



City of Cape Girardeau

Office of the City Manager
401 Independence Street
Cape Girardeau, MO 63703

Marina Feasibility Study and Best Use of Public Land Analysis

CITY *of* **CAPE**
G I R A R D E A U

Request for Proposals

All proposals shall be submitted to:
Alex McElroy
City Grant Coordinator
401 Independence Street
Cape Girardeau, MO 63703

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Due Date: [Friday, November 12, 2021](#)

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Introduction

The City of Cape Girardeau is seeking proposals from qualified firms to study and report the feasibility of establishing a marina with docking facilities along the City of Cape Girardeau Mississippi River shoreline and providing an analysis of the best use of adjoining publicly-owned properties.

Interested Consultants must submit their proposals to:

Alex McElroy
City Grant Coordinator
City of Cape Girardeau, Missouri
401 Independence Street
Cape Girardeau, MO 63703

Phone: (573) 339-6734
Fax: (573) 339-6302
Email: amcelroy@cityofcapegirardeau.org

Proposals are due by **4:00 pm (CST) on Friday, November 12, 2021.**

The City of Cape Girardeau reserves the right to accept or reject any or all proposals and to award a contract to the respondent that best meets the selection criteria. Any cost incurred while preparing the proposals will not be reimbursed by the City of Cape Girardeau.

Consultant Proposals

The applicant must be a consultant or consultant team with documented expertise in planning, engineering, and the development of marinas. Any design specifications must be certified by a licensed professional engineer or architect, and appropriate seal must be affixed to the documents. The applicant must demonstrate ability to work with the members of a Project Advisory Committee and to explain the findings and recommendations of the study to the City Council and general public during an informational public meeting.

Project Background & Budget

The City of Cape Girardeau (City), population approximately 40,000, is located in Cape Girardeau County, in Southeast Missouri. The City council consists of a Mayor and six Council members. The City operates under a City Manager form of Government.

In 2017, City officials adopted a Downtown Strategic Plan which has served as a roadmap for strategic investments into the City's downtown core. Included in the plan is a call for investments into the riverfront area through the funding and construction of various public amenities designed to attract tourists, locals, and patrons to the City's riverfront and downtown commerce. Building from this plan, City leadership is interested in conducting a feasibility study for a marina with docking facilities. The marina is envisioned to be tailored toward smaller transient vessels with multiple docking facilities. The study is also to include an analysis of the best use of publicly-owned parcels located in the project area which were procured through FEMA flood buyout programs.

To fund this initiative, the City has partnered with the Department of Commerce's Economic Development Administration office. Through a competitive process, the City was awarded a Local Technical Assistance grant to procure the necessary professional services to prepare the Marina Feasibility Study and public land use analysis. The total budget for the development of this study is \$75,000.

Project Purpose

The goal of this project is to determine the feasibility of a new marina on the shores of Cape Girardeau that will expand access to and from the Mississippi River, increase access for smaller transient boats along with local boats in the area, serve as an economic catalyst for the community while improving the quality of life for residents and visitors alike, and develop strategies to best leverage publicly-owned adjoining properties which had been procured through FEMA flood buyout programs. This effort will include a marina market analysis, assessment of potential marina sites, physical feasibility and concept level cost estimates, a business plan outlining development costs, rate structures, revenues, operational costs, financing, analysis of potential public-private partnerships, implementation strategies, and analysis of the best use of adjoining publicly-owned properties.

Proposal Content

Applicants should submit proposals that demonstrate a strong competency in conducting such a study and pertinent information relative to the proposed project team's qualifications and relevant experience.

All proposals must include the following:

1. One (1) digital copy delivered to: amcelroy@cityofcapegirardeau.org or placed on a flash storage device and sent to ATTN: Alex McElroy, City Grant Coordinator, City of Cape Girardeau, Missouri, 401 Independence Street, City of Cape Girardeau, MO 63703. Proposals may also be submitted through the City's e-procurement portal. Instructions to do so may be found here: <https://www.cityofcapegirardeau.org/departments/administrative/finance/bids>
2. A cover letter attached by an officer empowered by the firm to sign such material and thereby affirming the information and qualifications contained therein.
3. Capabilities: Identify overall capabilities of the firm, including major disciplines or areas of practice, staff size, and pertinent resources to successfully accomplish the study.
4. Qualifications and Experience: Provide a listing of similar projects with reference contact information for each project listed.
5. Organization and Management: Provide an organizational chart of all the people proposed to be employed on this project. Include resumes for each person and a listing of similar projects in which they have had a direct involvement.
6. Project Understanding and Approach: Include a statement demonstrating proposer's understanding of the proposed project. Describe the approach to completing the project work elements successfully; describe the methodologies and technologies to be employed; and

describe the key milestones and processes to be utilized. Describe information expected of the City to supply.

7. Description of each project component
8. Team members assigned to each project component
9. Timeline for completion of each project component
10. Target date for the public information meeting
11. Target dates for completion of the draft and final reports
12. Itemized costs for completion of each project component

Project Overview

City officials envision this project undergoing three (3) phases, each occurring incrementally and sequentially. **Phase I** shall include a marina market analysis, assessment of potential marina sites, physical feasibility and concept level cost estimates, a business plan outlining development costs, rate structures, revenues, operational costs, financing, analysis of potential public-private partnerships, implementation strategies, and analysis of the best use of adjoining publicly-owned properties. Phase II of this project will be a master plan for the project area selected which will consider trails, parking, fueling, existing boat ramp, and levee wall system as well as preliminary cost estimates for the improvements. Phase III will include the plan development, permitting, and construction engineering for the bidding of the project.

Phase I is the only subject of this Request for Proposal. The City anticipates awarding Phase I of this project to the most qualified applicant with the option of moving forward with Phase II and/or Phase III depending upon the findings of the study, local stakeholders input, and funding availability.

Phase I –Scope of Services

1. The selected consultant shall meet with City staff and local stakeholders to refine the project scope, approach, purpose and goals of the feasibility study, to ensure that the study will be both accurate and appropriate to the City’s needs and grant requirements. Proposals shall address all of the work elements listed in the Project Overview **Phase I** detailed above and as follows:
 - Marina market analysis
 - Assessment of potential marina sites
 - Physical feasibility and concept level cost estimates
 - Business plan outlining development costs, rate structures
 - Revenue
 - Operational cost analysis
 - Financing
 - Analysis of potential public-private partnerships
 - Implementation strategies

2. Prepare an analysis of the best use of adjoining publicly-owned properties. Analysis will incorporate the marina location, as analyzed by the study, and surrounding City owned FEMA flood buyout properties, of which there are 39 parcels in the project area (See Exhibit B). Analysis will include and consider:
 - Deed restrictions on specific flood buyout properties.
 - Previous neighborhood engagements and studies on best use of flood buyout properties.
 - Existing neighborhood sentiment on the best use of the flood buyout properties
 - An estimate of the direct and indirect economic impacts on the community and surrounding neighborhood from the development of the marina facility and proposed property uses.
3. The selected consultant shall review project schedules and answer any questions pertaining to the successful development of the study.
4. The selected consultant will meet with staff and conduct interviews as needed to gain an understanding of the City's processes, operations, and needs.
5. The selected consultant will identify all regulatory requirements to build such a facility on the subject area, and the cost to comply with those requirements. That is to include both one-time costs, and ongoing or recurring costs. Regulatory requirements include, but are not limited to, those relating to infrastructure, testing and monitoring, employee health and safety and environmental compliance. In addition, an analysis of the practicality of complying with said regulatory requirements is expected to be considered, as well as regarding the feasibility of insurance to cover the movement of large vessels over public areas and rights-of-way.

Phase I is intended to identify any regulatory fatal flaws or insurmountable hurdles, including financial ones. If the City determines after Phase I is completed, due to the findings the proposed facility is not physically practical to build and operate from a regulatory compliance standpoint, including any extreme cost issues, then Phases II and Phase III of this project will not be pursued.

Questions

All questions shall be issued in writing and addressed to:

Alex McElroy
City Grant Coordinator
City of Cape Girardeau, Missouri
401 Independence Street
Cape Girardeau, MO 63703

Phone: (573) 339-6734
Fax: (573) 339-6302
Email: amcelroy@cityofcapegirardeau.org

Responses to questions will be issued via addendum to this RFP and provided to all firms that request addendum responses. To receive addendum responses please contact Alex McElroy with the contact information provided above.

Schedule for Proposal Submission, Review and Award

1. RFP Due Date	November 12 th , 2021
2. Proposal Review Period Ended	November 19 th , 2021
3. Interviews Completed	November 26 th , 2021
4. Selection of Consultant	November 30 th , 2021
5. Contract Award	December 6 th or December 20 th , 2021

Selection Criteria

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. It is anticipated the top three (3) firms will be invited to an interview the week following the review period. Following the evaluation process, the team will then select the firm the City considers most qualified and negotiate a contract. The City reserves the right to negotiate modifications to the RFP it deems acceptable. The City reserves the right to terminate this process in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the weighted criteria listed below.

Criteria Weight

1. Experience and qualifications; no conflicts	30%
2. Past performance and references	20%
3. Understanding of the City's Needs	20%
4. Overall Ability to Execute Services	20%
5. Location of Firm and Staff Assigned to this Project	10%
TOTAL	100%

THANK YOU FOR YOUR INTEREST IN THIS PROJECT

Exhibit A - Map of General Location of Interest

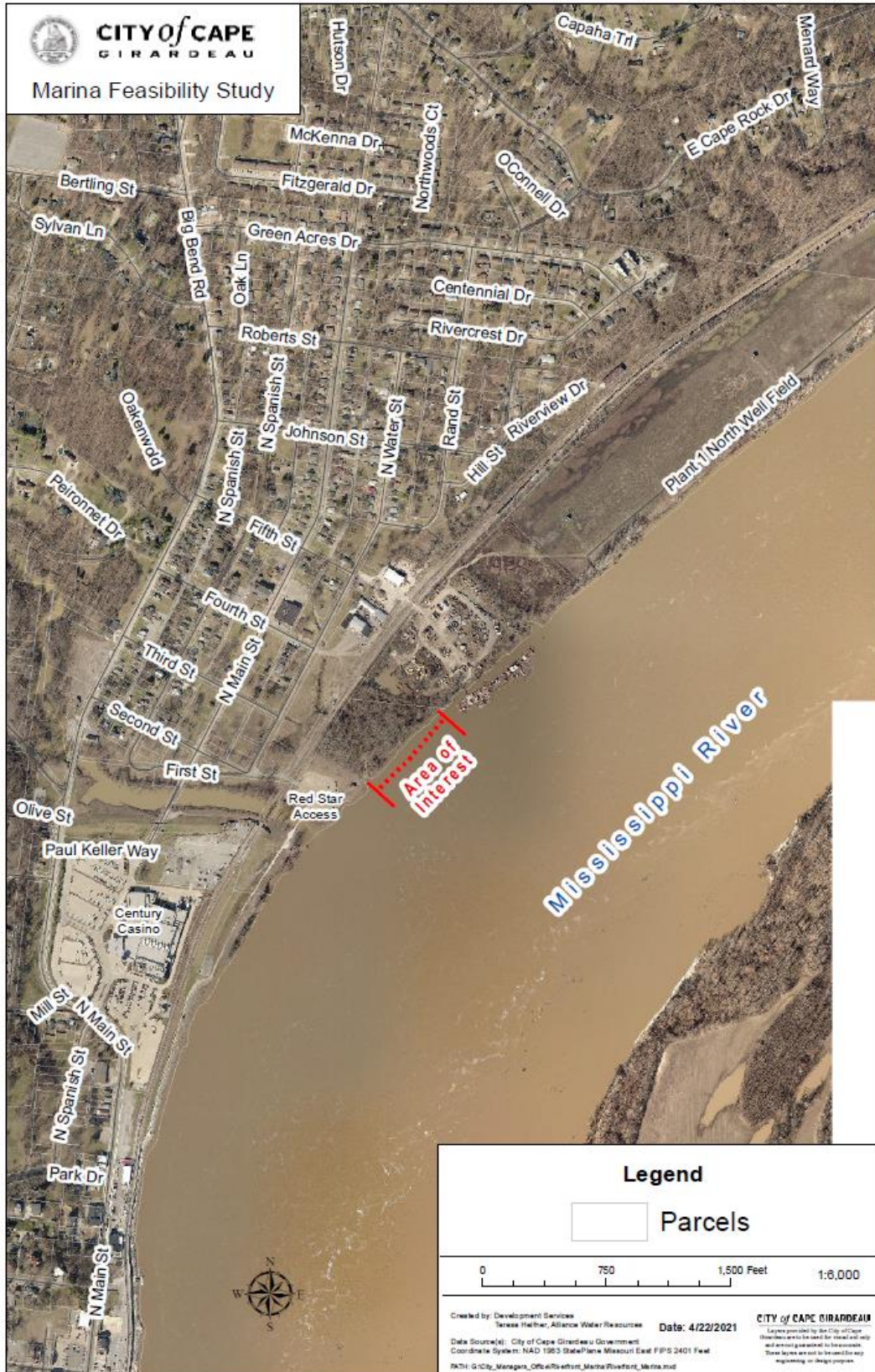


Exhibit B – City-Owned Flood Buyout Properties

