



Request for Proposals:
Pole Replacement &
LED Street Light Conversion Project

SECTION I – PURPOSE AND BACKGROUND

A. PURPOSE

In this Request for Proposals (“RFP”), the Uptown Business Improvement District of the Town of Canandaigua (the “Town”) intends to review the relevant experience of qualified firms (“Firm”) to upgrade the eighty-four (84) municipally owned streetlights on Route 332. Utilizing the existing concrete foundation locations, the Town would like to install new composite poles and full cutoff LED luminaire fixtures to maximize uniformity & efficiency from the Farmington Town Line to the Canandaigua City Line.

B. SCHEDULE

Issuance of RFQ/P:	Wednesday, Sept. 20, 2023
Deadline for Submissions:	Thursday, Nov. 9, 2023
Tentative Respondee Interviews:	Week of Nov. 17, 2023
Contract Awarded	Monday, Dec. 18, 2023

C. BACKGROUND

The Town is looking to solicit offers from interested and qualified vendors/contractors to utilize the existing concrete foundation locations and install new composite poles & energy efficient LED lighting within these locations and specifications set forth in Section 3.

The selected vendor/contractor will be responsible for the removal and disposal of the existing poles, the installation of a new lighting poles, and the installation of energy efficient lighting fixtures & lighting. In addition, the vendor will be responsible for repairing any damage caused on site as well as the cleanup and disposal of the site and all site materials.

D. RESPONSIBLE RESPONDENT QUALIFICATIONS

Respondents must provide any and all equipment and material to perform necessary services and have demonstrated experience with all aspects of the project. Respondents must have properly registered (if required) and insured equipment and be licensed (if required) to operate said equipment. Respondents must be in good financial standing with federal agencies and the State of New York.

SECTION 2 – STATEMENT OF QUALIFICATIONS

This section outlines the information that must be included in your Qualifications Statement. Please respond with your information in the same order as the items in this section.

1. Please provide a brief history of your Firm including the number of years in business, identification of company ownership, and the number of employees. Describe a minimum of three (3) projects of similar scope that best demonstrate the firm's qualifications to undertake all aspects of this project.
2. Provide a description of the project team's organization and roles. Please include resumes of the project team members. Include their qualifications and experience as related to the scope of services detailed below as well as their anticipated assignments related to this project. Specific information on their background, training, and experience with similar projects should be included.
3. To the extent that you would engage subcontractors or consultants for this project, or would work on this project in conjunction with any project organizer or you or a principal, officer or agent would enter or has entered into any contract (as such term is defined in General Municipal Law Article 18) with any other third party in connection with this RFP or your response to this RFP (any such subcontractor, consultant, organizer or other third party a "Third-Party"), please provide the name, location and contact information for each. Each Third Party will be required to provide a complete copy of its contract with the Respondent. Please state which elements of the Scope of Services, if any, as described in Section 3 of this RFP, each Third Party would perform or participate in performing ("Third-Party Services"). For each Third Party please provide a brief history, including the number of years in business, identification of company ownership and the number of employees, together with the information specified in Items 1, 3, 5 and 6 of this Section 2 – Statement of Qualifications. With respect to each Third Party, please also provide (a) the information specified in Section 3 – Scope of Services for each element of the Scope of Services comprising the Third-Party Services; and (b) to the extent relevant to the Third-Party Services, the information requested in Item D1 of Section 4 – Elements of Response. If any Third Party has experience in similar projects, please indicate and describe the experience. If any contract between you and any Third Party requires approval from the New York State Public Service Commission or any other agency of the State of New York, please submit proof of such approval. The information required by this subsection 4 may be furnished directly by any Third Party as an addendum attached to your response to this RFP.
4. Please indicate if any additional staff would need to be hired to carry out this project.
5. An hourly rate of pay for the employees proposed for this project.
6. Provide a minimum of three (3) clients for whom your firm has successfully completed project for. Include the following information for each client:
 - a. Name and address of client;
 - b. Name and telephone number of contact person;
 - c. Summary of the services provided

SECTION 3 – SCOPE OF SERVICES

The Scope of Services should address Respondent's capacity to complete the following expected functions including full removal, replacement, installation through to final completion of new street lights along NYS Route 332 in the Uptown Business Improvement District including the replacement of all light poles.

The Respondent should detail light poles capable of having banners placed on them as found in community wayfinding solutions, and community identification solutions. Respondent should also include options for consideration such as applicable add-ons for weather reporting, traffic, cameras, light control including dimmable or color solutions, and/or Wi-Fi solutions for the Uptown Business Improvement District.

Respondent is responsible for all phases of the project from start to finish including any and all inspections, certifications, highway work permits, traffic control, materials, services, or any other matter needed to replace the light poles, lights, and wiring existing, with new services including new poles, lights, and wiring.

SECTION 4 – ADDITIONAL REQUIREMENTS

The Contractor agrees to provide services to the Town as an independent contractor and not as an employee, as those terms are understood for New York and Federal law purposes. The Contractor agrees to provide for, secure, and/or be solely responsible for any and all required fees, permits, Workers Compensation coverage, Unemployment Insurance, Disability Insurance, Social Security contributions, income tax withholdings and any other insurance or taxes, including but not limited to Federal and New York taxes, for any persons performing services pursuant to a subsequent agreement, including the Contractor, and any employees of the Contractor. The Contractor agrees to indemnify the Town and hold the Town harmless from any claims, suits, losses, or damages, including reasonable attorney fees, resulting from any failure on the part of the contractor to satisfy its obligations as stated herein.

The Contractor acknowledges and agrees to purchase, register and insure any and all necessary equipment and vehicles to provide the scope of services identified. Automobile liability insurance must have a minimum limit for bodily injury and property damage of \$1,000,000/\$3,000,000.

The Contractor acknowledges and agrees to purchase comprehensive general liability insurance with minimum liability limits of \$1,000,000/\$3,000,000 for personal injury and property damage, and \$3,000,000 aggregate to protect against claims brought against the Town, which may arise from the provision of services under a subsequent agreement. Contractor agrees to name the Town as an additional named insured.

The Contractor agrees to indemnify the Town and hold the Town harmless from any claims (including but not limited to claims under Labor Law Section 240 [Scaffold Law], if applicable), suits, losses, or damages resulting from or relating to any services provided by the Contractor and/or equipment or materials used by the Contractor, or any other person performing services pursuant to a subsequent agreement. Any and all employees or subcontractors working under Contractor must be trained and instructed under requirements of NYS Scaffold Law. The Contractor shall be liable to the Town for any loss, damage or destruction or any property, materials, goods, documents, or other items, including reasonable attorney's fees, resulting from or related to the negligence, or other wrongful acts of the Contractor, the Contractor's employees, or any other person performing services pursuant to a subsequent agreement.

The Contractor may not assign, transfer, sublet or otherwise dispose of the Agreement without the prior written consent of the Town.

The Town reserves the right to require additional contractual provisions it deems appropriate to give effect to this Proposal.

SECTION 5- ELEMENTS OF THE RESPONSE

All proposal submissions must include the following information to be considered complete. Please respond to the sections following the same order as in this RFP. For each step, be sure to detail what technical and support services you would have available.

A. COVER LETTER

A letter on the Respondent's business stationery from the individual(s) or principal officer of the firm offering the proposal certifying the proposal will remain in effect for ninety (90) days after the proposal due date. The letter should contain a general description of the mission or focus of the organization and provide the name & address of the individual or firm, and contact information for the individual or officer (telephone number & email address).

B. STATEMENT OF QUALIFICATIONS as defined in Section 2

C. SCOPE OF SERVICES as defined in Section 3.

D. PAST PROJECT EXPERIENCE

Past Project Experience should include examples of similar projects completed by the Respondent, including the overall benefits experienced by the community. These can include, but are not limited to:

1. Reduction in Utility Costs
2. Reduction in kWh Experienced
3. Reduction in Green House Gas (GHG) Emissions
4. Safety and/or Visibility Improvements
5. Benefits (intended or unintended) Since Project Completion

SECTION 5 – SUBMISSION GUIDELINES

1. All Respondents should carefully review the contents of this document. All of the Requirements and Specifications in this document may become part of an agreement to be signed by the Town of Canandaigua and the successful Respondent.
2. All proposals must be submitted **no later than 2:00 p.m. on Thursday, November 9, 2023.**

Respondents must submit an electronic copy to:

Town Clerk, Town of Canandaigua
5440 Routes 5 & 20
Canandaigua, NY 14424
585-394-1120

jchrisman@townofcanandaigua.org

RE: Pole Replacement & LED Street Light Conversion Project

3. Inquiries concerning this RFP can be submitted to Jim Fletcher via email jfletcher@townofcanandaigua.org with “Pole Replacement & LED Street Light Conversion Project” in the subject line. All questions must be submitted in writing no later than 5:00 p.m., Monday, October 2, 2023.
4. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Responder and will not be reimbursed by the Town.
6. The proposal is not a contract offer. A contract is a separate, written agreement between the Town and a Respondent which may be entered into after the selection process.
7. If Respondent wishes to keep any or all portions of its response confidential or wishes to assert that any or all information provided in response to this RFP is proprietary, said Respondent shall so specify in its response the portion or portions of the response which Respondent considers confidential or proprietary.

The Town of Canandaigua reserves the right to accept any on-time response, to reject any and all responses and to waive any irregularities or informalities in a response when doing so is in the best interest of the Town.

SECTION 6 – EVALUATION CRITERIA

The Town will evaluate proposals based on the weighted criteria described below. Assessment of capabilities will depend in large part on how effectively and knowledgeably the Respondent delineates required and desirable subtasks in each of the categories.

The Proposals will be rated based on the following criteria and criteria weights:

Criteria	Weight
Statement of Qualifications	50%
Scope of Services	20%
Past Project Experience	15%
Project Timeline	5%
Ongoing Support	10%
Total:	100%

SECTION 7 – SELECTION PROCESS

All proposals that are deemed responsive (as described above) will be reviewed by staff. All reviewers will sign a confidentiality statement and keep all content of proposals confidential, except to the extent disclosure of proposals is required by law or deemed advisable by the Town if any litigation arising from this RFP. The winning proposal may be shared unless it contains details on business models and/or proprietary secrets.

The Town, at its discretion, may request presentations or meetings to clarify or negotiate modifications to the proposal. However, the Town reserves the right to make an award without further discussion of the proposals submitted. Therefore, all proposals should be submitted as completely as possible. The Town intends to award the contract to the proposal with the highest rating.

PROPOSAL SIGNATURE PAGE

POLE REPLACEMENT & LED STREET LIGHT CONVERSION PROJECT

TO: Clerk, Town of Canandaigua

THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES required as set forth in the reference Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions and specifications contained within reference Request for Proposal, at prices submitted in referenced specification. I certify that I am authorized to sign this proposal, myself or in behalf of the company or firm I represent, and to enter into a binding contract with the Town of Canandaigua. This signed proposal will become part of a binding contract after award by the Town of Canandaigua to the successful bidder.

NOTE: By signing and submitting the proposal form for consideration by the Town of Canandaigua, the Contractor acknowledges they have read, understood, and agree to all aspects of the specification as presented without reservation or alteration.

Legal name of person/firm/corporation

Authorized Signature

Address

Typed Name

City/State/Zip

Title

Date Telephone No.

Fax No.

E-mail address

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

NON-COLLUSION FORM

POLE REPLACEMENT & LED STREET LIGHT CONVERSION PROJECT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty or perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any other competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, a bid for the purpose of restricting competition.
4. No person, broker or selling agent had been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. The bidder further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which process are submitted.

Legal name of person/firm/corporation

Authorized Signature

Address

Typed Name

City/State/Zip

Title

Date Telephone No.

Fax No.

E-mail address

YOU MUST RETURN THIS SHEET WITH YOUR BID

CORPORATE APPLICANT/ENTITY ATTESTATION OF GOOD STANDING

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following condition are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is in compliance with required corporate filings.

Legal name of firm/corporation

Authorized Signature

Address

Typed Name

City/State/Zip

Title

Date Telephone No.

Fax No.

E-mail address