

City of Oakland

REQUEST FOR INFORMATION AND
COMMENTS (RFI/C)

OAKLAND MUSEUM
FIRE ALARM
&
SUPPRESSION SYSTEM

Released:	January 9, 2006
Responses Due:	February 15, 2006

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1. INTRODUCTION

The City of Oakland is requesting expressions of interest, information and comments (“RFI/C”) from commercial vendors, and service providers (“Respondents”) to a two-phased project regarding the Oakland Museum. Phase 1 - the estimated cost to evaluate the existing fire suppression / alarm system in the Oakland Museum and the cost to restore it to its full functionality based upon current fire and building codes. Phase 2 - is an estimated and description for installation of a state-of-the-art fire alarm/suppression system which meets fire / building code requirements and the American Association Museum Curators. A Respondent can submit a reply for Phases 1 and 2; Phase 1 – only; or Phase 2 - only.

2. PROJECT BACKGROUND

The Oakland Museum of California, opened in 1969, is one of the most architecturally interesting museums in the country, a graceful, three-tiered blend of spacious galleries, terraces, patios, sculpture gardens and ponds. The Oakland Museum is accredited by the American Association of Museums.

The Oakland Museum of California provides unique collections, exhibitions and educational opportunities designed to generate a broader and deeper understanding of and interest in California's environment, history, art and people. Museum programs are responsive, accessible and meaningful to the public, including school children, teachers, scholars, the immediate Oakland community, and an increasingly diverse California population.

Comprehensive permanent exhibits on three floors portray California's natural wonders, events, eras and people who have shaped the state, and the art that Californians have produced since artist-explorers first ventured into the Yosemite Valley. Galleries, special exhibitions, tours, educational programs and public festivals celebrate the state's far-reaching diversity. Visitors enjoy the Museum Cafe and Museum Store, with many California titles as well as gifts, children's books and educational toys, and decorative items.

The existing fire alarm system was installed in 1969. In addition, the existing fire alarm system has smoke detectors with radioactive content which will require special handling if removal is necessary. The second phase of the this request for information is in support of the City of Oakland’s goal to expand the number and type of exhibits hosted by the Oakland Museum. To achieve this goal a state-of-the-art fire alarm / suppression system will be required which can suppress a potential fire or mitigate the extent of damage resulting from a fire with the least amount of damage to the other no affected exhibit items.

3. GOALS

The City has determined that to achieve its goals the following professional services are required:

1. Physical inspection of the Oakland Museum including the existing fire alarm system
2. A written recommendation including the cost and timeframe to fully restore the existing fire alarm system based on the physical inspection
3. Written recommendation describing the cost and installation for a new state-of-the-art fire alarm / suppression system

4. POLICY STANDARDS

The City of Oakland has defined the following policy standards for this initiative.

- Respondent must provide the City with a written description of its plans to remove any components of the existing fire alarm system
 - Any components considered inoperative must be removed, replaced and/or disposed of based upon local, state and federal guidelines
- The new state-of-the-art fire alarm/suppression system must incorporate all of the fire / building codes and meet the standards of the American Association of Museum Curators

The City invites information and/or comments regarding these policy statements.

5. RFI/C SCHEDULE

The schedule for this RFI/C process is provided below. Responses must be submitted to the address of the Primary Contact, as provided in Section 6, by the time on the Submission Date indicated below.

<u>Date</u>	<u>Activity</u>
January 9, 2006	City issues RFI/C
January 26, 2006 – 10 AM	Pre-RFI/C Meeting * 150 Frank Ogawa Plaza Classroom 1 – 2 nd Floor Oakland, CA. 94612
February 2, 2006 – 5 PM	Respondent written questions due
February 10, 2006	City replies to respondent written questions
February 15, 2006 – 5 PM	Deadline for submission of responses

* Attendance to the Pre-RFI/C meeting is encouraged but is not mandatory.

All questions, requests for clarification, and requests for additional information regarding this RFI/C must be submitted in writing via email to the City's Primary Contact not later than the Respondent Questions Due Date above. Responses to such questions and information requests shall be at the City's sole discretion and nothing in this RFI/C shall create an obligation by the City to respond to the submitting party. Responses may, in the City's sole discretion, be by published addenda, and posted on the City's website.

The City reserves the right, in its sole discretion, to alter this schedule, as it deems necessary or appropriate. Notice of changes to the Pre-RFI/C Meeting date, time or location, the due date/time for Respondent submission of questions, and the date/time for Submission Date will be posted on the City's website at:

www.oaklandnet.com/government/fwawebste/informationtech/technology_rfilinks.htm.

The other dates/times listed may be changed without notice to prospective Respondents.

Responses must be sent by certified mail to the Primary Contact listed below and received before 5:00 PM on February 15, 2006.

6. PRIMARY CONTACT

The name, address, and contact information for the City's Primary Contact for this RFI/C are as follows:

City of Oakland
Finance and Management Agency
Information Technology Division
150 Frank Ogawa Plaza
Suite 7216
Oakland, California 94612

Attn: Andrew Hopkins
Project Manager
ahopkins@oaklandnet.com

No oral response by any employee, consultant or agent of the City shall be binding on the City, or shall in any way constitute a commitment by the City. If a Respondent finds any inconsistency or ambiguity in the RFI/C, the Respondent is requested to notify the City in writing by email to the Primary Contact.

7. SPECIAL PROVISIONS

The information and comments provided by Respondents will be used to determine what further steps the City will take in connection with restoring the functionality of the existing fire alarm system in the Oakland Museum; or the selection and installation of a new state-of-the-art fire alarm/suppression system. Those steps could include, but are not necessarily limited to, the issuance of a Request for Proposal, or discussions or negotiations with one or more prospective vendors or service providers that could lead to one or more contracts related to the requested services. In the event that the City elects to issue a RFP based upon the responses received to this RFI, all respondents will be required to comply with the contractual policies specified by the City's Contract Compliance department. These policies can be found at the following City website:

<http://www.oaklandnet.com/government/cmo/donspage/WebPages/NewWebPages/homep.html>

The submittal of a response to this RFI/C does not guarantee use of the information provided.

8. PUBLIC RECORDS ACT / SUNSHINE ORDINANCE

All responses to this RFI/C become the exclusive property of the City of Oakland and are subject to the California Public Records Act and the City's Sunshine Ordinance. Those elements in each submittal which are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" may be exempt from disclosure. The City shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of a Court. Respondents who indiscriminately identify all or most of their submittal as exempt from disclosure without justification may be deemed non-responsive.

In the event the City is required to defend an action on a Public Records Act or Sunshine Ordinance request for any of the contents of a submittal marked "Confidential", "Proprietary" or "Trade Secret" the Respondent agrees, upon submission of its submittal for the City's consideration, to defend and indemnify the City from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

9. RESPONSIBILITY FOR SUBMISSION COSTS

The Respondent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any material in response to this

RFI/C. The City may, in its sole discretion, ask selected Respondents to present their material in person to City's representatives at the City's offices, and the costs of such presentations shall be solely the responsibility of the Respondent. The City assumes no contractual or other obligations as a result of the issuance of this RFI/C, the preparation or submission of materials by a Respondent, the evaluation of materials, the Respondent's conducting of presentations, or the selection of any Respondent for further negotiations. There may be no claims whatsoever for reimbursement from the City or any of its consultants or agents for such costs.

10. DEFINITION OF BASIC REQUIREMENTS

Throughout this RFI/C, the City has elected to define basic requirements to facilitate accurate and complete responses, while encouraging maximum flexibility and creativity by Respondents. Therefore, the requirements below are defined at a summary level, and the Respondents are encouraged to propose (and elaborate on) a solution that best meets the City's stated goals and adheres to the City's stated policy. The City's basic requirements are:

- Physical inspection of the existing fire alarm system in the Oakland Museum
 - Removal of all inoperative components including radioactive smoke detectors based upon EPA guidelines
 - Functional restoration of the existing fire alarm system
 - Addition of all necessary components
 - Conformance to existing building / fire codes and other relevant guidelines

- Recommendation of a state-of-the-art fire alarm/suppression system, including:
 - Functional description of system features
 - Timeline to install new system
 - Warranty and maintenance terms and conditions
 - Conformance to existing building / fire codes and other relevant guidelines
 - Cost

The City invites information and comments regarding these basic requirements.

11. RFI/C RESPONSE FORMAT

Respondents, who have no commercial interest in the project and/or desire to provide comments-only to the RFI/C are requested to provide the following:

- A document summarizing the Respondent's overall response and comments to the RFI/C, including the City's stated Goals, Policy Standards, Schedule and/or Basic Requirements
- A document answering or commenting on any/all questions outlined in Section 12 of this RFI/C, as deemed appropriate by the Respondent
- Any addenda the Respondent deems appropriate and/or useful to the City

Respondents who have a commercial interest in the project (e.g. vendors, service providers) are requested to provide the following:

- One signed original and seven (7) copies of a transmittal letter which specifies which phase or phases are being addressed, on the Respondent's letterhead
- One original and seven (7) copies of an Executive Summary of the solution / approach to the specific phase or phases proposed by the Respondent
- One original and seven (7) copies of a document describing the Respondent's experience, which must be labeled on the cover with "Museum Fire Alarm System, Volume 1: Company Experience." The required contents of Volume 1 are:
 - Name, street address, mailing address if different, email address, and telephone and facsimile numbers of the Respondent
 - Year established. Identify the country and state, if applicable, in which the firm was incorporated or otherwise organized
 - A narrative description and organization chart depicting the management of the Respondent's organization and its relationship to any larger business entity
 - A description of the overall operations of the Respondent, the number and scope of other similar projects currently ongoing or set to begin in the near future

- A narrative description of Respondent's familiarity with and prior operating experience in the Bay Area that might be relevant to a museum fire alarm / suppression system
- Provide, at Respondent's option, any additional information not specifically listed above which shows any experience of the Respondent that might be relevant to a museum fire alarm / suppression system
- One original and seven (7) copies of a document describing the type of solution proposed to meet the goals defined in this RFI/C, which must be labeled on the cover with "Museum Fire Alarm System, Volume 2: Solution Overview." The required contents of Volume 2 are:
 - A detail Work-Breakdown Structure and any basic terms proposed by Respondent
 - A detail-level description of the proposed solution, along with any diagrams and technology assumptions
 - A detail-level description, if applicable, of the proposed methodology to assess the existing fire alarm system and restoration process
 - A detail-level description, if applicable, of the state-of-the-art fire alarm/suppression system proposed, including any justification for the fire alarm/suppression system selected
 - Information correlating each component of the proposed solution to the Basic Requirements defined in Section 10 of this RFI/C
- One original and seven (7) copies of a document answering the questions outlined in Section 12 of this RFI/C, which must be labeled on the cover with "Museum Fire Alarm / Suppression System, Volume 3: Answers to RFI/C Questions."
- An electronic copy of all submitted materials, on a CD ROM disk, in Microsoft Word, read-only format

All responses must be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

12. QUESTIONS TO RESPONDENTS

The City expects each Respondent to provide answers to the following questions. Respondents are encouraged to elaborate as much as possible and address any relevant issues that are not expressly stated below.

General Policy Questions

1. The Oakland Museum is committed to ensuring that its valuable artifacts are protected in the event of a fire incident. How can the City best accomplish this task?
2. How does your proposed solution/approach specifically address the City's stated Goals and Policy Standards?
3. Given the goals of the City, what business model do you believe best accomplishes this, while best protecting the City's financial interests?
4. Please describe key business terms that might be required to support your proposed solution/approach
5. Please describe any operational and maintenance terms / conditions / programs required for the City to maintain your solution,
6. To make your proposed solution/approach viable, what commitment periods would be necessary?
7. To make your proposed solution/approach viable, what adaptations, if any, would be required of the City? (e.g. Environmental, construction, mechanical, electrical, plumbing, cabling, etc.)
 - a. If so, are any of the above adaptations included in your proposal and estimated cost?

Technical Requirements Questions

1. Please describe the state-of-the-art fire alarm/suppression system proposed by your organization to meet the Basic Requirements defined in Section 10.
2. Please describe how your proposed state-of-the-art fire alarm/suppression system mitigate or eliminate the risk associated with damage resulting from a fire in a museum.