



REQUEST FOR PROPOSALS Security Upgrades at Schenley Plaza

The Pittsburgh Parks Conservancy (PPC) is seeking a qualified security company to upgrade the current security cameras and monitoring platform at Schenley Plaza, located at 4100 Forbes Ave, Pittsburgh, PA 15260.

Interested parties are requested to submit a proposal as specified herein to:

Matthew Hileman
Director of Operations and Visitor Engagement
Pittsburgh Parks Conservancy
Mhileman@pittsburghparks.org

The Pittsburgh Parks Conservancy reserves the right to reject any and all proposals, waive any and all formalities or requirements stipulated in the RFP, and generally award the project to the Contractor who, in the opinion of PPC, will best meet the objectives stated in this RFP.

The City of Pittsburgh is the **Project Owner**. All proposed improvements may be subject to approval by the Department of Public Works, the Department of Permits, Licenses, and Inspections, or the Department of Public Safety.

The Pittsburgh Parks Conservancy is the **Project Manager** and will contract directly with the selected Contractor.

BACKGROUND

Schenley Plaza is a public park serving as the grand entrance into Schenley Park in Pittsburgh, Pennsylvania. The Plaza sees nearly 750,000 visitors annually, while also hosting dozens of cultural events, rallies, and festivals.

The 4.5-acre Plaza, located on Forbes Avenue and Schenley Drive in the city's Oakland district, includes multiple gardens, food kiosks, public meeting spaces, the PNC Carousel, and a prominent 1.0-acre "Emerald Lawn" with free wireless internet access. The plaza is the site of the Mary Schenley Memorial Fountain, the Christopher Lyman Magee Memorial, and the University of Pittsburgh's Frick Fine Arts Building. The Plaza is also surrounded by many prominent landmarks, including the University of Pittsburgh's Cathedral of Learning, Stephen Foster Memorial, Hillman Library, Posvar Hall, and the Carnegie Institute.

From 2004–2006 the Pittsburgh Parks Conservancy, in partnership with the City of Pittsburgh, oversaw the construction of The Plaza. Since then, several updates have been made, but security upgrades are now needed.

PROJECT DESCRIPTION

The Pittsburgh Parks Conservancy is updating the security in and around Schenley Plaza to ensure the safety of park users and general public that utilize the space. The existing system of cameras was installed in 2006. This system will likely need total replacement or upgrade. The budget for this project is approximately \$20,000.

DELIVERABLES

- Each of the four (4) TASKS below should be quoted separately.
- In TASK 2, a breakdown of hardware should be included. The project may be completed in stages; therefore the ability to prioritize camera locations is essential.
- All equipment should be NDAA Compliant.

TASK 1: Site inventory

- **Determine what equipment is onsite, its location and its condition.**
- **Determine what, if any, of the current security camera equipment may be able to be reused and integrated into the new system.**

TASK 2: Video security cameras with recording capabilities

- **Install The Following Cameras:**
 - **One (1) multi –lens on Corner of Forbes Ave and Schenley Ave (Replace Existing PTZ Camera)**
 - **One (1) multi –lens at Corner of Forbes Ave and Schenley Drive Ext (New Camera Location)**
 - **One (1) multi –lens Above Bike Parking on Forbes Ave (Replace Existing PTZ Camera)**
 - **One (1) multi lens with a Pan Tilt Zoom at corner of Schenley Drive and Schenley Drive Ext (Replace Existing PTZ Camera)**
 - **One (1) multi –lens Between Asia Tea House Kiosk and K-Station Station (New Camera Location)**
 - **One (1) multi –lens near Childrens Circle at the PNC Carousel (New Camera Location)**
 - **One (1) dual lens camera outside of Public Restrooms (Relocation of Existing interior camera locations)**
 - **One (1) in Maintenance and Trash Area (Replace Existing Camera)**
 - **One (1) in Staff Area (New Camera Location)**
- **Include Camera Viewing Station (to also allow remote access for authorized users)**
- **At least 60-days of DVR capacity**
- **Ability to remotely access cameras**
- **All hardware and cables included**
- **All software and licenses included**
- **Installation included**
- **Work with PPC’s IT company, CEEVA, for network and IP addresses**

TASK 3: Include a service plan and extended warranty

TASK 4: Install automatic lock system for bathroom and main personnel building doors

- **Two (2) restroom doors that need automatic lock capabilities**

- **One (1) main building office entry door that need automatic lock capabilities**
- **All hardware and cables included**
- **All software and licenses included**
- **Installation included**

PROJECT SCHEDULE

The PPC anticipates awarding a contract in April or May 2024, with the expectation for work to begin shortly thereafter.

SELECTION PROCESS

Responsive submittals will be screened by PPC staff and City of Pittsburgh public safety officials. Proposals will be evaluated according to the criteria listed below. PPC reserves the right to award the contract without performing formal interviews.

Evaluation Criteria

All proposals will be evaluated using the following criteria:

- Understanding of the project.
- Solutions to address the project.
- Cost for the scope of work.
- Timeline in which the project can be started and completed.

PPC is under no obligation to select the highest-ranking proposal, lowest cost proposal, or any other proposal not deemed to be, in the opinion of PPC, the most advantageous to successfully completing the project.

Contractor Diversity Policy

The Pittsburgh Parks Conservancy is committed to the goal of enhancing the economic opportunities for minority-owned business enterprises (MBE) and women-owned business enterprises (WBE). PPC recognizes its responsibility to the communities which it serves and is committed to a policy of nondiscrimination. PPC has established a quantitative goal each fiscal year of 18% for MBEs and 7% for WBEs (based on total project costs) for all contracts that are put out to bid. Participation from MBE and WBE Contractors is not a requirement of this project, however, Contractors that demonstrate MBE and WBE participation, either as the prime consultant or through their subcontractors, shall be given additional consideration.

Award

The PPC may decide to accept a proposal, or it may decide to reject all proposals. Once a proposal is accepted, an agreed upon scope of work should be signed by PPC and the Contractor. This RFP and the Contractors' response to it, in the form of their entire proposal, will be included in the agreement.

Contracting Process

PPC will notify selected Contractor in writing and give the notice to proceed.

GENERAL TERMS & CONDITIONS

Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Contractor that they:

- Have carefully read and fully understand the information that was provided by PPC to serve as the basis for submission of the proposal;
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted;
- Represent that all information contained in the proposal is true and correct;
- Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer regarding the amount, terms or conditions of this proposal;
- Acknowledge that the PPC has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a Contractor, and Contractor hereby grant the PPC permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on the grounds that the Contractor was not fully informed to any fact or condition.

RFP Term

The Consultant's proposal shall remain firm and effective, subject to PPC review and approval, for a period of ninety (90) days from the date of the proposal.

PPC may negotiate with the selected Consultant during the ninety (90) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract.

Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, questions or comments regarding this RFP must be put in writing and received by the Project Manager.

Withdrawal of Proposals

A Contractor may withdraw its proposal at any time by delivering a written request for withdrawal signed by, or on behalf of, the Contractor.

Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of PPC.

Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Contractors regarding the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the Pittsburgh Parks Conservancy or the City of Pittsburgh;
- Evidence of incorrect information submitted as part of the proposal;

- Evidence of Contractor’s inability to successfully complete the responsibilities and obligations of the proposal; and
- Contractor’s default under any previous agreement with the Pittsburgh Parks Conservancy or City of Pittsburgh, which resulted in termination of the agreement.

Rights of the Pittsburgh Parks Conservancy

This RFP does not commit PPC to enter into a contract, nor does it obligate PPC to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Pittsburgh Parks

Conservancy reserves the right to:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Cancel this RFP with or without issuing another RFP;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Make an award without further discussion of the submittal with the Consultant (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- Meet with select Contractors at any time to gather additional information;
- Adjust the scope of services at any time if deemed by PPC to be in its best interests;
- Accept other than the lowest offer;
- Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Contractor’s proposal;
- Reject the proposal of any Contractor who, in the PPC’s sole judgment, has been delinquent or unfaithful in the performance of any contract with PPC;
- Reject the proposal of any Contractor who, in the PPC’s sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- Negotiate with any, all, or none of the Contractors and to enter into an agreement with another Contractor if the originally selected finalist defaults or fails to execute an agreement with PPC;
- Award a contract to the Contractor that presents the best qualifications and whose proposal best accomplishes the desired results;
- Enter into an agreement with another Contractor in the event the originally selected Contractor defaults or fails to execute an agreement with PPC; and
- Require a performance bond and/or other “failure to deliver” agreement by the awardee at time of contracting.

ACKNOWLEDGEMENTS

Conflicts of Interest

By submission of a proposal to this RFP, the Contractor agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.

Fair Trade Certification

By responding to this RFP, the Contractor certifies that no attempt has been made, or will be made, by the Contractor to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

Non-Disclosure

By responding to this RFP, the Contractor acknowledges that it may be required to sign a Non-Disclosure Agreement during the contracting process if it is the successful bidder.

Financial Interest

No proposal shall be accepted from, or contract awarded to, any individual or firm in which any PPC employee, director, or official has a direct or indirect financial interest. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relationship.

Full Fee Disclosure

Contractor must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.