

Department of Port Control

Ord. No.: 193-2020

Division of Harbors

EXECUTIVE SUMMARY

The Department of Port Control is requesting authority to enter into a Lease by Way of Concession to operate, manage, and secure the transient marina, commonly known as the Rock and Dock Marina located at North Coast Harbor, associated support facility, concessions, and equipment rental programs, for the Department of Port Control, for a period of five years with one five-year option to renew, exercisable by additional legislative authority; and to enter into related agreements for the installation of communication lines.

Background/Purpose:

The Department of Port Control (DPC) oversees the management of the transient marina facility located in the North Coast Harbor district, commonly referred to as the Rock and Dock Marina (“Marina”), which includes fifty-three (53) slips, a boater amenities facility and approximately 1,000 feet of additional special event moorage.

The Marina was originally constructed in 2013 and was financed through the US Fish and Wildlife Service’s Boater Infrastructure Grant Program. Since the Marina’s opening it has been managed by the same operator under a lease by way of concession agreement. With this agreement set to expire in early June of 2020, the City and the current operator have mutually agreed to terminate said contract early, to ensure a new operator has ample time to mobilize and prepare the Marina for the start of the summer boating season.

A Request for Proposals was published in November of 2019 to solicit proposals from qualified firms interested in managing the Marina. DPC is requesting authority to enter into a new lease by way of concession, with a firm that will be selected from the aforementioned procurement process. The term shall be five (5) years with one (1) five-year-option to renew subject to additional legislative authority.

Scope of Work:

The selected firm will assume overall responsibility and cost for the day-to-day operation of the Marina and boater amenities facility, to the satisfaction of the City, including but not limited to:

- A. Manage, operate, secure and maintain a fifty-three (53) slip transient marina, adjacent special event moorage, boater support facility/office and associated equipment;
- B. Finance, manage and operate capital enhancements and additional amenities deemed necessary, by the successful firm, to maximize the marina’s economic viability and revenue production (i.e. additional slips, paddle boats, equipment rentals and the like);
- C. Formulate effective marketing campaigns and entertainment programming to attract boaters and non-boaters; and

- D. Serve in an advisory capacity concerning boating and maritime infrastructure issues related to the North Coast Harbor inner water basin.

Justification:

Entering into the proposed lease by way of concession is advantageous for a number of reasons, including but not limited to the following benefits:

- A. A lease by way of concession provides the least financial risk to City with the most upside for income generation;
- B. The agreement ensures the docks are maintained and safely operated by experts in the field of marina management at the expense of the selected firm;
- C. The agreement length encourages additional investments in the facility that will benefit the boating public; and
- D. The selected firm will provide other goods and services, to boaters and non-boaters; such as kayak and other personal watercraft rental and various sundry products.
- E. The selected firm will be required to meet or exceed the established Cleveland Small Business (CSB) goal of 10%, which was set by the City's Office of Equal Opportunity.

Anticipated Cost:

There is no cost to the City associated with a lease by way of concession for these facilities.

Current Contracts:

Name	Term	Contract No.	Amount
JIT Services, LLC	Five (5) Years	Management Contract No. NF 2015*038	May thru October - \$2,000/month plus 6.5% of all sales

Schedule or Term of Contract:

Five (5) years with one (1) five-year option to renew, subject to additional legislative authority.