

**ECONOMIC DEVELOPMENT AND INDUSTRIAL CORPORATION OF LYNN  
(EDIC/LYNN)**

**NOTICE TO PROSPECTIVE WATER TRANSPORTATION CONTRACTORS**

**REQUEST FOR PROPOSALS**

**FOR OPERATION OF WATER TRANSPORTATION SERVICES FROM CITY OF LYNN, INCLUDING, POTENTIAL FERRY SERVICE TO DOWNTOWN BOSTON, HARBOR TOURS, WHALE WATCHING TOURS, DEEP SEA FISHING, MARINE BIOLOGY OUTINGS FOR LYNN PUBLIC SCHOOL STUDENTS**

NOTICE IS HEREBY GIVEN that the **Economic Development and Industrial Corporation of Lynn (EDIC/ Lynn)** will receive sealed Proposals from qualified persons and firms to provide boat(s) and operate Commuter Ferry Services, Harbor Tours, Whale Watching Tours, Deep Sea Fishing, Marine Biology Outings for Lynn Public School Students.

**Sealed proposals will be received at the EDIC/Lynn, Lynn City Hall, Room 405 - 3 City Hall Square, Lynn, MA 01901 up to 2:00 p.m. on Wednesday, June 30, 2021.** The EDIC/Lynn intends to enter into a Lease with the person(s) or firms(s) submitting the Proposal, which, in the opinion of the EDIC/Lynn, is most advantageous to the City of Lynn, and the general public. Sealed proposals shall become the property of the EDIC/Lynn and will not be returned.

The EDIC/Lynn reserves the right to reject any and all Proposals.

**1.0 SERVICES SOUGHT**

1.1 Demonstration Program

The EDIC/Lynn desires a daily, and, if feasible, a year-round commuter ferry service, along with Harbor Tours, Whale Watching Tours, Deep Sea Fishing, Marine Biology Outings for Lynn Public School Students. These services are to be conducted from the newly constructed facility at the Blossom Street Extension, Lynn, MA.

**The applicant shall put a breakdown of annual lease payments which will be made on a monthly basis to the EDIC/Lynn for Year 1, Year 2 and Year 3.**

The successful bidder for the Project will be granted without fee, rights to conduct said services from that facility, with the selected Bidder negotiating the best Leasehold payment to the EDIC/Lynn for the Lease of said Blossom Street Facility.

The EDIC/Lynn anticipates executing a Net, Net, Net Lease with the successful Bidder where the Bidder will be responsible for all maintenance and upkeep of the Blossom Street Facility,

including, but not limited to maintenance and repairs of the pier, floats, gangway, and parking areas.

Said Lease shall be for a period of three (3) years with a sixty (60) day written termination notice which can only be exercised by the EDIC/Lynn if funding is received for the purchase of a commuter ferry.

The successful Bidder will be responsible for providing the boat(s), crew, insurance, fuel and staff on a turn-key basis. The Proposer should state a specific Boston destination point with direct access to Boston's Central Business District and provide clear evidence that he/she has or will have the right to use that point for the duration of the Contract.

The successful respondent is also granted the non-exclusive right to use the Blossom Street Extension for water-borne excursions offered to the general public and for private group charters as set forth above in Section 1.1. The vessel to be used in this service must have a minimum passenger capacity of one hundred forty nine (149), must be ADA compliant, fully inspected by the US Coast Guard and operated in compliance with the Certificate of Inspection. The vessel's Coast Guard requires Sea-Keeping Guidelines Table must demonstrate the ability to operate in sea conditions of up to 5' while maintaining speeds adequate to complete the ferry schedule. Successful Respondent will be entitled to receive all revenue generated from said operations.

## 1.2 Minimum Requirements

Watercraft to be provided by Proposers should be capable of carrying at least 149 passengers. Must meet the Coast Guard ADA requirements in boarding and wheelchair placements and transfer seats. The vessel's Coast Guard required Sea-Keeping Guidelines Table must demonstrate the ability to operate in sea conditions of up to 5 feet while maintaining speeds adequate to complete the ferry schedule. The successful bidder must also demonstrate that the vessel proposed for the service is already owned and operated by the Bidder.

## **2.0 NEW WATERFRONT FACILITIES**

The EDIC/Lynn has completed construction of a ferry docking system funded primarily with State and Federal funds. The construction cost was approximately \$7 Million Dollars. The EDIC has also included, within the initial project, parking spaces for approximately 113 cars, major upland work, lighting improvements, and landscaping.

## **3.0 OPERATOR FARE COLLECTION**

Operator shall be entitled to collect and keep all funds received from their operations from the Facility.

The Operator shall make submission of ridership and operational reports on a monthly basis in a manner mutually agreed upon between operator and EDIC/Lynn.

#### 4.0 SUBMISSION FORMAT

The EDIC/Lynn is seeking the services of a qualified professional firm(s) (the Contractor) to provide and operate a Ferry Service from the new Blossom Street Extension Landing and Dock Facility in Lynn to a location within the Central Business District of Boston that can accommodate potential commuters and other passengers and provide services set forth in Section 1.1 above.

To that end, the EDIC/Lynn requests the submittal of formal proposals to address the following issues, at a minimum, and all responses to the Request for Proposals must contain, at a minimum, the following information:

Applicants shall submit one (1) electronic and (5) copies clearly marked “EDIC/Lynn **STATEMENT OF QUALIFICATIONS, Water Transportation Services**”. Applicants shall submit (5) copies sealed separately from the above marked “**EDIC/Lynn LEASE PROPOSAL, Water Transportation Service**”.

Proposals to be submitted to: James M. Cowdell, Executive Director- EDIC/Lynn  
3 City Hall Square, Room 405, Lynn, MA 01901

Questions should be directed to: James M. Cowdell, Executive Director - EDIC/Lynn  
3 City Hall Square, Room 405, Lynn, MA 01901  
**(no later than Tuesday, June 22, 2021 - 3:00 p.m.)**  
[jcowdell@ediclynn.org](mailto:jcowdell@ediclynn.org) or [msmalley@ediclynn.org](mailto:msmalley@ediclynn.org)

#### 4.1 Written Proposal

In envelope clearly marked:

**“EDIC/LYNN STATEMENT OF QUALIFICATIONS, Water Transportation Services”**

Bidders are to submit (1) electronic copy and five (5) copies of the written text as required in this Request. The outside envelope of the Non-Payment Proposal shall also list the name of the Proposal and shall be time stamped in the EDIC/Lynn Office as to the date and time of delivery.

Written Proposals must include all of the following in the order shown.

1. Table of contents
2. Name of entity responding to RFP
3. List of subcontractors and consultants, if applicable
4. Qualifications

- a. Firm Qualifications:
    - i. Past experience in providing ferry service.
    - ii. Location(s) of other existing or previous operations.
    - iii. Years of operation at other location(s).
    - iv. Number of type(s) of vessel(s) operated by location.
    - v. Description of services offered at other location(s).
    - vi. Number of passengers carried annually, by location.
  
    - vii. List any current or pending litigation or claims arising from operations at other locations.
    - viii. Attach a copy of the proposed vessel's COI and COD.
    - ix. List any regulatory agency sanctions, fines or disciplinary actions arising from Proposer's operations at other locations.
    - x. Provide three (3) business references, to include primary contact at respondent's bank or financial institution, primary contact with city, state or federal agency, department or authority, which oversees respondent's operations at other locations.
    - xi. Copy of all current business licenses related to those necessary for conducting ferry operations on the Lynn to Boston run.
    - xii. Letters of reference from each of the following: client, tourism authority local government officials, lead bank or financial institution.
    - xiii. Resumes of key personnel
  
  - b. Personnel Qualifications:
    - i. List all officers, directors and shareholders of Proposer's firm, to include address and telephone numbers.
    - ii. Describe in summary form the qualifications and business experience of officers, directors and shareholders of proposer's firm.
    - iii. Number of employees at other locations, by job title.
    - iv. Number of employees holding licenses as masters, mates or similar qualifications.
  
  - c. Financial Stability
    - i. If specifically requested, Proposer shall provide sufficient documentary evidence of the financial ability of Proposer to perform as proposed.
5. Operating Plan/Proposal - shall include the following:
- a. Proposed services to be rendered and time frames.
  - b. Number / type of vessels to be operated, to include age, configuration, significant equipment, type of fuel used, etc. Proof those vessels are already owned or leased.
  - c. Number / category of crew to be provided.
  - d. Hours of operation proposed.

- e. Maintenance program / plan. Indicate how maintenance is to be provided (e.g. at facility owned/operated by Proposer or contracted to third party).
- f. Insurance coverage.
- g. Organizational chart of Proposer's local operation, as envisioned.
- h. Initial passenger capacity of system at maximum density.
- i. Additional services to be provided, including catering, beverage service, group and individual tours, etc.
- j. Proposed marketing plan.

a) Narrative.

Proposer must provide a narrative detailing, a planned marketing and publicity campaign for the ferry service. This must include specific information as to dedicated print and electronic media that will be used to promote the service both regionally and within the City of Lynn.

It must identify names of media outlets to be used for paid advertising, identify websites for electronic postings, and identify locations of display and/or distribution of flyers, brochures and posters specific to the Lynn service. The frequency and duration of efforts for each marketing campaign must also be clearly stated in the narrative.

The Proposer should discuss steps it will take to launch reciprocal marketing and promotional efforts which local businesses and local business organizations; this could include display of local business brochures, flyers and discount coupons on board the dedicated vessel and on other company vessels, at the Boston terminus, and at other company display locations; it should also include postings in the company's larger focus brochures and on the company's website.

The Proposer must outline a strategy it will pursue in conjunction with the EDIC/Lynn, to generate and benefit from free media/news coverage that underscores the advantages of the service for Boston bound commuters.

b) Marketing Budget.

In addition to the narrative described above, the proposal must include a line item marketing/advertising sub-budget for each of the major items described above i.e.; paid dedicated advertising; dedicated service brochures; on-line promotions and the like. All budget numbers cited should be specific to the Lynn service and not be in combination with general business marketing that includes other services operated by the Proposer unless expressed as a percent of those items directly related to the Lynn service.

- k. Date operation is to commence and date operation is to end.

- l. Identification of specific location for embarkation and disembarkation in downtown Boston and clear evidence of dockage rights for that location.
  - m. Specify operating season dates.
6. Proposed term(s) of Lease.
  7. Required Certificates and forms  
(See attached list of necessary forms - Exhibit “A”).
  8. Signature of authorized representative for the entity performing the service and with whom the contract for the ferry service would be made.

4.2 Lease Payment Proposal

to include:

**Monthly Lease Payments to EDIC/Lynn**

<b>Year I</b>	
<b>Year II</b>	
<b>Year III</b>	

In a #10 envelope, clearly marked:

**“EDIC/Lynn LEASE PAYMENT PROPOSAL, Water Transportation Service”.**

Bidders are to submit one (1) original copy of the **LEASE PAYMENT PROPOSAL** as required in the Request. The outside envelope of the LEASE PROPOSAL shall also list the name of the Proposal and shall be time stamped in the EDIC/Lynn Office as to the date and time of delivery.

## Exhibit “A”

### **BID FORMS**

Form 1	Pre-Award Evaluation Data
Form 2	DBE Letter of Intent
Form 3	DBE Participation Schedule
Form 4	DBE Utilization Form
Form 5	DBE Affidavit
Form 6	Affirmation
Form 7	Certification of Compliance with Regulation 102 CMR 12.00
Form 8	Certification Regarding Companies Doing Business in Northern Ireland
Form 9	Certification Regarding Lobbying
Form 10	Certification of Bidder Regarding Equal Employment Opportunity
Form 11	Prohibit Use of Undocumented Workers Certification
Form 12	Conflict of Interest Certification
Form 13	Declaration Form <ul style="list-style-type: none"><li>○ Certificate of Non-Collusion</li><li>○ Public Contracts – Debarment</li><li>○ Attestation Statement – Payment of State Taxes</li></ul>
Form 14	Corporate Signatory Authorization
Form 15	Lease Payment Proposal