

**CITY OF OCEANSIDE**  
**REQUEST FOR PROPOSALS**  
**FOR USE OF DISTRICT-OWNED REAL ESTATE**  
**AT THE OCEANSIDE HARBOR**  
**OCEANSIDE, CALIFORNIA**

The Oceanside Small Craft Harbor District (“Harbor District”) is soliciting Requests for Proposals for the lease of real property and building space in the Oceanside Harbor Marina, County of San Diego, State of California (the “Subject Property”), more particularly described on attached Exhibit “A” incorporated herein by this reference. Use of the Subject Property shall be for the purpose of operating and maintaining a marina related business serving the visitors to the Oceanside Harbor.

**The Subject Property**

The Subject Property area consists of two building spaces and a concrete pad. Suite B is 294 square feet, Suite C is 272 square feet and the concrete pad is 670 square feet. The Subject Property is located within the Oceanside Harbor, in close proximity to adjacent retail businesses and restaurants. The address of the Subject Property is 1850 Harbor Drive North, Suite “B” and Suite “C”, concrete pad is adjacent to both building spaces. Each space and concrete pad may be separately proposed but, it is highly desirable that both building spaces and concrete pad could be leased together to maximize the most use.

The zoning of the Subject Property is Harbor Precise Plan. Prospective lessees will need to make their own independent determination(s) regarding the specific zoning and related permitted uses for the Subject Property. The Subject Property will be delivered in an “as is”/ “where is” condition. In addition, prospective lessees will be required to undertake their own independent due diligence investigation of the Subject Property.

**Selection Process**

Prospective lessee selection is anticipated to occur through the process outlined herein and is based on the described selection criteria and submittal requirements. The Harbor District is seeking proposals, including qualifications, from individuals and business entities with the experience and the financial capacity (submit financial statements) to lease the Subject Property to operate and maintain a marina related business serving the visitors to the Oceanside Harbor. In order to maximize the Harbor District’s property asset, the Harbor District will review proposals for content including, but not limited to, the desired lease rent (minimum & percentage); the proposed term/options of the lease; the type of services and related amenities proposed for the Subject Property and proposed improvements.

## **Procedures/Schedule**

The procedures for selection are as follows:

- 1) Original proposal and four (4) hardcopies are requested to be submitted to the Harbor District no later than 4:00 pm on Thursday, March 11, 2021;
- 2) Following timely receipt, submissions will be reviewed by staff;
- 3) Desirable and qualified prospective lessees may be invited for an interview and presentation of their proposal; and
- 4) Following review and analysis of the proposal(s), staff will recommend selection of a prospective lessee with whom to negotiate a lease agreement with the Harbor District, which will be subject to approval by the Harbor District Board of Directors.

## **Selection Criteria**

The focus of the selection process will be on the following issues:

- 1) The financial ability of the prospective lessee.
- 2) The described & documented ability to operate and maintain a marina related business serving the visitors to the Oceanside Harbor.
- 3) Business experience and background of the prospective lessee.
- 4) The lease rental rate; term of the lease; proposed improvements; proposed business plan; and the financing thereof for the operating and maintenance of the proposed business at the Subject Property.

## **Required Submittals**

**Please address each of the following and provide the required information:**

- 1) Leasehold Entity Identification**
  - Identify the entity that would contract with the Harbor District, including all joint venture/limited partners and their percentage interest, if any.
  - If applicable, indicate the role of each partner involved in the lease of the Subject Property.
  - Include resumes of key individuals.
- 2) Business Plan**
  - Describe the proposed business, including its operation and management.
  - Rental rate (minimum & percentage): and proposed term/options.
  - Sales projections for proposed term.
  - Costs estimates and timeline for improvements.
  - Sketch or drawings related to design elements and improvements.
  - Proposed hours of operation including seasonal variations.
- 3) Detailed description of previous relevant experience**
- 4) Financial Capacity – *provided on a confidential basis***

- Describe recent experience in operating, maintaining a similar marina related business operation, and include details pertaining to the type of financing source, amounts committed, etc.

### **Offer to Exclusively Negotiate**

By submitting proposals to the Harbor District, prospective lessees understand and agree that the Harbor District retains the right to modify or suspend all aspects of the selection and exclusive negotiating process and to waive any defects as to form or content of the offering or any responses that are received. Upon selection of a prospective lessee, the Harbor District will negotiate a lease agreement with that party.

### **Conclusion**

We appreciate your interest in the Oceanside Small Craft Harbor District and look forward to discussing your qualifications and the Subject Property with you in the near future.

Submittal packages should be addressed to:

Oceanside Small Craft Harbor District  
Attention: Julie Cook, Property Management  
300 N. Coast Highway  
Oceanside, California 92054

**PLEASE SUBMIT YOUR PROPOSAL NO LATER THAN 4:00 P.M., THURSDAY, MARCH 11, 2021**