

SAINT PAUL RIVERBOAT Frequently Asked Questions

The following are all questions& answers collected from emails and in person at the Riverboat showings on 11/29 and 11/30. In the case of repeat questions this document has been edited to show only one version of the Q&A. All Questions have been answered based on information available and to the best of our knowledge. If you have additional questions, please email riverboat@ci.stpaul.mn.us

Q&A Collected from email 11/15/16-12/1/16

Q: What does moored vessel mean?

A: The Riverboat is built on a barge with no engine. It floats but does not move from its location at Harriet Island Regional Park without being towed.

Q: Can managing partner host subcontractors at the Riverboat?

A: Yes, the city must approve the sub contactor

Q: Can managing partner bring in a hired entity to manage maintenance of the boat?

A: Yes. UMN had a history of contracting Padleford Riverboats to manage the maintenance and ticketing.

Q: What is the length of the management contract?

A: This will be negotiated during the interview process. Typically, 5 years with option for 5 year renewals.

Q: What is the proposed launch window?

A: We will ask managing partner to activate the Riverboat this summer 2017. Depending on the proposal this could be a limited launch if managing partner requires additional time to prepare for full programming.

Q: Is there information available regarding previous attendance records?

A: No.

Q: Is there information available about energy consumption?

A: Yes. Annual energy consumption ranges from \$37,000-\$46,000

Q: Is there a breakdown of established costs?

A: No. The establishment costs will depend on the business and needs of each managing partner.

Q: What costs, if any, will the city and/or park board be responsible for?

A: The City will be responsible to the cost and management of park land and grounds maintenance. The management partner will perform as an independent contractor and will be responsible for programming and maintaining the Riverboat. Partner will be responsible for all aspects of managing the Riverboat, this may include services, programs, and maintenance necessary for achieving a successful operation, whether the partner is an individual, a team, a firm, or a combination thereof.

Q: What party will be responsible for insurance?

A: Managing Partner will be responsible for insurance.

Q: Is ownership of the vessel a possible outcome of the contract?

A: Not at this time.

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Q: Are there any special or zoning ordinances that apply to operating the business, in the capacity of a non-profit theater?

A: All information on zoning can be found here <https://www.stpaul.gov/departments/safety-inspections/zoning>

Q: Are there any grant, bonding, or funding programs available in general, or specific to educational, fine arts, community building, or environmental projects?

A: Not within the City. The managing partner will need to work with external funding community to seek project/program specific funds.

Q&A collected from Riverboat showings 11/29 and 11/30:

Q: How long has the City owned Riverboat?

A: Since Fall 2016

Q: Who has been maintaining the Riverboat during UMN's stay?

A: Padelford Packet Company maintained Riverboat for University of Minnesota.

Q: What equipment is in the theater?

A: Showing packets include an inventory of equipment as provided by University of Minnesota.

Q: Fire sprinklers and fire suppression system?

A: No Sprinklers. Compliant with Saint Paul Department of Safety and Inspections in the capacity that the vessel was formerly used.

Q: Does hull require bubbler (aerator) system during winter icing conditions?

A: No.

Q: Does the Riverboat have a gas furnace?

A: No. Heat is forced air, electric.

Q: Total passenger capacity?

A: 499

Q: How many people can fit for seated events on decks?

A: Second Deck can seat 100 people at round tables.

Q: Window tinting?

A: Windows were tinted during Napoleon Treasures Show to protect artifacts.

Q: Toilet waste?

A: Connected to City sewer system.

Q: How does Riverboat fit into Great River Passage Master Plan?

A: Great River Passage is both the 17 miles of the Mississippi River that flows through and defines St. Paul and a City led Initiative to enhance, better connect to and steward one of the three great rivers of the world and its surrounding natural and built environments. Given that the Riverboat is a new city owned asset on the river, Great River Passage staff are leading the call for ideas along with Special Services Staff.

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Q: What is the City's expectation for Riverboat profitability, e.g. non-profit versus commercial venture?

A: City is seeking managing partners with either 501 c3 or for-profit background. Both are considered on equal ground. The City is looking for the best concept and a partner with the experience to bring that concept to reality.

Q: What wouldn't City allow here?

A: City has no one preconceived idea of what activity should happen on the Riverboat. Partner needs to develop and propose a concept leads that makes sense for the vessel, the river, the Harriet Island community, and public. Proposal should also be connected to the skills and abilities of the managing partner(s). The proposal criteria indicate the components of the idea that are important to the City.

Q: What is City's expectation for historical preservation of Riverboat?

A: No expectations. Alterations of Riverboat must fit concept proposed.

Q: Where is Riverboat parking?

A: In the lot outside the ticketing booth. Approximately 115 spaces. Additional parking at Harriet Island and on nearby streets.

Q: What is the Mississippi River flow rate at Harriet Island Regional Park?

A: City suggests checking with National Park Service for data.

Q: May Riverboat operator obtain a liquor license?

A: Yes. St. Paul Parks and Recreation will allocate license through the City and managing partner will pay Parks and Recreation for the license.

Q: Can Riverboat be operated seven (7) days a week?

A: Yes.

Q: Who is responsible for any Riverboat code violations?

A: City is looking for managing partner to invest in Riverboat based on their proposal. For example, proposed activity or restructure may lead to different code needs. It is case by case. Further code discussions can be had during contract negotiations.

Q: Who is responsible for Riverboat insurance?

A: Currently, Saint Paul Parks and Recreation insures Riverboat for 1 year. Expectation is vendor will provide required Hull and Liability insurance in the future.

Q: Will the Riverboat need to shut down operations during flooding?

A: Periodically, the Mississippi River floods in the area of Harriet Island Regional Park. Usually, high flood is around April 15, but there have been other times of the year when the river has flooded. Pending on the severity of flooding, public officials will determine when Harriet Island Regional Park vendors must shut down. NOTE: The Riverboat and mooring dock are designed to rise and fall on shoreline pilings (well above the 100 year flood mark).

Q: Can partners propose to change the look of the Riverboat?

A: Yes. With City approval and so long as it meets the needs of the concept proposed.

SAINT PAUL RIVERBOAT Frequently Asked Questions

Q: Can we receive a couple of years of operating costs for the Riverboat?

A: Yes. The City has a very rough estimate of annual operating cost (minus the cost of any programs, productions, services, and staffing). The budget is pieced together from various archival documents provided by the UMN. The City has not managed any of the budgets prior to acquiring the boat this fall. Based on the available information, our best estimate at \$130-\$150 annually. This includes insurance, utilities, vessel and related equipment maintenance, and an optional 3rd party management fee.

Q: Can we receive past attendance for shows, and annual attendance numbers?

A: No. That information is at the discretion of the UMN.

Q: What maintenance does the City provide?

A: Saint Paul Parks and Recreation plows snow, cuts grass and trims trees at Harriet Island Regional Park.

Q: Will Harriet Island Regional Park host a Winter Carnival ice palace?

A: In 1992, Harriet Island Regional Park hosted a Winter Carnival ice palace. It is unknown when the next ice palace will be built at Harriet Island Regional Park.

Q: Will Riverboat partner need to obtain permits to use Harriet Island Regional Park grassy areas?

A: Yes. Harriet Island Regional Park has a coordinator that manages permits. The Harriet Island Regional Park coordinator ensures continued Harriet Island Regional Park vendors have access to their venues and parking area(s) during large events, e.g. Irish Fair. However, use of turf areas and permits can be discussed during contract negotiation.

Q: Who will be at the table conducting interviews with proposal finalists?

A: What is expected in the interview (presentation)? Interview panel will be five to six individuals representing City, City Council, community, Parks and Recreation, and similar facility operators.

Q: The time line seems short for proposals, considering some proposers may need to discuss proposal with board of directors or other partners. How firm is the published RFP time line?

A: The City understands the time line may seem to be moving too fast for some proposers (e.g. non-profits) and seem too slow for other proposers (e.g. commercial businesses). Please contact us if you have specific concerns. The City plans to award the RFP and begin negotiating a management contract in March. The City expects some type of activity at the Riverboat during summer of 2016, although that is up for discussion with potential partner(s).

Q: Can we receive Riverboat plans and dimensions?

A: Yes. The City is in the process of scanning the Riverboat's blue prints and plans and they will be available at <https://www.stpaul.gov/facilities/saint-paul-riverboat>

Q: Will the City entertain any private walk-throughs of Riverboat?

A: If enough interest is expressed, additional showing(s) may be scheduled, but there will be no private showings.

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Q&A Collected from email 12/1/16- 12/18/16

Q. Are ships/boats on the river allowed to dock/park, even temporarily, adjacent to the vessel or anywhere along the HIRP property? Is there an accommodation ladder on the starboard side to allow boarding by boat?

A. The Harriet Island Regional Park Public Dock is downstream adjacent to the Saint Paul Riverboat. There is currently no starboard ladder.

Q. Are there maritime laws about how far a passing ship/boat can be from the side of the docked Showboat?

A. We do not have this information. Saint Paul Parks and Recreation manages the park land and assets associated with the parks. For specific information on the river consult one of the following:

[US Army Corps of Engineers, Saint Paul](#)

[US Coast Guard Upper Mississippi River Sector](#)

[Mississippi National River and Recreation Association](#)

[Upper Mississippi Waterway Association](#)

Q. Who patrols/polices the river?

A. Both the Ramsey Sheriff and Coast Guard patrol on a regular basis. US Coast Guard, Coast Guard Auxiliary, Saint Paul Police, Saint Paul Fire and Ramsey County Sheriff's Water Patrol all have boats on the Mississippi River in the Saint Paul Area.

Q. Is fishing allowed from the boat or along the HIRP shoreline adjacent to the Showboat?

A. Contact [U.S. Fish and Wildlife, Upper Mississippi River Service](#) for information

Q. The barge dimensions are 175' X 50' as listed in the RFP. The RFP states that there is 1,500 sq. ft. on the main level and 2,200 sq. ft. on the lower level. Should it be assumed that these square footage numbers represent "usable space"?

A. Dimensions are from an appraisal of the vessel at time of build. Square footage refers to usable space.

Q. Are the Captain's Bridge or House (also referred to as Bridge Deck, Pilot House, Deck House and Wheel House) and the smokestack funnels for decorative purposes only? Do they serve any useful purpose? It is hard to tell from the drawings but does the Captain's House sit directly over the elevator shaft and are elevator mechanics housed in the Captain's House?

A. Yes, decorative purposes only.

Q. How do you gain access to the roof and Captain's House?

A. The roof is not for public access. It can be accessed via ladder for any roof service needs.

Q. Are the side walls of the boat insulated in any way? What about the ceiling/roof - is it insulated? Is the hull insulated?

A. At this time, we do not have information on insulation of walls and ceiling. The hull is not insulated.

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Q. To your knowledge and that of past operators and maintenance contractors, has the boat ever sprung a leak? If yes, what was the solution? Regarding the hull, what is the life expectancy of the steel used -- particularly below the surface that is in constant contact with river water?

A. To our knowledge there have been no leaks in the history of the vessel. We do not have information on steel life expectancy.

Q. Is there a hatch or some sort of watertight opening on the main deck that could be temporarily opened into which the equipment could be lowered using a temporary cargo boom?

A. There is no existing hatch.

Q. Are construction alterations of the riverboat hull and main deck possible?

A. Questions regarding construction alterations will need to be addressed by [Department of Safety and Inspections](#) (DSI) when you submit your plans for vessel modification.

Q. Is there a boat "anchor" in addition to the attachments to the mooring on the Port side?

A. No. Not to our knowledge.

Q. What is the average depth of the river under and near the boat? Are there figures for the water quality standards of the river flowing past the boat?

A. Saint Paul Parks and Recreation manages the park land and assets associated with the parks.

For specific information on the river consult one of the following:

[US Army Corps of Engineers, Saint Paul](#)

[US Coast Guard Upper Mississippi River Sector](#)

[Mississippi National River and Recreation Association](#)

[Upper Mississippi Waterway Association](#)

Q. Is there drift that accumulates and what is done with this? Have steps been implemented to mitigate the accumulation of drift? And finally, is there a cost to the partners to dispose of drift and debris?

A. Yes, there is regular drift accumulation. All partners who dock at Harriet (including the Saint Paul Riverboat managing partner) are responsible for moving the debris away from their respective vessels. Cost of drift management is responsibility of managing partner.

Q. Regarding electrical current that is transferred from the shore to the boat and also, the electrical current that is generated by the boat from movement of the passing water, how is this being grounded?

A. The electrical services from the shore to boat is grounded on shore. There is no information available about water current.

Q. Do either of the steel "awnings" above the two decks on the bow, currently leak?

A. Not to our knowledge.

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Q. Is there any need for ballast onboard a boat that does not move? If yes, how is this accomplished on the Showboat? With regard to occupancy ratings of 499 or 500; is this determined by a weight factor or move relevant to square footage of available space both public and cargo/storage? If it is based on weight onboard, what is the maximum weight that the showboat can accommodate? What is the net tonnage allowed or the “dead weight” that it is authorized to carry?

A. No ballast needed. The occupancy is determined based on square footage.

Q. Since construction in 2001(?) has the Showboat ever been in dry-dock? If yes, for what reason(s)?

A. No, not to our knowledge.

Q. Are there any booby hatches onboard the Showboat? If yes, how big are they and where are they located?

A. No. Not to our knowledge.

Q. Does the United States Coast Guard or other governmental agencies play a role in the inspection and certification for the “seaworthiness” of the vessel? This is of interest particularly regarding the condition of the hull and the “air and water tightness” qualities. How often does an inspection take place? And when was the last time that the Showboat was inspected for its boat and water seal properties?

A. Boat was surveyed in 2016. No water seal issues were reported. As for governmental agencies inspection and certification standards reach out to:

[US Army Corps of Engineers, Saint Paul](#)

[US Coast Guard Upper Mississippi River Sector](#)

[Mississippi National River and Recreation Association](#)

[Upper Mississippi Waterway Association](#)

[American Boat and Yacht Council](#)

Q. If major changes or repairs were needed to the Showboat vessel, how far down river would it need to be towed to find a full-service facility to make the changes or repairs?

A. It would depend on the nature of the repair necessary. Again consult any of the following organizations to learn more.

[US Coast Guard Upper Mississippi River Sector](#)

[Upper Mississippi Waterway Association](#)

[American Boat and Yacht Council](#)

Q. Is there a need for bilge water on the Showboat? And are there scuppers or a bulkhead sluice onboard for drainage?

A. No bilge required. There is a pumping and drainage system in place.

Q. Is the steel that comes in contact with water galvanized (i.e., coated with zinc to prevent rust), treated with a rust inhibitor or bitumastic coatings to prevent corrosion? Is this done on both the outside and inside of all steel both above and below the waterline? How often does this need to be re-applied and when was the last time it was done?

A. We do not have information on whether or not steel was galvanized or treated.

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Q. Apply the same question (#25) to the docks, ramps and walkways that were built and paid for by the City of St. Paul. These appear to be a combination of steel and aluminum.

A. The docks, ramps and walkways are aluminum and wood and not treated.

Q. While we are on the subject of the docks, ramps and access points to the exterior of the Showboat, along with the sheltered decks on both levels, if the City expects to make the Showboat a year-'round facility, can the Managing Partner expect snow removal of these spaces --owned by the City-- as well?

A. The City plows the parking lots and Harriet Island walkways. Snow removal on the dock that connects Harriet Island to the boat is the responsibility of managing partner.

Q. Do the pillars and stanchions on the bow end of the boat which transverse the main and upper levels within the reception and conference room areas structural? Could they be removed or perhaps a support beam put in place that would transfer whatever load they are not bearing to the outside walls and down through to the hull? Would the City as owner of the boat have any objection to this in the near or distant future?

A. This question will need to be addressed by [Department of Safety and Inspections](#) (DSI) when you submit your plans for vessel modification.

Q. Can you post a blueprint of the ticket building/restrooms on the website? Be sure it includes a measurement scale.

A. Yes, we will post a blueprint of the Ticket building.

Q. The RFP includes (under Riverboat Adjacent Features) a sentence that reads "A ticketing building with public washrooms (to be operated by management partner). You did not intend to imply that the Managing Partner be responsible for operating the public restrooms, did you? Please clarify.

A. Saint Paul Parks and Recreation operates the washrooms located in the ticketing building.

Q. Are all restrooms are being calculated in the capacity regulations of 499 (staff/cast restrooms in the hull, lobby restrooms, free-standing public restrooms in the ticket booth building). Are the restrooms onboard the Showboat handicap-accessible? And does the size, number and capacity meet current codes? Can you please confirm this?

A. The code and occupancy, as related to the vessel bathrooms, were adequate under UMN operation. The code and occupancy may need to be re-assessed based on the concept and services proposed by new managing partner.

Q. "The Riverboat managing partner will perform as an independent contractor" What is your understanding of what this means? And can you give some samples of liabilities and responsibilities that an independent contractor might have as opposed to a formal business partnership?

A. Independent contractor means that managing partner is responsible for all aspects of the business they will conduct on the vessel (including liability, licensing, and other items related to their business).

Q. What is your understand of the term "floating dock" which again was built by the City and operated by the City. It is my understanding in doing research that it was part of an enticement to lure the Showboat to St. Paul. How would it work going forward? (See Questions #27)

A. The City plows the parking lots and Harriet Island walkways. Snow removal on the dock that connects Harriet Island to the boat is the responsibility of managing partner.

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Q. Please clarify the term “Open patio spaces that connect . . . “ How big are these spaces? Who has access to them? Responsibility for maintenance and clean-up etc.

A. “Open patio spaces” are public spaces adjacent to the Riverboat dock. Use and management will be a point of negotiation with managing partner finalists.

Q. What does the term “Limited reserved parking spaces available” mean? I think you would agree that this is a serious issue and each word in the phrase may have a different meaning Limited to who? When? How many? Available when? Who will enforce? How many parking spaces are designated? Can you do a count and post a map on the website, please.

A. Parking will be a point of negotiation with managing partner finalists.

Q. How was the number 700,000 annual visitors arrived at? Is there any substantial back-up for the means and methods used to determine this number?

A. This is from our annual count of active park use. It is derived from our tracking systems for events, rentals, and activity registration.

Q. The city’s right to “Approve or disapprove any subcontractor” is vague and needs specific clarification. First question is how much of any work will Managing Partner be allowed to perform? When a job is beyond the MP’s ability or skill level, a subcontractor may be brought in to assist. If all permits are pulled and subcontractor is licensed to operate and perform the services required, can you site some examples of other conditions that would lead to the sub-contractor NOT being approved. And of greater concern, what is the timeline and process for getting this approval and who will be granting the “approval”? Or the other alternative is to write specific penalties into the partnership agreement if this process either takes too long or costs more money. This considers the “time=money” standard.

A. Subcontractors will be a point of negotiation with managing partner finalists. Additionally, this question will need to be addressed by [Department of Safety and Inspections](#) (DSI) when you submit your plans for vessel modification.

Q. I would like to ask which of these utility or service categories are currently or have been a part of the Showboat’s operation and if they have, can you provide certification or even a list of annual costs over the past 3 years (Do NOT include years when the Showboat was not in operation)

- A) Electrical power usage
- B) Natural gas power usage
- C) Hard-wired telephone service
- D) Garbage/trash removal
- E) Cable television hook-up and service (wired or dish)
- F) Media licenses for public showings
- G) Water/sewer usage
- H) Fire/security annual service
- I) Elevator maintenance services
- J) Snow removal
- K) Damage, Fire, Act of God, weather-related insurance
- L) Liability Insurance
- M) Signage expenses
- N) Pest control

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- O) Any and all additional line-item operating expenses incurred by the City and/or The U of M.
- P) Management fee (all Padelford Packet Boat Co. charges)

A. As noted in the 12/1/16 Q&A posted on the Riverboat webpage:

Q: Can we receive a couple of years of operating costs for the Riverboat?

A: Yes. The City has a very rough estimate of annual operating cost (minus the cost of any programs, productions, services, and staffing). The budget is pieced together from various archival documents provided by the UMN. The City has not managed any of the budgets prior to acquiring the boat this fall. Based on the available information, our best estimate at \$130,000-\$150,000 annually. This includes insurance, utilities, vessel and related equipment maintenance, and an optional 3rd party management fee.

Q. In order to prepare an educated Performa that includes operating costs as well as revenue, please provide Revenue figures that have been a part of the Showboat's operation over the past 3 years (Do NOT include years when the Showboat was not in operation)

- A) Ticket sales - U of M, Gross and commission
- B) Concession sales
 - i.) Break-out for beverages, food and liquor
- C) Revenue from photos and souvenirs
- D) Ticket sales from 3rd Party events
- E) Room rental of theatre
- F) Room rental of other spaces
- G) Catering sales, Gross and commission
- H) Sublet to other operators (Frank Theatre, etc.)
- I) All fees generated and received by the City of St. Paul
- J) Revenue from leased/rented equipment
- K) Revenue from advertising on the Showboat

A. These records belong to the University of Minnesota and are not available for the public.

Q. During the last 5 years, (not including years where flooding prevented Operation), did the University of Minnesota make a profit or suffer a loss from their participation in the previous partnership?

Can you provide figures or spreadsheet Performas to substantiate your answer?

A. These records belong to the University of Minnesota and are not available for the public.

Q. During the last 5 years, (not including years where flooding prevented Operation), did the City of St. Paul make a profit or suffer a loss from their participation in the previous partnership?

Can you provide figures or spreadsheet Performas to substantiate your answer?

A. The City of Saint Paul remained financially neutral in the previous partnership.

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Q. It is known that because of the tax exempt status of both the City of St. Paul and The University of Minnesota combined with their separate autonomy, sales taxes were not collected or paid in many categories for the activities onboard the Showboat.

I ask here that you list whether sales taxes were collected and paid in each of the following categories and then start at the top of the list and indicate which taxes would be paid during the future 'partnership' and by whom. Then finally list the percentage of tax on the specific item or service and what (if any) portion of the percentage is a distinct City or Ramsey County tax that will revert to the City or County and may or may not be earmarked for a special fund/expense?

- A) Ticket sales to LIVE entertainment shows?
- B) Non-alcoholic beverages and concession food?
- C) Beer, wine or liquor sales?
- D) Souvenir sales?
- E) Ticket sales to movies/video showings.
- F) Facility lease or sublet?
- G) Other LIVE events, not entertainment (lectures, demonstrations, trade shows, press conferences, parties, school, daycare, church gatherings.
- H) Not-for-profit organization fundraising.
- I) Naming rights and sponsorship fees
- J) Point-of-sale and website advertising
- K) Rental for video studio production
- L) LIVE consignment auctions.
- M) Tournaments and competitions.

A. Taxes will be discussed during negotiation with managing partner finalists as they relate to the business and activities proposed.

Q. Would the City Parks & Rec department consider restructuring the Partnership Agreement if it could lead to less or no sales tax being legally due?

A. Taxes will be discussed during negotiation with managing partner finalists as they relate to the business and activities proposed.

Q. In the RFP, under the Interview section, it is clearly understood that of the 5 or 6 people on the panel of evaluators, that there will naturally be representatives from St. Paul Parks & Rec; Great River Passage staff; City Council Ward member or representative; Community and/or Neighborhood members; and perhaps someone from the Mayor's Arts & Culture office --AS WELL AS INDUSTRY PROFESSIONALS. It is this last title/type that I am asking about. While I don't expect you to name a specific person or a pool of people from which this person is chosen, but can you clarify and identify job titles for this description? Because the Showboat is so unique and because many of the ideas submitted might be "outside the box" thinking, I would like to know more about the type of person and the real-world work experiences that they might bring to the discussion and decision.

A. We cannot list the title/type of industry professional until we have received the proposals. Once we see the proposals and understand the scope and range (including "outside the box") ideas we will bring in industry professional(s) related to what is being proposed. For example, if multiple restaurant/food services are being proposed we will bring in a restaurant professional. We will share the title of industry professional with all managing partner finalists in advance of being called in for an interview.

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Q. Were there people or groups granted tours and information prior to the open houses and to the issuance of the RFP. If yes, in the interest of transparency, will these names be made public?

A. No.

Q. For that matter will a list of “interested parties” or “respondents to the RFP” be made available to the people on your e-mail list of “Interested Persons” or to the public?

A. Names of proposers will be public once the time and date for the proposals has arrived and submissions have been opened. They will be available upon request.

Q. When the process is completed, will all submissions be made available for review? If so, can you describe how this might be accomplished?

A. Once the evaluation process has been completed, which means that a contract has been negotiated with the successful proposer, all other information will be considered public except for any information which remains non-public under the Data Practice Act or other law. You may request access to review for no charge. If you request copies of other proposals, there may be a charge involved.