

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
AUTOMATED LICENSE PLATE READER SERVICES
RPGL-2023-20**

DUE DATE AND TIME: SEPTEMBER 15, 2022 by 11:00 AM

The Town of Glastonbury is requesting proposals from qualified firms to provide stationary automated license plate reader (ALPR) services along thirteen (13) roadways and highway ramps within the Town of Glastonbury; inclusive of all required equipment, installation, infrastructure, technology and support services as specified in this request for proposal.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "***RPGL-2023-20 – Automated License Plate Reader Services***". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

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Attachments

- Attachment A – Proposal Response Page

SECTION I – GENERAL INFORMATION

OVERVIEW:

The Town of Glastonbury is requesting proposals from qualified firms to provide stationary automated license plate reader (ALPR) services along thirteen (13) roadways and highway ramps within the Town of Glastonbury; inclusive of all required equipment, installation, infrastructure, technology and support services as specified in this request for proposal.

The Town prefers a comprehensive solution with a single, prime contractor that is legally and financially responsible for all hardware (where applicable), software and services. Respondents shall identify any proposed subcontractors that they intend to work with to provide these services.

BACKGROUND:

Incorporated in 1693, Glastonbury is one of Connecticut's oldest municipalities. The Town of Glastonbury has a service area of approximately 52 square miles. Conveniently located approximately 10 miles southeast of Hartford, the state's capital city, the town's 35,000+ residents enjoy the many historic sites, picturesque parks and open spaces, convenient access to the Connecticut River, and countless programs & activities offered by the Town and community organizations. Information about Glastonbury can be found on the Town's website at: <https://www.glastonburyct.gov/our-community/about-us>.

TERM OF SERVICE:

The selected Respondent will be expected to commence services on or about October 1, 2022, subject to contract execution. The term of the contract is one year with the option to extend for additional one-year terms upon mutual agreement between the Town and the selected responded.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- All reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant's negligent performance of any of the services furnished under this Agreement.

SECTION III– SCOPE OF WORK

Proposals shall include ALPR services for thirteen (13) roadways and highway ramps within the Town of Glastonbury. The locations of the fixed ALPR cameras include the following:

1. Main Street @ Glastonbury Boulevard.
2. Putnam Boulevard @ Route 3.
3. Glastonbury Boulevard @ Somerset Square.
4. Main Street @ Putnam Boulevard.
5. Hebron Avenue @ Sycamore Street.
6. Hebron Avenue @ Oak Street.
7. New London Turnpike @ Williams Street West.
8. Griswold Street @ House Street.
9. Hebron Avenue @ Manchester Road.
10. Route 17 and Main Street @ Buttonball Lane.
11. Main Street @ Signal Ridge.
12. Manchester Road @ Route 2 off ramp.
13. Neipsic Road @ Route 2 off ramp west bound.

The equipment shall meet the highest standards of reliability in a 24-hour, outdoor environment. The solution must withstand the extreme hot/cold cycles typically found in Connecticut. To the extent possible, and where reliability and accuracy will not be compromised, it is desired that the fixed solution be powered by green power sources such as solar or battery and be monitored to ensure 24-hour operation. Most locations within the Town are two lane roads, however, there are four lane road exceptions included in the listed locations.

The proposed solution shall ensure that any data gathered for the Town of Glastonbury remains exclusively under the ownership of the Town. The data will be controlled and accessed through a “cloud-based solution” by authorized personnel of the Town of Glastonbury Police Department and shall not be shared with third party vendors or others without the expressed consent of the Town’s designated Account Representative.

The proposed solution shall cover all equipment, infrastructure, subscription(s), software, storage, on-site training, and operational costs for the term of the contract.

The vendor must satisfy the following requirements as part of their contract and scope of work:

1. Install, maintain, and upgrade fixed ALPR platforms along designated roadways as directed by the Town.
2. Monitor system for 24/7 reliability.
3. Maintain the highest level of security and control while simultaneously protecting the privacy of all residents, business owners, and visitors.
4. Present collected records from ALPRs and present the summed result as a single interface to authorized Town of Glastonbury Police Department staff.
5. Digital photos and video of license plates are required.
6. Enable authorized law enforcement users to search for full or partial plates and vehicle descriptors within a date range and location filters.
7. Ability to create and share customized “hot list”.
8. Immediate recognition of target vehicles and warning to authorized personnel.
9. High degree of accuracy in range of difficult capture situations.
10. Data retention control to meet agency policy and legislative mandates.
11. Ability to share data with other agencies regardless of vendor.

SECTION IV - SUBMISSION OF PROPOSAL

PROPOSAL INSTRUCTIONS:

- By submitting a proposal, Respondent represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "**RPGL-2023-20 – Automated License Plate Reader Services**". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
 2. Attachment A - Town of Glastonbury Response Page
- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Name, qualifications and experience of assigned project manager.
 5. Respondent shall provide a list of 2-4 references who recently implemented the proposed ALPR solution with the contact name, address and telephone numbers of these references. The Town reserves the right to contact these organizations regarding the services performed by the firm.
 6. Confirmation that the requirements described in the Scope of Work will be satisfied. Responses should be organized to address each component addressed in the Scope of Work and organized as follows:
 - a. Proposal Statement*
 - b. Capabilities provided by the ALPR Solution
 - c. Assistance provided to implement the ALPR Solution
 - d. Training and on-going support provided
 - e. Project approach and schedule
 - f. Cost proposal

* The Proposal Statement should outline the proposed Project Schedule, the methods for accomplishing the scope of work, and the team dedicated to the Project. The Project schedule should include a rough timeline outlining the key events, tasks, and deliverables that will occur in order to install the ALPRs in Town and train staff on the systems. The Proposal Statement should describe the roles of the organization of your proposed team for this Project, and clearly identify and describe the experience of any proposed subcontractors.

Please describe your project management approach and provide a detailed description of how the team and scope of work will be managed. Describe the roles of the key individuals on the team. Short resumes should show relevant experience and the length of employment with the proposing Respondent. Key members, especially the project manager, must have significant demonstrated experience with this type of project, and should be committed to remain with the Project for the duration of the Project.

Please provide a full scope of work to be performed, and particularly highlight any proposed work that was not included in the Scope of Work herein that is required to successfully accomplish the Project.

Please provide information on how problems with the equipment would be reported to you, how you would respond to those problems and the timeframe within which any system errors/outages would be corrected.

Please clearly identify all proposed costs and fees associated with the Scope of Work and any additional identified work that is necessary to complete the Project. Respondents are advised that while the Town has identified thirteen (13) locations for the ALPR's the Town reserves the right to increase or decrease the number of locations and shall be subject to negotiation with the selected Respondent. Proposals shall be structured to identify the cost(s) per location.

7. Images of the ALPR Software which demonstrate intuitive user interface and navigation.
8. Respondent shall confirm that the ALPR Software is compliant with any State and Federal laws related to ALPRs.
9. Proposal Response Form (**ATTACHMENT A**).
10. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the [Code of Ethics](#) and the [Acknowledgement Form](#).

12. Any technical questions regarding this RFP shall be made in writing and directed to Chief of Police, Marshall Porter, by email at marshall.porter@glastonbury-ct.gov, with a copy to purchasing@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA:

The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected Respondent prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.

- Capabilities provided by the ALPR Solution; including images of the ALPR Software which demonstrate intuitive user interface and navigation.'
- Confirmation that the ALPR Software is fully compliant with any State and Federal laws related to ALPRs.
- Assistance provided to implement the ALPR Solution.
- Training and on-going support provided
- Project Management approach including expertise and experience of the team assigned to the Project
- Proposed schedule to implement the ALPR solution
- Cost proposal
- Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
- The number, scope and significance of conditions or exceptions attached or contained in the proposal.

REFERENCES:

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other clients.

SELECTION PROCESS:

- This Request for Proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the RFP, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- The Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE:

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Distribution of RFP	August 31, 2022
RFP Due Date	September 15, 2022 @ 11:00 A.M.
Interviews with Top Respondents	Week of September 19, 2022
Contract Effective Date	October 10, 2022
Contract Work Completion	TBD

INSURANCE REQUIREMENTS:

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

5) Data Breach Liability

- \$1,000,000 Occurrence/\$1,000,000 Aggregate

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION:

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A
PROPOSAL RESPONSE PAGE

BID / PROPOSAL NO: RPGL-2023-20 DATE DUE: SEPTEMBER 15, 2022
DATE ADVERTISED: AUGUST 31, 2022 TIME DUE: 11:00 AM
NAME OF PROJECT: AUTOMATED LICENSE PLATE READER SERVICES

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

It is the responsibility of the respondent to check with the Town's website for any Addenda before submitting the proposal.

NON-COLLUSION STATEMENT:

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

_____ Type or Print Name of Individual	_____ Doing Business as (Trade Name)
_____ Signature of Individual	_____ Street Address
_____ Title	_____ City, State, Zip Code
_____ Date	_____ Telephone Number / Fax Number
_____ E-Mail Address	_____ SS # or TIN#