REQUEST FOR PROPOSALS
FOR SECURITY MASTER PLAN CONSULTING SERVICES

RE:  RFP E-05 / SECURITY CONSULTING SERVICES
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (DISTRICT)
SECURITY MASTER PLAN (PROJECT)

REQUEST FOR PROPOSALS

The District requests the submission of proposals from security consulting firms to
develop a Security Master Plan for the Chabot College campus located at 25555
Hesperian Boulevard in Hayward, California and the Las Positas College campus
located at 3033 Collier Canyon Road in Livermore, California.

The District reserves the right to cancel or to amend this RFP by issuance of Addenda
hereto, which will be distributed by the District to all candidates who have theretofore
obtained this RFP and posted on the Measure B Bond Program website at
http://measureb.clpccd.cc.ca.us/district/bond/.  Questions or clarifications requested
by a candidate will be considered by the District only if submitted in writing to the
District Director Facilities Planning & Management, by mail (5020 Franklin Drive,
Pleasanton, California 94588) by fax (925-485-5255), no later than five (5) business
days prior to the latest date for submission of proposals.  Candidates may not rely
upon any verbal response to candidate questions or requests for clarification from any
person or entity representing the District.

THE DISTRICT AND THE COLLEGES

The Chabot-Las Positas Community College District is a public, two-year California
Community College District founded in 1961 serving the San Francisco Bay Area,
particularly southern Alameda County, through its two Colleges: Chabot College in
Hayward and Las Positas College in Livermore.  The Colleges specialize in providing
education services for four-year university transfers, technical training, continuing
education, contract education with local businesses and community cultural
enrichment.  The District serves in excess of 20,000 students and employs more than
1,200 faculty members and support staff.  Members of a seven-member Board of
Trustees set policy for the District.  The registered voters of the nine communities
elect them from trustee areas: Castro Valley, Dublin, Hayward, Livermore, Pleasanton,
San Leandro, San Lorenzo, Sunol, and Union City.

The District has undertaken a major expansion and modernization program to
implement the $498 million Measure B Bond Program approved by voters in 2004.  A
Program Management consultant (the “Program Manager”) has been retained to assist the District in implementing the Bond Program. The District and Program Manager are currently working with Master Planning consultants on both campuses to define the scope and location of buildings, infrastructure and site development projects to be implemented as part of Measure B.

Chabot College, located in Hayward, primarily serves the Western part of Alameda County. This campus is essentially built-out to the capacity of the site. Other than a new Student Services Building, the improvements to this campus will generally be complete renovations within existing building shells.

Las Positas College, located in Livermore, serves the rapidly growing Tri-Valley area which include Dublin, Livermore, and Pleasanton as well as large unincorporated areas in the eastern portion of the district. The projects on this campus are projected to include both new construction and complete renovations within existing building shells. Site improvements including landscaping, signage, utilities, traffic and parking will be undertaken at both campuses.

The bond funds will be apportioned approximately evenly between the two campuses. A complete list of projects proposed under the Bond Measure can be found on the Measure B Bond Program website at http://measureb.clpccd.cc.ca.us/district/bond/.

CONSULTING SERVICES TO BE PROVIDED

Consultant shall develop a detailed Security Master Plan (“The Plan”) for the District, including both the Chabot College and the Las Positas College campuses, in close coordination with the District, College Security Sub-Committee, Campus Safety & Security Directors, and Maintenance and Operations. The consultant will provide: risk assessment & mitigation planning; environmental design solutions (landscaping, architecture and lighting); analysis and recommendation of available technology and system requirements to meet the needs outlined below; cost / benefit analysis of recommendations; an emphasis on open architecture and non-proprietary systems; and an analysis and recommendation of communications upgrades (radio, MRTI, emergency call boxes and telephones), as it affects overall campus safety and security.

The Plan will address the following:

- **Operational Security** - Comprehensive review and assessment of existing security policies and procedures and staffing with specific recommendations of implementation measures to improve existing security policies and procedures and staffing. The review and assessment of existing operational security measures must include the following considerations in the context of: (1) normal hours of operation, (2) off hours and (3) emergencies.
a. Security organization, structure, management and administration
b. Staffing requirements, job descriptions, employment qualifications, training and supervision
c. Service levels and performance
d. Liaison and coordination with public and private agencies
e. Security incident reporting and investigation
f. Security operational budget
g. Contractors’ access
h. Key Control
i. Access control policy to campus and individual buildings
j. Security awareness plans for the campus community
k. Emergency building/campus evacuation procedures
l. Emergency communications
m. Coordination/interface with local/regional police/emergency services

$b$ Architectural and Physical Security:

a. Barriers - Vulnerability analysis and risk mitigation for parking lots and other high risk venues as subsequently determined, including access control
b. Lighting (Interior and Exterior):
   $b$ Lighting must be programmable and immediately controllable via computer for safety, security and energy efficiency.
   $b$ Exterior lighting must provide overlapping coverage, so as to preclude or minimize areas of darkness
   $b$ Landscaping – safety surveillance

$b$ Technological Systems:

a. Security systems; CCTV, digital video management, access control, intrusion, panic/distress and fire alarms includes integration with other special system
b. Asset management/security
   $b$ Consideration of a system for monitoring and protecting high value items/equipment.
c. Communications System design and integration guidelines which include:
   $b$ Emergency call Boxes (upgrades)
   $b$ Emergency messaging system and emergency communications
   $b$ E-mail, pagers, cell phones, landlines, PDAs, text messaging, etc.
   $b$ Integration with emergency call boxes.
   $b$ MRTI (Microprocessor Radio Telephone Interconnect) upgrade
   $b$ Telephones in classrooms and buildings
   $b$ 911 Alert (automatic notification directly to Campus safety of any landline 911 activations)
d. Life Safety Management
   $b$ Intrusion alarms
   $b$ Panic/distress alarms
Fire Alarm (we are in year 2 of a 5 year conversion to FCI [Fire Control Instruments] system).

**Surveillance:**
- CCTV (closed circuit television/surveillance) System and Digital Video Management
- Vulnerability analysis and risk mitigation for parking lots and other high risk venues
- System design and integration guidelines which includes integration with emergency call boxes, intrusion and fire alarms, as well as other emergency communications.
  - Camera selection - PTZ, Color vs. B&W and Digital vs. analog
- Intrusion Control
  - Locks, alarms, intrusion detection
  - Proximity Cards
  - Cypher locks
- Data Transmission Collection/Reporting

**Parking, Traffic**
- A safe and secure design (surveillance and lighting)
- Parking lot design that allows for sectioning off and controlling access.

The consultant will provide the following work products to the District:

- **Assessment of Existing Systems and Policies** - Comprehensive review and assessment of existing security policies and equipment, including the adequacy of existing wiring and fiber optic infrastructure system to connect individual buildings with the central monitoring station. Conduct a debriefing meeting to discuss discoveries as a result of the data gathering.

- **Security Master Strategy** – Prepare a strategic plan report to address specific security needs of both campuses, including: Operational Security, Architectural and Physical Security, Technological Systems, Surveillance, Parking and Traffic, and Campus Security Command and Control Center(s). System description should include performance specifications and selection criteria for security equipment and shall be coordinated with the overall facilities master plan.

- **Building and Site Security Design Guidelines** - Provide design guidelines for new buildings to be connected to the Security Command and Control Center(s). Provide design guidelines for existing buildings to be retained and have the existing security system replaced with the type of system used in the new buildings. Guidelines should include testing and commissioning requirements

(Note that the design of the building specific security systems shall be by the
individual project architectural / engineering team in full compliance with the security system design guidelines.)

- **Assistance in Equipment Manufacturer(s) Selection** – Conduct a presentation of security systems from no less than three manufacturers consistent with the criteria set forth in The Plan. Assist the Team in selecting a single equipment manufacturer to supply the security systems in all the buildings, resulting in a site standard for both campuses. Considerations must include an agreement to provide system maintenance and testing beyond the warranty period.

- **Campus Security Command and Control Center(s)** - Design a campus-wide central reporting system to be located in the Campus Security Command and Control Center, and include a remote connection to the local city police departments.

- **Quick-Start Recommendations for Parking Lots** – Both campuses require improvements to lighting, surveillance and/or emergency communications in existing parking areas. Recommendations to address these needs should be developed early in the planning process, so that they can be implemented immediately.

**PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will be held on January 28, 2005 at 10 A.M. at the Chabot-Las Positas Community College District Office, 5020 Franklin Drive, Pleasanton, California, in the Multipurpose Room #120.

The conference, while not mandatory, is highly recommended. General program information will be provided as well as information specific to this solicitation.

**SUBMISSION OF RFP RESPONSE**

To be considered by the Selection Committee, respondents must submit a written response to this RFP which addresses each and all of the requirements of this RFP. Proposals must be submitted to the office of the District Director Facilities Planning & Management, located at 5020 Franklin Drive, Pleasanton, California 94588 no later than 11 A.M. (PST) on February 4, 2005. Proposals must be submitted in a sealed envelope including an original, signed hard copy AND an electronic copy on a compact disk (CD) in Microsoft Word or PDF format. Any collateral materials should be provided on CD and not in binders. Candidates are solely responsible for timely submission of RFP responses to the designated location prior to the latest time for submission. The District will reject any RFP response which is submitted after the date/time set forth above or which is non-responsive to material
requirements of the RFP. The District reserves the right to cancel or amend this RFP by issuance of written addenda. If addenda to this RFP are issued, Candidates must acknowledge receipt of addenda in their RFP responses and RFP responses must address materials/requirements relating to this RFP as described in addenda issued by the District.

**FORM OF CONTRACT**

The District intends to enter into contracts for consulting services using a standard form of the Professional Services Agreement, collectively referred to hereinafter as the “Consultant Contract” and can be viewed on the Measure B Bond Program website at [http://measureb.clpccd.cc.ca.us/district/bond/](http://measureb.clpccd.cc.ca.us/district/bond/). The scope of Basic Services will depend upon available funding, the services required, and the preparation of Instruments of Services necessary to complete the Project.

**QUALIFICATIONS**

Responding firms must provide a complete statement of qualifications, capabilities and experience to provide the consulting services contemplated by this RFP. Proposals must address the following items:

1. **Statement of Qualifications.** In addition to the information requested by Paragraphs 2 and 3 below, each respondent to this RFP must complete and submit with its Proposal the form of Statement of Qualifications attached to this RFP and posted on the Measure B Bond website at [http://measureb.clpccd.cc.ca.us/district/bond/](http://measureb.clpccd.cc.ca.us/district/bond/). Failure of a responding firm to submit a completed and executed Statement of Qualifications will render the respondent’s RFQ response to be deemed non-responsive and rejected.

2. **Experience.** The Proposal must address the following:

   A. Scope of consulting services typically provided or offered; summary of firm history.

   B. Prior experience as consultant for public agency public works projects, including a general description of the scope of services provided on each contract.

   C. Services provided for other California community college or university security projects.
3. Capacity

A. Staff and Technical Resources
   i. Identify specific proposed staff personnel which the Security Consultant anticipates will be dedicated to the Project; provide description of each staff member’s education and experience. For staff personnel identified, provide a description of the typical anticipated role(s) or responsibility(ies) of each staff member relative to the Basic Services for the Project.

B. Insurance Resources
   i. Identify insurance coverages maintained by the responding firm. Confirm that the Consultant has in place or will obtain each of the policies of insurance with the minimum coverage amounts set forth in the Consultant Contract.

C. Staffing and Methodology
   i. Address the extent to which the District will be permitted to request specific staff personnel to provide or perform all or portions of the Basic Services.

   ii. Provide the location of primary offices and which office would have responsibility for this project.

FEE PROPOSAL

Candidates must submit a fee proposal for a specific scope of work consistent with the District’s preference and intent. Respondents must include a schedule of hourly rates for various classes of employees who will perform Basic Services and potential Additional Services which may be requested by the District for the Project. It is the intent of the District to award this contract on the basis of firm qualifications, rather than cost. It is the preference and intent of the District that Consultant Contracts provide for the District’s payment of fees to the consultant on a lump sum / fixed price basis. However, the District will not reject an RFP response which is otherwise responsive to the requirements of the RFP but which proposes a fee which is not a lump sum fixed price.

CONSULTANT SERVICES CONTRACT

1. Respondents must thoroughly review the form of Consultant Contract prior to submitting their RFP. Respondent’s full and complete acceptance of the Consultant Contract format is one element that is necessary in order for a submittal to be deemed fully responsive to this RFP.
2. Pursuant to Public Contract Code §20103.6 all Respondents are advised that the Consultant Contract includes provisions which obligate the Consultant to indemnify and hold harmless the District. Candidates are referred generally to the Consultant Contract and specifically referred to the indemnification provisions set forth in Exhibit C, Section 10.

SeleCtion of Consultant

The District anticipates that a Review Committee will review the submitted proposals and establish a “short-list” of firms for interviews. Selected firms will be requested to make verbal presentation of the firm’s qualifications and proposal to a selection committee for the project. The selection committee will then recommend to the College Presidents and Chancellor a firm to be submitted to the Board of Trustees for approval and award of the Consultant Contract.

Recommendation of the selection committee for retention of a consultant will be based upon the ability of the consultant to achieve the District’s objectives and demonstrated competence and qualifications to perform the Basic Services at a fair and reasonable price to the District. The recommendation by the selection committee is not binding on the District. Formal award of any Consultant Contract will only be effected after the District’s Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more contracts, or no contracts, as a result of this solicitation.