



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Scope of Services for Turney Street Dock Lease

### RECOMMENDED MOTION:

Move to direct staff to approve the Scope of Services, Ranking and Selection Criteria in order to develop a Request for Proposals for the purpose of soliciting a new tenant for the Turney Street Dock

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### PROPOSAL

Staff recommends that the future development, use and lease of the Turney Street Dock be procured through a Request for Proposal ("RFP") process. An RFP would provide the City with the following advantages:

- Internal alignment of the City's needs for the properties;
- Accurate proposals from proposers regarding attaining the City's goals and objectives; and
- Comparable solutions for analysis and award.
- Provide for good governance – i.e., transparency and accountability.

Staff has developed a draft Scope of Services for the RFP through internal collaboration with departmental stakeholders (e.g., infrastructure considerations from Public Works, financial considerations from Finance, recreational considerations from the Recreation Department; permitting, zoning and planning considerations, etc.).

Staff has also developed Ranking and Selection Criteria, and Design Review Guidelines parameters to be used in the procurement through the RFP process

Staff is requesting that the City Council of the City of Sausalito approve the included Scope of Services, Ranking and Selection Criteria, Design Review Guidelines parameters and further to direct staff to prepare and issue an RFP after review by the Finance Committee, in accordance with the City's adopted Purchasing Ordinance.

## PROPOSED SCOPE OF SERVICES, RANKING AND SELECTION CRITERIA

### Scope of Services:

- Provide and maintain a high-quality marina that offers recreational and educational boating services.
- Enhance the existing and planned public park and the adjacent mixed-use development.
- Create a financially viable marina to serve the recreational and educational boating community.
- The proposed marina design and operation project should match the community's waterfront access goals, while not impeding the Bay's access, habitat and other recreational requirements.
- The marina's operators would be expected to enter into a long-term lease for the submerged land. The operators would not own the land.
- Provide dock slips for the City's Police and Fire Boats that permits ease of access to the boats and into Richardson's Bay.

### Ranking Criteria:

1. Relevant experience developing and operating marinas
2. Financial capacity
3. Operating plan (Selection Criteria # 4.)
4. Amenities
5. Compatibility with neighborhood design features

### Selection Criteria

Proposers will be ranked on the quality of their plans to:

- 1. Create a Functioning Marina**
  - a. Specify proposed uses of marinas
  - b. Specify proposed dock improvements
  - c. Define the total quantity and availability of tie-ups and slips
  - d. Describe plan to store any boats off-site
  - e. Establish a fee structure for use of docks
  - f. Describe proposed pedestrian drop-off location
    - i. Parking WILL NOT BE provided on site
    - ii. Include a parking plan
- 2. Comply with All Permitting Regulations**
  - a. Describe the operator's long-term plan to reimburse the City for costs associated with the necessary permits
  - b. Define plan to follow the approval process with the necessary regulatory agencies to construct improvements to the marina and provide for dredging
  - c. Discuss commitment to work closely with community groups to gain support for marina plan. Community support is a key element of the review and selection process.
- 3. Describe Proposed On-site Amenities**

- a. Describe location and availability of proposed amenities including, but not limited to:
  - i. On-site utilities (electricity, water, sewer, etc.)
  - ii. Restrooms with/without showers, lockers
  - iii. Any concession stands
  - iv. Potentially a fueling station
  - v. Pump-out station
  - vi. Fishing stand
- 4. Provide a Plan for Normal and Routine Maintenance of Facilities**
  - a. Projected beginning date for operations
  - b. A complete operation plan for providing recreational and educational boating opportunities
  - c. State the employment plan for the premises
  - d. Include operational hours
  - e. Trash/Rubbish/Garbage removal, including recycling
  - f. Reservations policy
  - g. Radio contact with boaters
  - h. Collection of fees and charges
  - i. Posting weather and tide reports
  - j. Payment of all utility fees
  - k. Environmentally responsible Operation
  - l. Compliance with all relevant regulations
- 5. Construction Plan/Timeline**
  - a. Please outline the timeframe for construction and start of operation
- 6. Capital Improvements**
  - a. Provide a financial plan for installation and maintenance, at proposer's own cost and expense, all fixtures and equipment and utilities required to operate the facility
- 7. Insurance Requirements Plan**
  - a. Comprehensive General Liability Insurance
  - a. Worker's Compensation and Employer's Liability Insurance to meet statutory requirements
  - b. Fire coverage
- 8. Festivals and Special Events Planning**
  - a. Special event management (4th of July, etc. expectations)
  - b. Describe mooring policy
- 9. Describe Marketing Plan for the Marina**
  - a. Include any exterior signing, must meet applicable codes and ordinances
  - b. Include a short marketing plan description
- 10. Financing**
  - a. Include operating budget
  - b. Include total development costs with a detailed pro forma
  - c. Describe plan to secure financing

**11. Statement of Qualifications**

- a. Identification of the type of legal entity with whom the City would contract with and identification of any special purpose entity.
- b. Identification of the developer(s), including all joint venture or limited partners and percentage of interest.
- c. The developer's relevant previous experience including, (1) brief description of similar projects (date, location, concept) (2) photographs of projects, (3) description and role of development entity, (4) current status of project, and (5) contacts enabling the City to verify information.
- a. The Developer's previous experience in attracting equity investors.
- d. Evidence that the Developer, including joint venture partners, has the financial capability to carry out the proposed commitments. The Developer's two most recently audited financial statements shall be submitted CONFIDENTIALLY UNDER SEPARATE COVER, two copies only required. If the assets of the Developer as shown by the financial statements are not to be maintained at risk, either through agreement or the use of a single purpose business enterprise, then the proposed limiting agreement and capitalization of the single purpose entity should be stated.
- e. Organization and management approach, and role of each development partner and major consultant, in the implementation of the development.
- f. References for the Developer from financial institutions and community/city governments

The City shall have the right to verify the accuracy of all information submitted and to make such investigation, as it deems necessary to determine the ability of a prospective Developer to perform the obligations in the response. The City reserves the right to reject any response where the available evidence or information does not satisfy the City that the prospective Developer is qualified to carry out properly the obligations of the response, is a person or firm of good reputation or character for strict, complete and faithful performance of business obligations, or if the prospective Developer refuses to cooperate with and assist the City in the making of such investigation.

**Design Review Guidelines Parameters**

The developer(s) for any improvements to the marina would be expected to present schematic, design development and final construction documents for review and approval. The developer(s) will work with the City's OMIT Committee, Planning Department, Planning Commission, Friends of Dunphy Park and other committees designated by the City.

**FISCAL IMPACT**

The resulting lease from the RFP will result in replacement revenues for the Tideland Funds.

**STAFF RECOMMENDATIONS**

Staff is requesting that the City Council of the City of Sausalito approve the included Scope of Services, Ranking and Selection Criteria and Design Review Guidelines parameters and further to direct staff to prepare and issue an RFP after review by the Finance Committee, in accordance with the City's adopted Purchasing Ordinance.

**ATTACHMENT:**

- Attachment A - 2007 Google Area Image

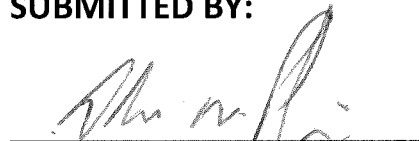
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**SUBMITTED BY:**

  
Adam Politzer  
City Manager

ATTACHMENT A  
2007 Google Area Image Turney Street Dock

