



REQUEST FOR PROPOSALS (RFP)

Marina Operations

Art Keller Marina

Date of Issue: Thursday, June 10, 2021

Proposal Due Date: Tuesday, September 28, 2021 by 2:00 p.m. CST

PROJECT OVERVIEW

The Quincy Park District (District) is soliciting proposals from interested parties ("Lessee") to operate and run Art Keller Marina ("the Marina") located on Quinsippi Island, Quincy, Illinois. Lessee will assume management of the Marina beginning April 1, 2022.

A PRE-PROPOSAL MEETING WILL BE HELD AT 11:00 A.M. ON JUNE 24, 2021 IN THE BOARD ROOM OF THE QUINCY PARK DISTRICT, LOCATED AT 1231 BONANSINGA DR., QUINCY, IL 62301. A SITE VISIT OF THE MARINA WILL TAKE PLACE FOLLOWING THIS MEETING. ALL POTENTIAL LESSEES ARE HIGHLY ENCOURAGED TO ATTEND.

The project area covers approximately 45 acres of water front property. Art Keller Marina has 202 covered slips, of which 109 are occupied, 48 uncovered slips, a private boathouse area, with seven (7) renters, all of the tenants have signed leases with the Quincy Park District.

The Art Keller Marina has eleven (11) boat docks approximately three hundred (300) feet of dock, four thousand seven hundred fifty (4,750) feet of water line, thirty-one (31) electrical pagodas, ninety-six (96) electric meters (number may vary), one (1) sewage pump out station, two (2) bathhouses, one (1) guardhouse, and one (1) gas dock.

The District has had responsibility for the operations of Art Keller Marina since its inception. The District has been providing basic operation, maintenance, and utility services to the tenants at Art Keller Marina.

Utility services include sewer pump-out service, water service, electrical service, and custodial service. The District also provides sewer pump-outs. Historically, District staff also maintained Marina facilities and dock areas in good working order, performing regular and emergency repairs and conducting a full bi-weekly walk through inspection of the entire site. District also maintains liaison staff that can be reached seven (7) days a week. The Business Office provided accounting, billing services and leases. The District Attorney advises on legal matters.

The selected Lessee will be responsible for managing all operations of the Marina. The scope of services is outlined in Section III - Scope of Services. The Lessee must also be available for emergency response work as described in Section III.

The District will provide the guard house at Art Keller Marina for the use of the Lessee, however telephone and Internet services are the responsibility of the Lessee.

Proprietary and/or Confidential Information

Your proposal package is a public document under the Illinois Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under FOIA. If you cannot agree to this standard, please do not submit your proposal and qualifications.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12-point type, in the upper righthand corner of the page. All information not so denoted and identified shall be subject to disclosure by the Quincy Park District.

If the Lessee discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Lessee shall immediately notify the Quincy Park District of such error in writing and request modification or clarification of the document. The Lessee is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived. The Quincy Park District reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select a Lessee that best meets the needs of the Quincy Park District and its employees.

This Request for Proposal is being issued by the Quincy Park District. Direct all questions or request for clarification of this RFP by email or mail to contact information listed above.

Lessees are specifically directed not to contact any other Quincy Park District personnel for meetings, conferences, or technical discussions related to this request unless otherwise stated in this RFP. Failure to adhere to this policy may be grounds for rejection of your proposal.

Lessees ARE CAUTIONED that any statement made by Quincy Park District staff persons that materially change any portion of this RFP shall not be relied upon unless they are subsequently ratified by a formal written amendment to this RFP. Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the RFP may be accessed on the Quincy Park District website. All Lessees should consult the Quincy Park District website, <https://www.quincyparkdistrict.com/>, for updates before submitting bids.

DEADLINE FOR QUESTIONS IS: 2:00 P.M., SEPTEMBER 8, 2021. ANSWERS TO SUBMITTED QUESTIONS WILL BE POSTED ON THE QUINCY PARK DISTRICT WEBSITE BY 4:00 PM ON SEPTEMBER 15, 2021.

The words "Bidder", "Lessee", "Proposer", "Vendor", "Operator", "Contractor", and "Company" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

I. QUALIFICATIONS

The Lessee for this project will be selected on the content of the proposal, the basis of professional qualifications, experience and demonstrated competence. The selection criteria are described further in Section V.

Previous primary marina management will be considered as key criteria for the selection. Higher consideration will be given to the lessee who demonstrates successful past experience in similar roles.

Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations are critical qualities of the successful Lessee.

II. ELIGIBILITY

This request is being sent to individuals and firms that are believed to possess relevant experience. Further, this RFP will be available on the Quincy Park District website for any interested bidders/prospective lessees.

III. SCOPE OF SERVICES

The District envisions a long-term relationship for marina operations with the selected Lessee, with an initial term not less than 5 years. An extension may be agreed upon between the Quincy Park District and the Lessee after the initial 5-year agreement.

The District requests that proposals contain the concept/vision the bidder has for the operation of the marina, beyond just the specific tasks outlined below. That is, a restaurant or upgraded docks/lifts, boat houses, etc.

Task 1 – Marina Operations (All at Lessee's expense)

A. Leasing

- a. Establish and maintain a current and complete database of all tenants and accounts
- b. Ensure all leases and agreements have been properly executed
- c. Collect monthly rent and utility fees from Marina tenants.
- d. Track and follow up on late payments

B. Tenant Services

- a. Sewer Services
 - i. Provide sewer pump-out services to tenants on a regular schedule
- b. Tenant Requests
 - i. Respond to and address any service requests received from tenants
- c. Water Services
 - i. Perform monthly reads of water meters for billing purposes
 - ii. Water will be available April 1 to October 31
- d. Electricity Services
 - i. Perform monthly reads of electricity meters for billing purposes
- e. Safety
 - i. Maintain the safety and security of the marina for tenants and guests
 - ii. Enforce marina operating rules, regulations, and standards

C. On-Site Manager: The Lessee shall provide an on-site manager as part of the Marina operations. The Marina Manager will:

Commented [D1]: Is this also going to be open to others? That is, placed on website for others to submit? If so, I would add a sentence: "Further, this RFP will be available on the Quincy Park District website for any interested bidders/prospective lessees."

Commented [D2]:

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- a. Provide on-site supervision during daylight hours from April 1 through October 31
- b. Attempt in good faith to resolve and settle such complaints, disputes, or problems
- c. Develop and maintain a good relationship with tenants
- d. Manage and coordinate the ordinary and usual business and affairs pertaining to the operation, maintenance, and management of the property seven (7) days a week
- e. Take all responsibilities and obligations, and perform and take all services and actions customarily performed or taken by property managers of properties which are similar in nature, location, and character to District property
- f. Maintain all historical records (paid invoices, leases, inspection reports, etc.)
- g. Understand, abide by and implement the latest local, state and federal legislation that applies to renting and maintaining Marina facilities, including but not limited to environmental regulations pertaining to Marina operations and U.S. waterways.

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Task 2 – Marina Maintenance (All at Lessee's expense)

A. Custodial Services

- a. Clean, stock, and inspect Marina facilities on a daily basis so they are in good working order. Facilities include the bathhouses, guardhouse, dock areas, roadways, and stairs
- b. Maintain outdoor areas by removing trash and debris

B. Docks

- a. Perform minor repairs and general upkeep of docks, slips, and fingers
- b. Perform regular bi-weekly inspections of health and safety conditions of premises
- c. Maintain docks & facilities to meet current safety standards and conditions
- d. The Quincy Park District staff will assist the lessee with cabling the docks during the first flooding event. Thereafter, it will be the responsibility of lessee.

C. Emergency Services

- a. Set in place emergency protocols to provide emergency services at the Marina when requested by tenants and/or the District. Emergency services may include:
 - i. Emergency pumping for boats taking on water

- ii. Towing assistance
- iii. Oil spill containment assistance
- iv. Storm damage assistance---Park District will open all roads, clear all debris and dispose all debris.

D. Repairs

- a. Perform minor repairs to docks, facilities, and general areas to maintain safe upkeep of the Marina
- b. Establish a preventative maintenance policy to identify and deal with repair needs in the Marina

E. Dredging

- a. Lessee is responsible for dredging both entrances and spoil site maintenance (Kesler Park double ramps and ADA ramp not included in the annual dredging of Art Keller Marina)
- b. Must maintain a 4-foot navigational channel within the dredge permit area
- c. Lessee will have access to District's spoil site
- d. Quincy Park District has a ten (10) year transferable dredging permit with the USACE. Lessee must maintain an active permit and comply with all applicable regulations and laws related thereto.

F. Prevailing Wage

- a. All work performed on Park District property is subject to the Illinois Prevailing Wage Laws (820 ILCS 130/ Prevailing Wage Act).

Task 3 – Other Administrative Duties

A. District Liaison

- a. Yearly Marina Report
 - i. Provide a yearly report to the District by the 15th day of each November for the current year regarding all operations of the Marina, including but not limited to the following:
 - o Record of inspections and maintenance performed
 - o Condition of premises (facilities, parking, safety, etc.)
 - o List of current marina renters
 - o Safety and security issues
 - o Tenant/guest complaints or problems and resolutions

B. Analysis of Marina Operations

- a. The District will consult with the Lessee as necessary to provide input, recommendations, and analysis specific to the Marina and the potential upgrades to meet the needs of businesses, visitors, and residents and to fulfil the Board of Commissioner's desire to have a marina that is a regional

- destination for boaters. During the duration of this contract period, the Company will provide the following Marina Advisory Services:
- i. Upon reasonable request and notice, be available to respond to District requests and attend meetings.

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IV. SUBMITTAL REQUIREMENTS

All proposals must be received no later than 2:00 P.M. CST on September 28, 2021. Late submittals will not be considered.

Firms or individuals wishing to respond to this request must supply the information requested in this RFP by the date and time required. All submittals shall be in an 8 ½" x 11" format.

Proposals shall be typed.

- the cover (although narrative on the reverse side of the front cover or front of the back cover will be counted);
- a title page;
- a table of contents and/or index, and
- blank tab pages.

Three copies of all proposals shall be submitted. All three copies shall be packaged in one envelope or container marked: Art Keller Marina RFP

RFP FOR ART KELLER MARINA

MARINA OPERATIONS

Responses must be organized as follows.

Executive Summary

Provide a concise summary of the significant information contained in your proposal. Executive summary paragraphs must correspond to the numbered sections below.

1. Identification of the Company
Provide the legal name of the company, the company's address, email address, telephone number and facsimile number. State the year the firm was established. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed.
2. Marina Manager Resume
Identify the individual proposed as the Marina Manager. Use a format that would be easily comprehensible.

Provide a complete listing of all related work undertaken or completed in the past five

(5) years. The format for these listings must include:

- a. marina name, location and description (describe relevance to this project);
- b. role of the marina manager in the operation;
- c. give the Quincy Park District consent to perform background checks;

3. Management Approach

Provide a thorough explanation of the approach planned for this marina including:

- a. How to manage the tenants, including any internal organizational support;
- b. Type of operation, implementation and execution of business plan;

4. Relevant Experience

- a. Provide background of specific projects, properties, including but not limited to marinas, that your company and/or the marina manager has owned, leased, managed, operated and/or maintained in the last 10 years.
- b. Provide data including size of properties, number of tenants, gross revenues and location.

5. Concept/Vision of Future Operations

The District requests that proposals contain the concept/vision the bidder has for the operation of the marina, beyond just the specific tasks outlined in the scope of services. That is, a restaurant or upgraded docks/lifts, boat houses, etc.

6. Client References

List a minimum of three relevant client references for the company and the proposed marina manager.

7. Insurance

Lessee shall obtain, name the Quincy Park District as an additional insured, and maintain insurance against claims for injuries to persons or damage to property which may arise out of or in connection with services performed by Lessee or Lessee's agents, representatives, employees or subcontractors.

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors with limits indicated below, unless the District approves a lower amount in writing.

- A. Commercial General/Pollution Liability Insurance with limits not less than \$2,000,000 per occurrence. If the submitted policies contain aggregate limits, such limits will apply separately to the project or location that are the subject of this Agreement or the aggregate will be twice the required per occurrence limit. The policy shall include coverage for bodily injury, property damage and clean-up costs arising from pollution. The Commercial General Liability insurance policy shall be endorsed to name the District, its officers, agents, employees and volunteers as additional insureds and to state that the insurance will be primary and not contribute with any insurance or self- insurance maintained by

the District.

- B. Workers' Compensation Insurance as required by Illinois Law and Employer's Liability insurance with limits not less than \$1,000,000 per accident for bodily injury or disease. The workers' compensation insurance shall contain an endorsement stating the insurer waives any right of subrogation against the District, its elected and appointed officials, employees and volunteers. For employees performing work on the docks and/or water, the workers' compensation policy shall be endorsed to include coverage as required under the U.S. Longshore and Harbor Worker's Compensation Act and the employer's liability policy shall be endorsed to include coverage under the Jones Act.
- C. Marina Operators Legal Liability with limits of not less than \$1,000,000.
- D. Umbrella Liability with limits of not less than \$3,000,000.

The District reserves the right to reject any and all proposals received as a result of this request.

Please submit your three copies of proposals by 2:00 P.M. CST on September 28, 2021 to:

**Rome Frericks
Quincy Park District
1231 Bonasing Drive
Quincy, Illinois 62301**

V. SELECTION CRITERIA

The successful Lessee will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

1. Experience, qualifications and previous performance record;
2. Proven ability to identify and resolve tenant issues and situations;
3. Proven ability to communicate effectively with the tenants, Park District staff and the public;
4. Record of solid management practices.

VI. SELECTION PROCEDURE

All responses to this RFP that meet the submittal requirements will be evaluated by District Staff and the Board of Commissioners.

Subsequent to selection by the District's Staff, a final fee and scope of work will be negotiated with the Contractor and presented to the District for approval.

VII. SCHEDULE

Release RFP: **June 10, 2021**

Proposal Due: **September 28, 2021 by 2:00 PM CST**

VIII. Park District Contact

The sole point of contact for this RFP is:

Rome Frericks
Executive Director
Quincy Park District
1231 Bonansinga Dr.
Quincy Il 62301
(217) 223-7703
rfrericks@quincyparkdistrict.com