

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of a City Access Control Upgrade. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable:

Issue RFP	April 21, 2023
Deadline for Submittal of Proposals	May 5, 2023
Notify Firm Chosen	May 12, 2023

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Terry Smith, Administrative Assistant II, I.T. Department  
City of Federal Way  
33325 8th Ave S  
Federal Way, WA 98003-6325  
(253) 835-2550  
Email: [terry.smith@cityoffederalway.com](mailto:terry.smith@cityoffederalway.com)

B. If submitted on paper, all proposals must be in a sealed envelope and clearly labeled in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFP CITY ACCESS CONTROL UPGRADE.”

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. Three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. The Administrative Assistant or a representative will notify the firm selected by the date stated in II. Time Schedule.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	30%
2. Price.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	40%
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors one through three.

**V. TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

**VI. SCOPE OF SERVICES.**

- The City of Federal Way currently has two separate access control systems:
  - i. Open Options nPowerDNA access control system that is made up of five separate buildings with 98 doors.
    - 1. System comprises of four SSP-D2 (Mercury EP/LP1502) and one DController main system boards, connected to a myriad of RSC-2 (Mercury MR52) and NSC-100 sub-controllers.
  - ii. Bosch/Lenel access control system at one building with two doors.
    - 1. System is stand-alone and includes a LNL-500 (Mercury SCP-C) main controller connected to a LNL-1320 (Mercury MR52) two-door controller.
- Provide, install, and configure all necessary hardware, software licensing for the following:

- i. Replace all existing access control card/badge reader hardware across all sites with HID Signo EAL5+ Certified Secure Element Hardware.
  - ii. Replace the existing Community Center Bosch/Lenel access control system boards with an LP1502 and configure it as an additional SSP Controller onto the existing nPowerDNA access control system located at City Hall.
  - iii. Provide any additional Open Option software licensing needed to accommodate the scope of work.
- Labor to install, configure, and test all equipment.
  - Labor for any system administration or configuration.
  - Dispose of all old/replaced equipment.
  - Estimated required hardware:

<b>Equipment Type</b>	<b>Quantity</b>	
	<b><u>Operational</u></b>	<b><u>Spare</u></b>
<b><u>Readers:</u></b>		
HID Signo Reader w/Keypad (40KTKS-T0-0000)	3	1
HID Signo Reader (40TKS-T0-0000)	91	2
HID Signo Mullion Reader (20TKS-T0-000000)	6	1
<b><u>Controller Boards:</u></b>		
Open Options LP 1502 Controller	1	1
Open Options RSC-2 Two Door Controller		2

**VII. COMPENSATION.**

- A. State the firm’s proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges. City prefers itemized pricing.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**VIII. PUBLICATION.**

Name of Publication:	Dates:
Federal Way Mirror	April 21, 2023
City of Federal Way Website www.cityoffederalway.com/bids	April 21, 2023