

REQUEST FOR QUALIFICATIONS

Monroe County Water Authority



Security Consultant

SECTION 1 - INVITATION TO PARTICIPATE

1.1 Purpose

The Monroe County Water Authority (the Authority) is issuing this Request for Qualifications (RFQ) from qualified firms experienced in security consulting.

SECTION 2 – OBJECTIVE

The Authority desires to enter into a one (1) year contract with the option to extend on a year to year basis for up to two additional years, if mutually agreeable.

SECTION 3 – BACKGROUND INFORMATION

The Authority is a public benefit corporation organized under the Public Authorities Law of the State of New York. The Authority was created by State legislation enacted in 1950, (Public Authorities Law, Sections 1095 et seq.). The Authority provides water service to approximately 900,000 residents in its service area, comprising all or parts of the counties of Monroe, Genesee, Livingston, Orleans, Ontario and Wayne.

Additional information regarding our operations can be found at the Authority's website at www.mcwa.com.

SECTION 4 – PROCUREMENT OFFICER

The RFQ Procurement Officer identified below is the primary point of contact regarding this RFQ from the date of issuance until the selection of the successful Proposer.

Diane Hendrickson
Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610
Email: diane.hendrickson@mcwa.com
Phone: (585) 442-2001 x215 Fax: (585) 442-7186

4.1 Presentation and Clarification of the Authority's Rights and Intentions

MCWA intends to select a firm to supply the services described in Section 5. However, this intent does not commit MCWA to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. MCWA reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFQ if it is in the best interest of MCWA to do so; (b) award one or more designations of broker of record, albeit without overlapping business segments, to one or more qualified Proposers if necessary to achieve the objectives of this RFQ if it is in the best interest of MCWA to do so.

4.2 Submission of Proposer's Statement of Qualifications:

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items and organized as follows:

1. Letter of Transmittal. Describe your firm or team's interest and commitment in providing consulting services to Monroe County Water Authority.
2. Table of Contents. Each proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.
3. Work Plan and Approach. Discuss your firm's understanding of the Preliminary Scope of Services to be performed. Describe the method for management of overall project schedule, quality assurance/quality control, and other issues critical to this project.
4. Key Personnel Background. Name, position, summary of qualifications, resumes, related experience and proposed responsibilities of project manager and key personnel.
5. Team Experience. Listing of security and access control assessments or related work performed within the last 3 years. Include the following information:
 - Client's name, point of contact, addresses and telephone numbers
 - Description of work performed and year of completion
 - Key personnel involved
6. References. Provide at least three references (name, company title, address, e-mail, and telephone number).
7. Cost. **In a separate sealed envelope (marked 'Cost Proposal')**, provide complete summary of the fixed fee including any travel fee.

A. Acceptance Period and Location: All proposals must be submitted in a sealed envelope clearly labeled "RFQ – SECURITY CONSULTANT." All proposals must be addressed to Diane Hendrickson and must be submitted via a delivery service, such as UPS or FedEx. Delivery service must also be instructed to "**Deliver to blue drop box located at Employee Entrance - Door 19**". MCWA cannot accommodate deliveries requiring signatures to confirm receipt. Proposers shall have sole responsibility to contact the Diane Hendrickson to confirm receipt of proposal. Proposals hand delivered or submitted via US Postal Service will be returned unopened.

B.

The Sealed Qualification submittal must be received at the address below on or before **12:00 pm EDT on Friday, October 01, 2021.**

Monroe County Water Authority
Attn: Diane Hendrickson
475 Norris Drive
Rochester, New York 14610

There will be no public opening of the submittals.

- C. Required Copies:** Responders must submit three (3) signed original Qualifications Statement and, three (3) copies of the signed original submittal to Diane Hendrickson.

4.3 Response Date

To be considered, a sealed Qualification and Format Review must arrive on or before the location, time and date specified in Section 4.2. **Requests for extension of the submission date will not be granted.** Respondents should allow ample delivery time to assure timely receipt of their responses.

4.4 Clarification of RFQ and Questions

Questions that arise prior to or during response preparation must be submitted **in writing or via e-mail, no later than 12:00 pm on September 24, 2021.** Questions and answers will be provided to all potential respondents who have received RFQ's and must be acknowledged in the RFQ response. No contact will be allowed between the respondent and any other member of MCWA with regard to this RFQ during the RFQ process unless specifically authorized in writing by the RFQ Coordinator. Prohibited contact may be grounds for respondent disqualification.

SECTION 5 – DELIVERABLES

Upon selection, the Security Consultant will:

- Assess current access control system, software and video cameras.
- Research security standards, security systems, and authentication protocols.
- Make recommendations for any updates, improvements, new equipment and/or software.
- Identify and pre-qualify any new vendors, products and service providers.
- Coordinate any vendor demonstrations and interviews.
- Prepare detailed technical specifications for security products and services.

- Provide administrative requirements for the project, including requirements for scheduling project management, safety, and quality control.
- Prepare any bid forms, equipment schedules, and sketches showing desired locations of security devices.
- Provide a high level cost estimate of any suggested security system.

SECTION 6 – FEE PROPOSAL

Consultant must submit a fee proposal for a specific scope of work. It is the intent of Monroe County Water Authority to award this contract on the basis of firm qualifications, rather than cost. It is the preference and intent of the Authority that the Consultant contract provide for the Authority payment of fees to the consultant on a lump sum/fixed price basis.

SECTION 7 – PROJECT TIME SCHEDULE

RFQ Issued	09/10/2021
Proposals Due	10/01/2021
MCWA Review & Evaluation	10/05/2021
Award Contract	10/14/2021
Kick Off Meeting	10/28/2021

7.1 Firm Qualifications (Please limit to two pages excluding resumes)

Your statement of Qualifications should include, as a minimum, the following items:

- a. Qualification summaries with references, for prior locations or clients where your firm has provided similar services.
- b. A description of the size and qualifications of your proposed workforce.

SECTION 8 – METHOD OF RFQ EVALUATION

A. RFQ Evaluation Committee: Selected personnel from the Authority will form the evaluation committee for this RFQ. It will be the responsibility of this committee to evaluate all properly prepared and submitted responses for the RFQ and make a recommendation for selection.

B. RFQ Evaluation and Selection Criteria: All properly prepared and submitted Qualifications and Proposal Statements shall be subject to evaluation deemed appropriate for the purpose of selecting the respondent to whom a selection may be made. Evaluation of the submittals will consider several factors, each of which has an impact on the relative success of the respondent to provide the services as outlined in Section 2.

Responses to this RFQ/RFP will be evaluated according to the following criteria

- Approach to Work
- Professional qualifications of assigned staff
- Experience in similar types of work/projects
- Accessibility of firm
- Overall proposal quality & other considerations
- Forms completed and all requirements met
- Ability to work with MCWA staff

C. Submittal Approval Process: Respondents must be aware that any selection resulting from this request for qualifications is subject to approval by the MCWA Board.

SECTION 9 - Procurement Policy

Pursuant to State Finance Law §§ 139-j and 139-k, this Request for Qualifications includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Process by the Authority to other than the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified herein. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period; the Bidder/Offerer is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officers.

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law § 139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION
AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J
AND 139-K**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: (by MCWA) _____

Date: _____

1. Has any Government Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

(Circle one):

Yes

No

If yes, answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law § 139-j?

(Circle one):

Yes

No

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

(Circle one):

Yes

No

4. If you answered yes to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

(Circle one):

Yes

No

6. If yes, provide details below:

Governmental Entity: _____

Date of Termination: _____

Basis of Determination or Withholding: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the MCWA Water Authority's Procurement Disclosure Policy, Code of Ethics Policy and Conflict of Interest Policy as required by State Finance Law § 139-j(3) and § 139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law § 139-k and § 139-j is complete, true and accurate.

By: _____

Date: _____
(Signature of Person Certifying)

Print Name: _____

Print Title: _____

Bidder/Offerer Name: _____
(Company Name)

Bidder/Offerer Address: _____

Bidder/Offerer Phone Number: _____