

REQUEST FOR PROPOSAL (RFP) 2022-3449

Martin County Board of County Commissioners
Attn: Purchasing Division
2401 S.E. Monterey Road
Stuart, Florida 34996
pur_div@martin.fl.us
www.martin.fl.us

The Board of County Commissioners, Martin County, Florida, will receive sealed proposals for:

OUTDOOR RECREATION CENTER (LEASE OF PROPERTY LOCATED AT THE NORTHEAST CORNER OF HALPATIOKEE PARK IN STUART, FL)

Martin County desires to lease the premises out as an outdoor recreation center that includes (i) kayak, canoe, paddleboard, mountain bicycle and electric assist mountain bicycle rentals, (ii) guided and self-guided tours and instruction, (iii) professionally captained pontoon boat tours, outdoor and interpretive nature tours and experiences and other eco-tourism activities, (iv) concession services for food and beverages and retail recreational equipment and is seeking proposals from interested vendors to provide said services.

Sealed proposals will be received by the Information Desk on the 1st Floor at the address above or via DemandStar until **2:30 PM** local time, on **Wednesday, October 19, 2022**.

The complete bid document may be downloaded from www.demandstar.com (online bidding site).

Martin County is an equal opportunity/affirmative action employer.

By order of the Board of County Commissioners of Martin County, Florida.

Publish:	The Stuart News	September 15, 2022
	DemandStar	September 15, 2022

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback

INTRODUCTION

Martin County invites interested businesses to provide a proposal for the lease of property located at the northeast corner of Halpatiokee Park in Stuart, Florida.

Halpatiokee Regional Park is the largest park in Martin County with 65 acres of active park land surrounded by approximately 500 acres of wetland preserve area. It is located on Lost River Road just east of I-95 at the Stuart/Kanner Highway Exit. The park offers passive and active recreational amenities with easily-accessible recreational opportunities for residents and visitors to Martin County. These amenities include:

- Approximately 8 miles of hiking trails, including 3 miles of the Florida Trail, pedestrian footbridges over waterways, and a significant section along the South Fork of the St. Lucie River
- Approximately 8 miles of off-road non-motorized biking trails
- Picnic tables, benches, and covered picnic shelters and pavilions
- Back-country campsite for primitive camping
- Access to a network of interconnected man-made lakes for use of non-motorized vessels (i.e. Canoes, kayaks)
- Approximately 4.2 miles of paddling trail along the South Fork of the St. Lucie River, which is part of a county-wide Blueway paddling trail
- Educational kiosks and signage about native flora and fauna
- Multi-purpose Fields
- Softball and Baseball Fields
- Tennis Courts
- Pickleball Courts
- Disc Golf Course
- Open Air Roller Hockey Rink
- Concession stands
- Playground

The County intends to lease property located at the northeast corner of Halpatiokee Park consisting of approximately 3.46 acres of land including a 1,500 square foot building, and separate restroom building, located at 7647 SW Lost River Road, Stuart, FL 34997 (Property). The County is soliciting proposals for the use, maintenance, and management of the Property. The County will continue to maintain the floating dock for public use, pathway access to the floating dock, and handicap parking spaces associated with the public floating dock. To accommodate the public use of the floating dock, the Property will be used for access and parking.

Martin County intends to lease property located at the northeast corner of Halpatiokee Park and envisions a family-friendly establishment that includes a kayak, canoe, paddleboard, mountain bicycle, and electric assist mountain bicycle rentals, guided and self-guided tours and instruction. Professionally captained pontoon boat tours, outdoor and interpretive nature tours and experiences, and other eco-tourism activities are also envisioned by the County. In addition to rentals and the above activities supporting activities should include but are not limited to concessionaire services such as food, drinks, and other recreational equipment and services. Mobile vending options may be considered for the concessionaire services. Consumption and sale of alcoholic beverages are permitted at this facility and may be included in the proposal.

The County is seeking qualified proposers for the use, maintenance, and management of the leased area and to fulfill the Scope of Services to be performed under a lease agreement while prioritizing the health, safety, and welfare of the public and the environment. The lease agreement consists of the use, management, and maintenance of the indoor and outdoor leased property to an operational standard provided by the County.

The Land Use on the Property is Recreational and the Zoning is PR (Public Recreation District), which are appropriate for the proposed use. The Property is currently connected to County water and wastewater utilities, but is not separately metered. Although this information is deemed correct, it cannot be guaranteed. The successful proposer will be responsible for its share of the shared water and sewer services, for ensuring that separate meters and/or submeters and bills are used for all utilities, and for the cost of installation, connection, and usage of electrical service, internet, telephone, cable, and wireless communication service and equipment to the property. Further questions regarding land use, zoning issues, and the availability of public utilities should be addressed in writing to the Purchasing Division by email at: pur_div@martin.fl.us

SCOPE OF SERVICES

The County is seeking proposals from qualified proposers that can provide the following Scope of Services for the use, maintenance, and management of the Property consistent with the County's intended use and the County's minimum maintenance standards as well as (i) kayak, canoe, paddleboard, mountain bicycle and electric-assist mountain bicycle rentals, (ii) guided and self-guided tours and instruction, (iii) professionally captained pontoon boat tours, (iv) outdoor and interpretive nature tours and experiences and (v) other eco-tourism activities. In addition to rentals and the above-described offerings, supporting activities should include, but are not limited to, concessionaire services such as food, drinks, and other recreational retail equipment and services. Mobile vending options may be considered for the concessionaire services. Consumption and sale of alcoholic beverages is permitted at this facility and may be included in the proposal. Proposers shall submit the required information as described below.

The following Exhibits are being provided to assist Proposers in developing proposals:

- Exhibit A (Sketch of Legal Description)
- Exhibit B (Draft Lease Agreement)
- Exhibit C (Minimum Maintenance Standards)
- Exhibit D (Bid Form)

A. Proposer Qualifications

Proposer shall provide a description of its legal organizational structure, including contact information. Include resumes for all Proposer's principals (1 page per person) detailing experience, qualifications, certifications, and licenses.

Provide background, experience and qualifications including length of time providing similar services. (maximum 3 pages)

Provide a list of existing licenses, certifications, and training. Include the ability to obtain additional required permits, if selected, as well as the opportunities provided for staff to attain training and certifications related to safety. The licenses and certifications the County is looking for include but are

not limited to: Sexual Harassment / Workplace Discrimination Prevention Training; American Red Cross First Aide, CPR and AED; American Canoe Association; American Camp Association; U.S. Coast Guard Vessel and Passenger Count Appropriate License; Responsible Vendor Qualification (Florida Statutes § 561.705); CPR/First Aid Certified; and if applicable, State of Florida Permanent Food Service (Seating) license (Florida Statutes § 509.241); Food Service Manager Certification (Florida Statutes § 509.039); Food Service Employee Training Program (Florida Statutes § 509.049); and Alcoholic Beverage Licensing (Florida Statutes § 561.14).

Provide a brief description of all key personnel duties for the management of the Property. (maximum 2 pages)

Provide at least three (3) references who have been involved in similar management and operations with Proposer with the following information: company or municipality/county name, contact person, title, and telephone number.

Provide a statement demonstrating how Proposer possesses sufficient financial support, equipment and organizational experience to ensure that it can satisfactorily perform the services if awarded a Lease. (maximum 1 page)

Provide information regarding any legal or administrative actions, past or pending, against Proposer or its principals or affiliates including bankruptcies, foreclosures, and other legal actions during the past ten years.

Optional: provide video, photographs, etc. demonstrating existing or previous operations.

B. Business Plan (maximum 25 pages)

Provide a Business Plan that includes a proposed detailed plan for services, that details operational success and includes the following:

- Section for the proposed use and intent of the Property and map of use of the Property and features.
- Plan for the types and location of design features and surfacing that minimizes environmental impact and provides for a safe environment the public. Incorporate the County's objectives using innovative concepts.
- Improvement/build out plan and amenities to be added including any requests for Landlord contribution or delaying the lease payment start date
- Maintenance plan of the Property including facility and equipment
- Plan to meet and maintain, at a minimum, the County's established minimum maintenance standards (Exhibit C)
- Rules and regulations of operation and facility
- Plans for concessionaire services including what types of services will be provided and if mobile vending options will be used
- If mobile vending options will be used for concessionaire services, provide a detailed plan how mobile vendors will be selected and the plan to require level 2 background checks and certifications.
- Plans if using a membership-based service. Any memberships must be made available to the public. Detail how membership will be made available to the public and plans to implement the membership-based service.

- Proposed fee schedule and user policies
- Business hours, staffing, and operating schedule
- Sample job descriptions and hiring plan. Include level 1 background check requirements and non-discrimination provisions
- Detailed description of the approach and methodology the Proposer would take to achieve client satisfaction and to fulfill the terms and conditions of the scope of services described in this RFP
- Emergency and Hurricane Plan
- Reporting such as financial reconciliation reports, facility inspection reports, and incident and safety reports

C. Marketing Plan (maximum 5 pages)

Proposer shall provide a plan for marketing the facility and any memberships offered. This should be detailed and, at a minimum, include the target market, promotional activities, public relations, social media, solicitation, sponsorships and cooperative agreements, and program evaluation. The marketing plan must show compliance with the rules, regulations, Business Plan, and Lease. The Proposer is responsible for developing and maintaining an ADA accessible website.

D. Financial Plan and Operating Budget (maximum 5 pages)

Proposer shall provide a detailed financial plan that shows compliance with rules, regulations, the Business Plan, and the Lease. Include information pertaining to Proposer's financial strength, which may include a certified financial statement of the individuals involved in a new entity, or a balance sheet and income statement for the most recently completed fiscal year. Include a plan for securing start up financing, which may include a commitment letter or letter of interest from a lending institution. Include an estimated annual budget including proposed revenues and expenses and estimated monthly expenditures. Demonstrating financial strength and sufficient financial support, providing a detailed budget, and demonstrating compliance will be evaluated.

E. Lease Payment

Proposer shall use the provided Bid Form (Exhibit D) to quote a firm, fixed monthly payment for leasing the Property. The minimum acceptable monthly rent for the Property is \$2,938 based on the square footage.

MINIMUM QUALIFICATIONS

Proposer, at a minimum, must have experience within the last ten (10) years in business management and budgeting including ownership, management, or operation of a retail based establishment.

Proposer must possess the experience and qualifications necessary to manage and operate the Property year-round, be registered with the State of Florida as an active business, and be able to attend a mandatory pre-proposal meeting at the Property.

All Proposers will be required to make an oral presentation and answer questions based on the RFP submission.

Proposer shall have no record of judgments, pending lawsuits against the County or for criminal activities, including those involving moral turpitude, and not have any conflicts of interest that have not

been waived by the County. Neither Proposer nor any principal or officer of Proposer (s) shall be in arrears or in default of any debt or contract involving the County, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the County.

The term Proposer shall include all principals who will have ownership interest in the entity which will execute the Lease Agreement. It is contemplated that some Proposers will be forming a new entity to operate the business; therefore, the County shall consider the experience and qualifications required in this RFP to pertain to Proposer's past or current establishments meeting the requirements contained herein.

SCHEDULE OF EVENTS

The County currently plans to use the following tentative schedule during this RFP process. The County reserves its right to change and/or delay the scheduled dates and times shown below:

EVENT	DATE/TIME
Release of Request for Proposals (RFP)	September 15, 2022
Deadline for Questions/Inquiries (emailed to: pur_div@martin.fl.us)	No later than 5:00 PM on Monday the week prior to the qualification due date.
Proposal Due Date and Time (Deadline)	October 19, 2022 at 2:30 PM
Vendor Presentations	November 1, 2022 (Time TBD)
Selection Committee Meeting (Scoring/Recommendation of Award)	November 1, 2022 (following Vendor Presentations – Time TBD)
Anticipated Ranking Approval (Contract Award)	TBD

INSTRUCTIONS TO PROPOSERS

1. Proposal to be provided in the order below:
 - a. Cover letter / statement of interest *including e-mail address of person to be notified of award*, signed by an authorized corporate officer, principal, or partner. Include physical address of primary Consultant. (2 page limit)
 - b. Proposer Qualifications (3 page limit)
 - c. Business Plan (25 page limit)
 - d. Marketing Plan (5 page limit)
 - e. Financial Plan and Operating Budget (5 page limit)
 - f. Bid Form (Form provided)
 - g. Signed addenda (if any)
 - h. Bidder's Qualification Statement
 - i. Conflict Affidavit
 - j. Drug Free Workplace Certification
 - k. Equal Opportunity Statement
 - l. Non-Collusion Certification
 - m. Public Entity Crimes Statement

Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered.

2. One (1) **electronic copy** of submittal on CD or thumb drive in PDF format (single file) shall be submitted. No paper copy is necessary.

Delivery of Proposals:

Proposals may be submitted via hand delivery, mail, or e-bid.

Hand Delivery or Mail:

One (1) **electronic copy** (single file) of the Proposal must be submitted in a sealed envelope, plainly marked on the outside with the Proposer's name, RFP number and proposal due date. Proposals shall be delivered to the address detailed on the cover page of this RFP. If forwarded by regular mail or express mail, the sealed envelope containing the proposal and marked as directed above, shall be enclosed in another envelope addressed to the U.S. Mail address indicated on the cover page. If forwarded by overnight courier services (other than United States Postal Service Express Mail), the sealed envelope containing the proposal and marked as directed above, shall be enclosed in another envelope addressed to the street address indicated on the cover page. Proposals may be hand-delivered. Proposals by fax or e-mail will **NOT** be accepted. The County cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the Martin County Administrative Center (Attn: Purchasing Division), 1st Floor, Information Desk, 2401 S.E. Monterey Road, Stuart, Florida. Confirmation of timely receipt of the proposal may be made by e-mailing pur_div@martin.fl.us before bid opening time. Proposals received after the established deadline shall **not** be considered.

E-Bidding (via DemandStar) www.demandstar.com **PREFERRED METHOD**

Upload one (1) electronic copy (**single file**) in PDF format to DemandStar.

E-bidding through the online bidding site shall be accepted in lieu of a sealed bid as outlined above. However, the proposer shall be responsible for ensuring that the required bid documents are properly uploaded and accepted by the online bidding site. The County shall not be responsible for nor accept proposal not properly uploaded by the proposal due date and time.

CRITERIA FOR SELECTION OF FIRM

A Selection Committee will score the proposals based on the criteria below:

SELECTION CRITERIA	POINT VALUE
Proposer Qualifications	0 - 15
Previous experience of proposers and key team operating a family-friendly establishment that includes a kayak, canoe, bicycle rentals, guided and self-guided tours and instruction, retail and food and beverage concessions.	0 - 15
Location of Primary Firm (Martin County = 10, Adjacent County = 8, In Florida = 3, Outside Florida = 0)	0 - 10
Business Plan	0 - 20
Marketing Plan	0 - 10
Financial Plan and Operating Budget	0 - 10
Lease Payment Bid Form	0 - 20
TOTAL	0 - 100

Proposers will be required to make an oral presentation to the selection committee (up to 30 minutes).

ADDITIONAL INFORMATION

1. **Prohibited Communications.** The cone of silence prohibits any communication regarding a RFB, RFP, RFQ or other competitive solicitation between any bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, AND any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their subconsultants, or to provide a recommendation to award a particular contract, other than Purchasing Division staff (pur_div@martin.fl.us). The cone of silence shall be in effect from the time of advertisement until contract award. **Such communication shall result in disqualification.**
2. All questions concerning this selection process, the RFP document and all attachments, and/ or the sample Lease/Contract Terms and Conditions must be addressed in writing to the Purchasing Division and e-mailed to pur_div@martin.fl.us

Questions shall be received no later than 5:00 PM on Monday the week prior to the proposal due date.

3. No oral interpretation of this RFP shall be considered binding. The County shall be bound only when such statements are written and executed under the authority of the Purchasing Manager. Any and all interpretations and any supplemental instructions will be in the form of written addendum via the online bidding site (www.demandstar.com). Failure of any Proposer to receive such addendum shall not relieve said Proposer from any obligation under the RFP submitted. All addenda issued shall become part of the Contract Documents.
4. The County reserves the right to reject any and all submittals with or without cause, to waive technicalities, or to accept those submittals which best serve the interests of the County.
5. All terms and conditions of the Martin County Purchasing Manual are incorporated into this RFP Document by reference and are fully binding. Respondents are required to submit their responses to this RFP, and to conduct their activities during this process in accordance with the Martin County Purchasing Manual. This solicitation, the subsequent evaluation, negotiations, and contract award shall be in accordance with the Martin County Purchasing Manual. The County reserves the right to disqualify, remove from consideration, or debar as appropriate, any vendor that does not comply with the applicable requirements set forth in the Martin County Purchasing Manual. The Purchasing Manual is available on the Martin County website (www.martin.fl.us). Type "Purchasing Manual" into the Search field.
6. Each Respondent, by submitting a Proposal in response to this RFP, hereby agrees to comply with, and perform in accordance with any and all policies and procedures provided in the Martin County Purchasing Manual, the County Administrative Code, and any and all other local, state, and federal rules, regulations, laws, codes and ordinances throughout the solicitation and contract term.
7. Proposals become a "public record" and shall be subject to disclosure consistent with Chapter 119, Florida Statutes, thirty (30) calendar days after the bid opening or upon bid award in accordance with Chapter 119, Fla. Stat.. Marking a proposal "confidential" or "proprietary" does not exclude all or any part of the proposal from disclosure under public records requirements. To claim the proposal or a portion thereof as exempt or confidential and exempt from disclosure, you must state the basis of the exemption, including the statutory citation to an exemption created or afforded by

Florida Statutes; state in writing and with particularity the reasons for the conclusion that the proposal is exempt or confidential and exempt; and if only a portion of the proposal is claimed to be exempt or confidential and exempt, provide a redacted version of the proposal showing those portions claimed to be exempt or confidential and exempt. Proposals submitted with claimed exemptions shall be reviewed and release of these records shall be at the County's discretion. Failure to notify the County of claimed exemptions constitutes a waiver and the submittal will be released as requested.

8. Submittals may be withdrawn prior to due date by written request dispatched by the Proposer and received by the Purchasing Division before the time for receiving Submittals has expired.
9. The County reserves the right to request clarification of information submitted and to request additional information of one or more Proposers after the deadline for receipt of Submittals.
10. Costs for preparation of a response to this request are solely those of the Proposer and the County assumes no responsibility for any such costs incurred by the Proposer. The County will not be liable for any costs incurred by the Proposer prior to execution of the contract by the parties.
11. Submittals shall be formatted to letter sized paper and with a minimum 12-point font.
12. Proposers are instructed NOT to fax or e-mail their submittal as they shall be rejected as non-responsive.
13. Proposers must indicate on the outside of their envelope the following:
 - RFP Number and Name
 - Due Date and Time
 - Name of Proposer
14. All Submittals must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with a signature in full on the Cover Letter/Statement of Interest.
15. Proposers seeking to do business with Martin County (that fall under the categories listed below) shall, before award of contract, be registered, or shall have applied for registration, with the Florida Department of State, Division of Corporations in accordance with the provisions of Chapter 607 and/or 620, Florida Statutes (<https://dos.myflorida.com/sunbiz/>):
 - Corporations [foreign or domestic]
 - Limited Liability Companies (LLC)
 - Non-profits
 - Partnerships

Doing Business As [DBA] - If the Bidder's name stands apart from the owner's or partners' personal legal name, or the officially registered name of an LLC or corporation, the Bidder, before award of contract, shall be registered as a fictitious name with the Florida Division of Corporations in accordance with the provisions of Chapter 865, Florida Statutes.

The above requirements are also applicable to all subcontractors proposed in the bid submittal.

16. Submittals that contain any limiting terms and conditions that do not explicitly agree to provide the scope in the contract documents may be disqualified.
17. Any Proposer who presents in its RFP to the County, any information which is determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration.
18. The Proposer shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The Proposer shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. Department of Transportation assisted contracts. Failure by the Proposer to carry out these requirements is a material breach of the contract which may result in the termination of the contract or such other remedy as the recipient deems appropriate.
19. It is the policy of the United States, the State of Florida, or the County that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns (hereinafter "small business concerns") shall have the maximum practicable opportunity to participate in performing contracts, including contracts and subcontracts. It is further the policy that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns. The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the appropriate government agency as may be necessary to determine the extent of the Contractor's compliance with this clause.
20. The successful proposer(s) will be required to monitor the performance of his employees on a periodic basis while they are assigned to the County. The successful proposer(s) is required to comply with the Immigration Reform Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986, to provide employers with proof of citizenship or authorization to work in the United States.
21. As required by FS 287.133; "A person or affiliate who has been placed on the convicted vendor list following a conviction for Public Entity crime may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid or contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Vendor under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount in Section 287.017, for category two for a period of thirty-six months from the date of being placed on the convicted vendor list".
22. Protests shall be in accordance with the procedure outlined in the Martin County Purchasing Manual which is available at www.martin.fl.us. Type Purchasing Manual into the Search field.
23. Selection Committee meetings are posted on the County's website at www.martin.fl.us in accordance with the Florida Sunshine Law. Selection Committee meetings are open to the public.
24. Notification of shortlist shall be within 72 hours of a selection committee meeting via e-mail to all proposers. Proposers that do not provide an e-mail address as requested above shall not be notified.
25. Section 112.313, Fla. Stat., prohibits contracts with County employees, officers and advisory board

members. All bidders must disclose the name of any Martin County officer or employee who is employed by (Section 112.313(7)) or owns, directly or indirectly an interest in the bidder's firm or any of its branches (Section 112.313 (3)). Advisory Board Members, County officers or County employees may qualify for an exemption by submitting Commission on Ethics Form 3A with bid and filing such form with the Supervisor of Elections in accordance with Section 112.313(12)(b), Fla. Stat. Please contact the Purchasing division for additional information.

26. E-Verify. In compliance with Section 448.095, Fla. Stat., Consultant and its subconsultants shall, prior to beginning work under this Agreement, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.