REQUEST FOR PROPOSAL
OFFICE SPACE
AT THE
ST. PETERSBURG MUNICIPAL MARINA
April 2014
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SECTION I: BACKGROUND AND GENERAL INFORMATION

A. PURPOSE

The City of St. Petersburg (“City”) is issuing this Request For Proposal (“RFP”) for qualified parties (“Respondent”) interested in leasing and occupying office space (old Marina office) at the St. Petersburg Municipal Marina located at 300 2nd Avenue, S.E., on Demens Landing.

B. LOCATION OF MARINA

The St. Petersburg Municipal Marina is located on the shores of Tampa Bay in downtown St. Petersburg, in the County of Pinellas, in the State of Florida. The Marina is owned by the City of St. Petersburg and not only provides boat slips to residents of St. Petersburg but also greater Pinellas County and the entire St. Petersburg-Clearwater-Tampa Metropolitan area. Additionally, the Marina rents slips to individuals throughout the country, with some rented to residents of foreign countries.

In addition to its proximity to downtown businesses, the Marina is across the street from St. Petersburg’s performing arts center, the Mahaffey Theater, and the new Salvador Dali museum which opened in January 2011. Within a few blocks of the Marina are many other museums and destinations including the St. Petersburg Pier, Holocaust Museum, and St. Petersburg Museum of History. Also nearby is Tropicana Field, home of Major League Baseball’s Tampa Bay Rays, and it is a few miles drive to the area’s world-famous gulf beaches. For more information, go to www.stpete.org.
C. AREA DEMOGRAPHICS

Population figures for the airport’s service area: St Petersburg, 248,729 (Florida’s fourth largest city); Pinellas County, 964,478; greater Tampa Bay region, 2,793,774. For more information, go to http://www.stpete.org/explore.htm.

D. MARINA HISTORY

The Marina currently spans all three downtown waterfront Yacht Basins (North Central and South). The Central Yacht Basin Docks were built in 1963. Four of the five South Yacht Basin Docks were built in 1977; the fifth was built in 2008

E. MARINA INVENTORY

There are 645 wet slips in the Marina’s Central and South Yacht Basins. A 13-buoy mooring field is located in the North Yacht Basin. A 500-ft. Transient (visitor) Dock and 10 Courtesy Docks are located in the Central Yacht Basin. The Marina Store, next to a boat ramp, provides fuel and boating-related merchandise and convenience items to boaters.
SECTION II: SCOPE

A. LOCATION.

The office space is located at 300 2nd Avenue, S.E., on Demens Landing, that is shown in Appendix "A".

B. PREMISES.

The two-story office space, located in a Marina multi-purpose building on the south side of Demens Landing, faces south toward the South Yacht Basin. The space previously housed the Marina Office, which has now moved across Demens Landing. Other areas in the building continue to serve Marina slip renters by providing restrooms with showers, a laundry, lounge and a mail box station.

The first floor of the office space has a service area with a service counter. Behind the service area is a storage room with many storage cabinets, a built-in sink, and a counter top. The first floor also has two small offices, located behind the service area. There is also a private office on the second floor, which looks out over the South Yacht Basin.

The total available space is approximately 990 sq. ft. with approximately 686 square feet on the first floor and 304 square feet on the second floor.

Appendix “B” contains a rough schematic of the office space available.

C. BUILDING USE AND LIMITATIONS.

The successful Respondent must agree to accept the building on an “As Is” condition. The occupation of the building will be confined within the existing premises. Any type of upgrades required must be fully paid for by the successful Respondent. The City will not extend the lease term to allow for amortization of any improvements.

D. TERM.

The City is interested in a 3 to 5 year lease term, with options for one-year extensions at the end of the base lease term.

E. RENT.

The preferred rent is $1,000/month plus applicable taxes.
F. UTILITIES.

The Tenant would be responsible for putting the electrical meter in its own name. The City will also assess a nominal, monthly fee for stormwater and restroom usage (as necessary).

G. RENT ESCALATION.

All rent will be subject to an annual rent escalation, tied to the Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor, or another mutually acceptable index.

H. INSURANCE.

Prior to the commencement of the lease, the successful Respondent will be responsible for acquiring the appropriate insurance as required by the City. The type of insurance and limits established will be based on the type of operation and use for the building. Once a tenant is selected, the City’s Risk Management Department will complete an assessment of the required insurance.

I. MAINTENANCE.

Premises Equipment. Tenant shall at all times keep and maintain, at its cost and expense, the Premises, and all improvements located thereon, including but not limited to exterior entrances, all glass and windows, all floors (excluding floor slabs), and all partitions, doors, fixtures, equipment and appurtenances thereof, all fire suppression systems and equipment including but not limited to fire extinguishers, all lighting, electrical equipment, plumbing fixtures and equipment, heating, ventilating and air conditioning equipment, in good order and repair, reasonable wear and tear excepted, and in a clean and sanitary condition, and shall make all necessary repairs, including all necessary replacements, alterations and additions, using material and equipment of similar or superior kind and quality to the original improvements.

HVAC. Tenant shall enter into a contract with a duly licensed air conditioning service company for the maintenance of the heating, ventilating and air conditioning system.

Pest Control. Tenant shall enter into a pest control contract for the Premises at Tenants sole cost and expense, which contract shall provide for monthly pest inspections and treatments. The definition of Pest shall include but is not limited to fungus, mold, insect, nematode, rodent, weed, or other life form that is injurious to human health, or interferes with economic activities.

Manufacturers Warranties. City shall, whenever possible, extend to Tenant the benefit of any available manufacturers or other warranties.
Security. Tenant shall be responsible for protecting the Premises and the property located therein from theft and robbery and shall keep all doors and windows securely fastened when the Premises are not in use.

Trash Disposal. Tenant shall pay all costs associated with disposal of its garbage, including but not limited to, costs of pick up, containers and deposits.

Exterior and Sidewalk. Tenant shall keep the exterior of the Premises and the sidewalk clear of all debris and litter.

J. GENERAL OBLIGATIONS.

The successful Respondent will be responsible for complying with all terms and conditions contained within the negotiated agreement with the City.

The successful Respondent must be an active legal entity, licensed to do business in the State of Florida, within thirty (30) days of approval of the agreement by City Council.

The City will maintain all public and common areas at the Marina, including all restrooms, common mail box station hallway; parking lots and perimeter roads; and on-site stormwater facilities.
A successful proposal must contain the following minimum items as described below. It is recommended that the Respondent follow the outline as laid-out herein to assure the proposal has covered all the required items.

A. GENERAL INFORMATION.

1. Names and qualifications of corporate/company officers/owners

2. Company address/location(s) and other appropriate contact information

3. Brief history of the company

4. A full description of the Respondent’s entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal.

5. Documentation reflecting that the organization is active and in good standing.

B. FINANCIAL FITNESS.

The Respondent must be able to provide sufficient proof demonstrating that the legal entity that will be occupying the space will possess the financial ability to fulfill the obligations contained within an executed agreement with the City. The Respondent must provide a list of references for the Respondent's financial and management background. Each reference shall include a business name (if applicable), contact name, address, and telephone number. In addition, the Respondent must include an affirmative statement that Respondent and no entity that the Respondent has any interest in has defaulted on any agreement with the City or is in arrears with any payment to the City.

C. PROPOSED USE.

The Respondent must include the overall plan for the use of the building. This should contain a complete description of the business operations and activities that will take place within the premises and any needed improvements (if any) to bring the facility into a useable condition for the proposed operation.
D. RENT.

As stated in Section II (E.), the preferred rent is $1,000 per month. The Respondent may offer an alternative rent, which will factor in to the selection process. Either way, the Respondent should list the proposed monthly rent in the proposal.

E. PHYSICAL REQUIREMENTS.

This section should describe other physical needs above and beyond the leasehold space described in Section II. Examples of other needs may include vehicular parking space requirements; refuse disposal needs, exterior signage requirements, or any other extraordinary need not identified within the described leasehold in Section II.

F. EXCEPTIONS.

Respondent should list exceptions taken to any of the terms/criteria contained within this RFP. Each exception should contain a detailed explanation with credible and verifiable, back-up data (if warranted) to support the position.
SECTION IV: PROPOSAL SUBMITTAL

A. SUBMITTAL PACKAGE.

Respondents shall submit two (2) bound, originals of the signed proposal and one (1) electronic copy in adobe (.pdf) format, together with a completed Proposal Form as shown on Appendix "C".

B. DELIVERY.

Proposals shall be delivered in hand or by mail, and marked:

REQUEST FOR PROPOSAL
OFFICE SPACE AT THE
ST. PETERSBURG MUNICIPAL MARINA
CITY OF ST. PETERSBURG
Real Estate & Property Management Department
ATTN: Mr. Mike Psarakis, Sr. Real Estate Coordinator
One 4th Street North – Ninth Floor
St. Petersburg, Florida

or by mail to
Post Office Box 2842
St. Petersburg, Fl 33731-2842

C. SCHEDULE.

Legal Notice/Issue RFP .......................................................... April 6, 2014
Last Day for Tour of Building .................................................. April 18, 2014
Last day for questions by Respondents .................................... April 18, 2014
Proposals due by 1:00 PM...................................................... April 30, 2014
Select proposal not later than ................................................. May 16 2014
Present Lease to City Council .................................................. Not later than June, 2014
D. DEADLINE.

Proposals must be submitted to the City of St Petersburg, Real Estate and Property Management Department, Attn: Mr. Mike Psarakis, One 4th Street North, St. Petersburg, FL not later than 1:00 P.M., local time, April 30, 2014. Proposals received after the specified time and date will NOT be considered. The City will not be responsible for failure of the United States Port Office, private courier, or any other delivery means to deliver a proposal to the appointed place at the specified time in order to be considered.

E. CITY RESERVATIONS.

The City reserves the right to:

1. Modify or otherwise vary the terms and conditions of this RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements.

2. Waive irregularities in the proposals.

3. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.

4. Negotiate with any or all Respondents in order to obtain terms most beneficial to the City.

5. Accept the proposal(s), which, in the City’s sole and absolute discretion, best serves the interests of the City.

6. Accept the proposal(s) without discussion if it is determined to be in the public interest in accordance with the RFP.

F. CITY CONTACT INFORMATION.

Those Respondents and parties interested in submitting a proposal may contact Mr. Mike Psarakis, Sr. Real Estate Coordinator, Real Estate and Property Management Department, City of St Petersburg, Municipal Services Center, One Forth Street North (9th Floor), St. Petersburg, Florida or by mail to Post Office Box 2842, St. Petersburg, Florida 33731-2842 or by telephone (727) 893-7500 or by email to Mike.Psarakis@stpete.org.

(Note: To assure a timely response, all first time emails should be preceded with a phone call to avoid being caught in the City’s “SPAM” blocking software).

G. COLLUSION.

More than one proposal from the same Respondent under the same or different names will not be considered. Reasonable grounds for believing that a Respondent is submitting on more than one proposal will cause the rejection of all proposals in which the Respondent is involved.
Those proposals will be rejected if there is reason for believing that collusion exists among Respondents, and no participant in such collusion will be considered in any future proposals.

H. DISCLAIMER

The estimate of Tenant Space is believed to be reliable; however, Respondents should rely on their own experts for counsel in this regard.

I. PUBLIC RECORDS.

All proposals submitted to the City are subject to public disclosure pursuant to Chapter 119, Florida Statutes.

J. AWARD WITHOUT DISCUSSION.

The City may accept a proposal without discussion if, in its sole discretion, it is determined to be in the public interest for the intended use.

K. INQUIRIES AND QUESTIONS.

All inquiries, questions, requests for interpretation, correction, or clarification must be submitted in writing, either by e-mail or by facsimile to the City Contact, and shall arrive not later than noon April 18, 2014. All responses from the City shall be in writing, either by email, or facsimile. All inquiries and questions submitted to the City are subject to public disclosure pursuant to Chapter 119, Florida Statutes.

L. RFP WEBSITE.

To download an additional copy of this RFP and/or to view the latest information, addendums and/or clarifications go to www.stpete.org/realestate. Scroll down and click on the “Request for Proposal and/or Solicitation of Interest” section.

M. REQUEST FOR TOUR OF THE BUILDING.

Any Respondent interested in scheduling a tour of the leasehold space may do so by contacting Walter Miller, Marina Manager, at 727-893-7329. The tours will only be conducted during normal business hours and the City will require a minimum of a forty-eight (48) hour notice to schedule a tour. The last day for a tour of the building is April 18, 2014.

N. PUBLIC ENTITY CRIMES.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a 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 consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

O. LOBBYING.

Respondents, including those with a financial interest in the proposal, are prohibited from lobbying with City Council, Mayor, or Administration relative to its proposal or response to this RFP. Non-compliance with this provision shall result in disqualification from consideration.

P. PROFESSIONAL FEES AND SERVICES.

The Respondent and the City shall be responsible for the selection and payment of all professional fees and services associated with their respective interest in this RFP and if applicable, the negotiation of a lease. Professional fees and services shall include but not be limited to architects, engineers, design professionals, contractors, legal representation, and/or real estate representation.

Q. GOOD STANDING WITH THE CITY.

Any Respondent of this RFP must be in good standing with the City at the time the proposal is submitted. The determination of “Good standing” includes but is not limited to monies owed to the City, defaults on any leases/contracts and/or any other negative legal processes. Any Respondent found in a negative standing may be subject to disqualification.
SECTION VII: SELECTION

All qualified proposals shall be reviewed by City Administration and the proposal selected, if any, that is determined to be in the public interest for use accordance with the RFP, will be presented to the Mayor for his consideration and for his recommendation to the City Council of the City of St. Petersburg for approval.
APPENDIX “A” – OFFICE SPACE LOCATION
APPENDIX "B" OFFICE SPACE DIAGRAM

APPENDIX "B"
ROUGH SCHEMATIC OF OFFICE SPACE
(ALL MEASUREMENTS ARE APPROXIMATE)

DOWNSTAIRS

11'0"

9'7"
Office

11'0"

12'11"
Office

22'3"

6'1"
file storage

15'6"

19'7"
Office

/ main entrance

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EAST

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105 sq ft

142 sq ft

304 sq ft

135 sq ft

DOWNSTAIRS TOTAL 686 SQ FT
UPSTAIRS

15' 6"

Office 19’ 7" ➞ 304 sq ft

UPSTAIRS TOTAL 304 SQ FT

TOTAL SQ FT 990 SQ FT
APPENDIX “C” – PROPOSAL FORM

PLEASE SUBMIT THIS FORM WITH THE PROPOSAL

PROPOSAL FOR OFFICE SPACE AT THE ST. PETERSBURG MUNICIPAL MARINA

Issue Date: APRIL 6, 2014

The undersigned certifies that the enclosed proposal is being submitted and is subject to the terms and conditions as outlined in the Request for Proposal as issued by the City of St. Petersburg on the date written above.

________________________________________
Name of Company/Organization

________________________________________
Signature of individual submitting proposal for above Company/Organization

________________________________________
Printed name of individual

________________________________________
E-mail address

________________________________________
Phone

________________________________________
Fax

________________________________________
Date