

KAYAK CONCESSIONAIRE PROPOSAL QUESTIONS AND ANSWERS

Friends of the GTM Reserve

July 14, 2017

1. (Page 3, #8) We were not able to find the “Exception to Proposal” form. Where is this located?
 - a. The “Exception to Proposal” form is available on the website at www.gtmnerr.org.
2. (Page 3, #9) The RFP provides a "Sample Agreement", when will we be able to review the real agreement that a vendor will have to sign?
 - a. The provided Sample Agreement will be used as the template for the final agreement that will be signed by the Friends and the Contractor and will include any agreed-upon exclusions or additions.
3. (Page 5, #16) Where can we find a copy of the environmental rules governing site improvements, temporary structure, or related items?
 - a. There is not a single set of rules governing site improvements at the GTM Research Reserve. The GTM Research Reserve is governed by multiple rules and ruling bodies related to site improvements, temporary structures, and related items. All improvements will require the approval of the GTM Research Reserve and will be reviewed on a case-by-case basis.
4. (Page 6, #21) Can you supply us with your Environmental Stewardship plan so we can make sure ours aligns with the stewardship of the GTM Research Reserve?
 - a. The proposer is to provide a copy of their environmental stewardship plan and it will be reviewed based on its own merits. We encourage the proposer to review the GTM Research Reserve Management Plan, which can be found at <http://www.dep.state.fl.us/coastal/sites/gtm>.
5. (Page 9, #29) Where can we find the site access rules and policies?
 - a. Hours of operation and site access rules can be found at <http://gtmnerr.org/about/location>. The kayak concessionaire will follow the hours of operation for the Guana Dam.
6. We would like to know what have you invested in the infrastructure for the kayak concession so we can calculate a reasonable and fair ROI for the Friends.

- a. The GTM Research Reserve is providing a kayak shed/office and gated yard for storage, which was funded by the Florida Department of Environmental Protection. The Friends look to the offeror to propose a reasonable lump sum amount that will be used by the Friends fund the research, education, and stewardship of the GTM Research Reserve while also providing the Contractor an opportunity to yield a fair profit margin.
7. Will we be included in marketing, advertising and promotion efforts by the Friends of GTM and the GTM Research Reserve?
 - a. The promotion of the kayak concessionaire will be a collaborative effort by the Friends and the Contractor, and will be negotiated as part of an ongoing working relationship between both entities. We encourage the offeror to include any proposed marketing, advertising, and promotion efforts in their RFP response.
8. What, if any limitations are there regarding signage; fixed and temporary?
 - a. The contractor will be permitted to affix permanent signage to kayak shed and attached gate. Temporary signage will be permitted (with prior approval from the Friends) along roadways as per DOT guidelines.
9. Is the water spigot behind the public bathrooms the water we would have access to for cleaning equipment?
 - a. Yes.
10. Are we limited to strictly kayak rentals or may we rent stand up paddleboards and other concessionary items that will provide a more positive experience on the water for the paddlers?
 - a. The proposer is encouraged to include suggestions for additional concessionary items they would like to offer if awarded the contract.
11. Is there existing Wi-Fi connection that we may use for our merchant services?
 - a. The Friends have established Internet services through Comcast at the kayak building, which will be assumed by the Contractor upon award. Otherwise, there is no Wi-Fi connection available.
12. Will parking spaces be designated for the concession? How many and location?
 - a. The GTM Research Reserve will designate one parking space for the Contractor near the kayak shed. The parking lot at the Environmental Education Center and at the

Guana Dam will be available for customer parking. As per the Florida Department of Environmental Protection, a \$3 parking fee is required to be collected from anyone parking in these locations (with the exception of the space reserved for the Contractor).

13. Will concessionaire be required to carry auto insurance?
 - a. The Friends do not require the Contractor to carry any additional auto insurance beyond that which is already required by law.
14. Will other kayaking companies be allowed to exchange money inside GTM NERR property?
 - a. No.
15. Who is responsible for clogged toilets as a result of general public use and who is the contact?
 - a. Florida Department of Environmental Protection staff members are responsible for any plumbing issues at the Guana Dam. All issues are to be reported to the front desk at the Environmental Education Center.
16. Who is responsible for plumbing issues inside the public restrooms?
 - a. Florida Department of Environmental Protection staff members are responsible for any plumbing issues at the Guana Dam. All issues are to be reported to the front desk at the Environmental Education Center.
17. Who is responsible for mowing and maintaining the landscape near the concession?
 - a. Florida Department of Environmental Protection staff members are responsible for mowing and maintaining landscape outside of the kayak shed. Contractor is responsible for maintenance inside the gated area.
18. Will there be a designated area for a kayaking launch at the south east corner of the dam?
 - a. There is no plan to expand current access on the south east corner of the dam beyond that which is already available.
19. Will crabbing and fishing be allowed around the concession area and kayak launch area?
 - a. Crab lines and fishing lines are not permitted to block access to boat ramps.
20. Are ecotours permissible for sunset hours?
 - a. Yes.
21. What level ACA certification is required and will similar certification be acceptable?

- a. There is no minimum level required, however we encourage proposers to provide a list of any certifications of all staff members along with the associated merits of such certifications.
22. Will kayaking customers have access into the education center and do they pay the entrance fee?
 - a. Visits to the Environmental Education Center by the general public are charged a fee of \$2 for adults, \$1 for children between 10 and 17, and free to children under 10. We encourage offerors to provide in their proposal a plan to encourage visits by kayak customers to the Environmental Education Center.
23. I was wondering where that input was generated regarding ACA certification and if you have levels in mind required for RFP to be accepted?
 - a. There is no minimum level required, however we encourage proposers to provide a list of any certifications of all staff members along with the associated merits of such certifications.
24. If a counter is requested in the kayak shack, who will provide?
 - a. We encourage offerors to include in their proposal a list of recommended site improvements and whether the offeror is willing to provide said improvements.
25. Will there be a path from the building to the kayak launch site?
 - a. We encourage offerors to include in their proposal a list of recommended site improvements and whether the offeror is willing to provide said improvements.
26. What kind of dock will be constructed?
 - a. The construction of a dock is not in the current site improvement plan. We encourage offerors to include in their proposal a list of recommended site improvements and whether the offeror is willing to provide said improvements.
27. If a Dutch door is requested in the kayak shack, who will provide?
 - a. We encourage offerors to include in their proposal a list of recommended site improvements and whether the offeror is willing to provide said improvements.
28. Will a path be cleared from the kayak shack to the water and if so, which path will be cleared?
 - a. We encourage offerors to include in their proposal a list of recommended site improvements and whether the offeror is willing to provide said improvements.