



**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK**

**REQUEST FOR PROPOSALS**

**LEASE OF TOWNSHIP OWNED MARINA  
for  
RECREATIONAL MARINA OPERATION**

Located at 14 Bay Street, Manitowaning, Ontario

**RFP No. 2018-02**

**Date: March 1, 2018**

**Closing Date: Thursday, March 29, 2018 at 4:30 p.m.**

Proposal opening at 10:00 a.m., Tuesday, April 3, 2018,  
at 156 Arthur Street, Manitowaning, Ontario POP 1N0

Requests for additional details and/or clarification should be directed to  
Jeremy Rody, Clerk at [jrody@eastlink.ca](mailto:jrody@eastlink.ca)

Complete proposal packages must be delivered to the attention of the Clerk, Township of Assiginack, in  
sealed envelopes **clearly marked "Marina RFP."**

**By Mail:** Post Office Box 238, Manitowaning, ON POP 1N0

**In Person:** 156 Arthur Street, Manitowaning, ON POP 1N0

**Lowest or any tender not necessarily accepted**

**Please note that faxed tenders are not acceptable**

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## Invitation

The Township of Assiginack (“Township”) is pleased to invite proponents to bid on the operation of the Bay Street Marina located at 14 Bay Street, Manitowaning, ON (“Marina”) for use as a recreational marina facility. The proximity to Downtown Manitowaning, Public Library, Heritage Museum, and local businesses gives this facility a great potential and makes it an exciting opportunity for an innovative entrepreneur to play a part in rejuvenating the facility into a successful recreational marina.



The attached document is the Request for Proposal (“RFP”) issued by the Township of Assiginack, to solicit potential bidders (“Proponents” or “Proposers” or “Operators”) interested in developing the Marina under a lease entailing the lease, operation, and management of the Marina.

The RFP contains information regarding the Marina, the uses sought by the Township, and proposal submission form and checklist. Carefully review all enclosed documents. Proposals must present a definitive Operation/Management Plan, Financial Plan, and lease proposal responding to all requirements of the RFP to form the basis of selection by the Township. Any proposal may also include a plan for a complimentary business in addition to the required marina operation. Proposals that do not include a plan for a complimentary business will not be disadvantaged as the successful operation of the Marina alone is vitally important to the Township. The details of the lease are open to negotiation and anything listed in this RFP document is open for discussion.

The Township may conduct a pre-submission site visit(s) (“Site Visit”) at the Bay Street Marina, to answer questions and/or clarify the statements and requirements contained in this RFP. Attendance at a pre-proposal Site Visit is not mandatory; however, attendance by those who intend to respond is strongly encouraged. The date and time will be determined based on interest and availability of parties.

**Proposals must be received by no later than Thursday, March 29, 2018 by 4:30 p.m. and must be delivered to the Township Municipal Office, 156 Arthur Street, Manitowaning, ON; Attn: Jeremy Rody, Clerk.** Late or incomplete proposals will not be considered.

## Executive Summary

<i>Project Opportunity</i>	To lease, operate, and manage a waterfront facility as a mixed use operation including a marina facility and complimentary business.
<i>Location</i>	14 Bay Street, Manitowaning, Ontario POP 1N0
<i>Required Uses</i>	Recreational Marina and complimentary business (optional), with office building, storage building, fuel equipment, pump-out equipment, launch ramp, floating docks, finger docks, washrooms, laundry, showers and parking.
<i>Marina Restrictions</i>	Boat restrictions are subject to boat draw (draft) for existing lake depth. Complimentary business use subject to zoning requirements and Council approval.
<i>Zoning</i>	C1 – Core Commercial
<i>Rents</i>	Not required.
<i>Profits</i>	Gas/pump-out revenue, seasonal/transient slip revenues, and ramp fees to be retained by the operator. Rates to be set by the Proposer and approved by the Township.
<i>Lease Term</i>	Initial one (1) term with optional for one (1) year renewal term.
<i>Proposal Submittal Deposit</i>	Not required.
<i>Optional Pre-Submission Site Visit</i>	To Be Determined Details to be provided by mail to registered respondents
<i>Financial Incentive</i>	The successful proponent will be paid an annual fee of \$20,000 as an incentive to operate the marina to its full capacity and potential.
<i>Proposal Deadline Date and Submission Location</i>	<b>Thursday, March 29, 2018 before 4:30 p.m. (E.S.T.)</b> Municipal Office, 156 Arthur Street, PO Box 238, Manitowaning, ON Attn: Jeremy Rody, Clerk
<i>Approval Requirement</i>	The Proposal will not be valid until it has been presented and approved by Council. Lease negotiations must be substantially concluded by April 30, 2018, in time for full operation of the facility prior to the opening on May 1 <sup>st</sup> , 2018.
<i>To Register and for Additional Information Contact</i>	Jeremy Rody, Clerk Township of Assiginack Email: <a href="mailto:jrody@eastlink.ca">jrody@eastlink.ca</a> Phone: (705) 859-3196

## Introduction

The Bay Street Marina is located at 14 Bay Street on the Manitowaning Bay of Lake Huron near Downtown Manitowaning. The Marina is a full-slip marina with fuel, pump-out services, in/out launch ramp, water, power hook-ups, wireless internet, washrooms, showers, and laundry facilities which operates from May 1<sup>st</sup> to October 1<sup>st</sup>. The Marina facility includes a small office building, storage building, and parking lot.

Floating dock installation and configuration is completed by the Township's Public Works Department. The new Operator may wish to alter the layout of the floating docks; however, significant changes are subject to the Township's approval with the following conditions considered important:

- The Operator may not significantly reduce the number of slips so as to negatively impact the facility; and
- The Operator must accommodate the neighbouring public beach and shall not encroach on the water space currently used by the public beach.

The Operator shall accommodate returning boaters. The Marina and its surroundings are a public facility. Access to the Marina must be kept available to the general public in accordance with an agreement with the Township of Assinack. Gates at the entrance of the Marina are not permitted.

## Asset Details of Marina

- Capability of installing floating docks and finger docks for up to 25 slips (12 serviced)
- Marina office with VHF radio, video surveillance, landline telephone, and wireless internet equipment
- Storage building
- Washroom facilities (shared with beach users)
- Laundry & shower facilities (Boater use only)
- Fuel tanks and pumps for fuel resale to boaters supplying Regular Gas and Diesel
- Sewage pump-out station
- Power and potable water utilities
- Parking areas
- Ice cooler
- Picnic tables

## Proposal Objectives

To identify the proposal deemed most advantageous to the Township, the Township's evaluation and review of the proposals shall include, but not be limited to: the Proposer's experience and management history, the capability of the Proposer, Proposer's financial qualification, and overall Operational Plan.

The Township is offering a financial incentive of \$20,000 to the successful proponent. This amount will be paid to the proponent in four installments of \$5,000. All responsibilities of the proposer must be fulfilled as per the lease agreement before the final payment will be issued.

## **Marina Operations**

- The Proposer will be expected, at its sole cost and expense to operate the marina and related facilities, utilities in good and safe condition and in accordance with industry standards. This includes the cost of hydro, landline telephone, wireless internet, fuel, and minor repairs as necessary throughout the facility.

## **Economic Objectives**

- Improve the revenue producing capacity of the Marina;
- Improve the outdoor use and enhance its destination market appeal to locals and tourists alike;
- Ensure any proposed accessory or complementary uses further enhance the destination market appeal of the boaters, users and the broader community. Proposing an accessory or complimentary business is optional.

## **Public Use**

- Public Access shall be paramount;
- Encourage pedestrian traffic, public use of space and promote area as a destination;
- Ensure safe pedestrian crossings between the marina and the public beach area;
- Maintain video surveillance system and outdoor lighting that enhance the safety and security of patrons.

## **Use Restrictions**

- Private clubs will not be permitted;
- Sub-leasing to commercial, industrial, or a private individual or firm will not be permitted.

## **Proposer Responsibilities**

1. Operate a recreational marina – provide for seasonal and transient dockage, in/out boat launching, supply fuel and pump-out services.
2. Maintain a list of boaters. Establish and maintain a current and complete database of all seasonal boaters and accounts.
3. Provide on-site supervision during daylight hours. No less than 4 hours per day in May, June, and September. No less than 8 hours per day in July & August.
4. The Proposer may set dockage, fuel, pump-out and ramp in/out rates however they are subject to Township approval.
5. Operate and maintain the fuel tanks and dispensing system to TSSA standards and available for inspection by the Township.
6. The Proposer must keep the area neat, tidy, and free of debris and litter, and perform all custodial duties associated with the office, docks, washroom, and laundry and shower facilities.
7. Maintain consistent hours of operations to ensure a high level of service to boaters and users of the facility.
8. The Proposer must complete daily dips of the fuel tanks in order to keep proper fuel accounting records up to date as per TSSA Standards.

9. The Proposer is responsible for the cost to fill the fuel tanks at the end of the season and throughout if more fuel is required.
10. All utility bills associated with the marina office, docks, and shower facilities are the responsibility of the Proposer. This includes hydro, wireless internet, and landline telephone, which will be billed to the Proposer by the Township.
11. The Proposer is responsible to acquire Liability Insurance for the marina operation and have the Township named as an additional insured third party on the policy.
12. The Proposer is responsible to maintain up to date accounting records of expenses paid and daily revenue for dockage, fuel, pump-outs, and ramp fees and must make these records available to the Township upon request.
13. The Proposer is responsible to maintain the video surveillance system in working order.
14. The Proposer is responsible to maintain the laundry and shower facilities for use by marina users only.
15. The Proposer is responsible for all “workplace safety” related the operation of the facility. The Proposer must participate in monthly facility Occupational Health & Safety inspections performed by the Township.
16. The Proposer is responsible for marketing the Marina in applicable tourism guides and other mediums. It is recommended that the successful proposer develops a social media presence to market the Marina.
17. Provide public access to the Marina to the general public as per agreement with the Township of Assiginack.

## **Township Responsibilities**

1. Install and remove all main dock, floating docks, and finger docks. Installation and removal dates are subject to Public Works availability. Requests to the configuration of the docks may be submitted to the Public Superintendent for review.
2. Install and remove all utilities associated with floating docks.
3. The Township is responsible for landscaping and grass cutting at the Marina facility.
4. The Township is responsible for all garbage associated with the facility, boaters, and beach users. The Public trash receptacles will be provided and maintained by the Township.
5. The Township is responsible for the cost to fill the fuel tanks at the beginning of the season.
6. All work associated with maintaining floating docks and finger docks. Requests for major repairs at the Marina may be submitted to the Public Works Superintendent for review.

**Note: All Marina responsibilities are open to negotiation between the Proposer and the Township. The above list of responsibilities may be altered prior to signing the lease.**

## Proposal Submission Outline & Checklist

Provide a proposal submission using the following items as an outline for your Proposal, addressing all of the required narrative components. The Proposal Submission will be critically evaluated as to whether all the submission requirements have been presented by each Proposer.

- 1) **Cover Page/Executive Summary:** The Proponent is required to submit a cover page with the following information: Contact Name, Address, Telephone, Email. The Executive Summary shall describe, in a concise fashion, the Proposer's understanding of the required scope of work involved in this lease opportunity.
- 2) **Description of Proposed Operational/Management Plan:** Provide a description of the proposed operation of the marina as a recreational facility. This may include plans for a complimentary business. This should include a proposed rate schedule for Marina services. A description of the individuals or team members involved should be included in this section.
- 3) **Qualifications & Experience of Proposer:** Provide information about the Proposer and related qualifications and experience with recreational marina facilities. Any other pertinent information about the proposer.
- 4) **Financial Capacity:** Provide evidence of financial capacity so that a determination can be made that the Proposer is capable of undertaking the lease expenditure responsibilities.
- 5) **Marketing Plan:** Provide an overview or proposed marketing plans for the operation of the Marina. List strategies and timelines to be employed to attract new business, boaters, and users of the facility.

### Checklist

- The Proposal Submission & Checklist are enclosed in a sealed envelope, clearly marked "Marina RFP".
- The envelope is addressed to the Clerk of the Township of Assiginack.
- The Proposer declares that all of the information included in this Proposal Submission is correct and free from errors or omissions.
- The Proposer agrees to negotiate and enter into a lease agreement with the Township of Assiginack, if chosen as the Successful Proposer.

### Proposer Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_