

City of Dallas

Office of Procurement Services

Pre-Solicitation Meeting

May 30, 2023

BQZ23-00022138 Interactive Digital Kiosks
Request For Proposal



Please sign in and leave your business card information in the chat.

Introductions



- Office of Procurement Staff
- Michael Zito, Senior Procurement Specialist

- Public Works Representatives
- Jacob McCarroll, Performance Management and Special Projects Administrator
- Anna Longoria, Senior Project Coordinator





Pre-Solicitation Meeting

- This is your opportunity to review the solicitation process and ask the Department questions.
- During this meeting, please write down any questions you ask and submit through Bonfire.
- Following this meeting, all communications will be with the Buyer only through Bonfire.



Procurement Process

	RFB	RFCSP	RFQ/RFP	RFP only
<i>Timeline (approx.)</i>	3 months	6 months	6-9 months	6-9 months
<i>When to use</i>	Straightforward goods (i.e. power tools, janitorial supplies, etc.)	Insurance, technology, general services	Certain professional services (architects, bond counsel)	Revenue contracts; contracts that do not require a competitive process
<i>Evaluation</i>	Lowest Responsive & Responsible Bidder	Most Advantageous Proposer	Most Qualified Proposer	Most Advantageous Proposer
<i>Negotiations</i>	Not Allowed	Allowed	Allowed	Allowed



Procurement Process





Online Solicitation Portal

The City migrated to Bonfire as of March 1, 2019. Please submit all bids, questions, and correspondence through the online solicitation portal.

- Please check Bonfire often.
- Please ensure your Bonfire profile contact information is up-to-date.
- Supplier names should be consistent with State registration.



<https://dallascityhall.bonfirehub.com/projects/view/30612>

Solicitations & Questions

QUESTIONS DUE DATE

2:00 PM on June 2, 2023

SOLICITATION SUBMISSION DUE DATE

1:00 PM on June 16, 2023

- Submissions may be updated, until the submission due date and time.
- Please review and complete all required forms in Bonfire.
- Other forms may be requested by City staff.
- Start submission early and please submit before the due date.





City of Dallas

Scope Of Work

Office of Procurement Services



Scope of Work - Introduction

- The City of Dallas is requesting proposals (RFP) from qualified firms with extensive experience in designing, implementing, fabricating, installing, operating, maintaining, replacing, upgrading, and removing Interactive Digital Kiosks.
- These kiosks will be primarily located on City of Dallas sidewalks and other public right-of-way areas within business districts, as approved by the City. The kiosks will provide information of interest to both residents and visitors.
- Kiosk installations shall be provided at no cost to the City of Dallas.
- The City is seeking a five (5) year contract agreement with up to ten (10) one-year renewal options. The City reserves the right to negotiate a term other than the specified terms listed in the RFP, if it adds value to the City. The final contract term will be mutually agreed upon by the City and the selected vendor.



Scope of Work - Specifications

The proposed kiosks should at least serve the following basic public purposes:

- Wayfinding
- Public transit information.
- Public information and emergency messaging (Public Service Announcements).
- Enhancing resident and visitor experience via information dissemination specific to the area units are located in.
- Smart City Features: Support and complement the City's public-facing, Smart City infrastructure, which would allow for the deployment of other technologies (such as free public Wi-Fi, Electric Vehicle (EV) charging stations, environmental sensors, public safety cameras, pedestrian counters, panic buttons, etc.).
- Support commerce in accordance with local features.
- Accessibility, usability, and inclusion.
- Promoting placemaking in Dallas through City events and programming.



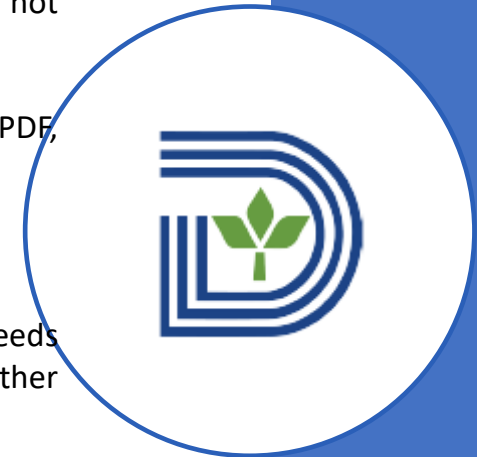
Scope of Work – Products and Services

- Design, implementation, fabrication, installation, operation, maintenance, repair, and replacement of all kiosks.
- Provide the City with a written plan to keep equipment, hardware, software, and firmware technology modernized.
- Provide a written, detailed description and maintenance plan of services, along with response time commitment to begin repair and/or maintenance work on damaged equipment.
- Provide a revenue model that will include a guaranteed revenue share to the City (as a percentage of revenues) and a minimum revenue guarantee (as a dollar amount).
- Install a minimum of seventy-five (75) kiosks throughout the City at locations mutually agreed-upon by both the Company and the City, deployment strategy and installation schedule.
- A minimum ratio of 2:10 or 20% of kiosks are to be installed in areas with an Equity Impact Assessment (EIA) Score of 4 or 5 within the established Equity Atlas Priority Areas, as indicated in Exhibit A.
- Provide reports to the City as stated throughout the RFP.
- Provide on-site and/or web-based training to City-designated individuals as needed to support the kiosk solution of completely managing City content, at no cost to the City.



Scope of Work – Kiosk Requirements

- Offer various languages according to community needs in placement areas.
- Compliance with Americans with Disabilities Act of 1990 (ADA) and other relevant legal requirements; including but not limited to visually and/or hearing impaired.
- Awardee should be able to receive and process content in various formats, including, but not limited to, Adobe PDF, Microsoft Office Suite, web links, maps, images, and other content and formats from the City.
- Interactive, easy-to-use features.
- Support real-time General Transit Feed Specification ("GTFS") and General Bikeshare Feed Specification ("GBFS") feeds for transit data, Internet Calendar ("ICAL") formats for events, and Comma-separated values ("CSV") formats for other types of information.
- Include protocols for real-time posting of emergency City communications.
- Protected against unauthorized access.
- Kiosk(s) will provide Wi-Fi internet service free of charge to the public for a minimum radius of 150 feet around each kiosk, with bandwidth and IP connections sufficient to support a minimum of 100 users at each kiosk, scalable at up to 200 users in high-traffic areas.



Scope of Work – Equipment and Technology Requirements

- Equipment Maintenance: The Proposer shall be responsible for all equipment maintenance and support.
- Kiosk Design: Exterior cabinet and graphic user interface should be aesthetically designed and reasonably customizable to incorporate City or location-specific branding in the design.
- Planning: detail any information necessary for the Evaluation team to consider relative to scalability of planned phases and equipment replacement, maintenance, and refreshing.
- Connectivity: describe the network connection technology for the Kiosks, as well as the data transfer technology between the City and the kiosk for City content.
- Wi-Fi: Provide free Wi-Fi accessibility within no less than 150 feet radius of the kiosk with Wi-Fi transfer speeds of 25 Mbps upload and 10 Mbps download, and Wi-Fi standard 802.11ax (Wi-Fi 6) is required.
- Operating System and firmware: Operating System and firmware must be compliant with industry standards in relation to patching (n-1) and version (n-1) at all times for duration of the contract.
- Security Compliance: Industry standards and enterprise level security measures are to be deployed to guard against hacking, intrusions, data loss, unauthorized access to network, and data in/exfiltration.
- The City's Chief Information Security Officer shall have the authority and right, on behalf of the City, to audit the firm(s) security policies, recommend and or require standards for procedures/policy revisions as necessary to protect the City's infrastructure, data, and information as it pertains to kiosks deployed as part of the services.



Scope of Work – Ad Guidelines

To offset the costs of the kiosks and provide a source of revenue to the City, the selected Proposer must sell advertising on the kiosks. The City shall retain at minimum **12%** of advertising availability (space and time) for its use and all advertising shall comply with the City's advertising guidelines stipulated herein.

- All advertising content displayed on kiosks must conform to all applicable governmental laws and regulations. The City reserves the right to approve or disapprove of any advertising and can request content/ad removal at any time, with immediate compliance.
- Advertising of any kind pursuant to this RFP is prohibited in its entirety in the Victory Special Provision Sign District (including land known as the TXU tract) and the West Village Special Provision Sign District, refer to Exhibit C.



REVENUE MODEL

- **Cost-effectiveness:** The vendor's proposed revenue model should be cost-effective and provide a clear value proposition.
- **Transparency:** The vendor's revenue model should be transparent, with clearly defined pricing structures, payment terms, and any additional fees. The vendor should provide a breakdown of all costs associated.
- **Scalability:** The vendor's revenue model should be scalable, with the ability to accommodate any future growth or changes in the organization's needs.
- **Sustainability:** The vendor's revenue model should be sustainable, with the ability to generate revenue over the long term.



WAGE FLOOR REQUIREMENTS

- On November 10, 2015, the Dallas City Council passed Resolution 15-2141 which requires prime contractors, awarded general service contracts valued greater than \$50,000, and first-tier subcontractors on the contract to pay their employees rendering services on the contract a wage floor of not less than \$17.82 per hour.
- Pursuant to Resolution 15-2141 the wage floor requirement for all general service contracts greater than \$50,000 shall be effective immediately on all new contracts awarded after November 10, 2015. Contractors bidding/proposing on general service contracts shall take into consideration such wage floor requirements in their bid/proposal. The wage floor requirement for the City of Dallas' general service contracts shall be derived from the most current Massachusetts Institute of Technology Living Wage publication and shall remain fixed for the term of the respective contract. The City reserves the right to audit such contracts for compliance with the wage floor requirement as mandated by Resolution 15-2141. This requirement does not apply to construction contracts in which prevailing wage of employees is governed by the Davis-Bacon Act as defined in the Texas Local Government Code 2258, purchase of goods, procurements made with grant funds or procurements made through cooperative and/or inter-local agreements.



CODES AND REGULATIONS

- Dallas City Code Chapter 41 A (SOB) - [CHAPTER 41A SEXUALLY ORIENTED BUSINESSES \(amlegal.com\)](#)
- Dallas City Code Chapter 51A - [CHAPTER 51A DALLAS DEVELOPMENT CODE: ORDINANCE NO. 19455, AS AMENDED \(amlegal.com\)](#)
- Dallas City Code 51 A-7.102 (7) - [SEC. 51A-7.102. DEFINITIONS. \(amlegal.com\)](#)
- Dallas City Code 51A-7.1305(i) - [51A-7.1305\(i\)](#)
- Dallas City Code 51A-7.214 - [51A-7.214](#)
- Alcohol-free school zones pursuant to Section 38.007, Texas Education Code, Section 109.33, Texas Alcoholic Beverage Code, and Section 6-4 of the Dallas City Code, as amended, advertising of Alcoholic Beverages is strictly prohibited in its entirety.
- Wage Floor Rate Requirement: Resolution 15-2141
- Certificate of Interested Parties (Form 1295). Texas Government Code, Section 2252.908
- Texas Administrative Code, Title 43, Chapter 21, Subchapter 1 - [Title 43 of the Texas Administrative Code, Chapter 21 Subchapter I](#)
- Federal-State Agreement on Outdoor Advertising (HBA Act) - [Federal-State Agreement on Outdoor Advertising \(HBA Act\)](#)
- Additional and more specific lighting, size, functionality, general areas of location/prohibition, and spacing requirement discussions will be included in the actual contract.



EXHIBITS

- Exhibit A – Equity Atlas Priority Areas with an Equity Impact Assessment (EIA) Score of 4 or 5
- Exhibit B – City Entertainment Districts
- Exhibit C – Victory Special Provision Sign District (including the TXU tract) and the West Village Special Provision Sign District
- Exhibit D – Revenue Schedule



REPORTS

All reports shall be submitted according to listed frequency, and on demand requests for reports shall be prepared and provided within 2-3 business days.

- Quarterly Usage Statistics Report for Location and Content Guidance
- Annual Hardware Maintenance and Software Report
- Sample Usage Report for ADA and Language Barrier Compliance
- Sample Statistical Report for Content Strategy
- Annual Gross Revenue Report



DOCUMENT SUBMITTALS

1. Business Information Form (OPS-02)
2. Conflict of Interest Policy and Questionnaire (OPS-06, State Form CIQ)
3. Statement of Insurability and Quote (OPS-04)
4. Office of Business Diversity Pre-Bid/Proposal Form (OBD-FRM-623)
5. Office of Business Diversity Workforce Composition Form (OBD-FRM-627)
6. Copy of contractor's internal affirmative action plan or policy
7. Living Wage Affidavit (OPS-3)
8. Sample Contract with markups
9. Any other City documents as required:
 - Sample Usage Report for ADA and Language Barrier Compliance
 - Sample Statistical Report for Content Strategy

