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# VILLAGE OF KEY BISCAYNE

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## Office of the Village Manager

*Village Council*

Robert L. Vernon, *Mayor*  
Michael Davey, *Vice Mayor*  
Enrique Garcia  
Robert Gusman  
Michael E. Kelly  
Jorge E. Mendia  
Thomas Thornton

*Village Manager*

Genaro "Chip" Iglesias

DT: February 1, 2009  
TO: Honorable Mayor and Council Members  
FR: Genaro "Chip" Iglesias, Village Manager  
RE: **Ocean Front Park Security**

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### **RECOMMENDATION**

It is recommended that the Village Council authorize the Village Manager to proceed with the attached request for proposals (RFP) for security system installation at the Village Ocean Front Park.

### **BACKGROUND**

The Village of Key Biscayne investigated installing security measures after the beach park was originally opened. It was later determined to place a guard at the facility during peak use times.

On August 26, 2008 several Key Biscayne residents requested that the Ocean Front Park security measures be revisited by the Village Council. Staff met with several contractors to discuss how best to secure the facility. On December 9, 2008 the Village Council was presented with preliminary estimates for this item. The Council recommended that staff prepare an RFP.

If staff is directed to proceed with the RFP process a project timeline has been prepared to demonstrate how this project could proceed to have installation completed and operational before Memorial Day.

### Beach Park Security Timeline

1. February 10, 2009:
  - a. Request for proposals (RFP) before Village Council
2. February 11, 2009
  - a. Advertise RFP
3. February 25, 2009 at 2:00 PM:
  - a. Pre-proposal meeting and site visit
4. March 6, 2009 at 2:00 PM:
  - a. RFP's due at Village Clerks office
5. March 24, 2009:
  - a. Staff recommendation to go before Village Council
6. March 25, 2009:
  - a. Selected firm notified to begin installation
  - b. Work to be completed by May 8th.
7. May 4<sup>th</sup>, 2009:
  - a. Entrance cards available to residents
8. May 15<sup>th</sup>, 2009:
  - a. Security system activated
9. Manage and evaluate security systems operation and effectiveness

# REQUEST FOR PROPOSALS

## SCOPE OF SERVICES

### **Project Overview**

The Village of Key Biscayne is seeking to purchase and have installed by a Consultant a security system to secure the front gate of the Village of Key Biscayne Ocean Front Park and restrict access to only permitted individuals. Such system should include, at a minimum, an electronic lock, card reader, self closing hinges, door modifications, conduit, and system accessories including access cards.

### **Pre-Proposal Meeting**

The Committee will hold a pre-proposal informational meeting on February 25, 2009, at 2:00 PM Eastern Standard Time, in the Village Managers Conference Room, second Floor Village Hall, 88 W. McIntyre Street, FL 33149. At the meeting, questions may be asked. Please do not call or e-mail the staff with questions in advance of the meeting.

### **Submission Date**

Proposals must be received no later than 12:00 p.m. on Friday, March 6, 2009. Any proposal package received after the above noted date and time may be refused and returned unopened.

Consultants interested in providing the required services shall submit one (1) original and Eight (8) copies of their qualifications to the Village of Key Biscayne's Clerk's office by the submission deadline to the attention of:

Office of the Village Clerk  
Conchita H. Alvarez, CMC, Village Clerk  
88 W. McIntyre Street  
Key Biscayne, FL 33149

### **Scope of Work: Security System**

The Consultant shall be responsible for purchasing and installing all equipment, including, but not limited to, any access control, as is necessary to implement the Consultant's proposed security solution. Any proposed solution should restrict access to the Village of Key Biscayne Ocean Front Park to only certain permitted individuals.

A presentation before the Village Council may be required. The format for such presentation will be a PowerPoint.

## **Submission Requirements**

The Consultant shall submit eight (8) copies of the proposal in the following format:

1. A statement of the understanding of scope of work and a description of Consultant's proposed security solution.
2. Background and organization of the consulting firm.
3. The personnel that will be assigned to the project. Should your firm be requested to make a presentation to the Village Council, it is requested that the project manager be the lead presenter.
4. Resumes of personnel that will perform the work and make the presentations, if any.
5. A list of clients whom your firm performed work for that is similar to this scope of work and the personnel that worked on each assignment. A chart listing the type of work and the status of the recommendations.
6. A statement of delivery time to complete the work within 30 days from the date the contract is executed. The term "complete" shall be determined by the Village Council.
7. A price to complete the scope of work. In the event an access card system is proposed, include the number of cards included plus the cost of any additional cards.

## **Consultant Qualifications, Evaluation and Selection Process**

A Committee composed of staff will evaluate each submission based on the following criteria:

1. Experience of the Consultant in implementing limited access security solutions and the installation of video surveillance systems.
2. Desirability of the specific security solution proposed by the Consultant
3. Price for the security solution proposed by the Consultant

The Committee will provide the Village Manager with a recommendation. The Village Manager will then provide the Village Council with a recommendation based upon the input of the Committee. The Village Council will select the Consultant.