



REQUEST FOR PROPOSALS

SMALL BOAT CONCESSION

EAGLE HARBOR WATERFRONT PARK DOCK

Submittal Location:

Tami Allen, Harbormaster
Bainbridge Island Police Department
625 Winslow Way E.
Bainbridge Island, WA 98110
(206)780-3733
tallen@bainbridgewa.gov

Closing Date and Time:

The submittal must be submitted electronically by
4:00 pm PST on Friday, March 2, 2018.

Objective:

The City of Bainbridge Island is seeking proposals from qualified concessionaires to provide small boat rental services to the public from the new City Dock at Eagle Harbor Waterfront Park. The park is located at 301 NE Shannon Drive, Bainbridge Island, WA 98110. The City's goal is to enter into a one (1) year lease agreement with the option to renew for an additional two (2) years.

Description:

Float: The new City Dock will include an uncovered, grated float that is 20' by 48' and is attached to the main dock. The float will host a small boat rental concession and the City-owned police boats. The concessionaire will have full use of a 12' x 48' section of the float to store hand launch vessels. The float is gated and can be secured outside of business hours. Associated equipment such as paddles and personal floatation devices may be stored in lockers in the park. The City will provide fresh water and power to the float. Due to the float's size constraints, administrative aspects of the rental operation, such as taking reservations and payments, will need to be handled remotely or off-site. There is no office available on the float or protection from the elements.

Parking: Parking is not available for the operation of this concession. Proposals should identify the availability of off-site legal parking. Staff parking, boat-trailer parking, and customer parking is not included as part of the concession agreement. Boat-trailer concession vehicles must unload and park off-site. Staff will need to park off-site and walk or bike to the park. Customers will need to park off-site and walk, bike, or otherwise be transported to the park.

Equipment: The concessionaire will provide all equipment associated with the operation of the small boat rental service. The proposal shall include inventory with specific information as to the type, size, and quality of the rental equipment. The concessionaire can set up a shade/rain tent in a 10' by 20' location at the entrance to the park. The concessionaire may also secure lifejackets and paddles in a locker or storage container located at that 10' by 20' location, provided that the City approves of the size, shape, and nature of the locker or storage container. There is an electrical outlet at the entrance to the park.

Signage: To the extent allowed by the City's sign regulations, signage and advertising is allowed on one sandwich board in or near Waterfront Park, near the entrance to the City Dock, or at some other location within the City.

Operations: The purpose of the small boat concession is to facilitate a public amenity for residents and visitors to the City Dock and Waterfront Park. The proposal shall include detailed information on the concessionaire's planned hours of operation and planned seasonal schedule.

Rent: The concessionaire shall pay the City \$2,500 per year in rent and for utilities. This amount shall be paid quarterly in equal installments.

Insurance: The concessionaire shall maintain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The City shall be named as an additional insured on the concessionaire's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written on all risk basis. Property insurance shall be written covering the full value of the City's property and improvements with no coinsurance provisions.

Selection Criteria:

The City of Bainbridge Island will select the operation that can serve the best interests of the public. The selection criteria will be based on the following factors within the proposal:

1. Operating Schedule (extent of seasonal availability, weekly hours, daily schedule, etc.)
2. Description of Services to Be Offered, Available Equipment (type and number of boats and other equipment to be available), and Concessionaire and Staff Experience
3. Feasibility of Operations Using Off-Site Parking Only
4. Demonstrated Capacity to Comply with License Requirements
5. Demonstrated Capacity to Comply with Insurance Requirements

Instructions to Reply to this RFP:

To reply to this RFP, please submit electronically a complete copy of a proposal of no more than five (5) pages stating:

1. **Name and contact information.** Provide the name of the individual or entity submitting a proposal as well as the current contact information of such individual or entity.

2. **Operating Schedule.** Outline the proposed dates of operation, days of operation, and hours of operation.
3. **Description of Services.** Describe the proposed services that will be provided to the public, the equipment that will be available for use, and staff expertise. In addition, describe the extent to which you will use the City's boat ramp when providing the proposed services or moving equipment.
4. **Parking.** Describe off-site parking, if any, that will be available for the operation of the concession.
5. **License.** Describe your capacity to obtain all licenses necessary to do business on Bainbridge Island and perform the proposed services.
6. **Insurance.** Describe your ability to obtain and maintain the minimum insurance levels outlined above.

As stated in the first part of this RFP, all materials shall be submitted electronically to:

Tami Allen, Harbormaster
(206)780-3733
tallen@bainbridgewa.gov

ALL APPLICATION MATERIALS MUST BE SUBMITTED BY 4:00 PM PST ON FRIDAY, MARCH 2, 2018.

Timeline:

- Request for proposals accepted until 4:00 pm PST on Friday, March 2, 2018.
- Evaluations complete by March 7, 2018
- Recreation and Conservation Office approval and Concession Agreement complete by March 31, 2018.

