

**Request for Information (RFI)**  
**For**  
**Miami-Dade Public Housing and Community Development (PHCD)**  
**CCTV SYSTEMS SAFETY AND SECURITY CONSULTANT**

The County's contact person for this RFI is:

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RESPONSES ARE DUE NO LATER THAN  
Friday, July 31, 2015 by 2:00 p.m. (local time)  
at

Miami-Dade Public Housing and Community Development (PHCD)  
Administrative Services Division, Procurement Unit  
Overtown Transit Village North – 701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor – Miami, FL 33136

**A. Purpose/Nature of Work:**

1. PHCD is seeking an independent CCTV Systems Safety and Security Consultant (herein after referred to as "Consultant"). The Consultant may be an "individual consultant or firm" that does not represent any manufacturers / distributors who provide the type of services contained in this RFI. **This is a highly technical function requiring substantial experience and knowledge of design, supervision of installation, and related work for CCTV and security systems.**

**B. Background:**

1. Public Housing and Community Development (PHCD) is a Department of Miami-Dade County. PHCD manages over 9,000 public housing units located in over 100 development sites throughout Miami-Dade County.
2. Thirty Two (32) of the existing development sites currently have (or will receive within the next several months) CCTV systems.
3. Consulting Services are estimated to be required for up (two) 2 years with possible extensions on an as needed when needed basis.
4. The Consultant will work closely with PHCD's Facilities and Development and Asset Management Divisions to implement work indicated herein.
5. **The major portion of the work will be CCTV systems.**

**C. Minimum Qualifications:**

1. 15 years minimum experience in design and supervision of installation of CCTV, Safety and Security systems for the Consultant and its Project Manager
2. Working knowledge of wireless systems including Point-To-Point, Point-To-Multi-Point, Line of sight (LOS), Non-line of sight (NLOS), fresnel zone radiation patterns, directional and Omni directional antennas.
3. Working knowledge of CCTV system storage calculations.

4. Working knowledge of multiple Video Management Software.
5. Working knowledge of Crime Prevention Through Environmental Design (CPTED) principles.

**D. Illustrative Tasks:**

1. Understanding the security/CCTV needs and goals of Miami-Dade Public Housing and Community Development.
2. Evaluate existing sites identified by PHCD to receive upgrades/improvements or new CCTV systems.
3. Develop initial scope and budget in coordination with Project Managers, Site Managers, other PHCD personnel and Police Department(s).
4. Develop detailed scope of work, design criteria, technical specifications and design drawings for bidding to contractors. Determine and incorporate schedule for completion and detailed forms for bidding/pricing, warranty and training requirements to be included in bid.
5. Evaluate bids received and make recommendations for award.
6. Oversee/monitor installation of all equipment by contractor from Notice to Proceed through completion, acceptance, training and warranty.
7. Troubleshoot existing CCTV and security systems and make recommendation for repairs. Oversee/monitor repairs.
8. Provide comprehensive on-site evaluation and document condition of all existing CCTV systems and required repairs.
9. Evaluate and recommend training programs for in-house staff and police.
10. Assist law enforcement in review and retrieval of recorded video. Coordinates with law enforcement on projects as necessary and act as liaison between Police Departments and PHCD as required.
11. Attend meetings as necessary to coordinate CCTV work with Division Director, Project Manager, Asset Management personnel, police departments and others, as applicable.
12. Ensure compliance with contract documents during the installation process.
13. Review and approve change orders.
14. Stay current with CCTV and Security technological advances, installation methodology, and best practices. Incorporate into contract documents.
15. Troubleshoot existing security system malfunctions and breakdowns and make recommendations for repairs.
16. Prepare Scope of Work (SOW) for CCTV systems "Maintenance Contract/Unit Price Table" for bid and supervise installations.
17. Walkthrough acceptance and inspection of new installations and repair work.

**E. Knowledge, Abilities and Skills:**

1. Knowledgeable in the complete development (design to acceptance) of enterprise scale Closed Circuit Television (CCTV) systems, and user defined hierarchical access control systems, as well as the effective deployment, and strategic placement of CCTV cameras, and perimeter breach detection systems.
2. Skilled in writing contract documents, preparing drawings, vendor selection process, and project management.

**F. Preferred Experience:**

1. Bachelor's Degree in Engineering, Law Enforcement administration or related field for Project Manager.
2. Advanced training in CCTV Systems Safety and Security.

3. Certified in video forensic recovery techniques and procedures.
4. Certified in the installation, operation, and management of Indigo Vision (currently the standard VMS for PHCD) video management systems and software.
5. Law enforcement background for Project Manager.

**G. Submittal:**

1. Provide full resume for Project Manager of the applicant firm and a brief summary (not to exceed three pages) of experience of the firm in these types of consulting services. Provide a summary resume (not to exceed 1 page) of technical personnel experience with this type of consulting work that will assist Project Manager and be assigned to the project.
2. Provide a list of all CCTV projects completed and/or on going in the last six years. Include project name, location, owner and contact information (name, telephone and e-mail), project cost, completion date, VMS installed.
3. Provide hourly rates that will be charged by Consultant's Project Manager and other technical personnel to be assigned to the project (as applicable).
4. Provide location (phone and address) of the office that will provide the Consulting services and location of Project Manager and all other personnel expected to be assigned for required consulting services.
5. Describe the maximum time allocation per week that the Project Manager and other designated technical personal will provide the required services.
6. Provide a written statement affirming your firm's relationship with CCTV distributors.