

# **City of Olean**

## **Request for Proposals**

### **Security Camera Consultation, Securing of Equipment/Materials, Installation, Storage Capability & Maintenance**

#### **Background**

The City of Olean is a unit of local municipal government providing services to its local citizens. The City was founded in 1804 and currently employs 220 full-time equivalent individuals, which includes full time Police and Fire Departments.

Other than City-owned Gargoyle Park located in the Town of Allegany, the project area is located within the City of Olean which has a total land area of approximately 3,900 acres or just over 6 square miles. Work will be performed at 18 City-owned public parks.

#### **Project Scope:**

The City of Olean is seeking proposals from companies to guide in project design, proper camera placement, and provide the necessary equipment, including but not limited to cameras, cabling, etc. The company will also be tasked with performing the installation of the camera system in its entirety. The system should have a mechanism for cloud based storage and the ability to record. The successful proposer will need to provide the proper City personnel with training on the system. The company will also be responsible for maintenance, when necessary, throughout the useful life of the equipment. The cameras would be placed in City-owned public parks at the following locations:

1. Boardman Park, 502 North Union Street	2.08 acres
2. Bradner Stadium, 500 East State Street	11.54 acres
3. Chamberlain Park, 301 Fulton Street	< 1 acre
4. Forness Park, 300-30 Rowland Avenue	21.78 acres
740 Hoop Street	8.78 acres
5. Franchot Park, 502R South Union Street	2.08 acres
201R West Greene Street	<1 acre
411-443 South 4 <sup>th</sup> Street	1.93 acres
6. Gargoyle Park, 101 Gargoyle Road	49 acres
7. Gerringer-Haggerty Park, 211 Franklin Street	<1 acre
8. Homer Street Park, 619A Homer Street	<1 acre
9. Irving Parkway, Irving Parkway	<1 acre
10. King Street Park, 315 King Street	2.4 acres
11. Lincoln Park, 100 East State Street	1.46 acres
12. Magnano Park, 316 York Street	1.8 acres

13. Marcus Park, 304-333 North 15 <sup>th</sup> Street	3.26 acres
14. Oak Hill Park, 201 North 4 <sup>th</sup> Street	5.6 acres
15. Polo Field, 1332 River Street	<1 acre
16. Trailhead Parklet, 102 Whitney Avenue	<1 acre
17. War Veterans Park, 551 East State Street	6.36 acres
18. York/Union, York & South Union Streets	<1 acre

## **Items to be Included in Proposal**

Proposals should include:

- Scope of Work that details all of the required specifications including design and equipment.
- Experience.
- Three References similar in size and scope to the City of Olean.
- Cost Proposal.

Proposals should include design details, equipment details and placement. The installation shall be performed by the company. Wi-fi is not readily available in most of the parks; therefore, the company needs to come up with a solution for successful project implementation. Ultimately, the cameras should be able to be viewed 24 hours a day by the City of Olean Dispatchers and Police Department. There needs to be an ideal solution to include cloud-based remote data storage and recording capabilities.

This is a request for professional services to include design, placement and installation - including being the provider of equipment, trainer of equipment and maintainer, when necessary. The maintenance will extend during the expected useful life of the equipment. The City of Olean will award to the most responsible professional respondent.

**Lowest Responsive and Responsible Bidder** means a bidder on the contract whose proposal responds to the bid specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the bid or otherwise provide the bidder with a competitive advantage, and whose financial condition, experience, conduct and performance on previous contracts, facilities, and management skills, support the bidder's ability to execute the contract properly.

The **Lowest Responsive and Responsible Bidder** is not necessarily the bidder that submits the lowest bid price but is the bidder that receives the highest score during the bid evaluation process (see Scoring Criteria).

## **Scoring Criteria**

City officials involved in the project will score the responses received based upon the following factors:

- |                         |       |
|-------------------------|-------|
| ○ Project Understanding | (20%) |
| ○ Innovative Approach   | (20%) |

○ Choice of Equipment	(25%)
○ Ability to Perform Work	(20%)
○ Proof of Completion of Similar Project Size and Scope	(10%)
○ Cost	(5%)
TOTAL:	100%

The City of Olean reserves the right to reject any and all proposals, waive any defects or irregularities in the proposal process and accept the proposal that, in its sole judgment, is in the best interest of the City of Olean. The City of Olean specifically reserves the right to award this contract to the most responsible respondent.

### **Mandatory Pre-proposal Meeting**

Interested parties are required to attend a **mandatory** pre-proposal meeting that will be held on **Thursday, October 12, 2023 at 11:00 a.m.** at the Olean Municipal Building, 101 East State Street, Police Training Conference Room (located in the basement), Olean, NY 14760. Various City officials will be at the meeting to discuss the general project scope and priority locations within the parks.

### **Goals:**

The New York State Prevailing Wage Rate requirements must be followed for this work as the project is being funded entirely by City of Olean local funds. Prevailing Rate Case Number (PRC# 2023011584 - Security Camera Installation) has been assigned to the project. To access the PDF file of the schedule, use the following link by copying and pasting it into your browser: <https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1556965>

There are no Minority/Women-owned Business Enterprise or Service Disabled Veteran Owned Business goals placed on the projects; however, participation is encouraged. The City of Olean is an equal opportunity employer and provider.

### **Schedule, Submission Deadline & Submittal Instructions**

Deadline for Questions: **Friday, October 13, 2023 by 11:00 a.m.**

Questions may be submitted directly to: [dpwadmins@cityofolean.org](mailto:dpwadmins@cityofolean.org)

Responses to Questions will be published online via the following webpage:

<https://cityofolean.org/request-for-proposal/> by **11:00 a.m. on Friday, October 20, 2023**

**All responses to the proposal must be received via electronic submission to [dpwadmins@cityofolean.org](mailto:dpwadmins@cityofolean.org) with a submission deadline of Friday, October 27, 2023 by 11:00 a.m. Any proposals received after the deadline will be disqualified. Any proposal received by a company that did not attend the mandatory pre-proposal meeting will not be considered.**

Review of responses will begin immediately upon receipt. Interviews will take place the week of November 6, 2023, if necessary.

Notice of Intent to Award would then be expected to be released to the successful respondent within two weeks following the interview, and including the ultimate review and approval by the Common Council. Denial notifications will also be released during this same timeframe.

Work would then begin immediately after a fully executed contract has been accepted and signed off by the Mayor and City Attorney.