

# REQUEST FOR PROPOSALS

## **CITY OF DUNKIRK WIFI Installation Project - Public Bike Path**

**June 2022**



**HON. MAYOR WILFRED ROSAS**

### **SUBMIT TO:**

**Daniel Manzella  
City of Dunkirk  
342 Central Ave  
Dunkirk, NY 14048**

### **RFP SCHEDULE**

#### Activity

Date of Publication  
RFP Submission Deadline at 4:00 P.M. EST  
Steering Committee Selection and Notification of Award

#### Date

June 10th, 2022  
July 8th, 2022  
July 14th, 2022

**REQUEST FOR PROPOSALS**  
*FOR THE PREPARATION OF A*  
**PUBLIC WIFI INSTALLATION PROJECT**

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## I. PROJECT SUMMARY

The City of Dunkirk is a distressed community with approximately 12,000 residents, 55% of whom are Hispanic. The COVID-19 Pandemic and mandated lock downs/restrictions illuminated the need in our City to assist our residents with broadband accessibility as students moved to remote learning and parents were working from home. What we found is the City has a lack of mobile hotspots in many of the areas where residents who don't have / can't afford broadband access at home to connect to.

This project is in response to, and in preparation for any future crises and/or lock downs by bringing more mobile hotspots to the City and creating large public areas of WIFI to access broadband services so children can have better access to remote schooling and adults can access the internet for information and to apply for services. This project will also help us prepare for any future outbreaks that may necessitate the nimble turn back to remote learning should we face another wave, variants or the threat of future pandemics.

### Project specifics:

Provide an outdoor Wi-Fi system with fiber backhaul to at least one hotspot along with a wireless point to point and point to multi-point system to distribute backhaul to other hotspot locations. Install mobile hotspot equipment along the current City of Dunkirk marked bike path area to connect to an existing network in both Point Gratiot Park on the west side of the City and Wright Park on the east side of the City. This new network will be connected in a manner to create a seamless broadband network connecting the 2 City parks.

City will provide electric to all hotspot locations and equipment. The City will also provide all hotspot mounting locations including light and utility poles.

The project should be completed in a six-month time frame.

## II. OBJECTIVES

The project is meant to install public WIFI along the current City of Dunkirk bike path so citizens have access to a seamless broadband service in Dunkirk parks and waterfront areas.

## III. SCOPE OF WORK

Respondents are encouraged to be creative and thorough in their response to this RFP, and to carefully read below for details on developing a detailed scope of work for this project. The respondent should also be aware that **the cost of the project is not to exceed \$52,000.**

## IV. SCORING

Successful provision of services for similar projects	35 points
Ability to provide comprehensive scope of services	30 points
Availability of services as per program schedule	15 points
Ability to maintain budget	10 points
Dunkirk or Chautauqua County based company	<u>10 points</u>
<b>Total</b>	<b>100 points</b>

## **V. SUBMISSION OF PROPOSALS**

Interested respondents must submit three (3) full copies of their proposal and one digital copy no later than 4:00 p.m. on July 8<sup>th</sup>, 2022, which are to be mailed to:

**Daniel Manzella City of Dunkirk**  
**RE: Bike Path WIFI Project**  
**342 Central Ave.**  
**Dunkirk, NY 14048**

**Digital copies of the proposal must also be e-mailed to [dmanzella@dunkirkpolice.com](mailto:dmanzella@dunkirkpolice.com). Please attach as a PDF or provide a link to the PDF.**

**Proposals received after the scheduled time and date will not be accepted.**

## **VI. PROPOSAL CONTENT AND CONDITIONS**

Each proposer must submit a complete proposal, which addresses each component of the RFP. Please note the described objectives are the minimum scope that is acceptable. Proposers are encouraged to be creative and propose additional work that the proposer feels is beneficial, necessary, or improves the outcome of this planning effort.

- A full description of the Scope of Work, along with a schedule detailing when milestones will be reached and when the project will be completed.
- A description of each staff member or sub-consultant who will be involved with this project, along with a description of his or her role in this project.
- A client list for similar projects in the last three years, including contact name and phone number, and a brief description of the project(s).
- Budget and expense information which details all costs

## **VII. PREVAILING WAGE REQUIREMENT**

Under New York State Labor Law, contractors and subcontractors must pay the prevailing rate of wage and supplements (fringe benefits) to all workers under a public work contract. Employers must pay the prevailing wage rate set for the locality where the work is performed. Prevailing wage is the pay rate set by law for work on public work projects. This applies to all laborers, workers or mechanics employed under a public work contract. By submitting a Proposal the proposer certifies they will comply with this requirement.

## **VIII. CONDITIONS GOVERNING PROPOSALS**

- Only those proposals, which contain complete information and are responsive to the RFP will be considered.
- Ability to provide all services without any 3<sup>rd</sup> party providers.
- Chautauqua County based company with the ability to provide a 2-hour repair response time.
- Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the Committee's attention.

- **The Steering Committee reserves the following rights:**
  - to accept or reject any or all proposals;
  - to waive or modify minor irregularities in proposals received;
  - to negotiate with proposers, within the proposal requirements, to best serve the interests of the community and the State;
  - to amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
  - to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and to award a contract for any or all parts of a proposal and negotiate with the successful bidder.
- By submitting a proposal, the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The Steering Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

## **IX. INQUIRIES**

All inquiries regarding the RFP should be made by e-mail or in writing, and must cite the RFP section in question. Answers to substantive questions will be provided to all inquirers. Inquiries should be directed to:

**Daniel Manzella**  
 Phone: (716) 363-6414  
 Email: [dmanzella@dunkirkpolice.com](mailto:dmanzella@dunkirkpolice.com)

## **X. LIABILITY**

The Steering Committee is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Steering Committee is not liable for any costs incurred prior to approval of the contract.

## **XI. EVALUATION PROCESS**

The Steering Committee will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

## **XII. SELECTION CRITERIA**

The selection of a consultant for this effort will be based on the following criteria:

- **Technical Proposal:** Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the proposed Scope of Work will be addressed.
- **Implementation Schedule:** Proposals will be evaluated based on their ability to complete the project within the time frame described in this RFP. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
- The proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume showing qualifications,

educational background, training and experience. The project manager must have managed the implementation of at least one other project of a similar scope and nature. A description of the project must be submitted with the resume.

- **Relevant Experience:** The proposer must provide a list of all projects of similar scope and nature completed in the last five years. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
- **Cost Proposal:** A Cost Proposal Outline must be submitted. Proposers must break down each task in the Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
- **References:** The proposer must submit three references from projects of a similar scope and nature. Each reference should include a contact person and phone number along with a statement describing the project. The Steering Committee reserves the right to obtain information from other sources.

### **XIII. NOTIFICATION OF AWARD**

The Steering Committee will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The City of Dunkirk will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Steering Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the Steering Committee reserves the right to enter into negotiations with the consultant which received the second highest evaluation

### **APPENDIX A. PROJECT LOCATION MAP**

