

**BOSTON PUBLIC HEALTH COMMISSION**

Administration and Finance



Request For Proposal

Maritime Services

LIC-025-2326

February 20, 2023

<b>Request for Proposal Timeline</b>	
2/19/23	Publication of Request for Proposal (RFP) printed in The Boston Globe
2/21/23	RFP and instructions available online at <a href="http://www.bphc.org">www.bphc.org</a> at 10:00 AM
TBD	<p>Bidder's walkthrough is non-mandatory - it will be held as an opportunity to raise concerns regarding specifications, requirements, and terms of this solicitation.</p> <p style="text-align: center;"><u>Please email BPHC Project Manager Steve Barry at <a href="mailto:sbarry@bphc.org">sbarry@bphc.org</a> for site visit.</u></p> <p>Failure to raise concerns over any issues without visiting the site will not be considered in any protest filed regarding such items that were known as of the walkthrough.</p>
3/8/23	Questions are due in writing by 2:00 PM to <a href="mailto:sbarry@bphc.org">sbarry@bphc.org</a> Subject: <u>LIC-025-2326 Maritime Services</u>
3/9/23	Responses to questions will be emailed to all interested parties.
3/14/23	<p>Bid due by 2:30PM – Submit (2) original bids (do not bind) and PDF file of bid on a USB flash drive. Bid documents must be submitted in separate sealed envelope or box addressed to:</p> <p style="text-align: center;">Boston Public Health Commission Property Office 205 River St., 2nd Floor Mattapan, MA 02126 Attention: Steven Barry, Project Manager</p> <p>Clearly mark each envelope or box:</p> <ol style="list-style-type: none"> <li>1. Organization Name and Address</li> <li>2. LIC-25-2326 Maritime Services</li> </ol>
3/17/23	<p>Notification of Decision</p> <p>Note: This is the desired date for notification of award to bidder(s) however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFP responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>

# Request for Proposals

The Boston Public Health Commission acting by its Division of Property Management, hereinafter referred to the awarding authority, invites proposals for:

**Project title:** Maritime Services

**Project location:** Long Island, Boston Harbor

**Project number:** LIC-025-2326

**Bid Deadline:** March 14, 2023 @ 2:30PM

**205 River Street, Mattapan Campus**

**Boston MA 02126**

## **Bid Requirements:**

1. All Proposals shall be submitted to the awarding authority at Property Management, 205 River Street, Mattapan Campus, prior to the bid deadline (time & date above) at which time and place all bids will be publicly opened & read out loud.
2. All prevailing wage laws and Minimum wage laws will apply. The BPHC reserves the right to disqualify any or all bids based on either price or past performance.
3. Proposals cannot be faxed in.
4. Any person submitting a proposal for, or signing a contract to work on, a public building or public works project must certify under pains and penalties of perjury that he or she is able to furnish labor in harmony with all other elements of labor employed on the work and that all employees employed on the worksite, or in subject to the bid; And have successfully completed at least ten hours of OSHA approved training.
5. BPHC, Property Management is not responsible for UPS, or other delivery arrangements delays. Contractor is the sole responsible of submitting proposals to the Awarding Authority in time/ no exceptions.
6. All Proposals shall be valid for 45 days after submittal.
7. **All Proposals must be clearly marked with the Project Title and Project number on the front of a seal envelope.**
8. Contract Award is contingent upon the lowest bidder executing the Commissions Standard Form Contract.
9. This is a Request for Proposals. The Contract will be awarded after receipt of proposals to the most advantageous, responsible, and responsive applicant.

## **FAILURE TO FOLLOW THE ABOVE WILL DISQUALIFY ANY BID SUBMISSIONS.**

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit(MNPO), Women Non-Profit(WNPO), Minority Women Non-Profit(MWNPO) and local businesses to apply to this RFP.

## **Insurance Requirements**

### **1. Commercial General Liability Coverage and Limits:**

Do not restrict the coverage provided in the form by any endorsement including Premises-operations, personal injury-advertising injury, product liability-completed operations, and contractual liability.

Limits:

General aggregate – Per project	\$ 1,000,000.00
Products/Completed Operations Aggregate – Per Project	\$ 1,000,000.00
Personal and advertising Injury	\$ 1,000,000.00
Each Occurrence	\$ 1,000,000.00
Fire Damage Legal Liability	\$ 50,000.00
Medical Expenses (each individual)	\$ 10,000.00

Additional Insured: Owner shall be added as an additional insured.

### **2. Workers Compensation & Employers Liability Coverage and Limits:**

Workers Compensation: Statutory coverage for all States of Operation.

Employer Liability:

Each Accident:	\$ 1,000,000.00
Aggregate for Disease	\$ 1,000,000.00
Disease for Employee	\$ 1,000,000.00

### **3. Commercial Automobile Liability Coverage and Limits:**

Provide coverage for all owned, non-owned, leased and hired vehicles.

Bodily Injury-Property Damage, Combined Single Limit: \$ 1,000,000.00

### **4. Commercial Umbrella Coverage and Limits:**

Each Occurrence	\$ 5,000,000.00
Annual Aggregate per project	\$ 5,000,000.00

## **Licensing and Operational Requirements**

These documents are required at time of bid submission. Bidder must submit the following:

1. Licensing to operate Ferry and barge.
2. Current registration of vessels.
3. Current Licenses for any Captains who would be operating the ferry or barge.

***I. BIDDING DOCUMENTS:***

- Scope of work
- Passenger Ferry Quote Form
- Barge Quote Form
- Photos

***II. QUESTIONS***

Any questions and/ or clarifications must be received by end of business on 3/8/23. Request must be submitted in a written form via e-mail with a subject title: LIC-025-2626 | Clarification

***III. SCOPE OF WORK***

The Boston Public Health Commission (BPHC) is seeking services for Maritime passenger transportation to and from Long Island. The proposed vessels should have a protective enclosure to safeguard passengers from weather conditions.

The BPHC is also seeking for operational services of barging transportation to and from Long Island. Barging services to start on April 1<sup>st</sup>, 2023, through March 31<sup>st</sup>, 2026.

***1. TERM***

April 1<sup>st</sup>, 2023, through March 31<sup>st</sup>, 2026.

The Boston Public Health Commission reserves the right to change any of the proposed date in this scope of work. The “Commission” will notify bidders if proposed dates are to be changed.

***2. FREQUENCY OF PASSENGER FERRY***

Company Shall guarantee a minimum of two roundtrips per week and up to 7 roundtrips per week (Weather Dependent)

Notwithstanding the anticipated schedule described herein is based on experience, the frequency of trips may be revised at any time to reflect operational changes as necessary.

***3. PASSENGER AMOUNT***

4-20 Passengers

***4. TRAVEL AND DEPARTURE***

BPHC prefers departures scheduled from 1 Victory Road, Squantum Point Park, Quincy, MA to Long Island Campus. Return trips originate from Long Island Campus back to 1 Victory Road, Squantum Point Park Quincy, MA

*(General Schedule but may vary depending on needs of BPHC Staff)*

Departures: 8:00AM – From Squantum Point Park

Returns: 2:30PM – Long Island Campus

Company must be flexible with the time for unforeseen emergencies.

Squantum Point Park is a public dock owned by DCR. Vendors can utilize this dock for embarking and disembarking at no fee. To the best of BPHC understanding there is no anchoring or mooring allowed at this dock.

Company shall have an alternate location if for any circumstance DCR has to close or remove dock for repairs.

## **5. *BARGE SERVICES FROM APRIL 1<sup>ST</sup>, 2023 THROUGH MARCH 31<sup>ST</sup>, 2026***

a. Barge as needed for, but not limited to the following:

Vehicles, equipment, snow removal equipment, trash containers, trash compactors (up to 30 yards), storage containers, oil truck deliveries, among others.

Barge oil transportation capacity to be no less than 5,000 gallons per service (company shall have all credentials for transporting oil).

Ideal barge to be able to transport more than one vehicle at a time.

The Commission has the discretion to increase or decrease the number of barge trips as necessary.

Scheduling of the barge is customarily conducted as a team effort among BPHC, barging company and other third parties such as oil delivery, waste management or other companies. Coordination among all parties is expected as necessary to complete or carry out successful deliveries.

- b. Barge lands at sandy beach area. Heavy vehicles and equipment occasionally get stuck. BPHC will give preference to a company that can transport a crane, tractor or similar equipment to assist with the pulling of stuck vehicles as needed.
- c. Barge size and capacity to accommodate a minimum of two vehicles or two large pieces of equipment. BPHC will give preference to a company that can barge several large items at a time.
- d. BPHC will also give preference to a company that can provide a barge that has the ability to break through ice located around the dock or gangway on Long Island.

**6. ADD ALTERNATE- FLOATING DOCK & GANGWAY  
FROM April 1<sup>st</sup>, 2023, through March 31<sup>st</sup>, 2026**

1. Floating dock – Vendor must be able to supply and install a floating dock. Floating dock to be no less than of 40’L x 15’W x 6’D (minimum). Vendor must also provide preventative measures prior to adverse weather and remove / safeguard the equipment. BPHC is not liable for damages incurred to equipment due to adverse weather.

Existing floating dock is fastened to fixed piles. BPHC to provide photos showing the details of existing fastening method. BPHC to provide the depth of existing floating dock. See Photos attached.

2. Gangway – Vendor must be able to install and supply gangway. Vendor must also provide preventative measures prior to adverse weather and remove / safeguard the equipment. BPHC is not liable for damages incurred to equipment due to adverse weather.

Existing gangway is divided into two parts. Each section is 32’ feet, Totaling 64 feet. The gangway width is 2’10”. See photos attached.

**7. STIPULATION FOR EMERGENCY RUNS & CANCELLATIONS**

Starting on April 1<sup>st</sup>, 2023, through March 31<sup>st</sup>, 2026, BPHC may request short notice emergency runs.

BPHC will provide notifications 24 hours in advance for any additional transportation services required. Emergency needs will be defined as such and will require the prompt assistance of services.

BPHC has the right to cancel transportation at any time; furthermore, BPHC will provide such cancellation notices by no later than midnight of previous date.

Vendor must notify BPHC of any cancellations due to adverse navigation conditions or weather-related cancellations as soon as possible.

BPHC understand transportations are contingent on weather conditions. BPHC will not be liable to compensate for weather related cancellation or any other cancellation reasons.

*End of Scope*

**PASSENGER FERRY QUOTE FORM – Please Use**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax

# \_\_\_\_\_

Email Add: \_\_\_\_\_

Licensed Number & Type: \_\_\_\_\_

**A. Cost Passenger Ferry – Round Trip \$ \_\_\_\_\_ Dollars**  
Unit Price

**Add Alternate**

**B. Supply and install a floating dock (approximately 40' X 15') and gangway for the duration of the contract term.**

\$ \_\_\_\_\_ Dollars

**C. Rental of Floating Dock \$ \_\_\_\_\_ Dollars/ \_\_\_\_\_.**  
Month

Company Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## BARGE QUOTE FORM

A. Point of Origin: \_\_\_\_\_

Address

B. Approximate time to travel from point of origin to Long Island \_\_\_\_\_ Min

C. Barge – hourly rate - \$/hr \_\_\_\_\_ Dollars

D. Minimum hrs. charge per trip, if applicable \_\_\_\_\_

Hrs.

E. Identify tractor or crane that can be used to assist vehicles that become immobile in the sand: \_\_\_\_\_.

a. Hourly Cost of such equipment: \_\_\_\_\_ Dollars

End of Form

Photos: 1 – 13







