

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

RESOLUTION

MOTION: _____

RESOLUTION NO. 07-07-____
OFFICIAL COMMISSION MEETING
JULY 5, 2007

SECOND: _____

RE: AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO AWARD A
CONTRACT TO EXPAND THE TRANSIT CENTER CLOSED CIRCUIT
TELEVISION (CCTV) SURVEILLANCE SYSTEM

WHEREAS, at the January 4, 2007 monthly meeting the Commission authorized staff to conduct a procurement for expansion of the Transit Center’s Closed Circuit Television (CCTV) Surveillance System; and

WHEREAS, a competitive procurement was conducted, yielding five responsive submissions; and

WHEREAS, the evaluation committee completed its evaluation, including necessary negotiations with the proposers in the order they were ranked, cost and other factors considered; and

WHEREAS, following this evaluation, the submission by _____ has been deemed the one most deserving of this award; and

WHEREAS, adequate funds for this project are available in the FY2008 PRTC budget in light of the dollar amount of the recommended submission, \$_____, plus the recommended 10% contingency allowance.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award a contract to _____ to expand the Transit Center CCTV surveillance system, in the amount of \$_____; and

BE IT FURTHER RESOLVED that the Commission also authorizes a 10% contingency allowance which the Executive Director may use to cover the costs of any unforeseen additional expense arising during the course of the project’s implementation.

July 5, 2007

TO: Chairman Gibbons and Commissioners

FROM: Alfred H. Harf
Executive Director

RE: Authorization for the Executive Director to Award a Contract to Expand the Transit Center Closed Circuit Television (CCTV) Surveillance System

Recommendation:

Authorize the Executive Director to award a contract to expand the Transit Center CCTV Surveillance System.

Background:

At the January 4, 2007 Commission meeting, management was authorized to initiate a procurement for expansion of the Transit Center's CCTV Surveillance System. The expansion is necessary because of plans to expand the Transit Center's storage capacity that will increase the acreage of secured bus parking and physically shift employee/commuter parking accommodations.

A preliminary scope of work prepared at the time of the Commission's January 2007 meeting envisioned 12 additional cameras and a larger digital video recording device to provide adequate security coverage and account for the findings of a security assessment Prince William County law enforcement staff had undertaken earlier at PRTC's behest, which found that coverage in certain existing covered areas warrants upgrading.

The preliminary scope was refined in the course of finalizing the procurement specification, resulting in the addition of one more camera and slight shifts in the locations of certain cameras. The specification also asked offerors to provide the cost for an optional camera for surveillance coverage on the temporary bus storage lot.

A competitive procurement ensued, yielding five responsive submissions. The five firms submitting proposals were:

- eVigilant.com, Inc.
- i-comm, Inc.
- InterTECH Security of Maryland, LLC
- M.C. Dean, Inc.
- WFI Delaware, Inc.

Since this procurement was conducted as a Request for Proposal (RFP), the evaluation committee considered factors in addition to cost to fully evaluate the submissions (i.e., project understanding, approach, qualifications, references). Three of the five offerors were short-listed, eVigilant, M.C. Dean, and WFI, while the others, i-comm and InterTECH, were eliminated from further consideration in light of their decidedly lower ratings.

M.C. Dean's proposal was the highest ranked, but its proposed cost was substantially higher than the budgeted amount and the other two short-listed submissions. Consequently, negotiations with M.C. Dean ensued to see whether the cost could be reduced without materially/adversely affecting the scope and quality of the project. Those negotiations were not fruitful, and thus negotiations (and additional fact-finding) began simultaneously with the other two short-listed offerors since the evaluation committee did not believe the value added by M.C. Dean's proposal was commensurate with the expense in excess of what the adopted budget allows.

As this staff report and associated resolution is being written, negotiations with the other proposers are still underway, so the resolution has been drafted with blanks for both the recommended firm and the contract cost, which will be filled in on a "blue-sheeted" basis at the Commission meeting. This unorthodox approach is being taken in light of the Commission's prospective August 2007 recess, because waiting until September 2007 before an award is authorized would not be in the Commission's interest.

Fiscal Impact:

At the January 4, 2007 meeting, staff provided the Commission a confidential estimated project cost of \$125,000, exclusive of contingency. The actual cost of the project proposed by _____ is \$ _____. Staff recommends including a 10 percent contingency for a total of \$ _____. While the total amount is slightly in excess of what the FY 2008 adopted budget allows, this overage can be readily covered because the funds incorporated in the adopted budget

Chairman Gibbons and Commissioners

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do not account for the Department of Homeland Security (DHS) grant PRTC has now been awarded for partial funding of these surveillance cameras. The grant was omitted in the budget because it was uncertain at the time the budget was being developed, and thus state and local resources were sought and obtained for this project as part of the budget process. Now that the DHS grant has been awarded, however, the DHS funds will be used in the first instance, such that the state and local funds in the adopted budget are used only to the extent necessary to fully fund the project. These adjustments will be accounted for in the mid-year budget revision, and will result in a favorable variance.