



Office of the Vice President Campus Operations & General Counsel
Campus Planning and Facilities
1910 University Drive Boise, Idaho 83725-1290
Phone 208-426-4319
Fax 208-426-3343

REQUEST FOR QUALIFICATIONS

February 11, 2013

TO: Prospective Consultants

FROM: Jill Fedigan, Capital Educational Facilities Planner

SUBJECT: CPF PROJECT NO. 13-007
Camera & Alarm Assessment
Boise State University
Boise, Idaho

Submittals will be received at the office of Campus Planning and Facilities, 1910 University Drive, Boise, ID 83725-1290, until **March 18, 2013 at 5pm.**, for furnishing camera and alarm assessment services to Boise State University.

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

Capital Planning
Boise State University
1910 University Drive
Boise, ID 83725-1290

Program clarification and additional data may be requested by email only, to Capital Planning, Boise State University, capitalplanning@boisestate.edu.

The project will be funded by university funds. Boise State University will administer the project according to the terms and conditions of the award and State laws and guidelines.

DESCRIPTION OF PROJECT

This project will assess the current camera (CCTV) and alarm systems campus-wide and will provide a written report detailing the current deficiencies and prioritized recommendations for expansion improvements/upgrades. The report shall include associated costs that can be implemented in a phased approach paying attention to cost effectiveness and reasonably appropriate methodologies. This assessment will also include recommendations for an integrated camera and burglar alarm system as well as a central source for camera and alarm maintenance and monitoring.

REQUIRED SERVICES

The University is requesting submittals for a comprehensive camera and alarm assessment to inform future security and safety improvement projects on campus.

A total project budget of \$65,000 has been established to include fees, contingencies and tests.

A conceptual project duration estimate will be required.

The Consultant shall keep in mind that this assessment will encompass both interior and exterior campus locations.

The Consultant will be required to meet monthly with the Capital Educational Facilities Planner and Campus Security representative 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 Consultant shall produce the following major written products for review by Boise State University.

1. Preliminary reports to Boise State University detailing current camera and alarm deficiencies, prioritized recommended upgrades and additions to these systems, anticipated concept costs for each recommendation, and an estimated timeline for completion of each recommendation for campus leadership review and comment.
2. Graphic illustrations of prioritized recommendations showing locations on campus.
3. A final report and graphic illustration(s) of the current camera and alarm deficiencies, prioritized recommended upgrades and additions to these systems, anticipated concept costs for each recommendation, and an estimated timeline for completion of each recommendation.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits which indicates the Consultant's capability to provide functional, flexible, and technologically sound camera and alarm assessments and improvement recommendations.
Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Boise State University reserves the right to investigate and confirm the candidate'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 three (3) projects, with brief descriptions, which demonstrate the team's experience in successful camera and alarm system assessments and improvement recommendations for higher education.

- C. **Approach to Project:** Include a statement of your approach to this specific project, including assessment philosophy, understanding of assessment outcomes, alternative concepts and methods for consideration.
- D. **Past Performance:** The Consultant should demonstrate how their innovations in camera and alarm system upgrades of other projects have been successful. Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from those involved in past projects referenced in Item B.
- E. **Examples of Work:** Preliminary reports, final reports, and specifications may be submitted as examples of your work. For Consultants who have done work with Boise State University in the past three years, a reference to the project or projects will be sufficient in lieu of examples. Provide examples that illustrate your expertise in this type of project.
- F. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals 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 Boise State University and other similar clients is a highly important factor.

Submit seven (7) hard copies of the submittal and one (1) electronic copy.

EVALUATION

An evaluation committee consisting of persons from Boise State University, and an independent architect/engineer will rank the submittals, and at least two (2), but not more than four (4) firms may be selected for personal interviews.

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

PROPOSED DATES:

Receive Submittal	March 18, 2013
Oral Interviews	April 1-5, 2013
Negotiate Contract	April 8-19, 2013
Preliminary Report	June, 2013
Final Report	July, 2013

SELECTION

Upon selection of a firm, Boise State University will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures could become contractual obligations. The successful firm will be required to sign an agreement including Boise State University's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

Boise State University reserves the right to reject any or all submittals received as a result of this request.

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

END