



Board of Commissioners
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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)

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) 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 7, 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

1. Cc: Danielle Munroe, Contract Administrator at: 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, 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.

EXHIBIT A

List of KCHA properties with current camera and access control implementation plans to perform security Integration Services. KCHA reserves the right to designate alternate or additional locations under any contract awarded.

Property Name	Street Address	City	# of New Camera Install	Repurpose Existing Cameras? # of Cameras	Card Reader & Intercoms Upgrade?	Traka Box Install?
Avondale House	11629 Avondale Road N.E.	Redmond, WA				
Abbey Ridge	3035 S. 204th St.	SeaTac, WA				
Alpine Ridge	14469 Simonds Road NE	Kirkland, WA				
Arbor Heights	135 SW 116th Street	Burien, WA				
Argyle Apartments	2517 South 316th Lane	Federal Way, WA				
Aspen Ridge	12601 68th Ave S.	Seattle, WA	6	No	Yes	Yes
Auburn Square	3740 "H" Street	Auburn, WA				
Avondale Manor	17107 N.E. 80th St.	Redmond, WA				
Ballinger Commons	2405 N 202nd Pl.	Shoreline, WA				
Ballinger Homes	2200 NE 201st Pl.	Shoreline, WA				
Bellepark East	16203 NE 13th ST	Bellevue, WA				
Bellevue Houses	* 8 locations, see below	Bellevue, WA				
Bellevue Manor	143 Bellevue Way S.E.	Bellevue, WA				
Bellewood Building	16307 N.E. 83rd St.	Redmond, WA				
Birch Creek	27360 129th Place S.E.	Kent, WA	15	Yes – 30	Yes	Yes
Boulevard Manor	12039 Roseberg Ave. S.	Burien, WA	13	Yes – 12	Yes	Yes
Briarwood	18026 Midvale Ave. N.	Shoreline, WA	12	Yes – 9	Yes	Yes
Brittany Park	18265 First Ave. S.	Normandy Park, WA				
Brookside	7644 N.E. Bothell Way	Kenmore, WA				
Burien Park	500 S.W. 148th St.	Burien, WA				
Burien Vet's House	1020 S.W. 130th St.	Burien, WA				
Burndale Homes	930 18th Place N.E.	Auburn, WA	10	Yes – 3	Yes	Yes
Campus Court I	24510 26th Place S.	Des Moines, WA				
Campus Court II	716 Third Ave. S.	Kent, WA				
Campus Green	511 S. 325th St.	Federal Way, WA				
Carriage House	3602 South 180th Street	Seatac, WA				
Carrington	2501 148th Ave SE	Bellevue, Bellevue				
Casa Juanita	9821 N.E. 122nd St.	Kirkland, WA				
Casa Madrona	3948 Martin Way E.	Olympia, WA				

Cascade	20402 106 th Ave. SE	Kent, WA	7	Yes – 14	Yes	Yes
Cascadian	15517 NE 12 th Street	Bellevue, WA				
Cedar Grove	802 Bingham Pl.	Sedro-Woolley, WA				
Cedarwood	14415 123 rd Lane N.E.	Kirkland, WA				
Central Office 600	600 Andover Pk W.	Tukwila, WA	8	No	Yes	Yes
Central Office 700	600 Andover Pk W.	Tukwila, WA	8	Yes – 9	Yes	Yes
College Place	1249 145 th Pl. S.E.	Bellevue, WA				
Colonial Gardens	15001 15 th Ave NE	Shoreline, WA				
Corinthian	3039 S. 154 th St.	Seatac, WA				
Cottonwood	25934 25 th Lane S	Kent, WA				
Cove East	33030 1 st Ave. S	FederalWay, WA				
Eastbridge	9839 8 th Ave SW	Seattle, WA				
Eastridge House	120 W. Sunset Way	Issaquah, WA				
Eastside Terrace	704 147 th Pl. N.E.	Bellevue, WA				
Echo Cove	19428 Aurora Ave. N.	Shoreline, WA				
Emerson	11010 NE 124 th Lane	Kirkland, WA				
Evergreen Court	33014 19 th Lane S.	FederalWay, WA				
Fairwind	11215 5 th Ave. S.W.	Burien, WA				
Fairwood	14300 SE 171 st Way	Renton, WA				
FederalWay Duplexes	29211-29221 18 th Ave. S.	FederalWay, WA				
FederalWay Houses	* 3 locations, see below	FederalWay, WA				
Firwood Circle	313 37 th St. S.E.	Auburn, WA	7	Yes – 5	Yes	Yes
Forest Glen	8610 164 th Ave. N.E.	Redmond, WA				
Forest Grove	8350 167 th Ave. N.E.	Redmond, WA				
Friendly Village	18425 NE 95 th St	Redmond, WA				
Gilman Square	360 NW Dogwood Street	Issaquah, WA				
Glenview Heights	10405 S.E. 172 nd St.	Renton, WA				
Green Leaf	16718 Juanita Dr. N.E.	Kenmore, WA				
Green River Homes	1103 Ninth St. S.E.	Auburn, WA				
Greenbridge	9839 Eighth Ave. S.W.	Seattle, WA				
Gustaves Manor	107 W. Main St.	Auburn, WA				
Hampton Green	4747 148 th Ave NE	Bellevue, WA				
Harbour Villa	7217 N.E. 175 th St.	Kenmore, WA				
Harrison House	615 W. Harrison St.	Kent, WA				
Heritage Park	9834 NE 190 th Street	Bothell, WA				
Hidden Village	14508 S.E. 24 th St.	Bellevue, WA				
Highland Village	14588 NE 7 th Place #100	Bellevue, WA				
Hillview	830 Township St.	Sedro-Woolley, WA				
Holt House	4030 1/2 S. 146 th St.	Tukwila, WA				
Houghton	6705-6711 106 th Ave. N.E.	Kirkland, WA				

House on 102 nd	520 S.W. 102 nd St.	Burien, WA				
Illahee	14049 Bel-Red Rd #2	Bellevue, WA				
Island Crest	3030 81 st Pl. S.E.	Mercer Island, WA				
Juanita Court	9926 N.E. 126 th St.	Kirkland, WA				
Juanita Trace	13137 107 th Pl. N.E.	Kirkland, WA				
Juanita View	11800 101 st Place NE	Kirkland, WA				
Kendall Ridge	15301 NE 20 th Street	Bellevue, WA				
King's Court	S. 333 rd St. & 22 nd Ln S.	Federal Way, WA				
Kirkland Heights	13310 NE 133 rd Street	Kirkland, WA	9	No	Yes	Yes
Kirkland Place	419-421 Seventh Ave.	Kirkland, WA				
Kirkwood Terrace	11925 N.E. 81 st Circle	Redmond, WA				
Lake House	1313 N. 200 th St.	Shoreline, WA				
Landmark	16330 NE 11 th St.	Bellevue, WA				
Laurelwood	29505 21 st Avenue So.	Federal Way, WA				
Mardi Gras	24009 104 th Ave. S.E.	Kent, WA	14	Yes – 14	Yes	Yes
Meadowbrook	1408 NW Richmond Beach Rd	Shoreline, WA				
Meadows on Lea Hill	12505 SE 312 th St	Auburn, WA				
Munro Manor	630 S. 152 nd St.	Burien, WA	11	Yes – 14	Yes	Yes
Newport	12646 S.E. 42 nd St.	Bellevue, WA				
Newporter	5900 – 119 th Avenue SE	Bellevue, WA				
Nia	9935 Eighth Ave. S.W.	Seattle, WA				
Nia Apartments	9835 8 th Ave SW	Seattle, WA				
Nike Manor	624 L Place S.E.	Auburn, WA	7	Yes – 5	Yes	Yes
Northlake House	18219 96 th Ave. N.E.	Bothell, WA				
Northridge I	1540 N.E. 177 th St.	Shoreline, WA				
Northridge II	1530 N.E. 177 th St.	Shoreline, WA				
Northwood	18128 73 rd Ave. N.E.	Kenmore, WA				
Northwood Square	529 8 th St. N.E.	Auburn, WA	4	No	Yes	Yes
Pacific Court	4028 S. 146 th St.	Tukwila, WA				
Paramount House	1750 N.E. 145 th St.	Shoreline, WA				
Park Royal	18417 96 th Ave. N.E.	Bothell, WA				
Parkway	3970 W. Lake Samm. Pkwy N.E.	Redmond, WA				
Parkwood	26435 - 104 th Avenue SE	Kent, WA				
Patricia Harris Manor	16304 N.E. 81 st St.	Redmond, WA				
Peppertree	19926 Ballinger Way N.E.	Shoreline, WA				
Pickering Court	7800 Pickering Ct. S.E.	Snoqualmie, WA				
Pinewood Village	14911 NE 1 st Place	Bellevue, WA				
Plaza 17	1001 17 th St. S.E.	Auburn, WA				
Rainier View	32631 1 st Ave	Black Diamond, WA				
Rainier View I	2745 Warner Ave W	Enumclaw, WA				

RainierViewII	2649 Warner Ave W	Enumclaw, WA				
Riverstone	27314 24th Ave S.	FederalWay, WA				
Riverton Terrace	14440 41st Ave. S.	Tukwila, WA	5	Yes - 10	Yes	Yes
Riverton Terrace II	14410 41st Ave. S.	Renton, WA				
Salish Place	23641 20th Ave S	Des Moines, WA				
SalmonCreek	9839 8th Ave SW	Seattle, WA				
Sandpiper East	1312 39th Ave NE	Bellevue, Bellevue				
Seola Crossing	9839 8th Ave SW	Seattle, WA				
Seola Gardens	11215 5th Ave. S.W.	Burien, WA				
Shadrach	18015 63rd Ave. N.E.	Kenmore, WA				
Shelcor	503 Fourth Ave. S.	Kent, WA				
Shoreham	22815 30th Ave. S.	Des Moines, WA				
Si View	424 Healy Ave. South #100	North Bend, WA				
Sixth Place Apts	9839 8th Ave SW	Seattle, WA				
Slater Park	18015 63rd Ave. N.E.	Kirkland, WA				
Somerset Gardens	14500 & 14700 NE 29th Pl.	Bellevue, WA				
Southridge House	30838 14th Ave. S.	FederalWay, WA				
Southwood Square	26224 106th Place SE	Kent, WA				
Spiritwood Manor	1424 148th Ave. S.E.	Bellevue, WA				
Spiritwood Manor	1424 148th Ave. SE	Bellevue, WA				
Sunnydale	15035 8th Ave. S.	Burien, WA				
Surrey Downs	13035 SE 26th Street	Bellevue, WA				
Tall Cedars	401 - 37th Ave SE	Auburn, WA				
Timberwood	3809 148th Ave. NE	Bellevue, WA				
Valley Park	624 L Place S.E.	Auburn, WA				
Valli Kee	23401 104th Ave. S.E.	Kent, WA	9	Yes - 7	Yes	Yes
Vantage Glen	18100 - 107th PL SE	Renton, WA				
Vantage Point	17901 105th Pl. S.E.	Renton, WA				
Vantage Point	17901 105th Place, SE	SE, Renton, WA				
Vashon Terrace	17206 97th Place SE	Vashon Island, WA				
Victorian Woods	22418 30th Ave. S.	Des Moines, WA				
Village at Overlake	2580 152nd Avenue Northeast	Redmond, WA				
Villages at S. Station	3724 South 154th Lane	Tukwila, WA				
Vista Heights	18415 108th Ave. S.E.	Renton, WA				
Walnut Park	24817 - 112th Avenue SE	Kent, WA				
Wayland Arms	307 S. Division St.	Auburn, WA				
Wells Wood	18100 142nd Ave. N.E.	Woodinville, WA				
Westminster Manor	14701 Dayton Ave. N.	Shoreline, WA				
Windsor Heights	17229 32nd Avenue South	SeaTac, WA				

Wonderland Estates	14645 SE Renton-Maple Valley Rd	Renton, WA				
Woodcreek Lane	18105 142nd Ave. N.E.	Woodinville, WA				
Woodland North	3611 N.E. 155th, Lake Forest Pk.	Lake Forest Pk, WA				
Woodridge Park	12400 28th Avenue South	Burien, WA				
Woodside East	16240 NE 14th Street	Bellevue, WA				
Yardley Arms	1000 S.W. 130th St.	Burien, WA				
Young's Lake	18923 115th Lane S.E.	Renton, WA				
Zephyr	11215 5th Ave. S.W.	Burien, WA				

***Bellevue Houses**

Bellevue House 1	2822 107th Ave NE	Bellevue, WA	98004			
Bellevue House 2	1333 164th Place NE	Bellevue, WA	98006			
Bellevue House 3	928 164th Ave SE	Bellevue, WA	98006			
Bellevue House 4	15611 SE 11th Street	Bellevue, WA	98006			
Bellevue House 5	3857 136th Ave SE	Bellevue, WA	98006			
Bellevue House 6	3818 140th Ave SE	Bellevue, WA	98006			
Bellevue House 7	14505 SE 14th St	Bellevue, WA	98007			
Bellevue House 8	15403 SE Newport Way	Bellevue, WA	98006			



Exhibit B

CAMERA IMPLEMENTATION PLAN

600/700 Andover Park, "HQ"

Version: 1.0

COMPLETED BY: Tactical Training Academy

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INTRODUCTION:

A Camera Implementation Assessment¹ for the King County Housing Authority (KCHA) was conducted for the KCHA Headquarters Building, starting in April, 2023. The scope of this assessment included an evaluation of current camera security systems, and recommendations necessary to implement an RFP to improve camera systems². This proposal is design to assist in the solicitation process to select a camera installation vendor, which should include cameras, installation, cabling, and the IT specification requirements outlined in this report.

This report is specifically designed generically, to encourage bids from several camera installation vendors. Camera specifications could be met by several quality camera systems. The TTA has good experience using the Avigilon system, and considers it the top-tier of current holistic security camera systems. Therefore, specific camera models within the Avigilon system are noted as examples within this report. Again, other camera systems may meet the specifications included in this report and should be evaluated when proposals for installation are received, but each should meet the minimum specifications outlined in this report.

The data presented in this report assumes that recommend changes to CPTED and hardscapes outlined in prior TTA KCHA Site-Specific Reports have or will be implemented. This includes installing various fencing and gating systems, trimming trees and shrubbery, and improving vestibule spaces. Thus, the camera systems within these reports will be effective long-term, and not made superfluous by necessary hardscape changes already planned.

STAKEHOLDER INTERVIEWS:

The following feedback was collected from managers, IT staff, maintenance staff, facilities, and other stakeholders, regarding the success of this project.

Detail of Users:

- 20-30 end users
- 15 administrators
- Mostly site management and security staff

Self-hosted or Cloud solution:

- Cloud

Challenges:

- Space for network locations
- Environmental challenges

Measuring Success:

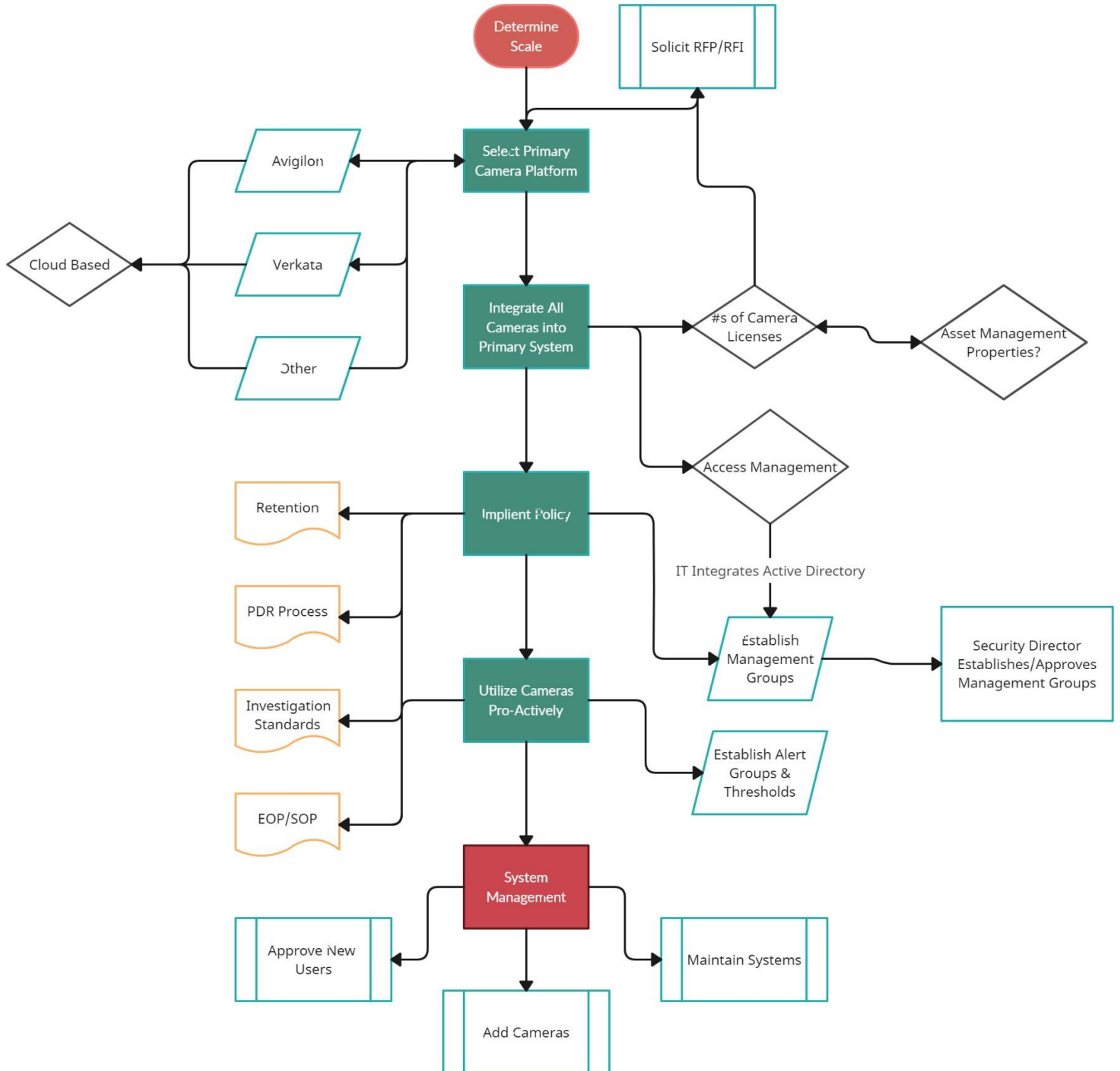
- A unified solution
- Ease of use
- Ease of maintenance
- Reliable system

¹ **Disclaimer:** The intent of this assessment is to improve the overall safety and security for KCHA. The information contained in this report is to be used solely by KCHA, law enforcement, fire service and other emergency response agencies. The disclosures of the information contained in this report to the general public is not recommended.

² Additional cameras may be added, at the discretion of KCHA staff. Layouts herein represent the most useful positioning of camera systems based on TTA evaluation, taking into account a layered approach to prevention.

Confusion was evident on what implementing an effective security system entailed. Thus, this report includes a flow-process chart for implementation and use of a comprehensive multi-tiered security system.

IMPLEMENTATION FLOW CHART:





CURRENT SYSTEMS AND CAMERA LAYOUTS:

Current Onsite Cameras

Name	Make	Model	Quality	Analytics
700 Lobby 1	Exacqvision	Arecont Vision 2115v1	Moderate	No
700 Lobby 2	Exacqvision	Arecont Vision 2115v1	Moderate	No
700 Lobby 3	Exacqvision	Arecont Vision 2115v1	Moderate	No
700 Lobby 4	Exacqvision	Arecont Vision 2115v1	Moderate	No
HQ Exterior 1	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 2	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 3	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 4	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 5	Digital Watchdog	DWC-MV85WiATW	Moderate	No
600 Lobby 1	Costco	Analog	Replace	No
600 Lobby 2	Costco	Analog	Replace	No
600 Cam 3	Costco	Analog	Replace	No
600 Cam 4	Costco	Analog	Replace	No
600 Cam 5	Costco	Analog	Replace	No

Current Onsite Cameras: 700 Interior Layout



RECOMMENDED SYSTEMS AND CAMERA LAYOUTS:

Cameras for Retention³

Name	Make	Model	Quality	Analytics
700 Lobby 1	Exacqvision	Arecont Vision 2115v1	Moderate	No
700 Lobby 2	Exacqvision	Arecont Vision 2115v1	Moderate	No
700 Lobby 3	Exacqvision	Arecont Vision 2115v1	Moderate	No
700 Lobby 4	Exacqvision	Arecont Vision 2115v1	Moderate	No
HQ Exterior 1	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 2	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 3	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 4	Digital Watchdog	DWC-MV85WiATW	Moderate	No
HQ Exterior 5	Digital Watchdog	DWC-MV85WiATW	Moderate	No

³ New camera systems are numbered in priority order, not based on site orientation. The TTA recommends cameras be logically named based on location, similar to exterior doors into a facility. Reference the TTA Security Summary Report for further information on naming systems.

HDSM Smart Cameras

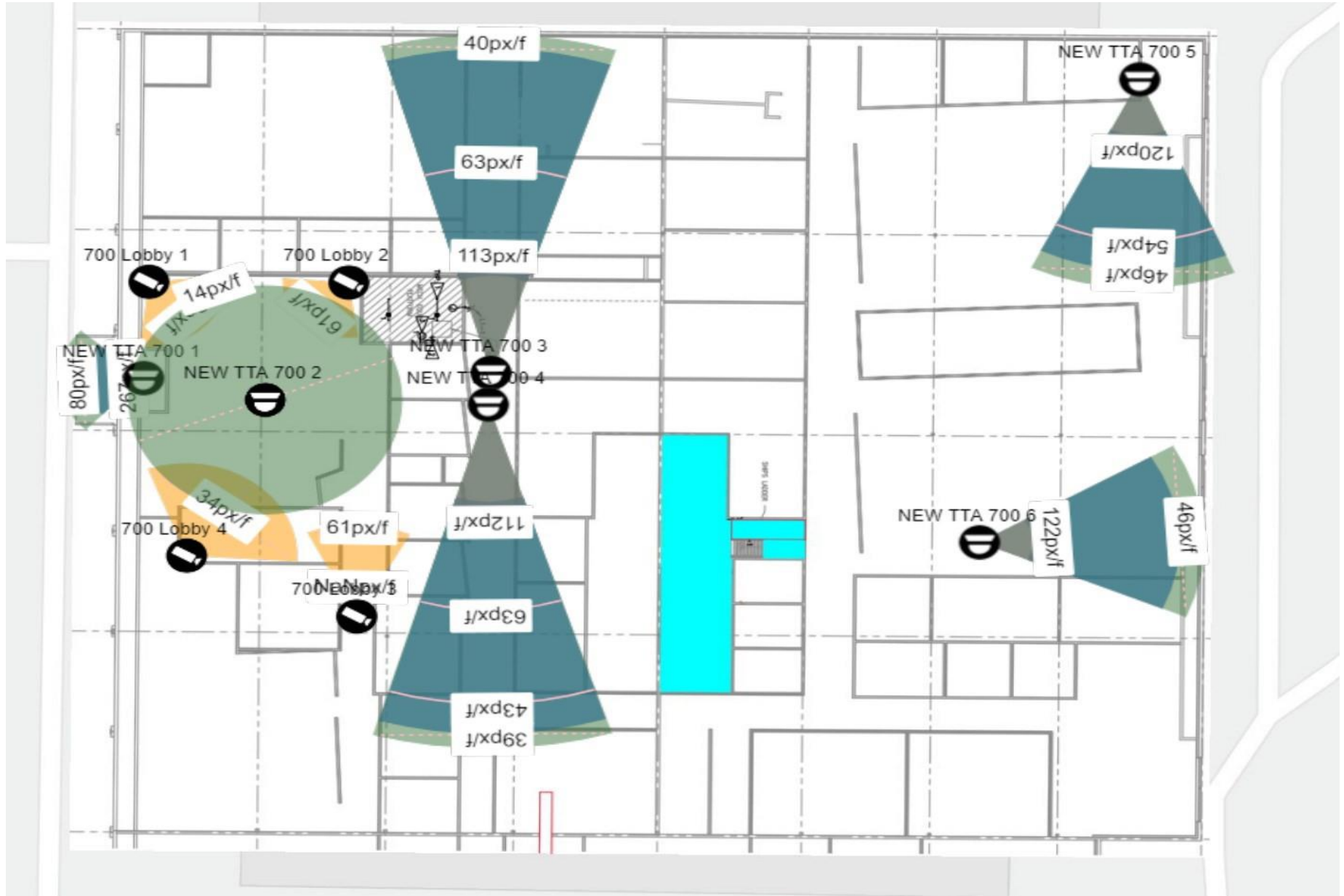
New 700 Interior Camera Specifications

Name	Model	Storage	Qty	Lens	FL. (mm)	Image Rate	Daily Recording Cycle	Image Quality	Max Bandwidth	HDSM Smartcodec		
										Enabled	Strength	Min Image Rate
NEW TTA 700 1	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	3.3	30	6	Quality 6	5.64 Mbps	×		×
NEW TTA 700 2	8.0C-H5A-- FE-DO1	-	1	Built-In Lens, 1.4mm, f/2.0, Fish Eye	1.4	30	6	Quality 6	8.86 Mbps	×		×
NEW TTA 700 3	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	9.0	30	6	Quality 6	5.64 Mbps	×		×
NEW TTA 700 4	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	9.0	30	6	Quality 6	5.64 Mbps	×		×
NEW TTA 700 5	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	6.5	30	6	Quality 6	5.64 Mbps	×		×
NEW TTA 700 6	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	5.7	30	6	Quality 6	5.64 Mbps	×		×

Scene Details

Name	Mounting Height (ft)	Target Height (ft)	Target Distance (ft)	Scene Width (ft)	Mounting Angle	Maximum Distance (ft)	px/ft
700 Lobby 1	12	6	9.9	24.6	0.5	19.8	52
700 Lobby 2	12	6	8.4	20.9	0.4	16.8	61.4
700 Lobby 3	12	6	20	20.7	49.9	40	61.8
700 Lobby 4	12	6	12.1	37.6	0	24.2	34.1
NEW TTA 700 1	8.5	6	12.2	24	45.7	41.5	80.1
NEW TTA 700 2	12	6	27.6	55.3	0	55.3	14.9
NEW TTA 700 3	12	6	78.4	47.4	75.9	156.7	40.5
NEW TTA 700 4	12	6	79.6	48.2	75.9	159.1	39.8
NEW TTA 700 5	12	6	46.1	41.1	68.2	92.2	46.7
NEW TTA 700 6	12	6	40.4	41.5	65	80.8	46.3

Recommended 700 Interior Camera Layout



New 600 Interior Camera Specifications

HDSM Smart Cameras

Name	Model	Storage	Qty	Lens	FL. (mm)	Image Rate	Daily Recording Cycle	Image Quality	Max Bandwidth	HDSM Smartcodec		
										Enabled	Strength	Min Image Rate
NEW TTA 600 1	8.0C-H5A-- FE-DO1	-	1	Built-In Lens, 1.4mm, f/2.0, Fish Eye	1.4	30	6	Quality 6	8.86 Mbps	×		×
NEW TTA 600 2	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	4.5	30	6	Quality 6	5.64 Mbps	×		×
NEW TTA 600 3	8.0C-H5A-- FE-DO1	-	1	Built-In Lens, 1.4mm, f/2.0, Fish Eye	1.4	30	6	Quality 6	8.86 Mbps	×		×
NEW TTA 600 2 (1)	2.0C-H5A-- D1	-	1	Built-In Lens, 3.3-9mm, f/1.3, P-Iris, Vari Focal	4.2	30	6	Quality 6	5.64 Mbps	×		×

Scene Details

Name	Mounting Height (ft)	Target Height (ft)	Target Distance (ft)	Scene Width (ft)	Mounting Angle	Maximum Distance (ft)	px/ft
NEW TTA 600 1	8.5	6	23.3	46.6	0	79.3	16.8
NEW TTA 600 2	12	6	6.5	12	24.6	12.9	160
NEW TTA 600 3	8.5	6	23.3	46.6	0	79.3	16.8
NEW TTA 600 2 (1)	12	6	6	12.4	20.9	12.1	155

Recommended 600 Interior Camera Layout, Floor 1



Recommended 600 Interior Camera Layout, Floor 2



HDSM Smart Cameras

New HQ Exterior Camera Specifications

Name	Model	Storage	Qty	Lens	FL. (mm)	Image Rate	Daily Recording Cycle	Image Quality	Max Bandwidth	HDSM Smartcodec		
										Enabled	Strength	Min Image Rate
NEW TTA Exterior 1	32C-H4A-- 4MH-360	-	1	Built-In Lens, 4mm, f/1.8				Quality 6	20.23 Mbps	×		×
Head 1					4.0	8	6	Quality 6		×		×
Head 2					4.0	8	6	Quality 6		×		×
Head 3					4.0	8	6	Quality 6		×		×
Head 4					4.0	8	6	Quality 6		×		×
NEW TTA Exterior 2	24C-H4A-- 3MH-270	-	1	Built-In Lens, 4mm, f/1.8				Quality 6	18.84 Mbps	×		×
Head 1					4.0	12	6	Quality 6		×		×
Head 2					4.0	12	6	Quality 6		×		×
Head 3					4.0	12	6	Quality 6		×		×
NEW TTA Exterior 3	24C-H4A-- 3MH-270	-	1	Built-In Lens, 4mm, f/1.8				Quality 6	18.84 Mbps	×		×
Head 1					4.0	12	6	Quality 6		×		×
Head 2					4.0	12	6	Quality 6		×		×
Head 3					4.0	12	6	Quality 6		×		×
NEW TTA Exterior 4	24C-H4A-- 3MH-270	-	1	Built-In Lens, 4mm, f/1.8				Quality 6	18.84 Mbps	×		×
Head 1					4.0	12	6	Quality 6		×		×
Head 2					4.0	12	6	Quality 6		×		×
Head 3					4.0	12	6	Quality 6		×		×

NEW TTA Exterior 5	24C-H4A-- 3MH-270	-	1	Built-In Lens, 4mm, f/1.8				Quality 6	18.84 Mbps	×	×
Head 1					4.0	12	6	Quality 6		×	×
Head 2					4.0	12	6	Quality 6		×	×
Head 3					4.0	12	6	Quality 6		×	×
NEW TTA Camera 6, LIC	8.0C-H5A-- DO1-IR	-	1	Built-In Lens, 4.9-8mm, f/1.8, P-Iris, Vari Focal	8.0	30	6	Quality 1	30.18 Mbps	×	×

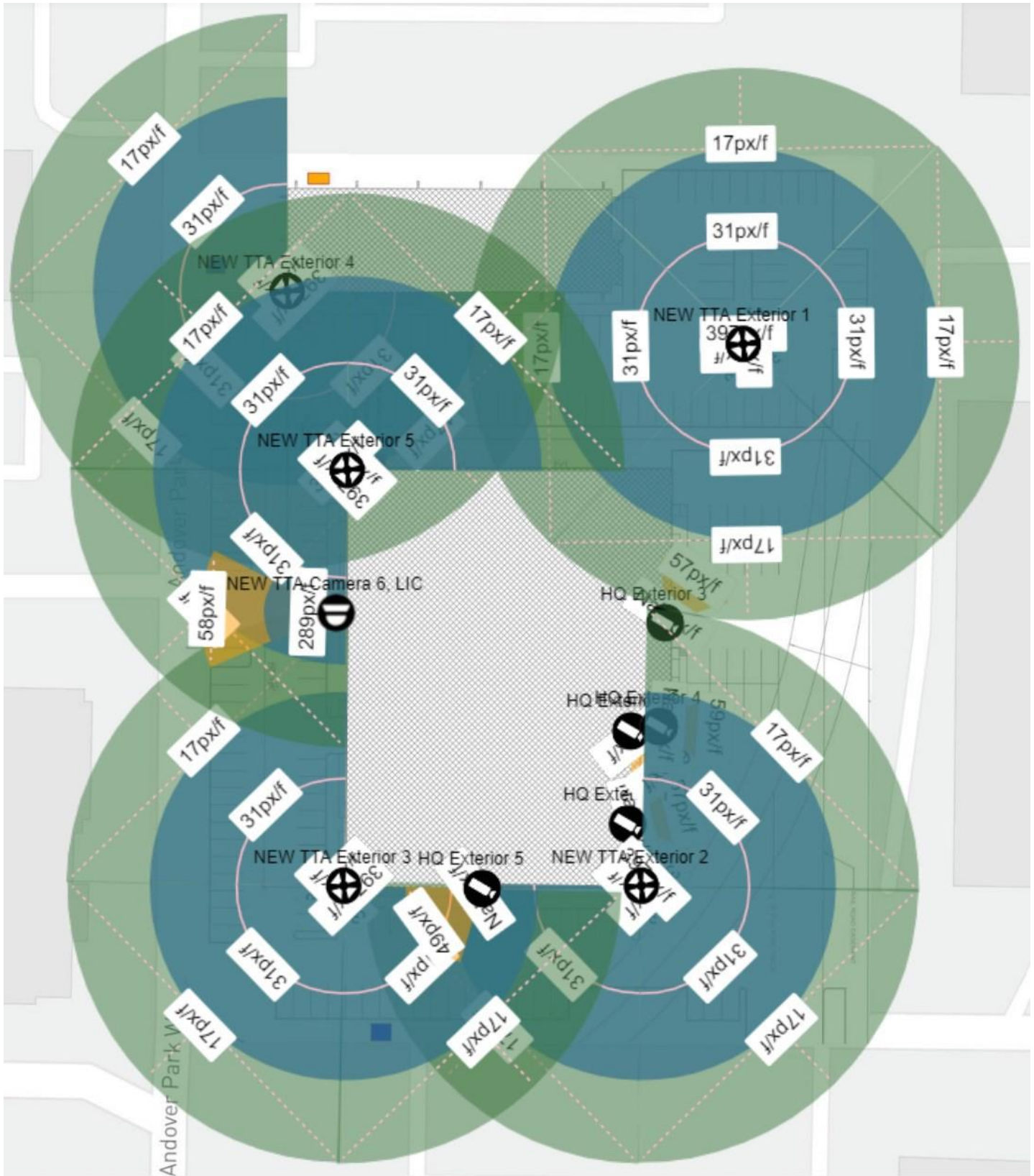
Scene Details

Name	Mounting Height (ft)	Target Height (ft)	Target Distance (ft)	Scene Width (ft)	Mounting Angle	Maximum Distance (ft)	px/ft
NEW TTA Exterior 1							
Head 1	8.5	6	110.3	221	54.4	374.9	17.4
Head 2	8.5	6	109.9	220.3	54.4	373.7	17.4
Head 3	8.5	6	110.3	221	54.4	374.9	17.4
Head 4	8.5	6	109.9	220.3	54.4	373.6	17.4
NEW TTA Exterior 2		0	0	0	NaN	NaN	0
Head 1	8.5	6	110.3	221	54.4	56.1	17.4
Head 2	8.5	6	109.9	220.3	54.4	373.7	17.4
Head 3	8.5	6	110.3	221	54.4	56.1	17.4

NEW TTA Exterior 3		0	0	0	NaN	NaN	0
Head 1	8.5	6	110.3	221	54.4	374.9	17.4
Head 2	8.5	6	109.9	220.3	54.4	373.7	17.4
Head 3	8.5	6	110.3	221	54.4	56.1	17.4
NEW TTA Exterior 4		0	0	0	NaN	NaN	0
Head 1	8.5	6	110.3	221	54.4	374.9	17.4
Head 2	8.5	6	109.9	220.3	54.4	373.7	17.4
Head 3	8.5	6	110.3	221	54.4	56.1	17.4
NEW TTA Exterior 5		0	0	0	NaN	NaN	0
Head 1	8.5	6	110.3	221	54.4	374.9	17.4
Head 2	8.5	6	109.9	220.3	54.4	373.7	17.4
Head 3	8.5	6	110.3	221	54.4	374.9	17.4
NEW TTA Camera 6, LIC	8.8	4	69.7	65.8	70.7	127.9	58.4



Recommended HQ Exterior Camera Layout





Network Infrastructure Recommendations:

Based on the TTA's assessment, a cloud-based implementation solution will benefit KCHA in the long-term. Cloud Services 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.

Necessary Cloud-Based Features:

- Secure Cloud Based
- Mobile Access
- Analytics, including Emergency Alerts
 - Smart Recognition of Firearms/Weapons
 - Smart Recognition of Persons (Watch List)
 - Smart Recognition of License plates (Watch List)
- One-Stop Video Management Software
- License Integration for Current Cameras
- Integration with Access-Control Systems

Example systems that should be considered within current recommendations:

- Avigilon Control Center
- Verkada Centralized Command
- Cisco Meraki

IT Technical Recommendations⁴:

<u>Type</u>	<u>Description</u>	<u>Recommendation</u>
Internet related	Cameral Qty	23 cameras
Internet related	Cameral Avg Bandwidth	10 Mbps Upload
Internet related	Camera Internet bandwidth	230 Mbps Upload
Internet related	Staff Qty	140 staff
Internet related	Staff Avg bandwidth	5 Mbps Upload/Download
Internet related	Staff Internet bandwidth	750 Mbps Upload/Download
Internet related	Total minimum internet bandwidth	980 Mbps Upload/Download
Physical Equipment	24G POE+ 400W Enterprise Managed Switch	One switch
Physical Equipment	Secure 19" Network Rack/Cabinet	Use existing
Physical Equipment	1500VA UPS/Battery Backup System	One unit
Physical Equipment	1G Firewall/Gateway	Use existing

⁴ All network cabling to cameras should meet or exceed the CAT5e standard. Camera locations have been selected with proximity to electricity. In addition to cabling, wireless cameras should be compared in relation to cost.



Reference Image⁵



⁵ Reference images are captured under ideal conditions. Poor lighting, increased compression, or use of a lower quality lens will affect the quality of the images captured.



Tactical Training Academy
info@training-academy.org

End of Report

EXHIBIT C

Current list of KeyScan Readers

600 Building:

1. 600 Ext Public Ent Lobby
2. 600 IT Back Door Server Room
3. 600 IT Server Room
4. 600 Ext Back Door Staff Ent
5. 600 Admin Services/Risk Mgmt – This is the door to HR by Conference Room 109
6. 600 HR Main
7. 600 Admin Services
8. 600 Upstairs by Break Room
9. Executive Suite w/ Intercom
10. Executive Door to Hall by IT

700 Building:

1. 700 Ext W Hallway Staff Ent
2. 700 Ext E Hallway Staff Ent
3. 700 Ext Construction Ent
4. 700 Ext Weatherization Ent
5. 700 Ext Receiving Ent
6. 700 Int Public Lobby to Common
7. 700 Information Technology
8. 700 S8 Int East Hallway
9. 700 S8 Int West Hallway
10. 700 S8 Int Public Hallway
11. 700 Resident Services Ent
12. 700 S8 Switchboard
13. 700 Ext Public Ent to Lobby
14. 700 Ext Section 8 Entry
15. SE Wing

Boulevard Manor:

1. Door # 01
2. Door # 02
3. Door # 03

Briarwood:

1. Door # 01
2. Door # 02
3. Door # 03
4. Door # 04

Mardi Gras:

1. Door # 01
2. Door # 02
3. Door # 03
4. Door # 04
5. Door # 05
6. Door # 06

Munro Manor:

1. Door # 01
2. Door # 02
3. Door # 03
4. Door # 04

Riverton Terrace:

1. Door # 01
2. Door # 02
3. Door # 03
4. RLNDRY Door # 01

EXHIBIT D

FEE SCHEDULE

Contractors should keep in mind that KCHA reserves the right to negotiate the proposed rates. For this submission, contractors should include a two-year projection of rates, with the understanding that rates after the second year may be re-negotiated.

Be as complete and specific as possible. Fill in each category; blanks will be assumed to equal \$0.00. Where \$0.00, state so; if included in standard hourly rate, state so.

Labor Rate (based on WA Prevailing Wages)

Electrician	\$ _____
Low Voltage Technician	\$ _____
Laborer	\$ _____
HVAC Mechanic	\$ _____

(if applicable)

For any additional labor crafts, not listed above, please submit on an additional Rate/Price Sheet.

Equipment

See Exhibit E - Equipment Pricing Sheet

Additional Costs & Fees –

Emergency Call-Out Service\$ _____

After-Hours Service Call \$ _____ per HOUR

(Before 7am/after 5pm, M-F)

Weekend/Holiday Service \$ _____ per HOUR

Permit Fee(s) as needed (Varied per job)

Material cost(s) *Varied per job and no greater than 14% mark-up of wholesale costs**

Please provide a list of typical charges, fees or services which may be assessed and not included in the list above.

***NOTE: All receipts for any rentals or any non-negotiated material charges
are required to be submitted for compliance.**

Exhibit E
Equipment Pricing Sheet

Expected equipment pricing for the following device/systems KCHA's Security Integration Project:

<i>Avigilon Ava Aware Dome-W-5MP-30</i> cloud camera (or approved equivalent)	\$ _____
<i>Avigilon Ava Aware 360-W-30</i> cloud camera	\$ _____
<i>Avigilon Ava Aware Quad-20MP-30</i> quad black camera	\$ _____
<i>Avigilon Ava Bullet-TE-W-4K-30</i> bullet white camera	\$ _____
<i>Avigilon ACQ-POL/CRN/WAL</i> mounting brackets	\$ _____
<i>Avigilon AWA-CLD-3Y</i> cloud subscription	\$ _____
<i>Avigilon APP-500-8-DG</i> 8TB net storage appliance	\$ _____
<i>Avigilon H4</i> Intercom	\$ _____
<i>Avigilon Alta Aware VMS</i> software licensing	\$ _____
<i>HID Signo Keypad Reader 40K</i> card readers	\$ _____
<i>Traka Touch Pro S</i> key cabinet	\$ _____



Board of Commissioners
Doug Barnes, *Chair*
John Welch
TerryLynn Stewart
Regina Elmi
Richard Jackson

Executive Director/CEO
Robin Walls

EXHIBIT F

SECTION 3 CERTIFICATION AND INFORMATION

SECTION 3 CLAUSE

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) as implemented by HUD under 24 CFR Part 75 (collectively, the “Section 3 Regulations”). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, including persons who are recipients of HUD assistance for housing, with preference for both targeted workers living in the service area or neighborhood of the Development and YouthBuild participants.
- B. The parties to this contract agree to comply with Section 3 Regulations. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual obligation or other impediment that would prevent them from complying with Section 3 Regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with Section 3 Regulations, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of Section 3 Regulations. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of Section 3 Regulations.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled; (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom Section 3 Regulations require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under Section 3 Regulations
- F. Noncompliance with HUD's Section 3 Regulations may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. Section 3 Employment and Training. Without limiting Contractor's obligation to comply with Section 3 Regulations, the Contractor specifically agrees to use best efforts to provide employment and training opportunities to Section 3 workers in the following order of priority:
 - 1. To residents of the KCHA development where the work is being performed;
 - 2. To residents of other KCHA developments or for residents of Section 8–assisted housing managed by KCHA;
 - 3. To participants in YouthBuild programs; and

4. To low- and very low-income persons residing within the Puget Sound Region.
- H. Section 3 Contracting. Without limiting Contractor's obligation to comply with Section 3 Regulations, Contractor specifically agrees to use best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers in the following order of priority:
1. To Section 3 business concerns that provide economic opportunities for KCHA residents of the development where the work is being performed;
 2. To Section 3 business concerns that provide economic opportunities for KCHA residents of other KCHA developments or Section-8 assisted housing managed by KCHA;
 3. To YouthBuild programs; and
 4. To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the Puget Sound Region.



Section 3 - Business Certification Form

THIS FORM MUST BE SIGNED AND RETURNED

Project Name: _____ Company Name: _____ Address: _____

Contact Name: _____ Contact Title: _____ Contact Phone: _____

Contact Email: _____

Type of Trade or Business: _____ Current Number of Regular, Full Time Employees (Puget Sound Region):

1. Have over **75 percent** of the labor hours performed for your business over the prior three-month period been performed by Section 3 workers?

_____ **Yes** ___ **No** **If “yes” is checked, submit the section 3 Individual Certification form(s) for all the regular, full-time employees (Puget Sound Region).**

2. Is **51% or more** of your business owned and controlled by low- or very low-income persons (persons who earn 80% or less of the median income level for the past 12 months - see attached income guidelines)?

_____ **Yes** ___ **No** **If “yes” is checked, submit either the section 3 Individual Certification form(s) or the Section 3 Subcontractor Business Work Plan form.**

3. Does your business provide economic opportunities for KCHA residents at the site(s) where the work will take place?

_____ **Yes** ___ **No** **If “yes” is checked, please provide supporting documentation.**

4. Does your business provide economic opportunities for residents of other KCHA developments or Section-8 assisted housing managed by KCHA?

_____ **Yes** ___ **No** **If “yes” is checked, please provide supporting documentation.**

5. Does your business provide economic opportunities to Section 3 workers residing within the metropolitan area (Puget Sound Region)?

_____ **Yes** ___ **No** **If “yes” is checked, please provide supporting documentation.**



I certify, under penalty of perjury, that my company ___ IS ___ IS NOT a Section 3 Business.

I further certify that, **if my company is awarded the bid, and needs to hire additional employees for the project**, we will carry out Section 3 hiring, training and subcontracting requirements to the best of our ability.

Signature	Name
Title	Date
Phone Number	Email Address

If you have more specific questions about Section 3 requirements, contact KCHA at section3@kcha.org.

SECTION 3 2023 INCOME GUIDELINES

Location	Income Limit 1 person		
	Extremely Low Income	Very Low Income	Low Income
Kitsap County (Bremerton, Silverdale)	\$22,900	\$38,150	\$61,000
King/ Snohomish Counties (Seattle, Bellevue, Everett)	\$28,800	\$47,950	\$70,650
Pierce County (Tacoma)	\$22,600	\$37,650	\$60,200
Skagit County (Sedro-Woolley)	\$19,150	\$31,900	\$51,050
Thurston County (Olympia, Tumwater)	\$21,550	\$35,900	\$57,400



SUBCONTRACTOR WORK PLAN RETURN

RETURN THIS FORM WITH THE BID **IF:**

CLAIMING YES TO QUESTION **3** or **4** on the SECTION 3 BUSINESS CERTIFICATION FORM

Project Name:

Company Name: _____ Address: _____

Contact Name: _____ Contact Title: _____

Contact Phone: _____ Contact Email: _____

SECTION 3 BUSINESS CONCERN		SUBCONTRACTED TASK(S)	SUBCONTRACT AMOUNT	% OF OVERALL CONTRACT
1.	Subcontractor's Name:			
	Subcontractor's Address:			
	Subcontractor's Phone No.:			
2.	Subcontractor's Name:			
	Subcontractor's Address:			
	Subcontractor's Phone No.:			
3.	Subcontractor's Name:			
	Subcontractor's Address:			
	Subcontractor's Phone No.:			



REQUEST FOR PROPOSAL
SECURITY INTEGRATION SERVICES

4.	Subcontractor's Name:				
	Subcontractor's Address:				
	Subcontractor's Phone No.:				

TOTAL CONTRACT VALUE:

TOTAL SUBCONTRACT VALUE:

PERCENTAGE OF TOTAL BID:

For a list of Section 3 Certified Businesses, please go to:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness>



SECTION 3 SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

LOCAL RESIDENT HIRING AND CONTRACTING (SECTION 3) REQUIREMENTS:

The Owner's or King County Housing Authority's (KCHA) goal for this project is to participate in Section 3 activities by including efforts that will provide employment opportunities to Section 3 workers and contracting opportunities to Section 3 businesses. (Section 3 workers and Section 3 Businesses are defined below and in 24 CFR 75.)

The Contractor and its Subcontractors at all tiers for this specific contract will partner with the Owner to contribute to the Owner's overall "Section 3" goals, as described below.

Because local hiring and contracting requirements are defined under Section 3 of the Housing and Community Development Act of 1968, these requirements are commonly referred to as Section 3. The definitions and goals are defined in Sections A and B below. Section C describes the process. Section D discusses consequences of non-compliance with Section 3 goals and Section E describes some local hiring resources. For more information on the Owner's employment and training efforts, or compliance with Section 3, please email KCHA at section3@kcha.org.

A. Section 3 Definitions

For the purposes of this solicitation:

1. "Section 3 worker" means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
 - a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD. (See Pg. 4 of this section for HUD income limits)
 - b. The worker is employed by a Section 3 business concern.
 - c. The worker is a YouthBuild participant.
2. "Targeted Section 3 worker" means a Section 3 worker who is:
 - a. A worker employed by a Section 3 business concern; or
 - b. A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - i. A resident of public housing or Section 8–assisted housing;
 - ii. A resident of other public housing projects or Section 8–assisted housing managed by the PHA that is providing the assistance; or
 - iii. A YouthBuild participant.
3. "Business concern" means a business entity formed in accordance with State law, and which is licensed under State, county, or municipal law to engage in the type of business activity for which it was formed.
4. "Section 3 business concern" means a business concern meeting at least one of the following criteria, documented within the last six-month period:
 - a. It is at least 51 percent owned and controlled by low- or very low-income persons;
 - b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
 - c. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8–assisted housing.
5. The greatest extent feasible means:
 - a. Completing and submitting a Section 3 Work Plan to designated Owner staff prior to contract signing (template to be provided by the Owner).
 - b. If contracting with Section 3 business concerns:
 - i. Placing qualified business enterprises on solicitation lists.



- ii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of qualified Section 3 businesses.
 - iii. Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce and State and local governmental small business agencies to identify potential Section 3 businesses.
 - iv. Ensuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- c. If hiring Section 3 workers:
- i. Post job opportunities for a mutually agreed upon length of time through the Owner's employment agency service partners and at project site as appropriate.
 - ii. Conduct interviews with qualified Section 3 workers.
 - iii. Notify designated Owner (KCHA) staff of all new hires.
- d. For both: Complete Section 3 compliance and tracking paperwork as necessary.

B. Section 3 Goals

The Owner will require, to the greatest extent feasible, for the Contractor to demonstrate participation in the local hiring and contracting requirements as defined under Section 3 of the Housing and Community Development Act of 1968.

1. Bidders shall demonstrate compliance with the Section 3 goals by making a best faith effort to achieve the following benchmarks:
 - a. Twenty-five (25) percent or more of the total number of labor hours worked by all workers are Section 3 workers; and
 - b. Five (5) percent or more of the total number of labor hours worked by all workers are Targeted Section 3 workers.
2. The successful bidder and covered subcontractors shall direct their efforts to provide Section 3 employment opportunities to Section 3 workers in the following order of priority:
 - a. First Priority: Current residents of KCHA development(s) benefitting from project.
 - b. Second Priority: Other Owner public housing and Section 8 voucher- assisted residents.
 - c. Third Priority: Participants in HUD Youthbuild programs.
 - d. Fourth Priority: Other low- or very-low income individuals in the Housing Authorities metropolitan area (Puget Sound region) who are at or below the Area's Low Income calculation.
3. The Contractor and covered subcontractors shall direct their efforts to award contracts to Section 3 business concerns in the following order of priority:
 - a. First Priority: To Section 3 business concern that provides economic opportunities for KCHA residents at the site(s) where the work will take place.
 - b. Second Priority: To Section 3 business concerns that provide economic opportunities for residents of other KCHA developments or Section-8 assisted housing managed by KCHA.
 - c. Third Priority: A subcontractor that is a HUD Youthbuild company.
 - d. Fourth Priority: To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (Puget Sound).
4. Sealed Bidding

In order for KCHA to meet or exceed its adopted goal that 3% of all non-construction contracts and 10% of construction contracts paid in whole or in part with HUD funds be awarded to Section 3 businesses, KCHA may elect, on a contract-by-contract basis, to award a competitively bid contract to a responsible bidder other than the lowest responsive bidder by using the following procedure:

Bids shall be solicited from both Section 3 and non-Section 3 business concerns. KCHA may award the contract to the qualified Section 3 business concern with the highest priority ranking and with the lowest responsive bid if:

- a. the specific project or KCHA as an agency is otherwise not expected to meet Section 3 utilization goals; and,
- b. the bid is within the maximum total contract price established in KCHA's budget for the specific project for which bids are being taken; and,
- c. the sources of funds for the project are such that there are no conflicts between this procedure and applicable state law; and,
- d. the bid is not more than five percent (5%) higher than the total bid price for the lowest responsive bid from any responsible, bidder.

If no responsive bid by a Section 3 business concern meets the requirements above, the contract shall be awarded to a responsible bidder with the lowest responsive bid.

C. The Process

1. Contract is awarded to lowest responsible Bidder.
2. Section 3 orientation with Owner. Once the Notice of Intent to Award has been issued to the successful Bidder, Owner's staff will contact that Bidder and arrange for a meeting to discuss local hiring and contracting goals and strategies in greater detail. At this meeting, the Contractor will be provided a packet that will include a Section 3 overview, Section 3 certification form, and all Section 3 compliance and tracking forms that will be used throughout the contract.
3. Contractor reports on Section 3 activities monthly.

FOR CONTRACTS EXCEEDING \$500K ONLY:

4. Contractor submits Section 3 Work Plan, including hiring and subcontracting activities, prior to contract execution. Owner reviews and approves work plan prior to contract execution. Section 3 Work Plan shall be included in contract. Owner issues Notice to Proceed, providing all requirements are met.
5. Section 3 Work Plan implemented throughout the duration of contract.

D. Penalties for Non-compliance

Owner's commitment to this program is reflected in part by the cost of administering the program. Failure to make a good faith effort to the greatest extent feasible negates such funding and impairs the Owner's efforts to promote workforce diversity and to provide fair and equal opportunities to the public as a whole as a result of the expenditure of public funds. Therefore, if awarded this contract, the parties will mutually agree that failure to meet the requirements, including but not limited to the submission of required documentation, constitutes a material breach of contract. In the event of such breach, Owner may take any or all of the actions as contained in the Contract Documents.

E. Local Hiring Resources:

Contact KCHA by email at section3@kcha.org to obtain a list of local hiring resources.

EXHIBIT G

HUD FORM 5369-A

CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS-NON CONSTRUCTION

Please click on the link to open the form:

<https://portal.hud.gov/hudportal/documents/huddoc?id=5369-a.pdf>

EXHIBIT H

HUD FORM 5370-C

(Section I and II)

GENERAL CONTRACT CONDITIONS-NON CONSTRUCTION

<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C1.pdf>

<https://www.hud.gov/sites/dfiles/OCHCO/documents/5370-C2.pdf>

EXHIBIT I

HUD FORM 50071

CERTIFICATIONS OF PAYMENTS TO INFLUENCE FEDERAL TRANSACTIONS

Please click on the link to open:

<https://www.hud.gov/sites/documents/50071.PDF>

EXHIBIT J

HUD FORM SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES

Please click on the link to open the form:

https://www.hud.gov/sites/documents/DOC_11814.PDF