

City of North Tonawanda
Sweeney Canal Dock Commercial License
Request for Proposals

April 24, 2018

1. Summary

The City of North Tonawanda is issuing this Request for Proposals (RFP) to solicit interested parties seeking to license dock space for commercial use along the Sweeney Canal Docks. The goal of this RFP is to attract a commercial user whose business presence enhances the seasonal traffic and vibrancy of the Erie Canal/Gateway Harbor area of North Tonawanda.

2. Site Details

The leasable area presented in this RFP is 50-feet of linear dock space at the eastern end of the Sweeney Canal Docks (see attached map). The dock space includes water service and 30 amp electric service. The site does not have boater pump-out facilities, dedicated restrooms, or dedicated parking. Public restrooms are available in nearby Gateway Harbor and public parking areas are available in close proximity.

3. Price and Term

The City of North Tonawanda intends to make the space available for license seasonally between May 15 and October 15 for a three-year term, 2019-2021 inclusive. The annual cost to license the space will be \$1,800.00.

4. Submission Requirements

Proposals must include the following information:

- A cover page including the following:
 - Business name and mailing address
 - Business's current legal status: corporation, partnership, sole proprietor, etc.
 - Business Federal Tax-ID number
 - Contact person's name, title, phone number, fax number, and e-mail address
 - Signature of authorized corporate officer
- A business description – narrative description the nature of the business and the intended use of the dock space. Information should include a description of services, hours of operation, target market, number of employees, and any other information related to the proposed operation.

- Business experience – narrative description of the company’s operating history and/or the business owner’s experience operating this or other relevant businesses. Business owner must have a minimum of two years of experience operating a relevant business.

5. Proposal submission and deadline

Proposers must submit copies of their proposal as follows: five (5) printed hard copies and one electronic version in Microsoft compatible or PDF format on CD or flash drive. Proposals must be on 8 ½” by 11” paper. Proposals must be in a sealed envelope labeled “Sweeney Canal Dock License Proposal”. Proposers may choose to provide additional sets if and when invited to do so for presentation purposes. Submissions will not be returned.

Proposals shall be delivered to the City on or before:
4:00pm on Friday, May 11, 2018.

To:
Daniel Quinn
North Tonawanda City Clerk
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Proposals received after the deadline may not be accepted.

RFP Inquiries

Prospective responders may only direct questions in writing to the following contact person:

Daniel Quinn
North Tonawanda City Clerk
City Hall
216 Payne Avenue
North Tonawanda, NY 14120
danquinn@northtonawanda.org

All questions are due no later than May 1, 2018. The above contact person is the only individual who can be contacted about the project by proposers before the proposal deadline. The contact person cannot alter the terms of this RFP. If you would like a tour of the site please contact Daniel Quinn above to schedule a tour.

6. Evaluation Criteria and Selection Process

In reviewing submitted proposals, the following criteria are among those that will be considered:

- Completeness of the proposal, the extent to which the proposal meets all of the required criteria outlined above.
- Anticipated impacts of the proposed commercial use, both positive and negative, on the immediate surrounding area.
- The experience and capacity of the company and/or owner in operating the proposed business.
- Compatibility of the proposed business within the existing activities along the Erie Canal/Gateway Harbor including hours of operation, parking and traffic impacts, and use.
- Overall quality of the submission.

7. Timing

The following represents the City’s anticipated timeline for reviewing and selecting a qualified proposal. This timing is subject to change.

Proposal questions due:	May 1, 2018
Submission deadline:	May 11, 2018
Complete evaluation/review process:	May 18, 2018
Recommendation to the City Council:	May 22, 2018
Final selection by City Council:	June 5, 2018

8. DISCLAIMER – CONFIDENTIALITY

The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from relicense, including the prospective harm to the competitive position of the bidder if the identified material were to be relicensed. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

9. Right of Refusal

All proposals must be received on time and in full compliance with the instructions contained in the RFP. The City of North Tonawanda reserves the right to reject any and all Proposals, and to withdraw this solicitation at any time.