

# Plattsburgh

STATE UNIVERSITY OF NEW YORK

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RESEARCH FOUNDATION of SUNY  
KEHOE ADMINISTRATION BUILDING  
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## *The Wireless Clearinghouse*

### Request for Proposals

Planning, Data Gathering, Database development, and Website creation.

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Bid opening location: Conference Room 220 at OneWorkSource Offices, 194 US Oval,  
Plattsburgh, NY 12903

Bid opening date: June 2, 2008

Bid opening time: 10:00 a.m.

Proposal number: TAC-052008-W

## Introduction

The Research Foundation of SUNY (Plattsburgh) seeks proposals from firms to provide planning, database design, field research, database creation, and website creation for the *Wireless Clearinghouse* project, an inventory of suitable wireless transmission locations in the Adirondack Park.

General information about the Research Foundation of SUNY is available at [www.rfsuny.org](http://www.rfsuny.org)  
For an overview of TAC: [www.plattsburgh.edu/offices/centers/tac](http://www.plattsburgh.edu/offices/centers/tac)  
This RFP will be posted on [www.cbnconnect.org](http://www.cbnconnect.org).

See Appendix A for excerpts from the DEC Smart Growth grant application. The **Scope of Services and Project Objectives** are incorporated into this RFP as requirements.

## Vision

The *Wireless Clearinghouse* project will result in a web enabled database that will allow Adirondack Park municipalities and private telecommunications service providers to work together to expand the availability of wireless and cell services throughout the Park.

## Background

The Town of Saranac has been awarded a Park-wide Smart Growth grant by the State DEC for a project called *Wireless Clearinghouse*. The Research Foundation of SUNY (the RF) is administering the grant for and on behalf of the Technical Assistance Center at SUNY Plattsburgh (TAC), which is responsible for implementing the project. TAC is also developing a related project, CBN Connect, a community broadband network.

This Request for Proposals is to solicit proposals from independent contractors to fulfill the deliverables and services described in the Smart Growth application developed and submitted by TAC.

## Objectives

The *Wireless Clearinghouse* will be a cost effective way for private cell phone and wireless broadband service providers to assess new markets and potential **existing** transmit sites. In addition, the database and website will be a reference point for emergency services planning and for county-wide projects requiring wireless capabilities. The inventory developed in this project, along with the information provided to municipal officials, will provide “one stop shopping”, and make it easier for companies to determine where and how they could provide services, saving companies and municipalities time and money on the planning and research phase thus encouraging them to enter new markets or provide new services in the Adirondack Park. See attached Scope of Work.

The technology applications to be addressed are wireless broadband and cellular phones for business, residential, leisure visitor, and public sector needs, including emergency services and homeland security. The *Wireless Clearinghouse* will encourage and assist cell phone and wireless providers to establish operations in Adirondack Park municipalities who wish to have or expand service. The project will evaluate each site’s revenue potential for the community, as applicable.

A key component of the *Wireless Clearinghouse* strategy is to minimize pressure to construct new towers in the Adirondack Park by providing a comprehensive analysis of existing tall structures. In addition to buildings, utility poles in suitable transmit locations will be inventoried, especially along high volume traffic areas.

The *Wireless Clearinghouse* will be an essential first step in building capacity in the communities that desire new or expanded cell phone and wireless Internet service.

**Fee**

The bidders must submit a lump sum price for the Scope of Services (database and website, or just the database) and include an itemization of hourly rates and estimated hours for each job title working on the project, travel costs (not to exceed federal or state rates) and miscellaneous expenses. This contract shall not exceed \$75,000 for both the database and the website portions, or \$50,000 for the database only, if a bid is not submitted for the website.

**Schedule**

RFP and specifications mailed to bidders.....	May 6, 2008
Deadline for written questions about RFP.....	May 14, 2008
Bidders Conference.....	May 21, 2008
Responses to questions.....	May 23, 2008
Proposal Deadline.....	May 30, 2008
Proposals opened.....	June 2, 2008
Proposal evaluation and interviews concluded.....	June 9, 2008
Letter of Intent to Award.....	June 13, 2008
Anticipated contract start date.....	July 1, 2008

**Bidders' Conference**

TAC will hold a group meeting at its offices for interested bidders on May 21<sup>st</sup> at 2 p.m. TAC is located at 194 US Oval (OneWorkSource building), room 220.

Questions pertaining to the content of this RFP must be submitted in received in writing by 12 PM on **May 14, 2008**. Questions may be mailed, e-mailed or faxed to the following contact:

Mr. Michael Simpson  
Director of Sponsored Research  
Kehoe Admin. Bldg. 815  
Plattsburgh State  
101 Broad Street  
Plattsburgh, NY 12901-2681  
  
FAX: 518-564-2157  
E-Mail: [simpsome@plattsburgh.edu](mailto:simpsome@plattsburgh.edu)

**Basis for Selection**

Award will be made to the qualified firm or agency with the highest score based on the Evaluation Criteria, with the point system stated below.

## Evaluation Criteria

Maximum Not-To-Exceed Project Cost	5
<ul style="list-style-type: none"><li>The lowest cost Bidder will be identified and assigned five points.</li></ul>	
Comprehensive database and website	5
<ul style="list-style-type: none"><li>Five points will be awarded to bidders proposing to produce both the database and the web pages.</li></ul>	
Prior Experience	60
The successful bidder's experience on similar projects and current GIS, database, and website technologies, including	
<ul style="list-style-type: none"><li>Experience working with municipal officials in the Adirondack Park</li><li>Familiarity with Adirondack Park geography</li><li>Familiarity with Adirondack Park Agency regulations</li><li>Familiarity with cell and wireless facilities siting decisions</li><li>The proposed process of gathering, analyzing, reporting and disseminating the data that will form the foundation of the <i>Wireless Clearinghouse</i> project.</li></ul>	
Responsiveness in clearly stating an understanding of the work to be performed.	15
Reputation and references of the firm or agency	15
<ul style="list-style-type: none"><li>Experience and background of company officials designated to lead the project team</li><li>Accessibility of the project team (e.g., willingness to work in the field and occasionally in Plattsburgh with TAC and Research Foundation officials).</li><li>Incorporation of student research assistants into Scope of Work</li></ul>	

**Notes:** TAC staff will be responsible for gathering information from cell and wireless service providers that specify their process and criteria for evaluating transmission locations. This information will be provided to the GIS contractor.

If the webpage production is not part of your proposal, please comment on your experience in working with a company that has that expertise. References are helpful in that instance, but not required.

Submit three copies of your response to this RFP, and include at least three references.

### Student Research Assistants

In coordination with the successful contractor and under the supervision of the SUNY Plattsburgh GIS Research Lab supervisor, student research assistants will receive project orientation and training, and will assist with field data collection. Once the field data has been collected, student assistants will do limited data processing and quality control at the SUNY Plattsburgh GIS Research Lab, under the supervision of the Lab supervisor. All student assistant work will be shared and coordinated with the project contractor.

**NYS GIS Clearinghouse**

TAC will arrange for GIS contractor access to the NYS GIS Clearinghouse database. GIS contractor must certify that any data accessed at the NYS GIS Clearinghouse database will not be used outside of the *Wireless Clearinghouse* project.

## **SCOPE OF WORK – PARTS A and B**

Howard Lowe, Director of Economic Development at TAC, is project director of the *Wireless Clearinghouse*. Julie West, TAC, will assist with project implementation.

Terry Martino, ANCA Executive Director, will supervise ANCA's role. Additional project support from ANCA will be provided by Greg Hill, Community Assistance Consultant. ANCA will promote the project to Park officials and will organize the group meetings with municipal officials to explain the *Wireless Clearinghouse* project and seek their participation.

**GIS contractor:** The RF will hire a GIS consultant who is familiar with the Adirondack Park. The contractor will be assisted by trained student field research assistants from the Earth and Environmental Science department at SUNY Plattsburgh, who will help gather field data.

### **Field Research Assistants**

The GIS contractor will be assisted by a team of GIS and GPS-trained students from the Earth and Environmental Science department at SUNY Plattsburgh, who will assist in field data gathering.

## **PART A. Scope of Services and Project Objectives; Database**

1. **Create an inventory** of existing structures that are suitable sites for cell phone and/or wireless broadband antennae and facilities.
2. **Develop a plan** that identifies suitable transmit sites that have minimal visual impact. A key strategy of the *Wireless Clearinghouse* is to minimize pressure to construct new towers.

### **Inventory database and web page development methodology**

<u>Item</u>	<u>Description</u>
Compile existing data	Research existing GIS data relevant to this project (i.e. location of churches, towers, municipal buildings, etc.) and compile all existing data as a starting point for inventory (State, APA, etc.)
Prepare survey forms	Create paper surveys forms and/or GPS application for collecting data in the field including location, address, structure type, height, elevation, ownership, etc.
Train data collector(s)	Train one or more data collectors in use of handheld GPS and information to be collected
Meet w/ municipal officials	Meetings will be scheduled with officials in each Adirondack municipality to review list of tall structures previously identified in the community and add missing information.

Conduct fieldwork.	Photograph each structure; determine height, locate GPS coordinates; determine property ownership. Survey forms/application will be completed onsite.
Download & process data	Data from handheld GPS units and digital photos will be downloaded at the end of each day of fieldwork. GPS data will be processed and imported into the GIS. Digital photos will be processed, named and stored for linkage to database.
Send data out for review	To verify accuracy of data, the collected information will be shared with municipal contacts for their review.

### **PART B. Scope of Services and Project Objectives - Web page development**

A customized web-based database application will be developed, which will consist of two interactive components:

1. A *Web Form* to collect information
2. A *Web Viewer* to display collected information

Key Functionality of the application will include the following:

- Cross platform support (browser support for Internet Explorer, Mozilla Firefox, MacOS)
  - Managed access to the application anywhere, anytime (online), including user authentication (password protection) and scalable edit permissions
  - Ability for the user to view the database in different formats, including – List view, Spreadsheet view, Summary view, Calendar view, Chart view
  - Comprehensive data drill-down capabilities including – Search, Sort, Filter, Set Custom Criteria
  - Ability to save out data – including filtered record searches
- The Web Form will provide for simple data entry with behind the scenes data validation built into it. This ensures that only relevant and required information is added and prevents duplicate or blank entries. Email triggers can be configured to notify the project manager of changes to the database.
  - The database will provide the information used to generate the mapping application. Changes made to the database will be reflected on the map automatically.

### Map Application Development

A customized web based mapping application will be developed to support thin client (web browser) access to the following functionality:

- Base map layers including: labeled streets, places, water features, aerial imagery, terrain topography
- Custom layers including: elevation contours, municipal boundaries, FCC points
- Live connectivity and interaction with the database (clickable points, hyperlinks)
- Interactive map navigation (zoom, pan, overview map)
- Geocoding (address finding)
- A measure tool
- Online search capabilities

### **Web page hosting**

- The Database and Mapping applications will be incorporated into a section of the CBN Connect website, which will be designed and developed by the web consultant, with oversight by TAC. The GIS contractor may also bid to design or maintain the web page.

### **Schedule for completion of project component tasks, Parts A and B**

#### **July 2008 - November 2008:**

- Develop the methodology for the data gathering process (conduct an environmental scan by interviewing environmental, regulatory, municipal, and tourism officials, and translate this input into data collection guidelines);
- Identify and request access to existing data sources (APA, State Office for Technology, NY State Department of Transportation, NYSEG, GIS Clearinghouse, etc.).
- Train and orient field research assistants, with data collection commencing in late summer/early fall.

#### **December 2008 – March 2009:**

- Participate in up to four informational meetings for community leaders to explain the *Wireless Clearinghouse* project; Select four pilot (test) communities that wish to participate and conduct field research.
- Use the pilot community experience to make adjustments to data gathering plan and procedures.
- Analyze Park regions using GIS analysis of population, existing wireless service, road traffic, and other factors to create “Opportunity Maps” of likely model *Wireless Clearinghouse* communities that can form the basis for a template for all data collection.
- Field test data collection and share results with constituent groups to obtain feedback and fine tune the field data collection process before sending out the research assistants to remaining communities who wish to participate in the project.

#### **April 2009:**

- Attend organizational and planning meetings with TAC, ANCA, and field research assistant team to review and interpret pilot community data collection.
- Determine travel and equipment logistics for data gatherers; develop schedule and route to follow in data gathering process.

#### **May 2009 – August 2009:**

- Refine schedule of visits to communities;
- Begin Park-wide data collection. Team members begin visiting each participating community, meet with municipal officials, service providers, site owners; collect data on each prospective transmit sites.

#### **September 2009 – December 2009:**

- Collate, review, verify and refine Park-wide database; data is entered by students into web database
- Create web pages on CBN Connect site; import database; set up protocol for secure access.

**January 2010 - February 2010:**

- Demonstrate database and website to municipalities and service provider companies.

**March 2010 - June 2010:**

- Make revisions to site and database per feedback; submit project report.

**Details to be provided in the *Wireless Clearinghouse* database and web pages include:**

1. Name, website, address of town, hamlet, village
2. Official municipal point of contact
3. Ownership of structure
4. Existing municipal ordinances for wireless installations
5. GPS coordinates: longitude and latitude
6. Terrain topography (within a reasonable distance)
7. Tree coverage and viewshed, including photographs
8. Electrical power availability
9. Height of structure
10. Description of structure
11. Presence of telecom services (telephone, internet, fiber optic cable, cable television)
12. Assessment of co-location with pre-existing facility, if any
13. Road access
14. Existing leases
15. Photographs of structure
16. Identification on project maps