



C. L. "BUTCH" OTTER
Governor
ROBERT L. GEDDES
Director
JAN P. FREW
Administrator

State of Idaho
Department of Administration
Division of Public Works

502 North 4th Street
P.O. Box 83720
Boise, ID 83720-0072

Telephone (208) 332-1900 or FAX (208) 334-4031
Design and Construction
Facilities Services
<http://dpw.idaho.gov>

March 23, 2016

REQUEST FOR QUALIFICATIONS

TO: Security Systems Consultants

FROM: Jan P. Frew, Administrator

*1st for
Bony Miller*

Division of Public Works *B&A for Jan Frew*

SUBJECT: DPW PROJECT NO. 16193

Integrated Security System

Boise State University
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **May 12, 2016**, at 4:00 p.m., for furnishing design and consulting services to the State of Idaho.

A visit to the Boise State University campus is highly recommended to gain an understanding of the scope of this project. An informational meeting will be held on April 19, 2016 at the Boise State Campus Security and Police Services building to provide program clarification and answer questions. The site observation meeting will be at no cost to the Owner.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Martin Santoyo, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720
(208) 332-1913

Additional site visits, if allowed, shall be coordinated with Boise State University Campus Security and Police Services through Mike Kennedy at (208) 426-1805, or email michaelkennedy@boisestate.edu. Modifications (addenda) to this RFQ, if any, will be

posted on the Division of Public Works website at dpw.idaho.gov/professional_services/. It is recommended the responders to this RFQ check this page prior to making their submittal.

The project will be funded by state funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Security Systems Consultant will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Security Systems Consultant.

DESCRIPTION OF PROJECT

Boise State University does not currently have a campus-wide integrated video monitoring system. There are multiple stand-alone video systems in use around the campus with no central monitoring, control, or recording. The campus-wide card access system currently in use is a Millenium "Enterprise" that utilizes Kaba-Ilco hardware. The intent of this project is to establish a campus wide integrated security system that will standardize video monitoring and management, electronic card access and alarm monitoring.

The Security Systems Consultant selected for this project will make recommendations for an Integrated Security System to include video management, alarms monitoring, and electronic card access. This Integrated Security System will need to integrate with our existing alarms system and a future card access system to be selected as part of this project. The campus alarm system includes 2 new Honeywell receivers, and "Manitou" software provided by Bold Technologies. The Security Systems Consultant will also survey the existing campus and make recommendations for placement of video cameras (internal & external) on the Boise State University campus. It is intended that the Integrated Security System operate with non-proprietary hardware, and operate on virtualized servers.

REQUIRED SERVICES

The State is requesting proposals for consulting services.

A total project budget of \$487,000 has been established to include consulting services, system software, and the initial phase for installation of hardware, and contingencies.

The Security Systems Consultant shall be licensed to practice Engineering in the State of Idaho, or possess the national certifications appropriate for this type of consulting service.

The Security Systems Consultant will be responsible for Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Observation.

The Security Systems Consultant shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases,

code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Security Systems Consultant will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Security Systems Consultant shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic services have been completed.
2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

PROPOSAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data. Specifically identify the firm's makeup as to sole proprietorship, partnership, professional corporation and any relationships that include joint ventures, associations, or other special or unique relationships. Indicate if the firm is a subsidiary of any other firm or if the firm or principals operate or participate in other professional firms. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.
- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope. Demonstrated experience with implementation of Integrated Security Systems on university campuses is highly desirable.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.

- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Security Systems Consultant who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: Experience with implementation of Integrated Security Systems on university campuses.
- G. **Additional Information:** For rating purposes, indicate the location of the office where the services will be performed and itemize all Division of Public Works projects awarded since 2014, and give the total fee amount for each.
- H. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor. Submit copies of the proposal and one each of other data, i.e. examples of work.

SUBMITTAL

Five (5) bound copies and five (5) CDs containing a PDF of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Boise State University and an independent design professional will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the semi-final point score.

AWARD

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

PROPOSED DATES:

Informational Meeting	April 19, 2016
Receive Proposals	May 12, 2016
Oral Interviews	June 16, 2016
Review by PBFAC	July 5, 2016
Negotiate Contract	July 2016

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

End 16193 RFQ