

Legal Notice  
Request for Proposals

Sealed proposals will be received by the City of North Tonawanda in the clerks office, 216 Payne Avenue, North Tonawanda, NY 14120, until March 4, 2022 at 4:00pm (EST) for interested parties seeking to license 50 feet of seasonal dock space for commercial use along the Sweeney Canal Docks.

The Request for Proposals (RFP) shall be available in the following formats: hard copy (paper) and electronic email (Adobe Acrobat \*.PDF format) upon request by contacting Donna Braun at (716)-695-8555 or email to: [dbraun@northtonawanda.org](mailto:dbraun@northtonawanda.org). Each proposal shall contain the full name and address of each person or company submitting the proposal. Proposals shall be delivered NO LATER THAN MARCH 4, 2022, at 4:00pm (EST) to:

Alex Domaradzki  
Parks & Recreation Director  
City of North Tonawanda  
216 Payne Avenue  
North Tonawanda, NY 14120

All questions shall be submitted in writing and shall be emailed to [alex@northtonawanda.org](mailto:alex@northtonawanda.org).

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.

City of North Tonawanda  
Sweeney Canal Dock Commercial License  
Request for Proposals  
February 11, 2022  
Due Date: March 4, 2022

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 adjacent to Niagara River Cruises commercial dock space (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 four-year term, 2022-2025 inclusive. The annual cost to license the space will be \$2,800 with the 2022 year pro-rated based on the start date of the contract.

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, proposed fee schedule, storage space requests, 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 PDF format to [alex@northtonawanda.org](mailto:alex@northtonawanda.org). 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: 4pm on March 4, 2022

To:

Attn: Alex Domaradzki (Parks & Recreation)  
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:

Alex Domaradzki  
North Tonawanda Parks & Recreation Director  
[alex@northtonawanda.org](mailto:alex@northtonawanda.org)

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 Alex Domaradzki 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.

The City reserves the right to schedule a formal presentation of your proposal to serve to answer and questions and further elaborate on your vision for use of the dock space.

#### 7. Timing

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

Submission deadline:	March 4, 2022
Complete evaluation/review process:	March 15, 2022
Final selection by City Council:	March 22, 2022

#### 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.

Site Overhead View



Site Dock View

