



SOLANO
COMMUNITY COLLEGE



Statement of Qualifications and Proposal

Date: March 2, 2016

Re: **Solano Community College District
Security Camera System Planning Project (Fairfield, Vallejo and Vacaville Campuses)
4000 Suisun Valley Road, Fairfield, CA**

Package includes the following items

1. Statement of Qualifications and Proposal (SOQP) for Consultant Services
2. Campus Aerial Maps for Fairfield, Vacaville and Vallejo

The Solano Community College District (“District”) is soliciting statements of qualifications and proposals for professional services for the Security Camera System Planning Project, for all three District campuses located in Fairfield (4000 Suisun Valley Road, Fairfield, CA), Vacaville (2001 N. Village Parkway, Vacaville, CA) and Vallejo (545 Columbus Parkway, Vallejo, CA). We would like to have your participation and look forward to receiving your proposal.

There will be a **MANDATORY pre-bid conference held at 10:30am on March 14, 2016** at the Fairfield Campus, located at 4000 Suisun Valley Road, Building 600 (Denis Honeychurch Board Room 626), Fairfield, CA.

Please email your questions to Jason Yi: jason.yi@solano.edu. All questions must be received on or before 2:00 PM March 16, 2016. **All statement of qualifications and pricing proposals must be received on or before, March 23, 2016 at 2:00 PM.** Interested firms are required to submit the completed SOQP in a sealed envelope identified as “SOQP #16-014 SOLANO COMMUNITY COLLEGE DISTRICT – SECURITY CAMERA SYSTEM PROJECT” with the Respondent’s name and address clearly indicated.

All Statements of Qualification/Proposals will be submitted to:

Solano Community College District
Attn: Laura Scott, Bond Purchaser
4000 Suisun Valley Road
Building 600 (Denis Honeychurch Board Room 626)
Fairfield, CA 94534

The following items need to be considered when submitting your proposal (the successful proposer of this project is hereafter referred to as the “consultant”).

A. Proposal and Contract:

Consultant shall sign a standard professional services contract with the District. The sample agreement can be [viewed here](#).

B. Project Description:

The District is seeking a comprehensive assessment of the condition of the existing exterior security camera system equipment on the Fairfield, Vallejo and Vacaville Campuses, recommendations regarding capacity and adequacy of functional features to meet District goals, and recommendations regarding improvements and potential expansion of the system to provide enhanced safety and security of the campuses, with budget level cost estimates. The District has minimal exterior area coverage currently. The study should evaluate the entire system including but not limited to servers, storage, monitors, and cameras.

C. Scope of Work:

1. Meet with District Stakeholder Group –
Kick-off meeting to review existing system and capacity, operational strengths and weaknesses, and District goals.
2. Conduct a Visual Assessment and Functional Review -
Conduct a visual assessment and functional review of existing equipment. Summarize and submit a draft to the District for review and comment. Revise it as needed per District’s comments before proceeding with Task 3.
3. Develop Recommendations and Options for Upgrade and Expansion of the System
Based on District goals and assessment of existing equipment and system, develop recommendations in the form of options for enhancement of the existing system. Include a comparative matrix of equipment type (strengths, weakness, cost). Submit a draft and review options with the District for input. Confirm District’s preferred option/strategy before proceeding with Task 4.
4. Prepare a Comprehensive Report -
Prepare a written report summarizing the whole assessment project, recommendations, and projected budget level costs. Include a narrative describing the District goals for the system, the general condition and performance capacity of the existing equipment, options presented for enhancement and expansion of the system (including resultant features and capacity, and cost), and final recommendations (including projected budget level cost). Submit a draft report for District’s review. Revise as needed per District’s comments.

D. Minimum Qualifications

Firms must meet the minimum requirements:

1. Within the last 10 years has been the lead consultant for a minimum of five (5) similar projects for a public agency.

2. Have knowledge of state of the art equipment and technology, and familiarity with a wide variety of manufacturers and models of equipment. Not be a representative of any equipment manufacturer or vendor, nor have a financial interest in any equipment manufacturer or vendor companies.
3. Have sufficient staff and resources to be able to complete contract obligations in a timely manner.
4. Licensed and/or certified professionals as required to provide the services.
5. Have technical competence and capabilities in computer aided drafting, using a system that is compatible with the current AutoCad release.
6. Demonstrated longevity of the firm and demonstrated financial stability.
7. Ability to attend meetings and provide services in a timely manner, as related to distance of firm and sub-consultants from College facilities.
8. The selected Consultant Team must be insured in accordance with the requirements set forth in the College's standard Agreement for Professional Services.

E. Requirements of the Statement of Qualifications and Proposal

Your Statement of Qualifications and Proposal (SOQP) must address each of the following sections in the order listed below. Responses should be concise and should demonstrate Consultant's capability to meet or exceed each minimum qualification listed in section D. Your SOQP submittal should be bound and printed on 8.5" x 11" paper, and not exceed ten (10) double sided pages. Submit one (1) pdf and five (5) hard copies of the complete SOQP. Upon submission, the SOQP and all copies thereof will become the property of the Solano Community College District and will not be returned in total or in part (except item 9 'Example Report', as noted below).

1. Cover Letter/Letter of Interest

Maximum of two (2) pages. Must include name of firm, address, telephone number, and name and email of Principal to contact. Letter must be signed by representative of the firm with authorization to bind the firm by contract.

2. Description of Firm and Key Sub-Consultants

A. Engineering Firm

- History, number of years in business, staff size
- Location of office which will perform the work
- Size of staff, number of licensed engineers in the office which will perform the work

B. Organizational Chart

- Provide an organizational chart showing the College's relationship to your firm and the individuals who will perform the work. Indicate any sub-consultants; indicate whether cost estimating is in-house or a sub-consultant.

C. Sub-Consultants or Sub-consultant Firms, if any:

- For each sub-consultant or sub-consultant firms, provide the following information:

- Description of the services the individual or firm will be providing
- History, number of years in business, staff size
- Location of office which will perform the work
- Size of staff, number of professionals in the office which will perform the work
- Description of extent and duration of prior working relationship with your firm (number and types of projects, number of years)

3. Firm Relevant Experience

A. Describe extent of knowledge of state of the art security camera system equipment. Include statement that your firm can provide unbiased recommendations regarding appropriate equipment for the College’s needs, and that your firm, employees, and any sub-consultants are not affiliated with any equipment manufacturer or vendor, nor have a financial interest in any equipment manufacturer or vendor companies.

B. List a minimum of five (5) and no more than ten (10) relevant projects similar to this paving assessment project, completed within the last 10 years, and include:

- Project name and location
- Project size: acreage or square feet
- Year completed or current status
- Client, contact person, and phone number
- Brief description of the project

You may include photos as you deem appropriate.

4. Staff Qualifications

List the principals, staff and sub-consultants who will perform the work (as shown on your organizational chart) and list their role. Provide qualifications for each person listed by including resumes, which include license type, number of years with current firm, and list related project experience.

5. Project Approach

Using the schedule dates outlined in this SOQP, briefly describe your team’s approach to undertaking the project. Indicate what information you will need from the College and by when, including review comments on draft documents. Time is of the essence and it is highly desired that this work be completed by June 27, 2016.

6. Other

Provide any other information regarding your qualifications that you feel is relevant for consideration for this project. Do not cover topics requested in other parts of this SOQP. Limit this response to one (1) page maximum.

7. Agreement

Include a statement that the terms of the example Agreement for Professional Services Agreement are acceptable. A respondent taking exception to the College's sample Agreement must provide alternate language for those provisions considered objectionable to the respondent. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.

8. Proposed Fee

Provide a not to exceed fee for the scope of work described; include a back-up breakdown of labor and materials assumptions. Provide a separate listing of hourly billing rates.

E. Schedule:

- Mandatory Pre-Bid Conference: March 14, 2016
- Qualifications and Proposals Due: March 23, 2016
- Contract to Board for Approval: April 20, 2016
- Start of Work/Project Kick-off Meeting: May 2, 2016
- Draft of Task 2 document: May 16, 2016
- Draft of Task 3 Document: June 6, 2016
- Draft of Comprehensive Report: June 17, 2016
- Submittal of Final Report: June 27, 2016

Fairfield Campus
4000 Suisun Valley Road,
Fairfield, CA



Snowberry Way

Oakridge Dr

Oakwood Ck

4000 Suisun Valley Rd

Solano College Rd

Business Center Dr

one Way

01n Hwy

UT-SNA
Camp



Vacaville Campus
2001 N. Village Parkway
Vacaville, CA
(includes annex building
site across the street)

Solano Community College Vacaville Center

N Village Pkwy

Vaca Valley Pkwy

McKEIVITT Ave



Vallejo Campus
545 Columbus
Parkway, Vallejo, CA

Bill Thurston Bldg

Columbus Pkwy

St. Johns Mine Rd

Symonds Way

Irene Dr