



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

February 16, 2024
REQUEST FOR PROPOSAL
RFP 2024P004

Public Transportation Department Campus Security

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	N/A
Site Visit:	N/A
Questions Due:	12:00 P.M. Local Time, February 27, 2024
Proposals Due:	12:00 P.M. Local Time, March 7, 2024

ONE SIGNED ORIGINAL, single sided, unbound, of your proposal must be submitted. Plus, 5 copies of the proposal. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Chris Hunter

Deputy Purchasing Director

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Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

Section 4 - Proposal and Submission Requirements

Section 5 - Evaluation Criteria and Process

Section 6 - Selection Process

Section 7 - Sample Contract or Minimum Mandatory Contract Provisions

Section 8 - Attachments

1.0 GENERAL INFORMATION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply a Design Build Security Solution upgrade to the Municipality of Anchorage Public Transportation Department (PTD) campus. Solutions should include recommendations for: cameras, all necessary data cabling for equipment recommended.

1.2 Background

PTD is looking for an IP security camera system and a means of securing the large overhead doors required by our bus fleet. The need for cameras in and around PTD campus buildings will insure responsibility for vandalism or other damage in the PTD operational area. Cameras will provide alerts for PTD security in the event of unauthorized intrusions.

1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department

wwpur@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

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Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within __ calendar days, although all offers must be complete and irrevocable for __ calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions.
- 2) responsiveness to the RFP requirements.
- 3) completeness and clarity of content.

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2.5 Signature Requirements

All proposals must be signed. Proposals must be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the “Letter of Transmittal” (See Para 2.6.1) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 **ONE ORIGINAL, single sided unbound, plus five (5) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

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All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

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2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF WORK All proposed items must comply with the Municipality of Anchorage Standard Specifications, (M.A.S.S. dated March 1st, 2015). All proposals are to supply a Design Build Security Solution upgrade to the Municipality of Anchorage Public Transportation Department (PTD) campus. Proposal to include design, installation, and permitting for all necessary wiring, including all electrical work necessary for camera operation. Solutions to include recommendations for: cameras, all necessary data cabling for equipment recommended, and data storage necessary for 30 days of video footage. This includes:

1. Cameras must function on the Municipality of Anchorage Enterprise Security Milestone Solution. ITD will provide Software License Code (SLC) upon bid award. Axis, Bosch, and Hanwha, equipment solutions or equivalent that are compatible with

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existing Milestone Solution and are not on the NDAA prohibited manufacturers list:
<https://blink.ucsd.edu/technology/security/ndaa/index.html>

2. Color cameras and images only with a minimum of 1080p.
3. The new camera system will use the existing MOA network. Solution will include a survey to determine if additional network ports are required, and the total amounts.
4. Request includes a coverage footprint of the areas to be covered. Areas are both indoors and outdoors in an arctic environment. See attachments.
5. Technical design aspects, camera resolution, CODECS and installation will all be considered.
6. All cabling to be provided by vendor between endpoints. All cabling must meet municipal standards.
7. The Public Transportation Department reserves the right to reduce the coverage footprint to maintain budget considerations. This item to be discussed in the negotiation phase of the RFP process.
8. Proposals to provide technical and manufacturer specifications for all equipment along with their bid; this will include manufacturers literature regarding installation requirements, and warranty information.
9. Proposal to provide 30-day data storage requirements for the camera system identified.
10. Proposal to provide depiction of average response times to service requests. Responses to detail how the Alaska time-zone is to be supported.
11. Proposal to demonstrate timeline and implementation strategy for system proposed; including manufacturers lead times.
12. Deliverable systems to provide image quality sufficient to read automobile license plates at the limits of the designed coverage footprint.
13. Proposal will include instructions for contractor to remove trash from PTD premises for all work.
14. Solution to include integration to Operations Dispatch Security monitor console.

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15. Solution proposed to include verbiage for expansion and forward compatibility to established industry standards.
16. Solution to include non-wireless IP connectivity to owner supplied large screen monitors, two, (2) on first floor of Operations, 3600 Dr. Martin Luther King Junior Road building.
17. The Municipality of Anchorage Public Transportation Department reserves the right to alter the Security Canopy covered by the As Built Interior and As Built Exterior, during negotiations to maintain budget constraints.
18. Camera replacement stock to include 2 for each type of camera proposed.
19. Proposals to include recommendations for cabling paths, ITD will identify intermediate communication room requirements in tandem.
20. The Information Technology Department will provide recommendations for PTD comm room access.
21. Proposals shall include a separate line-item estimate for necessary electrical wiring which will include necessary terminations and permitting.
22. Final contract to include liquidated damages for failure to adhere to submitted performance claims.
23. Proposals to include as a proposed alternate an estimate for five (5) year maintenance options.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Pages to be indexed and numbered, any items related to scope should be in sequence of the proposed scope item numbers in section 3. Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

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Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to three (3) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address.

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Evaluation Criteria

4.4.1 Firm Qualifications and Experience

Provide detailed information on the response times for a service call on your products in the Anchorage market. Include reference contact name(s) and telephone number(s). Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.

4.4.2 Project Scope

Identify projects of similar size, communicate details of and challenges of security camera projects. Identify challenges of operating cameras in arctic conditions, technical challenges associated with switches and servers, wiring and point to point wireless communications. Distinguish proposed solution from those of competing vendors. In detail, and in sequence of the requested scope, describe the solution proposed. Detail the performance expectations the Municipality of Anchorage can expect from the proposed solution.

4.4.3 Available Resources

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List service resources available in the Anchorage market. Include suppliers, technicians, and technical support staff available in the Anchorage market. Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work. Include how proposer intends to respond to issues in the Alaska Time zone, 4-hour difference from the east coast.

4.4.4 Contractor Location

Describe the firm's location where the primary services are to be provided and the ability to meet in person with Department personnel when required during the performance of the contract.

4.4.5 Cost – Proposals to provide a lump sum for comparison purposes.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

1. Firm Project Service	30 points
2. Key Projects of Similar Scope	10 points
3. Available Resources	20 points
4. Contractor Location	5 points (cannot exceed 5 points)
5. Cost	<u>30 points</u>
Total Points Available	100 points

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

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EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Quantitative Evaluation Criterion

If Cost is an evaluation criterion then the following shall be used:

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

EXAMPLE

Method used to convert Total Cost to Points (30 Points Maximum)

[STEP 1]

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

[STEP 2]

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

Proposer #1 receives 30 points.

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

Proposer #2 receives 26.7 points.

$$\frac{\$40,000 \times 30}{\$45,000}$$

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Proposer #3 receives 25. points.

$$\frac{\$40,000 \times 30}{\$48,000}$$

5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of five (5) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT A). The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

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IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAS BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A – Sample Contract

Attachment B - Camera Coverage Footprint.pdf

Attachment C – FTA Certifications

Attachment D - 2015 M.A.S.S. (Online):

https://www.muni.org/Departments/project_management/Documents/2015%20MASS%20-%20Complete%20Document.pdf