

## ADDENDUM

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### CLARIFICATIONS AND/OR CHANGES

Date Issued: May 12, 2010

Addendum No.: 1

RFP Number: 10-24-088-00 (Closed Circuit Television System Maintenance Services)

Procurement Administrator: Matt Wallace

#### INTENT

1. This addendum is issued to provide for clarifications and/or changes to RFP No. 10-24-088-00. Acknowledgment of this addendum shall be made in the Bid Letter (see Appendix F) required as a part of each proposer's submittal.
2. The Commission does hereby modify RFP Section 7.0 Submittal Requirements, paragraph 7.1.4, Tab 3 Qualifications of Personnel, page 10 as follows:

#### Add

If a proposer does not currently possess the appropriate Verint certification, the proposer must provide the Commission with written assurances that it will secure Verint certification within sixty (60) days after award of the contract.

3. The Commission does hereby modify RFP Section 8.0 Evaluation of Proposals, paragraph 8.2.2 Minimum Qualifications, page 11 as follows (underline denotes addition):

#### Change To:

CONTRACTOR shall hold a valid C-7 (low voltage systems contractor) license, C-10 (electrical) license and/or General B (building contractor) license issued by the California State CONTRACTOR'S License Board at the time the bid is submitted and throughout the full term of this CONTRACT;

4. The meeting minutes/summary for the scheduled pre-proposal conference held on April 27, 2010 in support of RFP No. 10-24-088-00 are included herein as Attachment "A".
5. The Commission's responses to questions and requests for clarifications received from proposers are included herein as Attachment "B".
6. The proposal deadline remains Tuesday, May 18, 2010 at 2:00 p.m.

7. All other terms and conditions of the RFP will remain the same.

Issued by: *Matt Wallace*  
Matt Wallace  
Procurement and Assets Administrator

**ATTACHMENT "A"**

**PRE-PROPOSAL MEETING MINUTES  
REQUEST FOR PROPOSAL (RFP) NO 10-24-088-00  
FOR  
CLOSED CIRCUIT TELEVISION (CCTV) MAINTENANCE  
SERVICES FOR THE RIVERSIDE COUNTY TRANSPORTATION  
COMMISSION OWNED METROLINK STATIONS  
APRIL 27, 2010**

**Greetings/Introductions (Matt Wallace)**

The purpose of this meeting is to describe RCTC's requirements, to introduce you to the project team, and to field any questions you might have about the solicitation process.

**Project Team:**

Henry Nickel	Staff Analyst - RCTC
George Salas	Facilities Manager - Bechtel
Rosemarie Stevens	Project Administrator – Bechtel
Matt Wallace	Procurement and Assets Administrator - RCTC

**PROCUREMENT ISSUES (Matt Wallace)**

At this time we are going to briefly cover some of the purchasing particulars for this RFP.

**Section 4.7 - Requests for Clarifications, Exceptions, Clarifications:**

All requests for clarifications, changes, exceptions or deviations to the Statement of Work must be submitted in writing to Matt Wallace via fax at (951)787-7906, via email at [mwallace@rctc.org](mailto:mwallace@rctc.org), or via regular mail to the address indicated in the RFP. The cutoff date/time for all questions is Tuesday, May 4, 2010 no later than 4:00 p.m.

A sample contract is included in this RFP. The Commission plans to use the sample contract as the contract resulting from this RFP. Therefore, all proposers are encouraged to familiarize themselves with the sample contract. Again, any questions or concerns you might have regarding the sample contract will also be due Tuesday, May 4, 2010 by 4:00 p.m.

Answers to questions received by the Commission prior to request for clarification deadline will be posted on the RCTC website ([www.rctc.org](http://www.rctc.org)).

**Section 4.6 – Addenda:**

Any changes made to the RFP will be issued in the form of an addendum which will be posted on the RCTC website. Firms must acknowledge receipt of all addenda in their proposal letters. Failure to acknowledge the receipt of addenda may render that proposal non-responsive. Again, all proposers are encouraged to visit the RCTC website frequently for any updates.

Section 4.14 – Communication Requirements:

All communications shall run through Matt Wallace. Please do not contact any other proposers or any other RCTC staff members. Violation may result in disqualification even after the contract has been awarded.

Section 5.0 – Insurance Requirements:

Insurance requirements are listed in the sample contract. It states the required limits for general liability, automobile liability and worker's compensation.

Prevailing Wage Rate:

This is a prevailing wage rate project. The contractor is required to pay prevailing wage rates.

Section 8.3.1 - Evaluation Criteria:

The evaluation criteria allocation (100 points possible) is as follows:

- Qualifications of Firm (25 points)
- Qualifications of Personnel (25 points)
- Approach and Understanding (15 points)
- Cost (30 points)
- References (5 points)

Appendix I – Proposal Pricing Form:

1. Maintenance Services (Quarterly – Fixed Fee) – This is a fixed fee price for all six stations. Please note that North Main Corona includes the parking structure.
2. Labor Rate(s) for On-Call Repair Services – The Commission estimates 200 hours/year for on-call repair services. This is a fully burdened hourly rate and will be based on the time spent on each job, not on a portal to portal basis.
3. Materials/New Equipment – List the fixed mark-up rate for material and new equipment. In no case, will the Commission consider a vendor whose mark-up is greater than 15% of your cost.
4. Equipment – List the hourly and daily rate for both a bucket truck and scissor lift.
5. Consultation and Design – List the hourly rate for the services called out in the Statement of Work.

**Statement of Work Overview (Henry Nickel)**Description of Work:

The Description of Work is fairly self-explanatory. However, there were a few items that we wanted to clarify. They are as follows:

Item 2.3 – Consultation and Design Services

We wanted to make it clear that any “new” projects that constitute a capital project will be bid as a separate project and advertised as a distinct separate and project. However, the consultation and design services that we are requesting in that section is essentially to provide the RCTC staff with recommendations and input on design for any future modifications to the system. We want it to be clear that we are not offering, as part of this contract, the design component of any future project. Rather, you would provide consultation to the RCTC staff regarding any future projects that we may put out to bid.

This is essentially a CCTV maintenance contract. That is, approximately 80-85% of this contract is the daily maintenance of our existing CCTV infrastructure. The consultation and design, as well as the training for our existing security personnel and RCTC staff regarding any additions to or new equipment would also be the contractor’s responsibility. The design component is actually a fairly minimal component of what we are requesting in this contract. The issue being that over the years we have created a hodge-podge of different technologies and certainly as technology advances, we try to keep up to date but we also have a lot of legacy systems that we have to maintain. Moving forward we would like the expertise of a firm that can provide us with adequate input when we are considering any potential new additions to the system that we would have to bid out separately.

Also, in addition to the above, there was a statement regarding Verint certification. We currently utilize both Pelco and Verint monitoring systems. We would like to transition to a complete Verint system. Please note that we are willing to work with whoever is the winning proposer on this contract to obtain that certification if you don’t already have it. So don’t let that deter you from bidding this contract. If you need some time to obtain that certification, we are more than happy to work with you. Ideally, we want to transition our existing infrastructure from a two system infrastructure to a single Verint infrastructure.

At the present time, our stations have both analog and Verint (digital) systems. We are planning to transition our stations from the analog system to a digital one so whoever the contractor turns out to be, they will be heavily involved in this effort. At this moment, we are looking at Verint as our digital carrier. That is the hardware and software we are planning to use.

Just so you are aware of the constraints that we have as an agency, we prefer to take an incremental approach to transitioning our system. At present, we do have quite a bit of analog equipment and infrastructure. To avoid having to go through a huge modification to our existing infrastructure, we would prefer to use a strategy where incrementally, as cameras go down and equipment gets switched out, we would eventually transition to a digital infrastructure. Keep in mind that we are not looking for a radical or overnight transition to a digital system.

We are currently in the process of adding four more stations and once they are complete, they will be added to this maintenance contract. At that time the successful contractor will be accepting additional maintenance responsibilities.

As part of the design consultation, we will be calling you into meetings with the engineering/design team to provide your input as to the design of the infrastructure that will ultimately be bid out to other contractors. Over the past several years, we have dealt with a number of station designs where we bring in a team of engineers and they build a system. Ultimately, we are tasked with trying to figure out how to manage the systems we have and how they need to interconnect with the existing infrastructure. Ideally, we want to move forward with a CCTV maintenance contractor that can provide input to make sure that

we don't have those disconnects between what gets designed and what we have to deal with down the road. That is the extent of the consultation and design component of this contract.

If anyone would like to view the stations, we can probably schedule a walkthrough. Our main control tower is located at the Riverside Downtown Station. If you want to set up an appointment to view the Riverside Downtown Station contact George Salas at (951)453-5037. If you want to view the rest of the stations on your own, we would like to request that you check in at the guard station and furnish him with a business card. We strongly recommend that you visit all the sites because there are different cameras at each station. Please note that most of the cameras at the stations are Pelco.

At this time, the communications rooms are off limits because Metrolink stores their equipment in there. If you absolutely must go in the communications room, call George Salas and he will schedule an escorted walkthrough.

If you have any questions, please use the "Questions Form" that was handed out today. If you don't have one, we will try to make them available at each of the stations. You can pick one up when you check in at the guard station. Upon completion, you can leave your questions with the guard and we will pick them up from there or you can email/fax them to Matt Wallace per the instructions on requests for clarifications.

It is very important that you are familiar with what we are expecting in the Scope of Work under the Maintenance Services Description. Think of this primarily as a maintenance contract. 85% of this contract is maintenance and the design component is to assist us as we move forward with new station design and modification of our existing infrastructure.

Meeting Adjourned at 10:18 a.m.

**ATTACHMENT "B"**

Subject: **REQUEST FOR PROPOSAL NO. 10-24-088-00  
CLOSED CIRCUIT TELEVISION (CCTV) MAINTENANCE SERVICES**

To: All Proposers

The following questions were received by the Riverside County Transportation Commission (RCTC) in response to Request for Proposal 10-24-088-00, Closed Circuit Television (CCTV) Maintenance Services. The questions and RCTC's responses are provided for your information.

Q1: Would this contract exclude you from bidding on a capital projects contract?

**A1: It depends on the level of consultation and advice that you provide. There certainly could be exclusion if you provide a substantial amount of consultation. The fact that this contract may exclude you from a future capital build-out project is something to keep in mind.**

Q2: What happens if Contractor does not secure Verint certification?

**A2: It is the Commission's intent to award a contract to a Verint certified contractor. Certification may be obtained after award.**

Q3: Will the four additional stations go out as capital projects?

**A3: They will go out as capital projects on the construction side but the maintenance will still be under this contract.**

Q4: Will there be a threshold that will be pretty much a line and when we cross that line in the sand we know that we can no longer bid on the capital projects work?

**A4: See answer to question 1.**

Q5: Is new construction considered in this maintenance contract?

**A5: This contract does not include the construction of the CCTV systems that will be installed at the new stations. They will be bid out as separate contracts.**

Q6: The RFP states that a C-7 license is required. Will a C-10 license and/or a General B (building contractor) be accepted in place of a C-7?

**A6: Yes.**