

Solicitation Information
August 22, 2013

RFP # 7497376

TITLE: LEASE OF LAND IN NARRAGANSETT, RHODE ISLAND

SUBMISSION DEADLINE: Friday September 20, 2013 at 10:00 am (Eastern Time)

PRE-PROPOSAL CONFERENCE: Yes DATE: Friday August 30, 2013 TIME: 10:00 am (ET)
Mandatory: YES

Location: One Capitol Hill, 2nd Floor Conference Room C, Providence, RI

*Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the **mandatory pre-bid conference**. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **9/4/2013 at 12:00 pm noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP # on all correspondence. Questions received, if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO
BOND REQUIRED: NO

Thomas Bovis
Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov to be able to download a Bidder Certification Cover form which must accompany each offer.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

**STATE OF RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
REQUEST FOR PROPOSALS (RFP)
LP # 166**

A. GENERAL INFORMATION

1. SUMMARY

The Rhode Island Department of Administration (RIDOA) invites proposals to lease Lot 204E in the Port of Galilee to operate a commercial fishing or fishing related business.

1.1. User Agency: RI Department of Environmental Management (RIDEM)

1.2 Project Name: Lot 204E/Pier G In The Port Of Galilee
Narragansett, RI
Request For Proposals LP 166

**1.3. Proposal Submission
Deadline:** **September 20, 2013 by 10:00 a.m.**
(Proposals opened and acknowledged only)

1.4. Program Description: This site will serve as a commercial or fishing related business

**1.5. Summary of Space Needs:
Location:**

Port of Galilee, Town of Narragansett

Amount of Space: 7,018 square feet of land

Type of Space: Commercial Fishing or Related Business

Type of Agreement: State of Rhode Island Lease

Term: Five (5) Years with seven(7) five-year renewal options (40 years total)

NOTE: The State will pay no broker's fee, finder's fee, commission, or other compensation to any party

**Rhode Island Department of Environmental Management
Request for Proposal
LP# 166
Lot 204E/Pier G in the Port of Galilee, Rhode Island**

**Proposals Due:
Friday, September 20, 2013 at 10:00 AM at
Department of Administration, Division of Purchases
One Capital Hill, Providence, RI 02908**

1. Introduction

The Department of Administration/Division of Central Services, on behalf of the Rhode Island Department Environmental Management (DEM) is seeking proposals for the lease of Lot 204E in the Port of Galilee to operate a commercial fishing or fishing-related business.

Lot 204E, located on Great Island Road in the Town of Narragansett, consists of 7,018 square feet of land. The northerly side of Pier G (101 linear feet) in common use with neighboring businesses and the exclusive use of the southerly side of Pier H (108 linear feet) may also be available as part of the lease, if there is a demonstrated need for bulkhead access for the proposed business. The lot is zoned by the Galilee Special District Plan as Galilee Fishing, or G-Fi, which requires that this lot be used primarily for commercial fishing and related activities. More information is available in the Town of Narragansett Code of Ordinances (Appendix A Zoning) at the following link: <http://www.municode.com/resources/gateway.asp?sid=39&pid=11204>. A map of Lot 204E and Pier G appears in Appendix A of this document.

The Lot was previously developed and used to supply marine equipment and ice to commercial fishing vessels. All buildings have been removed from the property. The lot contains a cement pad surrounded by gravel. The lot is capable of being serviced by water, electricity and sewer. The current base annual market rent for the property is eighty cents (\$0.80) per square foot, or \$5,614.40 per year for the land and forty dollars (\$40) per linear foot, or \$8,360 per year for pier use. All businesses, including planned buildings or structures, proposed for the property are subject to prior approval by DEM and all applicable federal, state and local laws governing such operations.

The successful proponent will enter into a lease agreement with the DEM, subject to approval by the State Properties Committee. The proposal may also be subject to review and approval of the Galilee Advisory Committee. The lease will be developed based on the nature and type of business proposed and subsequent discussions and negotiations between the State and the successful interested proposer.

2. Submission Details

REQUIREMENTS

Proposals must meet the following requirements in order to be considered qualifying and undergo further evaluation.

General Requirements

Submission: Proposals must be submitted to the RI Department of Administration/ Division of Purchases as follows:

Proposals must be submitted to the Division of Purchases on or before **Friday, September 20, 2013 at 10:00 AM.**

Disclosure Certificates (see attached) must be also be submitted with each proposal.

Please submit one original and three copies of the Lease Proposal, each signed by the offeror.

Proposals must be substantially completed. Proposals that contain material omissions shall be deemed non-qualifying if allowing the missing information to be supplied after the opening of proposals would be prejudicial to fair competition.

Proposals must be submitted in a sealed envelope on which the following information is clearly marked: **the name of the User Agency, the Project Number, and the Proposal Submission Deadline. This information is contained on Page A-1 of the RFP. In addition, the name and address of the offeror must be on the envelope.**

Proposals must be received in the Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, 2nd Floor (Purchases' Reception Desk) Providence, Rhode Island 02908 on or before the proposal submission deadline stated within the body of this RFP. The time-stamp clock located in the reception area of the Rhode Island Division of Purchases establishes the official date and time of receipt of each proposal.

PROJECT TIMETABLE

The following is the timetable for submission. Any dates and times listed elsewhere that conflict with this timetable are mistakes to be corrected by the offeror. Any phase and all subsequent phases in this timetable may be adjusted whenever uncontrollable conditions prevent the timely completion of a phase. The interval between any two phases may be change at the RIDOA's discretion.

Phase I:
Mandatory Pre-Proposal Conference: Date and Time
Friday, August 30, 2013 @ 10:00 AM

Location: One Capitol Hill, Providence (2nd Floor)
Conference Room "C"

Offeror questions deadline: Wednesday, September 4, 2013 by 12:00 pm

Questions and responses posted: Monday, September 9, 2013 by 4:00 pm

Phase II:
Proposals Due: Friday, September 20, 2013 @ 10 AM
(Proposals opened and acknowledged only)

Phase III:
Presentation by offerors TBD after proposal submission

All questions regarding this Request for Proposals are to be **e-mailed** by 12:00 PM on Wednesday, September 4, 2013 to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill,
Providence, RI 02908
questions@purchasing.ri.gov

All questions and responses thereto shall be posted on the Division of Purchases website (as an amendment to the subject RFP) by 4:00 PM on **Monday, September 9, 2013**.

Be advised that all questions and responses shall be made public and shared with all offeror's, not only the offeror making the inquiry.

Proposals must be received by the **State of Rhode Island, Department of Administration, Division of Purchases, One Capitol Hill, Providence, RI 02908 by 10:00 AM on Friday, September 20, 2013** at which time they will be publicly acknowledged only. Proposals should clearly reference the **LP# 166**.

The State of Rhode Island reserves the right to waive any informality and to reject any or all proposals and the right to cancel this Request for Proposals for any reason without any liability to any proponent or to waive irregularities at their own discretion. All proposals will remain confidential, subject to the Freedom of Information and Privacy Act. Proposal surety is not required.

Any interpretation of, additions to, deletions from, or any other corrections to this solicitation, will be issued as written addenda by the Department of Environmental Management.

3. Submissions

All proposals should include the following:

- A clear statement of the Proposer's interest in the lease of Lot 204E.
- A clear and concise statement describing the proposed use of the property and development of or improvements to the property that will be undertaken. If the Proposer is interested in including the piers, please demonstrate the need for use of the Pier in proposed business operations.
- The status of financing commitments for development and improvement of the premises, including the names of equity investors and/or sources of loan funds
- The estimated timeframe to implement the proposal from the date of Lease Agreement

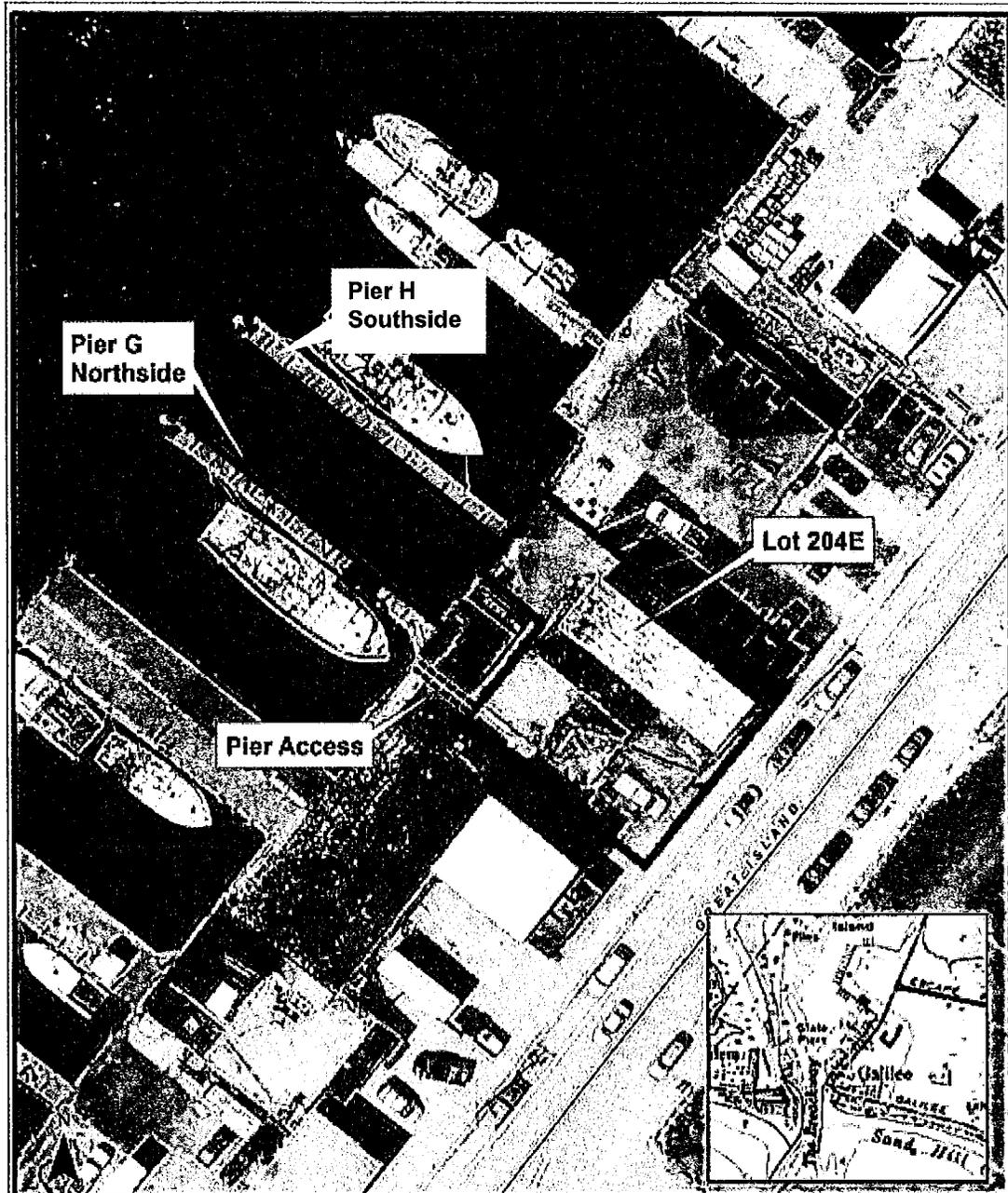
4. Evaluation and Selection Criteria

Proposals will be evaluated by the DEM lease management committee staff. Proposals may also be subject to review and approval of the Galilee Advisory Committee (which involves the Town of Narragansett) if they are not compliant with the G-Fi zoning designation. Preference will be given to the proposals which would enhance the commercial fishing industry in the Port of Galilee. Parking proposals will not be considered for this lot. The selected proposals will have 180 days from selection to submit final plans and specifications for the lot and enter into a lease agreement with the Department.

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Appendix A

Map



Title:			
Scale:			
Date:	10/09		
Drawn by:	paj		

This map was created by information, planning and guidance use only. It is a general reference and is likely to contain errors due to the nature of aerial or satellite imagery. Proper interpretation of this map may require the assistance of appropriate professional resources. The cartographic information displayed here has been verified by a Registered Professional Land Surveyor and the information is not intended to be used in place of a survey. The producer makes no warranty, express or implied, regarding the accuracy, reliability, completeness, or timeliness of this map.

ATTACHMENTS

DISCLOSURE FORMS

- Certificate of Disclosure of Corporation
- Certificate of Disclosure of Partnership
- Certificate of Disclosure of Limited Liability Company



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

STATE PROPERTIES COMMITTEE
One Capitol Hill
Providence, RI 02908

CERTIFICATE OF DISCLOSURE OF CORPORATION

I, _____, Secretary of _____, under oath make affidavit
(state full name of corporation)

and say that the following, the officers and directors of said _____ corporation,
(identify as business, non-business, professional)

having been duly elected and/or appointed to:

- President _____
Vice President _____
Treasurer _____
Secretary _____

State of Incorporation _____
Principle Place of Business _____

DIRECTORS

Table with 2 columns: Name, Address. Multiple rows for listing directors.

STOCKHOLDERS

Table with 2 columns: Name, Address. Multiple rows for listing stockholders.

Property under lease to/from the State of Rhode Island covered by this certificate:

Location: _____

State Offices Occupying Property (if any): _____

In witness whereof I have hereunto set my hand and the seal of the said _____,
(hereunto duly authorized) this _____ day of _____ 20__.

By _____, its Secretary.

STATE OF RHODE ISLAND
COUNTY OF _____

Subscribed and sworn to before me at _____ this _____ day of _____ 20__.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

STATE PROPERTIES COMMITTEE
One Capitol Hill
Providence, RI 02908

CERTIFICATE OF DISCLOSURE OF PARTNERSHIP

1. Name of partnership (if any) _____

2. Type or character of business _____

3. Location of Principal Place of Business _____

4. Name of individuals having legal title to the property under lease to the State of Rhode Island:
(complete only when subject partnership is landlord)

5. Property under lease to / from the State of Rhode Island covered by this certificate:

Location: _____

State Offices Occupying Property (if any): _____

6. Name and place of residence of each partner, general and limited partners being respectively designated:

<u>NAME</u>	<u>RESIDENCE ADDRESS</u>	<u>TYPE OF ADDRESS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby under oath make affidavit in my capacity as a partner and state that this certificate of disclosure is complete, true, and correct.

Signature of Partner Filing Certificate

Date

STATE OF RHODE ISLAND

COUNTY OF

Subscribed and sworn to before me at _____ this _____ day of _____ 20__.

Notary Public

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration
State Properties Committee
One Capitol Hill
Providence, RI 02908

CERTIFICATION OF DISCLOSURE OF LIMITED LIABILITY COMPANY

The undersigned hereby certifies to the State Properties Committee under oath that _____, LLC is a limited liability company authorized by the Secretary of State to conduct business in Rhode Island and that the following information is true and accurate:

Business address: _____

Agent for Service: _____
(Name) (Address)

Member(s):

_____	_____
(Name)	(Address)
_____	_____
(Name)	(Address)
_____	_____
(Name)	(Address)

The property under consideration for purchase or lease covered by this certificate is identified as:

IN WITNESS THEREOF, I hereby set my hand this ____ day of _____, 2013.

(Member)

STATE OF RHODE ISLAND
COUNTY OF _____

Signed and sealed before me in the City/Town of _____ on this ____ day of _____, 2013.

NOTARY PUBLIC
My commission expires: