

DEPARTMENT OF ADMINISTRATIVE SERVICES

*Milwaukee County*



To All Interested Consultants

January 3, 2014

**Project: MKE Surveillance System**

**Project No: A185-14000**

**Subject: Request For Qualifications  
(R.F.Q.)**

Milwaukee County Department of Administrative Services is requesting qualifications statements to perform professional services from firms that have demonstrated expertise in the planning, design and quality assurance in aviation surveillance systems and network design elements at General Mitchell International Airport in Milwaukee, Wisconsin.

**I. BACKGROUND**

The goal of this RFQ is to select a Security Consultant with relevant experience to modernize and upgrade GMIA's surveillance system technologies.

The existing CCTV system and communications infrastructure is typical of systems which evolved over time starting in the late 1990's with the customary initial upgrades following the 9/11 tragedy. The current system is a combination of six separate stand-alone mini-systems and one main central system. The configuration is not integrated and provides no cohesive platform for common control and/or use. The system does consist of 137 analog cameras dedicated to the airport and an additional 16 analog cameras assigned to the parking garage area.

The distribution of cameras does not provide for total surveillance of all at-risk areas and is deemed to be deficient in respect to present requirements and state-of-the-art. The majority of the cameras are being recorded by digital video recorders. However, the configuration of the storage devices as well as storage medium size do not allow for recording and archival characteristics that is customarily found in a robust airport security configuration. At best, portions of the present recording configuration are only capable of providing 30 days of storage at a meager 7.5 fps at 360 x 240; hardly useable for post incident forensics. Compression algorithms are outdated and result in large file storage size. None of the video recording solutions are interconnected to the head end command area and to view an incident, the security personnel must visit each mini-system demarcation location and then review the recorded video for content. None of the mini-system locations are viewed real time at the command center.

The central command location does include 96 analog cameras distributed throughout the airport structure and key areas of the taxiway and adjacent to the runway. These cameras are interconnected to a matrix switch and then are recorded at the rates referenced above. However, the camera distribution leaves

profound gaps in overall coverage. This package is not state-of-the-art and is not capable of being upgraded to support any extensive system enhancement and/or replacement. There is no viable supporting infrastructure and network equipment as none was required for the present configuration of cameras.

In order to support new CCTV technologies, the in-place spare fiber distribution system will be enhanced to include new high speed, high capacity network devices that will be installed to support new end devices, new recording methodologies and new video management/control system packages. Essentially, this will establish a new high capability video security infrastructure.

## **II. PROJECT OBJECTIVE**

Milwaukee County wishes to proceed with programming and design of Surveillance System Upgrade at General Mitchell International Airport.

The basis of design shall be the preliminary planning and programming study previously conducted by General Mitchell Airport and will be made available to the selected consultant. This study shall provide the concept for the configuration and orientation of the proposed surveillance project.

An overview of the design concept proposes a new IP based CCTV system solution for the airport. It is recommended that an additional 430 new camera locations will be established to provide optimal coverage of key at-risk areas. These new devices (combinations of fixed, pan-tilt-zoom, and panoramic cameras) will predominantly be standard resolution IP cameras. In some instances mega pixel and/or HD cameras will be deployed to provide enhanced view while minimizing numbers of devices required. The existing analog cameras that are deemed to be fully functional will be connected to IP encoders, allowing these video streams to be transmitted over the new security network configuration to the appropriate recording and viewing medium. Its proposed all new and existing hardware will be seamlessly incorporated into a new site wide video management system comprised of various networked video work stations, command and control man-machine interfaces, large screen video display monitors, virtual matrix and recording solutions providing for a minimum of 30 days, 30FPS at 4CIF with an option to analyze the impact of reducing recording rates to 15 FPS. Compression algorithm will be the new H.264 standard.

Emphasis should be placed on emerging technologies.

The consultant shall assess existing conditions, infrastructure, and operational requirements as part of the services. This project will require significant coordination with GMIA, TSA, FAA, and airlines stakeholders.

1. The design shall include complete design documents for bidding and construction of the best option for the expansion of the CCTV system.
2. The schedule for completion of the contract documents shall be established as part of the stakeholders coordination.
3. The design shall be in accordance with TSA & FAA Advisory Circulars as well as other applicable federal, state, and local requirements.

### **III. SCOPE OF PROFESSIONAL SERVICES**

The scope of this project consists of the following parts:

**Part 1.** A study and evaluation of the design concept shall be conducted to establish a plan to best reconfigure and improve airport campus surveillance.

*Other conceptual redesigns shall be explored if existing data is dated due to the age of the design concept proposal.*

Anticipated tasks for this part include, but are not limited to:

- *The initial planning phase of the project will focus on field analysis of the existing conditions and workshops with GMIA staff to review existing equipment locations, configuration and budget objectives. The intent of this activity is for the design team to become knowledgeable of the existing conditions to the extent as needed for proper evaluation of the options and to complete the design required.*
- *Assimilate design information with GMIA's geographic information department.*
- *Investigate cameras, LAN equipment, racks and required equipment room upgrades.*
- *Conversion of analog camera video streams to a digital video coding format*
- *Consolidation and integration of all stand- alone and disparate CCTV system platforms into a single uniform digital platform and system.*
- *Expansion of current CCTV system.*
- *Develop viewing protocol with project stakeholders.*
- *Work with the affected airlines, GMIA, and the TSA to determine specific objectives and fully validate and develop preferred options.*
- *Evaluate and compare all options including, but not limited to, operational feasibility, project phasing, impact to the existing airport structures and systems, disruption to existing operations, impact on related airport expansion plans, project value and costs and other criteria as may be identified by the airlines, TSA and GMIA during development of these options.*
- *Submit and present all options and evaluation results for review and alternative selection by GMIA.*
- *Address all review comments and incorporate required changes into a final plan prior to commencement of the project design phase.*

**Part 2.** Design services for the final accepted and approved surveillance camera system upgrade plan shall consist of complete Schematic Design, Design Development and Construction Contract Document preparation. This part shall not begin until Milwaukee County has issued a written notice-to-proceed for this part.

For the purposes of the proposal for this part of the project the following shall be assumed to include:

- Finalize system technical and operational requirements
- Finalize recommended system configuration
- Define data bandwidth availability and future requirements from each location serving as a video aggregation site.
- Define level of access required for each functional area associated with camera viewing and storage requirements
- Relocation of existing affected utilities.
- Develop options for go-forward strategy.
- Develop roadmap for equipment installation.

- Floor plans and site plans illustrating primary CCTV and LAN equipment locations
- Equipment room architectural plans and elevations
- CCTV and LAN equipment room rack elevations
- Develop equipment mounting details
- Finalize sequence of operation for all cameras
- Finalize system block diagrams and power connectivity requirements
- Develop final CCTV equipment specifications
- Develop final LAN/Infrastructure equipment specifications
- Full set of construction drawings
- Develop bid forms and other technical specifications, general conditions will be provided by GMIA.
- Finalize construction phasing plans and proposed construction schedules
- The surveillance camera project will be required to comply with Milwaukee County's green building policy. The goal is to encourage sustainable designs, procurement of products and services that help to minimize the environmental impact resulting from the use and disposal of these products. These products and designs include, but are not limited to, those that contain recycled content, conserve energy or water, minimize waste or reduce the amount of toxic material used and disposed. In support of this policy, the successful Proposer will be required to work with the county to apply this policy where it is feasible to do so. In addition, Proposers should address any environmental considerations with their proposal response. Additional LEED design requirements will be provided, if applicable, prior to clarification of project scope and the negotiation of the professional services agreement.

The work in this part shall also include the preparation of detailed design-phase construction cost estimates to be included with three design review submittals (Schematic, Design Development, and 95% design completion). A final estimate of the construction cost shall be provided at completion of the Construction Contract Documents phase.

Other design related services shall also be provided including preparation and coordination of applications for all required city, state, and federal plan approvals and permits.

Part 3. Bidding and Construction Administration Phase services for the components of the project designed under Part 2.

Bidding and Construction Administration Phase services shall also include:

- The consultant shall conduct a pre-bid conference, log attendance, conduct a tour to view the site and prepare meeting minutes.
- Answer pre-bid questions
- The consultant shall coordinate with the airport for the advertisement for bids. The airport will prepare and place the advertisement.
- Preparation of responses to bidders' technical questions posed during the Bidding Phase.
- The consultant shall review bids for conformance with the bidding requirements, and make a recommendation to award a contract.
- Review of contractor submittals required by the construction project manual technical sections.
- The consultant shall determine quality and acceptability of materials provided and interpret the contract documents. The consultant shall observe required tests, make recommendations regarding Change Orders and payments to contractors.

- Review of and response to construction manager and contractor requests for information (RFI), and value engineering and substitution proposals. Review of construction change orders as prepared by the construction manager.
- Participation in site visits and pre-bid and construction progress meetings at intervals appropriate to become familiar with the progress and quality of construction work completed.
- Participation in the substantial and final completion inspections with recommendations relating to each.
- The consultant shall prepare and submit all record documents to Milwaukee County, as specified in Attachment H of the Agreement. Documents include design documents, as-built/record documents, project manual, O&M manuals, state approved drawings and any other information that pertains to the project.

Daily on-site construction contract administration will be preformed by a Construction Manager team that may either consist of internal DAS personnel or a consultant under separate agreement with the owner. Consultant services provided under this phase shall be provided in cooperation with the Construction Manager team. The services of a Construction Manager may include review of the project design at the conclusion of each phase with publication of comments to be addressed by the Design Team.

#### **IV. PROJECT TIMETABLE**

This timetable is based on the best information available as of the date of this Request for Qualifications (RFQ) and is intended to give prospective consultants a general idea of the anticipated project schedule.

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|--|---------------------------|
| 1. Issue Request for Qualifications (RFQ) to consultants.  | January 8, 2014           |
| 2. Pre-Proposal conference in the Sijan Conference Room, located at the rear of the Gallery of Flight Museum, 2 <sup>nd</sup> level of the main terminal, GMIA | 10:00AM, January 29, 2014 |
| 3. <b>Qualifications statements due.</b>   | <b>February 14, 2014</b>  |
| 4. Selection Committee shortlists or selects consultant. (will occur no sooner than).  | March 10, 2014            |
| 5. Project award (will occur no sooner than).  | March 21, 2014            |
| 6. Consultant Agreement execution/project Notice-to-Proceed (as early as).   | April 14, 2014            |
| 7. Completion of Part 1 options study and evaluation.  | May 30, 2014              |
| 8. Completion of Part 2 design   | August 1, 2014            |
| 9. Surveillance Camera Upgrade start advertise   | August 13, 2014           |
| 10. Surveillance Camera Upgrade bid opening  | September 3, 2014         |
| 10. Construction contract award  | September 29, 2014        |

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|---|-------------------|
| 11. Surveillance Camera Upgrade construction (NTP)            | October 6, 2014   |
| 12. Construction End Date-Project Operational (No later than) | September 1, 2015 |

Consultants are requested to include in their proposal a project schedule (beginning at the Consultant Agreement execution/project Notice-to-Proceed date indicated above) to complete the project in the shortest practical time period. Indicate any additional feasible options to further shorten the schedule, identifying any resulting changes to your proposal.

**V. PROPOSAL PREPARATION, SUBMISSION, & EVALUATION PROCEDURE**

**A. Explanation to Prospective Consultants**

Any prospective consultant desiring an explanation or interpretation of the Request for Qualifications (RFQ) must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFQ. Any information given to a prospective consultant concerning a solicitation will be furnished promptly to all other prospective consultants as an amendment to the RFQ, if that information is necessary in submitting a proposal or if the lack of it would be prejudicial to any other prospective consultant.

**B. Complete Proposals**

Proposals shall represent the best efforts of the consultant and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this RFQ.

**C. Unnecessarily Elaborate Proposals**

Brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the consultant's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought. The proposal shall be kept to a reasonable number of pages necessary to present the information required.

**D. Retention of Proposals**

All proposals will be retained by Milwaukee County and therefore will not be returned to the consultant. The County will not pay for preparation of proposals or for the proposals that are retained by the County.

**E. Examination by Prospective Consultants**

Consultants are expected to carefully examine the scope of work required, the project objective, and all instructions in and attachments to the RFQ. Failure to do so will be at the consultant's risk.

**F. Legal Status of Consultant**

Each consultant must provide the following information in the proposal:

1. Names of all the consultants that will be part of the project team and a clear identification of each consultant's role in the project. Also include the name, address, telephone number, fax number, and email address of each consultant's contact person.
2. Whether submitting consultant is a corporation, joint venture, partnership (including type of partnership), or individual. If the submitting consultant is a partnership or joint venture, names of general partners or joint venture partners.
3. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the submitting consultant is a corporation, joint venture or partnership and does not provide a copy of its registration, or certification to transact business in the State of Wisconsin, the consultant shall certify its intent to obtain the necessary license, registration or certification requirements prior to contract award or its exemption from such requirements.
4. Copies of any current professional license, registration or certifications required in the RFQ or by the scope of work.

**G. Consultant's Authorized Agent**

Each RFQ shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the submitting consultant and to contractually bind the consultant, if other than the person signing the proposal.

**H. Organization of Consultant Team**

Each RFQ must further contain a chart showing the organization of the project team and the number of regular personnel that may be involved in each organizational unit.

Include full names of all primary staff personnel that will be involved in providing professional services, their title and areas of specialty, their specific role in providing the requested services, and their affiliation (staff member of lead consultant or staff member of sub consultant).

**I. Consultant Team Qualifications**

Each consultant must provide the following information to indicate the qualifications of the consultant team:

1. A brief history and project specific qualification of each consultant proposed for the team.
2. A listing of similar projects each consultant and primary staff personnel have completed. **Clearly indicate the extent of involvement in each project.** Specifically indicate if the involvement was as the lead consultant or as a sub-consultant, what position primary staff held in each project, such as project manager, lead designer, etc., and for which part of the project the involvement was focussed.
3. References, including names, contact person, address and telephone number of the owner for which consultant(s) and assigned key personnel have provided similar professional services.

**J. Project Understanding, Approach, and Schedule**

Provide in the proposal a statement to indicate an understanding of the project requirements. Include a detailed description of the proposed approach to each part of the services required.

Provide a bar chart form of schedule of sufficient detail to indicate sequence, activity duration, activity start and end dates, and relationship of activities that are needed to complete the project as described. Activities shall be sufficiently identified to indicate a clear understanding of and approach to the work required.

**K. Qualifications Statement Evaluation**

Because of federal funding, **consultant selection shall be qualifications-based. Please do not include any rates, fees or other fiscal information in your qualifications statement.** Milwaukee County reserves the right to accept or reject any and all qualifications statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

**L. Signing of Offers**

Offerors shall return with their resumes and any other documents as may be requested in the RFQ.

**M. Proposal Guarantee**

By submitting a proposal the consultant guarantees that it will keep its initial offer open for at least 90 days.

**N. Acknowledgment of Amendments**

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

**O. Late Proposals and Modifications and Withdrawals of Proposals**

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered. No proposal will be permitted to be modified unilaterally by the firm after the date and time specified for receipt of the proposal. Fax copies of proposals will not be accepted.

**P. Proposal Evaluation Criteria**

Following is a list of general criteria that will be used to evaluate the proposals:

1. The qualifications and experience of the firm(s) in the consultant team and all primary personnel assigned to the project as identified in the proposal.
2. The past performance of the lead firm, relevant team members, and primary personnel on projects of similar scope and size as identified in the proposal.

3. The organization of the consultant team including effective utilization of DBE firms.
4. Coverage within the consultant team of all required disciplines including but not limited to:
  - CCTV-LAN planning in an Airport environment
  - Airport facilities architecture and engineering
  - Database platform integration
  - Fiber networks & long term storage
5. The firm's indicated understanding of the project requirements
6. The consultant's project approach and methodology as presented in the proposal.
7. The project team's resources and availability of key personnel as related to the needs of this project.
8. The consultant's proposed detailed schedule of project tasks and activities that meet the requirements of the project.
9. Analysis of the consultant's responsiveness to the RFQ requirements and overall interest, commitment, and ability.
10. Complying with County Policies for Green and Environmentally sustainable buildings.

**Milwaukee County reserves the right to accept or reject any and all proposals as determined to be in the best interests of Milwaukee County.**

#### **VI. ADDITIONAL REQUIREMENTS**

Consultants submitting qualifications statements shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

The successful consultant and/or any contractor affiliated with that consultant shall be prohibited from submitting bids in the construction bidding process for this project.

With the signing and submission of a qualifications statement the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing, and able to sign such an agreement, when requested, without making any substantive changes.

The successful consultant must be an Equal Opportunity Employer. The proposal shall conform with all attached documents. All qualifications statements should use this RFQ and its attachments as the sole basis for the proposal. The issuance of a written addendum and the pre-submission meeting minutes (if issued) are the only official method through which interpretation, clarification or additional information will be given. The consultant shall utilize Disadvantaged Business Enterprise (DBE) with a goal of

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twenty percent (**21.3%**) of the consultant's fee. Only certified Milwaukee County/DOT DBE firms may be utilized. Contact the Milwaukee County DBD office at (414) 278-5248 for a list of certified firms and/or information regarding DBE certification.

All costs for preparing a qualifications statement, attending the pre-proposal meeting, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.

Submit six (6) copies of your Proposal, complete as specified in this request, no later than **4:00 PM CDT February 14, 2014** to:

Timothy Kipp  
Milwaukee County DAS  
Airport Engineers Office  
General Mitchell International Airport  
5300 South Howell Avenue  
Milwaukee, Wisconsin 53207-6189

Please contact Timothy Kipp at (414) 747-5716 or email [tkipp@mitchellairport.com](mailto:tkipp@mitchellairport.com) with any questions regarding this Request for Qualifications.

**Attachments:**

- 1) Attachment 1 Milwaukee County Department of Public Works Standard Prime Consultant Agreement for Professional Services (Type A)

cc: Barry Bateman, Airport  
Greg High, DAS  
Dr. Ruben Anthony, CDBP,