



20-05
Video Surveillance System
Enhancements
REQUEST FOR QUALIFICATIONS

Date Issued
June 30, 2020

RESPONSES MUST BE RECEIVED BY

August 6, 2020 4:00 P.M. EST

Addressed To:
Bonnie Wohlfert
At
Capital Region International Airport
Administrative Office
4100 Capital City Blvd.
Lansing, MI 48906
Phone (517) 321-6121

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PART I – INFORMATION AND INSTRUCTIONS TO INTEGRATORS INTERESTED IN SUBMITTING STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

Capital Region International Airport (LAN) is soliciting Statements of Qualifications from Security System Integrators with service offices located within a 120-mile radius of the airport as measured by Google Earth for the installation and support of Video Surveillance System Enhancements.



Figure 1 - 120 Mile Radius

The Request for Qualifications (RFQ) will be utilized to pre-qualify and shortlist Integrators that are capable and experienced in the design, installation, integration, testing and commissioning of enterprise class Video Surveillance Systems. All Statement of Qualifications received prior to the submission deadline which meets the minimum submission requirements will be evaluated by the Airport. The select group of shortlisted

Integrators will be asked to provide proposals for the services required. Those not selected will be eliminated from further consideration.

All pre-qualified and shortlisted firms will be expected to execute a Non-Disclosure Agreement (NDA) prior to being sent the Proposal documents as some of the data in it will contain Sensitive Security Information (SSI).

It is not the intent of the Airport to receive project specific design, engineering or price Proposals as part of this RFQ process.

2. SUBMISSION INFORMATION

Documentation must be complete and include information requested in these instructions in the order requested. Submittals may be submitted in hard copy or electronic format.

All submittals will be titled:

**CAPITAL REGION INTERNATIONAL AIRPORT VIDEO SURVEILLANCE SYSTEM
ENHANCEMENTS**

And be received by:

Due: August 6, 2020 at 4:00 P.M. EST

If in hard copy format, submit One (1) Original and Three (3) copies of responses to:

**Bonnie Wohlfert
Attn: RFQ Video Surveillance System Enhancements
Capital Region International Airport
4100 Capital City Blvd.
Lansing, MI 48906
Phone (517) 321-6121**

If submitting electronically, submit One (1) hard copy and any digital submissions on a flash drive to the address above.

3. BACKGROUND

The Capital Region International Airport wishes to upgrade their current Video Surveillance System. The Airport currently operates an American Dynamics Video Surveillance System:

- Approximately 88 Existing Analog Cameras
- Approximately 4 Workstations

It is anticipated that the initial phase of this project will be providing the computers and partial storage for the project as well as including workstations and encoding of existing

analog cameras. Once the initial phase has been completed, additional new IP cameras will be added to the system to replace/supplement the existing cameras. Storage will also be a multi-phased installation. The existing system must be phased out in an orderly fashion such to minimize disruptions to operations.

4. MINIMUM INTEGRATOR QUALIFICATIONS

- Established full service (CAD, Design, Installation, Service, Sales) office in existence for a minimum of one (1) year and located within 120-mile radius of Capital Region International Airport as measured with Google Earth.
- Integrator staff performing work on the processing hardware must have a current Microsoft Certified System Engineer
- Integrator staff performing configuration of software must have a current VMWare VCP-DCV certification.
- Requisite local business licenses to perform Security Integration services
- Two (2) successful projects performed by the local service office in the last three (3) years involving products that have been previously installed at similar sized international airports (the projects do not have to be at airports, the product must be installed at an airport of similar size) involving:
 - Approximately 200 IP cameras
- Highest level of manufacturer certification on VMS products which have been previously installed at similar sized international airports
- Experience with Software House C-Cure 9000 Access Control System

5. TWO STAGE SELECTION PROCESS

This Request for Qualifications is the first stage of the selection process. Upon receipt and review of the Qualification Statements, the Airport intends to shortlist based on the information contained in the Form of Response outlined in this document. The Airport reserves the right, in its sole discretion, to pre-qualify as many Integrators as it deems to be in the best interest of the project.

The shortlisted Integrators will receive an invitation to submit a **Proposal** to perform the Work, as required in the Request for Proposals (RFP) which will be issued as the second stage of this process. The Integrators will prepare a formal response based on the criteria outlined in the RFP, plans, and specifications. After review of the Proposals, the Airport, at its sole discretion, will invite Integrators to present the Proposal response at a formal on-site interview. The Proposal Response, Interview and the Stage 1 submittal, will be used to determine the final selection of the successful Integrator. Proposals from firms not selected during the RFQ process will be rejected.

Project fees and expenses will NOT be part of the initial RFQ (Stage 1) submission. Shortlisted Integrators will receive additional contract information and will be requested to

submit fee and expense information in their Proposal (Stage 2). While cost is a significant consideration, the Airport will not use it as the sole determining factor in awarding the contract.

6. PROJECT SCHEDULE

The following schedule outlines the anticipated activities and dates related to the overall selection process and award of contract.

June 30, 2020	Issue Request for Qualifications (Stage 1)
July 15, 2020	Pre-Qualification Meeting, 10:30AM (EST) Capital Region International Airport 4100 Capital City Blvd. Lansing, MI 48906 <i>*Subject to COVID-19 restrictions*</i>
July 23, 2020	Last Day for Questions– <u>Due no later than 10:00AM EST</u>
July 30, 2020	Answers to Questions
August 6, 2020	Request for Qualifications Submissions due
August 20, 2020	Notify Short Listed Firms
August 25, 2020	Issue Request for Proposals
September 9, 2020	Integrator Site Walk
September 17, 2020	Last Day for Questions on RFP
September 24, 2020	Answers to Questions
October 8, 2020	Receive Request for Proposals Response
Week of October 19, 2020	On-Site Interviews
November 23, 2020	Contract Approval
November 2020	Notice to Proceed
May 2021	Completion

**Current Michigan COVID-19 restrictions do not allow gatherings inside a building of more than 10 people. If more than 10 people are interested in the Pre-Qualification meeting it will be held virtually. Please contact Bonnie Wohlfert if interested. All in person events require individuals to wear a mask and maintain social distancing when able. Health screening (questionnaire & temperature check) may also be required on arrival for all in person events. These restrictions are subject to change. **

All questions related to this RFQ must be received by Bonnie Wohlfert before **10:00 AM EST on July 23, 2020**. Send questions to:

Bonnie Wohlfert
Capital Region International Airport
4100 Capital City Blvd.
Lansing, MI 48906
purchasing@craa.com

Every response made to an Integrator question will be in the form of an Addendum to the Request for Qualifications documents and posted on the flylansing.com website.

All Addendums must be acknowledged by the respondent in the cover letter of their response.

The Airport will not be bound by any information, explanation, clarification, or any interpretation, oral or written, by whosoever made that is not incorporated into a written Addendum to this RFQ. All such Addenda shall become part of this RFQ, and all Integrators shall be bound by such addenda.

Site visits will be honored after the shortlist of firms are identified for Stage 2. The September 9, 2020 site visits will be conducted as a group with all shortlisted firms prior to RFP submittal and interviews.

7. PROJECT SECURITY REQUIREMENTS

Security requirements for this project are consistent with TSA and DHS requirements. Prior to the completion of the RFP process and award of the contract, the Integrator shall review airport security rules, along with the use and assignment of required access keys and badges. Additional security requirements may be issued as part of the RFP. All of the Integrator's team (including sub-contractors) working on site during this project must be badged according to the established Airport policies and procedures.

8. DOCUMENT SECURITY REQUIREMENTS

All information related to the current and future security system software, configuration and operation are considered sensitive security information, hereinafter referred to as SSI. The Airport is planning to implement this project in accordance with 49 CFR 1520 Protection of Sensitive Security Information. In accordance with this regulation detailed information pertaining to the program will only be provided to those persons with a specific need to know.

Pre-Qualified Integrators will be provided plans and specifications for use in the preparation of their proposal in response to the RFP. All Pre-Qualified Integrators will be required to sign a Non-Disclosure Agreement with the Airport prior to receiving the RFP package.

PART II – QUALIFICATION REQUIREMENTS AND FORM OF RESPONSE

Integrators are asked to provide a response in the same sequential order as presented in this document. Failure to meet any requirements will result in disqualification from further consideration. It is required the products for which the Integrator is a certified dealer have been previously installed in an airport of similar size. Integrators should limit their submittals to the information requested in Part II of this RFQ.

1. DEFINITIONS

As used in the Request for Qualifications, the following terms shall have the meaning set forth below.

“Addendum”	Means the addendums related to this RFQ
“Airport”, LAN	Means Capital Region International Airport
“Integration”	Means the creation of complex information systems that may include designing or building a customized architecture or application, integrating it with new or existing hardware, packaged and custom software, and communications
“Integrator”	Means each Integrator, firm, or project team proposing to perform the Work pursuant to this RFQ
“May”	Indicates something that is not mandatory but permissible
“Project”	Means the project contemplated by this RFQ and as described in this document
“RFQ”	Means this Request for Qualifications
“Services”	Means all services, tasks, functions, assignments, associated with the final project, implementation, testing, training and start-up that are necessary or convenient for the successful completion of the Project
“Shall, Will, Must”	Indicates a mandatory requirement. Failure to meet these mandatory requirements will result in the rejection of the statement as non-responsive
“SSI”	Sensitive Security Information is information that, if publicly released, would be detrimental to transportation security, as defined by Federal Regulation 49 C.F.R. Part 1520

“Statement”

Means Pre-Qualification response developed by the Integrator and provided to the Airport for review and verification in response to this RFQ.

2. RESPONSE REQUIREMENTS

a. GENERAL FORMAT

The Integrator’s general form of response shall follow the outline noted below and include specific and relevant experience related to the scope of the Video Surveillance System Enhancement project. The response shall not exceed 30 single sided pages excluding the Cover Letter, Table of Contents, Staff Resumes, Licenses and Certifications. Font size shall be a minimum of 11 point. Failure to meet the requirements will result in disqualification from further consideration.

b. COVER LETTER

A cover letter must be submitted with each Qualification Statement. The cover letter must be prepared on the letterhead of the Integrator and signed by a representative who is empowered to enter into contracts with the Airport on the Integrators behalf. The cover letter is intended to introduce the Integrator and its team members and is limited to a maximum of four (4) pages. It must contain at least the following information:

- Designation of the Person that will be the point of contact with the Airport and who should receive all further correspondence related to the project, include email address.
- General description of the project team structure and experience, including subcontractors and suppliers, listing responsibilities of each.
- Qualifications of local office to support the project including distance from local office to the Airport, length of time the local office has been established, CAD and design capabilities, sales and service capabilities of the local office.
- A statement from the Integrator to commit the resources necessary to complete the project on time and within budget
- Acknowledgement of all Addenda by number
- Acknowledgment that the Integrator has reviewed the RFQ in its entirety and understands and accepts the requirements of the procurement process.

c. TABLE OF CONTENTS

Qualification Statements must contain a detailed table of contents listing major sections and subsections that correspond to the requirements of the Request for Qualifications. The table of contents must also list all tables, appendices, and figures contained in the Qualification Statement.

d. EXECUTIVE SUMMARY

The purpose of the Executive Summary is to provide an overview of the Integrator's qualifications to accomplish the Project. At a minimum, the Executive Summary must contain the following information:

- Specific capabilities and experience of the Integrator Team that the Integrator believes will benefit the project.

e. PROJECT TEAM

Provide an Organization chart which clearly describes the reporting structure of each participating team member, relationships, and workflow of the organization. The chart should clearly define the firm responsible for the work (if using sub-contractors and suppliers) and key staff members assigned to complete the work.

For each key staff member assigned, provide a brief description of their overall duties and responsibilities on the Project as well as any relevant value added to this Project.

f. KEY STAFF EXPERIENCE & RESUMES

The Integrator shall provide related project experience in the form of a resume for each key staff member identified in the Organization chart. Staff resumes shall be limited to two (2) pages and include the following information:

- Name
- Title
- Level of manufacturer certification on VMS products which have been previously installed at similar sized international airports, required VMWare and Microsoft Certified System Engineer when applicable.
- Experience integrating VMS products with ACS products
- Years with Current Employer
- Years with Previous Employer
- Description of relevant past experience including project name, location, size and contact person.

g. INTEGRATOR PAST EXPERIENCE

The intent of this section is to learn about the previous and ongoing experiences of the Integrator with contracts similar to that being sought by the Airport. The Integrator must provide the following data:

- Two (2) successful projects performed by the local service office in the last three (3) years involving VMS products that have been previously installed at similar sized international airports (the references do not have to be airports) that include the following:

- Approximately 300 IP cameras
 - Project Name
 - Project Location
 - Owner Name and Contact information including mailing address, phone number, name and email address of primary point of contact
 - Project Description including list of products installed
 - Contract Date
 - Completion Date
 - Project costs – include initial and final contract amounts
 - Key Staff responsible for the project

h. LICENSES AND CERTIFICATIONS

Provide copies of required business licenses to perform security system integration services. Provide copies of manufacturer certifications for the products for which the Integrator is an authorized dealer. Provide copies of Microsoft and VMWare certifications.

i. DISCUSSION OF PROVIDING CONTINUITY OF SECURITY

Since this project will involve replacing a video surveillance system that is currently in operation, the Integrator must discuss their approach to maintaining the integrity of security provided by these systems at the Airport. The discussion should include experience with system cut over and fall back plans on other projects.

j. DISCUSSION OF APPROACH TO MAINTAINING SYSTEMS

Provide a detailed discussion of the approach of the Integrator in supporting and maintaining a fully functional system post-installation. Include discussion of routine maintenance, testing and emergency response procedures.

k. DOCUMENT SECURITY APPROACH

Provide a detailed description of the approach to managing and protecting Sensitive Security Information (SSI). The description shall include an overview of electronic and paper-based document management systems to be utilized and the Integrators standards for completing background checks on employees who will have access to SSI. The discussion shall include how SSI will be managed both with the Integrator’s firm and any teaming partners. Integrators must clearly demonstrate an ability to protect the SSI contained in the documents in order to be pre-qualified and shortlisted.

I. FINANCIAL CAPACITY AND REFERENCES

In this section of the Qualification Statement Integrators must demonstrate the capability to successfully complete the Project, providing the following documentation.

- Documentation and discussion of the financial condition and capacity of the Prime Company to complete the project.
- Documentation of the Integrator's current bonding profile, including current bonding capacity and unencumbered bonding capacity.
- Whether Performance or Payment Bond claims have been paid by a surety for the Integrator or any team member on any project in the past five (5) years. If so, describe the claim, the name of the company or person making the claim, and the resolution of the claim. Separate the claims for disputed subcontractors' payments and note those with an asterisk (*).
- Whether, in the past five (5) years, any surety company has refused to bond the Integrator or any team member on any project. If so, specify the reasons given for that refusal, and the name, address and phone number of the surety company that refused to bond.

3. EVALUATION OF STATEMENTS OF QUALIFICATIONS

The Statements of Qualifications will be reviewed by the Airport staff representing management, security and operations stakeholders. Points will be awarded by the airport reviewing team based on their assessments of the following:

- 1.) Form of submission, adherence to outline sequence, completeness of submission (0 - 5 points)
- 2.) Cover Letter (0 - 5 points)
- 3.) Table of Contents (0 - 5 points)
- 4.) Executive Summary (0 - 10 points)
- 5.) Organization Chart (0 - 5 points)
- 6.) Key Staff Experiences (0 - 10 points)
- 7.) Integrator Past Experience and Certifications (0 - 40 points)
- 8.) Security Continuity Approach (0 - 5 points)
- 9.) Systems Maintenance Approach (0 – 5 points)
- 10.) Document Security Approach (0 - 5 points)
- 11.) Financial Capacity (0 - 5 points)

*NOTE: The ranges of points indicated for each line item are based on the Integrator's response as evaluated by the Airport.

The Airport reserves the right, in its sole discretion, to pre-qualify as many Integrators as it deems to be in the best interest of the project. Those scoring higher will be considered before others whose scores may be lower. This select group of high scoring Integrators will be asked to provide responses to the Request for Proposals to be issued **August 25, 2020**. Those not selected as being pre-qualified will be eliminated from further consideration. Proposals from other than those who are pre-qualified will be rejected outright.

END OF DOCUMENT