



## Devils Lake Water Improvement District

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4006 NE West Devils Lake Road • Lincoln City, Oregon 97367  
(541) 994-5330  
[www.DLWID.org](http://www.DLWID.org)

### **Request for Proposal**

***The Devils Lake Water Improvement District (DLWID) is currently seeking proposals for a Contractor to provide a seasonal boat slip rental program at the Districts Marina site.***

### **RFP 2022-01**

DLWID requests interested parties to submit proposals for the above referenced Request for Proposal.

### **Project Overview**

DLWID operates the Blue Heron Landing Marina on Devils Lake; located at 4006 NE West Devils Lake Road, Lincoln City, OR 97367. DLWID is seeking proposals for a licensed rental business to provide a seasonal boat slip rental program at the Districts marina facility from approximately April through September within established facility hours.

### **Scope of Work**

In 1984, a local government entity, Devils Lake Water Improvement District (DLWID), was formed with the purpose of improving water quality, improving the environment for fish and wildlife, and generally reestablishing beneficial uses, including safe navigation and public access. DLWID is a political subdivision of the State of Oregon, is not a utility, nor provider of water. The District recently acquired a former marina property on Devils Lake and wishes to rent the on-site boat slips to the general public. The marina is anticipated to be open dawn to dusk, with no attendant on-site, from approximately April through September.

The District is seeking to hire an external Contractor to operate a whole-owned, self-contained seasonal boat slip rental program. The District expects each proposal to demonstrate how the Contractor's proposed service shall provide competitive pricing for rentals as well as to provide references demonstrating past experience with other public or private entities. Qualifying proposal should include, at a minimum the following key elements:

- Program Overview
- Program Operational plan (including proposed set-scheduled hours, storage requirements, safety plan, marketing strategy, etc.)
- Evidence that Contractor can successfully obtain adequate insurance and agreement to name the District as an additional insured party as a condition of contract award
- Contractor will have the exclusive right and responsibility to provide boat slip rental services at Blue Heron Landing Marina

- The boat slip rental program will operate from approximately April through September 2022
- The Contractor will also be responsible for the following:
  - Provide litter/garbage pick-up around the space at the close of each day
  - Removal of all garbage to a (District provided) dumpster at the close of each day
- Contractor will be responsible for securing any items in a District provided (on-site) storage unit when park is closed to the public and for removal of any cash or valuables
- No signage may be posted in or around the park (however, a portable sandwich board may be placed and removed daily next to the rental site)

### **Proposed Timeline**

The District anticipates having a service provider selected and program in place for implementation and operation from approximately April through September.

### **Optional Walk-thru**

No mandatory walk-thru will be conducted; however, all potential bidders are encouraged to visit the site to observe typical park activities, traffic, and usage and for possible site locations purposes.

### **Due Date/Time**

**4:00 PM (local time) on Monday, July 18<sup>th</sup>, 2022.** The District must receive proposals no later than said date and time. Proposals received after such time will not be reviewed. Responses may be emailed to [josh@dlwid.org](mailto:josh@dlwid.org).

### **Response Requirements & Format**

The District requests all responses provide an itemized price breakdown of:

- Proposed price schedule for slip rentals
- Proposed Operational Plan
- Proposed Storage Unit requirements
- Proposed Safety Plan
- Marketing Plan (if any)
- Proposed Hours of Operations
- Proposed Site location and overall footprint proposed of site needs
- Proposed utility access (if needed) requirements
- Proposed monthly rental fee payable to the District for use of site during each month of operation (which is subject to leasehold excise tax)

### **Additional Response Requirements include:**

- Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. Proposals will be evaluated based upon the information submitted and the quality of the service proposed.
- All responses shall clearly demonstrate Contractor's capability and experience with providing rental services of this size, nature, and scope.
- A list and explanation of additional equipment (if any) Contractor will be providing at the site.

- A list of references (including contact name and telephone number) of at least three (3) current or recent customer arrangements of this nature and size that the District may use to contact for the purpose of accessing customer satisfaction and Contractor operational success. Local area references are preferred. The District reserves the right to contact references without prior notification.
- A statement to the effect that respondent understands and agrees to obtain a Lincoln City business license as a requirement for the implementation and daily management of this program.
- A statement to the effect that the respondent understands and agrees that they shall not be an insured party under any applicable liability insurance coverage obtained by the District. The Contractor shall obtain adequate liability insurance to cover the boat slip rental program. Contractor shall be required to provide proof of liability insurance of at least \$1 million or as reasonably agreed between the parties. Further, Contractor agrees to name the District an additional insured party and to furnish a copy of an insurance endorsement naming the District as an additional insured party to the District.

**Selection & Award**

All interested individuals are requested to provide a response containing all required elements herein to the District at the stated address by the deadline given.

The District intends to enter into an agreement with the Contractor who provides a proposal that, in the opinion of the District, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the board of directors. Upon selection of a Contractor, the District intends to enter into an agreement using a standard, General Services Agreement which shall be used to secure these services.

The initial term shall cover a one year period (remaining 2022 rental season). The contract may be renewed for two (2) additional one year periods (rental seasons) under the existing terms and conditions by mutual agreement by the District and Contractor.

<b>Evaluation Criteria</b>	<b>Weight</b>
Pricing: <i>Show proposed revenue split with District (e.g. 60/40, 70/30).</i>	40
Qualifications and Experience: <i>Provide your previous experience and qualifications with similar programs. Identify previous public agencies with projects of similar size.</i>	35
Proposed Approach: <i>Explanation of proposed approach for operation of rental program.</i>	25
Total	100

The Contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Contractor shall be documented by the District and submitted to the Contractor for corrective action, review and file. Continued poor performance shall be deemed a breach of these specifications and shall serve as cause for termination of the contract.

The District reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the District, and the respondents to this request have no appeal rights or procedures guaranteed to them.

**Questions/Inquiries**

Please direct any questions concerning this Request for Proposal, the District's requirements or its evaluation process to the agent listed below. No other District official or employee is empowered to speak for the District with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

Joshua Brainerd, C.L.M., Executive Director  
(541) 994-5330  
[josh@dlwid.org](mailto:josh@dlwid.org)