



Request for Information

Port Angeles Boat Haven Marina and Boatyard Management

Issued May 9, 2016

I. PURPOSE OF THE REQUEST FOR INFORMATION

This Request for Information (RFI) is being issued by the Port of Port Angeles (POPA) to gather information from individuals or companies interested in managing the Port Angeles Boat Haven Marina and Boatyard. In the past, these management services have been provided through a series of 10-year agent agreements and the current agent agreement expires on December 31st, 2016. The Port is actively soliciting management proposals and is willing to consider all forms of management including but not limited to agent agreements or a full facility lease out. The term of the future agreement is also negotiable. This RFI is **not** a request for a detailed proposal, but rather an opportunity for interested parties to identify themselves and the form and scope of management services they would be interested in providing.

BACKGROUND

The Port of Port Angeles is a municipal corporation approved by Clallam County voters in 1922 and established in 1923. The Port is responsible for promoting and enhancing the economic vitality of Clallam County through business development and job creation, and serves the community as both a public steward and an economically self-sustaining enterprise. The port is a complex enterprise that operates, manages, and makes capital investments in multiple lines of business including marine facilities, marinas, airports, and industrial properties. These businesses include four marine terminals, two airports, two marinas, three industrial business parks, and several other industrial and commercial properties. The Port Angeles Boat Haven was constructed in 1947 with a significant renovation in 2006. It is capable of mooring over 400 boats and accommodates several boathouses. Additional history and detail about the marina and boatyard can be found on the Port's website at: www.portofpa.com.

II. POINT-OF-CONTACT

All questions and responses should be directed to:

Name	John Nutter, Interim Finance Director
Address	PO Box 1350, Port Angeles WA 98362
Phone	360-457-8527 (Business), 360-417-3362 (Direct)
FAX	360-452-3959
E-mail	JohnN@portofpa.com

RFI responses/letters of interest are requested by June 3, 2016. The ensuing RFP and/or negotiations will depend on the RFI responses.

III. SERVICES TO BE PROVIDED

Under the previous agent agreement, the services provided included:

- Administration of the Marina including moorage assignment, billing, and collections for a fixed monthly fee that was adjusted annually by CPI. Future compensation models could be set in the same manner, or structured in an incentive based model.
- Administration of the Port owned boatyard which includes a 70-ton travel-lift. Previous compensation for this service included bonus payments for activity over a preset threshold. Future compensation would likely include performance incentives as well.
- Fuel and lubricant sales and services have previously been provided by the agent who provided all fueling infrastructure. The agent retained all revenue from the fuel sales which subsidized the expense of staffing and running the marina and boatyard. The Port is currently in the planning process for replacing the fueling infrastructure and anticipates owning the equipment in the future but is open to other arrangements. Compensation for future use of the potentially Port-owned fuel tanks and infrastructure has not been determined and would be subject to negotiation.
- For additional information regarding marina and boatyard management, please refer to the attached agent agreement. The terms included in that agreement provide guidance in terms of general management expectations, but will be negotiable depending on the nature and structure of any future agreement.