

**Cities of Bunker Hill Village, Piney Point Village  
and Hunters Creek Village**

**REQUEST FOR QUALIFICATIONS (RFQ)  
"SMART CITIES" VIRTUAL GATE INITIATIVE**

**I. DEFINITIONS.**

*Contract* means the Contract included with this RFQ.

*Project* means **"Smart Cities" Virtual Gate Initiative (VGI)**

*Respondent* means the person or entity that submits a Submittal in response to this RFQ.

*Submittal* means the documents required to be submitted under Section II (a).

*City Administrator's Office* means the City Administrator designated by the Cities who will accept the Proposals

*City Finance Office* means the Finance Director designated by the Cities who will accept, process approvals and pay invoices; reconcile project; and bill the other Cities.

*Cities Administration Team* means the 3 Cities' Administrators, the Memorial Villages Police Chief and the Assistant Chief

*Evaluation Team* means the Committee organized by the 3 Cities consisting of two representatives per City

**II. SUBMITTAL. Documents must be submitted as follows:**

- (a) At least one (1) original and five (5) copies of the following documents must be submitted:
  - (1) Qualification Statement;
  - (2) Respondent Information Form;
  - (3) Respondent Customer/Client References Form; and
  - (4) Conflict of Interest Questionnaire.
- (b) The Submittal must be completed in ink or be typewritten.
- (c) The Respondent Customer/Client References Form must include three references for which the Respondent has performed like services. The references must include the name of the business, a contact person, and telephone number and mailing address.
- (d) The Submittal must be submitted in a sealed envelope or container that is marked on the outside of the envelope or container with the Name of the Project shown above, the Respondent's name and mailing address, and the date of the submittal deadline.
- (e) The Submittal may be hand-delivered to the City Administrator's Office, City of Piney Point Village, 7676 Woodway Drive, Suite 300 or mailed to the City Administrator's Office. **FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.**

- (f) Submittals must be received on or before **10:00 a.m. on November 14, 2016**. Submittals received after the submittal date and time will not be considered.

### **III. ADDITIONAL INSTRUCTIONS AND INFORMATION.**

- (a) If a Respondent finds a discrepancy in or omission from, or has a question about the meaning of, this RFQ or other related document, the Respondent should immediately notify the City Administrator's Office at the E-mail address listed below. Questions regarding this RFQ must be received by the City Administrator's Office on or before 3:00 p.m. on November 8, 2016. After the City Administrator's Office has been notified of a discrepancy or omission, or has been asked a question, the City Administrator's Office will post an amendment for all Respondents to view.
- (b) A Respondent may withdraw a Submittal by giving the City Administrator's Office written notice of the withdrawal before the submittal deadline. If a Respondent submits written notice of the withdrawal after the submittal deadline, a Respondent must receive the Cities' written consent to withdraw a Submittal.
- (c) Submittals received in response to this RFQ will be reviewed and evaluated by Cities.
- (d) THE SELECTED RESPONDENT WILL BE REQUIRED TO ENTER INTO A JOINT CONTRACT AND PROVIDE AND MAINTAIN THE MINIMUM INSURANCE COVERAGES REQUIRED UNDER THE CONTRACT.**
- (e) Additional documents, amendments, and addendums relating to this RFQ are available at the Cities Administrator's Office on the Cities' websites.
- (f) If you have any questions, please contact:

Roger Nelson  
City Administrator  
[cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)

### **IV. MANDATORY CONTRACT PROVISIONS**

The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village are soliciting proposals for professional services in compliance with Chapter 2254 of the Texas Government Code. Since the Cities must comply with certain State laws and Cities policies, the Cities use a Standard Form of Agreement that incorporates require contract provisions that cannot be modified. Submitting a written proposal in response to the Cities' solicitation is your offer to enter into the Cities' Standard Form of Agreement without modification of the required contract provisions.

**(a). Payment.** The Cities' payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code.

**(b). Liability and Indemnity.** Any provision of the Contract is void and unenforceable if it: (1) limits or releases either party from liability that would exist by law in the absence of

the provision; (2) creates liability for either party that would not exist by law in the absence of the provision; or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution).

**(c). Confidentiality.** Any provision in the Contract that attempts to prevent the Cities' disclosure of information subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. *Chapter 552, Texas Government Code*

**(d). Contractual Limitations Period.** Any provision of the Contract that establishes a limitations period that does not run against the Cities by law or that is shorter than two years is void. (Sections 16.061 and 16.070 of the Texas Civil Practice and Remedies Code)

**(e). Governing Law and Venue.** Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Harris County, Texas.

## V. STATEMENT OF WORK.

### Introduction

The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village, referred herein as "Cities," are seeking a qualified vendor to assist in identifying the most efficient and effective technology to prevent or reduce crime throughout the three Cities area using a "Smart Cities" VGI which should include license plate recognition, video capture, and other applications. The proposed request should plan for the design of an area-wide system with a phased implementation strategy.

The scope of work consists of a Preliminary Engineering Report which includes but is not limited to an outline of goals, objectives, policies, a jurisdictional framework, costs and phasing opportunities for an integrated technology and security network for the MVPD jurisdictional area as a whole with phasing opportunities for full implementation.

### Background

Private video systems. The police department has formed partnerships with entities to access their video systems to aide in the investigation of criminal incidents. Police personnel are able to remotely access video from the police station and patrol cars. More systems are anticipated throughout the three Cities.

### Project Objective

The Cities are looking for alternatives to create a scalable "Smart Cities" VGI to monitor major thoroughfares and entrance and exit points to the cities. The system should interface with other systems already used in the Cities and the MVPD.

Design factors shall include, but not be limited to, wired or wireless communications links, streaming video or recorded video, license plate recognition systems, utility powered or

solar powered equipment, lighting requirements, fixed permanent versus portable temporary mounting, and searchable stored video.

### **Scope of Service**

The goal of this project is to 1) to develop the level of service, goals, objectives, and policies for a "Smart Cities" VGI, 2) to produce an overall plan including the locations and equipment, including both hardware and software operating systems, which will be needed to provide coverage throughout the Cities, 3) to provide an estimated budget for full implementation and a phased approach, and 4) ability to develop an RFP which can be released for bid should the cities move forward with implementation.

A firm will be selected to conduct a scoping plan as outlined in the goal, and to develop an RFP for the implementation of a scalable Cities wide "Smart Cities" VGI. **The selected consultant will not be permitted to bid on the implementation portion of the Project.**

The project will include assessing and recording digital imagery in areas within the Cities having high vehicular traffic counts. The locations need to be assessed for practicability, scoring at least 90% probability that all vehicles traveling on these thoroughfares within the Cities be captured by License Plate Recognition Technology and Video Technology. The minimum video requirements include, but are not limited to, the following:

- LPR resolution shall display license plate and vehicle make, model
- LPR storage should be capable of remote or centralized storage for 30 days
- LPR data should be searchable by date, time, vehicle color/make/model & LP
- LPR data can be exported as separate evidentiary files

The scope and plan will define what equipment is needed for an area-wide system, including, but not limited to:

- Lighting requirements
- Architecture to interface with the Cities' existing systems; e.g., video, dispatch
- Communications links; wired and wireless
- Power; utility powered and solar powered
- Motion detection versus continuous recording
- Day/night imagery

These criteria will be refined as part of the RFP development process with the selected contractor.

### **Response Requirements**

- Provide a brief description of the company.
- Provide a description of its experience in providing similar proposed systems in the last 3 years.
- Provide evidence of financial stability with an annual report, 10K, or audited financial statement.
- Detail the equipment recommended by the manufacturers for similar projects.
- Provide at least three reference customers with public sector systems similar to the one proposed to include:

- Contact Name
- Contact Title
- Address
- Telephone
- E-Mail
- Project Name
- Engagement Dates
- Brief Description of System Implemented
- Project Size in Cameras, Software or Equipment Licenses
- Coverage in square miles
- Describe the firm's involvement with this project.

### **Evaluation Criteria**

The evaluation criteria used to determine the successful consultant will be as follows:

- |   |
|---|
| <ul style="list-style-type: none"><li>● Experience with similar projects</li><li>● Project Approach</li><li>● References</li><li>● Disclosure &amp; Financial Statement</li></ul> |
|---|

### **The Submittal**

In order to be considered, firms must comply with the following submittal requirements; failure to do so may result in disqualification from consideration. Interested firms will submit one (1) original and five (5) copies of their Submittal on or before 10:00 a.m. November 14, 2016. Font size should be at least 12-point. Please limit number of pages to a maximum of 15 pages (front and back) excluding resumes, appendices, and cover letter.

#### Mail Delivery:

City Administrator's Office (Re: Cities "Smart Cities" Virtual Gate Initiative)  
City of Piney Point Village  
7676 Woodway Drive, Suite 300  
Houston, Texas 77063

#### Physical Delivery:

City Administrator's Office (Re: Cities "Smart Cities" Virtual Gate Initiative)  
City of Piney Point Village  
7676 Woodway Drive, Suite 300  
Houston, Texas 77063

Questions regarding this RFQ must be submitted via e-mail no later than 3:00 p.m., November 8, 2016. The City Administrator contact is Roger Nelson at: [cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)

Except for the submission of written questions or in response to requests/inquiries from the City Secretary, **firms shall not contact members of the Cities Administration Team; Evaluation Team; Cities' Councils, Boards, Commissioners, or Committees; Memorial Villages Police Department; or other Cities' staff with respect to this RFO or the selection process.**

Contact with any personnel of the Cities other than Roger Nelson, City Administrator, City of Piney Point Village, [cityadmin@pineypt.org](mailto:cityadmin@pineypt.org) regarding this Request for Qualification may be grounds for elimination from the selection process.

## **Content of Response**

The Consultant's response shall contain the following information:

1. An overall introduction, including a statement of the Consultant's understanding of the project.
2. A description stating the understanding of the work to be done, the commitment to perform the work within the time period, and a statement why the firm believes it to be the best qualified to perform the engagement.

An individual authorized to negotiate for the Consultant shall sign the response. It must include the name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company, and also who may be contacted during the period of submittal evaluation.

3. Identify the principal supervisory and management staff and their location, including partners, managers, other supervisors and specialists, who would be assigned to the project. Indicate whether each such person is registered or licensed to practice in Texas. Include an organizational chart of the project team and who will perform the work on all elements of this project. Include the specific staff members of any sub-consulting firms that will be assigned to this project.

Responses shall also include the following statement. "(Respondent) ensures that listed project manager shall be the project manager on the project and shall not be replaced without the written consent of the Cities."

Consultants and firm specialists mentioned in response to this request for qualifications can be changed only with the express prior written permission of the Cities, which retains the right to approve or reject replacements.

Other project personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

4. Consultant shall provide a brief description of similar projects completed in the last three years with the following information: Client name, phone number, date of service provided.

5. For the firm's office that will be assigned responsibility for the project, list the most significant projects (maximum five) performed in the last three years that are similar to the engagement described in this RFQ.
6. The response should identify and describe any anticipated potential project problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Cities.
7. The Submittal shall be precise and specific to this project.

## **Evaluation Process and Project Schedule**

The Cities reserve the right to reject any and all submittals to waive any and all formalities and to accept the one deemed most advantageous to the Cities. Submittals received after the deadline will be returned unopened. An Administration Team Cities staff will review response material and summarize the submittals for the Evaluation Team. The Evaluation Team will review and score the submittals. Firms with the highest ranked submittals will be invited to make formal presentations of their qualifications at the direction of the Evaluation Team.

The Cities reserve the right to determine which qualifications best serves the organization and its customers. While the selection of a Consultant is anticipated, it is not guaranteed.

### **A. Review of Submittals**

The Evaluation Committee will use a point formula during the review process to score submittals.

The Cities reserve the right to retain all submittals submitted and use any idea in a submittal regardless of whether that submittal is selected.

### **B. Evaluation Criteria**

The following represent the criteria that will be considered during the evaluation process.

The RFQ's will be evaluated using a point system (100) on the following categories. The firms with the highest total score will be recommended for contract negotiations for each project. The following items are requested to be placed in order to allow easier review:

#### **A. *Firm - Responsiveness to the Request for Qualifications***

1. Background of the firms
2. Quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
3. Availability and dedication to the Cities' project
4. Clarity and brevity of the response and requested information included and thoroughness of response to the requirements

***Project Approach***

5. Qualifications of key personnel adequate for requirement (resumes can be placed within an appendix – no page limit)
6. Understanding of the project
7. Creativity and thoroughness of proposed approach and/or methodology to providing services

***References***

8. References to include firm's client contact person, address, e-mail and phone number. A minimum of three (3) references shall be provided (1 page maximum).
9. The firm's past experience and performance on comparable government projects.
10. Verifiable relevant experience on this type of project
11. List of last 5 applicable projects and client contact information.

***B. Disclosure & Financial Statement (0 points, mandatory firm will be rejected if not included)***

1. Must include statement of conflict of interest (Conflict of Interest Questionnaire), and completed debarment form
2. Provide audited financial for the past two years.

It is understood that the Cities reserves the right to accept or reject any and/or all responses to this RFQ as it shall deem to be in the best interest of the Cities .

All responses submitted become the property of the Cities and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by firm as such. All confidential information should be specifically and conspicuously marked as such in red. The Cities will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

**REQUIRED FORMS**  
**RFQ NO. 2013-17**

<b>SCHEDULE of KEY EVENTS</b>		
<b>NO.</b>	<b>ACTIVITY</b>	<b>DATE -- TIME</b>
1	RFQ Advertised	November 2, 2016 - November 14, 2016
2	Questions Deadline	November 8, 2016
3	Questions Answered	No later than November 11 @ 3:00 pm
4	Submittals Due	On or Before November 14 @10:00 am
5	Interviews for Short List Firms	To be determined the week of December 12, 2016

**B I D C H E C K L I S T**

CHECK OFF EACH OF THE FOLLOWING AS THE NECESSARY ACTION IS COMPLETED:

- 1. THE SUBMITTAL HAS BEEN SIGNED AND DATED.
- 2. ADDENDUM (IF ANY) HAS BEEN SIGNED AND INCLUDED.
- 3. REFERENCES AND CIQ FORM COMPLETED
- 4. THE CORRECT NUMBER OF SUBMITTAL COPIES ENCLOSED
- 5. THE MAILING ENVELOPE HAS BEEN ADDRESSED TO:

THE CITY ADMINISTRATOR'S OFFICE,  
7676 Woodway Drive, Suite 300  
Houston, Texas 77063

- 6. THE MAILING ENVELOPE HAS BEEN SEALED AND MARKED WITH:  
COMPANY NAME, ADDRESS, BID NUMBER, TITLE, AND DUE DATE

**RESPONDENT CUSTOMER / CLIENT REFERENCES FORM**

1. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

2. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

## **REQUIREMENTS FOR ALL INSURANCE DOCUMENTS**

The Contractor shall comply with each and every condition contained herein. The Contractor shall provide and maintain the minimum insurance coverage set forth below during the term of its agreement with the Cities. Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The Cities of Bunker Hill, Hunters Creek and Piney Point Villages accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

### **INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT**

With reference to the foregoing insurance requirements, Contractor shall specifically endorse applicable insurance policies as follows:

- A. The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village shall be named as an additional insured with respect to General Liability and Automobile Liability on a separate endorsement
- B. A waiver of subrogation in favor of The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village shall be contained in the Workers Compensation and all liability policies and must be provided on a separate endorsement.
- C. All insurance policies shall be endorsed to the effect that The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village will receive at least thirty (30) days' written notice prior to cancellation or non-renewal of the insurance.
- D. All insurance policies, which name The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
- E. Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.
- F. All insurance policies shall be endorsed to require the insurer to immediately notify The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village of any material change in the insurance coverage.
- G. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
- H. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- I. Contractor may maintain reasonable and customary deductibles, subject to approval by The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village.
- J. Insurance must be purchased from insurers having a minimum AmBest rating of B+.
- K. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2010/05) Coverage must be written on an occurrence form.
- L. Contractual Liability must be maintained covering the Contractors obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.
- M. Upon request, Contractor shall furnish The Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village with certified copies of all insurance policies.
- N. A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village within ten (10) business days after contract award and prior to starting any work by the successful contractor's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the Cities of Bunker Hill Village, Piney Point

Village and Hunters Creek Village, all required endorsements identified in sections A, B, C and D, above shall be sent to the Cities of Bunker Hill Village, Piney Point Village and Hunters Creek Village. The certificate of insurance and endorsements shall be sent to:

City Administrator's Office  
City of Piney Point Village  
7676 Woodway Drive, Suite 300  
Houston, Texas 77063