



REQUEST FOR PROPOSALS (RFP)

Village of Spring Lake Marina Management Services

Issued by The Village of Spring Lake, Michigan
Ms. Christine Burns, Village Manager
102 W. Savidge St.
Spring Lake, Michigan 49456
616-842-1393
christine@springlakevillage.org

Date of Issue: **February 17, 2020**

Proposal Due Date: **May 1, 2020**

PROJECT OVERVIEW

The Village of Spring Lake, Michigan (“Village”) is soliciting proposals from qualified marina management firms (“Contractor”) to provide marina management services at two Village-owned waterfront parks with boat slips and a boat launch as detailed below **for the 2021 season**. The selected Contractor will assume management of the Marina upon the successful negotiation of a lease with the Village.

A. Millpoint Park –

Millpoint Park is located on the Grand River, at the foot of School Street (South of Exchange Street). The dock area has 11 slips in use (5 seasonal, 6 transient) with no electricity or potable water supplied. The slips have been available for use on a daily (no fee) basis and a seasonal (\$900) basis. There is a boat launch at this location that has served the public with a ‘honor-system’ launch-fee in use. There are a limited number of vehicle parking spaces in the park that can be used for marina operations. The park has permanent restroom facilities, but does not have shower facilities. As the park is located in a floodplain (and due to high water levels), the parking lot, boat launch and docks are currently unusable at this time.

B. Tanglefoot Park –

Tanglefoot Park is located on the Grand River at the foot of South Park Street (South of Exchange Street). The dock area has 12 slips in use with no electricity or potable water supplied. These are rented out on a seasonal basis (\$1,250/year). The park has been used as a recreational vehicle park in the summer months, however, this use terminated in 2019. The park is currently being redesigned by the Village. The existing restroom facility is to be removed as it is obsolete. At the present time, there is very limited vehicle parking and no spaces are reserved for marina operations. The selected contractor may be able to provide input toward the redevelopment of the park with improvements to the marina area.

The Village has been responsible for the operation of both marinas since they were created at least fifty years ago. Village staff maintains the marina facilities and dock areas in good working order, performing regular and emergency repairs. Additional Village Departments also assist with Marina operations. The Finance Department provides accounting and billing services and the Community Development Department manages leases. The Village Attorney advises on legal matters. The Village Manager’s office handles communications with the Village Council on marina related matters.

The selected Contractor will be responsible for managing all operations of the Marina as outlined in Section III - Scope of Services.

The Village is open to discussing plans to improve and possibly expand the marina operations at both locations with the selected contractor. At this time, no determinations have been made regarding private-public financial expenditures to provide improvements at the two parks. The primary goal for the Village is to provide a top-notch water access for boaters to be able to access the Grand River and have boaters be able to take advantage of the retail and social opportunities in Downtown Spring Lake. The Village plans to work with the selected contractor to determine financial arrangements for improvements and possible expansion of the facilities including the procurement of available grants for such improvements.

I. QUALIFICATIONS

The Contractor for this project will be selected on 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. Consideration will be given only to those contractors who can clearly demonstrate 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 Contractor.

II. ELIGIBILITY

This request is being sent to individuals and firms that are believed to possess relevant experience.

III. SCOPE OF SERVICES

The Village envisions a long-term contract for Marina Management Services with the selected Contractor, with a term not less than five (5) years. The lease will provide the contractor with the means do perform the following:

- A. Leasing - Lease the slips at both parks on a seasonal and daily basis as needed. Provide a simple and effective manner for the collection of launch fees at the Mill Point facility.
- B. Tenant Services – Provide services to marina users as needed to insure they have a positive experience while using the facilities.

- C. Marina Maintenance – Provide custodial services, dock maintenance and repairs as necessary to keep the marinas in top-notch condition.
- D. Communications with Village Staff – Provide an annual report to the Village Council detailing the operation of the marina for the previous season. The report would include discussion of the occupancy rate of the marinas, issues that were encountered (and their disposition), minor and major repairs needed at the marinas and any other item of note for the year. The contractor shall also communicate any immediate maintenance concerns requiring action by Village staff.

IV. SUBMITTAL REQUIREMENTS

All proposals are to be received no later than 2 p.m. on May 1, 2020.

Late submittals will only be accepted if an extension is requested and approved at least 24 hours in advance of the closing date.

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.

Three paper copies of all proposals shall be submitted along with one electronic copy. Proposals shall be packaged in one envelope or container marked:

RFP FOR MARINA MANAGEMENT SERVICES VILLAGE OF SPRING LAKE

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 Firm

Provide the legal name of the firm, the firm's address, telephone number and email address. 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. 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. How to coordinate with Village government for timely updates and responses to events beyond Contractor's control as well as events requiring the Village's collaboration.

3. Insurance

- a. Contractor shall obtain and maintain insurance with limits not less than \$1,000,000 against claims for injuries to persons or damage to property which may arise out of or in connection with services performed by Contractor or Contractor's agents, representatives, employees or subcontractors. The Village of Spring Lake shall be named as an additional insured on the policy.
- b. Contractor shall maintain Workers' Compensation Insurance as required by Michigan Law.

4. Lease Proposal

The Contractor shall submit a fee proposal that includes all details of a proposed lease with the Village for the use and operation of the marina facilities of the Village-owned properties noted in this RFP. The proposal should contain the following:

1. Monthly rent paid by the Contractor.
2. Items and actions (with the expected costs) for improvements required prior to the lease being executed.
3. Future improvements proposed that may require the Village to obtain grants.
4. Improvements provided by the Contractor during the term of the lease.

Please submit your proposals by 2:00 P.M. on May 1, 2020 to:

**Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49456**

V. SELECTION CRITERIA

The successful Contractor 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, Village 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 Village Staff.

Subsequent to selection by the Village Staff, a final scope of work and lease agreement will be negotiated with the Contractor and presented to the Village Council for approval.

The Village reserves the right to accept or reject any/all proposals.

VII. SCHEDULE

Release RFP: **February 17, 2020**

Proposal Due: **2:00 PM on May 1, 2020**

Contract Approval by Village Council: **May 18, 2020 (tentatively)**

VIII. Village Contact

The sole point of contact for this RFP is:

Ms. Christine Burns, Village Manager
102 W. Savidge St.
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