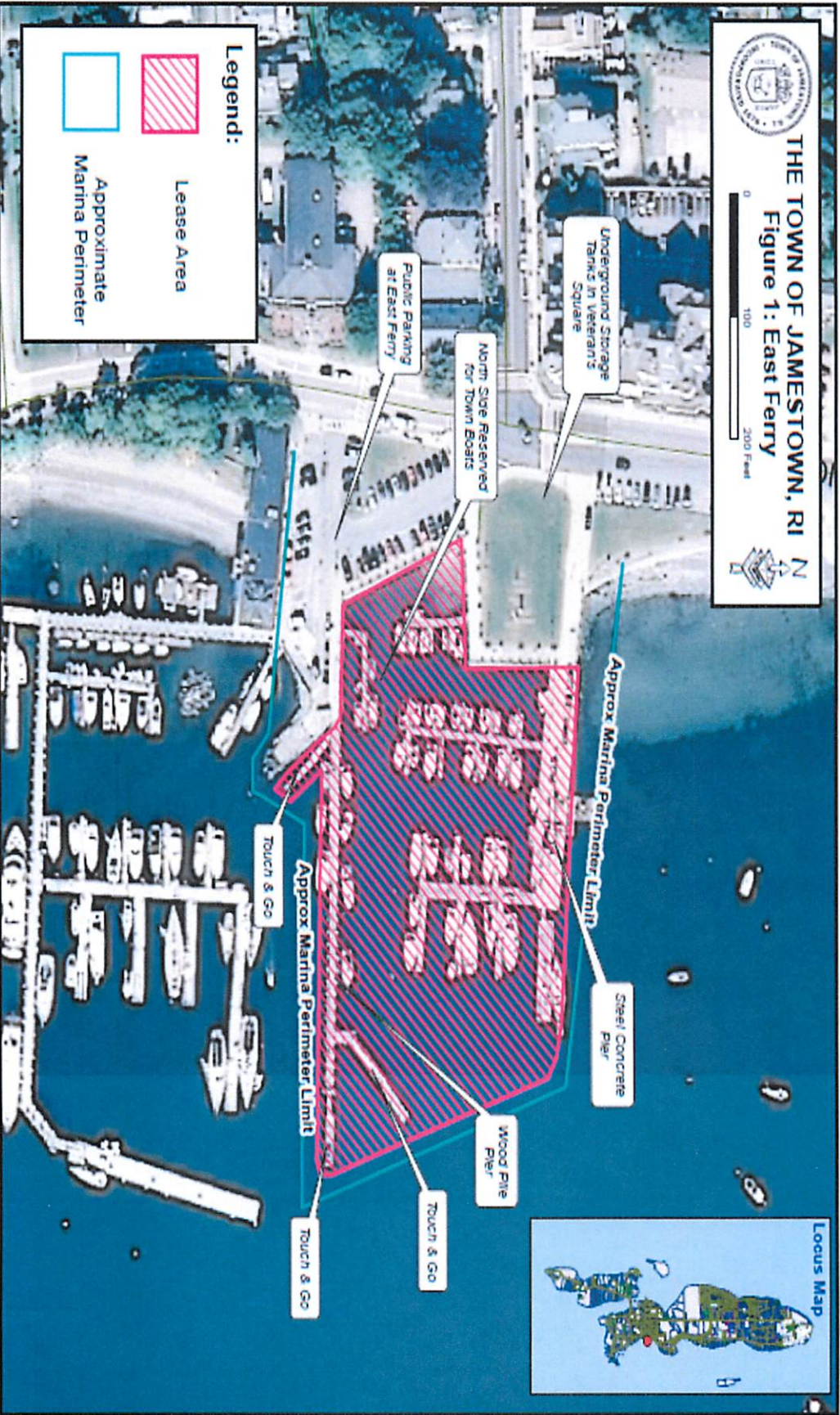


East Ferry Marina – RFP



East Ferry Marina – RFP Review

Purpose of Request

The Goal of this RFP is to award the East Ferry Marina Lease to a qualified marina operator to provide high quality services and products in serving a balance of recreational and commercial users. The Objectives include, maximizing public use and enjoyment of the waterfront, promoting the marina, the Town and its business district, make waterfront improvements that are safe, attractive and of the highest quality, provide a high level of maintenance and customer service, and to generate funds to reinvest in the Towns waterfront.

Introduction

- Jamestown Community
- Proposal Submission Requirements

RFP Format

RFP Timeline and Schedule

- RFP Release – August 14, 2015 via the City of Newport – Online Bidding System
- All bidders must register at: *eprocurement.cityofnewport.com*, you can access the RFP document and any future information or changes to be released by the Town on this RFP.
- Pre-bid Conference (Mandatory) August 19, 2015, 2:00pm in Town Hall Conference Room
- Written Questions Due Anytime Up Until Monday, August 24, 2015 at 12:00pm.
- RFP Submittal Deadline – September 2, 2015 at 2:00 pm
- Town Council Award – (Tentative Date) September 8, 2015, Town Council Meeting, Secondary Date Monday, September 21, 2015, Town Council Meeting.

Questions / Answers

Proposers can submit written questions regarding this RFP, **ONLY** by using the eprocurement online system at: *eprocurement.cityofnewport.com*.

All questions must be received by noon on Monday, August 24, 2015 with responses provided by August 31, 2015 by the Town.

Pre-Bid Conference

- Mandatory pre-bid conference for all Proposers on Wednesday, August 19th at 2:00pm in the Town Hall Conference Room on the 1st floor.

Proposal Submission

Required Format and Content of Proposal

Additional Information

Town Option to Reject All Proposals

General RFP Instructions and Information

- Minimum - Mandatory Requirements to be Evaluated
- Lease Term
- Minimum Recommended Base-Bid

Items Considered by Evaluators

- 1) Experience and Approach to Fulfilling the Lease Requirements
- 2) Business and Organizational Resources
- 3) Quality Control Plan
- 4) Reference Verification
- 5) Price

- **Appendix A:** Steel Pile Pier – Load Evaluation Report 2006
- **Appendix B:** Form: Base 10-year Bid
- **Appendix C:** FY 2015-2016 Rates (Approved by Town Council)
- **Figure 1:** Aerial of East Ferry with Marina Perimeter with Leased Area
- **Figure 2:** Marina Perimeter Plan 1994 – Engineered Plan

Jamestown Boatyard Proposal

Cover Letter

Focuses on East Ferry Area as Integral Part of Community

Welcoming, Comfortable and Attractive Environment

Clem Napolitano, President and Managing Partner, Jamestown Boatyard

Stephen DeVoe, Partner and Treasurer

Executive Summary

Year 1- Lease payment \$65,422.88

Total 10-year base payment \$750,000 with 3% compounded annual escalator

Including (float maintenance, dockage, repairs and capital improvements)

Interest in Revitalizing Steel Pier

Eliminate Heavy Equipment from Pier Encouraging Use by Pedestrians

New Docks, Pilings, and Ramps

No Jobs Lost

Community Involvement

JBV History as the Oldest Boatyard in Jamestown, Established in 1903

JBY Operations Plan

Business Plan: Three Stage Plan

Phase I: - Replace and upgrade all docks, pilings and pedestals in basin;

- Relocate all launching heavy lifting to main yard on Dumpling Drive;

- **Point:** Construction of new dockmaster building, in changing the use of the Pier from a more commercialized pier to one encouraging pedestrian use, with planter and benches similar appearance and feel to Veteran's Square;
- **Point:** Not sell fuel during Phase 1, existing tanks must be removed within 2-years, thus early investment is significant. Willing to discuss as an option of continuity in service is deemed necessary;
- **Point:** Rate consistency in 2016, Town rate influences in future years will impact customers;
Provide competitive rates and consistent quality service;
 - Mechanical Services available, reserve the right to be the exclusive provider of services;
 - Focus on marketing to a customer base from Jamestown and surrounding area;

JBV Operations Plan – continued

Phase I: Continued –

- Launch service available for main JBV location,

- **Point:** No retail sales in Phase 1, with the exception of maintenance items, do not see need with extensive inventories of parts, and chandleries readily available in area.

Phase II:

- **Point:** Focuses on new opportunities and streamlining operation;

- Evaluate customer needs and suggestions

Consider: Launch Service, Wi-Fi, reverse osmosis water dispenser, restrooms, and other amenities.

- Study prevailing issues relating to fuel sales, launch service, monthly meetings with Harbor Master and Harbor Commission to engage on priority issues.

Phase III: Expansion

- **Point:** Raises point of ownership and control of East Ferry mooring field for expansion of leased area and establish increased lease value.

Additional Information:

Employees:

- Dock Master and Asst. on duty at all times;
- Staffing levels to adjust based on demand;
- Administrative functions to be based from 60 Dumpling Drive Site;
- **Point:** Commitment to sustain staffing level, for no loss in jobs.

Parking Plan:

- **Point:** Off-site parking plan based at main yard on 60 Dumpling Drive, shuttle service provided along with Launch service to and from parking area;
 - Bicycle racks conveniently placed at both sites to encourage use , with loaner bicycles available.

Safety and Hurricane Plan:

- Educated and trained staff and built with engineered controls;
- Compliance with OSHA Standards;
- Smoke-free marina;
- Extinguishers located for easy access;
- Hurricane Plan - Early recognition of potential storms, Early precaution, Early Activation, Prioritize personal safety, and Provide for damage assessment and reclamation - during post-event phase.

Conanicut Marine Services Proposal

Cover Letter and Executive Summary

- Focus on Town Marina's Seamless Integration with CMS Services since 1974;
- Recognition of leased area as public access to the bay;
- Town's Marina, support of Boat Maintenance, Chandlery Operations and Employment at nearby boat yard;
- Family History as life-long Jamestowners and involvement in the community.

CMS Approach

Point: Over 40 years has viewed themselves as strong partner with Town in providing professional marine- based services and public access to the bay. Utilizes existing support facilities abutting leased premises to support all East Ferry waterfront operations.

Dockmaster Office Accommodations and Services

- Supporting broad range of hospitality services to the public, customers and guests.

Services

- **Point:** Ferry and ice sales, Complimentary Wi-Fi services, Pump-out boat, Launch service, Yacht Brokerage, Complimentary land shuttle service, Restrooms and Showers, Night security, Fuel system, Hazardous Waste Containment, Recycling.

Scope of Service

- **Point:** Full Service Marina and boatyard servicing power and sailboats, dingy dock service, hauling, storage and launching, mechanical and engine sales and service, full retail store offering marine parts & retail merchandise and fuel dock.
 - 100 wet slips for vessels up to 150'
 - 160 full service moorings of vessels up to 80'
 - 10 acres of boat yard and storage
 - 40,00 sf. of indoor storage and maintenance areas
 - 67 employees and technicians
 - Hauling up to 30 tons
 - 7,000 sf. of retail store , parts, motors and accessories
 - Ferry Service (Jamestown/Newport)

- **Point:** Raises point of need to build redundant facilities at East Ferry or locate elsewhere?

Qualifications

- CMS provided full history of business conducted in community since 1974 and history of permitted work associated with development of East Ferry.
- Full Bio on Bill Munger Founder and General Manager of CMS – Certified Marina Manager 40 Years
- Details on marine-based associations, certifications and RI CRMC Clean Marina designation

Staffing Levels

- 67 employees (33 Jamestown residents)
- **Point:** Change in Operator would require permanent layoff of 2 boat hauler/riggers, 6- fuel attendants, 1-security personnel, 2 – crane operators and 1 marina manager with possible impact on retail clerk positions.

Key Member Qualifications

May Munger: Ferry/Charter Services & Bookkeeper/Office Manager for 27 years

Steve Munger: Oversees waterfront operations – 23 years

Marilyn Munger: Chandlery Operations, boatyard service and purchasing – 16 years

Donna Wood: Chief Financial Officer, Human Resources and Compliance Administrator – 12 years

- **Point:** Long-term staff retention and operational consistency with Jamestown presence.

Proposal Summary

Lease payment \$44,000 in Year 1

Total 10-year base payment \$602,698.16 with compounded escalator ranging from 4% - 10%

Including (float maintenance, dockage, repairs and capital improvements)

Mandatory upgrading of fuel systems and tanks

Proposed improvements to fuel dock, moving gangway and dock 15 ft. north

Install 16 x 100' wave attenuator, providing protection to all boats to the south

Construct 60' of additional access to two existing finger slips

Construct removable gangway and floating docks to the south side of wood pier

Continue using steel pier for commercial and recreational purposes

Maintain staffing levels

Continue broad community involvement

Continue 40 year tradition in offering professional marine-based services

Operations Plan

Staffing Levels

Marketing and Promotional Strategies

Jamestown Resident Preferences

Retail & Parts Sales & Supporting Boatyard parts sales

Dock Services

Boat Launching and Hauling Services

Mechanical Services

Ferry Services

Fuel Services

In-Ground Storage Tanks

Launch Tender Services – and Schedule

Other Services

Plans to Enhance Customer Service

Community Event Support

CMS Internal Plans and Best Management Practices

- CRMC Operation and Maintenance Program
- CMS Spill Prevention Control and Countermeasure Plan
- Contingency Plan
- No-Discharge Compliance Program
- CMS Hurricane Plan
- Fuel Dock Safety Rules and Procedures/Fuel Spill Emergency Response
- Best Management Practices Sheet
- CMS Fire Prevention Plan

Existing Lease - Base Rent (2005 – 2015)

Existing East Ferry Lease

10 - Year Extension (2005 - June 6, 2015)											
	6-Jun									6-Jun	
Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Amount	\$30,000	\$31,000	\$32,000	\$33,000	\$34,000	\$35,000	\$36,000	\$37,000	\$38,000	\$39,000	\$40,000
Escalator	3.33%	3.23%	3.13%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%	2.56%	

RFP Process

	1-yr. Ext. (2015)
	31-Dec
Year	2015
Amount	\$41,000
Escalator	2.50%

RFP - Base 10-Yr. Term Comparison

Base 10-Year Lease Term											
Conanicut Marine Services					Jamestown Boatyard						
Year	Base	Escalator		Total	Year	Base	Escalator		Total		
Base Year 2016	1	\$44,000.00	0.00%	\$0.00	\$44,000.00	Base Year 2016	1	\$65,422.88	0.00%	\$0.00	\$65,422.88
Base Year 2017	2	44,000.00	4.00%	1,760.00	45,760.00	Base Year 2017	2	65,422.88	3.00%	\$1,962.69	67,385.57
Base Year 2018	3	45,760.00	4.75%	2,173.60	47,933.60	Base Year 2018	3	67,385.57	3.00%	2,021.57	69,407.13
Base Year 2019	4	47,933.60	6.75%	3,235.52	51,169.12	Base Year 2019	4	69,407.13	3.00%	2,082.21	71,489.35
Base Year 2020	5	51,169.12	6.75%	3,453.92	54,623.03	Base Year 2020	5	71,489.35	3.00%	2,144.68	73,634.03
Base Year 2021	6	54,623.03	8.75%	4,779.52	59,402.55	Base Year 2021	6	73,634.03	3.00%	2,209.02	75,843.05
Base Year 2022	7	59,402.55	8.75%	5,197.72	64,600.27	Base Year 2022	7	75,843.05	3.00%	2,275.29	78,118.34
Base Year 2023	8	64,600.27	10.00%	6,460.03	71,060.30	Base Year 2023	8	78,118.34	3.00%	2,343.55	80,461.89
Base Year 2024	9	71,060.30	10.00%	7,106.03	78,166.33	Base Year 2024	9	80,461.89	3.00%	2,413.86	82,875.75
Base Year 2025	10	78,166.33	10.00%	7,816.63	85,982.96	Base Year 2025	10	82,875.75	3.00%	2,486.27	85,362.02
Total		\$560,715.20		\$41,982.96	\$602,698.16	Total		\$730,060.86		\$19,939.14	\$750,000.00

Service Cost Estimation

Base 10-Year Lease Term Service Costs							
Conanicut Marine Services				Jamestown Boatyard			
Year	Service	Cost	Total	Year	Service	Cost	Total
Base Year	Dockage	\$8,500.00**	\$8,500.00	Base Year	Dockage	\$8,500.00**	\$8,500.00
2016	Floats	\$10,200.00	\$10,200.00	2016	Floats	\$10,200.00	\$10,200.00
	Storm Prep.	\$8,248.00*	\$8,248.00		Storm Prep.	\$8,248.00*	\$8,248.00
	Maint./CIP	\$8,000.00***	\$8,000.00		Maint./CIP	\$8,000.00***	\$8,000.00
	Pumpout	\$3,000.00	\$3,000.00		Pumpout	\$3,000.00	\$3,000.00
Total		\$37,948.00	\$37,948.00	Total		\$37,948.00	\$37,948.00

* Storm Preparation for floating docks should not be projected as an annual expense. Standard weather cycles would dictate (1-3) occurrences during the 10-year base term. Average annual cost approximately \$12,000 since FY2010-2011.

** Dockage - Harbor Master (\$1,782) and Fire Rescue Boats (\$2,268) Total \$4,050 at 50% rate - Market Rate \$8,100 +

*** Annual repair and maintenance in an amount up to \$3,000 should be anticipated, although an annual investment of \$5,000 in additional capital improvements will be unlikely. This figure represents a specific capital repair that is required, it is unlikely based on present conditions that more than 3-5 such investments of up to \$5,000 in a given year will be required during the Base 10-year term.

Based on costs in the local industry being driven by the same market, costs for services amongst marine-based businesses should be expected to vary by no more than 5% - 10% in a given category.

Service Cost Estimation - revised

Service Cost Estimation - revised										
Conanicut Marine Services					Jamestown Boatyard					
Year	Service	Cost	Adj.	Total		Year	Service	Cost	Adj.	Total
Base Year	Dockage	\$4,500.00	\$0.00	\$4,500.00		Base Year	Dockage	\$4,500.00	\$0.00	\$4,500.00
2016	Floats	\$12,000.00	0.00	\$12,000.00		2016	Floats	\$12,000.00	0.00	\$12,000.00
	Storm Prep.	\$8,248.00*	5,000.00	\$3,248.00			Storm Prep.	\$8,248.00*	5,000.00	\$3,248.00
	Maint./CIP	\$8,000.00**	3,000.00	\$5,000.00			Maint./CIP	\$8,000.00**	3,000.00	\$5,000.00
	Pumpout	\$3,000.00	0.00	\$3,000.00			Pumpout	\$3,000.00	0.00	\$3,000.00
Total		\$35,748.00		\$27,748.00		Total		\$35,748.00		\$27,748.00
Avg. (\$25,000 - \$30,000)						Avg. (\$25,000 - \$30,000)				
<p>* Storm Preparation - Floating Docks: Based on 10-year term, average funding to accommodate four (4) individual incidents requiring the floats to be hauled and relaunched during this term.</p> <p>** Maintenance Repairs and Capital Improvements on the Wood and Steel Pile Piers: \$3,000 annually dedicated to operational repairs \$20,000 over with \$2,000 annually or the duration of the base term lease to address Capital needs, each project less than \$5,000 in value.</p>										