

ANNOUNCEMENT
REQUEST FOR QUALIFICATIONS (RFQ) NO. RQ1000065
STRATEGIC SECURITY PLANNING

The Metropolitan Transit Authority (METRO) of Harris County, Texas is requesting Statements of Qualifications (SOQ's) from qualified consultant teams to provide for a complete analysis of threats and vulnerabilities for infrastructure, programs and operations authority-wide.

METRO requires a consultant to provide a comprehensive plan to address security gaps and vulnerability authority-wide in order for METRO to provide its employees, customers, and the general public a greater degree of security. The plan will ensure that future security projects are focused, submitted, and completed more efficiently and towards an increased overall security posture.

Requirements/Services to be Performed:

Each firm selected to provide these services must have considerable familiarity with security related projects. The project consists of three (3) parts:

1. Complete vulnerability assessment
2. Detailed written plan
3. Development of projects

The first portion of the Strategic Security Planning project entails a comprehensive assessment of METRO's infrastructure (including facilities and systems) and the operations of the Department of Public Safety. This assessment will focus on these vulnerabilities in relation to established Homeland Security issues, best practices, and guidelines. The assessment includes physical structures (such as facilities and platforms), systems (such as access control and closed circuit television (CCTV)), and operations (such as deployment and training). Furthermore, the assessment will identify any gaps or needs that must be addressed to enhance the security of the transit system.

The second portion of this project involves a detailed written account of the assessment, its process and findings. This includes a complete list of the recommendations to address any gaps identified. Additionally, a list of project will be based on the recommendations from the assessment. This list of projects will act as a "road map" for the department to follow in order to address security concerns and strengthen the security of the transit system.

The final portion of the project will consist of development of the recommended project to include budgets, timelines, schedules, components, and justification. The projects are to be given priority status.

The Scope of Work for this project is attached (See Attachment A).

STATEMENT OF QUALIFICATIONS (SOQ):

Proposers wishing to be considered for award of the Strategic Security Planning, set forth in this RFQ, must submit seven (7) copies of an SOQ, not-to-exceed five (5) typewritten pages each (12 point, Arial font; single-sided pages), describing its interest and the qualifications of the team and key personnel. The SOQ must include an organization chart (not counted in the 5 pages) and identify all team participants and all proposed subconsultants and/or subcontractors, and their responsibilities.

Evaluation:

The Letters of Interest should as a minimum, address the following criteria and concerns most usually associated with the selection of such teams/firms:

1. Specific experience associated with the Work involved for the project, to include but not necessarily limited to the following:
 - a. Threat and Vulnerability Assessments for Tier I or Tier II transit systems. This includes documentation showing that they are certified to do these assessments.
 - b. Transit Security Grant Program policies, concepts and procedures.
 - c. Law Enforcement, Homeland Security, Emergency Management background; preferably in a transit environment. – 30 points.
2. Professional qualifications necessary for all segments of the project requirements and the ability to satisfactorily perform all of the required services - 20 points;
3. Specialized experience as a firm and technical competence of proposed key members in the type of work required - 20 points;
4. Capacity to accomplish the work on time and within budget using resources within the individual firm or through a subcontract relationship – 10 points;
5. Potential conflicts with current METRO work by either the individual firm or subconsultants on a case by case basis – 10 points;
6. Past specialized experience and satisfactory performance on contracts (as a firm or a joint venture) with METRO and/or other public agencies, and private industry in terms of cost control, quality of work, and compliance with performance schedules – 10 points;

METRO will evaluate these Letters of Interest and Qualifications Statements in accordance with the above criteria and METRO's Professional Services Selection Guidelines.

NOTES:**PROTESTS:**

Any protest of the Request for Qualifications shall be submitted for resolution to the Vice President of Procurement & Materials. Such protest shall be in writing and shall be supported by the information set forth in Chapter 19 of METRO's Procurement Manual to enable the protest to be considered. A protest will not be considered if it is insufficiently supported or it is not received within the time limits specified herein. A protest based upon terms, conditions or form of a proposed procurement action prior to submission of qualifications, shall be submitted so that it is received by the Vice President of Procurement & Materials no later than five (5)

calendar days prior to the specified date for submission of qualifications. For a protest concerning award decision, including evaluations, the initial protest must be received by the Vice President of Procurement & Materials not later than five (5) calendar days after the interested party knows, or through exercise of reasonable diligence should have known, whichever is earlier, of the grounds for the protest. Each protest will be processed in accordance with METRO's Protest Procedures located in Chapter 19 of METRO's Procurement Manual. A copy of the procedures will be provided to the protester upon written request to METRO's Vice President of Procurement & Materials. A written final determination on any protest will be rendered by METRO's President & Chief Executive Officer and will be provided to the protester as soon as practicable. Federal Transit Administration (FTA) Circular 4220.1F, paragraph 7L, addresses bid protests. A copy of this paragraph will be provided to the protester upon written request to METRO. Review of a protest by FTA will be limited to a grantee's failure to have or follow its written protest procedures or its failure to review a complaint or protest or violation of federal law or regulation. An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protester learned or should have learned of any adverse decision by METRO, or other basis of appeal to the FTA. Violations of a specific federal law or regulation will be handled by the complaint process stated with that law or regulation. Alleged violations on other grounds are under the jurisdiction of the appropriate state or local administrative or judicial authorities.

SMALL BUSINESS PARTICIPATION:

This solicitation has 0% Small Business participation goal.

CERTIFICATION:

By submitting a SOQ in response to this announcement, a respondent is certifying that neither its firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this procurement process by any federal department or agency. Further, if any of the aforementioned situations occurs during the course of the procurement, the respondent is required to inform METRO thereof.

SUBMISSION OF STATEMENTS OF QUALIFICATIONS:

Statements of Qualifications (NTE 5 type written pages), with an accompanying organizational chart will be accepted until 2:00 P.M. local time, on July 15, 2010, at the address listed below:

Ms. Prinscella Abbs
(Ref. RFQ No. RQ1000065)
Metropolitan Transit Authority (METRO)
Plan Room, 2nd Floor
1900 Main
Houston, Texas 77002

P. O. Box 61429 (by mail)
Houston, Texas 77208-1429

PRE-SUBMITTAL BRIEFING:

A pre-submittal briefing will be held at METRO's Administrative Office Building, 2nd floor Procurement Conference Room 2022, located at 1900 Main Street, Houston, Texas on June 25, 2010 at 9:00 AM. local time. All interested firms are encouraged to attend.

Following the evaluation of qualification submittals for the Strategic Security Planning, METRO may, at its sole discretion:

- 1) Invite a short list of qualified Proposers to participate in oral interviews;
- 2) Take no further action; or
- 3) Modify (expand or reduce) the Scope of Work (attached) and issue a Request for Proposal based upon the modified scope.

APPROVAL OF CONTRACT:

If required by the METRO Procurement Manual, award of a Contract evolving from this solicitation shall be contingent upon the prior receipt of written approval from the METRO Board of Directors. No contractual agreement shall be binding on METRO until this approval has been obtained. It shall be the responsibility of firms responding to this solicitation to monitor Board award decisions. All persons and/or entities responding to this Solicitation hereby acknowledge the contract award requirement enumerated in this Paragraph.

Anticipated Board Items are posted on METRO's web site at

<http://www.ridemetro.org/AboutUs/Board/Agenda.aspx>

PUBLIC NOTICE OF SOLICITATION RESULTS:

The anticipated METRO Board meeting month for approval of a contract resulting from this solicitation will be forthcoming. It is the responsibility of the bidder to check METRO's website for notices on the specific dates for METRO Board meetings. All bidders of this Solicitation and METRO hereby agree that this provision shall serve as the minimum required action by the bidder toward exercising due diligence in obtaining the results of this Solicitation. The requirement of approval by the METRO Board of Directors for any particular solicitation is dependent upon several factors. However, all bidders shall be required to check the METRO web site regarding whether or not the solicitation associated with their bid requires approval by the METRO Board of Directors. All persons and/or entities responding to this Solicitation hereby acknowledge the Public Notice of Solicitation Results enumerated in the Paragraph. METRO Board meeting notices are posted on METRO's web site at:

<http://www.ridemetro.org/AboutUs/Board/Agenda.aspx>

**ATTACHMENT A
SCOPE OF SERVICES
STRATEGIC SECURITY PLANNING**

General:

Consultant shall provide the resources necessary to conduct and deliver a comprehensive security plan for all of METRO facilities. Task shall consist of, but not be limited to the following:

- Validation of Office of Domestic Preparedness (ODP) vulnerability assessment (previously completed)
- Assessment of current security equipment, systems and procedures at all facilities
- Written plan for security improvements to include equipment, systems and procedures
- Development of scopes, estimates, schedules and justifications for each project in the written plan

1.0 Project Administration

Project administration shall consist of project management and other support services for coordination, scheduling and cost control. Consultant shall provide administrative direction for the project and shall ensure that proper documentation is maintained throughout the project.

1.1 Reviews and Meetings

The consultant, working with the METRO Project Manager, shall be responsible for organizing, scheduling and leading all meetings related to the project. The Consultant shall prepare an agenda for all scheduled meetings and provide necessary materials. Agendas and meeting notices shall also be distributed to meeting participants prior to the scheduled meeting. Meetings will generally include, but be limited to the following:

- Initial Meeting
- Technical Meetings
- Facility security review meetings
- Monthly update meetings
- Presentation of draft final report
- Presentation of final report

1.2 Initial Meeting

The initial meeting between METRO and the Consultant will be scheduled between five (5) and ten (10) days after Notice-to-Proceed (NTP) is issued. Required items will be, but not limited to a discussion / review of the following items:

- Quality Assurance and Quality Control (QA/QC) procedures
- Scope of services

- Project schedules (detailed and high level)
- Deliverables required
- Required forms to be included in invoice submittals and at monthly review meetings
- Process for approval of invoices
- Subcontractor's Small Business Plan

1.3 Technical Meetings

The Consultant, working with METRO Project Manager, shall be responsible for organizing, scheduling and leading any and all meetings related to technical issues as they arise and identified.

1.4 Facility security and procedure review meetings

The Consultant, working with METRO Project Manager, shall be responsible for organizing, scheduling and leading any and all meetings related to facility security and procedure reviews.

1.5 Monthly update meetings

The Consultant, working with METRO Project Manager, shall be responsible for organizing, scheduling and leading any and all monthly meetings.

1.6 Presentation of draft final report

The Consultant, working with METRO Project Manager, shall be responsible for organizing, scheduling and leading a review of the draft final report with department personnel.

1.7 Presentation of final report

The Consultant, working with METRO Project Manager, shall be responsible for organizing, scheduling and leading a review of the final report with department personnel.

1.8 Quality Assurance and Quality Control (QA/QC)

The Consultant shall submit, at the initial meeting, QA/QC procedures to be followed during the performance of this project. The Consultant will also provide the name of one person each for quality assurance and for quality control. METRO will then approve or disapprove the submittals based on standards developed by METRO. If the QA/QC procedures are disapproved, the Consultant will be responsible for adjustments or corrections to gain approval by METRO. The METRO Project Manager will also visit the Consultant's office at least one time to review compliance with the QA/QC procedures, review the Consultant's QA/QC plan files, document mark-ups and check other related documents.

1.9 Project Schedule and Deliverables

Consultant shall develop and maintain a Project Schedule that includes all the activities, milestones, deliverables, etc. for the project. The schedule shall be submitted to the METRO Project Manager and be provided in both paper and electronic format.

2.0 Project Tasks

2.1 Validation of ODP vulnerability assessment

METRO has had a vulnerability assessment performed by the Office of Domestic Preparedness (ODP) in the past. The Consultant shall review and attempt to validate the findings in this report. Any issues that are found to be missing or lacking in detail or form shall be completed by the Consultant.

2.2 Assessment of current security equipment, systems and procedures at all facilities

A complete assessment of security at METRO will be performed by the Consultant. It will include a review of current equipment, operating systems and procedures. The Consultant shall perform a detailed inventory of all equipment associated with the security equipment that was installed and comprises the METRONet system. The assessment will include but not necessarily be limited to the facilities, systems and procedures as specified in Appendix A.

2.3 Written plan for security improvements to include equipment, systems and procedures

A written plan will be developed by the Consultant that will include, but not necessarily be limited to recommendations for improvements in equipment, procedures and deployment of new systems. The plan will address METRO's needs that can be immediately fixed, projects that can be implemented in the next two (2) years, projects that can be implemented in the next five (5) years and a long term look at where METRO security might be in ten (10) years.

2.4 Develop priority list for revising procedures and submit proposed procedure changes for the highest priority items

A list will be developed for changes to security procedures that need to be made. Those procedures deemed to be in the highest priority category and in need of immediate change will have a proposed change developed by the consultant and submitted to METRO. All other procedural changes will be listed with priorities established.

2.5 Development of scopes, estimates, schedules and justifications for each project in the written plan

The Consultant will develop scopes of work, estimates and justifications for each of the projects in the written plan of section 2.3. The format shall be that each project within the plan will have a packet of information that includes the above information. The package will be delivered in three (3) hard copies and electronic format.

The Consultant will also develop, with the help of the METRO Project Manager, an Investment Justification Plan as specified by the Transit Security Grant Program (TSGP) Guidance, for each of the projects in the written plan of section 2.3. The Consultant shall use the most up to date guidance available.

2.6 Final Report

The Consultant shall deliver a final report that will include, but not necessarily be limited to the following:

- Executive level summary of the work that was completed
- Evaluation of the vulnerability assessment of METRO assets
- METRONet report shall include a detailed inventory of all equipment, expected life cycles for all equipment and a replacement schedule for said equipment
- Plan for projects/changes that includes immediate/2 years/5 years/and 10 years
- Scopes of work for each project
- Estimates for each project
- Schedules for each project
- Justification for each project
- TSGP Investment Justification Plan for each project

The Consultant shall deliver five (5) hard copies of this report as well as an electronic copy.