

Request for Qualifications (RFQ)

BENTON COUNTY Security Camera Project Consultant

Background:

Benton County is soliciting statements of qualifications and performance information from firms or teams of firms interested in providing services for designing an IP based security camera system utilizing Pelco Endura equipment and cameras for the Benton County Justice Center, Jail facilities, and parking areas. Scope of work would consist of, but is not limited to the following:

- Analyze/review current security system.
- Design system network (ie camera placement, recommended deployment model, network requirements, video traffic flow, bandwidth requirements, video storage or retention, access controls, viewing requirements, skill set or training requirements needed, etc.)
- Provide an Analysis Report that includes a needs analysis and recommendations along with technical requirements and cost estimates for various scenarios.
- Develop Request for Proposals (RFP) for system installer/integrator.
- Provide oversight of project to ensure accuracy of work performed by system installer/integrator.

Qualifications:

Benton County is seeking a firm or team of firms with experience in designing network systems for IP based security cameras, project management or oversight experience ensuring network system and equipment is installed as designed, and can develop an RFP specifically for this security camera project.

Submittals:

Submittals will contain the following information.

- 1) Name of firm, brief description of its history, and qualifications to perform this work.
- 2) Past experience regarding designing network systems for security cameras.
- 3) General description of the firm's experience in work of a similar nature.
- 4) Resumes of staff who would be assigned to the work.

Preferred format for submittal: electronic – PDF via/email; written submittals delivered to Bryan Perry at the address below will also be accepted.

Selection Process:

Criteria for selection of firm include experience with designing network systems, project management, developing RFPs, professional references, and oral presentation if selected for an interview. Benton County reserves the right to make an award without further discussion of the statements submitted. The specifications may be altered by Benton County based on the firm's qualifications, and an increase or reduction of services with the proposer may be negotiated before contract signing, award, and execution. The Board of Benton County Commissioners will make the final selection.

Further details may be obtained from the RFQ Coordinator:

Benton County Personnel Resources Department
Attn: Bryan Perry, Safety and Training Coordinator
7122 W. Okanogan Pl. Bldg. A
Kennewick, WA 99336
(509) 783-3118
Bryan.Perry@co.benton.wa.us

Deadline:

Submittals must be received by 4:00 pm, Pacific Time in Kennewick, WA, on March 28, 2014. Statements arriving after the deadline will not be considered and will be returned.

Firms assume the risk of the method of dispatch chosen. Benton County assumes no responsibility for delays caused by any delivery service or emails getting stuck in filters. Postmarking by the due date will not substitute for actual statement receipt. Statements will not be accepted late nor will additional time be granted to any firm.

Addenda:

Changes to this RFQ will be made only by formal written addenda issued by the RFQ Coordinator named above.

Respondents are responsible to check Benton County's website (<http://www.co.benton.wa.us/>) for issuance of any addenda prior to submitting a statement.

Proprietary Material:

Any information contained in the Statement of Qualifications that is proprietary must be clearly designated. Marking the entire statement as proprietary will be neither accepted nor honored. If a request is made to view a firm's statement, Benton County will comply according to the Public Records Act, RCW 42.56. If any information is marked as proprietary in the statement, such information will not be made available until the affected firm has been given an opportunity to seek a court injunction against the requested disclosure.

Response Property of Benton County:

All materials submitted in response to this request become the property of Benton County. Selection or rejection of a response does not affect this right.

No Obligation to Buy:

Benton County reserves the right to refrain from contracting with any firm. The release of this RFQ does not compel Benton County to contract with any firm who submits a Statement of Qualifications.

Cost of Preparing Statements:

Benton County is not liable for any costs incurred by firms in the preparation and presentation of statements and demonstrations submitted in response to this RFQ.

ADDENDUM TO REQUEST FOR QUALIFICATIONS

TO: All potential firms responding to the “Security Camera Project Consultant” RFQ

FROM: Bryan Perry
Safety and Training Coordinator

DATE: March 20, 2014

SUBJECT: Addendum No.1
Security Camera Project Consultant

ADDENDUM NO. 1

The Request for Qualification (RFQ) document for the “Security Camera Project Consultant” is further clarified as set forth in this addendum. The RFQ remains in full force and effect, including this addendum, which is hereby made part of the RFQ document. Vendors shall take into consideration this addendum when preparing and submitting their proposals.

A question has been generated regarding eligibility for other parts of this project, and is listed below.

Question 01 – Eligibility for other parts of this project

If our firm is selected to be the consultant for this project, would this preclude us from being eligible for the installation/integration portion of the project?

Response to Question 01

Yes. If your firm is selected as the project consultant you will not be eligible for the installation/integration portion of this project.

Please direct all questions to Bryan Perry, Safety and Training Coordinator, via phone 509-222-3727 or email bryan.perry@co.benton.wa.us.

The due date remains the same, March 28th at 4:00 p.m. Pacific Standard Time.

For any firms that intend on responding to this RFQ, please sign the attached **acknowledgment form** and include it along with the documents you plan on submitting. For firms that have already submitted information in response to this RFQ, please indicate on the checkbox whether or not you intend to rescind your proposal.

(Attachment)

ACKNOWLEDGMENT FORM

I have read and fully understand Addendum No. 1 for the "Security Camera Project Consultant" RFQ.

Firm Name: _____

Signature: _____

Date: _____

For firms that have submitted their responses to this RFQ prior to March 20th, 2014, please check one box:

- I have read and understand the addendum and do not wish to alter my submittal.
- I have read and understand the addendum and I wish to rescind my submittal for this portion of the project.