



## Legislation Text

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File #: 24-0352, Version: 1

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### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Approve the award of RFP 23-072, Citywide Camera Consultant, to Ghafari Associates, LLC, for an amount not to exceed \$142,750 and for a one-year term

**DEPARTMENT:** Police Department

**SUBMITTED BY:** Jason Arres, Police Chief

#### **BACKGROUND:**

The City currently utilizes two disparate camera systems for traffic and security surveillance in areas of the City deemed necessary. These systems also assist law enforcement with surveillance footage for investigating criminal activity and aid in monitoring vehicular traffic to assist with relieving traffic congestion.

The City is seeking to replace both of its current camera solutions that have been in place since 2010 and 2016 and combine the disparate systems for efficiency. Both are nearing end-of-life and have severe storage limitations with no room for growth. Additionally, the systems lack many of the newer features and functionalities of today's systems.

Due to the magnitude, complexity, and impact of replacing these critical systems, the City sought a consultant to complete a needs assessment, a request for proposal (RFP), RFP evaluation, vendor selection, contract negotiations and optionally assist with the implementation of a new security solution.

In December 2023, the Police Department issued RFP 23-072, Citywide Camera Consultant. The selected consultant's primary responsibilities will involve the following tasks:

- **Task 1: Needs Assessment**

Assess the City's current security and traffic camera systems as well as building access control to determine and document the functional requirements needed. This will be accomplished by interviewing department personnel and analyzing City structures. Additionally, the consulting staff will identify deficiencies, as well as propose opportunities for improvements and define a Citywide solution. A functional requirements document will be created to assist with building an RFP.

- **Task 2: Develop a Comprehensive Plan of Action**

Complete a comprehensive Plan of Action to select solutions to address the needs identified. The Plan of Action should include a prioritization of solution requirements, suggested time frames for implementing the solution, a draft project plan, and estimated costs.

- Task 3: Develop a Request for Proposal Document

Based on the results of the Needs Assessment and the Plan of Action, the vendor will create an RFP for the purchase, installation, implementation, and support/maintenance of a hardware and software solution. This will include assisting the City in identifying potential vendors and facilitating questions and responses throughout the RFP process.

- Task 4: Evaluation & Selection of a Vendor

Evaluate the vendors, coordinate and lead vendor interviews/demonstrations and assist with the selection of the City's preferred vendor.

- Task 5: Contract Negotiations

Assist the City with negotiations of a final contract with the preferred vendor.

- Task 6: Implementation Support (Optional)

Provide project management during implementation and the go-live of the solution.

## **DISCUSSION:**

|                     |         |                     |     |
|---------------------|---------|---------------------|-----|
| Advertisement Date: | 12/4/23 | Notices Sent:       | 383 |
| Opening Date:       | 1/5/24  | Planholders:        | 42  |
|                     |         | Proposals Received: | 5   |

Proposals were received from the following vendors:

|                          |                         |
|--------------------------|-------------------------|
| Salas O'Brien            | Ghafari Associates, LLC |
| Stantec                  | EM Designs LLC          |
| Guidepost Solutions, LLC |                         |

A selection team comprised of staff from the Police Department, Information Technology Department, Electric Utilities Department, Department of Public Works and Transportation, Engineering and Development Business Group evaluated the proposals, which were scored based upon the criteria set forth in the RFP:

1. Capability, Capacity and Qualifications of the Proposer (45%)
2. Suitability and Quality of the Technical Approach (30%)
3. Milestones and Deliverables (15%)
4. Outcomes to be Achieved (10%)

After reviewing and scoring the proposals, the selection team invited the top three vendors - Ghafari Associates, LLC, Stantec and EM Designs LLC - to attend interviews. Following the completion of the interviews, the selection committee rescored the vendors. The vendor with the highest qualification score, Ghafari Associates, LLC, is recommended for the award. The table below provides a summary of the final qualification scores:

| Vendor                  | Qualification Score |
|-------------------------|---------------------|
| Ghafari Associates, LLC | 85.40               |
| EM Designs LLC          | 77.25               |
| Stantec                 | 73.85               |

The requested award amount of \$142,750 represents the total fixed cost, including labor, travel, and other direct costs for Tasks 1-6. This does include Task 6, which was marked optional. In the event staff wishes to exercise its option to not proceed to use Ghafari Associates LLC for Task 6, the award will be reduced by \$23,400.

The term of the contract is one year from the date of award with the option to extend for up to two additional years in increments of one year.

**FISCAL IMPACT:**

CIP#: LR076

Consultant services for the replacement of security and traffic camera systems are expensed to the Technology account listed below. These consulting services are related to LR076 - Security Camera Replacements. The 2024 budget includes \$150,000 for work related to LR076. Although the awarded amount is less than the amount included in the 2024 budget, there have been some 2024 expenses already realized for LR076. As a result, these consulting services will exceed the budgeted amount for LR076. However, staff believes this can be accommodated within the budget and will adjust spending if necessary.

| Account Number  | Fund Description      | Total Budget Amount |
|-----------------|-----------------------|---------------------|
| 31342200-551504 | Capital Projects Fund | \$150,000           |