



DOWNTOWN
royal oak

**CITY OF ROYAL OAK
DOWNTOWN DEVELOPMENT AUTHORITY**

**REQUEST FOR PROPOSAL
SECURITY CAMERA SYSTEM DESIGN FOR
DOWNTOWN ROYAL OAK PARKING STRUCTURES**

The City of Royal Oak's Downtown Development Authority (DDA) is seeking qualified security system firms or individuals (Designer) to prepare and submit a proposal for the design of a security camera system for two (2) downtown Royal Oak parking structures. The structures are owned by the city of Royal Oak and currently contain no security systems. The structures are located at 1) Third Street and Center Street and 2) Fifth Street and Lafayette. Attached to this RFP is a map of both parking structures' location within Royal Oak. Once an agreed upon system design is accepted, the furnishing and installation of that system will be competitively bid.

Project Description

The system design, exact camera locations within the structures, wireless routers, and other elements required for a complete and functional security camera system, will be left to the expertise of the Designer. It will be the Designer's responsibility to support their reasoning for each element included in the system.

The design criteria below shall be included at a minimum in the design of the security system.

- Use of Pan Tilt Zoom Cameras
- 4 cameras per parking garage level to ensure complete coverage
- Camera in each stairwell at the ground level
- Camera at entrance/exit to capture license plate information
- Camera information transmitted wirelessly to a server at the Royal Oak Police Department's dispatch
- Cameras controlled from Royal Oak Police Department's dispatch
- Camera information saved and stored for 14 days
- Ability for transmitted camera information to be reviewed
- Security system and cameras compatible with existing Royal Oak Police Department's system and cameras
- System expandable as future needs dictate
- 37" LCD viewing monitor for Royal Oak Police Department's dispatch
- Cameras shall indicate an alarm on screen upon failure

Scope of Services

The work to be performed by the Designer shall include all design services required to provide design drawings and specifications for a complete and functional security camera system. Design services shall include, but not be limited to:

- 1) The Designer shall work closely with City staff, with any designated review committees, and meet with the DDA and other public groups as requested in order to confirm design criteria and discuss project elements.
- 2) The Designer shall prepare an itemized cost estimate for the purchase and installation of the system including labor.
- 3) The Designer shall be available to assist City staff in presenting the project design to various groups.

The deliverables shall include, but not limited to the following:

- 1) Design Documents: Upon DDA approval of the final system design, the Designer shall submit to City staff the security camera system design drawings and specifications for equipment and installation that are suitable for obtaining competitive bids for the purchase and installation of a complete and functional security camera system.
- 2) Construction Cost Estimate: The Designer shall provide a detailed cost estimate for the security camera system including unit costs for equipment and labor clearly indicated.
- 3) Construction Schedule: The Designer shall provide a construction schedule for the purchase and installation of the security camera system.

Proposal Requirements

Qualifications:

The following qualifications information shall be included in the Proposal for Design Services:

1. List the roles and responsibilities of the firm and/or individuals who will be directly involved in the team to be utilized on the project to the extent these are known.
2. Provide resumes and background information on the individuals that demonstrate previous experience in undertaking similar projects.
3. Provide a list of references of officials or contacts for similar projects, including addresses and current telephone numbers.

Schedule:

The proposal shall provide a timeline, indicating the start and completion dates for the project design process activities including recommended review and approvals.

The Designer shall include in the proposal what anticipated impact, if any, there will be on the ability to park in the structure during the system installation.

Fee:

The fee for design services shall be stated as a lump sum including expenses.

Questions and Information:

Questions and requests for information shall be submitted in writing to Stephanie McIntyre, Downtown Manager at stephaniem@ci.royal-oak.mi.us. Questions and answers will be distributed to all bidders.

Proposal Submittal:

Proposals shall be submitted no later than 12:00 p.m. on May 2, 2008.

Submit three (3) copies of the Proposal. Please mark the outside of the response "Design Services for Security Camera System – Parking Structures" and deliver to:

City of Royal Oak
Royal Oak DDA
211 Williams Street
Royal Oak, Michigan 48064
Attention: Stephanie McIntyre, Downtown Manager

CENTRAL BUSINESS DISTRICT

CITY OF ROYAL OAK, MICHIGAN

