

150 Frank Ogawa Plaza  
Suite 7216  
Oakland, CA 94612  
(510) 238-2274 - VOICE  
(510) 238-2281 - FAX

October 10, 2008

To: Surveillance Camera System Contractors

Re: A Request for Proposal (RFP) for state-of-the-art surveillance camera system to be deployed in West Oakland Redevelopment Area.

The City of Oakland is requesting proposals from experienced contractors capable of providing a state-of-the-art surveillance camera system which will be deployed in a target area of West Oakland. The selected solution will be installed as a proof-of-concept and will be evaluated to determine if it can be scaled up to an enterprise solution.

The City of Oakland has recently experienced an increase in crime throughout the City and especially in the West Oakland Redevelopment Area. As a result there is increasing apprehension on the part of citizens, businesses and visitors regarding their safety in these areas. The City of Oakland is pursuing options for reducing or eliminating crime in these areas while ensuring the safety of the public and property. Several businesses in the targeted areas have invested and installed surveillance cameras but these lack clarity and are of minimum value during Oakland Police Department efforts to solve crimes committed in this area.

Prime contractors responding to the Request for Proposal (RFP) shall be experienced in the deployment of surveillance camera systems. **Proposals are due to the Contract Compliance Office, 250 Frank Ogawa Plaza, Suite 3341, Oakland, CA. 94612, no later than 2:00 PM on Friday, October 31, 2008.** Proposals should be addressed to Andrew Hopkins, Project Manager, Department of Information Technology.

The West Oakland Project Area Committee ("WOPAC") is a publicly elected organization of volunteer community representatives who live, work, own property or represent a community organization active in the West Oakland Redevelopment Project Area ("Project Area"). The WOPAC serves as an advisory body to the Oakland Redevelopment Agency on policy matters which affect the residents and businesses of the Project Area. Both WOPAC members and the general West Oakland community have long been concerned about crime and security issues in the Project Area and have actively worked to address these issues.

The West Oakland Redevelopment Project Area covers 1,565 acres in West Oakland and is approximately bounded on the north by the Oakland/Emeryville city limits and 40<sup>th</sup> Street, on the east by I-980 and Mandela and Union Streets, on the south by 18<sup>th</sup> Street and Middle Harbor Road, and on the west by Pine and Wood Streets. This project is consistent with the Redevelopment Plan and the Five Year Implementation Plan for the West Oakland Project Area. The Five Year Implementation Plan includes the specific goal of improving public safety for people living and working in the Project Area.

Interested consultants may obtain copies of the RFP from Contract Administration 250 Frank Ogawa Plaza, Suite 3341, Oakland, CA. 94612. The telephone number is (510) 238-3621. **A pre-proposal conference is scheduled for 1:00 P.M. on Thursday, October 23, 2008 250 Frank Ogawa Plaza, in the Skyline Conference Room, Third Floor, Oakland, CA.** Attendance is recommended but is not mandatory.

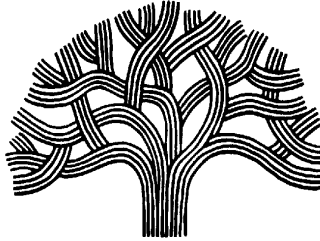
Questions regarding this RFP are to be submitted in writing and directed to Andrew Hopkins [ahopkins@oaklandnet.com](mailto:ahopkins@oaklandnet.com) or (510) 238-2281 (fax) **no later than 1:00 P.M., Thursday, October 23, 2008.** As necessary, responses to questions will be issued via an addendum. The City reserves the right to reject any and all proposals.

The City looks forward to an enthusiastic response to this request for proposal.

Sincerely,

Robert Glaze  
Chief Technology Officer  
Department of Information Technology

# CITY OF OAKLAND



## REQUEST FOR PROPOSAL PUBLIC SAFETY CAMERA PROJECT

Response Due Before  
**2:00 PM**  
**October 31, 2008**

DEPARTMENT OF INFORMATION TECHNOLOGY  
CITY OF OAKLAND  
150 FRANK H. OGAWA PLAZA – SUITE 7216  
OAKLAND, CA 94612

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## **1. INTRODUCTION**

The City of Oakland (“City”) seeks an experienced Contractor to furnish, install and connect a pilot surveillance camera system in the West Oakland Redevelopment Project Area. The information contained in this Request for Proposal (RFP) outlines the requested services, proposal submission requirements and the desired format for vendor proposals. It contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met in each proposal.

### **1.1. Project Overview**

- 1.1.1.** The City of Oakland encourages any prospective Contractor who has been certified with the City of Oakland Contract Compliance Office, or who has expressed interest in participating in the bid process, or who has responded to published solicitations to submit a bid proposal in response to this RFP. Other Contractors who believe they are capable of offering a competitive system solution may also request a copy of this RFP and will be allowed to submit a proposal in accordance with the requirements and dates set forth herein. Each prospective contractor will receive one copy of this Request for Proposal (RFP) from the City of Oakland; and prospective contractors are responsible for making additional copies as required to satisfy their needs.
- 1.1.2.** The surveillance camera system the City of Oakland seeks by this RFP (the “System”). shall consist of outdoor fixed and pan/tilt/zoom digital IP cameras interfaced to a digital video server system as specified in the RFP. The System will include the specialized cameras, camera-related hardware, the application software that operates the camera system and the application software for a license recognition system (“System Hardware”, “System Software”, “Hardware”, and “Software”, as appropriate). Each proposal must include the System Software and Hardware (e.g. cameras, encasement of the cameras, server storage and/or memory within the unit) required to fully meet or exceed the requirements outlined in this RFP. Each proposal must also include the Software necessary to monitor, interface and integrate with other systems/databases.
- 1.1.3.** . Police officers and other City personnel will use the System to view activity in the specified redevelopment area. The System video must be accessible from multiple locations; and the System surveillance camera must be capable of being extended to areas in the City of Oakland other than the redevelopment area.

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- 1.1.4.** Contractor must demonstrate that the Software, Hardware and accessories meet the requirements contained in this RFP. The camera hardware should be industry standard digital IP camera devices. The System must be capable of interfacing with other camera systems currently in place. The Contractor will be required to demonstrate how it will interface the System with other surveillance camera systems; any dependencies discovered; the work effort required to interface with other existing cameras systems, including associated costs; the level of cooperation required from the owners or manufacturers of the existing surveillance camera systems.
- 1.1.5.** Contractor should be prepared to provide references of locations where the Software it proposes is already in place and operational in an environment comparable to the City; the extent and scope of its Hardware and Software warranties and maintenance, and upgrade services the Contractor provides for its products. Contractor is to include all warranty information and service level agreements needed for on-going system maintenance and there is a quick response provision for repairs.
- 1.1.6.** Contractor must identify, define and explain any gaps between the City's technical / functional requirements and Contractor's proposed solution.

## **2. BACKGROUND**

The City of Oakland has recently experienced an increase in crime throughout the City but especially in the West Oakland Redevelopment Area. As a result there is increasing apprehension on the part of citizens, businesses and visitors regarding their safety in this area. The City of Oakland is pursuing options for reducing or eliminating crime in this area while ensuring the safety of the public and property. Several businesses in the West Oakland Redevelopment Area have invested in and installed surveillance cameras. But these cameras are not state-of-the art and lacked clarity and have been of minimum value in solving crimes.

The West Oakland Project Area Committee ("WOPAC") is a publicly elected organization of volunteer community representatives who live, work, own property or represent a community organization active in the West Oakland Redevelopment Project Area ("Project Area"). The West Oakland Redevelopment Project Area covers 1,565 acres in West Oakland and is approximately bounded on the north by the Oakland/Emeryville city limits and 40<sup>th</sup> Street, on the east by I-980 and Mandela and Union Streets, on the south by 18<sup>th</sup> Street and Middle Harbor Road, and on the west by Pine and Wood Streets.

This project is consistent with the Redevelopment Plan and the Five Year Implementation Plan for the West Oakland Project Area. The Five Year Implementation Plan includes the specific goal of improving public safety for people living and working in the Project Area. The WOPAC serves as an advisory body to the Oakland Redevelopment Agency on policy matters which affect the residents and businesses of the Project Area. Both WOPAC members and the general West Oakland community have long been concerned about crime and security issues in the Project Area and have actively worked to address these issues. The proposed project involves 3 City departments – Community and Economic Development Agency (CEDA), Oakland Police Department (OPD) and the Department of Information Technology (DIT).

### **3. REQUESTED SERVICES**

#### **3.1. Application system modification and development**

As part of the proposal, the Contractor is required to identify gaps between the City's stated requirements and existing surveillance camera technology, and to provide an explanation how such gaps will be addressed.

#### **3.2. Acceptance Testing**

Contractor will be required to show that each element of the System (e.g. cameras) fully satisfies the functional requirements and technical specifications of this RFP.

#### **3.3. Camera and License Recognition Locations**

At such time as finalist(s) are determined, specific camera and license recognition locations will be provided. To aid the City in evaluating each Proposal, each Contractor should include the total number of cameras its System will use and its recommendation as to how many cameras the City should use as license recognition cameras.

#### **3.4. Back up Power**

- 3.4.1.** The System shall have the capability to recover from restart or power loss without the aid of human intervention.
- 3.4.2.** When the System is powered, restarts or recovers from a power outage, it shall have the capability to automatically establish network connections to camera and/or camera system and resume image capture according to the server configuration as to time and frame rate for each specified camera.
- 3.4.3.** Upon the loss of normal power, the System shall have in place a UPS system that provides at least two hours of continuous operations without compromising the System's overall security..
- 3.4.4.** The monitor, recorder and other devices, including cameras, shall be operational via the System's battery backup.

#### **3.5. Cabling**

- 3.5.5.** Contractor shall provide all needed cabling required for the System's camera installation and operability , and or hardware proposes.

- 3.5.6.** Cabling specification must comply with the City Telecommunication Wiring Standard (**See Exhibit A**) and will be included by Proposer an attached documentation.

The cabling included in this proposal may be subcontracted to a separate Contractor as long as the City procedures are followed and all subcontractors are approved by the City.

- 3.5.7.** Contractor must conduct a site survey to determine what cabling exists and what cabling the Contractor will need to install.
- 3.5.8.** All cables used, both wire and fiber media, must be Underwriters Laboratories (UL) listed (type CM, CMR, CMP, and FLPR) and meet requirements for National Electric Code (NEC) Section 800 for copper media and NEC Section 770 for optical fiber, when used in communications applications.
- 3.5.9.** In any location where exposed wiring code is applicable, the Contractor will:
- 1) Route cable parallel and/or perpendicular to the pole or associated fixture,
  - 2) Support the cable from the pole or associated fixture with an independent support method using tie wraps or other approved cable supports or better.

### **3.6. Documentation**

- 3.6.1. Contractor is to provide an Administration Guide. The focus of this guide is for software administration.**

It should include the procedures and support reference information that is required to administer the product (for example, setting up users, templates, customization, etc.)

- 3.6.2. Contractor is to provide the User Guide from the viewpoint of the end-user of the product.** It should include procedures with process flows and graphic representations where appropriate, for each task the end user will need to perform with this product.

- 3.6.3. Contractor is to provide System Documentation, beyond Administration Guide, that is required for on-going system support, if applicable.** In addition, Contractor must provide information regarding system patches and version releases and defines the process required to implement patches or new system version upgrades.

- 3.6.4.** Where appropriate, **Contractor** is to provide on-line help for end-users. On-line help should be context specific and searchable. The on-line help must be easy to access, intuitive and provide useful complete instruction.

**3.7. Pan/Tilt/Zoom cameras (P/T/Z)**

**Contractor's cameras must, at a minimum, meet the following P/T/Z specifications:**

- 3.7.1.** Cameras should be digital IP.
- 3.7.2.** Motorized cameras should have a minimum of 30X optical zoom
- 3.7.3.** Motorized cameras shall have a pan angle range of 360 degrees.
- 3.7.4.** Camera shall have a tilt angle range of 100 degrees or more
- 3.7.5.** All outdoor cameras shall be Axis 212, 214, 242D+ or equivalent.
- 3.7.6.** All P/T/Z cameras shall include any needed mounting brackets
- 3.7.7.** Ruggedized: The unit shall be the Ultrak Rugged UltraDome KD6 or approved equal.
- 3.7.8.** Must have browser based P/T/Z control.
- 3.7.9.** Camera must have auto-focus built in.
- 3.7.10.** Camera must include appropriate housing for camera model and location. Cameras must include appropriate guard against flying objects or any other debris.
- 3.7.11.** All outdoor cameras must be housed in vandal-proof housing with tamper resistant screw set. If camera housing is vandalized due to improper housing, Contractor will be expected to replace the camera and/or the housing at no cost to the City.
- 3.7.12.** Camera should be mounted in a weatherproof, vandal resistant and UV resistant dome such as the Video alarm ACH13 of similar for all fixed cameras.
- 3.7.13.** Housings must include heater/blower/thermostat kit and tamper resistant screw set, or approved alternative.
- 3.7.14.** Camera should be able to patrol a programmed path.
- 3.7.15.** Camera should have high-resolution color and black and white images in conditions down to .003 lux or lower.

- 3.7.16. Contractor must provide all hardware and fitting to attach to the exterior of a pole or associated fixture as indicated on camera layout sheet.
- 3.7.17. **Cameras must meet or exceed all requirements for cameras as stated above as well as have automatic iris control.**
- 3.7.18. The camera should be lightweight
- 3.7.19. The camera power consumption shall not exceed 3.6W with either a 12V dc or 24VAC-power supply.
- 3.7.20. Built-in power isolation and lightning surge protection.
- 3.7.21. The cameras need to operate in all weather and temperature variations, water resistant, shock resistant, durable, and readable in varying light/dark conditions.
- 3.7.22. The camera shall operate with an ambient non-condensing humidity up to 96%.
- 3.7.23. Ability to transmit WIFI 3.4, 4.9, 5.8 or 700 MHz connectivity.

### **3.8. Camera housing requirements minimum**

Contractor's cameras must, at a minimum, meet the following housing requirements:

- 3.8.1. Outdoor Weatherproof housing
- 3.8.2. Top/Bottom mounting handle
- 3.8.3. Detachable front cover for lens adjustments secured with tamperproof fasteners
- 3.8.4. Built-in sun shield
- 3.8.5. Thermostatically controlled fan

### **3.9. Camera connectivity**

- 3.9.1. Contractor must provide a back haul plan which will facilitate all installed devices' ability to transmit to City's data center, using open architecture and open standards that can be deployed throughout the City. Transmission rate must be sufficient that the network bandwidth is minimized and network input/output buffers are optimized.
- 3.9.2. Contractor shall provide all necessary camera connections from the device to the data center.

### 3.10. Electrical connectivity

Contractor shall provide all necessary electrical connections required for cameras and any other electrical connections that are required to operate or power the camera system and is expected to utilize the existing infrastructure in place where possible.

### 3.11. Equipment Schedule

Contractor must supply a complete, itemized and priced equipment list.

**CONTRACTOR'S FAILURE TO SUBMIT A COMPLETE EQUIPMENT SCHEDULE WILL RENDER PROPOSAL NON-RESPONSIVE.**

### 3.12. Installation and delivery requirements

- 3.12.1. Contractor shall provide and install outdoor cameras and systems to operate the cameras.
- 3.12.2. Contractor shall be capable of commencing installation within one (1) month of contract signing.
- 3.12.3. Contractor shall be capable of completing all work within 3 months of the contract signing.
- 3.12.4. Contractor shall deliver and install the equipment **in its** proper locations without additional cost or expense to the City **and the City shall not be deemed to have accepted any equipment until the date of acceptance by the City's Project Manager.**
- 3.12.5. Contractor shall be responsible for coordinating with the third parties involved in the deployment, installation, and usage of completed camera communications system. **Wherever a new system interfaces with City cabling and/or telco circuits, Contractor will clearly label the cabling and circuits and provide documentation to City regarding cable layouts..**
- 3.12.6. Contractor **must be able to demonstrate a successful record of accomplishment at meeting schedules.** Contractor must submit with its Proposal, a schedule of events and a timeline of those events necessary to meet and complete this project's requirements.
- 3.12.7. The schedule should reflect the order and length of the events that will take place once Contractor is awarded the contract.
- 3.12.8. **Upon being selected, Contractor must submit a formal project plan**

### **3.13. Integration**

Camera units should allow for seamless integration across multiple sites. Unit(s) must be scalable up to a minimum of 200 cameras, and the availability to add in single camera units or bundles or multiple or rapid deployable cameras.

### **3.14. Interfaces**

The Proposal should explain Proposer's capability of interfacing with other applications and hardware.

## **4. RECORDING AND MONITORING REQUIREMENTS**

The system must have the capability to display real-time images as well as archived images

- 4.1.1.** Contractor will provide programming for the System to set up parameters that will provide a fully functional System.
- 4.1.2.** The System will provide continuous 24 hour per day recording and archiving
- 4.1.3.** Contractor shall propose or specify an Ethernet-ready digital video server and recording device.
- 4.1.4.** Contractor shall provide event-recording mode that begins in response to a triggering event.
- 4.1.5.** The recording System shall capture, digitize, compress and store video on a digital hard drive and archive onto a digital tape.
- 4.1.6.** The recording System shall communicate with the user review workstations over the City's communications network (TCP/IP) and (IPX)
- 4.1.7.** The System should allow each camera to be independently configured to record video.
- 4.1.8.** Each camera shall record at a minimum resolution of 354 x 288 lines compressed according to the H263 ITU standard
- 4.1.9.** Each camera shall have an individual setup for brightness, contrast, color and hue.
- 4.1.10.** All cameras shall be setup independently. The System will provide the ability to select and modify each camera through the viewer software application.
- 4.1.11.** The System shall be used for playback and monitoring of video independently.

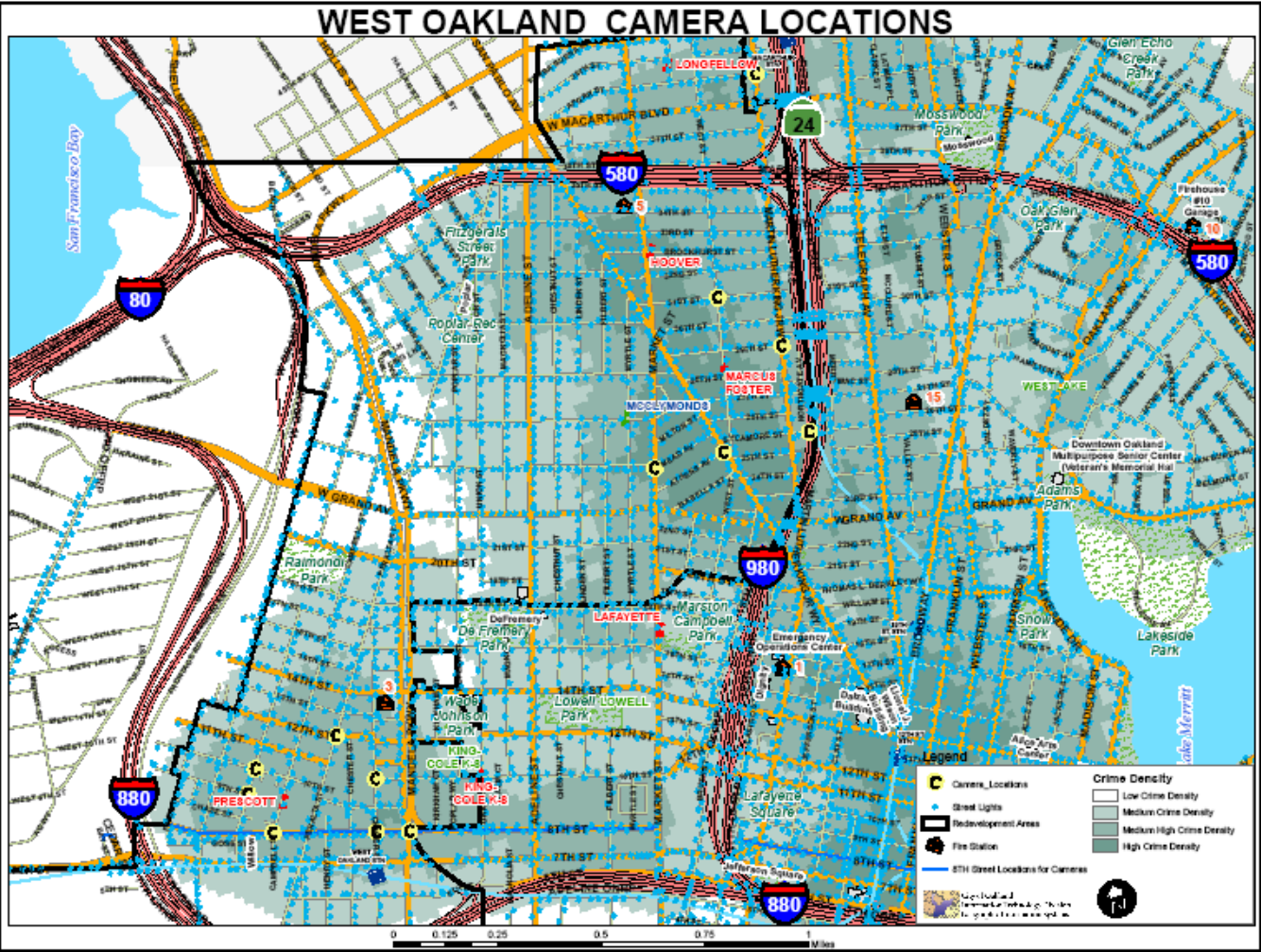
- 4.1.12.** Each output shall have the capability of playback at the same frame rate as recorded.
- 4.1.13.** Each output shall have brightness and color adjusted through the brightness slider bar control and the color slide bar control.
- 4.1.14.** The System should have the option to prevent overwriting of specific video clips.
- 4.1.15.** The System must provide the ability to set the, Date, Time, camera name and number for each output channel independently.
- 4.1.16.** The System shall record camera signals from both fixed color and fixed black and white cameras, both PTZ color and B&W cameras, infrared cameras, and low light cameras. The System shall have the capacity to record simultaneously up to 85 cameras and expandability up to 200 cameras and should allow for playback of recorded video in the frame rate that it was recorded.  
  
Archived video must be playable in digital video format, and exportable to formats such as JPG/PNG and MPG/AVI with preference for MD5 or other form of digital fingerprinting
- 4.1.17.** Software must also allow fast viewing of recorded video in order to see captured video clearly at increased or reduced speeds. The Hardware units(s) shall allow both live and recorded video images to be viewed simultaneously on separate monitors or combined onto one monitor without disrupting recording.
- 4.1.18.** The video output shall transmit the clips via a composite video output on the System and via the WAN in Windows compatible media format. The operator shall have the capability of choosing which output to utilize for playback.
- 4.1.19.** The System shall record and store the date, camera sources, audio sources and alarms.
- 4.1.20.** The video data information shall be available through a query of the database for a specific segment. This segment shall allow for playback from the hard drive, an internal archived System.
- 4.1.21.** The System must have a centralized administration tool connected to the WAN, which allows access to all System resources and allows specific System operations.
- 4.1.22.** System Software must allow for dual viewing on standard desktop PC's and at the location with the Emergency Operations Center and allow for multiple cameras to be monitored simultaneously.

- 4.1.23.** System Software must be able to select an active camera for enlarged viewing of live content. Selection should not make any difference in recording size, speed, or bandwidth.
- 4.1.24.** System Software must be able to cycle through predetermined set of cameras in order to setup automated viewing stations.
- 4.1.25.** Both live images and recorded images must be accessible over the network, using either System Software or a standard browser interface.
- 4.1.26.** System must provide the ability to remotely access and view images through PC Connection.
- 4.1.27.** System must have the ability to view cameras from more than one place. For instance, user needs to be able to monitor a set of cameras from different physical addresses simultaneously, providing they are on the same LAN/WAN.
- 4.1.28.** System Software must be able to control Pan/Tilt/Zoom cameras with a standard PC joystick, which should be furnished and installed to work with Proposer's software.
- 4.1.29.** System Software must be able to record a constant user definable amount of frames per second with the ability to speed up recording on either side of a motion or connected alarm event.
- 4.1.30.** System Software must be able to specify motion sensitivity for individual cameras, as well as have the ability to block certain areas from triggering motion alarms.
- 4.1.31.** System Software must have playback capability that permits recorded video to be looked up quickly and efficiently.
- 4.1.32.** System Software must record, transmit to and download from the camera unit. It must feed into an internal Oakland Police Department (OPD) management system.
- 4.1.33.** System recording destination should be transparent to end user who should be able to pull up any camera within its access levels and view live or recorded video from any viewing stations.
- 4.1.34.** System must have the capability to apply smooth image feature as well as the ability to adjust brightness.
- 4.1.35.** The System shall allow for remote viewing on user's desktop PC, Police mobile device computer or at a central monitoring center.

- 4.1.36.** System must have the capability to provide viewing of live video, streaming and or file based via the server hard drive array and viewing of long-term or taped media.
- 4.1.37.** System should store inputted data using appropriate technology to ensure its readability in case of normal anticipated events, i.e., main battery failure, software error, limited equipment failure. Once the condition is corrected, data should still be intact and downloadable. The capability to transfer the memory modules from one unit to another to effect recovery of the data is highly desirable. Proposal needs to state clearly System capabilities with respect to data safeguards, backup and recovery.

**5. WEST OAKLAND REDEVELOPMENT AREA**

The following map is of the West Oakland Redevelopment Area (the border of which is outlined in black) which is where the pilot camera surveillance System will be deployed. NOTE: The camera symbols ('C' encased in yellow font) are meant as projections of where surveillance cameras might be deployed in these high crime areas. The City will defer to the selected vendor to determine which locations within the targeted area would be the most effective in achieving the City's goals.



## 6. SUBMITTAL OF BIDS

Your firm is invited to participate in this process by submitting a formal proposal to this RFP **BEFORE 2:00 PM on October 31, 2008** to:

**City of Oakland  
c/o Andrew Hopkins  
Dalziel Building  
250 Frank H. Ogawa Plaza – Suite 3314  
Oakland, CA 94612**

In order for a proposal to be considered, each proposing Contractor must:

- a Submit their proposal **before the deadline**. Late proposals will not be accepted or considered.
- b Submit an original plus five (5) bound copies of its proposal on 8-1/2 x 11-inch paper and a print-ready electronic copy on CD. The original proposal shall be clearly marked and be loose leaf or in 3-ring binder, not bound. All responses to this RFP shall be transmitted by standard mail, courier, or hand-delivered. All responses should be forwarded to:

**City of Oakland  
c/o Andrew Hopkins  
Dalziel Building  
250 Frank H. Ogawa Plaza – Suite 3341  
Oakland, CA 94612**

Hand-delivered responses will only be accepted between the hours of 9AM and 5PM, Monday through Friday.

**Proposals submitted by fax or email will not be accepted.**

- c Include all information as outlined in SECTION 7, *Proposal Content & Submittal Requirements*.
- d Submit an original transmittal letter on letterhead of the entity being represented. The firm's owner or a member who is authorized to make the proposal on behalf of the entity shall sign the transmittal letter.
- e Proposals shall be received only at the address shown above and prior to the time indicated. Any proposals received at or after said time and/or date or at a place other than the stated address will not be considered. Retrieval will be the responsibility of the Contractor.

- f** Exhibit A, City of Oakland Local and Small Local Business Enterprise Program, describes the objectives, goals and policies of the city regarding the participation of Local Business Enterprise / Small Local Business Enterprise (L/SLBE) in the city's professional services contracts. The goals are 50% for Certified Local Business Enterprise participation; 15% to be directed to LBE and 35% to SLBEs or a total of 50% to SLBEs. The Contractor must provide written evidence that a good faith effort was made to achieve the goals if the proposal does not meet the goals. The Contractor should not take these goals lightly, since they will weigh heavily in evaluating proposals and in the final Contractor selection process. (For definition of Certified LBE/SLBE see Local and Small Local Business Enterprise Program, Appendix J)
- g** The prospective service provider must have on file with the City of Oakland a Nuclear Free Zone disclosure Form-S stating that neither the service provider nor any of its subsidiaries, affiliates or agents engage in nuclear weapon work or anticipate entering into such work for the duration of its contract with the City of Oakland. Such Disclosure Forms enable the City to determine whether the contractor is in compliance with Ordinance No. 11062 C.M.S., adopted December 16, 1988. The prohibition against contracting with a nuclear weapons maker may be waived if the City Council determines, after public hearing, that a specific contract is essential to the proper functioning of the city government and that no reasonable alternative exists.
- h** This contract for this project is subject to the Living Wage Ordinance (No. 12050 C.M.S.) of the Oakland Municipal Code and its implementing regulations. The Ordinance requires that, unless specific exceptions apply or a waiver is granted, all service contractors who receive contracts for 25,000 or more in any twelve month period and recipients of City financial assistance of \$100,000 or more in any twelve month period shall provide payment of a minimum level of compensation to employees who perform services under or related to the contract project of program of \$9.13 per hour if health benefits of at least \$1.25 per hour are offered, or \$10.50 per hour if no health benefits are offered. Such rate shall be adjusted annually pursuant to the terms of the Ordinance.(See Appendix D)
- i** All proposals will become the property of the City of Oakland and will not be returned to Contractors. The City reserves the right to reject any and all proposals. The City is not liable for any costs incurred by contractors prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the contractor in responding to the RFP are entirely the responsibility of the contractor, and shall not be reimbursed in any manner by the City of Oakland.
- j** The City will furnish no materials or labor. Only an officer of the City of Oakland can legally commit to the expenditure of funds in connection with this proposed procurement. Further, it is understood that respondents must independently evaluate the information in this RFP and that the City makes no guarantee of data accuracy.
- k** The City reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and negotiations with any qualified respondent in any manner deemed necessary by the City to serve its best interests. The City also reserves the right, based on

its sole judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews or negotiations.

- l** The City reserves the right to cancel this RFP, in whole or in part, reject all proposals submitted in response, or decide to award a contract to perform only some of the services outlined in this RFP.
- m** If, in the opinion of the City, a proposal contains false or misleading statements or references, it may be rejected.
- n** The City reserves the right to obtain written clarification of any point in a Contractor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Contractor to respond to such a request for additional information or clarification may result in rejection of the Contractor's proposal
- o** Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Contractor's information not being reviewed.
- p** City of Oakland reserves the right, without qualification, to select a Contractor for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the respondent's respective records of past performance.
- q** Elaborate brochures, sales literature, and other presentations beyond that which is sufficient to present a complete and effective response are not desired.
- r** The RFP shall not be made contingent upon uncertain events or engineering, which shall not have occurred until after the RFP is completed.
- s** In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an addendum, supplement or amendment to this RFP will only be provided to Contractors who received the RFP or who attended the pre-proposal conference. An amended page or pages shall accomplish changes to the RFP.
- t** Contractor agrees that any response submitted to this RFP will remain current and valid for a period of not less than 90 days from the proposal due date.

## **7. PROPOSAL CONTENT & SUBMITTAL REQUIREMENTS**

### **Acceptance of Proposal Content**

The contents of the proposal of the successful Contractor will become, at the option of the City of Oakland, a contractual obligation if a contract ensues. Failure of the successful Contractor to accept this obligation may result in cancellation of the award.

### **Responsiveness**

Proposals must respond to all requirements of this RFP to the maximum extent possible. Contractors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed service. Alternative approaches will be given consideration if the approach clearly offers increased benefits to the City.

### **Response Material Ownership**

All material submitted regarding and in response to this RFP becomes the property of the City of Oakland and will not be returned to the contractor. Any person may review responses after final selection has been made. Disqualification of a contractor does not eliminate this right.

### **Format of Proposal**

Contractors submitting a proposal to perform the services outlined in SECTION 3 must follow the format prescribed below, including:

- I. Executive Summary
- II. Company Background
- III. Project Methodology
- IV. Application Fit/Gap Overview
- V. Proposed Team and Organization Structure
- VI. Qualifications & Experience of Proposed Project Team
- VII. Annual Maintenance Cost Breakdown
- VIII. Project Description & Work Breakdown
- IX. Proposed Schedule/Timeline for Completion
- X. Cost Breakdown
- XI. References
- XII. Other Pertinent Information

### **Project Description**

This information must include specific activities/deliverables to be performed by the Contractor and expectations of the City's role for the specific activity/deliverable. The proposal should, at a minimum, address each of the activities outlined in **SECTIONS 3 and 4**. If the Contractor believes additional activities should be included as part of the negotiation process, these additional activities should be included in the proposal as well. Project staffing should be geared so that it does not adversely affect the City of Oakland's current staffing levels or workload.

### **Estimated Time and Cost Associated With Each Activity**

It is the City's intent to award a fixed price contract for the completion of all work requested herein in an amount **not to exceed \$200,000**.

Total cost for the services (including your travel and other out-of-pocket expenses) will be a key factor in the evaluation of your proposal. Your proposal must provide price commitments for a period of 90 days following the proposal due date.

The City anticipates the Public Safety Surveillance Camera System Implementation to be completed within 90 days after contract execution. However, your proposal should include what your experience has shown to be a realistic delivery and implementation schedule. The schedule should not be dated, but should break out the implementation schedule in terms of weeks following contract signing. The schedule should show periods of performance and milestones for deliverables. Tasks to be performed by the Contractor as well as by the City should be specifically stated and included in the schedule.

### **Contractor Information and History**

Provide a brief background of your Contractor including at a minimum:

- Name of incorporation, year founded
- Headquarters and satellite locations
- Number of employees currently employed by your Contractor
- Current strategic alliances

Please provide information that will enable us to evaluate your company's financial stability, growth history, and support capabilities. We require that you include the following: (1) Most recent audited financial statements; (2) Ownership of your company; (3) Number of years in business.

### **Experience of Contractor and the Proposed Team Members**

The proposal must include a description of the Contractor's experience and knowledge of the applicable services, applications, hardware, laws and regulations, customer service standards, needs assessment, etc. The proposal must indicate the prior experience of the Contractor in accomplishing these minimum requirements. The proposal must also include resumes of proposed team members, outlining the member's knowledge and experience in performing requested services.

## References

Contractor shall provide a list jurisdictions/municipalities or corporations in which the Contractor has provided a Camera Surveillance System solution. The name of the jurisdictions/municipalities or corporations along a point of contact, including telephone number, must be provided for each reference. Public Sector experience is highly desirable.

## 8. CONTRACTOR RESPONSIBILITY

The City of Oakland prefers to contract with a primary contractor. If you propose a multi-contractor or subcontracted approach, clearly identify the responsibilities of each party and the assurances of performance you offer. The prime contractor will be responsible, and must take responsibility, for the entire contract performance whether or not subcontractors are used.

It is a City of Oakland requirement that the documents listed below be included as part of the response to this RFP. Specific questions regarding compliance will be addressed by the City of Oakland's Contract Compliance Office at the Pre-Proposal Conference. **See Appendices A through J** for the appropriate forms.

- Professional Services Questionnaire (Schedule D) to be completed by the prime Contractor only.
- Project Consultant Team Listing (Schedule E) to be completed by the prime Contractor
- Employment Questionnaire (Schedule F) to be completed by all Contractors
- Living Wage Declaration (Schedule N) to be completed by all Contractors
- Contractor Campaign Contributions Statement (Schedule O) to be completed by all Contractors.
- Nuclear Free Disclosure Form (Schedule P) to be completed by all Contractors
- Independent Contractor Questionnaire (Schedule M)

The items listed below have been included for reference. Contractors should familiarize themselves with the documents identified here as they will become part of the contractual agreement between the City of Oakland and the selected Contractor. **See Appendices A through J.**

- Local and Small Business Enterprise program description (Exhibit R)
- Completed New Business Application Form or Verification of Oakland Business License.
- Professional Services Agreement (Exhibit G - sample is included for reference and will be used as a basis for contract negotiations in conjunction with the Scope of Work.)

## 9. CITY CONTACT

This RFP is being coordinated by the City of Oakland's Department of Information Technology (DIT). Any questions or inquiries pertaining to this RFP must be submitted by fax or email prior to or during the Pre-Proposal Meeting scheduled for **1:00 p.m.** on **Thursday, October 23, 2008** to:

**City of Oakland**  
**Contract Compliance Office**  
**150 Frank Ogawa Plaza – Suite 3314**  
**Oakland, CA 94612**  
**Attention: Andrew Hopkins**  
**Fax: 510.238.2281**  
**Email: [AHopkins@oaklandnet.com](mailto:AHopkins@oaklandnet.com)**

No contact initiated by contractors will be allowed between contractors and members of the City of Oakland's Proposal Evaluation Team from the date of distribution of this RFP until after the proposal evaluation period, except for questions properly presented during the pre-proposal meeting or submitted via E-mail as noted above.

## 10. PRE-PROPOSAL MEETING

### Date and Location

A pre-proposal meeting is scheduled for 1:00 p.m. on Thursday, October 23, 2008 in the Skyline Conference Room, Dalziel Building, 250 Frank H. Ogawa Plaza, Fourth Floor, Oakland, California. There is no limit to the number of individuals representing a particular contractor that may attend this pre-proposal conference. For Contractors planning to submit a proposal, but which are unable to attend the pre-proposal conference, it is extremely important that the Contractors contact Sophany Hang, Contract Compliance Officer, at (510) 238-3970. The pre-proposal conference will provide an open forum to review and clarify the following:

- a** The intent and scope of services requested within the RFP.
- b** All required disclosures as identified in Appendices A through J.
- c** The Proposal submittal requirements.
- d** Questions by attendees.

## **Questions and Clarifications**

An attempt will be made to answer all questions during the pre-proposal meeting including those submitted in advance. In the event that answers or clarification cannot be provided during the Pre-Proposal Meeting, written response will be provided via email within 5 working days to those contractors in attendance.

## **11. ELIGIBILITY**

### **Good Standing**

The City reserves the right to reject proposals from consideration if the Contractor is not in good standing with the City of Oakland with respect to any contract work with the City as well as contract work with any other entity that has been undertaken by Contractor within the past five (5) years. In its analysis of good standing, the City will take into account factors such as, but not limited to,

- timeliness of completion of work,
- payment of employees, business partners, suppliers, or subcontractors in a timely matter
- whether work was completed by qualified persons in a professional manner, and
- whether work was completed within the original contract budget

### **Conflict of Interest**

The City reserves the right to reject proposals from consideration for conflict of interest reasons. The Fair Political Practices Act and/or Government Code § 1090, et seq., among other statutes and regulations, may prohibit the City from contracting with a Contractor, if the Contractor or an employee, officer or director of Contractor's company, or any immediate family member of the preceding, or any subcontractor or Consultant of Contractor is an elected official, employee, Contractor, board or commission member of the City of Oakland or Redevelopment Agency of the City of Oakland who will 1) award or influence the awarding of the contract, or 2) otherwise participate in the making of the contract. This prohibition may apply to this work contract as well as future contract(s) resulting from this contract.

The making of a contract includes actions that are preliminary or preparatory to the selection of a contractor such as, but not limited to, involvement in the reasoning, planning or drafting of bid solicitations (e.g., preparation of project or construction plans and specifications, performance of design work or completion of project feasibility studies) and requests for proposals, or involvement in preliminary discussions or negotiations. If the contract is awarded to a Contractor with a legal conflict of interest, City or Agency may void the contract as against public policy, retain the benefits obtained under the contract and recover any and all consideration paid under the contract.

### Contract Negotiations

The City intends to make a proposal selection on or about **November 25, 2008**. Upon selection, the City will enter into contract negotiations with the successful contractor. A contract must be completed and signed by all parties concerned on or before **December 19, 2008**. Please note that these dates are subject to change.

### 12. AWARD OF CONTRACT

The contract will be awarded to that contractor that conforms most closely to the RFP and is the most advantageous to the City, price and other factors considered. The City reserves the right to negotiate with the contractor selected in the evaluation process for this contract for Gap Analysis services that best meet its needs within any limitations of available funding.

### News Releases

News releases pertaining to this procurement or any part of the subject or services shall not be made without prior approval of the City of Oakland.

### 13. EVENT SCHEDULE AND TARGET DATES

The following dates are projections of the timeframe required to complete the RFP process and are subject to change. Vendors will be contacted as deemed appropriate. Otherwise, date changes to the projected schedule will be posted on the City's official website.

	TASK	DATE	RESPONSIBILITIES
1	Publish RFP	10/19/08	Contract Compliance Office - City of Oakland
2	Pre-proposal conference	10/23/08	Contract Compliance Office - City of Oakland
3	RFP Responses Due	10/31/08	Contractor
4	Review & Evaluate responses	11/7/08	City of Oakland – DIT / OPD / CEDA
5	Respondent Interviews	11/17/08	City of Oakland
6	Select Respondent	11/25/08	City of Oakland

## 14. GLOSSARY

<b>TERM</b>	<b>DEFINITION - FOR PURPOSES OF THIS RFP</b>
Agency	A third party contracted by a Customer, to conduct business with the City of Oakland on their behalf.
Application Environment	All software programs associated with this implementation
City	Refers to the City of Oakland
Contractor	Refers to the firm, consultant, bidder, vendor, or Contractor specifically the primary subject.
OPD / DIT	Oakland Police Department / Department of Information Technology
Camera Surveillance System	Contractor's proposed solution including hardware, software, interfaces, processes, and procedures
Project Sponsor - CEDA	City of Oakland's Community and Economic Development Agency
System	The Application Environment and related hardware components
User	A City of Oakland Staff / Community member who uses or has access to the camera surveillance System
Vendor Contact	The person designated to send and receive documents and communications on behalf of the Vendor/Contractor

## 15. EXHIBITS

City of Oakland's Department of Information Technology – Telecommunications Wiring Standard.



Telecommunications  
Wiring Standards - Fi

## 16. APPENDICES

APPENDIX	REFERENCE	TITLE
A	Schedule D	Professional Services Questionnaire
B	Schedule E	Project Consultant Team
C	Schedule F	Employment Questionnaire
D	Schedule N	Declaration of Compliance – Living Wage
E	Schedule O	Campaign Contributions
F	Schedule P	Nuclear Free Zone Disclosure
G	Exhibit G	Professional Services Agreement
H	N/A	New Business Application Form or Verification of Oakland Business License
I	Schedule M	Independent Contractors Questionnaire, Part A & B
J	Exhibit R	Local and Small Business Enterprise program description