

CITY OF GREENVILLE, MISSISSIPPI



**REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES, LEASE AND/OR PURCHASE OF A CITY-WIDE
CAMERA SURVEILLANCE SYSTEM**

For Public Safety Purposes

Issued by:

City of Greenville, MS

Date Issued: 05/17/2024

Deadline for Proposals: 05/31/2024 @ 4:00 p.m. (CST)

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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PART 1 – OVERVIEW

The City of Greenville, MS is requesting qualifications and proposals from firms for Professional Services and/or Sales and Maintenance to provide a City-wide Camera Surveillance System for Public Safety purposes. Part 2 of this RFP provides a general description and Scope of Work for the project.

This is an effort to procure professional services and/or sales and maintenance of the requisite equipment. This effort will be conducted in a manner to provide full and open competition, and MBE and WBE businesses are encouraged to apply. A Selection Committee will review all proposals and will rank firms based on criteria identified in Part 5. The criteria may include but are not limited to basic engineering services such as plans and specifications, estimates of project costs, bid phase, and services during installation of equipment; services may also include studies, investigations, evaluations, and engineering services if required. Pending successful negotiations, after the City Council vote of approval, the successful Respondent will enter into a Contract with the City based on proposed and negotiated terms and conditions.

Due to the law enforcement and public safety aspects and the need for this surveillance system, exact specifications relative to numbers of cameras and supporting devices, geographic location of specific cameras and other supporting devices, detailed technical specifications are not being publicly advertised. This information will be made available only to firms which have the proven capability and experience to perform the needed service(s) and then only on a strict need-to-know basis. All support and maintenance to operate the surveillance system must be included in your bid. Data storage requirements must be included in the bid along with data retention, security, and retrieval specifications. All City of Greenville videos will be accessible by City-approved personnel via provided monitoring station or any internet-enabled web browser or mobile device. The City of Greenville currently maintains a few surveillance cameras throughout the community. It is the goal of the city to connect all cameras, new and old, to one system if feasible.

PART 2 – THE PROJECT AND SCOPE OF WORK

The City of Greenville is seeking proposals from professional firms that possess the knowledge, experience, and expertise required to potentially secure a contract for performing the following types of services upon request from the City:

1. Install, maintain, and when required replace a city-wide camera surveillance system with devices that are at least 1080p HD resolution and with the capacity to capture clear images day or night and store up to 30 days of data with real-time accessibility over local and wide area network technology.
2. Install, maintain, and when required replace or relocate a digital device that will function as a process server with sufficient capacity to support the proposed system.
3. Install, maintain, and replace or relocate when required wireless point-to-point intermediate links between the core/backbone network and related connected devices.
4. Camera devices that in real-time read license plates and capture other details of vehicles that allow for identification day or night and transmit data in real-time to law enforcement.
5. Provide the source for perpetual power supply for city-wide surveillance camera system.
6. Provide all network connectivity components and devices, both hardware and software, needed to support city-wide solution camera surveillance system.
7. Provide seamless fully integrated city-wide camera surveillance solution that is inclusive of all software and hardware utilization licenses (acquisition and service agreements), and cost of licenses to extend through the life of the proposed system solution.
8. The proposed solution must include specifications for data storage, retention, backup, retrieval, usage, security, and ownership terms and conditions that include and exceed the life of the proposed solution. Specific data storage capacity projections for the city, both cloud and data center, are desired but not required.
9. Maintenance terms for all hardware, software, and network components of the proposed city-wide surveillance system must be specifically provided in the proposal. The City requires that the system offered is a single source solution. That is, all components, devices, licenses, and services required to operate the system must be included in the proposed solution to the city by the proposed contractor and the city does not desire to have additional sub-component agreements that it must maintain for

the system. All subcontractor or system integrator agreements shall be directly with the Contractor.

10. The contractor shall state their projected response time for service calls.
11. The proposed solution must state length of agreement terms and life expectancy of the proposed solution.
12. The proposal must disclose all costs the city will be directly responsible for over the life of the agreement. All non-disclosed costs shall be the sole responsibility of the contractor over the life of the system.
13. The protocols of system data security must be provided, and data access must be manageable at various levels depending on managerial authority of the Director of Information Technology and shall be centrally controlled from the City's data center.
14. Contractors shall negotiate specific locations of camera units and must be able to relocate camera systems as required by the City within a reasonable timeframe.
15. Contractors shall be able to replace malfunctioning, damaged, or destroyed cameras and must specifically show the costs of replacing the camera systems in their proposal, if applicable.
16. Connectivity to a broadband internet service shall be the responsibility of the Contractor. This provision may be a negotiable item subject to the cost benefit to the City. However, the Contractor must show its solution for accessing broadband internet service connectivity in their proposal.
17. Contractor proposals shall price a city-wide camera surveillance system configuration that shall be provided to all pre-qualified bidders. The provided system configuration shall be presented for proposal purposes only so that each proposal is being commonly evaluated. The final solution that will be deployed shall be configured utilizing the same technical specification, prices and pricing structure presented in this RFP and accepted in the successful contractor's bid/proposal.
18. The proposed solution must not include any U. S. Government banned technology/devices. If U. S. Government banned technology/devices are embedded into the proposed solution, that proposal shall be automatically eliminated.
19. The contractor shall be available to assist with planning, designing, securing, installing, maintaining, servicing, and creating a monitoring solution for a turn-key city-wide

camera surveillance system and the cost associated with the same must be included in the proposal.

20. The contractor shall make recommendations as technological improvements available on a reasonable competitive cost basis.
21. The contractor shall work in coordination with City of Greenville representatives to perform all management functions in accordance with the scope of work and budget approved by the city.
22. The contractor shall monitor ongoing system performance in real-time within the terms of the approved and awarded agreement.
23. The contractor shall implement their proposed turn-key solution including communications with any project partners and the city and provide maintenance services for their turn-key solution.
24. The contractor shall prepare any required plans/manuals and prepare any and all revisions to the original solution, as applicable.
25. Other professional consulting services associated with the project as agreed upon by the parties.
26. The proposed solution must comply with all applicable local, state, and federal regulations related to the products and services provided to the City.
27. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services, as needed, or to reject all bids in their entirety.
28. The selected firm will be required to have sufficient personnel to complete the tasks required within this scope of work. The selected firm will complete the required tasks in a timely and efficient manner consistent with industry standards. The selected entity would be expected to enter into a contract for services based upon the negotiated fee structure.

PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

In order to facilitate the Selection Committee’s evaluation, each Respondent firm responding to this request for qualifications should include the following content, in the following order:

- a) Compliance with RFP Instructions
- b) Licensing and Professional Standing
- c) Conflicts of Interest

Each of these items shall be evaluated for legal compliance and shall be discussed in more detail in the following sections.

3.1 Licensing and Professional Standing

- a) Please include a brief statement confirming that the Respondent is legally authorized to do business in Mississippi and in the City of Greenville, and that all staff assigned to perform services for the project are licensed or certified to perform such services in Mississippi.
- b) In addition, please include a statement confirming that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.
- c) Finally, for the five-year period preceding submission of the response for this RFP the Respondent shall please identify:
 - a. All contracts terminated (in whole or in part) to which the Respondent firm was a party-for convenience or default, by either the Respondent firm or by another party to the contract with the Respondent, including:
 - i. contract value
 - ii. description of work
 - iii. project owner and contract number and/or name and telephone number for a representative of the project owner
- d) All claims made against the Respondent arising out of the Respondent’s professional services; and
- e) All litigation (including any arbitration or mediation proceedings) to which the Respondent has been a party. If no contracts have been terminated, or if the Respondent has not been a party to any claims or litigation, please include a statement to that effect. Please note that the disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The

Selection Committee will review any matter disclosed and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

3.2 Experience

- a) Please provide a brief narrative about the Respondent's experience, history, ownership, and primary clients served by the firm. Include a statement as to whether the firm is a Minority/Disadvantaged/Women Owned Business Enterprise (MBE/DBE/WBE).
- b) List of the Respondent's proposed project team and those team members' qualifications and experience.
- c) Recently Completed Projects. Evidence of satisfactory performance from at least three (3) recently completed projects of the type indicated above. Relevant experience will be judged on the basis of the design experience of those individuals named to the firm's project team for this project. Elements of recently completed projects are as follows:
 1. Address.
 2. Contact person for reference.
 3. Construction cost.

3.3 Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the Respondent from entering into a professional relationship with the City, or for this project specifically. If no such conflicts exist, please include a statement to that effect.

3.4 Project Understanding and Approach

Discuss the proposed approach to completing the needed services and how your firm will coordinate the development of design solutions, the production of contract documents, and construction administration.

3.5 Quality Assurance and Quality Control

- a) The proposal should describe how the responding Respondent will provide quality assurance ("QA") and quality control ("QC") for the project. Identify the individuals that will be involved in QA/QC services. If your firm has a structured QA/QC program, briefly describe the program and how it will be applied to the project.
- b) Respondent shall discuss the firm's approach/method of designing to budget.

PART 4 – INSTRUCTIONS FOR PROPOSALS

Before submitting a response to this RFP, the Respondent should carefully review the entire RFP and be familiar with its contents. The Respondent firm's submission shall be considered evidence that the Respondent has fully studied the RFP and is familiar with the general conditions to be encountered in performing the services requested.

4.1 Format of Proposals

Proposals shall be 8.5" x 11" in size. General brochure type information is to be kept to a minimum, and the proposal shall be a maximum of six (6) one-sided pages or three (3) two-sided pages. Proposals may be written in either Times New Roman or Calibri font, and the font size must be 12-point or larger.

4.2 Inquiries

The City will accept inquiries on the contents and requirements of the RFP in electronic form only. Inquiries may only be submitted by email. Inquiries should be submitted to:

City Clerk, Greenville, Mississippi: Amelia D. Wicks

Contact Information: awicks@greenvillems.org

Inquiries must be submitted at least seven (7) days before the deadline for submission of proposals. **For this RFP, the deadline for inquiries is May 24, 2024 at midnight CST, after which time no further inquiries will be addressed by the City.**

If the City chooses to respond to an inquiry, the City will do so in writing, in the form of an addendum to this RFP. The addendum will be sent to all recipients of the RFP and will be posted to the City's website at www.greenvillems.org.

Each addendum issued by the City shall become part of this RFP and proposals shall include any work or requirements described in the addendum. No addendum will be issued or posted less than seventy-two (72) hours before the deadline for submission of responses to this RFP.

4.3 Submissions

Respondent firm submissions must be received by the City by May 31, 2024 at 4:00 p.m. (CST).

CST. Later proposals will not be accepted or reviewed. It is the Respondent's responsibility to ensure that their submission is received within the time required by this RFP.

Respondents must submit sealed, hard copy proposals (certified mail or another tracking method is recommended) to:

**Ms. Amelia D. Wicks
City Clerk
P.O. Box 897
340 Main Street
Greenville, MS 38702-0897**

Proposals should be clearly labeled with the following information:

**City-wide Camera Surveillance System
City of Greenville, Mississippi**

The Respondent is responsible for obtaining confirmation that the City received the Respondent's proposal.

4.4 Additional Items Related to submissions by Respondent Firms

a) Submission rejection/costs

By issuing this RFP, the City does not commit to entering into a contract, to paying any costs incurred in the preparation of a submission, proposal, or to procuring or contracting for services. The City reserves the right to cancel this RFP in whole or in part, to reject any and/or all submissions and proposals, to accept the submission and proposal it considers the most favorable to the City's interests in its sole discretion, and to waive irregularities or informalities in any submissions/proposals or in the submission procedures. The City reserves the right to reject all submissions or proposals and issue a new RFP, at its sole discretion. All submissions and proposals and other materials submitted in response to this RFP will become property of the City.

b) Contract and Insurance Requirements

The City has standard contract and insurance requirements for professional services contracts and is unable to make substantial changes to the requirements for the contract

to be used for this project. The laws of the State of Mississippi shall govern the contract executed between the successful Consultant and the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City of Greenville, Mississippi, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in the Washington County, Mississippi.

c) Requests for Additional Information

The City reserves the right to request additional information from Respondents to clarify the submissions.

4.5 Public Records

Each Respondent is hereby informed that, upon submission of its proposal to the City in response to this RFP, the proposal becomes the property of the City.

Unless otherwise compelled by a court order, the City will not disclose any submissions while the City conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the City either awards an agreement to a firm, or after the City rejects all submissions, the City shall consider each submission from Respondents subject to the public disclosure requirements of the Mississippi Public Records Act (Title 25, Chapter 61, Public Access to Public Records) unless there is a legal exception to public disclosure.

If a Respondent believes that any portion of its proposal is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its proposal “Confidential”; (2) upon request from the City, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the qualifications submittal.

PART 5 – SELECTION PROCEDURE

The City will use the following as a Selection Committee.

- Amelia Wicks, City Clerk, City of Greenville
- Hillary Boggs, COO, Washington County Economic Alliance
- Misty Mew, Police Major, Greenville Police Department
- Justin Burch, CEO, Washington County Economic Alliance

- Daniel Boggs, CEO, Greater Greenville Organizations

This is a qualifications-based procurement for professional services, in which the qualifications of the responding firms will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

The Selection Committee will review the submissions submitted in response to this RFP, and rate the submissions based on the following grading system, which includes both numerical and pass/fail criteria:

Numerically Scored Criteria	Max. Points
Firm Experience	50
Project Understanding and Approach	15
Quality Assurance and Quality Control	15
Response Time Commitment	10
Price	10
Additional Advanced Technology Not Required in RFP (such as gun fire location detection technology)	10
Pass/Fail Legal Compliance and Criteria (Municipal Attorney and Clerk ONLY)	
Compliance with RFP Instructions	P/F
Licensing and Professional Standing	P/F
Conflicts of Interest	P/F

When the Selection Committee concludes its work, it will make a recommendation to the City Council, and request authority to begin negotiating an agreement, including the final scope of work and fees for services, with the successful Respondent firm.

Upon approval by the City Council, City staff will begin contract implementation with the successful Respondent. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time, as determined by the City, then City staff will terminate negotiations the firm, and will request authority from the City Council to begin negotiations with another Respondent firm. Any compensation discussed with one Respondent will not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the successful Respondent firm will enter into an agreement with the City. The agreement shall not be in force until the Greenville City Council approves it, and it is signed by the Mayor. The City cannot pay for any work or services performed prior to the approval of the agreement by the City Council, and the issuance of a notice to proceed by the City.

Please note, this RFP does not guarantee that the City will make any contract award. The City reserves the right to modify, amend, or withdraw this RFP, in whole or in part, at any time and for any reason, in its sole discretion. The City also reserves the right to reject all submissions, in its sole discretion.

END OF RFP