



# CHARLEVOIX

## Request for Proposal Commercial Dock at the Charlevoix City Marina

The City of Charlevoix is happy to be accepting sealed proposals to lease a commercial dock space in the Charlevoix City Marina for up to five-year period. There will be one commercial slip available. All proposals must be from a commercial charter service and are required to use the dock space for commercial purposes at least seventy-five (75) days per year. The City of Charlevoix is looking for creative charter services to attract and cater to City of Charlevoix residents as well as the tourist industry.

The City will receive sealed proposals in the office of the City Clerk, 210 State Street, Charlevoix, Michigan 49720. Proposals must be received by 12:00 pm on Tuesday February 20th. All proposals shall be marked “**Charlevoix Commercial Boat Slip**” on the outside of the envelope. E-mailed or faxed proposals will not be accepted.

The complete RFP may be obtained Recreation Director or viewed on the City’s website at [www.charlevoixmi.gov](http://www.charlevoixmi.gov). Small businesses and minority-owned businesses are specifically invited to submit proposals.

The City of Charlevoix reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City’s needs.

Kent Knorr, Recreation Director

## Request for Proposal Commercial Dock

### **PURPOSE**

The City of Charlevoix (“City”) is accepting proposals for the use of a commercial dock space in the Charlevoix City Marina. Charlevoix has one (1) commercial slip available. The awarded lease will be for a period up to five (5) years. The lease period will begin May 1, 2024. Each proposal must clearly identify the intended use and the amount of space needed for operations. The proposal shall be for seasonal full-time service (i.e., May through September), for commercial tourism and charter operations to be based out of Charlevoix and available for daily cruises/charters out of Round Lake.

### **SUBMITAL DEADLINE**

Deadline for submittal of proposals is 12:00 pm on February 20, 2024. Proposals should be submitted to the Charlevoix City Clerk, 210 State Street, Charlevoix, Michigan 49720. All proposals shall be marked “**Charlevoix Commercial Boat Slip**” on the outside of the envelope. E-mailed or faxed proposals will not be accepted.

### **RFP REQUIREMENTS**

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The applicant must provide information regarding vessel name, type of boat, and size.
- The applicant must provide references and additional materials required by the RFP instructions.
- If a second boat is docked at the slip, an additional fee will be charged.
- The commercial operation shall be open and dock space used at least seventy-five (75) days a year.
- The commercial operation shall not affect the boating public’s use of the facility.

- The expansion of a viable commercial operation is important to the City of Charlevoix. The commercial operation will be responsible for tracking and reporting monthly attendance and usage numbers to the City. This simple report must include the number of excursions and the number of passengers/clients.
- If clarification is required, submit questions by e-mail to Kent Knorr, Recreation Director at [Kentk@charlevoixmi.gov](mailto:Kentk@charlevoixmi.gov) prior to the due date. Please allow two business days for responses. Questions submitted after 5:00 P.M. February 15, 2024 will not be answered.

## **SITE INFORMATION**

Consistently recognized as one of the most popular and desirable marinas in the state of Michigan, The City of Charlevoix is excited to develop a business agreement with a charter boat service that intends to benefit and attract tourist to the City and the Marina. Pleasantly located on Round Lake, the Marina is situated strategically between Lake Michigan and Lake Charlevoix.

The dock is in the Charlevoix City Marina, 100 East Clinton Street. The dock location will be designated by the City.

Power and water are available.

All applicants are encouraged to visit the site prior to submitting a proposal.

The ticket kiosk is NOT included as part of the commercial dock lease.

Commercial operations shall not affect the boating public's use of the facility.

## **REQUIREMENTS FROM LESSEE**

If your proposal is accepted, the following will be due upon issuance of boat lease.

Insurance – Lessee shall maintain a public liability insurance which list the City of Charlevoix as an additional named insured. Lessee's policy of insurance must be for one million dollars (\$1,000,000) for personal injury or death and one million dollars (\$1,000,000) for property damage. Successful lessee will be required to provide a Certificate of Insurance on or before execution of the lease.

Compliance with law/licenses - All activities authorized under this lease shall be conducted in compliance with all applicable federal, state and local laws, regulations, and orders of governmental authorities having jurisdiction of all applicable licenses and permits. A U. S. Coast Guard inspection certificate required.

The Lessee must comply with the State of Michigan requirements for charter boat operations.

All signage shall adhere to the City of Charlevoix's City Code and zoning regulations.

The lease does not convey any interest in the property. The lease authorizes the use of the property by the Lessee only for the authorized activities, dockage of a commercial vessel, and is subject to the conditions set forth by the City of Charlevoix. Commercial operations shall not affect the boating public's use of the facility.

The Lessee is responsible for properly securing their vessel.

The City of Charlevoix is not responsible for loss, damage, theft, or pilferage.

The Lessee shall be liable for damage to any City-owned property resulting from this commercial service. Damages resulting from the commercial service shall be repaired or replaced by the Lessee at his expense and to the satisfaction of the City of Charlevoix. The Lessee shall advise the City, in writing, of any additional repairs needed to the City Marina.

Lessee shall also be responsible for welding any necessary cleats and/or bollards on the docks, after obtaining prior written approval by the City, for the installation of these items.

Violation of lease conditions will result in lease cancellation and may disqualify the Lessee from receiving a permit or lease from the City of Charlevoix for five years. Should circumstances warrant, the lease may be modified or suspended in writing by the City of Charlevoix to protect resources, health safety and the environment, or if the City Manager determines it is in the best interest of the City to do so.

Lessee will be required to provide a monthly and annual record report of the number of passengers utilizing the charter services.

## **PROPOSAL EVALUATION**

The City will review the proposals and the qualifications as submitted in the RFP

process. The City will determine the qualified applicants, conduct interviews as necessary, and make a final presentation to the Charlevoix City Council regarding the award.

## **PROPOSALS**

Proposals should be prepared providing straightforward, concise descriptions of the applicants' capabilities to satisfy the requirements of the request.

Applicants must designate and establish one vessel to moor at an agreed upon space at the Marina. The applicant will not moor another vessel in the same dock space designated for any amount of time unless that vessel is a for short term replacement being used to provide a commercial charter service in place of the designated vessel. Please provide the name of the vessel to be designated and the details of the boat (size, make of vessel, any historical significance, etc.).

Tenant improvement -- List all desired improvements in the RFP; include items such as storage lockers, seating, power, water, security, point of ticket sale, etc. It is to be understood that any modifications or improvements desired by the Lessee shall be installed at the sole expense of the Lessee and require advance written approval from the City of Charlevoix. All improvements shall become the property of the City of Charlevoix upon completion of installation, provided that the Lessee shall be entitled to utilize the modifications and improvements in accordance with this Lease while this Lease is in effect. Any improvements that are deemed a liability for the City upon completion of a lease will be required to be removed at the term of the Lease.

The City will evaluate and consider all proposals submitted.

## **EVALUATION**

The following criteria should be addressed in all proposals:

Tourism: Charlevoix is a destination place for both locals and tourists to visit for a day, a week, or more. Please provide information regarding services you plan to offer and how your business will bring new visitors to Charlevoix.

Community: It is understood that any tour boat company operating out of the Marina is a for-profit business. But, like any business in Charlevoix, they are part of the community. Please list all community contributions and/or partnerships that your company has been able to offer service groups, associations, agencies or likewise.

Accident and safety procedures. Given the situation and potential hazards on the water, it is highly possible that docking accidents may happen. Please provide your accident and safety procedures. In the event of an accident, please describe how damages caused by your vessel to the dock will be handled.

- The dock is a public dock; the City will be responsible for routine maintenance and repairs of the dock. The dock must always remain accessible to the public and other vessels that utilize the adjacent unassigned space.
- If the commercial operation is proposing to rent out a boat, customers are to be provided safety information and training on the operation of the boat.

Business experience: How long has this organization been in business; descriptions of businesses, numbers of employees. Please list at least three (3) references to support, document or verify your performance in providing vessel services and/or operating a business. Include name, business name, address, phone number, fax number and nature of your relationship.

- Client references. Provide information about similar clients for whom you currently provide commercial boat services.
- Business or financial references. Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

Compensation: The City of Charlevoix views the commercial dock as a partnership; the compensation the City receives from the commercial boat company is important, but it is only a part of the whole package. Please detail the moorage fees to be paid to the City; this shall be a minimum of \$160.00 per foot of vessel for the season. Proposed compensation may include creative revenue shares with the City such as a per passenger payment to the City if desired.

Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Michigan State sales tax and any other applicable governmental charges.

## **SELECTION**

Charlevoix City Council will review all submitted proposals and upon completion of proposal reviews and any subsequent interviews, the successfully selected proposal will be required to sign contracts, submit business licenses and insurance requirements.

The successful proposal will be expected to abide by all City of Charlevoix Ordinances, Park rules, business license requirements, Public Health food service requirements and Michigan State Liquor Control Board requirements and US Coast Guard rules and regulations.

The successful Lessee understands and agrees that the City of Charlevoix will only grant space by the lease. A lease will not be a contract, it will only confer permission to occupy and use the premises for described purposes. A successful lease's expenditure of capital and/or labor during use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and/or expenditure of money thereon. The City will only grant successful lessees an individual, revocable, and non-transferable privilege to use the premises for the concession granted.

The City of Charlevoix reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the City of Charlevoix.



## Commercial Dock Proposal Form

Company Name	
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Mailing Address	
City, State, Zip	
Code	

Contact Person	
Phone Number	
Email Address	

Name of Vessel	
Type of Boat	
Length of Boat	
Width of Boat	
Draft of Boat	



**Additional information to be included:**

*Overview*

- Provide information on the proposed commercial services including type of vessel and specific opportunities offered to clients.
- Will your business be competing with any existing Charlevoix businesses? If so, please explain.

*Tourism*

- Provide information on what services you plan to offer and how your business aligns with promoting tourism.
- Proposed operation dates and daily schedule
- Provide marketing and promotional materials.

*Community*

- List community contributions and/or partnerships that you will be offering.

*Business Experience*

- Submit materials on the company's business activities for the past three (3) years. (i.e., number of passengers, types of cruises, brochures, etc.)
- Outline of business experience and provide three (3) business references and client references.

*Accident and safety procedures*

- Include examples of accident and safety procedures.
- Outline of staff training.
- Copy of US Coast Guard Inspection Certificate.
- Proof of Insurance or ability to obtain required insurance.

*Proposed compensation to the City*

- Detailed Information on proposed fee payment schedule.
- Provide a list of desired tenant improvements (i.e., storage lockers, seating, security, etc.). All improvements will need the prior written consent of the City of Charlevoix and will be completed at the expense of the lessee.
- Include additional information pertinent information about your business.