

# Request for Proposals

# *Watercraft-related Rentals and Services*

At Sierra District State Parks



Pre-proposal Meeting  
August 14, 2018



*RFP#s*     $\Longrightarrow$

*P17CA027*  
*(Donner Memorial SP)*

*P17CA026*  
*(Kings Beach SRA)*

# Pre-Proposal Meeting Agenda

- A. Introductions
- B. Concessions Program Overview
- C. Park Overview & Concession Performance
- D. RFP Process & Timeline
- E. RFP Requirements
- F. Q & A, Next Steps

## **A. Introductions**

### **Objectives of Pre-Proposal Meeting**

**Provide Overview of Concession Opportunity**

**Review Proposal Process and Requirements**

➤ **Partnerships Office – (916) 653-7733**

## B. Concessions Program Overview

- The Concessions Program partners with private and public-sector entities to provide goods, services and experiences in State Parks
- Develop/administer ~ 210 contracts throughout California
- Authority given by Public Resources Codes (PRC) §§ 5080.03, 5080.05, 5080.23 provides authorities and requirement to bid
- Concessions should enhance visitor experiences



# C. Park Overview & Concession Performance

## Donner Memorial State Park



# Donner Memorial State Park

- Acquired in 1928
- 3549.27 Acres
- 11,580 Feet of Waterfront
- 152 Campsites
- 48 Picnic Sites



## C. Park Overview & Concession Performance, cont.

- Current Concessionaire:  
Donner Lake Water Adventures, Inc.
- Current Contract Term:  
11/1/2005 ~ 10/31/ 2015  
(on hold-over status)
- Provides motorized fishing boats and jet skis; non-motorized pedal boats, hydro bikes, stand-up paddleboards and kayaks (single/tandem)

<b>Concession Performance</b>			
<b>Fiscal Year (FY)</b>	<b>Gross Receipts</b>	<b>Rent to State</b>	<b>Visitation</b>
2016/17	\$250,389	\$27,542	208,000 est.
2015/16	\$205,300	\$22,583	208,892
2014/15	\$198,689	\$21,888	182,191
2013/14	\$120,641	\$13,270	106,173



# C. Park Overview & Concession Performance

## Kings Beach State Recreation Area





# Kings Beach State Recreation Area

- Acquired in 1974
- Operated by CA State Parks Since 2012
- 15.51 Acres
- 1627 Feet of Waterfront
- 26 Picnic Sites
- General Plan Revision



## C. Park Overview & Concession Performance, cont.

- Current Concessionaire:  
North Tahoe Watersports, Inc.
- Current Contract Term:  
on a month-to-month basis
- Provides parasailing rides and rentals of kayaks (single/tandem), stand-up paddleboards, paddleboats (4 and 2 person), jet skis, and aqua cycles

<b>Concession Performance</b>			
<b>Fiscal Year (FY)</b>	<b>Gross Receipts</b>	<b>Rent to State</b>	<b>Visitation</b>
2016/17	\$300,093	\$75,024	N/A
2015/16	\$221,996	\$55,499	149,168
2014/15	\$229,370	\$57,342	129,977
2013/14	N/A	N/A	121,116

# D. RFP Process & Timeline

We're here! 

RFP Development Phases	Phase 1 Pre-planning	Phase 2 Plan Concession	Phase 3 Project Review & Approval	Phase 4 RFP Development	Phase 5 Contract Execution
<b>Duration</b> 3.5 to 6 Months					



## D. RFP Process & Timeline, cont.

### Phase 4: RFP Development

- Bid Opportunity Opening: August 5, 2018
- Pre-Proposal Meeting: August 14, 2018
- Proposer Q&A Period: August 24, 2018
- Q&A Answers Provided: September 3, 2018
- Opportunity Closing: September 24, 2018
- Target Award Date: October 2018
- Award Protest Period: 10 days after Notice of Intent to Award
- Contract Fully Executed: April 2019



# **E. The Request for Proposals**

***Watercraft-related  
Rentals and Services***

# RFP Section 1: Project Summary

## 1.1 Goal & Objectives

### ➤ California State Parks Mission

- Concession is expected to align with the mission of California State Parks

### ➤ Objectives of this RFP

- Award 5-year contracts to operate watercraft-related rentals and services at Sierra District State Parks

## 1.2 General Information

- Site Description
- Historical Significance
- Current Concession Operations

## 1.3 Concession Contract Summary (Donner Memorial State Park)

- Contract Term: 5 years with an option to extend the contract for an additional 5 years
- Annual Rent Minimum: \$15,000 or 15% of gross receipts, whichever is greater
- Provide motorized and/or non-motorized watercraft and beach equipment rentals



## **1.3 Concession Contract Summary, cont. (Kings Beach State Recreation Area)**

- Contract Term: 5 years with an option to extend the contract for an additional 5 years
- Annual Rent Minimum: \$50,000 or 25% of gross receipts, whichever is greater
- Provide watersports rentals and services

## 1.3 Concession Contract Summary, cont.

- Provide a continuing Performance Bond in the amount of 50% of 1 year's minimum annual rent as bid, with CPI adjustments every 5 years
- Pay taxes
- Provide insurance (Watercraft liability, etc.)
- Obtain required permits (Tahoe Regional Planning Agency – TRPA, etc.)
- Follow laws
- Be a good partner!

# **RFP Section 2: The RFP Process**

*Watercraft-related Rentals  
and Services*

## 2.1 Proposal Process

- Tentative Proposal Dates
- RFP Content Questions

Submit written questions to:

E-mail: [kevin.white@parks.ca.gov](mailto:kevin.white@parks.ca.gov)

California Department of Parks and Recreation

Partnerships Office

1416 9<sup>th</sup> Street, Room 1442-7

Sacramento, CA 95814

Attn: Kevin White

Note: When submitting questions, be sure to identify which RFP your questions are associated with. Either, **RFP # P17CA027** (Donner Memorial SP) Or, **RFP # P17CA026** (Kings Beach SRA)

**\*\*\* Written questions due: August 24, 2018\*\*\***



Confidentiality: Proposals become property of the State; proposers must denote copyrighted, proprietary, or other confidential information.

## 2.1 Proposal Process, cont.

- Proposal Bond: of \$500
- Proposal Format: 1 original proposal and 7 copies
- Proposal Submission:

**California Department of Parks and Recreation  
Partnerships Office  
1416 9<sup>th</sup> Street, Room 1431  
Sacramento, CA 95814  
Attn: Kevin White**

**\*\*\* Proposals Due: 2:00 PM on September 24, 2018\*\*\***

## **2.2 Evaluation Process**

- **Verification of Proposal Information**
  - ✓ Credit and reference checks
- **Supplemental Information**
  - ✓ Seek clarification if needed
- **Proposal Evaluation**
  - ✓ Evaluate proposals in accordance with RFP

## 2.2 Evaluation Process, cont.

### ➤ **Contract Award Board**

- ✓ Director appoints board members with relevant expertise

### ➤ **Contract Award**

- ✓ Director issues Notice of Intent to Award

### ➤ **Protest of Award**

- ✓ 10 days after Notice of Intent to Award

### ➤ **Award contract**

## 2.3 Contract Execution

- Preparation of Final Contract
  - ✓ Present contract for concessionaire signature
- Performance Bond and Insurance
  - ✓ Submitted with signed contract
- Obtain District Superintendent's signature
- Obtain control agency approvals
- Contract is fully executed

Note: Concessionaire must sign contract within 30-days of receipt or State may treat as refusal to execute and collect proposal bond.



# **RFP Section 3: The Proposal**

*Watercraft-related Rentals  
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# 3.1 Instructions for the Concession Proposal

➤ **A fully completed DPR 398 Concession Proposal Form and Proposal Bond will constitute the proposal.**

## I. Proposer Information

A. Proposer Identification

B. Business Information

- ✓ Small Business Certification must be attained prior to submitting proposal

C. Individual Information

- ✓ Experience

D. Statement of Financial Capability

E. Credit Worthiness

- ✓ Credit Report/Score

F. References

- ✓ Professional/Business

# 3.1 Instructions for the Concession Proposal

## II. Proposal Information

- Operation Plan is required for these RFPs
- Rental Offer – Bid minimum rent AND percentage
- Concession Feasibility – Complete Pro Forma

## 3.1 Instructions, cont.

### III. Proposal Summary

- Summarize qualifications, relevant knowledge & your Operation Plan in 250 words or less

### IV. Certification of Proposer Information

- Compliance with laws and authorizations

### V. Privacy Notice



# 3.2 Proposal Evaluation Criteria

## Proposal Scoring

Incumbent Preference:	5 points
Small Business Preference:	5 points
Experience:	10 points
Operation Plan:	30 points
Rental Offer:	50 points
Concession Feasibility:	Pass/Fail (overall package)

Incumbent points are awarded based on their Annual Performance Evaluations

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100 Points

## 3.2 Proposal Evaluation Criteria, cont.

### Rental Offer Scoring

Rental Guarantee (Must be equal to or greater than the minimum required annual rent):

(Bid amount) minus (Guaranteed Rent) divided by

(Highest bid amount) minus (Guaranteed Rent) x 25 points = \_\_\_ points

Percentage of Gross Sales (Must be equal to or greater than the required minimum):

(Bid amount) divided by (Highest bid amount) x 25 points = \_\_\_ points

## 3.3 Proposal Evaluation Sheet

**Level I**

Pass/Fail

Compliance with RFP Requirements

**Level II**

Pass/Fail

Rent Proposed, Credit, & Ability to Finance

**Level III**

Proposal Evaluation

- Out of 100

Note: The entire proposal is disqualified if the Concession Feasibility category scores a “Fail”.

## 3.4 Concession Proposal, DPR 398

Request a Concession Proposal form (DPR 398) by contacting:

Kevin White  
[kevin.white@parks.ca.gov](mailto:kevin.white@parks.ca.gov)  
(916) 654-8924

Or download from Cal eProcure: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

Search *Event ID* #s:

- 0000010335 (Donner Memorial SP)
- 0000010338 (Kings Beach SRA)

Your contact information will be requested to provide follow-up information about the RFP



# **Sample Contract**

***Watercraft-related Rentals  
and Services***

# Notes about Sample Contract Terms

- Condition of Premises – “As-is”
- Rent and rent reporting
  - DPR 54 - Report of Concessionaire Rents
  - Consumer Price Index adjustments
- Use of Premises – Follow the contract
- No alcohol – Unless permitted through special event permit
- Bonds and insurance must be current at all times
- Annual Reporting
  - DPR 86 - Concessionaire Annual Financial Statement
- Annual Performance Evaluations

## Q & A

- Limited to *process* questions;
- *Content* questions must be submitted in writing.

## Next Steps

- Request DPR 398 – Proposer Questionnaire
- Visit site and tour park
- Submit questions during RFP Q & A Period by **August 24, 2018**
- Submit complete proposal by **2:00 PM on September 24, 2018**