

**COMMERCIAL DEVELOPMENT OPPORTUNITY
RECREATIONAL BOAT STORAGE FACILITY
AT RIVER PARK
REQUEST FOR PROPOSALS**

MARCH 2015

DEADLINE: JUNE 9, 2015



RECREATIONAL BOAT STORAGE FACILITY AT RIVER PARK REQUEST FOR PROPOSALS

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1.0 REQUEST FOR PROPOSALS PUBLICATION

To be published in the Sun Herald on Monday, March 9, 2015.

Request for Proposals Commercial Development Opportunity City of Pascagoula

The City is soliciting proposals for the design, development, construction and subsequent operation of a public boat storage facility at River Park. Respondents are invited to submit proposals for this opportunity in accordance with the terms, conditions and proposal response format as specified in this Request for Proposals (RFP).

Proposals for this project will be rated according to the following criteria:

1. **SCALE AND SCOPE:** How the proposal will benefit the Park and visitors; the quality and fit of the proposed facility within River Park
2. **CAPITAL INVESTMENT:** Size of the capital investment; project feasibility; project timeline
3. **OPERATIONAL PLAN:** Sustainable successful business model
4. **FINANCIAL STABILITY:** Financing options and credit history
5. **RELEVANT EXPERIENCE:** Respondent's business experience and reputation

All proposals will be rated on the following system to determine the best offer. Description and maximum points: Scale and Scope - 25; Capital Investment - 25; Operational Plan - 20; Financial Stability - 20; Relevant Experience - 10; Total: 100 Points.

For full details including scope of work and proposal content requirements, please visit www.cityofpascagoula.com/current-bids for the full RFP.

All proposals shall be submitted in a sealed envelope labeled with "Boat Storage Facility RFP – River Park". Proposals may be submitted by mail to the City of Pascagoula Attn: Jen Dearman, Community and Economic Development Director at P.O. Drawer 908, Pascagoula, Mississippi 39568. Proposals may be hand-delivered to Jen Dearman at 630 Delmas Avenue, Pascagoula, Mississippi 39567. **Proposals must be submitted no later than Tuesday, June 9, 2015 at 4PM**, after which time they will be opened by the Selection Committee.

Questions pertaining to the RFP should be directed to Jen Dearman, Community and Economic Development Director by email at jdearman@cityofpascagoula.com.

2.0 INTRODUCTION

The City of Pascagoula (City) is responsible for managing River Park located on Lowry Island in Pascagoula, MS. While the City provides basic services in Pascagoula, the private sector is encouraged to deliver a variety of visitor services within the parks system. Maintaining and expanding collaboration between public and private sector interests is fundamental to the future of visitor services in the City.

The City is soliciting proposals for the design, development, construction and subsequent operation of a public boat storage facility at River Park. Respondents are invited to submit proposals for this opportunity in accordance with the terms, conditions and proposal response format as specified in this RFP.

3.0 PROJECT SUMMARY

The City is interested in working with a qualified Respondent to design, develop, construct and operate a storage facility where users can store boats and trailers at River Park and is seeking proposals for this opportunity. With the recent renovations at River Park, a potential development location has been identified that would accommodate a public boat storage facility. The site is prime for development with amenities including a bulkhead, fueling station, and concrete wharf. Architecture and scope of the development must respect the natural area of the Park and the current design of the Park.

It is anticipated that construction of the project would begin in the summer of 2015. Timely completion of the storage facility is expected.

The successful Respondent will be required to enter into a Development and Operations Agreement with the City that outlines the terms and conditions for constructing and operating the facility. The Respondent will also be required to enter into a State Tidelands Sub-lease for the portion of Lowry Island needed for the development.

On site viewing of the proposed development location may be arranged by contacting Jen Dearman at 228-938-6651.

This proposal will close at 2:00 p.m. June 9, 2015.

4.0 BACKGROUND INFORMATION

City of Pascagoula parks are managed for the enjoyment of all park visitors. Park lands designated for this development opportunity will remain publicly owned. Facilities developed for the boat storage facility opportunity will be owned by the Respondent.

River Park is a four-season park located in northwest Pascagoula, on the west bank of the Pascagoula River, just north of US 90. The Park consists of a boat launch, parking areas, boardwalk, Scranton Museum, concrete wharf, fueling station and other amenities. The Park's core area is developed on the Pascagoula River.

5.0 OPERATING AND DEVELOPMENT DETAILS/REQUIREMENTS:

5.1 General

- The project will include the development and operation of the boat storage facility, lighting, utility and landscaping requirements;
- The compound will provide secure storage for users;
- User fees will be set by the Respondent;
- The specific leased area will be mapped and described in the sub-lease;
- Designs should reflect the natural environment, terrain, vegetation and any special features in the area;

The following terms and conditions will apply:

- The terms and conditions for constructing facilities on park land will be outlined in an agreement with the City.
- The Respondent will be responsible for the operation and maintenance of all facilities

following construction.

5.2 Location

The City has identified a location in the north section of River Park for the boat storage facility development. The general proposed development area is identified as Site A on the attached Appendix A and is briefly described below:

- The area is on the east side of Clark St. in Pascagoula, MS
- It is located directly on the Pascagoula River.
- The site is clear and graded accordingly. A bulkhead, fueling station and concrete wharf have been installed to support the development.

5.3 Development Requirements

The following is a list of some of the approvals and permits that shall be required for development.

Construction must meet the latest edition and revisions of the following:

- International Building Code
- Americans with Disabilities Act

Further permits and approvals may be required that are not listed here and are outside the authority of City. All permitting and approval requirements may be understood by consulting applicable local, state and federal agencies and regulations.

The City has conducted a full review of the impact of a storage facility on the natural and cultural resources at the location identified. All environmental permitting has been secured. The City has preliminarily determined that development at this location is appropriate.

5.4 Important City Policies

The following are some important policies that are relevant to the development and operation of commercial facilities within Pascagoula parks:

- Public access to the facilities is free.
- The Respondent will be responsible for all repairs and maintenance within the lease boundary. The facility and adjacent grounds shall be maintained at an acceptable level with regard to garbage disposal, cleanliness and maintenance. The City will not have any repair or maintenance responsibilities for the boat storage facility.
- Exterior storage space requirements (for example – garbage, empty bottles, etc.) must include provision for visual screening.
- Security within the facility and leased land will be the responsibility of the successful Respondent.
- Utility rates will be charged by the City for any services provided by the City.
- All costs of development will be the responsibility of the developer, including infrastructure related costs. City general policy with respect to new development in parks is that the private sector is responsible for the cost of infrastructure related to their projects. The City may also assist in infrastructure development. To date, the City has installed a bulkhead, fueling station, and concrete wharf in anticipation of this development.

5.5 Site Services within River Park

While requirements for services for this type of facility are likely limited, the following describes

what is available.

Potable Water Supply

There is a potable water line along Clark St. The supply will be year round and metered for billing to the Respondent.

Electrical Service

Power service exists at the site. The Respondent will be responsible for working with Mississippi Power to ensure there is an adequate supply of power available to meet the needs of the property.

The Respondent must ensure that the electrical service and distribution system meets the requirements of the City. The source of the power and all related electrical distribution systems shall be designed by a professional electrical engineer registered in Mississippi.

The proposed system is subject to City approval. This system shall provide adequate site lighting for walkways and building access.

Solid Waste Disposal

River Park does not have an in-park landfill. Solid waste is currently hauled to private landfills. Respondents will be responsible for their own waste removal.

Roads

Access to the boat storage facility will be from Clark Street. Maintenance of the access road will be the responsibility of the City.

5.6 Development and Lease Agreements

The details of the project will be finalized in a Development and Operations to be entered into prior to construction. The Agreement will bind both parties during the period following signing of the Agreement up to construction completion and beyond. The Sub-lease Agreement with the Secretary of State, must be executed prior to construction and may contain additional items regarding operation of the facility.

6.0 PROPOSAL PREPARATION INSTRUCTIONS

The proposal form and application format are found in Appendix A. Any additional material that the Respondent wishes to submit must be clearly labeled and attached to the proposal application.

Three (3) copies of the Respondent's proposal are to be submitted in a sealed envelope to:

City of Pascagoula
Attn: Jen Dearman, Community & Economic Development Director
PO Drawer 908
Pascagoula, MS 39568

The outside of the envelope(s) submitted shall be clearly marked "Boat Storage Facility RFP – River Park". The proposal package must be received no later than 2:00 p.m. on June 9, 2015. The City will not consider proposals that arrive at the specified location after this deadline.

6.1 Withdrawal of Proposals

Respondents may withdraw proposals any time prior to the closing date of this proposal at 2:00 p.m. June 9, 2015 by written request by fax (228-938-6637) or e-mail (jdearman@cityofpascagoula.com). This written request must be signed by the Respondent or his agent.

6.2 Proposal Notification

The Respondents can expect to receive written notification of the decision of the City within 90 the close of this RFP at 2:00 p.m. on June 9, 2015.

6.3 Proposal Amendments

During the period of the RFP, amendments may be issued by the City which alter the conditions of the RFP. These amendments will be posted to the City's Current Bids website (<http://cityofpascagoula.com/current-bids>). The City reserves the right to change any or all the terms described in this document during the period of solicitation. Respondents for this project must specify the amendments they have received on the Proposal Application Form (Appendix B).

7.0 ADDITIONAL INFORMATION

Requests by Respondents for additional information must be forwarded in writing on or before June 1, 2015 by fax (228-938-6651) or email (jdearman@cityofpascagoula.com). To ensure the equality of information among Respondents, answers to inquiries that are relevant to the quality of responses will be posted to the City's Current Bids website (<http://cityofpascagoula.com/current-bids>).

The City assumes no responsibility or liability arising from information obtained by the Respondent from third parties in preparation of its proposal.

8.0 PROPOSAL SUBMISSION CONTENT

8.1 Description of Proposed Facilities

A description of the development concept and projected phasing of the development is required. Project timing, or phasing, should include estimated schedules for completion of the following phases of development:

- Development plan;
- Working drawings;
- Construction start; and
- Construction completion.

(NOTE: If different portions of the project are to be developed at different times, this should be identified and the target dates of specific phases estimated).

The following information is also required in order to select the successful Respondent:

- A concept plan showing the location of the proposed improvements (detailed design plans will only be required after signing of the Development and Operations Agreement);
- A description of projected phasing of the project;
- A description of the proposed utility systems;
- Building floor plans;
- Elevation views (all sides);
- Aggregate costs and total costs; and

- Preliminary specifications that identify exterior and interior building characteristics.

The City encourages Respondents to engage professional services including, but not limited to, architects, engineers, and accountants, as needed for the preparation of the above information although doing so is not mandatory. However, all information must be accurate, complete and drawn to scale when submitted.

8.2 Operational Capabilities

The Respondent must demonstrate the ability to provide successful management and operation of the total project. This ability can be shown by including general background material and a business proposal that addresses the following topics:

- Season of operation, including hours and days.
- Staffing requirements include, but are not limited to, the number of employees and recruiting plans.
- The market for the proposal (e.g. geographic area, types of customers, and demographics).
- The services to be provided.
- Promotional or marketing plans for the proposal.

8.3 Financial Projections

The Respondent will provide financial projections that describe the anticipated expenses and revenues of the project, up to and including, the fifth year of operation. The following categories must be included:

- Projected annual revenues (by type and total);
- Total financing costs;
- Construction costs (by type and total);
- Operation and maintenance costs; and
- Marketing costs.

8.4 Respondent's Experience and Financial Stability

Describe the experience and qualifications of you, your company, and your designer/builder that are relevant to this RFP. The experience of the principals, or managerial staff, in relation to the project should be detailed in the proposal.

The Respondent will provide financial statements, if applicable, for the past 3 years (2011 to 2014) that will be used to evaluate the Respondent's financial capabilities. In addition to the financial statement, if financing is required, the Respondent will submit a letter from a lender who has reviewed the proposal and approves, in principle, a commitment for permanent financing. This letter should include the lender's analysis of the Respondent's equity position in the project.

9.0 SELECTION CRITERIA:

Each proposal will be evaluated solely on its own content and based on the five general criteria below. Each criterion has a list of questions that are intended to help Respondents understand how the proposals will be evaluated. The questions are not intended to be comprehensive. Specifically, Respondents are advised to address each of the criteria and questions listed. However, Respondents should provide additional information that will help distinguish their proposals.

Criteria	Weighting
1. Scale and Scope <i>How does the proposal benefit the Park, park visitors, taxpayers and the public? Is there an innovative business approach in the proposal? What is the quality of proposed facility? Does the development and architecture respect the natural area of the Park and maintain the natural landscape and environment of the Park? What is the Respondent's vision of working with future park businesses?</i>	25
2. Capital Investment <i>What is the size of the proposed capital investment? Is the project feasible (i.e. is there a sufficient budget for the proposed facility that includes a contingency) given the projected revenues? Is the timing of the development and time to complete construction reasonable?</i>	25
3. Operational Plan <i>Does the business plan adequately address the following components: accurate forecasts of revenues, expenses and profitability, staffing plans, marketing initiatives, and environmentally-friendly business models to demonstrate this will be a sustainable, successful business?</i>	20
4. Financial Stability <i>Is documentation provided as requested? Credit history? What financing is required?</i>	20
5. Relevant Experience <i>What is the Respondent's business experience? What is the Respondent's business reputation? What is the City's experience with the Respondent? Does the Respondent have any business references?</i>	10

10.0 RFP SCHEDULE:

The following is a schedule of events that is subject to change. Dates for milestones after the closing date are provided as target dates only. Best efforts will be applied to meet these dates, however, they may change.

Date	Activity
June 9, 2015– 2:00 p.m.	Close of RFP
Within 90 days of close of RFP	Notification of Successful Respondent
As soon as possible following notification	Negotiate and Execute Development and Operations Agreement with City and Sub-Lease Agreement with the Secretary of State

11.0 GENERAL TERMS AND CONDITIONS OF THE RFP

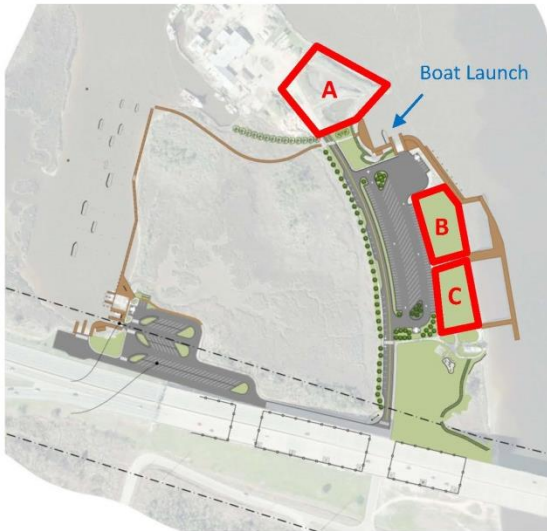
- The City will not be responsible for any costs incurred by a Respondent in preparing and submitting proposals and attending interviews or presentations. The City accepts no liability of any kind to a Respondent unless, and until, his proposal is accepted and there is a formal contractual agreement.

- Submission of a proposal shall not obligate, nor should it be construed as obligating the City to accept any such proposal or to proceed further with the project. The City may, in its sole discretion, elect not to proceed with the project, and may elect not to accept any proposal for any reason.
- While the City has used its best efforts to ensure an accurate representation of information in this package, the City does not accept the legal responsibility for the contents of this document. It is the Respondent's responsibility to analyze the economic feasibility and market considerations that have an impact on the proposal.
- There will not be a public opening of the proposals submitted by Respondents.
- All proposals and accompanying documentation received under this competition will become the property of City and will not be returned. The proposals will be received and held in confidence by the City, subject to the provisions of the Mississippi Public Records Act.
- The City may, in its discretion, make certain changes and exceptions to the terms and conditions outlined in this document.
- The City reserves the right to verify and seek clarification of any and all information provided by the Respondent to assist in the analysis of the proposal. The City may also request interviews with principals of the development entity.
- Governing Law - Any contractual agreements resulting from this Request for Proposals are subject to the laws of the State of Mississippi.
- The successful Respondent must apply for and obtain all potential licenses, permits or registration requirements that may be required to establish and operate the proposed business.
- All buildings and facilities that are to be built must meet all City codes that are applicable and must be approved by the appropriate regulatory agencies.
- Upon being notified that the Respondent has been successful, and where the Respondent is a corporation, the Respondent must ensure that the corporation is registered with the State of Mississippi and must comply with all applicable regulations
- It may take City up to 90 days from the submission deadline to conduct its due diligence and select a successful Respondent. By submitting a proposal, any and all Respondents agree that their proposals are valid for a period of 90 days from the submission date. The City will notify Respondents if it is determined that the evaluation process will exceed 90 days. Respondents will then have the option of withdrawing their proposals, or extending the time for completion of the evaluation process.

**APPENDIX A
PROPOSED DEVELOPMENT AREA MAP (SITE A)**

Lowry Island Development at River Park

City Contact: Jen Dearman
Phone: (228) 938-6651
Email: jdearman@cityofpascagoula.com



Looking for Potential Developers

Property Characteristics:

- Prime development site located at Pascagoula's River Park.
- Two parcels on the west bank of the Pascagoula River with access to pier and boat launch facilities.
- Suitable for retail, restaurant, and eco-tourism based venture development including boat excursion businesses.

Contact:

- City of Pascagoula, Jen Dearman (228) 938-6651

Specifications:

- **Site Size:** 1.51 acre (A)
0.72 acre (B)
0.68 acre (C)
- **Daily Traffic Count:** 43,000 on adjacent Highway 90
- **Fire Protection:** City of Pascagoula
- **Electric:** MS Power
- **Water:** City of Pascagoula
- **Waste Water:** City of Pascagoula

*City of Pascagoula Community & Economic Development Department
630 Delmas Avenue Pascagoula, MS 39568*

**APPENDIX B
PROPOSAL APPLICATION FORM**

NAME OF RESPONDENT: _____

MAILING ADDRESS: _____

E-MAIL: _____ **PHONE:** _____

PRINCIPAL INVESTORS OF DEVELOPMENT ENTITY:

NAMES(S) AND ADDRESS(ES) OF:

A. Lending Institution _____

B. Accountant or Auditor _____

C. Legal Advisor _____

D. Insurance Company _____

E. Insurance Company _____

F. Bonding Company _____

Designated Contact: _____

Mailing Address: _____

E-mail: _____ Phone: _____

PROPOSAL SUBMISSION CONTENT:

As described in Section 8 of the RFP, please ensure the following content is included in the proposal submission:

1. Description of proposed facilities/development, development schedule, site plan, concept plan, etc. (attachments);
2. Description of operational capabilities (attachments);
3. Financial projections (attachments); and
4. Description of experience and financial stability (attachments).

The statements made on this Proposal Application Form are correct and truthful representations. If selected, I will negotiate in good faith with the City of Pascagoula.

SIGNED FOR THE RESPONDENT: _____

DATE: _____