

Request for Proposals
For a Video Surveillance System Maintenance &
Extension

For the City of Cleveland
Department of Public Safety



CITY OF CLEVELAND
Mayor Frank G. Jackson

Issued by the Department of Public Safety

Schedule of Critical Dates:

1. Proposal is Due At Public Safety: APRIL 18TH, 2016 at 3:00 PM EST
2. Pre-Proposal Proposer Conference: APRIL 4TH, 2016 at 3:00 PM EST
3. Last Day to Submit Provider Questions: APRIL 8TH 2016 at 3:00 PM EST

LATE PROPOSALS WILL NOT BE ACCEPTED

THIS IS NOT A PUBLIC RECORD

The attached document is an infrastructure record, as defined in section 149.433 of the Ohio Revised Code, and is not subject to mandatory release or disclosure as a public record under 149.43 of the Ohio Revised Code.

Any party receiving requests for information under the Ohio Public Records Law or the Freedom of Information Act concerning this document **MUST** consult with the City of Cleveland Law Department before releasing such information.

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I. INTRODUCTION

The City of Cleveland, Ohio is requesting Proposals from qualified firms to provide maintenance to the existing IP-based Video Surveillance System and Network. This includes, but is not limited to, providing camera and network maintenance, camera and network extension design (i.e. camera and network equipment, installation, configuration, testing), all associated video surveillance equipment (i.e. servers, storage, cameras, housings, software, network infrastructure, cabling, wiring, point to point and access points) in coordination with citywide video surveillance system and network.

Background

The City of Cleveland is officially home to about a half million residents with a workday population of about 750,000 and potentially a million on certain weekends. The City is the business, entertainment, healthcare, education and sports hub for Northeast Ohio. The City utilized Department of Homeland Security grant funds to build a high-speed wireless point to point and mesh network with video surveillance cameras.

The Cleveland Shared Security Surveillance (CS3) program's first initiative was a 9 camera pilot system in the Public Square area of downtown Cleveland. Since the initial pilot the CS3 program has expanded to 120 cameras Citywide. These cameras provide coverage in the heart of downtown Cleveland as well as throughout neighborhood corridors, parks, business districts and hot spots.

II. CURRENT ENVIRONMENT

Camera Network Infrastructure

The City of Cleveland Department of Public Safety has a diverse camera network infrastructure which includes the following:

- Sony Cameras (SNC – RX550N; SNC-RS46)
- Axis Cameras (Axis 2 Q6032; Axis Q6042)
- NICEVision AMS Server

- NICEVision Recorders
- NICEVision Server
- Cambium Point-to-Point (PTP) 600
- Canopy 100 & 400 Series (Point-to-Multi Point) AP and SM
- Cambium Networks – Canopy – Cluster Management Module
- Motorola Access Point IAP 4300 (MotoMesh Duo)
- AP 7161 wing 5 enabled outdoor 802.11N Mesh Access Point
- Zebra WLAN Controller NX
- Liebert GTX3 1000VA/900W, 120V
- LAN switches
- Dotworkz D2 Tornado Dual Blower Camera Enclosure IP68

The video surveillance network supports 120 cameras by utilizing Point to Point Ethernet Backhaul Network for wireless connectivity to cameras. Video is then integrated into the existing NICEVision Video Management System for remote viewing and recording.

The physical network design for the Video Surveillance System is on a Cambium Point-to-Point (PTP) 600 ring consisting of 11 remote sites with Cambium Network 5440 AP for camera connectivity. A typical remote site includes the following:

- Point to Point 600 Cambium Network
- Cambium 5440 AP 5.4 GHz OFDM AP Cambium Network
- Cambium Networks – Canopy Cluster Management Module
- Cisco Catalyst 3750
- NICEVision Recorder* (5 out of the 11 remote sites have a recorder)

III. SCOPE OF SERVICES

It is the goal of the Department of Public Safety to provide a reliable and robust network infrastructure to support the current video surveillance cameras. In addition to providing video surveillance maintenance, the Proposer must be capable of providing equipment and professional services for the extension of the system throughout the City. All video surveillance extension equipment must be

capable of being integrated into the existing video management system (NICEVision). The Proposer shall work with the Department of Public Safety to provide the following services including but not limited to:

- Video Surveillance Camera System and Network Extension
 - Video surveillance camera design for extension projects
 - Camera and network extension feasibility assessments must be completed within 30 days of the request
 - Outline of camera locations, connectivity, equipment and estimated cost
 - Edge recording for wireless video surveillance
 - Cloud recording/storage
 - NVR
 - Site survey
 - Equipment, Site Development, Labor, Installation, Project Management & Engineering Services
 - Day/Night surveillance cameras
 - Motion activated recording
 - Add cameras to NVR
 - IP assignment
 - Wireless network configuration
 - Camera image settings configuration (focus, exposure, frames)
 - System training
 - Minimum one year standard manufacture warranty to include all associated camera equipment, software, hardware, servers and storage
 - Full infrastructure design
 - Project Management
 - Implementation
 - Full system deployment
 - Network security
 - Lifecycle management of the video system

- Video Surveillance System Maintenance
 - Local support for the video and wireless camera network
 - Monitoring
 - Bi-weekly reporting of cameras and network status
 - Case management and documentation
 - Dedicated video systems manager
 - Hours of service will be from 8 AM to 5 PM, Monday - Friday
 - Monthly response to cameras and associated equipment with a technician and bucket truck and/or tower crew if needed for roof top and tower network infrastructure repair, board/module swap and replacement, video management hardware and software and break fix services
 - Minimum of five days a month for maintenance that includes bucket truck, electrician, and service technician
 - Cameras
 - Cameras are connected and are configured for maximum and optimal coverage
 - Angles are appropriate for the site and lens zooming is in accordance with the camera specifications
 - Examine supporting brackets and towers for signs of corrosion and damage
 - Check physical condition of cameras and housing for signs of deterioration due to rain, dust and dirt
 - Check that field of view is correct
 - Clean dome windows as necessary
 - NVR inspection – Fans, Chassis, Processors, Enclosure, Hard drive
 - NVR(s) & AMS server
 - Verify live and recorded picture quality
 - Verify field of view (at recorder), considering internal and external light conditions

- Video retention in days
 - Configured for optimal recording experience
 - Data is recorded and stacked so that new data is never overwritten
- Time and Date accuracy
- System error logs checks for unresolved faults
 - Video loss
 - Network connection failure
- All video and power cable connections are secure
- The City and proposer will review the list of repairs and prioritize the cameras and repairs
 - Initiate calls for any equipment under a service plan
 - Report on service actions taken & identify when the problem has been resolved
- All labor and materials from normal wear and tear
- NICEVision service contract
- Spare parts inventory management

TECHNOLOGY REQUIREMENTS

Proposer must propose and supply a product line that, to the best of its knowledge, is not obsolete or near obsolete. Only equipment and/or product models that have been satisfactorily demonstrated to the City and that have a demonstrated record of successful deployment by other law enforcement agencies, in similar sized cities will be used. The Proposer must document successful deployments by including the names and telephone numbers of contact persons as part of the reference requirements of this RFP.

The equipment supplied must be of new manufacture (not used or demo units) and best quality and installed in accordance with approved recommendations of the manufacturer thereof, and must conform to the equipment specifications listed in this RFP.

IV. PROJECT APPROACH

Provide a detailed but concise description of your approach to this project. Include a description of the task required for each area and the time required for their completion. This description should address but is not limited to the following:

- **Video Surveillance Extension** – Describe your approach for extending the video surveillance network to add new IP cameras throughout the City. Include implementation plan and deployment.
- **Quality Assurance** – Describe your approach for providing quality assurance for maintenance and camera and network extension. Include a description of your quality assurance processes.
- **IP Camera & Wireless Network Review & Evaluation** – Describe your approach for reviewing the City’s current Wireless Video Surveillance System
- **System Maintenance Planning** – Describe your system maintenance plan and how it meets and/or exceeds the current City specifications
- **IP Camera and Wireless Network Architecture Plan** – Demonstrate your ability to provide an architecture design as it relates to managing an IP Camera and Wireless Network supported by multiple NVR sites in a ring configuration to support over 120 IP cameras and Wireless relay devices
 - Data network infrastructure for backhaul of video
 - Server storage arrays and back-up storage solutions

Project Plan

Provide a project plan that indicates how you will develop the required deliverables and services. This plan must address the following:

- Task to be performed
- Number of hours each task will require
- Deliverables created by each task

- Dates by which each task will be completed (dates should be indicated in terms of elapsed time from project inception)
- Resources assigned to each task
- Required Public Safety personnel support

V. PRICING INFORMATION

PRICING

All equipment prices shall include a breakdown of major equipment. Equipment shall be sorted by installation location site. Sorted site equipment list should include all equipment necessary for install (camera, housing, access point, power). Equipment proposed to be installed at each physical location shall be clearly identified by part and/or model number, quantity and unit pricing. Non-site specific items such as software licenses, test/training equipment, spare parts, miscellaneous supplies and materials, etc. shall be itemized under the site “other”.

Video Surveillance System equipment pricing shall be detailed and itemized. All unit models, configurations, software, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list.

Proposers must include a listing of all services to be provided by the vendor and any services or materials that must be provided by the City.

WARRANTY COST

Proposer shall provide the cost details for providing System Warranty and Support Services outside of the manufacturers one year warranty. This includes all equipment, software and services. Proposer shall describe manufacturer and installer warranties that are provided as part of your proposal. Any required maintenance of the system during the warranty period shall be detailed. Maintenance responsibilities and services with related costs should also be detailed.

TRAINING COST

Proposer shall provide the cost details for providing Training. The cost detail must identify the quantity, unit price and total price for each type of training.

VI. PROPOSAL REQUIREMENTS

1. Submission of Proposal

Each Proposer shall submit its proposal(s) in the number, form, manner, and by the date and time and at the location required in the Sections below.

- i. Each Proposer shall provide all information requested in this RFP. The Proposer must organize its proposal package to address each of the elements in this RFP in the order listed in Section VIII Proposal Contents. The Proposer should carefully read all instructions and requirements and furnish all information requested. If a proposal does not comply with all terms, conditions, and requirements for submittal, the City may consider it unacceptable and may reject it without further consideration.
- ii. The City wishes to promote the greatest feasible use of recycled and environmentally sustainable products and to minimize waste in its operations. To that end, all proposals should comply with the following guidelines: Unless absolutely necessary, copies should minimize or eliminate use of non-recyclable or non-reusable materials. Materials should be in a format permitting easy removal and recycling of paper. A Proposer should, to the extent possible, use products consisting of or containing recycled content in its proposal including, but not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Do not submit any or a greater number of samples, attachments or documents not specifically requested.
- iii. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written request for clarification or interpretation to **Larry Jones II, 205 West St. Clair Avenue, 5th Floor, Cleveland OH 44113, no later than April 18, 2016 at 3:00 PM EST.**

Requests for clarification or interpretation may be submitted via e-mail to ljones4@city.cleveland.oh.us .

2. The City's Rights and Requirements

- i. The Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.
- ii. The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interest.

iii. Proposal as a Public Record

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal may be considered a public record which, if properly requested, the City must make available to the requester for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page - but only that page - of its proposal that contains that information. The City will notify the Proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as "proprietary" or "trade secret" will not protect an entire proposal and is not acceptable.

iv. Term of Proposal's Effectiveness.

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier

of the execution of a final contract or 180 calendar days after the proposal submission deadline (the “Proposal Expiration Date”).

vi. **Execution of a Contract.**

The successful Proposer shall, within ten (10) business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

vii. **Short-listing**

The City reserves the right to select a limited number (a “short list”) of Proposer’s to make an oral presentation of their qualifications, proposed services, and capabilities.

viii. **Proposer’s Familiarity with RFP; Responsibility for Proposal**

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful Proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the City has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the City. The City does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate, or incomplete information or

information not otherwise conforming to represented or actual conditions.

ix. Interpretation

The City is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The City will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

x. Confidentiality

The Proposer cannot make use of any information obtained through this Agreement for any activity outside the scope of this project. Proposer will utilize its “best efforts” to protect all information gathered and records developed during the course of this Agreement from examination by unauthorized agencies or persons. Such records include all collected data, forms, provided/developed configuration and topology data, computer files, program listings, manuals, documentation, correspondence files, contract records, and reports. The Proposer shall retain all copies in a secure manner until the project is closed and all documents will be returned to the Department of Public Safety. No information, materials or any summary of these materials shall be released to any individual or organization (verbally or in writing) without prior written permission from the Director.

No work involving information furnished under this RFP will be subcontracted without the specific approval of the Director.

In performance of the Agreement, the Proposer agrees to comply with and assume responsibility for compliance by employees with the following requirements:

- All work will be performed under the supervision of the Proposer or the Proposer’s responsible employees.
- Any information provided to the Proposer, in any format, will be used only for the purpose of carrying out the provisions of this contract.

This information will be treated as confidential and will not be made known in any manner to any person except as may be necessary in the performance of the Agreement.

- All information provided to the Proposer shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.

xi. Rights in Data and Copyright

Throughout the period of this Agreement, the Department of Public Safety reserves exclusive and unlimited rights to the information provided to the Proposer, except for the information the Public Safety makes available to the public. Public Safety also reserves exclusive rights to the results and findings produced by this project.

xii. Cleveland Area Business Code

Requirements During performance of this Agreement, Proposer shall comply with all applicable requirements of the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976 (“C.O.”), and any *Regulations* promulgated under the *Code*, which *Code* and *Regulations* are incorporated into and made part of this RFP by this reference as fully as if rewritten in it or attached. Specifically, compliance under any resulting agreement shall include, but not be limited to, the Proposer’s:

- Compliance with its proposal representations regarding CSB, MBE, and/or FBE participation in performance of the Agreement;
- Compliance and cooperation with Project Monitors, whether from the Mayor’s Office of Equal Opportunity (the “OEO”) or the contracting department;
- Accurate, complete, and on-time submission of all reports, forms, and documents including, but not limited to, employment reports, certified payrolls, monitoring forms, and other information the Director of the OEO may require, whether in printed or electronic form, to ascertain and verify Proposer’s compliance; and

- Attendance at and participation in all required project meetings, including OEO compliance meetings, and progress meetings called by the contracting department director(s) at key intervals during performance of the contract services.

Failure to Comply When determining the Proposer's future eligibility for a City contract, the City shall consider a Proposer's failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.

Under the *Cleveland Area Business Code*, the City of Cleveland is firmly committed to assisting Minority Business Enterprises (MBEs), Female Business Enterprises (FBEs), and Cleveland- area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful Proposer for a contract will be a firm that shares that commitment. Accordingly, a Proposer is strongly encouraged to utilize the services of qualified MBE/FBE/CSB sub-consultants that are certified by the Mayor's Office of Equal Opportunity (the "OEO") in its proposal.

The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business ("CSB") subcontractor participation. Please review the attached Office of Equal Opportunity documents to ascertain the goal for the proposed contract. Proposers are required to make a good-faith effort to subcontract portions of the work to certified Minority Business Enterprise ("MBE"), Female Business Enterprise ("FBE"), and CSB firms, consistent with the subcontracting goal(s) applicable to this RFP.

To document its good-faith effort to utilize certified MBE, FBE and CSB sub-consultants, each Proposer must complete Schedules 1 through 4 found in the *Cleveland Area Business Code - Notice to Bidders and Schedules*. These schedules identify the Proposer's proposed use of MBE, FBE and CSB sub-consultants on the project, which evidences the Proposer's good-faith effort to obtain the participation of certified sub-consultants. The Proposer shall submit the completed forms with its proposal and they will be forwarded to the City's Office of Equal

Opportunity for evaluation. Failure to submit complete schedules may result in the rejection of a proposal

Proposers may obtain a listing of firms certified by the OEO as CSBs, MBEs and FBEs by checking the City's website at <http://www.city.cleveland.oh.us>. On the home page, select "Office of Equal Opportunity" from the drop-down menu of City departments. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for "CSB/MBE/FBE Registry".

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified, certified MBE, FBE, and/or CSB sub-consultants.

The City Office of Equal Opportunity will monitor participation of MBE, FBE, and/or CSB sub-consultants throughout the duration of the engagement or project. The successful Proposer, as contractor, will be responsible for providing the OEO with all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, any *Regulations* promulgated under the *Code*, and the *OEO Notice to Bidders & Schedules* are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

The successful Proposer, as contractor, will be required to comply with all terms, conditions, and requirements imposed on a "contractor" in the following *Equal Opportunity Clause*, Section 187.22(b) of the Cleveland Codified Ordinances, and shall make the Clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the Proposer may deal, as follows: No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during

employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, “treated” means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.

3. Anticipated Proposal Schedule

Public Safety anticipates it will - but neither promises nor is it obligated to - process proposals received according to the following schedule:

Event	Dates/Deadlines
Issue Request For Proposals	March 18, 2016 at 12:00 PM
Deadline for Submitting Questions	April 8, 2016 at 3:00 PM
Deadline for Submitting Proposal	April 18, 2016 at 3:00 PM
Optional Oral Interviews	May 5, 2016

VII. Proposal Qualifications

Each Proposer, regardless of the form of its business entity, must meet the following requirements. Failure to meet all requirements may be cause for rejection of a proposal. If Proposer is a partnership or a joint venture, at least one general partner or constituent member must meet the requirements. Each Proposer must:

- Background, qualifications, and experience of the firm has a minimum of 5 continuous years of experience within the last 10 years of providing Public Safety services described in this RFP.
- The Proposer demonstrates the ability to provide quality information video surveillance assessments for Public Safety Government/Municipalities.

- An organizational chart for the project team, including professional biographies, identifying the key personnel dedicated to this project.
- A general description of the techniques, approaches, and methods to be used in completing this project.
- A description of the chronology for completing the work, including a timeline, and deadlines for each task.
- A detailed cost proposal for each item listed in the Scope of Services.
- Submit with its proposal at least two (2) written, verifiable, Government/Municipality references dated within the last five years from clients for which the Proposer has rendered services substantially similar to those sought by this RFP. Proposer is required to provide the names, contact, and a brief project scope for each of the references.

Insurance: The successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company (ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A. M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

- i. Professional liability insurance with limits of not less than \$1,000,000.00 for each occurrence and subject to a deductible for each occurrence of not more than \$50,000.00 per occurrence and in the aggregate, and if not written on an occurrence basis, shall be maintained for not less than two (2) years after satisfactory completion and written acceptance of the services under the contract.
- ii. Workers' compensation and employer's liability insurance as provided under the laws of the State of Ohio.
- iii. Statutory unemployment insurance protection for all of its employees.
- iv. Such other insurance coverage(s) as the City may reasonably require.

VIII. Proposal Contents

Each technical proposal shall include the following parts in the below order. Please separate and identify each part by tabs for quick reference. Each proposal should be organized so as to facilitate its evaluation.

The technical proposal Shall Be No Longer Than 25 Single-Sided Printed Pages, excluding appendices.

Page size shall be 8.5 x 11 inches. Font size shall be no less than 12 pt. Tabs, dividers, and appendices are excluded from the page count.

The technical proposal response shall consist of the following sections:

Section 1: Cover Letter and Executive Summary

The Executive Summary should provide a complete and concise summary of Proposer's experience and ability to meet the requirements of this RFP. The summary should be organized so it can serve as a stand-alone summary apart from the remainder of the proposal.

Section 2: Profile

The Proposer will provide a profile of its organization and all other sub-consultants who will be providing services. At a minimum, the Proposer will provide the following information:

- Number of years in business
- Number of years involved with services as proposed
- Total number of employees
- Number of signed contracts in progress

Section 3: Qualifications

Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. This should include the qualifications of sub-consultants included in the proposal. Proposer may include as much information as needed to differentiate its services and product(s) from other Proposer's. At a minimum, please include the following:

- A. Staffing: Qualifications must include resumes and description of organizational and staff experience including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.
- B. Organizational and Staff Experience: Proposer must describe their qualifications and experience of the organization as a whole to perform the work described in this RFP. Information about experience should include direct experience with the specific subject matter demonstrating a technical strength in network infrastructure. Relevant experience must be associated with projects completed not more than five years prior to the date of this RFP.

Section 4: List of Representative Projects

Provide a list of at least two similar projects that the Proposer has successfully completed within the last five years.

Provide at least two client references (verified name and telephone number) of someone closely familiar with each project and your firm's performance.

Each project description shall be presented in the format consistent with the table below.

PROJECT NAME AND DESCRIPTION
Owner’s Name:
Location of Project:
Knowledgeable Contact’s Name
Verified Telephone Number for Contact
Project Manager’s Name*
Key Team Member’s Names and Duties*
Prime Consultant
Sub-consultant(s) and Percent of Total Project

Implementation Schedule and Variance from Implementation Contract Schedule (briefly explain variance)

Section 5: Project Management Approach/Project Methodologies

- A. Describe your Methodologies you will employ on this project to complete assessments, video expansion projects and maintenance. Describe and/or provide examples of the Deliverables requested in the Scope of Services.
- B. Provide a detailed project work break down structure to include tasks, subtasks, timeline, milestones, work efforts and resource assignments.
- C. Define the technical approach and document project deliverables to address the requirements outlined in the scope.

Section 6: Financial Statements

Any financial statements that would be required will be requested only from those Proposers that are “short-listed”.

Fee Proposal: Proposer should submit its fee proposal for each service in a separately sealed envelope clearly marked on the outside.

There is no limit to the number of pages submitted as part of the fee proposal. The Fee Proposal Shall Include Forms And Fee/Hours Tables Attached For The Project.

1. Required City Forms

Proposer shall complete, execute, and return with its fee proposal the following documents:

- Cleveland Area Business Code – Notice to Bidders & OEO Schedules;
- Federal Form W-9 including Taxpayer Identification Number;
- Non-Competitive Bid Contract Statement for Calendar Year 2016;
- Northern Ireland Fair Employment Practices Disclosure.

IX. Proposal Evaluation

Proposals shall be evaluated based on the following criteria (not listed in order of importance):

- Proposer experience and technical strengths
- Proven successful past performance on similar projects.
- Qualification and experience of project staff.
- Program Management approach and methodologies.

Fees will not be considered in the technical evaluation. Proposals shall be evaluated first on qualifications and technical merit. Once rankings are established, the fee submittals shall be considered.

A firm's involvement in any current litigation with the City may be taken into account during proposal evaluation.

The ratings are not intended or to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the City's best attempt to quantify each Proposer's ability to provide the services sought by the City and to meet the specific requirements of this RFP, for comparison purposes.

Disqualification of a Proposer/Proposal: The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City's best interest, as determined in the City's sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that Proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City, or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.

PROPOSAL CHECKLIST (*appendix A*)

Proposers should be sure to address all of the following areas in their proposal.

1. Technical Proposal Submission

- Section 1: Cover Letter and Executive Summary
- Section 2: Profile
- Section 3: Qualifications
- Section 4: List of Representative Projects
- Section 5: Project Management Approach
- 1 Original and 5 Copies submitted
- 1 CD/USB drive with copy of technical proposal

2. **Fee Proposal and Required Forms (Marked and Sealed Envelope)**

- Fee Table (use the format of the Fee Proposal Template in Appendix B)
- Non-Competitive Bid Contract Statement for 2014
- OEO Schedules
- Northern Ireland Fair Employment Practices Disclosure
- Federal Form W-9
- 1 CD/USB drive with Fee Table

All forms are available for downloading on the City of Cleveland's website www.city.cleveland.oh.us under the Forms and Publications.