

REQUEST FOR QUOTATION
CITY OF ALEXANDRIA
REQUEST FOR PROPOSALS
CITY DOCK AND MARINA MAINTENANCE AND REPAIR ASSESSMENT

SUMMARY

PURPOSE:

The purpose of this Request for Proposals (RFP) is to complete a Dock & Marina Assessment of the existing equipment, structure and conditions completed by a licensed vendor whom has appointments, afflictions and has received numerous awards for outstanding Dock & Marina engineering focusing in preserving, repairing and improvements to existing Docks & Marinas.

SCOPE OF WORK:

Work Scope Summary

- The City of Alexandria's scope of work includes a Property Condition Assessment with an estimate of probable costs of repairs and table of anticipated capital improvement costs for up to ten (10) years of ownership. Additionally the scope will include a very thorough assessment and summary of the existing structure, fixtures and equipment. The scope of work also requires an estimate of the remaining life expectancy of important components and systems, provide maintenance schedules and recommend upgrades for efficiency and energy cost savings and prepare cost estimates for required near and long term repair and replacement.

Dock & Marina Maintenance and Repair Assessment

- On-site field evaluations of marina activities and conditions of existing equipment and structure.
- Interviews with employees and customers.
- Organized checklist of physical observations and testing, if required.
 - Physical observations to include but not limited to:
 - Piles, decking, cleats
 - Bricks
 - Breakwaters, retaining walls, bulkheads
 - Boat ramps and hoists
 - Water action and aquatic weed growth
 - Channels and depths
 - Restrooms, office areas
 - Electric and water – adequate power/amps

- Boat maintenance and repair areas including gas pumps, sanitary pump outs, utilities
- Managers, staff, customers
- Storm water management, BMPs, SWPPP
- Environmental concerns
- Handicap accessibility
- Fire Protection
- Operational safety
- Area and dock lighting
- Landscaping
- Parking
- Traffic flow
- Fencing
- Signage
- Shops and restaurants
- Public education
- Permits
- Other issues and areas identified by City of Alexandria's management and staff.

Recommendations

- To include a three (3) phase recommendation report which would include but not be limited to:
 - Phase 1: High Priority
 - List of deficiencies found during the physical observation that would require "high priority" attention i.e. emergency repairs and maintenance, immediate environmental concerns, risk management and/or life safety concerns.
 - Recommendation to repairs and maintenance.
 - Recommended timing.
 - Estimated cost.
 - Phase 2: Medium Priority
 - List of deficiencies found during the physical observation that would require "medium priority" These items would not include any emergency and/or immediate needs but would require attention, adjustments, repairs and/or maintenance within the next five (5) years.
 - Recommendation to repairs and maintenance.
 - Recommended timing.
 - Estimated cost.
 - Phase 3: Low Priority
 - List of deficiencies found during the physical observation that would require "low priority". These items would not include any of the above two priority type items but would items would require attention, adjustments, repairs and/or maintenance within the next ten (10) years.

This “low priority” category would also include any recommended capital improvements.

- Recommendation to repairs and maintenance.
- Recommended timing.
- Estimated cost.

Report summary

- Summarizing the evaluations of marinas activities and conditions.
- Recommendations for add-on improvements or services.
- Summary of one (1) to ten (10) year financial proformas.

TIMELINE:

- September 2012 – Departments of Recreation, Parks and Cultural Activities and General Services finalize RFP proposal
- October 2012 – Issue RFP
- October/November 2012 – Close RFP
- November/December 2012 – Perform Assessment
- January 2013 – Receive Report