

## Request for Proposal

### Purpose:

Canal Dock Boathouse, Inc. (CDBi) seeks a community-oriented paddle-sports vendor to lease premium waterfront space and operate affordable paddling programs in New Haven. New waterfront access on New Haven Harbor at the Canal Dock Boathouse will be available in early 2018, with plans for on-water programs underway by May of 2018.

CDBi and the City of New Haven expect to sign a previously approved lease agreement in the second half of 2017, when the Canal Dock Boathouse nears completion, and when sublease arrangements are finalized with anchor tenant, the University of New Haven. Thus, contracts between CDBi and a paddle-sports vendor cannot be endorsed unless or until the main lease is signed between CDBi and the City of New Haven, or without prior approval of the landlord.

### Organizational Background:

CDBi is an IRS approved 501(c)(3) non-profit corporation dedicated to growing non-motorized boating opportunities in New Haven Harbor and on the Quinnipiac & Mill Rivers. In addition, CDBi will promote environmental education and history of New Haven Harbor and Long Island Sound through a partnership with the University of New Haven (UNH). In early 2018 CDBi will assume management of the Canal Dock Boathouse, a new \$40 million facility currently under construction on Long Wharf Drive in New Haven. When the new boathouse opens, CDBi and its existing rowing club will move in, together with the UNH Marine Biology Program.

### Project Description:

CDBi needs experienced, specialized vendors to help fulfill its mission to offer affordable opportunities in non-motorized boating activities and thus help the City of New Haven invigorate Long Wharf Drive & Long Wharf Park. Canal Dock Boathouse is a project almost 20 years in the making, offering a unique opportunity to professional operators of paddle-sports. Applicants should be prepared to move in by March 1, and commence operations by May 1, 2018. Paddle-sports vendors will share boathouse and dock space with existing and future programs, as well as the general public.

Kayak and paddleboard classes, lessons, rentals and tours, for example, generally describe the programs envisioned being offered to the public. In addition, since CDBi currently offers free rowing programs to New Haven public school students, similar proposals are under consideration for paddle-sports.

### Project Requirements:

Qualified applicants will have 3-5 years of professional and business experience in their field, on both open harbors and rivers, have demonstrable safety programs and statistics to show for its programs, customer references, and be prepared to supply significant levels of qualified equipment and personnel resources (including but not limited to: life jackets, safety boats, safety personnel, racks for storage, etc.). An organization that can scale up its offerings is ideal. Leases from 1-3 years in length will be considered. Applicants are expected to lease a minimum of 1800 sq. ft. (one boat bay, appx. 75 x 24), or up to 3600 sq. ft. (150 x 24), at a market rate to be determined, pay a pro-rata share of the pertinent operating expenses of the facility based on square footage leased, and pay a percentage of gross receipts over a minimum dollar amount, both to be determined.

### Timeline:

1. RFP Distribution date: August 23, 2017
2. Intent to Submit Proposal: due by August 31, 2017
3. Written Question Period: CDBi will accept written questions between September 1 and September 15 (all questions received and corresponding answers will be posted online on CDBi's website)
4. Proposal due date: October 1, 2017
5. Decisions expected by November 1, 2017

(CDBi reserves the right to request additional credentials and/or documentation necessary to determine applicant qualifications)

### Budget:

Applicants should prepare budget proposals using 1800 sq. ft. of space as a baseline. Estimates of minimum revenue expectations per year and number of patrons per season are expected.

### Proposal Instructions:

Only electronic submissions will be accepted. Please send proposals to:  
john@canaldock.org

Qualified proposals will include:

- Statement: Why your business is a good fit with the Canal Dock Boathouse
- Resume of Proposer's previous experience, identifying not less than three (3) years of experience directly related to the proposed use

- Financial statements including, but not limited to: balance sheets and income statements (audited statements preferred) for the past two (2) years supporting the financial abilities of the Proposer
- Proposed lease term and rental rates payable to CDBi
- Detailed outline of planned boating operations, budget and assumptions (hours and days of operations, etc.)
- Identification of free or low fee rentals and/or lessons as a percentage of overall business to address accessibility for disadvantaged residents
- A complete description and history of the Proposer's entity (corporation, partnership, etc.) and identification of all parties including disclosure of all persons or entities having a beneficial and/or financial interest in the proposal. Include names and qualifications of corporate/company officers/owners, their address/location(s) and other appropriate contact information
- Insurance – Certificate of Coverage
- CDBi reserves the right to request additional credentials and/or documentation necessary to determine applicant qualifications

[www.canaldock.org](http://www.canaldock.org)

<https://www.newhavenct.gov/>

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