



RFP 2019-100

Security and Access Control Services

Capital Area Transportation Authority

4615 Tranter Street
Lansing, MI 48910
Phone: 517-394-1100

Capital Area Transportation Authority
Request for Qualifications
Security and Access Control Services

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A. Scope

Capital Area Transportation Authority (CATA) is requesting sealed responses to a Request for Qualifications to provide security and access control services. Over time, a number of different vendors have added to or upgraded the existing security system and access controls across the campus of CATA. The preference is to have a 5-year agreement in place with one vendor to provide all the necessary expansions and upgrades such that consistency can be maintained across the organization. The scope of this procurement covers all properties currently owned by CATA, as well as any properties that will become owned during the time constraints of this agreement.

The duration of this agreement is for five years from the date of award with the option to extend the duration for an additional five years in one-year increments.

Sealed proposals will be received until 2:00 p.m. local time on March 8, 2019. Sealed proposals must be delivered prior to this time to Seth Horton, Progressive AE, 1811 4 Mile Road NE, Grand Rapids, MI 49525. hortons@progressiveae.com No late responses will be accepted. No faxed responses will be accepted. Electronically submitted responses will be accepted. The envelope (or file) or package must be clearly marked with the following:

Sealed Proposal for Security and Access Control Services

Submitted by: _____

Address: _____

Contact Name: _____

Contact Phone: _____

This project will be funded by a grant from the Federal Transit Administration and the Michigan Department of Transportation through CATA and will be subject to various federal and state laws, regulations, and contract provisions. Respondents are required to review the entire Request for Proposal and verify they can meet all of these requirements. See Appendix A for a copy of the requirements associated with this project. Full copies of the Request for Proposal can be picked up during normal business hours at CATA's website (www.cata.org) or Progressive AE, 1811 4 Mile Road NE, Grand Rapids, MI 49525.

This is a prevailing wage project. See Appendix B for the most recent posted rates.

B. Time Table

Advertisement beginsFebruary 18, 2019
Responses Due.....Friday, March 8, 2019 at 2:00 pm, local time
Questions due.....March 1, 2019 at 5:00 pm, local time
Proposal Award.....Anticipated May 2019

C. Bidding

All forms must be correctly filled out prior to submitting the proposal. Including, but not limited to DBE Participation, Buy America Certificate, Debarment, and Lobbying. Use the proposal form included in this Request for Proposal.

D. Payment and Contract Terms

Payment Terms

Monthly payments will be made during the course of the project, with pay requests sent to the Architect using AIA Pay Applications.

Federal Contractual Requirements

See Appendix A for the Federal Contractual required forms.

Right to Reject Proposals

CATA reserves the right to reject any or all proposals and re-solicit or cancel the procurement for any reason.

E. Requirements

All proposals shall completely address the items listed under evaluation criteria. CATA will be selecting the most qualified organization that provides the best value. The current system includes security cameras and access control at three facilities: CATA Administrative Building (4615 Tranter Street, Lansing), The CATA Transportation Center (CTC) (420 South Grand Avenue, Lansing) and the Capital Area Multimodal Gateway (1240 S. Harrison Road, East Lansing). At each of the facilities owned by CATA, the intent is to use existing systems in place and add to or replace where appropriate to increase safety and security. Specific tasks will be outlined below, but due to the nature of this procurement as a five-year master agreement, there will likely be other tasks required that have not been identified yet.

The successful vendor will work with CATA and consultants to perform necessary upgrades and expansions to the existing system. The work may include, but is not limited to:

1. Upgrade camera monitoring software at all locations.
2. Add cameras to the existing system (both interior and exterior) as required to achieve the desired coverage at each location.
3. Replace existing analog cameras with IP based cameras.
4. Integrate card access at each location.
5. Safety items at the Operations Center may include:
 - a. Add video intercom between the vestibule and the front desk.
 - b. Add push-button unlocking from the front desk to the main entrance.
 - c. Enclose the front desk with protective glass with a pass through.
 - d. Add a digital visitor check in system at the front desk.
 - e. Secure the main lobby/visitor waiting area.
 - f. Secure the drivers break room door including intercom and remote push button access into the dispatch area.
 - g. Secure the primary drive access to the property with parking gates, video intercom, and remote push button access.
6. Safety items at the CTC may include:
 - a. Add card access to all building exterior doors and identified interior doors.
7. Repositioning of existing cameras to obtain better perspectives with the current system.
8. Maintenance and upgrades to existing software, licenses, access controls, etc.
9. Provide recommendations for upgrades that will make the system more efficient, user friendly, or more cost effective to operate.
10. Inform CATA on latest technologies, best practices, etc.

F. References

Provide a minimum of three (3) references (maximum of five) for similar projects in this region including company name, contact name, phone number, e-mail address, and type of security camera system installed.

G. Contracting Officer

Nicole Wilson, Purchasing and Contracts Manager
CATA
4615 Tranter Street
Lansing, MI 48910
Phone: 517-394-1100

No verbal answers will be provided to questions asked during the RFQ stage. All questions must be submitted in writing no later than Friday March 1, 2019 at 5:00 PM, local time. Submit questions to Seth Horton via e-mail at hortons@progressiveae.com. Responses to questions will be sent back to all

RFP holders that CATA has knowledge of, in addition to being posted to the website (www.cata.org).

H. Evaluation Criteria

A team from CATA and Progressive AE shall evaluate all proposals using the factors listed below. The evaluation factors are listed below in the relative order of importance.

Evaluation Factors

1. Experience – The committee will evaluate the experience of the vendor with large, multi-site clients, specifically government clients.
2. Response time – The vendor should provide examples of and commitment to quick response times. In cases where CATA has worked with the vendor previously, they will also consider past performance. Where the Evaluation Committee has no experience with the proposer, the Committee will contact customers of the proposer with similar systems as indicated in the RFQ.
3. Reference – Provide a minimum of three (maximum of five) references for the evaluation committee to review.
4. Resumes – The committee shall evaluate the quality and experience of the proposed staff that will be assigned to CATA.
5. Longevity – The committee will evaluate how long the vendor has been in business.
6. Expanse of product offerings – indicate the types of manufacturers and suppliers the vendor works with.

I. Oral Presentation

1. Respondents may be required to make oral presentations of their proposals. These presentations provide an opportunity for the respondent to clarify the proposals through mutual discussion. This is not a time to simply review the contents of the proposal but to present to CATA your approach to this project and the uniqueness of the respondent's team in meeting the requirements of this RFP. Key members of the respondent's project team, including a representative from each subcontractor, must be part of the presentation. A maximum of 30 minutes will be allowed for each presentation, followed by 30 minutes for questions and answers (timing and duration to be determined by CATA). If an oral presentation is required, the vendor shall be responsible for all related costs, including travel, meals, lodging, etc.

Appendix A

Appendix B