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**CITY OF BEAUFORT**  
**INTEROFFICE MEMORANDUM**

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**TO:** REDEVELOPEMENT COMMISSION MEMBERS/CITY COUNCIL  
**FROM:** WILLIAM PROKOP  
**SUBJECT:** MARINA OPERATIONS - CONTRACT RECOMMENDATION  
**DATE:** 2/12/2019

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The City issued a Request for Proposals (RFP) for Marina Operations on August 10, 2018. The RFP was posted on the City's website, Vendor Registry and SCBO. The RFP was also advertised in the Beaufort Gazette and the State of South Carolina procurement newsletter.

The City received two (2) sealed proposals by the required submittal date of October 12, 2018 in response to RFP 2019-101, Marina Operations. The two (2) Companies were: Safe Harbor Marinas; and Beaufort Marine Services, LLC. The qualification statements were publicly opened on October 12, 2018 at 2:01pm and results were publicly read in accordance with the RFP notice.

The evaluation committee met and discussed each of the committee members' evaluation of the two submitted proposals. The evaluation committee consisted of Bill Prokop, City Manager; Linda Roper, Director of Downtown Operations; Jon Verity, Alan Dechovitz, and Mike Sutton.

The selection committee made the decision to set up a meeting with Safe Harbor Marinas to discuss their proposal in more depth. There was a meeting on November 1, 2018 between the City and Safe Harbor along with representatives from the Charleston, SC marina that Safe Harbor recently acquired. A second meeting took place on February 5, 2019 with all members of the selection committee and the following representatives of Safe Harbor Marinas; Jeff Rose, Vice President of Business Development; Connor Potts, Senior Financial Analyst; and Luke Taylor, Director of Acquisitions.

Following this discussion and the evaluation of both proposals received, the evaluation committee recommends Safe Harbor Marinas as the Company to be awarded the contract for the Marina Operations. Safe Harbor Marinas were determined to be the lowest responsible bidder based on the following criteria:

- They provided comprehensive understanding of the requirements with strong enthusiasm.
- They presented extensive experience with the operational requirements of Leasing/Owning Marinas.

The evaluation committee was unanimous in their recommendation that Safe Harbor Marinas was the lowest responsible bidder and would service the City's professional Marina needs for the Waterfront Park, the Downtown area and the City in general in the best possible manner.

The committee is recommending that the City Council authorize the City Manager to negotiate a contract with Safe Harbor Marinas which will be brought back to City Council for review and approval.