

Security Consultant RFQ Questions and Answers



- 1) **Question:** In regards to Section 7.1 (page 5) of the RFQ, can you provide clarification what the two (2) page limit requirement is applied to – the full qualifications submittal, or a specific section of the submittal?

Answer: It means you have two pages to summarize your firms' qualifications but you may use multiple pages for resumes.

- 2) **Question:** Will the selected contractor for this initial RFQ effort be precluded from proposing on subsequent related security construction projects?

Answer: Yes, the selected consultant would not be able to bid on the project.

- 3) **Question:** In regards to section 4.2 on Page 3 of the RFQ: Is there a page limit for these sections?

Answer: There is no limit for this section.

- 4) **Question:** Will questions and answers for this RFQ be provided to respondents?

Answer: All questions and responses will be posted on our website.

- 5) **Question:** Are as-built documents and installation drawings of the existing security systems and components available and will they be provided to the successful security consultant?

Answer: There will some available upon selection.

- 6) **Question:** Are architectural drawings of the facility buildings in the form of Auto CAD files be made available to the successful security consultant?

Answer: Not all are available on Auto CAD and will be provided to consultant upon selection, as needed.

- 7) **Question:** In addition to the MCWA Main Facility, are there additional sites (i.e. pumping stations, reservoirs, water towers etc.) that the Consultant will have to survey as part of the assessment? If so, can you provide type of facility and location of each?

Answer: We have 49 tanks, 43 pump stations, 2 reservoirs, and 3 operational plants. Locations cannot be provided at this time.

7a) Question: Will the successful Consultant be responsible for also surveying and assessing the security systems at each of the locations you listed in your response?

Answer: Yes.

7b) Question: Will the successful Consultant be also responsible for developing the design, construction and bid documents as well as construction administration for these sites you listed?

Answer: Yes, except for the construction administration.

7c) Question: If, yes are we to provide a fee proposal for these services as part of this proposal?

Answer: Yes, an hourly rate with an estimated of number of hours.

8) Question: If there are additional sites, are they to be included as part of the new systems design and implementation project?

Answer: We do not anticipate any new sites, at this time.

9) Question: Since we will not have a clear scope of what the future system implementation will be comprised of until we complete our assessment, can we defer our fee proposal for the design, construction and bid documents as well as construction administration after the assessment & recommendations report is accepted by MCWA?

Answer: We are making our selection based on qualifications and once the selection is made, we will open the cost proposal. The cost proposal should be an hourly rate based on each assigned person with an estimated number of hours.

10) Question: Will there be input/interviews with stakeholders as part of the assessment?

Answer: Possibly.

11) Question: Can a general list be provided?

Answer: No.

12) Question: RFQ states that the "Consultant must submit a fee proposal for a specific scope of work." However the only scope elements are described as deliverables in Section 5. In order to

provide appropriate fees/costs, can more information be provided such as additional information regarding the current systems in place, size of the current systems, which systems are to be included in the scope (access control, video, any others?), how many buildings/areas/locations that are in scope, how many monitoring stations/centers, and any scope elements beyond design such as bid assistance, construction administration, etc.

Answer: For the cost proposal, we would be looking at an hourly rate and an estimated number of hours. We would like the consultant to audit our current access control and video system and make any recommendation if a better system would work for our needs. We would like the consultant to prepare any bid documents if a bid is necessary for a different platform, construction administration would be done by MCWA. Your answer to the number of sites is under question and answers on our website.

- 13) Question:** Does the scope include a minimum number of on-site meetings or can they be accomplished via video conferencing?

Answer: Video Conferencing is acceptable, if feasible, after the initial site visit.

- 14) Question:** The RFQ states that six (6) hardcopies of the responses are required to be delivered by the due date. Can electronic copies be sent instead by the due date with any hardcopies to follow at a later date?

Answer: Electronic copies are NOT acceptable.

- 15) Question:** Although fees are required to be submitted, can you confirm that fees will not be considered during the evaluation process as stated in Section 8 of the RFQ?

Answer: We will only open the cost proposal of the selected consultant based on qualifications.

- 16) Question:** Can you confirm that the proposer's submission must be limited to two (2) pages as stated in Section 7.1 and that those two (2) pages must include the elements stated in Section 4.2 (Letter of Transmittal, Table of Contents, Work Plan and Approach, Team Experience, and References)? Also confirm that resumes, the cost proposal, and Offer/Bidder Disclosure for to be provided separately?

Answer: Only the Cost Proposal is to be separate.

- 16a) Question:** Can we request additional pages as it will be very difficult to include all that is required within the 2-page limit

Answer: The two-page limit is only for your firm's qualifications. There is no limit with the rest of the proposal.

17) Question: What is driving the Water Authority to issue this RFQ?

Answer: Looking for an expert opinion of our current system and to possibly upgrade.

18) Question: The RFQ indicated that this is a technology assessment of the access control, video surveillance, and associated software of the security systems. What platforms and software versions are you currently using for access control and video surveillance?

Answer: Lenel/OnGuard

19) Question: How many buildings will be part of this technology assessment? Please provide a list of the buildings, their addresses, and the square footage of each building.

Answer: The answer to this question has already been answered on the website. Addresses cannot be provided as we are a critical infrastructure.

20) Question: Can vendor demonstrations and interviews be conducted remotely or do they have to be in person?

Answer: They can be done remotely if necessary.

21) Question: When you mention preparing detailed technical specifications for security products and services, are you looking to replace your current access control and video surveillance systems?

Answer: Possibly, based on consultant's evaluation.

22) Question: When you mention sketches showing desired locations of security devices, what format do you want those sketches in?

Answer: Any form will be fine.

23) Question: If not already, are you looking for the access control and video surveillance systems to integrate with one another?

Answer: Yes.

24) Question: Do you expect the consultant to review contractor bids with key stakeholders once received and provide a recommendation on selection?

Answer: Yes.

- 25) **Question:** If so, once those systems are selected and installed, are you looking for the consultant to develop a RFP for a security services contract? If so, is your end goal to have one vendor service all your systems?

Answer: It would be nice to have one vendor but not absolutely necessary.

- 26) **Question:** You mention providing administrative requirements for the project. Are you looking for the consultant to oversee the entire project or just through the issuance and selection of a contractor for the security systems? For example, once systems are selected would the consultant work with the water authority through installation and commissioning of the systems?

Answer: The Authority would oversee the construction of any new system.

- 27) **Question:** Upon award, what is the MCWA's expectation on completion of the technology assessment? By the end of the year?

Answer: Possibly the end of the year, so if an upgrade is needed we would start the process in the beginning of the year.

- 28) **Question:** What is MCWA's expectation of completion of the entire project?

Answer: TBD.

- 29) **Question:** Has this project been funded or will the MCWA seek funding based on the selected consultant's submission?

Answer: The Authority will fund.

- 30) **Question:** The RFQ indicates the Cost Proposal is to be a complete summary of the fixed fee including any travel fee. How would you like to see the breakout of costs?

Answer: The Cost Proposal can be hourly rates with an estimated number of hours.

- 31) **Question:** Are there any specific insurance requirements that must be met? If so, please provide that information.

Answer: There are no insurance requirements on behalf of the consultant.

32) Question: What are the payment terms?

Answer: We would pay any itemized invoice that is submitted to us.

33) Question: Section 7.1 Firm Qualifications indicates a two-page limit excluding resumes. How does this relate to the information requested in Section 4.2.4 through 4.2.6? Is there an overall page limit?

Answer: No, there is not an overall page limit, only for an overview of the firm's qualifications.

34) Question: Is there a weighting scale to be applied to the evaluation criteria listed in Section 8.B.? If so, please share it.

Answer: The weighting scale has not been determined at this time.

35) Question: To help us determine the scope of this project for pricing purposes, do all the additional sites listed (49 tanks, 43 pump stations, 2 reservoirs, and 3 operational plants) have access control and/or video surveillance equipment? If not, how many do?

Answer: Not all currently have access control but may have cyber locks.

36) Question: With the increasing COVID 19 Case numbers due to the Delta Variant, would the Government consider accepting emailed proposals of two files (Technical & Cost)?

Answer: Electronic copies are not acceptable.

37) Question: Would the Government please consider extending the deadline to allow Industry time to review the Authority's answers and update our response. With a hard copy submission, proposals need to be shipped by next Wednesday September 29, 2021.

Answer: No extensions.

38) Question: Does the Authority desire to utilize GSA cooperative purchasing agreement and agree to GSA terms and conditions?

Answer: No, we're looking for hourly rates with estimated hours.

39) Question: Based on the various and unknown requirements (how many vendors to engage/interview, etc.) would the Authority please consider making this a Time and Material award vs a Firm Fixed Price award?

Answer: At this point, we are only looking for a consultant to make recommendations, not to purchase.

40) Question: Can the Authority please provide more context on how these two criteria [Accessibility of firm, ability to work with MCWA staff] will be evaluated as part of a vendor's written proposal? On its face, these seem very subjective.

Answer: Accessibility of firm: availability of the firm to consult with the Authority and make a site visit. Ability to work with MCWA staff: cooperation and objectivity.

41) Question: Is this form [Disclosure of Prior Non-Responsibility] required to be submitted with our proposal?

Answer: Yes.

Updated 09/27/21