



**The  
City of Easton Police  
Department**

**Request For Qualifications  
For**

**Citywide Surveillance System  
Easton , PA**

**Issue Date: June 15, 2009**



## **Summary of the Offering**

The City of Easton is embarking on a multi-year program to install overt surveillance cameras throughout the City. The City is seeking a wireless camera solution for use by the Easton Police Department and other designated law enforcement agencies to be deployed throughout high-interest areas of the City. This project requires that the camera system proposed provide universal, robust and secure wireless surveillance video that could be made available throughout the City to support public safety and other government use. The intent of this project is to allow the City of Easton Police Department to monitor and gather information in the event of a criminal incident or other public safety concern, as well as act as a crime deterrent.

This RFQ is to provide potential vendors with an understanding of the City of Easton's expectations when an RFP is issued; as well as to allow the City a reasonable opportunity to select a pool of contractors who may be anticipated to meet the qualifications outlined herein.

## **Overview**

In early 2009 the City of Easton began to secure monies to fund a citywide overt surveillance camera project. The City foresees this project being multiphase over 3 to 5 years and has currently secured enough funding for the initial phase. Through this RFQ the City will be evaluating potential vendors who can, in the city's opinion, provide a satisfactory solution to this project. All vendors are requested to provide a complete turnkey solution with emphasis on all phases of the project including long term support for all systems and equipment they install.

Although funding is only available for the first phase of this project the City requires a complete solution demonstrating the vendors projected plan as well as the phase breakdown proposed. The City will continue to secure funding for this project however vendors should expect to present a phase 1 proposal with an estimated cost of approx. \$500,000 to \$750,000 dollars.

The City of Easton is approximately 4 square miles and would ultimately need camera accessibility to all areas of the city at conclusion of the final phase of this project.

The City expects a comprehensive site survey to identify city facilities, available dark fiber, line of sight to privately owned buildings and facilities, wireless spectrum analysis, power availability at buildings and poles, and also evaluated floor space for network equipment.

A wireless site survey will need to be conducted to determine camera locations throughout the City's 4 square miles with additional repeater or hub locations identified.

## **The Site**

1. The following photos show general views of the City of Easton. Intensive site surveys will be conducted at the interview phase of this project

# CITY OF EASTON DOWNTOWN LOOKING OVER SOUTHSIDE



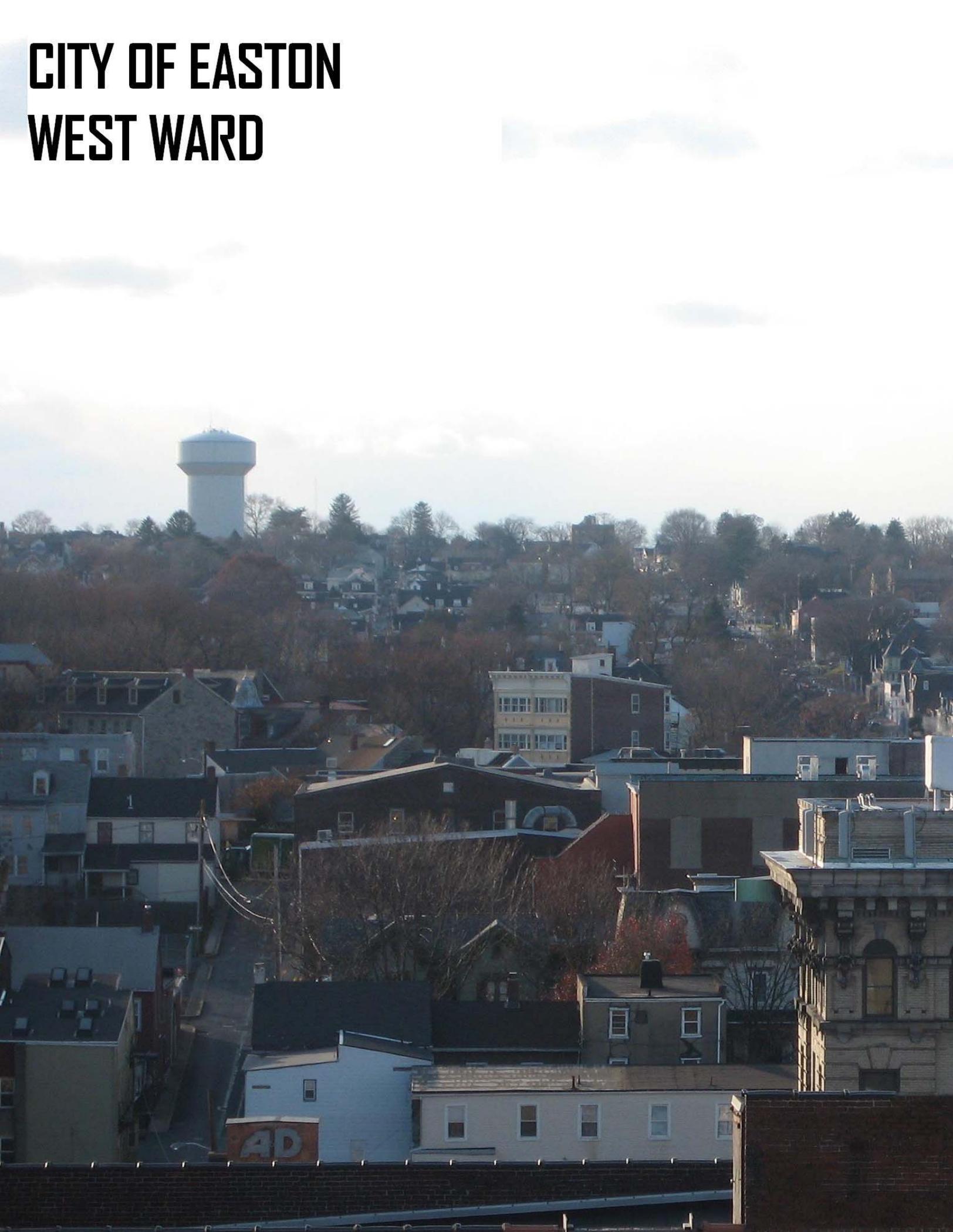
**CITY OF EASTON  
DOWNTOWN LOOKING UP  
TOWARDS COLLEGE HILL**



# CITY OF EASTON WEST WARD



# CITY OF EASTON WEST WARD



## **Proposal Submission**

1. One (1) original and two (2) copies of the sealed information packet must be submitted not later than 4:00 p.m. on **Friday, July 15, 2009**

City of Easton Police Department  
Lieutenant Carl J. Scalzo  
25 S. Third Street  
Easton, PA 18042

2. The envelopes must be marked prominently on the outside "RFQ 2009 Citywide Surveillance System-Vendor Qualification."
3. Information packets must be mailed or hand delivered. No faced or e-mailed proposals will be accepted.
4. The City of Easton will not be responsible for any expenses incurred by a vendor in connection with this procurement.
5. Any technical questions regarding this request for qualifications should be directed to Lieutenant Carl Scalzo at 610-250-6779. Procedural questions should be directed to Scott Klabunde, Purchasing Agent, at 610-250-6682.

## **Bonds**

The Contractor shall be required, at the time of bid, to provide the following:

1. Performance and Labor & Material man's Bonds in the amount of one hundred (100%) percent of the contract price.
2. Maintenance bond to comply with the Guaranty in the amount of ten (10%) percent of the contract amount for a period of twelve (12) months from final acceptance by the City.

## **Equal Employment**

1. Vendors will not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender identity, sexual orientation, veterans' status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability or marital status. Contractor will take affirmative action to ensure that applicants and employees are treated fairly during employment without regard to race, color, religion, sex, gender identity, sexual orientation, veterans' status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability or marital status. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment, or recruitment advertising; layoff or termination; rates or pay or other forms of compensation; and selection for training, including apprenticeship.

## **Compliance with Laws**

1. The contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, City and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.
2. The vendor and any approved sub-contractors, during their work, construction, and equipment installation, must meet or exceed current standards of all applicable laws in addition to industry guidelines.

## **Vendor Compliance**

1. Each vendor is required to become promptly compliant with the City of Easton's local tax requirements if identified as the successful bidder. Accordingly, any commencement of contract obligations is contingent upon the successful bidder obtaining a Business License from the City of Easton, and meeting any other applicable requirements of the City Ordinances.

## **Guaranty**

1. The vendor shall guarantee that all the materials used and all the work done under the contract shall fully comply with the requirements of the plans and specifications and the instructions of the City.

## **Scope of the Project**

### **1. Cameras**

- a) The proposed cameras will be IP based Pan-Tilt-Zoom (PTZ) color capable cameras to include all appropriate weather resistant housings, mounting brackets, power supplies and communications equipment. Cameras shall be infrared capable for operation at night (Black & White) and will display full motion video and record video images at a minimum of 5 FPS @ 1 CIF. Resolution and compression specifics are open to the vendor to specify. The City requires that the recorded video content be of sufficient quality and clarity to be admissible in Court as evidence. The City wants to be able to zoom-in and read a stationary auto license plate anywhere in the coverage area. The bidder may specify a combination of analog, digital and optical zoom features as long as the image requirements defined above are met. The system shall be scalable to include 10 to 100 cameras over the course of all three phases.
- b) Cameras may be mounted on traffic light mast arms or street lamp poles; access to the respective poles may require right-of-way permissions. 120V AC power is available at the traffic control box or street light pole with the appropriate step down transformer. Wiring and connections to the vendor's equipment is the responsibility of the vendor. In general, traffic signal mast arm installations will require the bidder to hardwire into a standard circuit breaker panel. Other installation options (street lamp, building mount) will require additional evaluation based on the specifics of that location. Specifications should include battery back-up should power to the camera or related communications equipment be lost for more than ten minutes. Vendor will be required to provide a Master Electrician licensed by the City to secure the appropriate permits and complete this work.

- c) The City understands that the installation costs will vary based on camera placement and mounting requirements. The camera mounts and housings utilized in Phase I of the project, while not intended to be covert, must be designed to fit the general esthetics and architecture of mounting structure. There may be occasion, (such as the Phase II area) where the City would desire a more noticeable mounting solution to act as a crime deterrent. The vendor shall provide examples, on a per camera / location basis so the City can fully understand and evaluate the options for mounting.
- d) The camera equipment needs to provide usable images, as defined in number 1 above, 24 hours a day at all zoom ranges. The vendor should familiarize themselves with the street light illumination and foliage in the target area and take this into account when specifying 24 hour operation. This system must operate regardless of foliage cover and other normal and predictable environmental factors. Vendor shall specify any cost or equipment limitations that prohibit compliance with this specification. The City understands that full coverage may be impossible due to physical obstructions, topography and other line of site limitations.
- e) Excessive image vibration will not be acceptable and the vendor should include whatever stabilization will be required for the mounting solution that is specified. The City understands that certain natural forces will occur that may temporarily degrade the image quality. Additional image stabilization devices should be shown separately in the vendor's response so the City can evaluate the effectiveness of this requirement.
- f) Degradation in picture quality due to thermal variations in the camera housing will not be acceptable to the City. Vendor shall, based on his specific solution, include whatever equipment they feel is necessary to avoid this condition. If the vendor feels that thermal stabilization equipment will cause excessive electrical loading at any proposed camera location, they should specify the minimum and maximum power requirements that will be needed on a per site basis.

## **2. Network Design**

- a) The proposed system shall include IP based digital video recorders (DVRs), data switches, hubs, routers, cables and other equipment necessary for a complete system. All monitoring, recording and storage will be done at the Easton Police Station, 25 S. Third Street, Easton PA 18042. Vendors shall be able to make provisions for additional transfer and storage of video data to off site locations as identified by the City of Easton (i.e. Paxinosa School, Northampton County 911 Center etc.)

b) While the City will defer to the vendor's recommended specific network design, the City's anticipated approach is as follows:

1. The overall network will be hybrid in nature, mixing wired and wireless protocols.

**Note: the City has the ability to obtain licenses for 4.9 GHz Public Safety frequencies which can be leveraged as needed.**

2. The bidder is responsible for the secure backhaul of all video images from each camera to the Easton Police Station.
3. It is anticipated that the Northampton Street business corridor (Phase I) will utilize Point-to-Point networking unless another suitable cost effective means can be presented. The City will make the City Hall complex 1 S. Third Street Easton Pa 18042, The Paxinosa Elementary School and other City assets available for any necessary antennae placement.

**Note: Due to the other various networks operating in the City the 4.9Ghz frequency is recommended to minimize interference.,**

4. Phase II and III installations may be either wireless or wired (or both) at the street intersection. The vendor is expected to recommend a backhaul approach to the Easton Police Station and provide rationalization and specifications for each approach identified.
5. The vendor shall describe the ability of the proposed system to interface into camera systems from other agencies or businesses in our area. Example: accept a video feed from a camera system at a school or similar facility to view, control, monitor and/or record.

6. A potential future requirement will be the ability to have the Police Department's squad cars able to wirelessly access a specific camera on the network and monitor it from inside the car. The bidder can assume that the squad car's MDT will have a commercial carrier "air card" for VPN access to the camera network. Bidder shall specify any known issues with their proposed solutions and the various commercial data network platforms (EVDO, EDGE, IDEN, CDMA, TDMA etc.) The vendor needs to specify the remaining networking and communications hardware / software to enable this remote, wireless monitoring.

### **3. Monitoring:**

- a) The system shall include a minimum of three flat screen LCD monitors (20 inches or larger screens) and all necessary consoles, controllers, computer and software for the control and digital recording of the field cameras from the centralized monitoring area at the Police Station.

### **4. Recording:**

- a) System shall be capable of recording continuous (24 hours per day, 7 days per week) images simultaneously from all field cameras for a minimum thirty (30) day period. Recorded images must be fully annotated with the date, time (6 digits), camera ID and location. The system shall have the ability to offload stored video images to a DVD/CD-W media for review, permanent archive, and/or evidence collection. Offloaded images must be capable of being viewed with common or supplied programs. The system shall provide for all field cameras to be placed in a user definable, preprogrammed "tour mode" when not being actively controlled.

### **5. Software:**

- a) Fully describe and be able to demonstrate the monitoring, control, recording and retrieval software functionality.

- b) Additionally, the vendor should provide specifications for “add-on” analytical software. Beyond the traditional video analytics typically included in an installation, the City may want advanced functionality such as:
  - 1. Advanced query: “Find all green cars on Hamilton Street between 8 –10 PM last Saturday”
  - 2. Gunshot detection.

### **Turn-key Solution:**

- a) Vendor shall install, configure, make operational and maintain the complete system. All labor and materials shall be included for a turn key solution. All equipment shall have a minimum warranty period of one year to include all parts and labor. Service and maintenance agreement costs for a period of 3 years after the expiration of the base warranty shall be included in the bid.
- b) Vendor is responsible for traffic control and coordination with police and utilities as needed during installation and maintenance.
- c) Vendor must demonstrate their ability to perform the full scope of services to be provided.

### **Training:**

- a) Vendor shall be responsible for training ten (10) people as trainers, (train the trainer) in the operation of the system. Vendor shall also train 3 people as system administrators.
- b) All licensing and licensing fees necessary to use the system shall be provided.
- c) Optional capabilities and enhancements to the above requirements should be included and will be evaluated to provide the best overall solution for the City of Easton.

### **Completion:**

- a) The City of Easton expects completion of Phase I and possibly portions of Phase II of this project within 180 days after the award of the contract.

## **Cover Letter**

The statement must include a cover letter transmitting the statement and acknowledging receipt of any and all amendments to the RFQ issued. The letter should be addressed to:

Lieutenant Carl J. Scalzo  
Lieutenant office of Professional Standards  
City of Easton Police Department  
25 S. Third Street  
Easton, PA 18042

The letter should also introduce the vendor's project team. The Project team is defined as the lead developer plus any other developers and key team members such as architects, engineers, and contractors etc. who are critical for consideration by the City. Provide complete information that explains the relationship between team members and their respective roles and contributions.

Please provide at least three (3) references, including contact person and telephone number, for similar projects of size and scope completed within the last (3) years.

The letter should include the statement that the Project Team is willing to complete the Project as defined in this RFQ. Vendors are also advised to include a statement that the project will conform to all applicable laws and ordinances and that they accept responsibility to ensure compliance with these laws and ordinances.

## **Implementation**

The vendor should provide a summary that demonstrates the Project Team's understanding of the City of Easton's Citywide Surveillance Project and a description of how they intend to integrate the physical, managerial and financial components required to ensure the success of that project.

## **Conceptual Approach and Methodology**

Vendors are requested to demonstrate their understanding of this project by submitting a conceptual approach and methodology for project implementation. This narrative of no more than 20 pages should articulate the vendors methods and approach for engaging partners for all phases and aspects of the project to

create a feasible, high-quality final product.

## **Experience and Background**

All vendors must:

- a) Provide a summary of the lead developer's experience in managing large, complex projects that required interaction with broad range of interested parties from both public and private sectors.
- b) Provide a brief description of their business, to include a general scope of work performed and a synopsis of capabilities and experience.
- c) Provide proof of substantial, qualified networking experience, either on staff or via dedicated, contractual relationships.
- d) Provide the following information for each key member of the Project Team to highlight projects where members of the Project Team have previously collaborated
  - a. Description of experience within the most recent ten-year period related to projects of similar size and scope.
  - b. Resumes of all key Project Team members to be involved in the Project are required and should include education and professional licensing qualifications, relevant experience and details regarding the specific role proposed for the Project.
- e) Identify with specificity any other relevant organizations, consultant or other available resources that will be committed to the Project.

In reviewing responses to the RFQ, consideration will be given to the experience of the contractor in the appropriate disciplines, the

preliminary expectation being that the Contractor will have at least five years experience.

## **PROPOSAL AWARD CRITERIA**

1. The evaluation of vendors and the selection of the successful vendor will be carried out by a committee composed of City personnel and selected technical consultants. The selection will be made by the City based on the following criteria.
  - a. Ability to demonstrate successful completion of projects of similar size and scope. Emphasis will be on wireless, outdoor, municipal surveillance installations.
  - b. Interviews with references and other clients of the vendor.
  - c. Firm's overall qualifications, personnel and organizational structure required to achieve a successful turn-key solution. Demonstrated evidence that the vendor has direct or contractual access to qualified, professional network design expertise.
  - d. Firm's ability to demonstrate their capability to provide on-going support (both technical and operational) for the project after completion.
  - e. Ability for the proposed system to easily meet the expansion and interface criteria.
  - f. Time schedule
2. Vendor's proposals will be reviewed by an Evaluation Committee composed of representatives from the City of Easton. The City reserves the right to contact vendors with requests for clarification or additional information, or to arrange other follow up activities as it deems appropriate.
3. Selection of qualified vendors will be based on quality, clarity and thoroughness of the submitted statement and interview process. The vendor must show compatibility with the RFQ's stated objectives, statement of intent and submission requirements. The vendor will also be evaluated on information gathered from interviews with submitted references and on previous projects undertaken and successfully completed by the company.

4. The City of Easton reserves the right to accept, reject and/or interview any or all qualified respondents. The City intends to select a limited number of vendors for interviews. Qualified respondents shortlisted for interview include those responsible vendors who submit statements initially judged by the Evaluation Committee to be reasonably susceptible of being selected for award. Shortlisted vendors selected for interview shall be notified of the time, date and location for oral presentation. Vendors will be allotted 4 hours for their presentations; more time may be allotted if deemed necessary by the Committee. Presentation should include a brief presentation introducing the company along with a general proposal of their company's solution to all phases of this project. Vendors should be prepared for a short question and answer period to ensure the Committee obtains all necessary information for them to make an educated decision about the company's qualifications for this project.

## Insurance

The vendor, prior to commencing work, shall provide, at his own expense, the following insurance to the City of Easton, evidenced by Certificates of Insurance. Each Certificate shall require that notice be given thirty (30) days prior to cancellation of material change in the policies to the Department of finance. Certificates of Insurance should be provided annually.

1. Worker's compensation – including Occupational Disease and Employer's Liability Insurance.
  - a) Statutory – amounts and coverage as required by Pennsylvania Workmen's Compensation and Occupational Disease Laws.
  - b) Employer's Liability - \$500,000 each occurrence
2. Liability
  - a) The Vendor shall maintain a General Liability policy which includes the following coverage:
    1. Comprehensive
    2. Premises – Operations

3. contractual Insurance

4. Independent Contractor or Subcontractor

b) The Comprehensive General Liability policy shall have a bodily injury and property damage combined single limit of liability of \$300,000 minimum, per occurrence.

c) Automobile Liability insurance with minimum limits of \$300,000 per occurrence. This insurance shall include bodily injury and property damage for the following coverage:

1. Owned

2. Non-Owned

3. Hired Vehicles

The vendor shall obtain total minimum coverage limits of \$1,000,000 per occurrence. The additional limits above the General Liability and Automobile Liability policies may be provided by Excess and/or Umbrella Liability policies

4. Nothing contained in this section shall be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the operations under the contract.