To All Interested Consultants

Project: GMIA Physical Access Control System Upgrade
Project No.: WA21101
Subject: REQUEST FOR PROPOSAL (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services from qualified firms to provide a Security System Site Survey (hereinafter “SSSS”) and a design of a new system at the General Mitchell International Airport (hereinafter “MKE”) for a Physical Access Control System (hereinafter “PACS”). MKE is located in Milwaukee, WI.

I. BACKGROUND

Milwaukee County has funding approved in the 2017-2018 budget to have a survey conducted of the current PACS at MKE. It is anticipated that the airport will proceed with the purchase and installation of a new system in 2019.

Access control is a Federal requirement at MKE under title 49 CFR Part §1542, and is the responsibility of the airport. The PACS is a computer-based network of door and gate control hardware and software. Its purpose is to limit access to regulated areas of the airport to only those individuals with proper credentials.

The current headend system is a Johnson Controls P2000 and has been in place for over 15 years. As technology advances, older systems cannot continue to fulfill their intended purpose. The Airport needs to increase the functionality of the system that includes ease of maintenance and allow for future growth.

II. GENERAL PROJECT DESCRIPTION

It is the County’s intention is to have the system evaluated for upgrade. The SSSS shall include identifying and evaluating the “AS IS” condition of the existing PACS used by MKE to protect against unauthorized access and to provide intrusion detection of critical areas. Within the SSSS report, milestones shall be identified for the PACS Upgrade that is compatible with the MKE Capital Improvement Plan and the levels of protection consistent with the protection of key assets within MKE facilities. The system must be compatible with the existing card readers, cameras, Fire Alarm System, GIS, and Credential Management System. The new system shall be expandable and have an open architecture.

The site survey shall include the headend system and also the cabling infrastructure and the location of the doors and gates requiring controlled access. A report with “AS-IS” conditions and the Consultants recommendations will be provided based on the survey findings. All findings will be marked “Sensitive Security Information” (SSI). The County requires all bidders to complete and sign a non-disclosure agreement.

III. SCOPE OF CONSULTANT SERVICES: The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type D (copy will be emailed upon request). The Proposer shall closely follow the process as outlined in the task areas below:
a. **TASK AREA 1 – Site Survey**: Addresses the PACS as the first line of defense for protection of MKE Personnel and Assets.

**Site Survey Process:**

i. Hold an in-brief with site personnel to outline survey goals.

ii. Hold discussions with site personnel to discuss the following, but not limited to:
   1. Operational procedures and security requirements
   2. Organizational structure, roles and responsibilities
   3. Available and planned resources
   4. On-going or planned security and construction projects
   5. Real or perceived threats not yet guarded against
   6. Past incidents (Types, Impact, Resolutions)

iii. Survey MKE facilities to gather information that includes, at a minimum, the following:
   1. **Existing Physical Access Control System**
      
      a. Locate and document all access control systems including lock and key sets to regulated areas. Determine equipment type and operating conditions.
      b. Locate and document all access control system field panels. Note installation practices, door identification and fire safety standards.
      c. Locate and document all access control card readers. Determine reader type and operating condition. Existing floor plans will be provided. Accuracy of the drawings will need to be confirmed.
      d. Confirm Local City of Milwaukee Building Codes are being followed.
      e. Compile a list of portals to regulated areas.
   2. **Communication Backbone:**
      
      a. Examine and document the type and condition of existing wiring and backbone cabling.
      b. Determine the adequacy of the existing infrastructure to handle future access control security requirements.
      c. Examine existing network Topology.
   3. **Access Control Monitoring, Control and Display Equipment (MC&DE) and Badge Station.**
      
      a. Examine the MC&DE and document the salient characteristics, ie: Operating System Software and version; System Software and version; Database type, etc.
      b. Document each access control system’s architecture.
      c. Examine the system’s capacity, ie., maximum number of card readers, card holders, access points, etc.
      d. Examine historical records to determine the system’s activity.
      e. Examine and document the system’s database structure and distribution methodology.
      f. Examine and document the systems integration to existing intrusion detection, Fire Alarms systems, Closed Circuit Television (CCTV), and duress alarms.
g. Document emergency egress operations involving the access control system.

h. Document the existing operation of the access controls systems currently installed and monitored.

i. Examine and document the badge station setup and concept of operation.

j. Examine and document the site’s methodology for disaster recovery.

4. General Facilities

   a. Examine and document the adequacy of Emergency Backup power.

   b. Examine and document the adequacy of the UPS (Battery Backup) in assuring continuity of operations in a power fail situation.

   c. Survey the facility to identify areas where security may be enhanced.

   d. Compile building drawings to be used in generating proposed equipment layouts.

5. Hold an Out-Brief session with the County to present the site survey findings and provide prepared report.

6. List of installed access control system equipment will provided to selected proposer.

b. Task Area 2 – Technologies Evaluation & Analysis: Assist in identifying and recommending security products and applications to upgrade the PACS. Considerations should include:

   i. Security system development, which may be integrated with the existing and new infrastructure, incorporating security system servers, security management system software, advanced processing alarm and card access controllers, control panel and lock power supplies, operator, administrative and identification badging workstations and identification badge printer.

   ii. Integration criteria used to incorporate/install card readers, alarm sensors, and security cable infrastructure to the new and existing facilities.

   iii. Personal Identity Verification (PIV)/badge system to be used as part of the overall security management system. The PIV should be able to accommodate smart card technology.

c. Task Area 3 – Deliverables Site Survey Report/ Design Development: Utilizing the information obtained during the site survey of MKE facilities, the Proposer will develop a Security Assessment Report. The report shall outline all the finding of the surveys and make recommendations for upgrading the existing PACS. These recommendations shall identify the integration of additional equipment, training, procedures, and safeguards required to maintain and/or increase MKE’s security status. The survey shall identify recommendations for security enhancements and operational efficiencies. All reports are considered Sensitive Security Information.

The intent of the organization’s security report is to highlight the findings of the assessment and to describe recommended security enhancements. A second goal of
d. **Task Area 4 – Final Design and Construction documents:**
   i. Construction documents shall not be started until the County has provided a written approval of the Design Development Report and the preliminary construction cost.
   ii. Produce construction documents for the construction of the new PACS at MKE. Complete construction drawings in AutoCAD 2015 drawing format. Drawings shall be scale, plan view of each appropriate area of the physical installation of the components. Information regarding existing systems shall be obtained from record drawings and field reports.
   iii. The contract document level of project development construction shall be per Article 3.4 of the attached consultant agreement. The required deliverables shall include, but not limited to the title sheet, detail sheets, plan view, technology/electrical plans and any other detailing necessary for a complete bid set.
   iv. Prepare technical specifications for the construction work including Schedule of Prices for bid form. The specification shall conform to the Uniform Format Construction Index of the Construction Specifications Institute (CSI).
   v. Include pre-qualification requirements for contractors and PACS.
   vi. Submit 4 sets of 90% complete construction documents for review and comments from MKE.
   vii. Review, respond and incorporate the County’s 90% review comments into construction documents along with a final cost estimate.
   viii. Provide finalized consultant prepared sections of the project manual and reproducible final drawings.
   ix. For all aspects of the project, the Consultant shall make all necessary submittals to all government agencies for plan review and permits. This shall include preparation, submitting, and paying all fees necessary. Fees will be reimbursed through reimbursable allowance to be included in the contract.
   x. The consultant shall prepare a final construction cost estimate for the project, assuming a private contractor and supplier will be preforming the work.

e. **Task Area 5 – Bidding and Construction/Installation of New system:**
   i. Attend pre-bid meeting.
   ii. Document all information requested by bidders and interpretation of bidding documents in writing to the Owner.
   iii. Any information needed to clarify any condition which might affect the cost of the bid shall be by Addendum sent out no later then five (5) days prior to close of bids. Prepare and deliver Addendum to the County. The County will reproduce and send to bidders.
   iv. Assist the County in analysis of the bids.
   v. Attend pre-construction meeting.
   vi. Preparation of supplementary clarification documents when requested by the County or Contractor.
vii. Review and approve with the Owner all shop drawings, equipment brochures and samples covering equipment specified in the bidding documents, and provide verification that all shop drawings have been submitted.

viii. Perform initial and periodic observation of the contractor supplied materials to ensure they are per specification and approved submittals. Provide a written report documenting observations.

ix. Perform initial and periodic observation of contractor installation practices to ensure they are per specifications.

x. Review, approve, reject or modify all Contractor payment requests. Forward to the County for Payment Certification preparation.

xi. Review and make written recommendations for all Change Orders or Allowances quoted by the Contractor.

xii. Prepare and submit punch list, substantial completion and acceptance documentation for the project.

xiii. Compile and provide two (2) operation and maintenance manuals for any and all appropriate equipment and/or materials used in the upgrade. Manuals to consist of all available descriptive, technical and service literature for the components and software installed in the system.

xiv. Generate, from legible and accurate contractor provided field marked up drawings, CAD Record Drawings and provide the owner with an electronic copy of drawings and two sets of prints.

IV. QUALITY CONTROL
   a. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

V. PROJECT SCHEDULE
   a. June 28, 2017  Issue Request for Proposal
   b. July 21, 2017  Dead line for questions
   c. August 2, 2017  RFP Due
   d. October 27, 2017  Consultant award (will occur no later than this date).
   e. November 2, 2017  Offer, negotiate and execute a contract with selected consultant.
   f. November 2, 2018  Percent complete targets, Final deliverable dates, Print-ready documents
   g. January 2019  Anticipated Construction Start
   h. April 2021  Anticipated Construction Completion

VI. PRE-PROPOSAL MEETING
   a. July 13, 2017 mandatory 10:00am Sijan Room Airport Terminal Inside the Museum.

VII. RELATED WORK BY OTHERS
   a. At the Consultants request, the County will provide all available record drawings of the existing airport facilities.
   b. The County will prepare the boiler plate portion (front end) portion of the project manual, assemble the project manual, print the contract documents and advertise the project.

VIII. SUBMISSION REQUIREMENTS: The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include
the Consultant Proposal Form (Attachment 3) and the following information:

a. Cover Page: Include project number and name, project location, consultant’s name, address, telephone number, FAX number, e-mail address, proposal date, etc.

b. Table of Contents: Include an identification of the material by section and page number.

c. Letter of Transmittal: The name and description of the organization submitting the proposal briefly stating the proposer’s understanding of the service to be provided.

d. Description of the Organization: A description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.

e. Description of the Organization’s Experience: Include a list of similar projects that the consultant has participated with during the past five years. Attach a separate sheet for each project, up to five maximum, giving a brief description of each project, the consultant’s participation, and a client contact reference and phone number. Provide a list of three (3) references that can be contacted with questions regarding your past work.

f. Description of Project Team/Resumes: Provide an organizational structure of the consultant’s project team, including any subconsultants to be used for this project. Include the name of the Principal in Charge of this project along with the name, occupation and title of the Project Manager who will be in charge of this project.

Provide a one-page resume for each individual involved in the project, and include their name, title, address, telephone number, e-mail address, fax number, duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and Proposals.

g. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.

h. Project Approach: Provide a description of challenges you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.

i. Project Schedule to Completion: Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the “Project Schedule” section of this RFP.

j. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
k. **TBE Firm Goals:** The Targeted (Disadvantaged) Business Enterprise participation goal for this project/contract 17%.

i. Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County’s Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified under the Unified Certification Program following Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

For a non-certified firm bidding or proposing as Prime, participation may be obtained utilizing a TBE firm, whether DBE, MBE, or WBE. This allows for increased participation by providing opportunities for multiple certifications to be included in the project.

For a TBE firm bidding or proposing as Prime, the goal must be satisfied using DBE subcontractors or sub-consultants. MBE and WBE certifications count as additional participation once the goal is achieved through DBE participation. Any work a TBE Prime self-performs would be counted as additional participation in excess of the participation provided by subcontractors or sub-consultants.

Compliance reporting is accomplished from collection of data in the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors in the system. Subcontractors will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payments policy were followed. There is no cost to the Prime or any subcontractor, the only requirement is to become a registered user and complete the one hour webinar training.

ii. Contact the Community Business Development Partners Office at 414-278-4747 or cbdp@milwaukee county wi.gov for questions related to TBE and DBE requirements.

l. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.

m. **Fee Proposal:** The fee for this project shall be clearly stated as an actual cost not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

**IX. CONSULTANT SELECTION**

a. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The proposal evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the proposals, Milwaukee County may decide to conduct interviews of a short-list of consultants. The evaluation team may select up to three consultants to attend an interview, which, if required, will be held during the week of October 1, 2017. The interview will be evaluated based on project team, experience and
qualifications, project understanding, and the overall presentation.

The project manager will post this RFP, as well as any pre proposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

http://county.milwaukee.gov/ConstructionBidsandR23075.htm

The consultant should consider information on this website to be part of the official RFP. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal due date.

b. Evaluation Criteria: The Proposals submitted will be evaluated on the following criteria:
   - Category I and Category X – Airport Experience
   - Demonstrated knowledge of TSR 1542
   - Demonstrated knowledge of Johnson Controls Inc. P2000 system
   - Demonstrated knowledge of Physical Access Control systems integrated in an airport environment.

c. Qualification statement shall include the following:
   • Description of prior security system site survey experience including PACS experience.
   • A full narrative description of past and current contracts that illustrate Proposer’s ability to perform and deliver the service required herein, including all Category I and Category X airport experience. Provide all information from current and past contracts, including Name of Company, Location of contract, contract name and phone number, term of contract and dollar amount of contract.
   • Description of related education, certifications in PACS.
   • Evidence of the Proposer’s familiarity with the security requirements at facilities comparable to MKE to include evidence of the Proposer’s specific familiarity with security requirements pertaining to Title 49, CFR, Part 1542 regulated airports.
   • A breakdown of all Proposal items by billing hours is required.
   • Provide a management plan for this contract, including organizational format, lines of authority and communications, and division of responsibility.

d. Selected Proposer will be required to complete the MKE’s credentialing process upon award of contract. Each individual will be subject to a favorable fingerprint-based Criminal History Records Check, Security Threat Assessment, and required training to maintain airport-issued identification media throughout duration of project.

Annual costs associated with the airport badging process include:
Initial Badge: $100.00
Renewal Badge: $50.00
Airport Employee Parking: $127.00
Costs are current as of issuance of this RFP and are subject to change.
X. GENERAL REQUIREMENTS

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

b. Selected consultant 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, gift, bribe, or other monetary 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.

c. The selected consultant must be an Equal Opportunity Employer.

d. The proposal shall conform with all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretation, clarification or additional information will be given.

e. All costs for preparing a proposal, 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.

f. The proposal must be submitted in a single bound 8-1/2” x 11” document.

g. With the signing and submission of a statement or proposal 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 the agreement when requested without making any substantive changes.

Submit 5 copies of the proposal, sealed in an envelope or equivalent, no later than August 2, 2017 by 2:00 p.m.

The proposals shall be addressed and submitted to:

Mary Turner Project Manager
Airport Engineering Office
Administration building RM A260
5300 S. Howell Avenue
Milwaukee WI, 53207

Proposals submitted by telephone, fax, or email will be rejected.
Subject: Request for Proposal  
Project: **MKE Physical Access Control Upgrade (Design)**  
Project No.: **A211-17002**

Please direct any questions about this RFP to Mary Turner at 414-747-6233 or mturner@mitchellairport.com.

Sincerely,

_________________________
Mary Turner  PE  
Project Manager

Attachments:
1. Project Location Map  
2. Proposal Preparation, Submission and Evaluation  
3. Consultant Proposal Form  
4. DBE / TBE Forms

cc:  G. High, DAS-FM  
     Owner Dept. Representative L. Beairsto  
     C. Hardy, DAS-FM  
     Project Manager M Turner, DAS-FM  
     B. Engel, CDBP