

Town of Baileys Harbor Door County, Wisconsin

Town Marina

REQUEST FOR PROPOSALS



RFP Issued by the Town of Baileys Harbor
2392 County Road F
Baileys Harbor, WI 54202

Issue Date: August 7, 2023

Due Date: August 31, 2023

PROJECT OVERVIEW

This Request for Proposal (RFP) seeks to identify a qualified engineering and consulting firm to provide engineered design/planning services and to partner with the Town of Baileys Harbor, located in Door County, Wisconsin.

The Proposal will serve as a guiding document for the Town of Baileys Harbor Marina located at:

- 8132 State Highway 57 (parcel no. 002-22-0701B)

Important Considerations

1. It is important the marina maintains its facilities and existing services.
2. This property should provide passive and active recreation opportunities suited to the Town of Baileys Harbor Marina Vision and Mission Statement, while capitalizing on greenspace and on the natural beauty of the waterfront.
3. The Town of Baileys Harbor peak tourist season is May through October. During this time, our population grows considerably which may limit space for construction/development projects.
4. The marina is open to use year-round, but the marina office is only open from April 1st through October 1st. The docks are pulled from the marina after October 1st and stored on the South break wall or in the marina parking lot.
5. The marina is heavily utilized during fishing tournaments in early Spring and during peak tourist season. The Town of Baileys Harbor hosts several events and festivals throughout the year. Please refer to the Baileys Harbor Community Association website for a current list of events that may slow down a proposed timeline.
www.baileysharbor.com
6. We would like the bidding process to include local contractors and subcontractors.
7. Safe Pedestrian flow within the Town.

Master Plan Deliverables:

1. Review of overall structural needs of the marina.
2. Sustainability of the existing marina location.
3. Design plan to eliminate yearly dredging.
4. Review of other potential marina locations: Anclam Park, Baileys Harbor Yacht Club, any other location deemed appropriate.
5. Financial study: fees/rates, and opportunities for increased revenue based off a potential re-engineering plan.
6. Developing a five (5) and twenty (20) year plan.
7. Cost estimation and phasing timeline.
8. Grant and funding (must research and facilitate).

SELECTION PROCESS

1. The Town of Baileys Harbor is requesting proposals from firms that will serve as a partner and prime consultant to design a master plan for the marina.
2. All proposals received will be reviewed by the Marina Ad-Hoc Committee. Proposals will then be forwarded along with a recommendation to the Town Board. The Marina Ad-Hoc Committee and/or Town Board may request a presentation of selected proposals.

3. Evaluation of competing proposals may be completed within closed session(s) under Wis. Stat. 19.85(1)(e). Upon completion of the final evaluation process of the Marina Ad-Hoc Committee and/or Town Board, a selection of the most advantageous proposal(s) will follow within open session that may be attended by the general public.
4. The Town reserves the right to reject all proposals. It also reserves the right to further negotiate the parameters of any selected proposal.

TIMELINE

Site Visit

The deadline to schedule a site visit regarding this RFP is August 21, 2023. Visits must be scheduled with Marina Ad-Hoc Chairman Eric Peil at (920) 421-0856.

Fee Proposal

All fee proposals must be received by the Town Office August 31, 2023, at 3:00PM CST. Review SUBMITTALS for further details.

Proposal Presentation

A proposal presentation will tentatively be held in person on September 7, 2023. Each firm will be given a 30-minute time slot to meet with the Marina Ad-Hoc Committee to discuss their proposal submission. A meeting time will be scheduled after the fee proposal has been received.

Dates within this RFP are subject to change.

SUBMITTALS

1. The response to this RFP should not exceed 50 total pages (exclusive of cover sheets and table of contents).
2. All Proposals shall be emailed (PDF format), mailed or hand-delivered to the Town Office until 3:00PM CST on August 31, 2023.

Town of Baileys Harbor
2392 County Road F
PO Box 308
Baileys Harbor, WI 54202

Town Office Hours: Monday-Thursday 9:00AM – 3:00PM, Friday 9:00AM – 12:00PM
Email: deputyclerk@baileysharborwi.gov

3. Proposals received after the designated date and time will not be accepted and will be deemed invalid and not be considered for review.

The Submittal must include the following:

1. **Full Team List** – Names and qualifications of key employees that will be involved in the design, construction, and management of the project.
2. **Experience** – Summary of at least two projects of similar scope and/or complexity for which major team members were primarily responsible.
3. **Timeline & Approach** – Taking into consideration the master plan deliverables of the Town and granting and funding available.
4. **Grant** – Possible granting opportunities for financing this project.
5. **Fee Proposal** – The fee proposal should include the following:
 - a. Standard hourly billing rate of each staff member anticipated to work on this project and the projected number of hours worked.
 - b. Total cost of each phase.
 - c. Any contingencies anticipated by the bidder, listed specifically versus a lump sum.
 - d. Detailed list of all anticipated costs.
6. **Legal Issues** – List any pending or settled lawsuits in the last five years.

GENERAL CONDITIONS

Rights Reserved

Issuance of this RFP does not constitute a commitment on the part of the Town of Baileys Harbor to award a contract pursuant to this RFP. Town of Baileys Harbor reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of the Town of Baileys Harbor. The Town of Baileys Harbor further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s). The Town of Baileys Harbor is not responsible or liable for any of the costs incurred by any Proposer in preparing and/or submitting a proposal pursuant to this RFP.

Respondents are to refrain from contact with the Town Board and Marina Ad-Hoc Committee with the exception of Marina Ad-Hoc Committee Chairman, Eric Peil. All responses, inquiries or correspondence relating to this RFP will become an open record for the Town of Baileys Harbor when received.

Addendum

1. Town of Baileys Harbor Marina Vision and Mission Statement
2. Town of Baileys Harbor Comprehensive Outdoor Recreation Plan 2021-2026
3. 2023 Baileys Harbor Hydrodynamic Study
4. 1999 & 2000 Town of Baileys Harbor Marina Design Plans