



**TOWN OF SCARBOROUGH  
259 US Route One  
Scarborough, ME 04070-0360**

## **Request for Information**

**RFI 122008**

**Date of Issue: May 5<sup>th</sup>, 2008**

**Title and Purpose of RFI:  
Information and Qualifications Request from Security System  
Providers**

## I. INTRODUCTION

It is the desire of the Town of Scarborough to retain the professional services of a Security Systems Provider to develop and subsequently provide security enhancements and support for our various facilities.

The Town of Scarborough is soliciting Statements of Qualifications from qualified security systems companies interested in providing design and installation services for the Town of Scarborough's Town Hall (floor plans are located in Appendix A of this document) and other additional facilities. Qualified vendors with relevant experience are encouraged to submit. The purpose of the process is to identify the most qualified respondents. Following analysis of the responses to this Request for Information, vendors may be invited for formal discussions conducted by an evaluation committee with one or more vendors being selected for a subsequent financial proposal and contract negotiation. The vendor ultimately awarded a contract by the Town will provide aforementioned services as directed by the Town of Scarborough.

The Town of Scarborough is focusing on enhancing security at its Town Hall location. Additional Town facilities may be added in the future as the need arises and funds become available. Potential sites include the Department of Public Works' Facility, and the Town's Storage Facility both located on Washington Avenue, and other areas throughout Town. All contract awards for any of these sites will be contingent upon budgeted funds and satisfactory performance by the vendor awarded an initial contract.

The selected vendor will be responsible for design, engineering and installation including cabling and electrical work in Town Hall or any Town owned or leased facilities that may be added in the future. The selected vendor will also be responsible for providing warranty support and maintenance for a period of at least one year. The proposed solution will include recommendations for camera hardware, computer hardware and software and other related devices. The Town will provide network connectivity via one of the following options to be determined with input from the selected vendor:

1. Network Connectivity via the Scarborough School Department's dedicated security network to which the current Town Hall Access Control system is connected. This option will require any hardware and software proposed by the selected vendor to interact with existing solutions currently in place.
2. Network Connectivity via a new dedicated security network to be housed at the Town of Scarborough's Central Public Safety Building located at 246 US Route One. The Town Hall Facility located at 259 US Route One is connected to the Public Safety Building via fiber optic line. It will be required that the proposed solution by the selected vendor interact with the existing Access Control System at the Town Hall facility and any other existing solutions in existence at other facilities.

## II. PROJECT GOALS

In an effort to evaluate a vendor's qualifications, and ideas the Town of Scarborough has assembled a preliminary set of goals and objectives for a security system which would be implemented at our Town Hall facility (for informational purposes, floor plans for the Town Hall facility are located in Appendix A). The purpose of this is to gain professional insight from vendors as well as give a basis for the Town to evaluate a vendor's qualifications and gain ideas relative to a vendor's responses. Upon selection of a vendor(s) for formal discussions, the Town reserves the right to reevaluate these goals based on such recommendations.

1. The Town desires a turn key solution that includes all of the necessary hardware (desktop computers excluded), software and professional services including installation and post implementation maintenance and support for a period of greater than or equal to one year, to support all of the general system and functional requirements.
2. Solutions should include fixed-based cameras or other solutions as prescribed by the vendor, and include software that allows the end user to view live and recorded video.
3. The solution should include color cameras that have the capability of automatically changing to monochrome mode for enhanced night vision when built in sensors detects low light levels.
4. The solution should include cameras that are capable of motion detection or software that is capable of motion detection while monitoring live video from cameras and during playback.
5. The solution should include software that has built in security functionality to control user account access by camera by user, and an audit trail documenting user information for video retrieved from the system, all video monitored and system access information.
6. The solution should include a database developed in a Microsoft compatible environment that stores all activity logs and audit trail information.
7. The selected vendor will have in possession all necessary certifications and permits to perform any work related to this project.
8. The selected vendor must be able to perform all electrical work and all cabling work associated with hardware installation. The use of subcontractors is permitted, but it is the sole responsibility of the vendor to oversee and manage the work of the subcontractors. If subcontractors are used, the vendor remains the single point of contract responsible for all work. Town staff will provide information about electrical system capacity at any of its locations.
9. The selected vendor will be responsible for all engineering associated with camera location, storage design and system architecture.
10. The proposed solution should support a variety of interfaces, including but not limited to CCTV/DVR, badge system, biometrics and fire alarm panels and comply with all uniform building and fire codes.
11. All devices proposed as part of a solution, including cameras, should have the ability to provide notification of equipment failure (alarm). The alarm should notify an operator and/or system administrator via an SMTP message and a visual alert on the system software console.
12. The proposed solution should include hardware and software for online storage of a minimum of 30 days' volume of video for all cameras at a rate of 15 frames per second and a minimum of 2 CIF resolution.

## GENERAL SYSTEM AND FUNCTIONAL REQUIREMENTS

## **CAMERAS**

1. The vendor shall be responsible for proposing cameras to be installed pursuant to the operation and floor plans as depicted in Appendix A.
2. The vendor shall propose a solution which uses fixed cameras to meet the requirements above or alternate solution as the vendor sees fit.
3. All cameras must display video in color and offer monochrome night vision that is automatically activated by built in sensors that detect lighting levels.
4. Any cameras used for outdoor applications must be able to operate in Maine's various seasons while maintaining weatherproof ability.

## **CAMERA SOFTWARE**

1. The software should provide a logical map of cameras and associated equipment locations.
2. Cameras should be selectable for display on the system software console installed on a standard non-proprietary Town-owned desktop computer by selecting the camera from a listing of cameras that includes a description of the camera's location and position.
3. If non-fixed cameras are proposed, the software should support preset pan, tilt and zoom locations that are selectable on the system software console.
4. The software should support viewing cameras based on programmable sequencing by time of day and scheduled duration.
5. The software should offer search and playback capabilities as well as the capability of searching each camera individually or multiple cameras by date and time that are accessible based on the end user's permissions. It is preferred that the software playback support the ability to synchronize the playback of multiple cameras.
6. The vendor will state the number of user accounts the software can support. Each account must be configurable for camera access, control and management.
7. The vendor will state how many cameras the user definable views the console allows based on what is proposed as well as future capabilities in the event cameras are added.
8. The software should provide an audit trail of all system access and identify what files and videos were viewed or accessed and by which user.
9. The software should offer definable levels of system access including, but not limited to, specific cameras for specific users.
10. Video must be able to be exported into a Microsoft Windows Media Player compatible format, or, if the vendor offers a proprietary format only, a player that does not require installation of any files on a standard non-proprietary desktop computer must be provided with no licensing requirements or limitations.
11. The proposed solution should have the ability for the software to detect motion and activate and log an alarm in the system's database upon detection of motion.
12. The proposed solution should provide the ability to configure the frame rate and resolution on a camera-by-camera basis.
13. The proposed solution should provide pre-configured yet changeable frame rates upon detection of motion, with a pre-event buffer.

## **VIDEO STORAGE**

1. The system should include a centralized network based digital storage solution.
2. The storage solution should support a minimum of 30 days of motion based recording for all cameras at a rate selectable up to 15 frames per second, and greater than or equal to 2 CIF resolution.
3. The system must support the ability to purge video when storage capacity dictates such.

**CABLING**

1. Installation of cabling may require cabling runs of varying length using existing cable pathways.
2. Plenum rated cable shall be used if and when required.
3. All cable runs shall be neat and professional and to the extent possible, hidden from public view. The Information Systems Department must approve of all cabling pathways and installation.

**PANIC BUTTONS**

1. The Town would like Panic alarms in areas dealing in cash that include latching push buttons installed at each of the work stations. These panic buttons should integrate with the software offered and afford a secure, direct connection with the Town's Public Safety Building at 246 US Route One. The Town Hall Facility and the Public Safety Building are connected via fiber.

### III. SCHEDULE

It is envisioned that this development and design process will take on various phases throughout its implementation. The selected vendor will need to assist in identifying phases of work that can be accomplished within the identified funding, and how they will be supported in the schedule.

### IV. PROPOSAL COMPONENTS

A master copy (so marked) and four (4) copies of each component must be included with the submission. The Qualifications and Technical components should be delivered as one package.

#### A. Qualifications

The Qualifications Package will illustrate the Vendor's ability to accomplish the goals of the project. Interested vendors must provide the information for each category below, in the order as outlined.

1. **Vendor's overall experience in assisting agencies and owners in developing and working through design, implementation, and support of solutions for a facility.**
2. **Vendor's overall experience with similar limited scope or cost limited projects.** This should demonstrate the vendor's ability to design a solution for similar facilities within budget sensitive conditions. The Vendor should include specific examples of the types and sizes of projects accomplished / involved in within the last five years.
3. **Vendor's staff qualifications.** The vendor shall provide information on design, implementation/installation, and support staff qualifications/experience; additionally information should be provided on a vendor's policies regarding training and continuing education that help to maintain staff proficiency.
4. **Vendor's ability to complete work on time with a high level of quality control.** Discussion of the vendor's commitment to meeting timelines and budget constraints while maintaining a high level of quality control.
5. **Vendor's use of technology.** This should include the vendor's ability to use technology in proposing solutions, including current, active use of or access/availability to innovative technology, services and equipment.

***All supplementary and supporting information above and beyond what is required must be put in an appendix at the end of the Qualification Portion.***

## **B. Technical Proposal**

The Technical Proposal will illustrate the Vendor's understanding of the project goals identified in Section II and the vendor's approach to such work. It will be in this section that a vendor is asked to evaluate our goals, and propose varying ways to approach them. Technical Proposals must include the following components:

- 1. Title Page** – Should include the RFI subject and number, the vendor's name, address, email and telephone number of the contact person and the date of the submittal.
- 2. Executive Summary** - Should include an overview of the company and the highlights of the areas addressed in the proposal.
- 3. Project Scope** - Outline the consultants understanding of the project goals, and any suggestions to modify or improve such.
- 4. Overall Approach** - Define in detail the vendor's approach in completing a successful implementation as well identifying problem solving methods, follow-up, and support of solution and products installed.

## **V. Submittal Evaluation**

- a. Submittal review by the Town selection committee.
- b. Vendor selection will be based on the following criteria:
  1. Vendor's overall experience in assisting in design and construction of similar limited scope and cost limited projects and complete on time with high level of quality control.
  2. Technical Proposal – Overall Approach, cost saving measures, ability to provide specialized services etc.
  3. Consultant's staff qualifications.
  4. Formal discussions - The selection committee reserves the right to require formal discussions with any company who submits in an effort to better understand a vendor's unique approach to the project. The discussions will be used as part of the final selection.

**VI. General Provisions**

- a. A completed qualifications package must be received by 3:00 p.m. on Friday, May 30, 2008 at:

**RFI 122008/ Information and Qualifications Request from Security  
System Providers  
Attn: Keith L. Matherne  
PO Box 360  
259 US Route One  
Scarborough, ME 04070-0360**

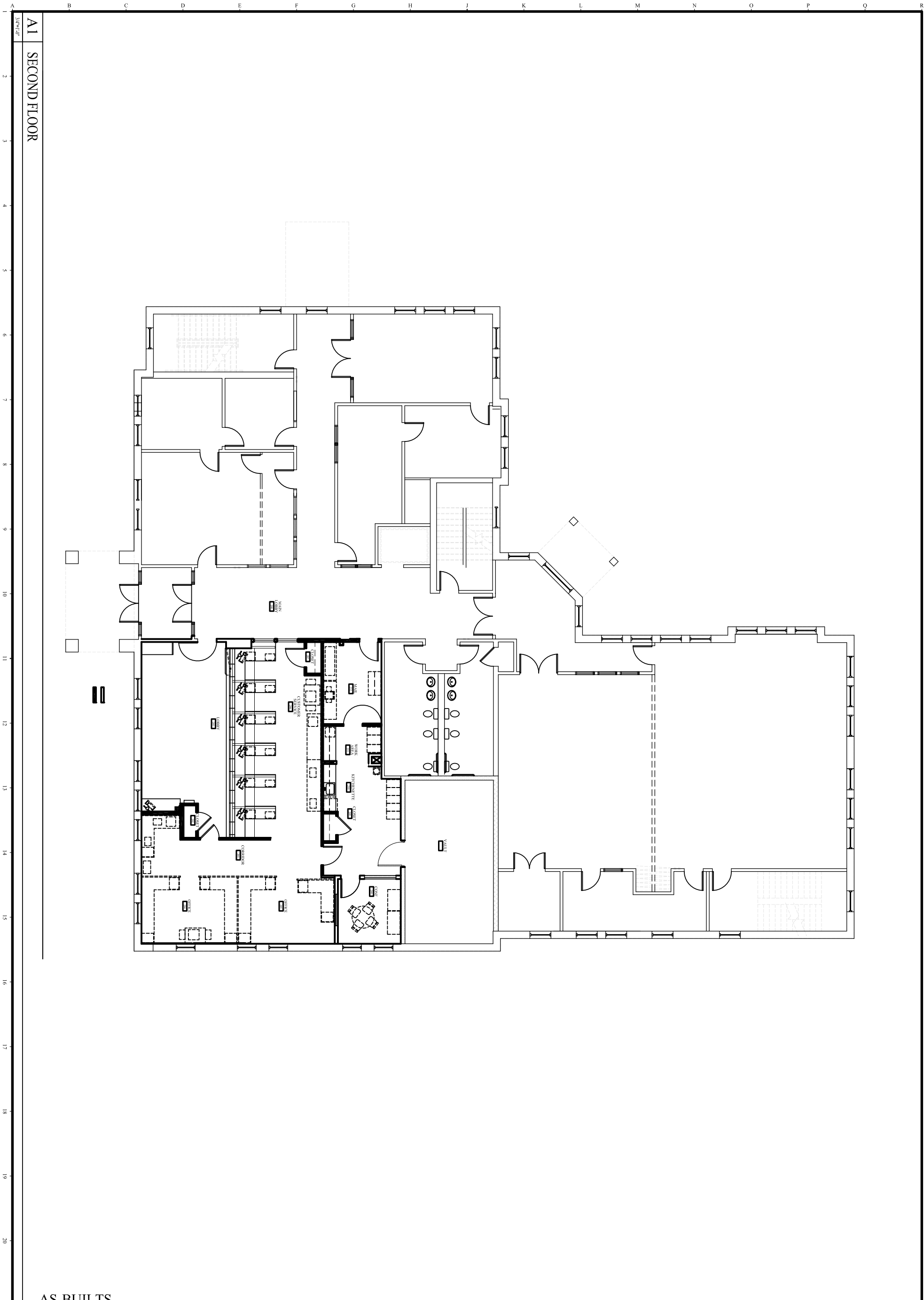
**Proposals delivered after the deadline, or delivered to somewhere other than the above address will not be considered.**

**The Town of Scarborough shall not be responsible for any costs incurred in preparing or submitting the requested information.**

- b. The Town will require general liability insurance to protect the Town in the event of design or other problems and liabilities associated with the project.
- c. The Town reserves the right to accept or reject any or all submittals, to negotiate (price and scope of project) after selection, and waive any or all formalities with the firm selected by the Town when it is deemed in the best interest of the Town.
- d. For more information please contact Keith Matherne, Purchasing Agent at 207-730-4089 or email at [kmathern@ci.scarborough.me.us](mailto:kmathern@ci.scarborough.me.us); the preferred method is via email.

**NOTE: APPENDIX A WILL FOLLOW THIS PAGE**

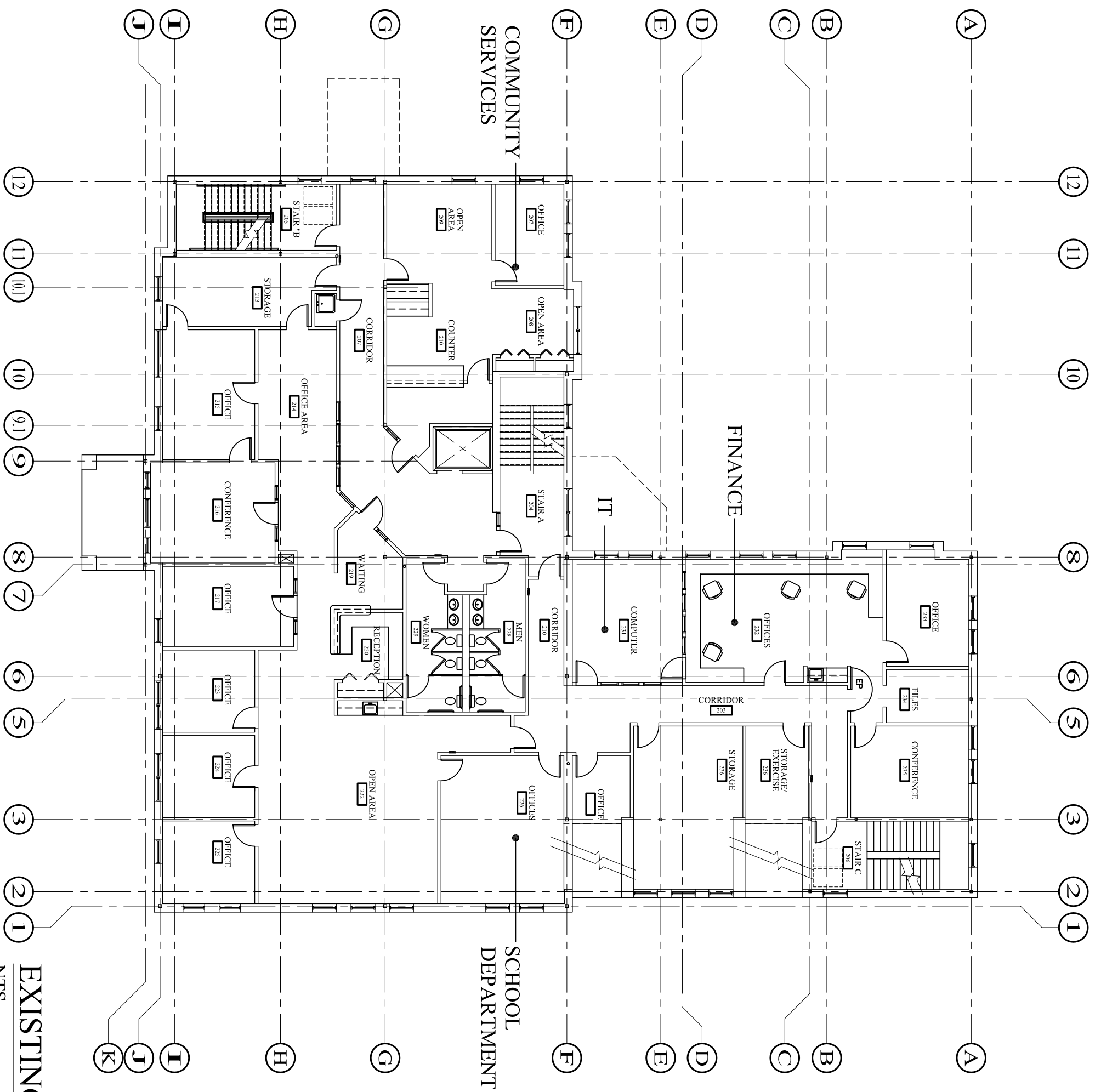




A1 SECOND FLOOR

AS-BUILTS

 <p><b>A100</b></p>	<p>PARTIAL SECOND FLOOR PLAN AND DOOR SCHEDULE WALL TYPES</p>	<p>SHEET TITLE</p>	<p>DATE: 01.22.08</p> <p>PROJECT#: 01006</p> <p>DRAWN BY: KW</p> <p>CHECKED BY:</p> <p>DRAWING SCALE: 1/4"=1'-0"</p>	<p>REVISIONS</p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>02/28/08</td> <td>ISSUED FOR BID</td> </tr> <tr> <td>2</td> <td>03/25/08</td> <td>DESIGN DEVELOPMENT</td> </tr> <tr> <td>3</td> <td>04/28/08</td> <td>AS BUILT DRAWINGS</td> </tr> </table>	NO.	DATE	DESCRIPTION	1	02/28/08	ISSUED FOR BID	2	03/25/08	DESIGN DEVELOPMENT	3	04/28/08	AS BUILT DRAWINGS	<p><i>Scarborough Town Hall</i></p> <p>259 U.S. Route One</p>	 <p><b>GAWRON TURGEON ARCHITECTS</b></p> <p>29 Black Point Road Scarborough, ME 04074 TEL 207.883.6307 FAX 207.883.0361</p>	
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<p><b>A100</b></p>																			



**EXISTING THIRD LEVEL PLAN**  
NTS



**GAWRON  
TURGEON  
ARCHITECTS**  
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Scarborough, ME 04074  
www.gawronturgeon.com  
Tel. 207 . 883 . 6307  
Fax. 207 . 883 . 0361

REVISIONS	
#	DESCRIPTION

DATE:	JUNE 2006
PROJECT #:	010706
DRAWN BY:	KW
CHECKED BY:	SG
DRAWING SCALE:	NTS

SHEET TITLE  
EXISTING  
SECOND LEVEL

A300

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