# Raymond Beach Management
## Request for Proposals
February, 2013

The Town of Raymond is inviting proposals from persons and/or Private Sector Managers interested in entering into an agreement to operate and manage the Town's public recreation facility currently known as Raymond Beach, as described below.

Background Information:
The Town of Raymond, in partnership with the Maine Department of Inland Fisheries and Wildlife (IF&W), developed and improved the former Jones Beach, located on Route 302, in Raymond, Maine through the issuance of a State-Town license and lease agreement (see attachments) between the parties. These agreements provided for the State construction of a boat launch facility while preserving certain rights for the Town to use and manage the swim beach area and related parking.

The Town assumed maintenance responsibility for the boat launch area for a period of thirty years. This RFP relates only to the possible Private Sector Management of the beach-side of the Raymond Beach/boat launch facility. The Town will continue to maintain all services at the boat launch, as agreed with the IF&W and at no cost to the public.

Site Conditions:
- Raymond Beach is a sand beach that is approximately 410 feet in length.
- There are nineteen general and two handicapped parking spaces available, for a total of twenty-one.
- The placement of a temporary building and/or vending cart may be allowed under Raymond's Land Use Ordinance and in consultation with the Town's Code Enforcement Officer.
- Signage shall be in compliance with all applicable Town Land Use Ordinances and not conflict with any signage installed by the State if Maine.
- A beach/parking use fee, approved by the Town, may be charged by the Private Sector Manager that is consistent with like facilities in the region.
- Port-a-potties for the Raymond Beach facility, including the boat ramp, will be provided by the Town.
- Adequate supervision and staffing of the beach shall be provided by the Private Sector Manager, including opening and closing the beach at 9 AM and 8 PM, 7 days per week during the season which runs from Memorial weekend to Labor Day.
- Daily litter patrol and pick up of debris from Raymond Beach shall be the responsibility of the Private Sector Manager.

- Additional recreational opportunities, that generate revenue, will be considered, such as: the rental of canoes, kayaks and/or other paddle craft or swim aids.
- Raymond Beach water quality is monitored weekly by Portland Water District with results reported to the Town. Adverse water quality test results can cause temporary beach closures. Detailed information about testing can be obtained from Chad Thompson, Source Protection Coordinator, at the Portland Water District at 207-774-5961 ext. 3323.

Format and Requirement of Proposals:

- All proposals must be made in writing and signed by an authorized agent or representative of the Private Sector Manager making such proposal.
- All proposals will include the name, address, telephone number(s) and email contact information of the authorized person in connection with the proposal along with information on all others who are authorized to represent the individual, group, organization or entity in connection with the proposal.
- Each proposal shall specifically set forth each of the following:

  a. A statement of the past business history of the individual, group, organization or entity.
  b. A statement of the financial history and viability of the individual, group, organization or entity as well as a detailed Raymond Beach operations business plan. The plan should include an explanation of how the individual, group, organization or entity plans to make income.
  c. The term of the proposal and annual payment offered to the Town.
  d. Three professional/business references.
  e. A statement of all activities to be conducted, which must be congruent with the principle purpose of the site, which is to maintain a boat launch facility in cooperation with the IF&W. The proposed development cannot adversely affect trailer boat use of the Raymond Beach boat launch and/or compromise existing parking spaces allocated for this use.
  f. Bank letter and/or acceptable financial guarantee of business financing/solvency.
  g. Insurance (Town to be a named insured on a Commercial General Liability Policy)
  h. Performance bonding (Irrevocable letter of credit or escrow deposit)
  i. Indemnification of Town (Town to be fully protected against all liability)
  j. All Private Sector Manager employees will need to comply with Town requirements for employment, including successful criminal background checks and standard drug and alcohol work and harassment rules (Town Personnel Policy attached).
  k. Proof of Serve Safe Certification

All proposals must be submitted on or before 2:00p.m. On February 22, 2013.

Consideration of Proposals:

All proposals will be subject to public review and disclosure by involved Town Staff and the Board of Selectmen, including discussion at public meetings.

Request for proposals will be evaluated on the following criteria:

a. The overall quality of the Management Plan presented by the Private Sector Manager, as judged by the Board of Selectmen to include site changes/impacts and aesthetics.
b. Financial and program benefits offered by the Private Sector Manager to the residents of the Town of Raymond.
c. The level of adherence to the terms and conditions outlined in the RFP by the Private Sector Manager.
d. The proposed payment to the Town by the Private Sector Manager.

After reviewing all proposals, Town staff will make a recommendation to the Board of Selectmen on whether to proceed with Private Sector Management. Said recommendation will be apart of the regular Board of Selectmen meeting, publicly noticed and advertised on the Raymond website (www.raymondmaine.org) and posted in the Town's public posting places.

This request for proposals does not indicate a commitment by the Town of Raymond to contract for private management of Raymond Beach. The Town may continue to manage the facility itself. The purpose of this request for proposals is to allow the Town to explore the viability of private sector management. The Town reserves the right to reject any or all proposals. If a proposal is selected for further consideration, the details of any agreement would be negotiated by the Board of Selectmen.

Questions regarding public deliberations or the bid process should be directed to Danielle Loring, Executive Assistant, at 207-655-4742 ext 133 or danielle.loring@raymondmaine.org.

**PROPOSAL**
**This Page Must Be Included***

**Company/Individual's Name:**_____

**Authorized Representative:**_____
Title:_____

Address:_____
Phone:_____ Email:_____
Fax:_____Federal ID:_____

***CERTIFICATE OF NON-COLLUSION***

The undersigned certifies that under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

_____ _____
Authorized Official: Date