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## REQUEST FOR PROPOSALS FOR GROUND LEASES

CITY HARBOR Tract 9 and 9A (0.68 acres; 576 LF of dock)

RFP Issue Date: November 16, 2022

Due Date: December 8 at 4:00 pm CST

City of Port Lavaca  
City Manager's Office  
202 N. Virginia St.  
Port Lavaca, TX 77979

## **REQUEST FOR PROPOSALS FOR GROUND LEASE**

### **CITY HARBOR TRACT 9 and 9A (0.68 ACRES; 576 LF of dock )**

The City of Port Lavaca is pleased to announce a Ground Lease opportunity at the City Harbor and is seeking proposals from interested entities (Tenant) to lease this tract comprised of Tract 9 and 9A for one year with the possibility to extend one additional year.

The minimum acceptable rent is \$3,800/month for year one, with an increase pursuant to the municipal cost index for the second year if granted. The complete proposal package is available for download from the City's website at [www.portlavaca.org](http://www.portlavaca.org). To receive a hard copy or arrange for a site visit, contact Harbor Master Jim Rudellat at 361-920-0607 or [jrudellat@portlavaca.org](mailto:jrudellat@portlavaca.org).

Proposals must be received by the City of Port Lavaca, Attn: City Manager 202 N. Virginia Street, Port Lavaca, Texas 77979 no later than **4:00 pm on Thursday, December 8, 2022** to be considered.

The City of Port Lavaca reserves the right to negotiate with any and all respondents that submit proposals.

The **CITY OF PORT LAVACA** is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises and labor surplus area firms are encouraged to submit proposals.

## 1. Introduction

The City of Port Lavaca is pleased to announce a Ground Lease opportunity at the City Harbor in Port Lavaca, Texas. The City is seeking proposals from interested entities (tenant) to lease this tract comprised of Tract 9 and 9A for one year with the possibility to extend one additional year.

## 2. The Opportunities: Reference the Aerial Site Map of the Harbor of Refuge - Exhibit A

### TRACT 9/9A

- Acreage: 0.68 acres
- Dock space (concrete capped bulkhead): 576 LF
- Public Water: Yes, there is an 8" waterline on Broadway and a 6" waterline on the north side of the 25 ft road right-of-way that is each available for a water tap and meter.
- Access to Public Sewer: There is a lift station at the east corner of the tract available, although it is not currently in use.
- Electricity: Overhead AEP Power is available on Broadway St.
- Permanent improvements: Approximate 20' x 30' concrete containment area is located on Tract 9A
- Access: Tract 9 and 9A has public access from a 25 ft wide public right-of-way off of Broadway St. Within Tract 9 is a 20 ft access easement to provide public access to Tract 10, currently under lease.

## 3. How to Submit a Proposal:

Proposals for these opportunities must be received by the City of Port Lavaca, Attn: City Manager 202 N. Virginia Street, Port Lavaca, Texas 77979 no later than 4:00 pm on Thursday, December 8, 2022 to be considered.

**4. Lease Agreement:** The standard lease agreement for these tracts is attached as Exhibit B. Respondents are urged to read this carefully. Article 11 of this agreement provides the Insurance requirements.

**5. Lease term:** One year with the possibility of a second year, if agreed upon by both parties.

**6. Lease Rate:** The Respondent shall specify the monthly Rental amount in the proposal, however, to be considered the minimum monthly rental rate must be at or greater than the following:

Tract 9 /9A: \$3,000.00 per month

It is understood that the rental rate will be adjusted on October 1 of each year of the lease to reflect any increase in the Municipal Cost Index (MCI).

**7. Site Visit:** To arrange for a site visit, please contact Harbor Master Jim Rudellat at 361-920-0607 or via email at [jrudellat@portlavaca.org](mailto:jrudellat@portlavaca.org).

**8. Submittal Format:** Submittals should be organized in a clear and concise manner. The minimum format for the submittal should be as follows:

- a) Cover letter/Statement of Interest – An introductory letter serving as a Statement in Interest on firm letterhead indicating name of firm, contact person, address, phone, e-mail, and a short statement which summarizes the team composition and strengths of the firm/team as it relates to this proposal.
- b) Approach and Scope – Provide a detailed description of the type of operation you propose to use the land for, including hours of operation and any proposed improvements to the tract(s). If applicable, include a description of the firm's past experience with similar operations elsewhere. If you are proposing to make improvements to the tract(s), provide a detailed description and the time frame for completing those improvements.
- c) Proposed Rent and Term – Clearly specify the rental rate you are proposing. Include acknowledgement of the annual adjustment per the Municipal Cost Index.
- d) References – Please provide names and contact information (phone and email) for three (3) individuals who can speak to firm's past performance in similar operations.
- e) Financial Capacity – (THIS ITEM TO BE SUBMITTED CONFIDENTIALLY UNDER SEPARATE COVER MARKED CONFIDENTIAL) Present evidence that the Respondent has the financial capacity to carry out the proposed commitments. This evidence shall be in the form of a complete financial statement (audited if possible) for the last completed fiscal year, including a balance sheet and income statement.

**9. Cost Liability:** The Respondent shall bear all costs associated with submitting the proposal. The City of Port Lavaca does not pay finder's fees or commissions for opportunities arising under this RFP.

**10. Statement of Rights and Understanding:** The City reserves and may in its sole discretion, exercise the following rights and options with respect to this Request for Proposals (RFP).

- a) to accept, reject or negotiate modifications to any and all proposals as it shall, in its sole discretion, deem to be in its best interest; submission of an RFP does not bind the City to any action or to any party. Submissions do not create or assume any relationship, agency or obligation by the City.
- b) to issue additional solicitations for proposals and/or addenda to the RFP;
- c) to award the leases to the respondent(s) the City has determined to be most responsive, who has submitted a complete proposal which is deemed by the City to be most advantageous to and in the best interest of the City;
- d) to negotiate with any one or more of the respondents;
- e) to waive any irregularities in any proposal;
- f) to select any proposal as the basis for negotiations or a Lease Agreement, and to negotiate with respondents for amendment or other modifications to their proposals;
- g) to conduct investigation and obtain additional information deemed necessary to determine the ability of the respondent to carry out the obligations of the lease. This includes information needed to

evaluate the experience and financial capability of the respondent and estimates of commercial activity that will generate monthly tariffs paid to the City;

**11. Proposal Evaluation:** The City of Port Lavaca Port Commission will review and evaluate all proposals and make recommendations to the City Council for any award of the lease based upon the proposal that is the most advantageous and in the best interest of the City. The evaluation criteria shall include but not be limited to the following:

- Thoroughness and completeness of the proposal;
- The amount of revenue that will be generated from rent, tariffs, property taxes and any other applicable fees;
- The intended use and any proposed improvements to the property;
- Compatibility of proposed operation with the surrounding uses and local community;
- Financial resources, history and references of the respondent;

**12. City Contact:**

Requests for additional information regarding this statement of qualifications shall be addressed to Interim City Manager, Jody Weaver [jweaver@portlavaca.org](mailto:jweaver@portlavaca.org) 361-827-3601.

**13. Award Timeline:**

It is anticipated that a recommendation from the Port Commission to City Council to award a lease would be made at the Council Meeting on January 9, 2023.

**Attachment A – Site Plan:** City Harbor Tracts 9, 9A and 10 (Note this solicitation involves Tracts 9 and 9A as a single lease and does not involve Tract 10, which is currently under a short term lease.