



REQUEST FOR PROPOSALS

*Security Upgrade
Design, Management, and Commissioning*

Revision Date: January 14, 2025

Primary Contact:
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Purpose and Scope

The primary purpose of this Request for Proposals (RFP) is to obtain quotations from qualified persons to assist Battle Creek Public Schools (BCPS) in the creation of RFP for BCPS Security System Upgrade and the required upgrades of the related supporting infrastructure. Documents must be completed in a detailed professional manner to provide a competitive and fair RFP process for prospective installation contractors. Full scope follows:

- **Visit, thoroughly evaluate and use previous evaluation documents to draft accurate and complete engineered CAD drawings and specifications for the installation of new security systems for Battle Creek Public Schools seventeen buildings.**
 - **Elementary buildings:** Ann J Kellogg, Dudley STEM School, Fremont Elementary, Lamora Park Elementary, Post Franklin Elementary, Verona Elementary, Valley View Elementary
 - **Secondary Buildings:** Battle Creek Central High School/STEM Innovation Center, Springfield Middle School, Northwestern Academy of Visual and Performing Arts, WK Kellogg Preparatory High School, Miller Stone Adult Education, Battle Creek Area Math and Science Center
 - **Non-student buildings:** Facilities/Transportation, Outdoor Education Center, Administration Building, Cereal City Science, Battle Creek Central Fieldhouse, CW Post Stadium

- **Systems to be included in the project are:**
 - Surveillance for Exterior and Interior (all buildings)
 - Access Control (11 buildings approximately 65 doors which will need full access control, other doors will need to be monitored)
 - Gun Detection
 - Vape Detection
 - Single Pane Control and Monitor of Systems

- **Documents must include:**
 - interior and exterior camera additions, deletions, and replacements
 - detailed mounting descriptions and drawings
 - general aiming and coverage areas
 - access control additions, deletions, and replacements
 - cabling additions, replacements, moves, and removal
 - rack layouts
 - labeling details for cameras, servers, and cabling
 - access control software requirements
 - video management software (VMS) requirements (including but not limited to installation, licensing, functionality, and features) and general configurations (including but not limited to users, views, recording settings, camera parameters)
 - gun detection software requirements
 - server hardware and software requirements
 - testing/certification and as-built requirements
 - training requirements
 - warranty requirements
 - Please note:
 - CAD files are available for BCPS buildings

- **Lead Productive and Comprehensive Conversations and Meetings with Stakeholders** including but not limited to: Building Principals, Technology Coordinator, Network Engineer, Director of Innovation, Director of Facilities, Director of Operations, Director of Technology Services, and the Superintendent. These meetings will discuss the needs and wants of each responsible party, gathering feedback and processing each individual's unique perspective.
- **Run public bid process to solicit competitive bids from contractors / installers**
- **Run contractor interviews of perspective contractors / installers**
- **Construction Management and Commissioning of projects**
- **Preliminary Construction Timeline**
 - **Phase 1: Battle Creek Central High School/STEM Innovation Center and WK Kellogg Preparatory High School**
 - Phase 1 Bid RFP Issued: 05/05/2025
 - Phase 1 Bid Due: 05/19/2025
 - Phase 1 Construction Start: 06/23/2025
 - Phase 1 Substantial Completion: 12/15/2025
 - **Phase 2: Remaining Buildings**
 - Phase 2 Bid RFP Issued: 10/15/2025
 - Phase 2 Bid Due: 11/10/2025
 - Phase 2 Construction Start: 12/15/2025
 - Phase 2 Substantial Completion: 08/15/2026

District Background

Who are we?

Famously referred to as "Cereal City", Battle Creek, Michigan is home to Battle Creek Public Schools (BCPS). Although relatively small in terms of enrollment for a medium-sized district, the district has a number of demographics and academic disparities that mirror those of large urban areas. With a little over 4,500 students enrolled in three PK-2nd grade buildings, two 3rd through 5th grade buildings, two PK through 5th grade buildings, three middle schools (grades 6-8), and two high schools, the challenges associated with larger urban environments are very present in BCPS. More than 70% of the student population qualifies for free/reduced lunch; over 50% of the students represent minority groups; and more than half of the students live in single-parent or no-parent households. Add to this the fact that truancy is over five times higher for students in the Battle Creek Public Schools than neighboring districts, and it is easy to see that barriers exist.

Although challenges exist, our priority is to focus on the teaching and learning processes that are proven through research and data to be successful with our diverse student population. To accomplish this task, we seek to implement a long-range plan for ambitious improvement and rapid transformation; aligned to our strategic plan that will guide both our thinking and actions while also aligning with our commitment to providing each and every one of the students we serve with a world-class college, career and culture ready education.

What is Our Work?

Due to our limited resources, it is essential that we effectively and efficiently align our efforts to achieve our goals. Our priority is to focus on the teaching and learning processes that are proven through research and data to be successful with our diverse student population. We also understand that we must have a long-range plan for ambitious improvement and rapid transformation - a strategic plan guiding both our thinking and actions. To accomplish this, a Strategic Planning Steering Committee was formed with members from throughout our community; all of whom worked diligently to develop a plan for the future of our district. Our plan, entitled "Six Goals for Greatness" is included below.

1. Goal 1: High Academic Achievement - Prepare all students for global citizenship and success at the university level as well as in the career field of their choice.
2. Goal 2: Healthy Organization Culture: Create an organizational culture that is reflective, nurturing of all students and staff, transparent, results oriented and continuously improving.
3. Goal 3: Human Capital Strategy - Recruit, retain, develop and support a diverse high-quality staff that is fully committed to Battle Creek Public Schools, its students and families.
4. Goal 4: Effective and Efficient Use of Resources - Ensure a balanced budget each year that prioritizes and fully funds the academic work outlined in this strategic plan.
5. Goal 5: Active Partnerships with Our Community Strengthen - partnerships with students and families, community and businesses and increase collaboration to support student achievement.
6. Goal 6: World Class Infrastructure - Develop and sustain state of the art, efficient, safe and welcoming infrastructures that have a positive impact on the broader Battle Creek community.

Section 1 - Firm Overview (required)

1. List your firm name, project executive, address, phone number, fax number, and e-mail address.
2. Explain your firm's ownership structure and provide a brief but firm history.
3. List your in-house professional services and the number of employees in each category.
4. List professional consultants outside your firm that you propose using, if any.
5. Have you had litigation, arbitration or a claim filed against your company by an educational client or have you filed the same against an educational client? If yes, please explain.
6. Provide a listing of current security consultations or designs and/or system installation management of educational projects. Include district, architect, budget for technology, number of facilities, contract start and anticipated contract completion.
7. Does your firm provide Professional Liability insurance, General Liability insurance, and Worker Compensation coverage? If yes, please list. How is this insurance paid for? Is it considered a reimbursable expense or General Conditions item?

Section 2 - Services (required)

1. Briefly explain your firm's approach to evaluating a district's technology goals, objectives and needs.
2. Briefly explain your approach to recommending a technology plan.
3. Briefly explain your consultation services.
4. Explain how your firm establishes a cost estimate for the proposed technology.
5. Briefly explain your bidding services.
6. Briefly explain how you approach owner and end-user training.
7. Briefly explain your firm's recent project scopes with other districts as well as other areas of your firm's technology expertise.

Section 3 - Experience (required)

1. List only K-12 educational projects in which your company has been involved as technology consultant and/or design and/or project management services in the past five years. Include a brief description, project value, district name, address, phone and contact person, architect name, address, phone number and contact person.
2. What was your most desirable K-12 education Technology Design/Project Management project? What was your least desirable K-12 education project? Please explain why.
3. Have you been associated with any projects that were not completed on time? Please explain the circumstances and ultimate outcome.

Section 4 - Project Personnel (required)

1. Provide an organizational chart showing your proposed team for the technology design and project management services, noting the current and future availability of key team members. Include a single page resume of each key individual highlighting experience with projects similar to ours.
2. Will you guarantee, by contract, that key personnel will be assigned exclusively to our project for the entire consultation?
3. How would owner-initiated personnel change requests be handled?
4. Provide personal references from school districts, architects and construction managers for each of the key team members.

Section 5 - Project Approach (required)

1. Describe your work plan for a project and provide an example of a project schedule used with a similar scope of work project.
2. How will you help assure budget adherence?
3. Describe your most recent educational project bid results. List the bid categories with a number of bidders for each. Include your estimated amount per category and apparent award amount.
4. Describe and flow chart your accounting process that provides the required information to the School District's Business Office for payment processing and budget analysis. Please provide copies of sample reports.
5. Describe your communication plan for keeping the district, community and board up to date on project status.
6. What methods are used by your firm to control poor performing contractors or contractors which are affecting the project completion schedule?
7. How are contractor claims or requests for extra cost handled?
8. Describe and provide your rate structure for consultation services.
9. Are the above stated fees negotiable?

Section 7 - Summary (required)

Why should we select your firm? What differentiates your firm from others?

Section 8 – Pricing (required)

Provide pricing and breakdown pricing for the required services needed for the project. Please reference the bid breakdown document for the proper break out of pricing.

Section 9 - Submission Timeline (FYI)

EVENT	DATE
RFP Released to Prospective Providers	January 20 th , 2025
RFP Questions Due	January 27 th , 2025
RFP Response Due and Bid Opening	February 3 rd , 2025 at 12:00PM at: Administration Building, 3 W VanBuren St, 3rd Floor Conference Room, Battle Creek MI 49017
Evaluation Bids and Post Bid Interviews	February 4 th – 7 th , 2025
Board Presentation	February 24 th , 2025
Final Decision and Board Approval	March 10 th , 2025
Start Up / Implementation	March 10 th , 2025

Section 9 - Familial Disclosure (required)

AFFIDAVIT OF _____
(insert name of affiant)

STATE OF MICHIGAN)
)ss
COUNTY OF _____)

_____ makes this Affidavit under oath and states as follows:
(insert name of affiant)

1. I am a/the:
 - President
 - Vice-President
 - Chief Executive Officer
 - Member
 - Partner
 - Owner
 - Other (please specify): _____

of _____ [insert name of firm], a bidder of Security Camera Evaluation for Battle Creek Public Schools.

2. I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and the employee(s) of the aforementioned firm and the school district's superintendent and/or board members:

3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for tech design services.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

(signature of affiant)

Subscribed and sworn before me in _____ County,
Michigan, on the ___ day of _____, 2025

(signature)

(printed)

Notary public, State of Michigan, County of _____
My Commission expires on _____
Acting in the County of _____

Section 10 - Iran Economic Sanctions (required)

I am the _____ (*insert title*) of _____ (*insert name of firm*) ("Bidder"), with authority to submit a binding bid for the provision of technology design plan services to Battle Creek Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

(*signature*)

(*printed*)

(*date*)

Section 11 – Non-Collusion Affidavit (required)



BATTLE CREEK PUBLIC SCHOOLS NON-COLLUSION AFFIDAVIT

_____ (*insert name of affiant*) makes this Affidavit under oath and states as follows:

1. I am a/the:

- President Member Vice President Other (specify below)
- Chief Executive Officer Partner Owner

of _____ (*insert name of contractor*), a bidder for construction services for Battle Creek Public Schools.

- 2. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or service, that it meets or exceeds all specifications contained herein, and is in all respects fair and without collusion or fraud.
- 3. I understand collusive bidding is a violation of state and local law and can result in fines, prison sentences and civil damage awards.
- 4. I agree to abide by all conditions of this bid and certify that I am authorized to sign for the vendor.

Vendor: _____ Fax Number: _____

Vendor Address: _____ Name: _____

Phone Number: _____ Title: _____

Date Certified: _____ Web Site: _____

E-Mail Address: _____

STATE OF _____ COUNTY OF _____ Signature Of Affiant: _____

Subscribed and sworn before me in _____ County,
_____ State, on the ___ day of _____, 2023

_____ (signature)

_____ (printed)

Notary public, State of _____, County of _____

My Commission expires on _____

Acting in the County of _____

Submission Guidelines - Please read carefully!

Your response is due on or before February 3rd, 2025, at 12:00PM EST. Please provide 3 hard copies and 1 electronic copy (via USB flash drive) of your response by sealed bid hand delivered or mailed to:

Battle Creek Public Schools
Attn: Josh Bowman
3 Van Buren Street West
Battle Creek, MI 49017

Bids will be opened at: Administration Building, 3rd Floor Conf Rm, 3 W VanBuren St, Battle Creek, MI 49017.

All bids must be valid for 90 days.

Contract will be award to a single bidder for the project.

Providers choosing not to participate in this RFP are asked to dispose of all copies of this document and to delete any electronic files. Any information not included in this package that the Respondent considers necessary to the development of a complete response should be requested in time to ensure compliance with the due date. Submit responses to this RFP in hardcopy, each specific response clearly denoted to the corresponding RFP section / sub-section. The District requests that the following Disclosures are completed: Familial Relationship and Iran Economic Sanctions Act. See Sections 9 and 10.

Correspondence

All correspondence and communications should be directed to:

Battle Creek Public Schools
Attn: Josh Bowman
269.660.5810
jbowman@battle-creek.k12.mi.us

Evaluation Process

The evaluation of the RFP will include, but will not be limited to, the following criteria, in no particular order:

- Previous experience
- Cost
- Quality of proposal
- Technology capability and experience

Note: the BCPS reserves the right to reject any/all proposals if incomplete or for any other reason.

Firm Name _____

Firm Address _____

Signature _____

Printed Name and Title _____

Date _____

Attachments:

1. Floor Plans
2. Evaluation Documentation
3. Bid Breakdown Bid Form