



Request for Proposals (RFP)

Hjemkomst Center Security Cameras

Submittals Due:
February 28, 2025

CITY OF MOORHEAD
REQUEST FOR PROPOSALS
(RFP)

Hjemkomst Center Security Cameras

PROJECT DESCRIPTION: The City of Moorhead, Minnesota (the “City”) requests proposals for the acquisition and implementation of security cameras for monitoring and recording designated areas of the Hjemkomst Center. The City requires an easy-to-use, high-definition, reliable system that is available twenty-four (24) hours a day both on-site and remotely, including mobile device access. Proposals shall include hardware, software, implementation, staff training, maintenance, support, and any recurring fees (subscription) for the selected system.

Proposals must be submitted by **Feb 28, 2025 at 4:00 pm CDT** to:

Corey Delorme, IT Director
corey.delorme@moorheadmn.gov

Contact information:

Corey Delorme, IT Director
corey.delorme@moorheadmn.gov
(218) 299-5321

Proposals must be submitted no later than the date and time noted above. Proposals submitted after the deadline may be rejected and not considered. All proposals must be submitted electronically to the contact provided above. Hard copies will not be accepted.

The City reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal that is in the City’s best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all proposals.

The criteria set forth in this RFP will be considered to evaluate which proposal is in the best interest of the City. Proposals will be reviewed by an evaluation committee. Interviews in a question-and-answer format are required with the top two (2) bidders.

I. PROJECT BACKGROUND AND OBJECTIVE

The Hjemkomst Center is home to the Historical and Cultural Society of Clay County (the "HCSCC"), the Fargo Moorhead Community Theatre (the "FMCT"), the Moorhead Senior Center, and City offices. Recent incursions threaten the collections, exhibits, and personnel of the HCSCC, City staff, tenants, and their many visitors. The Hjemkomst Center is a valued community center. The City entered into a Professional Service Agreement with the HCSCC to interpret the City's assets – the Viking ship replica Hjemkomst that sailed to Norway in 1982 and the Hopperstad Stave Church replica outside on the north side of the building— in exchange for an in-kind donation of office, storage, and exhibit space and janitorial services. The HCSCC collects, preserves, interprets, and shares the history and culture of Clay County, MN, of which the City's history is an important part. The original Hjemkomst Center was built in 1986, partially with state funds to create a regional historical interpretation center, and the HCSCC programming fulfills that state mandate. In 1998, the City took over the building and added an auditorium, meeting rooms, a senior center, an additional exhibit gallery, and artifact storage. The HCSCC collections include twelve thousand (12,000) 3-D objects and five hundred (500) linear feet of archival materials. The collections are stored behind locked doors downstairs on the 3rd and 4th levels. The FMCT occupies the 2nd floor (down one level from the ground-level 1st floor) and the Viking ship and Hopperstad Stave Church replicas, gift shop, and admissions are on the 1st floor (ground level).

The HCSCC gets approximately thirty thousand (30,000) visitors a year. Another forty thousand (40,000) community members are served through the FMCT. The Moorhead Senior Center serves over eleven thousand (11,000) senior citizens annually. Various City-hosted meetings, including all City Council meetings, take place at the Hjemkomst Center while Moorhead's downtown and City Hall undergo renovations. The Hjemkomst Center also hosts the annual Frostival, Celtic Festival, Moorhead Juneteenth, Scandinavian Hjemkomst Festival, and Pangea-Cultivate Our Cultures Festival, all large community events that draw thousands of visitors. The building is used actively all day and some evenings. Two entrances must be left open during the day for easy access for the public: the east and the main southeast doors. In the evenings and on weekends, the east senior entrance is locked. The southwest door, frequently used by the FMCT staff and cast members, is locked when not in use. The front (main southeast) door remains unlocked with minimal City and museum staff observation throughout the day. The HCSCC pays to have an extra staff person on duty at the front door on weekends and Tuesday nights when the museum is open from 5:00 to 8:00 pm.

An easy-to-use, high-definition, reliable system throughout the interior and exterior will allow staff and law enforcement to ensure the safety of the public and the historical artifacts at the Hjemkomst Center. Cameras will be installed strategically to cover as much building space as possible inside and outside. Access to live action and recorded footage will be available on both City and HCSCC staff phones for easy monitoring. Signage and public announcements will alert visitors that they are being recorded on a camera system, and this knowledge may act as a deterrent in many cases. The footage will make it possible for staff and law enforcement to pinpoint the location and identify an intruder in the case of prosecution.

II. REQUEST FOR PROPOSAL PROCESS

- a. Proposals will be handled by the City contact listed above. Proposals, modifications, or corrections received after the proposal due date will be considered late and will be considered at the City's discretion.
- b. If only one (1) proposal is received in response to the RFP, the City will re-solicit for the purpose of obtaining additional proposals.

- c. Questions and Answers

Vendors may ask clarifications of this RFP by submitting written questions to the IT Director identified above. Questions regarding this RFP must be submitted no later than Feb 14, 2025. The City reserves the right to decline a response to any question if, in the City's discretion, the information cannot be obtained and shared with all potential Vendor's in a timely manner.

- d. Evaluation Process

Proposals will be reviewed and screened based on the requirements outlined in this RFP. Interviews in a question-and-answer format are required with the top two (2) bidders. The evaluation process shall be based solely on the evaluation factors listed below:

- Experience, References, and Qualifications
- Security Camera Coverage Map
- Implementation Plan and Timeline
- System Functionality Requests
- Costs

Proposals will be evaluated by a qualified committee. Selection committee member names will not be announced in advance. The committee will consider how well the vendor's proposed solution meets the needs of the City as described in the vendor's response to each requirement and will select the qualified vendor whose proposal is most advantageous to the City. Responses must be clear, concise, and complete so that the evaluation committee can adequately understand all aspects of the proposal.

This RFP provides general and technical information as well as the required format for responses. All required and appropriate information must be included in the proposal. No other source of information submitted, written, or verbal will be considered part of your proposal.

The City reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the

successful Vendor. The City reserves the right to award a contract to the Vendor that presents the proposal which best accomplishes the desired results.

The proposal does not commit the City to award a contract, to pay any costs incurred in the preparation of the contract in response to this RFP or to procure a contract for services.

e. Withdrawal of Proposal

Proposals may be withdrawn at any time before the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

f. Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for at least ninety (90) days following the submission deadline and will become part of the contract that is negotiated between the City and the awarded Vendor.

g. RFP Revisions

The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel, withdraw, or reissue the RFP at any time. The City reserves the right to request clarification on any information submitted in response to this RFP.

h. Data Practices

Data provided in response to this RFP will be subject to the Minnesota Government Data Practices Act and may be available to the public.

i. Equal Opportunity Compliance

The City is an equal-opportunity employer and requires all Vendors to comply with policies and regulations concerning equal opportunity.

j. Other Compliance Requirements

In addition to nondiscrimination and affirmative action compliance requirements, the Vendor awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances related to the execution of the work. This requirement includes, but is not limited to, protection of public and employee health and safety; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects. The selected Vendor shall also adhere to prevailing wages and the Davis Bacon Act of 1931, including certified weekly wage reports 29 CR 5.5(a)(3)(ii)(A), with Statement of Compliance 29 CFR 5.5(a)(3)(ii)(B). An example of the payroll form is located at: [Instructions](#)

[For Completing Payroll Form, WH-347 | U.S. Department of Labor.](#)

k. Compensation

No payment of any kind will be provided to the submitting Vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

l. Commitments

All proposals should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected Vendor's proposal may, at the City's option, be made part of the final purchase contract and all representations in the Vendor's proposal may be considered commitments to supply the system as described.

m. Selection Process and Contract Award

All proposals will be reviewed and screened based upon the requirements outlined in this request. Interviews in a question-and-answer format are required with the top two (2) bidders.

It is the intention of the City to negotiate and enter a contract with the Vendor whose proposal is deemed to be the best fit and in the best interest of the City; however, the City does not guarantee to award based on this RFP. The City reserves the right to reject or cancel all proposals. Proposals lacking the required information will not be considered. The contract will be signed by the City Manager.

The selection process will proceed on the following schedule (dates may be subject to change):

- Feb 14, 2025 – RFP Questions Due
- Feb 28, 2025 – Proposals Due
- Mar 3, 2025 – Staff proposal review complete
- Mar 4, 2025 – Notification of selection for interviews
- Mar 10-14, 2025 – Interviews
- Mar 28, 2025 – Contract negotiations complete
- Mar 31, 2025 – Contract to City Manager for approval

A list of specific questions will be provided to each Vendor invited to participate in an interview. This list of questions developed for each Vendor will be based on the evaluation committee's review of the written proposal and will be specific to that Vendor.

The Vendor selected will be expected to enter a contract with the City. If the selected Vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the City may elect to cancel the award and negotiate a contract to the next-highest-

ranked Vendor.

The selected Vendor will be expected to meet the City's insurance and bonding requirements, as may be applicable and enumerated in the proposed contract. Any required insurance policy must list the City, its officials, and representatives, as an additional insured.

No costs chargeable to the proposed contract may be incurred before the Vendor has received a fully executed contract.

III. CONTENT OF PROPOSAL

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Vendor seeking to provide services specified herein for the City, in conformity with the requirements of this RFP. The proposal should demonstrate the qualifications of the Vendor and its staff to undertake the project. Proposals should include the major elements and information outlined below. Information requirements should be considered the minimum necessary to support the proposal. Additional detail may be provided.

a. Contact Information

- Name, telephone number, email address, mailing address, and other contact information for the Vendor

b. Experience, References, and Qualifications

- A brief summary of the vendor's expertise, experience, and qualifications
- Name and roles of team members who will be involved in implementation
- At least two (2) and no more than three (3) references from cities and/or applicable private companies
- Summary of all litigation actions within the States of Minnesota and North Dakota involving the Vendor within the last five (5) years or an affirmative statement of no litigation actions

c. Security Camera Coverage Map

- A detailed map illustrating the locations of each proposed camera
- A detailed map illustrating the coverage areas of each proposed camera

d. Implementation Plan and Timeline

- A detailed plan of proposed implementation (type of cameras, type of cable, type of recording device, etc.)
- A timeline for completion of the requested services, including a typical schedule for implementation
- Ability to provide a forty-five (45) day notice of project completion to allow for an inspection by the Minnesota Historical Society Grants Office
- Training plan for end users

e. System Functionality Requests

- High-definition quality
- Local and remote access
- Mobile device access
- Minimum thirty (30) days video retention on continuous recording
- User account permissions to restrict access by camera
- Access for City users to make system configurations and changes
- Event notifications via email and text messages
- Single Sign On
- Audit log of events
- Facial recognition

f. Costs

- Pricing by line item
- Identify one-time and recurring costs
- Identify hardware, software, labor, licensing, etc.