

DATE	TIME	LOCATION	JOB NO.
8.11.09	2 PM	Spokane International Airport Board Room	09-18
<b>PROJECT NAME</b>			
TSA Camera Project – Pre-Proposal Informational Meeting (non-mandatory)			

### Welcome and Introductions

Questions and Comments or clarifications can be emailed to Teresa Foster Eckard up to four (4) days prior to Statement of Qualifications (SOQ) due date which is August 24, 2009.

Additional information can be requested by contacting Sue Potter via phone or email.

Teresa Foster Eckard Project Manager 509-455-6433 tfeckard@spokaneairports.net
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Susan Potter Engineering Assistant 509-455-6414 suep@spokaneairports.net
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### Scope of Work:

The project includes the addition of 81 views to the existing Airport CCTV system and two workstations for TSA to access the views of the new cameras and the stored recordings of the new cameras. The existing system uses Lenel. The new equipment should be compatible with the existing Lenel system but we prefer an open architecture with the new equipment. The work also includes a new communications backbone.

The addition of the 81 views should be transparent to the existing CCTV users in our Police Dispatch.

The additional cameras will be located in the terminal area and outside the drive areas.

Many areas of work are considered 'secure areas' by the Airport and TSA

Badging will be required of all staff and sub consultants who will be onsite for this project.

Field investigation during design will be important as existing as-built documents are limited.

There are no proprietary systems for this project other than what is already installed.

There is the possibility that abatement and demolition of areas containing asbestos will be necessary. The Airport has worked with Kevin McCrink at ERM Environmental at 509-991-7357 on asbestos abatement in the Terminal. If abatement is necessary, a abatement of the

area where the backbone or equipment is installed should be complete enough to allow routine access for operational and maintenance purposes.

**Selection Criteria:**

The Airport expects each company to review the draft PSA and indicate acceptance of the language in the proposal. It is not the intention of the Airport to change the language in the PSA. If you intend on submitting and SOQ for the Airport's consideration, please be sure to allow your legal departments enough time to review the attached PSA.

Selection Criteria is clearly stated in the Formal RFQ. Of the 12 listed, number 12 is a statement, not a requirement; about the Airport being an Equal Opportunity Employer and that we encourage MBE, WBE and DBE participation, although there are not set requirements for this project.

It is in your company's best interest to focus your 15 pages on clearly presenting how you meet the selection criteria. The SF330 form should be filled out completely. There is no need to duplicate information in other attachments that is in the SF330 form. The entire SOQ must be one inch thick or less. Please make sure that your proposal is clear, organized and free from errors. Your proposal is a reflection on your ability to produce contract documents for bid.

The SOQ's must be turned in no later than 2 PM on August 24<sup>th</sup>. You may mail them, but if they do not show up on time we will not give you an extension. You may also deliver them in person to the Spokane International Airport front reception desk Office or to Sue Potter in the SIA Engineering Department.

**Selection Process:**

The Airport will review the proposals and may select from 2 to 4 or 5 proposals for further consideration, typically with 3 days of the submittal. If the Airports decide to do interviews, they will contact those selected for interviews, as well as those who were not. With final selection all firms interviewed will be notified of the result. The Airport negotiates design fees after selection of what they deem the most qualified firm to do the work. If the scope and fee cannot be successfully negotiated, the Airport will terminate negotiations and select the next most qualified firm.

As stated in the RFQ, the Airport reserves the right to approve proposed sub consultants.

Board Meeting/ Award of PSA will take place PRIOR to final selection and will be based upon 'successful negotiations of scope and fee.' **Note: We have decided to wait until the September 16<sup>th</sup> Board meeting for approval of the Consultant Agreement for this work.**

**Schedule:**

Construction grant period is one year – substantial completion of the construction should be 6/25/2010; It is possible that we may get a grant extension but we need to know as soon as possible if it will be necessary.

**Security and Badging:**

Winning firm will be expected to be badged by the SIA police department. Forms and badging instructions maybe obtained by contacting Sue Potter if your firm is selected. It takes from 5 days to 2 weeks to receive badges. There will be no drivers training required or needed for the design portion of this project.

**Project Funding:**

Funding for this project is from an agreement with TSA and includes TSA funding and American Recovery and Reinvestment Act (ARRA) funds. The Consultant will be expected to provide reporting required by TSA and provide all necessary conditions in the bid package required by the use of Federal and ARRA funds.

**Questions from Meeting:**

Q. Please define “Open architecture” further, it can mean many different things.

A. Open architecture shall include the IP infrastructure, IP cameras, central video storage equipment and workstation PC’s subject to the engineer’s specifications. The head-end software video/ACS management solution for the new cameras will utilize the existing Lenel software which is not open to integration by other video providers.

Q. What is your current security camera network/configuration?

A. Standalone, no outside access, analog, there is no transport Ethernet currently.

Q. Is it a Cisco network?

A. No

Q. Limited work stations means?

A. The new workstations will have limited access to the new cameras. They will not function in the same manner as the current police workstations. They will have access to view the cameras and the 30 days of recording for those cameras.

Q. How many cameras are there currently on the system?

A. 262

Q. What is the vision for the storage?

A. Centralized, 30 day capacity, stand alone, rack system, accessed by both TSA and Police, and no less than a Terabyte, possible new location for the storage room

**Questions after the meeting:**

Q. Section A, project background of the RFQ reads, “the Airport prefers an open architecture with the new camera equipment”; would an IP video management system that has an open architecture (not Lenel) be considered?

A. No, the head-end video management will be Lenel.

Q. Does the CCTV system must be integrated with the existing access control system, if yes what is current ACS?

A. Lenel systems International.