



## ADMINISTRATIVE SERVICES

222 Meigs Street  
Sandusky, Ohio 44870  
Phone: 419-627-5969  
shamilton@ci.sandusky.oh.us

**City of Sandusky, Ohio**  
**Security Systems – Sandusky City Hall**  
**Request for Qualifications**  
**Responses Due: February 16, 2018, 10:00 a.m.**

The City of Sandusky is inviting qualified Building Security Systems companies to submit their qualifications to undertake the design and installation of Building Security Systems for the currently under construction Sandusky City Hall Administrative Facility (herein referenced as the “Project”). Qualification packages are due no later than 10:00 a.m. on February 16, 2018.

**Background Information:**

In 2016, the City of Sandusky began a process to relocate its administrative, police and municipal court operations into new or substantially rehabilitated facilities. The process resulted in the determination to separate the administrative functions from the police and municipal court functions into two (2) distinct sites. The site selection process for the relocated police and municipal court function continues. However, the location for the new administrative facility has been decided.

The City administrative facility will be relocated into two (2) existing buildings (known as the Kingsbury and Commercial Banking and Trust Co. on the northeast corner of Columbus Avenue and E.

Washington Row) as part of a larger 51,000 square foot, three (3) building renovation project. The City of Sandusky has signed a lease to occupy approximately 21,000 square feet – which is currently under construction and slated to be completed in December of 2018.

Per the lease however, the City is responsible for providing for the design and installation of all IT and Security requirements. This project will install security camera and recording devices, as well as a door control system. These systems should be integrated and centrally managed, and provide for the ability to scale across other City buildings in the future.

The development of a complete Program of Requirements (POR), and completed drawings/schematics will be part of the project.

**[Please see attached Exhibit A for Drawings of the Project Building](#)**

**Scope of Services:**

With guidance from the City and Marous Brothers Construction (general contractor) and SandCity, LLC (developer and owner), the selected company will design, apply for and receive approval for any permits and install agreed upon security. More specifically, the selected company will:

- Provide a video coverage map, suggest camera and recording options.
- Develop detailed site map for all security devices for approval by staff.



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- Provide a central management system for door controls and central video collection, review and management.
- Design, install and test all agreed upon equipment in accordance with all City permitting and inspection requirements.

**It must be noted that these buildings are either individually listed on the National Register of Historic Places or listed as contributing members within a Nationally Registered Historic District. Therefore, any mutually agreed upon design and location may first require approval, by both the Ohio Historic Preservation Office and the City of Sandusky Landmarks Commission.**

**Further, since the City is leasing the space, any mutually agreed upon design and location must first be approved by the building owner.**

### **Evaluation:**

The City of Sandusky will form a Selection Committee comprised of City officials to review submitted Qualifications. The Selection Committee will evaluate and select the most qualified respondent.

The following criteria will be used in the building security design company evaluation process:

- Strength of project manager and strength/experience of key team members and proposed subcontractor key personnel.
- Past performance and success with projects of similar scope and size.
- Demonstrated understanding of integrated and scalable security systems.
- Proposed Project schedule.
- Location of project manager, key team members, company and proposed subcontractors.

Based on the Qualifications submitted, the City of Sandusky may conduct interviews of respondents that best demonstrate an understanding of the City of Sandusky's objectives and that adequately addressed all elements of the Request for Qualifications. Whether interviews are conducted or not, the City shall enter into contract negotiations with the respondent to determine final scope of services and approved project budget and delivery timeline. If negotiations fail, the City of Sandusky shall enter into negotiations with the second highest ranking Respondent. This process shall continue until a contract is successfully negotiated or the City of Sandusky determines to issue a second Request for Qualifications. The contract must be approved by Sandusky City Commission.

All Qualifications shall be considered without regard to race, color, religion, sex, national original citizenship, age, mental or physical disability, veteran/reserve/national guard status or any other similarly protected status.



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### **Submittal Requirements:**

Please include in the Qualification packet/submittal:

- Experience of company and personnel to be assigned to this Project that will uniquely qualify your company to complete this Project – including resumes and locations of key Project team members **(maximum 5 pages)**.
- Descriptions of the company's overall understanding of the Project and recommended scope of services to accomplish the stated goals **(maximum 2 pages)**.
- A Project management schedule showing all milestones and completion dates to achieve completion no later than September 30<sup>th</sup>, 2018. **(maximum 2 pages)**.
- Project staffing plan **(maximum 1 page)**.
- Listing of references **(maximum 1 page)**.

One (1) original Qualification packet and one (1) electronic copy on CD or via email in PDF or Microsoft Word format shall be submitted by February 16, 2018 at 10:00 a.m. to:

**Stuart Hamilton**  
**IT Manager**  
**City of Sandusky, Information Technology Department**  
**222 Meigs Street, Sandusky, Ohio 44870**

If under 20MB in file size, the requested electronic copy can be emailed to Stuart Hamilton at shamilton@ci.sandusky.oh.us. Please call (419) 627-5969 with any questions.

Sandusky Register: January 25 & February 1, 2018



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**Evaluation Form  
City of Sandusky  
Professional Services  
Security Systems – Sandusky City Hall**

Name of Firm:

Name of Evaluator:

Date of Evaluation:

	<b>Criteria</b>	<b>Points</b>	<b>Score</b>
<b>1</b>	Strength of project manager and strength/experience of key team and proposed subcontractor key personnel.	15	
<b>2</b>	Past performance and success, and adherence to budget with projects of similar scope and size and support of such projects.	25	
<b>3</b>	Proposed Project schedule.	20	
<b>4</b>	Demonstrated understanding of technology, equipment and centralized management of security apparatus	30	
<b>5</b>	Location of project manager, key team members, company and proposed subcontractors.	10	
	<b>TOTAL</b>		



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### EXHIBIT A – Floor Plans of Project Site See Attached

## COLUMBUS AVENUE REVITALIZATION CITY OF SANDUSKY CITY HALL



COLUMBUS AVENUE VIEW LOOKING NORTHEAST



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS  
June 6, 2017

THIS DRAWING IS NOT A CONTRACT. IT IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION. THE CITY OF SANDUSKY, OHIO, IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CITY OF SANDUSKY, OHIO, IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS DRAWING. THE CITY OF SANDUSKY, OHIO, IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS DRAWING. THE CITY OF SANDUSKY, OHIO, IS NOT RESPONSIBLE FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS DRAWING.



# COLUMBUS AVENUE REVITALIZATION CITY OF SANDUSKY CITY HALL



COLUMBUS AVENUE VIEW LOOKING NORTHEAST



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS

June 6, 2017

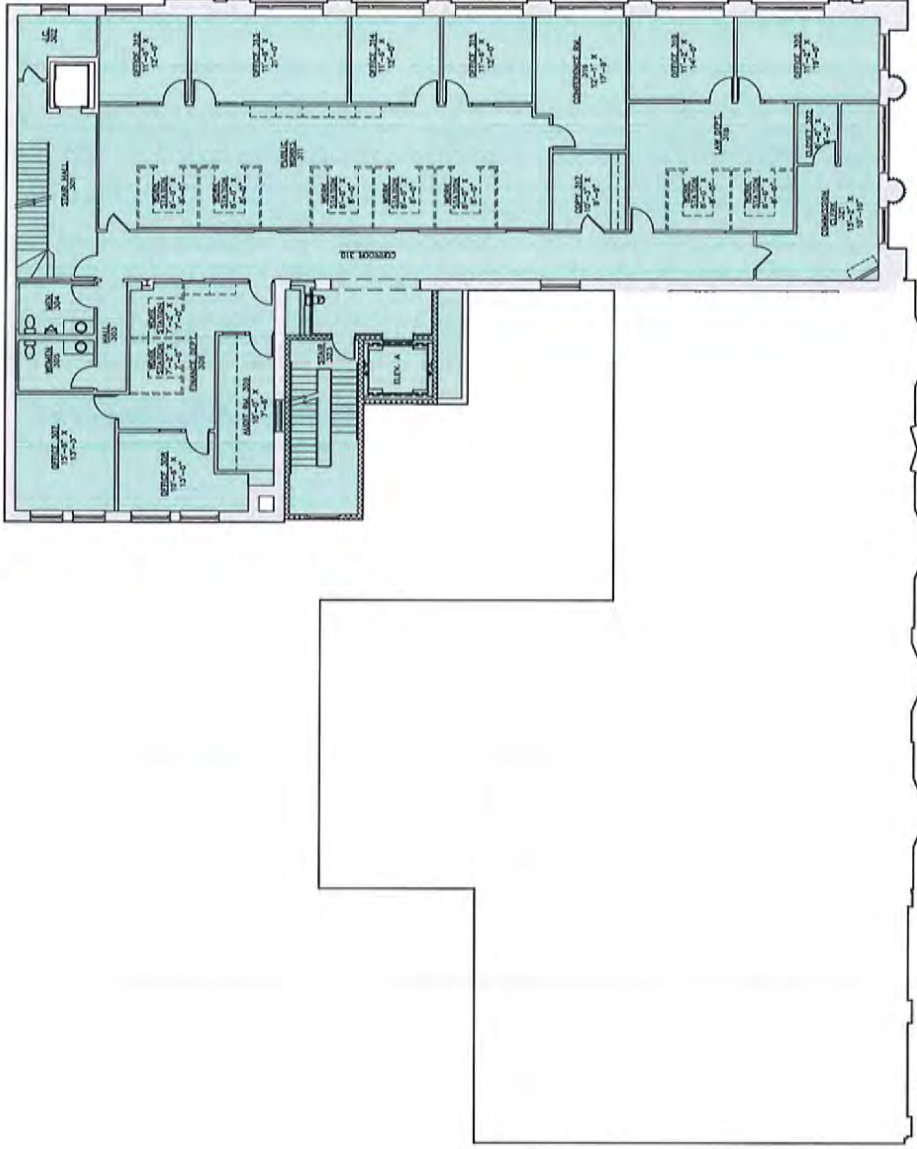
NOTE: THESE SPACE PLANS REPRESENT A PRELIMINARY DESIGN AND ARE NOT TO BE USED FOR CONSTRUCTION. APPROVED BY THE CIVIL ENGINEERING DEPARTMENT AND THE PLANNING DEPARTMENT. THESE PLANS ARE SUBJECT TO THE CITY OF SANDUSKY'S FINAL REVIEW AND APPROVAL. THE CITY OF SANDUSKY'S FINAL REVIEW AND APPROVAL IS CONTINGENT UPON APPROVAL BY CIVIL.











NOTE: SPACE PLANS REPRESENT A PRELIMINARY DESIGN AND ARE SUBJECT TO CHANGE WITHOUT NOTICE. THESE PLANS ARE NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN APPROVAL OF THE DESIGNER. THE DESIGNER'S RESPONSIBILITY IS TO PROVIDE A COMPLETE AND ACCURATE REPRESENTATION OF THE DESIGN AND THE FINAL SPACE PLAN CONFIGURATION IS THE CONTINGENT UPON APPROVAL BY DPRA.

THIRD FLOOR PLAN  
SCALE: 1/8" = 1'-0"

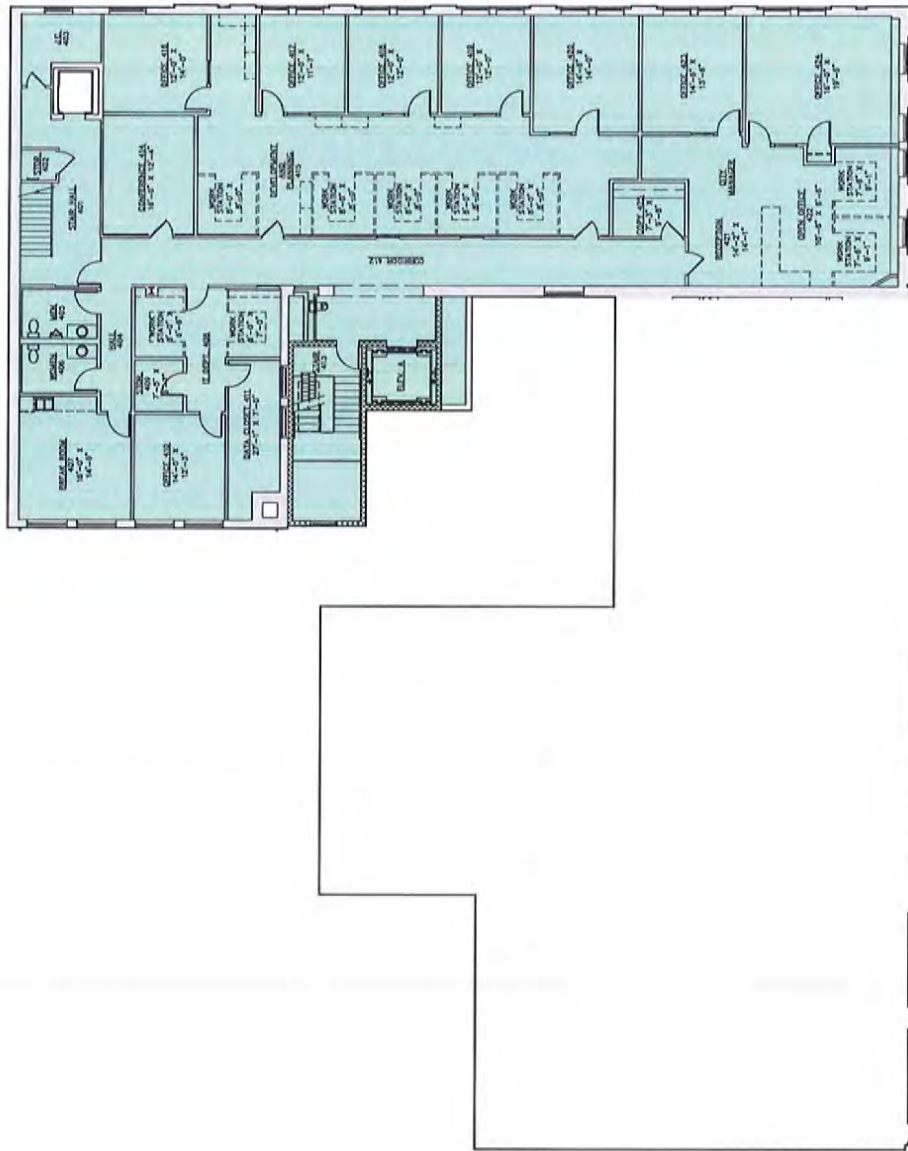


CITY OF SANDUSKY LEASE OUTLINE DRAWINGS

June 6, 2017



City of SANDUSKY, Ohio



FOURTH FLOOR PLAN  
 SCALE: 1/8"=1'-0"

NOTE:  
 THESE SPACE PLANS REPRESENT A PRELIMINARY DESIGN. THE CITY ENGINEER HAS REVIEWED AND APPROVED THE DRAWINGS SUBMITTED TO THE CITY ENGINEER AND THE PRESERVATION OFFICE (CPO). THESE DRAWINGS DO NOT REPRESENT THE FINAL DESIGN OR THE FINAL DESIGN FOR APPROVAL. CONSISTENT WITH THE CITY ENGINEER'S REVIEW AND APPROVAL, THE PRESERVATION OFFICE HAS REVIEWED AND APPROVED THE FINAL SPACE PLAN CONTRIBUTION IS CONTINGENT UPON APPROVAL BY CPO.



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS  
 June 6, 2017



City of SANDUSKY, Ohio



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FIRST FLOOR REFLECTED CEILING PLAN 1/8" = 1'-0" (AS SHOWN)  
SCALE (IN FEET)

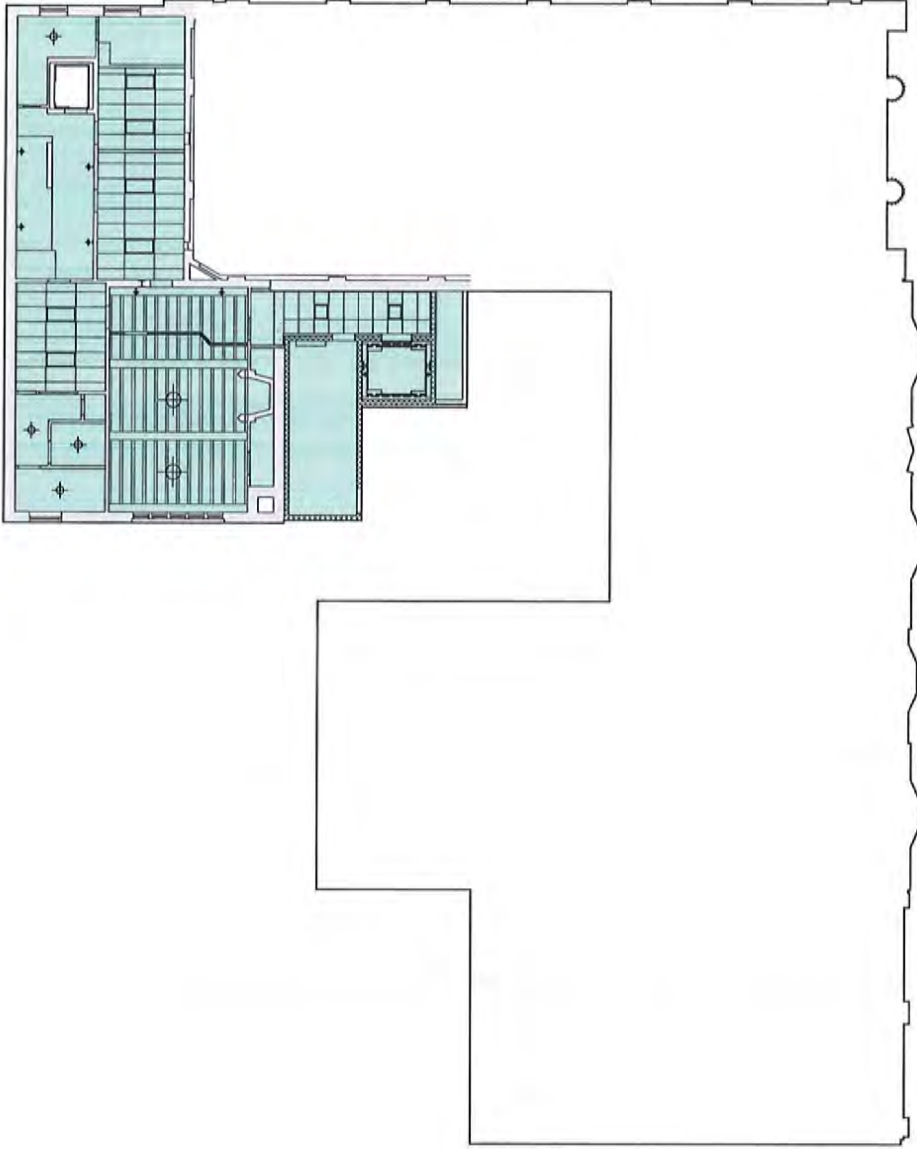


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June 6, 2017



City of SANDUSKY, Ohio



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SECOND FLOOR REFLECTED CEILING PLAN  
 SCALE: 1/8" = 1'-0"



CITY OF SANDUSKY LEASE OUTLINE DRAWINGS

June 6, 2017



City of SANDUSKY, Ohio



THIRD FLOOR REFLECTED CEILING PLAN 0 2 4 8 16  
SCALE (IN FEET)

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CITY OF SANDUSKY LEASE OUTLINE DRAWINGS  
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City of SANDUSKY, Ohio



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FOURTH FLOOR REFLECTED CEILING PLAN 0 2 4 8 16  
SCALE (IN FEET)



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June 6, 2017



City of SANDUSKY, Ohio