



*Board of Commissioners*  
Doug Barnes, *Chair*  
John Welch  
TerryLynn Stewart  
Regina Elmi  
Richard Jackson  
  
*Executive Director/CEO*  
Robin Walls

**REQUEST FOR PROPOSALS**  
**For**  
**Security Integration Services**  
**For the**  
**King County Housing Authority**

**Request for Proposal Issued: November 16, 2023**

**Proposal Due: ~~December 7, 2023 by 4:30 pm (PST)~~**

**December 21, 2023 by 4:30 pm (PST)**

**This RFP includes the following documents:**

- 1. Introductions/RFP Terms/General Conditions/Evaluation Criteria/Documents to be Submitted/Scope of Work (13 pages)**
- 2. Exhibit A – List of KCHA Properties**
- 3. Exhibit B – Camera Specifications for Central Office (600 & 700 Buildings)**
- 4. Exhibit C – Current List of KeyScan Readers**
- 5. Exhibit D – Fee Schedule**
- 6. Exhibit E – Equipment Pricing Sheet**
- 7. Exhibit F – Section 3 Certification and Information**
- 8. Exhibit G – HUD 5369-B**
- 9. Exhibit H – HUD Form #5370-C – Sections I & II**
- 10. Exhibit I – HUD Form #50071**
- 11. Exhibit J – HUD Form SF-LLL**

## **SECTION I – INTRODUCTION:**

1.1 The King County Housing Authority (KCHA) is a municipal corporation that was created in 1939 in order to provide housing assistance to low-income residents. KCHA operates in King County outside the cities of Seattle and Renton, and provides subsidized housing to over 20,000 low and moderate-income families dispersed among 23 suburban cities and the unincorporated areas of the county. Using a variety of federal, state, and local housing programs the agency assists a mix of family, elderly, disabled, and special needs households. Primarily financed by the US Department of Housing and Urban Development (HUD), KCHA has been designated as a high-performing Public Housing Authority and is one of approximately 126 Public Housing Agencies participating in the Moving to Work (MTW) demonstration program. Additionally, KCHA assumes oversight of the Sedro-Woolley Housing Authority (SWHA), which encompasses 80 units of public housing strategically situated within the confines of the city of Sedro Woolley. The SWHA operates autonomously with its distinct governing board.

## **SECTION II – RFP TERMS:**

2.1 The King County Housing Authority (KCHA) is issuing a competitive Request for Proposal (RFP) from qualified contractors to provide security integration services for the KCHA Central Office and properties.

2.2 **QUESTIONS:** Any questions or requests for further information or clarification must be directed to Ponha Lim, VP of Public Safety/Security, via email ([PonhaL@kcha.org](mailto:PonhaL@kcha.org)) and received no later than November 28, 2023. The subject line of the email should include “**Security Integration Services RFP**”.

2.3 **SUBMISSION INSTRUCTIONS:**

A. Proposals, in accordance with conditions defined in the RFP, must be received no later than **December 21, 2023 @ 4:30 p.m.**

B. Proposals and any attachments must be emailed to Ponha Lim, Director of Safety and Security at: [PonhaL@kcha.org](mailto:PonhaL@kcha.org)

1. Cc: Danielle Munroe, Contract Administrator at: [DanielleM@kcha.org](mailto:DanielleM@kcha.org)

2. The subject line should read “Security Integration Services RFP Submission”.

3. Verify that the submission is 15MB or less.

4. If the submission is greater than 15MB, divide the submission up between multiple emails.

5. If multiple emails are sent, the subject line in the email should read “**Security Integration Services RFP Submission Email 1 of X**”.

6. Fax or “in-person” submissions will not be accepted. No proposals shall be reviewed before the submission deadline. If a respondent has submitted a proposal in error, it may be resubmitted before the submission deadline. Submissions will not be publicly reviewed.

2.4 **EVALUATION:** KCHA expects to select the respondent(s) best qualified to provide the services described in this RFP based on the evaluation criteria set forth in the RFP. KCHA reserves the right to waive any information or irregularities in submittals, or to reject any and/or all proposals. KCHA reserves the right to award contracts to multiple vendors.

## **SECTION III - GENERAL CONDITIONS of PROPOSAL:**

### **3.1 Basic requirements:**

- A. The Contractor shall meet the requirements of Exhibit G, HUD form #5369-B
- B. The Contractor shall meet, if applicable, the Section 3 business requirements as outlined in Exhibit E.
  - 1. Please note that the selected contractor(s) will be required to submit Section 3 Individual Certifications and Section 3 Labor Hour Benchmark Reports upon commencement of work.
- C. The selected contractor(s) will also need to provide KCHA with insurance (see Section 3.9) prior to contract signing. Please review Section 3.9 to verify that your firm can meet the required KCHA requirements.

**3.2 Addenda:** In the event there are changes or clarifications to this RFP, KCHA shall issue an addendum. Addenda will only be sent to those contractors who have registered with KCHA as having received an official copy of the RFP from KCHA. It is the responsibility of the respondent to check with KCHA by visiting the KCHA website prior to the submittal deadline to ensure that all addenda issued by KCHA have been received.

### **3.3 Rights reserved by KCHA:**

- A. KCHA reserves the right to engage other professional services if, at KCHA's sole discretion, part(s) of the contract could be better fulfilled by another contractor.
- B. KCHA reserves the right to waive any irregularities or informalities in the RFP and to reject any and/or all Statements of Qualification.
- C. KCHA will generally not disclose the number of responses received, the names of the respondents, or the status of negotiations until the Executive Director (or assignee) has approved the award of the contract.

### **3.4 Basic Eligibility:** The successful Contractor must be:

- A. Licensed to do business in the State of Washington; must have a state UBI number; be properly authorized and be licensed and in good standing to perform the services proposed.
- B. The successful respondent must not be debarred, suspended or otherwise ineligible to contract with KCHA, and must not be included on the General Services Administration's (GSA) "List of Parties Excluded from Federal Procurement and Non-procurement Programs" or HUD's "Limited Denial of Participation" list.
- C. KCHA expects the contractor to adhere fully and at all times to the ethical standards expressed in the Rules of Professional Conduct.

**3.5 Payment Requirements:** Respondents should be aware that KCHA will only make payments on the contract issued under this RFP after the work being billed has been completed, and will pay reimbursable expenses to the Contractor only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the awarded Contractor, who must have the capacity to meet all expenses in advance of payments by KCHA.

**3.6 Records Made Public:** All documents submitted to KCHA will become public record, as per RCW 42.56. Do not submit information as part of this RFP which you think is "confidential" or "proprietary" to your business. KCHA cannot guarantee that type of information will be withheld from a public disclosure request.

**3.7 Conflict of Interest:** The selected Contractor must fully advise KCHA of any potential conflicts of interest and seek a written waiver in advance of commencing work.

### 3.8 Fair Housing:

- A. **Subject:** Accessibility Notice: Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Architectural Barriers Act of 1968 and the Fair Housing Act of 1988.
- B. **Purpose:** The purpose of this Notice is to remind recipients of Federal funds (in this instance, the Public Housing Authority) of their obligation to comply with pertinent laws and implementing regulations which provide for non-discrimination and accessibility in Federally funded housing and non-housing programs for people with disabilities.
- C. **Notifications:** Public housing agencies (PHAs) and other recipients of Federal PIH funds are responsible for providing this Notice to all **current** and **future** contractors participating in covered programs/activities or performing work covered under the above subject legislation and implementing regulations.
- D. **To read the full text of the Notice:** Go to [www.kcha.org](http://www.kcha.org), click on "Business" then "Contract and Bid Requirements" and finally click on and read "**Fair Housing Laws.**"

### 3.9 Insurance and Indemnification:

The contractor awarded the contract shall procure and maintain for the duration of the contract insurance as described below against claims that may arise from or in connection with the performance of the work hereunder by the contractor, its partners, members, agents, representatives, or employees. The cost of such insurance shall be borne by the respondent contractor.

#### A. **Indemnification:**

1. The Contractor, at its sole cost and expense, hereby releases and shall indemnify, defend, and hold harmless the Owner, its affiliates, officers, agents, partners, employees, successors, assigns and authorized representatives of all of the foregoing from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorney fees, costs, and expenses of any kind or nature, including those arising out of injury to or death of the Contractor(s) employees, whether arising before or after completion of the work thereunder, and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of the Contractor, its agents or of anyone acting under its direction or control, or on its behalf in connection with or incidental to the performance of this Contract. The Contractor(s) aforesaid release, indemnity, and hold harmless obligations, or portions or applications thereof, shall apply even in the event of the fault, negligence, or strict liability of the parties released, indemnified, or held harmless to the fullest extent permitted by law. However, in no event shall the release, indemnity, and hold harmless obligations apply to liability caused by the sole negligence of the parties released, indemnified, or held harmless. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the Contractor(s) immunity under Washington's Industrial Insurance Act, RCW Title 51. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them. If any portion of this indemnity clause is invalid or unenforceable, it shall be deemed excised and the remaining portions of the clause shall be given full force and effect.
2. The Contractor hereby agrees to require all its Subcontractors or anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this Contract to execute an indemnity clause identical to the preceding clause, specifically naming the Owner as indemnity, and failure to do so shall constitute a material breach of this Contract by the Contractor.

**B. Minimum Scope of Insurance:**

1. Contractors shall maintain the following insurance coverages:
  - a. Insurance Services Office Commercial General Liability coverage
  - b. Insurance Services Office covering Automobile Liability, code 1 (any auto)
  - c. Workers' Compensation insurance as required by State law and Employer's Liability Insurance

**C. Minimum Limits of Insurance:**

1. Contractor shall maintain with limits not less than:
  - a. General Liability: \$5,000,000 per occurrence for bodily injury, personal injury and property damage.
  - b. Automobile Liability: \$5,000,000 per accident combined single limit
  - c. Workers' Compensation insurance as required by Washington State law
  - d. Employer's Liability: \$1,000,000 per accident for bodily injury/sickness or disease

**D. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the Owner. At the option of the Owner, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Owner guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**E. Other Insurance Provisions**

1. The policies are to contain, or be endorsed to contain, the following provisions:
  - a. The Owner, its officers, officials, agents, partners, employees, and volunteers are to be covered as additional insureds as respect to products and services of the Contractor under a "completed operations" type of additional insured endorsement. General liability coverage can be provided in the form of an endorsement to the Contractor(s) insurance, or as a separate owner's policy.
  - b. For any claims related to this project, the Contractor(s) insurance coverage shall be primary insurance as respect the Owner, its officers, officials, agents, partners, employees, and volunteers. Any insurance or self-insurance maintained or expired by the Owner, its officers, officials, agents, partners, employees, volunteers, or shall be excess of the Contractor(s) insurance and shall not contribute with it.
  - c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after thirty (30) days' [ten (10) days for non-payment of premium] prior written notice by certified mail, return receipt requested, has been given to the Owner.
  - d. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract.
  - e. Course of construction policies shall contain the following provisions:
    - 1) The King County Housing Authority shall be named as loss payee.
    - 2) The insurer shall waive all rights of subrogation against the Owner and the Property Manager, its officers, officials, employees and volunteers.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:XIII.

G. **Verification of Coverage**

Contractor shall furnish the Owner with original certificates and amendatory **endorsements** effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Owner before work commences in sufficient time to permit contractor to remedy any deficiencies. The Owner reserves the right to require complete, certified copies of all required insurance policies or pertinent parts thereof, including endorsements affecting the coverage required by these specifications at any time.

H. **Subcontractors**

Contractor shall include all Subcontractors as insureds under its policies or shall obtain separate certificates for each Subcontractor before Subcontractors' work begins. Contractor shall be responsible for subcontractor complying with such requirement, and failure in compliance shall constitute breach of contract by the Contractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

## **SECTION IV – EVALUATION CRITERIA**

### **4.1 Scoring**

1. All responses to this RFP that are received on or before the stated deadline will be evaluated by a review panel according to the criteria listed below:
  - a. **30 Points – Experience and professional qualifications.** Capability of the vendor to provide KCHA the security integrations solution listed in the Scope of Work to include all necessary equipment, viable timeline, implementation strategy, and ease of operations, management, and support.
  - b. **25 Points – Fee Schedule**
  - c. **25 Points – Pricing Schedule**
  - d. **20 Points – Interview.** KCHA reserves the option to interview only those contractors that score highest based on the first four criteria listed directly above. KCHA also reserves the right to adjust the score of the first criteria directly above based on the results of the interview

### **4.2 Reference Checks**

1. Although no points will be explicitly assigned to this evaluation criterion, past performance on other projects will be used, among other considerations, to evaluate both the contractor's and the project team's capacity and capability to perform the requested services and to assess:
  - a. The risk of poor performance or non-performance
  - b. How timely and thorough the contractor has been when performing past professional services
  - c. The transparency and accuracy of billing

### 4.3 Contract Negotiations

1. The review panel will rate all Proposals according to the evaluation criteria set forth above.
2. KCHA will commence negotiations with the highest-rated contractor on pricing, terms and conditions of a professional services contract.
3. KCHA reserves the right to modify the scope of work, expand or modify the terms and conditions specifically set forth in this RFP.
4. In the event KCHA and the highest rated contractor cannot agree on contract terms and conditions acceptable to both parties, KCHA reserves the right, at its sole discretion, to enter into negotiations with the next highest ranked contractor and will be relieved of any obligation to negotiate with or contract for services with the highest ranked contractor. KCHA reserves the right to award contracts to multiple vendors.

## **SECTION V – RFP DOCUMENTS TO BE SUBMITTED**

5.1 KCHA reserves the right to request additional information in order to complete the evaluation and selection process. The State of Qualifications must present the contractor's experience and qualifications to undertake the professional services specified above. Respondents may incorporate additional relevant collateral information such as contractor brochures, profiles, references, etc. If so included, such material should be in a separate section of the response and submitted after Exhibit J.

### **5.2 General Requirements for Responsive and Responsible Qualified Firms:**

#### **A. Order and Content**

1. Letter of Interest
  - a. The letter of interest should briefly summarize the Contractor's qualifications, experience, and possible capacity constraints for the proposed work.
  - b. An officer of the firm who is authorized to execute contracts or other similar agreements must sign the letter (include printed name, title, phone number, and email).
2. Professional Qualifications
  - a. Provide a brief description of the organization, history, and date established.
  - b. Information that describes the company's qualifications and capacity to undertake this work.
  - c. Contractor shall provide information on the key personnel and their duties related to this project and copies of relevant certifications.
  - d. Contractor shall provide information on all subcontractors to be utilized in this project and their role.
  - e. List projects for other clients undertaken in the last four years that are similar to the services described below and qualify the contractor to provide these services for KCHA. These projects must provide evidence of your firm's ability to install, purchase, or lease and maintain a security camera and access control system and demonstrate proper subcontractor selection and supervision.
  - f. Provide references, with contact information, from at least three recent (within four years) clients for work that is similar to the services described below.
3. Other Documents Required to be Included/Returned with Proposal
  - a. Fee schedule of the contractor(s) hourly and standard fees and expenses. See Exhibit D. **NOTE:** *Such hourly fees would be used should KCHA and the Contractor agree on a change in the Scope of Work beyond what is listed in this RFP, or if KCHA and the Contractor agree that there has been a change in conditions that will cause the fixed-fee proposal to be exceeded.*
  - b. Equipment Pricing Sheet (Exhibit E)

- c. HUD Form 5369-A Representations, Certifications & Other Statements of Bidders (Exhibit F)
- d. HUD Form 50071 Certification of Payments to Influence Federal Transactions (Exhibit I)
- e. HUD Form SF-LLL Disclosure of Lobbying Activities (Exhibit J)
- f. Section 3 Business Certification (Exhibit F)
- g. Business and Professional Licenses (to be placed after Exhibit J)
- h. Other relevant documents included by contractor (to be placed after licenses)

## **SECTION VI – SCOPE OF WORK**

- 6.1 The King County Housing Authority (KCHA) is requesting proposals from qualified contractors to provide service for security integration – Installation, upgrade, and maintenance of security cameras and a wide range of access controls to include card access readers for doors/gates, intercoms, and key lockboxes for KCHA Central Office and 14 additional sites listed in Exhibit A. The contractor must provide the system plans, labor, purchased equipment, software, licensing, and materials for the security integration project installation of the specified security camera system and access controls. The contractor will be responsible for quarterly and annual maintenance, providing support for the camera system and access controls in the event of an outage, and any requested moves, add, and changes.
- 6.2 Under Exhibit A to this Scope of Work is a list of KCHA properties; however, it is not intended to be a complete listing of all locations that KCHA may require Integration Services, nor does KCHA guarantee that it will require the contractor to provide services at all such locations for the duration of the contract. KCHA retains the right to order services for other locations (i.e., “Additional Service Locations”).
- 6.3 Proposals for Central Office and the 14 additional site should separate the costs of parts and labor. Parts should be itemized and include savings from repurposing current infrastructure. Costs should also be separated by phase of project (i.e., installation and operation/maintenance). Fees, subscriptions, and software licenses should be explicitly stated.
- 6.4 KCHA is seeking a 2-year contract with an option for two extensions in one (1) year increments, at the KCHA’s discretion. KCHA reserves the right to award no contract, a single contract, or multiple contracts following review of bids received.

### **6.5 Definitions**

- A. *Additional Services* - Services provided on an as-needed basis.
- B. *Additional Service Locations* - KCHA sites where Additional Services may be required on an as-needed basis.
- C. *Security Integration Services* - Services to include upgrading security cameras, access card readers, intercoms, key management systems, and mobile access systems.
- D. *Video Management System (VMS)* - A video management system orchestrates a surveillance workflow by integrating with cameras, access controls, recording systems, client workstations, and analytics software by providing a single interface for multiple system users and operators.

### **6.6 Contractor Requirements at KCHA Central Office and Other Locations**

- A. KCHA is seeking a secured cloud-based security camera such as *Avigilon* or other KCHA approved system equivalent with end-to-end encryption, SSO, 2FA, and automatic updates. The cloud-based camera system must have remote access from multiple locations and be able to share footage from a desktop computer, laptop, mobile phone, and provide automated alerts.



- B. KCHA's Central Office and the 14 properties identified currently have existing security cameras and access controls. Therefore, contractor's proposal must be able to repurpose existing cameras (*Digital Watchdog MegaPix* IP security cameras). Repurposed cameras must integrate with a licensed cloud-based platform, Video Management System, and associated software. The *KeyScan* card reader system shall be evaluated to integrate with the Video Management System as well. The system must be designed with the option for future expansion of the system at various other sites within the KCHA portfolio.
- C. The system must include cameras and access controls that meet the requirements of limited site coverage. KCHA is seeking the best price/performance system that has the ability to be expanded, secured, and functional in all types of weather and environments. The system will need to be accessible remotely by KCHA.
- D. Provide evidence of proper licensing and certification in the State of Washington for the proposed work to be performed, along with contracts to install, purchase (or lease) and maintain a security camera and access control system. KCHA must be made aware of all subcontractors and maintains the option to disapprove of any proposed subcontractor.
- E. Contractor will provide labor, equipment, and all required cabling, conduit, infrastructure for camera and/or access control placement, and any other materials necessary to install and make the system operational as per the design indicated.
- F. Contractor will make necessary repairs during and/or after installation to damages incurred at Central Office and the 14 identified properties. These damages may include drywall/sheetrock, ceiling tiles, etc. during the course of installing and/or replacing cameras and other access control systems.
- G. Contractor shall provide preventive maintenance and assess the cause of any network outages and make repairs on any outages that can be restored and returned to service within an hour of arriving on site. Travel time is not part of this one-hour period. Examples of this might be rebooting of security camera or access controls or replacement of a power supply. Repairs exceeding this timeframe and/or material cost will be performed on a Time and Material basis.
- H. Contractor will provide two comprehensive yearly preventive maintenance inspections for all cameras, access controls, and network infrastructure. These comprehensive preventative maintenance inspections shall include the following:
  - a. Check camera housing and clean-out of debris (dust, cob webs, etc)
  - b. Replace any anti-desiccant packs in housing (if applicable)
  - c. Check seals for any moisture/water intrusion. Lubricate seals and O-rings to ensure good seal up on reassembly
  - d. Check cable/wiring for fraying and replace as needed
  - e. Clean camera lens with appropriate lens cleaner
  - f. Check images for pixelization and best possible image settings
  - g. Check battery power supply
  - h. Clean card access control components
  - i. Check and ensure network connection between door controllers
  - j. Check network integrity for any increase in latency or congestion
  - k. Check all network and security protocols are in place and operational
- I. Results from maintenance inspections should be documented and available to KCHA upon request.
- J. Contractor will provide at a minimum one (1) dedicated service/repair technician who will have a primary responsibility of maintaining KCHA's integrated security system network and all associated hardware and software components. If the KCHA network/system is fully functional, the technician may perform tasks for other firm clients. However, if there are any disruptions or outages in the KCHA system/network, the technician will immediately be re-tasked to KCHA duties.

- K. Contractor will provide 24 hours/7 days-a-week help desk support to monitor the status of all cameras and access controls with multiple contact options. Credentials shall be provided for KCHA staff to report and access problem status through the help desk. KCHA will have direct access contact information for primary technician and backup should primary technician be on leave, sick, etc. The Contractor shall notify KCHA of this and supply the name and contact information for substitute technician.
- L. Contractor will maintain adequate parts inventory to ensure timely repairs and installation. The contractor will provide monthly reporting on the status of inventory. Contractor shall be responsible for disposal of any gear removed from the network/system that will not be repaired or repurposed and put back into service.
- M. Contractor shall provide key personnel duties related to this project and copies of relevant certifications shall be included. This includes all subcontractors to be utilized in this project and their role.
- N. All contractors will need to name KCHA as additional insured in Insurance Certifications and execute a hold harmless form.
- O. Contractor shall identify power supply for the cameras and access control.
- P. Work shall be completed within designated days of Notice to Proceed.
- Q. Material estimate shall be achieved by site visit or other necessary methods undertaken by contractor to properly estimate costs for installation to include the following equipment.

## 6.7 Security Camera Requirements

### A. Assessment

1. A security camera implementation assessment was conducted by Tactical Training Academy (TTA) for KCHA's Central Office (600 & 700 Andover Park West) and 14 additional sites, which includes an evaluation of current camera security systems and recommendations, including cameras, installation, cabling, and the IT specification requirements. Based on the camera assessment report, a cloud-based security camera solution was determined to be the most beneficial to Central Office and 14 additional KCHA properties. Cloud camera service enables a modern cloud-connected user experience to view live and recorded video, as well as monitor and manage the health of systems, from anywhere with a connection, at any time – including via a connected mobile application.
2. Security camera specifications for Central Office (600 & 700 Building) from TTA's assessment report will be listed in Exhibit B. Additional TTA's camera assessment reports for 14 additional properties are available upon request.

### B. Camera Requirements

1. Installation of new *Avigilon* cloud-based security cameras (or approved equivalent) and repurpose existing *Digital Watchdog MegaPix* IP security cameras
2. Video recording with minimum 30-day storage capacity for near live-feed playback through secure cloud storage option
3. Remote accessibility via secure site or secure client software
4. Cameras should provide seamless 360-degree coverage
5. Pan/Tilt/Zoom capabilities
6. All exterior entrances of the buildings, including parking lot, with still-quality image capture of faces for those entering premises

C. **Desired Features**

1. Non-proprietary system
2. Keeping data secured
3. Mobile Access
4. Analytics (Emergency Alerts, Smart Recognition of Firearms/Weapons/Persons/License plates)
5. Integrated Video Management Software
6. License Integration for Current Cameras
7. Integration with Access-Control Systems

D. **Access Control System Requirements**

1. KCHA is seeking to have an access control system that includes the current functionality along with the ability to expand the system in the future. There will be requests to add additional access systems and/or components to existing systems that will be identified and included in this project. The requests for integrated access control systems will include card access systems, keyfobs, intercoms for office & tenants, and mobile access control for doors and gates. All these access control systems must be integrated into a single video management system (VMS).
2. KCHA's Central Office is currently utilizing *KeyScan* card readers (10 card readers at the 600 Building and 15 card readers for the 700 Building). Some of the 14 additional properties are using *KeyScan* readers as well; however, other fob systems have been installed/identified. Repurposing the card readers will be a priority; however, if integration is not possible, the contractor is to provide and install *HID* products (or approved equivalent) for access control. Access control must be secured and offer various methods to include card access, mobile access, touchless solutions, and other biometric applications. Card access must also provide high-security authentication for secured access control. Please refer to Exhibit C for a current list of *KeyScan* readers at Central Office and additional properties.
3. The intercom system at Central Office that is currently being used is the *iPhone* (2 intercoms at 600 Building and 1 at 700 Building), which allows reception and/or lobby staff to communicate and screen guests/customers for entry. Currently the video and audio quality of the *iPhone* system is poor and upgrades will be needed. A new intercom system must be user-friendly for visitors and provide high-quality video resolution and audio transmissions. If integration is not permissible, installation of the *Avigilon H4 Video Intercom* (or approved equivalent) will be the desired system. Not all 14 sites listed in Exhibit A have intercoms; therefore, sites without intercoms will require new installation.
4. **Access Card Reader Requirements:**
  - a. All exterior doors/gates must be equipped with access control
  - b. Certain access to common areas such as community rooms, utility rooms, basements should be zoned to allow time of access restrictions
  - c. All readers and controllers must have an on-board uninterrupted power supply (UPS) that will last a minimum of 8 hours
  - d. System must be set to fail-open for exit but require key entrance (in the event of both electricity and UPS failure doors will function to facilitate easy exit but secure against illicit entry)
  - e. All access-controlled doors must be equipped with functioning door closers and equipped with software-based "hold" alarms (3-5 second delay) that are monitored by the onsite personnel, which will send an alert that a door has been either blocked open or did not close securely
  - f. KCHA's Safety and Security Department along with Property Management staff must have the ability to access full administrator rights
  - g. Software must provide for fob/card accountability and auditing
  - h. Integrated with cloud-based VMS

5. Intercom Requirements:
  - a. The intercom system must fully integrate with a Voice over Internet Protocol (VOIP) phone systems
  - b. Dynamic, wide range, high resolution camera (3MP or above)
  - c. Noise reduction and/or echo canceling technology
  - d. Full integration with cloud-based VMS
- E. Key Management
  - a. KCHA is seeking a digital key cabinet, such the *Traka Touch Pro S* (or approved equivalent) that can securely and reliably store and track keys at KCHA's Central Office and 14 additional sites. The key cabinet must be durable, scalable, and allow end users to access keys via an integrated access control system (i.e. card reader). Additionally, KCHA must have capabilities to track and audit the keys utilizing a single platform (i.e. Video Management System). Please refer to Exhibit A which lists properties that will require a digital key cabinet.
- F. Video Management System (VMS)
  - a. KCHA is seeking a cloud-based Video Management System (VMS) such as *Avigilon Alta Aware* or *Genetec Omnicast* (or approved equivalent) that unifies security cameras, access control, and more to one single platform. The VMS must simplify video surveillance through the cloud and allow end users to view live and recorded video from a single site, or to monitor multiple locations. In addition to cameras, the selected VMS must also integrate access control systems such as badge readers to review entry and exits in real-time in addition to alarm points (i.e. door held open triggers alarm notification on VMS).
- G. Information Technology (IT) Requirements
  1. Systems must run on a cloud-based network and not a KCHA-hosted server. Proposals should include repurposing of current hardware to the extent possible (i.e., wiring, panels, cameras). Proposals also should explain the schedule of software and firmware upgrades and the needs to be supported by the vendor with agreed upon service level agreements
  2. According to TTA's camera implementation plan for Central Office and 14 additional properties, a minimum bandwidth capacity of 980 Mbps is recommended. However, the existing infrastructure only supports up to 1000 Mbps, leaving no room for existing bandwidth usage, which is currently at 500 Mbps. KCHA's Information Technology (IT) department is requesting that Network Engineering and Design consultants be a part of the scope of work for this project. IT would use these resources to plan and structure a solid upgrade to KCHA's infrastructure that would allow enough bandwidth for both systems, future capacities, as well as securely separating the camera systems from the KCHA on-premise data network.
  3. **IT Requirements for Security Cameras at Central Office and 14 other properties:**
    - a. Camera Avg Bandwidth - 10 Mbps Upload
    - b. Camera Internet bandwidth - 230 Mbps Upload
    - c. Staff Avg bandwidth - 5 Mbps Upload/Download
    - d. Staff Internet bandwidth - 750 Mbps Upload/Download
    - e. Total minimum internet bandwidth - 980 Mbps Upload/Download
    - f. Physical Equipment - 24G POE+ 400W Enterprise Managed Switch - One switch
    - g. Physical Equipment - Secure 19" Network Rack/Cabinet
    - h. Physical Equipment - 1500VA UPS/Battery Backup System - One unit
    - i. Physical Equipment - 1G Firewall/Gateway
  4. **Software Requirements:**
    - a. Software must be compatible with Microsoft Windows operating systems

- b. Server based software should be compatible with latest versions of Microsoft SQL and Microsoft Server
- c. Browser based user interface compatible with Chrome, Firefox, or Edge
- d. Software must allow for schedules for programming doors, gates and elevators for holidays and special events
- e. Allow to create customized reports and scheduled reports
- f. Ability to have multiple users with different levels of security in software
- g. Ability to enable and disable credentials in real-time
- h. Must have event logging for real-time analysis as well as historical events
- i. Have the ability to remotely open and close doors, gates etc. in real-time

**5. Service and Support requirements:**

- a. The following must be included in the warranty period and under the maintenance contract:
  - 1) Provide technical support during business hours 8 am-5 pm (Monday thru Friday) and options for after-hours/weekend and holiday support
  - 2) Provide 1-, 3-, and 5-year support options
  - 3) Provide software/firmware upgrades
  - 4) Provide costs in Central Office and additional properties' proposal outlining onsite service costs.