



**REQUEST FOR QUALIFICATIONS
FOR
VIDEO AND ACCESS CONTROL SYSTEM PROFESSIONAL SERVICES
Issued July 24, 2015**

A. Purpose and Goal

The purpose of this Request for Qualifications is to obtain from qualified firms, their experience, qualifications and pricing to assist the Village of Oak Park (“Village”) in upgrading its video surveillance and physical access control system. The Village’s goal is to contract with a video security and access control consultant preferably one that is vendor independent to evaluate the Village’s existing environment and needs, provide recommendations and manage implementation of new system.

B. Existing Systems

The Village is a full service municipality with 12 operating departments. The Village has approximately 375 employees who work at the locations listed below. The Village currently has a mix of interior/exterior CCTV cameras with multiple ViconNet DVR’s and Readykey access control system that serve multiple buildings in remote locations through a fiber-optic network. Facilities currently serviced directly within the municipal boundaries through the systems include:

- Village Hall / Police – 123 Madison St. (video and keycard)
- Public Works Center – 201 South Blvd. (video and keycard)
- Central Pump Station – 129 Lake St. (video and keycard)
- North Pump Station – 1010 N. Ridgeland Ave. (video and keycard)
- South Pump Station – 207 Garfield St. (video and keycard)
- Holley Court Garage – 1125 Ontario St. (video and keycard)
- Avenue Garage – 720 North Blvd. (video only)
- Lake & Forest Garage – 938 Lake St. (TBD)
- OPRF High School Garage – 137 N. Scoville Ave. (video only)
- Fire Station Main – 100 N. Euclid. (TBD)
- Fire Station North – 212 Augusta St. (TBD)
- Fire Station South – 900 S. East Ave. (TBD)

Village Hall/Police and Main Fire Station has new CAT6 cabling installed. Other locations may need new cable runs to endpoints.



C. Scope of Work

The Village is seeking a qualified vendor for the following tasks, which will be performed in phases (“Project”) as described below:

1. Assess the existing camera count and placement location at all sites.
2. Replace current analog CCTV video system IP cameras, network video recorders (NVR) and related accessories.
3. Integrate cameras with video security software.
4. Assess existing physical access control system (ACS).
5. Replace/upgrade current ACS with IP based controllers.
6. Integrate ACS with access control software.
7. Review present and future expansion and technology needs.

The Project should be completed by the end of 2015 calendar year.

The Village wishes to proceed in meeting its objectives across three discrete phases set forth below.

Phase 1: Current System Review and Analysis

The Consultant will conduct interviews with key Departments (IT, Police, Parking and Public Works) to determine their specific needs.

The Consultant will review camera locations, keycard system, infrastructure and ancillary equipment and systems.

The Consultant will explore what, if any, of the current equipment is capable of being reused and upgraded to accommodate the new and recommended platforms.

The Consultant will take into consideration of industry trends as to direction of video surveillance and physical access control in its recommendation.

The Consultant will present findings and make a written report to the Village of equipment required to implement a completely new Village wide solution as designated.

The Consultant will provide a cost analysis to implement the improvements. The cost analysis should include consideration of a phased implementation approach and projected costs for annual operation and maintenance.

The Consultant will make recommendations (budgetary and design) in order to include all existing services and approved enhancements.



The Village will review the consultant's Phase 1 work and provide the consultant with written notice to proceed on Phase 2. If the Village does not provide the Consultant with written notice to proceed, the engagement may terminate after Phase 1. The Village will be the owner of all end product deliverables and data accumulated by the consultant. The Village will have the right to use the Consultant's Phase 1 deliverables for work with any other vendors.

Phase 2. Recommendation of System(s)

After receiving notice to proceed on Phase 2, the Consultant will use the findings in Phase 1, to recommend vendors and products which meet the Village's criteria.

The Consultant will coordinate demonstrations of the potential systems including equipment, services and administration.

The Consultant will provide rating sheet for each vendor proposal and may require to present findings to citizen commission and/or Village Board

The Consultant will draft specifications for a video surveillance and physical access control equipment contracts for acquisition, implementation and maintenance for legal review.

The Consultant will develop an implementation plan and schedule that identifies the Village resources required, including power, ancillary data communication equipment, new cable, training schedule and requirements for cut-over to new system.

The Village will review the consultant's Phase 2 work and provide the consultant with written notice to proceed on Phase 3. If the Village does not provide the Consultant with written notice to proceed, the engagement may terminate after Phase 2.

The Village will be the owner of all end product deliverables and data accumulated by the Consultant. The Village will have the right to use the Consultant's Phase 2 deliverables for work with any other vendors.

Phase 3. Managing the Installation, Implementation and Training of the System

After the Village approves the purchase of equipment, the Consultant will manage all the aspects of the installation, implementation and training of the chosen systems.

The Consultant will coordinate with equipment installers to minimize office operation disruptions.

The Consultant will coordinate with vendor the removal and disposal of all old equipment after the Village has formally accepted the new system.



The Consultant will coordinate administration training and provide administration and system documents for the Village's Information Technology Department.

D. RFQ Procedure

1. Questions

Technical question should be addressed to IT Operations Manager Tomas Kilikevicius at tkilikevicius@oak-park.us. Other questions regarding the RFQ should be addressed to Village CFO Craig Lesner at clesner@oak-park.us.

2. Form of Responses

Responses are due before 5:00 p.m., **August 24, 2015**. Responses should be sent to

Tomas Kilikevicius
IT Operations Manager
Attention: RFQ - Video
Village of Oak Park
123 Madison St.
Oak Park, IL 60302

Interested firms should provide line item cost for each phase and indicate each item cost as fixed or estimated. Interested firms should submit two (2) printed copies and two (2) electronic copies in optical disc or USB device of their complete proposal to the Village of Oak Park Finance Department, 123 Madison St., Oak Park, IL 60302 **before 5:00 p.m. August 24, 2015**.

3. Minimum Requirements

Minimum requirements for RFQ responses are:

- **Vendor Independence:** The vendor must state any business relationship or compensation from any equipment, software or service provider.
- **Vendor's Experience:** The vendor must have successful experience working with municipal governments or entities with similar requirements in this area. The vendor should provide a summary of completed similar projects that includes the name and locations of the projects and other pertinent information should also be included.
- **References:** Provide a list of three (3) references. The list should include a specific contact name, address, phone number, and agency of employment. Each reference should include a brief description of the project developed with the reference.



- Project Team: Identification of the key members of the vendor along with a brief biography of each person that will play a key role in the proposed project should be included.

4. Vendor Selection

The Village will review the responses and contact selected firms to be interviewed for the Project.

The Village will award the contract to the vendor whose proposal and interview are most satisfactory to the Village, price, qualifications and other factors considered.

E. Contract Requirements

1. Form of Agreement

The Village will enter into an agreement with the selected vendor in substantially the form attached hereto and approved by the Village Attorney and signed by the Village Manager.

2. Minimum Contract Terms

Invoices and Payment

The Village will pay the selected vendor upon receipt of the identified deliverables. The vendor shall submit an invoice together with the identified deliverable. The Village will pay all approved portions of invoices within 30 days as provided in the Local Government Prompt Payment Act.

Ownership of Deliverables

The Village will be the owner of all end product deliverables. The Village will have the right to use the vendor's deliverables with any other vendor.

Phased Work

The work shall be done in phases. The Village will have the right to terminate the services after each phase. The Village will have the right to select a different vendor for each phase of the work and to complete the project using multiple vendors.

Subletting of Contract

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without written consent. In no case shall such consent relieve the vendor from its obligations or change the terms of the applicable contract.