



January 22, 2018

**To:** Members of the Board of Directors

**From:** Darrell Johnson, Chief Executive Officer

**Subject:** Approval to Release Request for Proposals for Installation of a Video Surveillance System at Santa Ana and Garden Grove Bus Bases

### **Overview**

The Orange County Transportation Authority needs to improve the existing video surveillance system at the Santa Ana and Garden Grove bus bases. Board of Directors' approval is requested to issue the request for proposals for installation of the new video surveillance camera system at the Santa Ana and Garden Grove bus bases.

### **Recommendations**

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-2138 for installation of a video surveillance system at the Santa Ana and Garden Grove bus bases.
- B. Approve the release of Request for Proposals 7-2138 for installation of a video surveillance system at the Santa Ana and Garden Grove bus bases.

### **Discussion**

The Orange County Transportation Authority (OCTA) completed construction of the Santa Ana and Garden Grove bus bases in 2005 and 1977, respectively. The video surveillance camera systems at the Santa Ana and Garden Grove bus bases are outdated and in need of replacement. The Santa Ana bus base cameras need to be upgraded to current Internet Protocol (IP) camera technology. The Garden Grove bus base cameras are a mix of analog and IP cameras, many of which are not functional. Both systems will be integrated into existing Milestone video management software, have remote monitoring capability, and a minimum of 30 days of video storage. The systems will provide an increased deterrent to crime, support a safe and secure working

environment, and increased detection and evidence for law enforcement investigations.

#### Procurement Approach

OCTA's procurement policies and procedures require that the Board of Directors (Board) approve all requests for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weightings, which will be used to evaluate proposals in response to the RFP.

The recommended evaluation criteria and weightings are as follows:

- |                                     |            |
|-------------------------------------|------------|
| • Qualifications of the Firm        | 20 percent |
| • Staffing and Project Organization | 30 percent |
| • Work Plan                         | 30 percent |
| • Cost                              | 20 percent |

Several factors were considered in developing the criteria weightings. High importance is given to staffing and project organization as the project manager and key personnel are critical to the successful and timely delivery of the project. Similarly, high importance was given to the work plan criterion to emphasize the importance of the team's understanding of the project and its challenges, and its approach to implementing the various elements of the scope of work, such as completing the installation in accordance with the drawings and specifications. The criterion for qualifications of the firm is proposed for evaluating the firm's experience in performing work of a closely similar nature. As this is a professional services procurement, cost is an evaluated factor and must be considered to keep the project within budget.

The budget for the project is \$1,200,000.

The RFP will be released upon Board approval of these recommendations.

#### Fiscal Impact

The project is included in OCTA's Fiscal Year 2017-2018 Budget, Capital Programs Division, Account 1722-9026-D3126-05S, and is funded through Federal Transit Administration grant funds.

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***Summary***

Board of Directors' approval is requested to release Request for Proposals 7-2138 for installation of a video surveillance system at the Santa Ana and Garden Grove bus bases.

***Attachment***

- A. Draft Request for Proposals 7-2138 Installation of a Video Surveillance System at Santa Ana and Garden Grove Bus Bases

**Prepared by:**



George Olivo, P.E.  
Program Manager  
(714) 560-5872

**Approved by:**



James G. Beil, P.E.  
Executive Director, Capital Programs  
(714) 560-5646



Virginia Abadessa  
Director, Contracts Administration and  
Materials Management  
(714) 560-5623