

**REQUEST
FOR
PROPOSAL**

Red Light Camera Enforcement System

February 2, 2010

1. INTRODUCTION

1.1 *Background*

Jefferson County, Missouri, ("County") is exploring the introduction of red light enforcement as a method of controlling red light violations. Red light violations are among the most common factors in fatalities, injuries and motor vehicle collisions in the U.S.

Conventional police patrol and monitoring has had little effect on reducing red light violations at many of our most dangerous intersections. Conventional patrolling can only handle one intersection and one violator at a time, thereby allowing others to go by undetected. Conventional enforcement also places the general public and the pursuing officer in potentially dangerous situations.

The County desires to solicit qualified proposals for the use and servicing of a red light camera system. This system should combine vehicle detection technology and digital imaging technology with a complete program for supplying, installing, and maintaining the cameras. The system should also include a back office violation processing service able to review images, access motor vehicle registration data, perform final quality control, print and mail notices, monitor disposition of notices, collect fines and provide adjudication support. This system should be accessible on the internet by any user with a personal computer, an Internet connection, a web browser and security authorization.

1.2 *Requests for Further Information*

Before RFP responses are due, Vendors may request further explanations for information.

Please address all requests in writing to:

Stephen Stoll
Director of Administration
PO Box 100
Hillsboro, Missouri 63050
636-797-5067 (fax)
sstoll@jeffcomo.org

1. The County may reject a request for further information without right of reply.
2. If the County provides additional information, other invited Vendors will also receive the information including the original question and the reasons advanced by the requester.

3. The County will not accept late proposals.
4. Those bidders not selected will be so notified.
5. Finalists may be asked to clarify points in their proposal in writing. If this should occur, pertinent instructions will be issued at that time.

1.2 *Response Submittal*

The County requires responses consisting of:

1. One original bound copy single sided.
2. Five (5) additional bound copies.
3. Please submit all copies in a sealed parcel clearly marked:

“RED LIGHT CAMERA ENFORCEMENT SYSTEM RFP”

Addressed to:

Jefferson County, Missouri
Attn: Wes Wagner, County Clerk
PO Box 100
Hillsboro, Missouri 63050
Marked: “Red Light Camera Enforcement System”

1.3 *RFP Evaluation*

The evaluation of proposals will be conducted in a time frame convenient to the County.

In the event that the County requires further information and/or a demonstration of any equipment or process offered in any proposal all vendors who have offered to supply similar equipment or processes will be notified of the nature of the request made of the specific vendor.

The County reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

The County will evaluate each proposal in light of the proposal’s conformance to this Request for Proposal.

2. RFP TERMS AND CONDITIONS

2.1 *Introduction*

All proposals must conform to the following terms and conditions.

2.2 *Scope of Project*

1. The project scope includes installation and maintenance of all equipment and provision of a turnkey violation notice processing system for the issuance and adjudication of red light running violations. Vendor must identify in its proposal whether it intends to outsource any turnkey violation notice processing functions including violation processing, accessing motor vehicle information via Nlets or any other approved method, and printing and mailing of violation notices. The initial contract term shall be five (5) years with the option to extend for two (2) additional five (5) year terms.
2. Payment by the County for the services will be made after the services have been performed and a billing statement is submitted in the form specified by the County. Payment shall be made on a monthly basis.
3. Any proposal may be withdrawn up until the date and time set above as the Deadline for submittal of RFPs. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the County the services described in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. The County shall not be responsible for any costs incurred by the bidder in preparing, submitting or presenting its response to the RFP.

2.3 *Confidentiality*

Vendors must treat all documents and information provided by the County including this RFP, as confidential. The County will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

2.4 *Public Statement*

No vendor shall make any public statement in relation to this RFP without prior written consent from the County.

2.5 *General Conditions*

The following general conditions apply:

1. The County may not necessarily accept the lowest cost proposal, but will strive to select the best and most responsive proposal.
2. The County may cancel this RFP or amend its contents at any time prior to acceptance of a proposal.
3. If no proposal is acceptable, then the County may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
4. The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by County.

2.6 *Anti-Lobbying Provision*

Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with County Council Members or other County officials between the date that the request is sent out and the date a contract resulting here from is awarded by the County Council. Such behavior may be immediate cause for rejection of the Vendor's proposal.

2.7 *Billing*

Vendor will coordinate with the Department of the Auditor and the Jefferson County Municipal Court to set up billing and accounting procedures acceptable to the County Including lockbox payment, procedures, and requirements.

2.8 *Insurance*

The Vendor shall maintain and keep in force such comprehensive general liability insurance as shall protect them from claims which may arise from operations under any contract entered into with County, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

County shall be named as additional insured on the Vendor's General Liability Policy.

The Vendor shall maintain and keep in force of this such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

Vendor shall at all times comply with all federal, state and local laws, ordinances and regulations and shall defend, indemnify and save harmless the County against any

claims arising from the violation of any such laws, ordinances and regulations including but not limited to challenges as to the legality of red light camera enforcement systems.

2.9 *Warranty*

Vendor will warrant and maintain all equipment provided to County throughout the duration of the contract.

3. PROPOSAL RESPONSE SECTION

Interested Vendors shall submit a proposal responding to items 1 through 7, below. Identify each response with the appropriate letter/numerical designation and respond to all items in the order given.

Proposal Format

Proposals must contain the following outline:

1. Executive Summary / Why Vendor is most qualified for this project
2. Organization Information / Qualifications & Experience
3. Red Light Camera System
4. Violation Processing System
5. Maintenance, Operations, and Public Awareness
6. Project Approach
7. Cost Proposal (to be included in a separate package)
8. Additional Information

3.1 *Specification Response Requirements*

3.1.1 Organization Information / Qualifications & Experience

Respond to these specifications and questions in Section 2.

1. Vendor must provide a list of any personnel & subcontractors who will be utilized to meet the terms of the proposal.
2. Describe Vendor's history in the red light camera industry.
3. Describe how the Vendors experience will benefit the County in terms of program success, risk mitigation, and fiscal responsibility.
4. Provide three references on the company's photo enforcement expertise.
5. Provide list of Missouri clients, including contact information, and number of camera systems for each.
6. Please indicate if any of Vendor's contracts have been terminated or shut down during the past three years. If so, provide the reason.

7. Please provide a general description of the firm's financial condition and identify any conditions that may impede firm's ability to complete or continue the project.
8. Please indicate whether the Vendor is currently or has been involved in any litigation in the State of Missouri regarding its system.

3.1.2 Red Light Camera System

Respond to these specifications and questions in Section 3.

1. Explain why the Vendor's red light camera technology is the best solution for the County.
 - a. Does it detect more actual violations?
 - b. Does it capture clearer images?
 - c. Does it convert more actual violations into usable / enforceable images?
 - d. Is it capable of providing an image of the driver of the vehicle?
2. Provide a list, with photos and dimensions of all major equipment (cameras, flash or lighting units, cabinets [including generally what the cabinets contain], that will be installed and capable of capturing up to six lanes.
3. Use of a high quality digital camera system is required. Vendor must detail the image quality specifications and provide real sets of violation image examples captured in daytime, nighttime, during inclement weather, and during times where sunlight is pointing in the direction of the camera.
4. The equipment should be capable of gathering traffic data for statistical analysis.
5. The equipment should be capable of deployment in a wide range of operating conditions; (e.g. heavy traffic volumes, adverse weather conditions, road surface configurations etc.) and across up to six moving lanes of traffic.
6. The equipment should provide a physical but optically isolated connection to the red phase signal to assure accurate red phase detection.
7. Suitability for nighttime operation is a high priority. Systems must have a brief flash system beyond relying on incandescent flood lights, IR light or ambient light at the intersection.
8. Explain how the image and violation data is secured and transmitted to the processing center.

9. Explain how the proposed camera unit produces an image set which contains the following data:
 - a. Scene of location where violation occurred
 - b. Motor vehicle during violation
 - c. Display of rear license plate of vehicle
 - d. The day, month and year of the violation
 - e. The time of the violation in hours, minutes and seconds
 - f. The amount of time that has passed since the light turned red
 - g. Location of violation
 - h. Frame sequence number
 - i. Imprint all the information along the bottom or top edge of the image—such data shall not obstruct the violation image
 - j. Color images are required
 - k. Please also indicate whether the proposed system has the capability of displaying a photograph of the driver of the vehicle
10. Explain how the proposed system can compensate for the effects of license plate covers.
11. Explain how the proposed system can compensate for the effects of reflective material on license plates.
12. The Vendor must provide a video component in conjunction with the digital red light camera systems. The video system must attach a verification video segment to each red light violation, and each day's full 24 hours of video shall be available for the County to view upon request.
13. Explain the vehicle detection methods that can be used by the proposed system, including the benefits and limitations of each.
14. The system must provide scene images capturing the vehicle prior to the legal stop line and proceeding beyond the legal stop line, a license plate image. Please also indicate whether the proposed system has the capability of displaying a photograph of the vehicle operator. For violation notices, the

images must be taken so that the rear of the vehicle and license plate are captured, and the operator of the vehicle is captured.

15. Is capable of producing at least the following recorded images that show: (1) the traffic signal while it is emitting a steady red signal; (2) the offending vehicle; (3) the license plate of the offending vehicle. All of these elements are required from the same camera system and from a single central processor. Please also indicate whether the proposed system has the capability of displaying a photograph of the vehicle operator and whether this photograph is from the same camera system and from a central processor.
16. Red light camera enclosures must be tamperproof.
17. Red light camera enclosures must be as small as possible and use as little power as possible. State the size of the red light camera system enclosure and the normal power draw of the system.
18. Red light camera enclosures must be designed in such a fashion that maintenance, and other operations can be accomplished easily and quickly without creating a public safety hazard. Explain typical maintenance procedures.
19. Vendor shall state installation and construction times for this generic intersection.
20. The Vendor's system shall be able to simultaneously monitor traffic in up to six lanes.
21. Explain how your system prevents capturing large numbers of false-triggers.
22. Explain how your system captures illegal right turn on red movements.
23. Vendor shall provide its estimate for the percentage of violations that will actually be issued as notices. Provide your assumptions.
24. The County requires systems with high prosecutable image capture rates. Vendor shall provide a detailed breakdown showing its proposed system's prosecutable image capture rate based on the last six months of operation. The prosecutable image capture rate must be from a program that is currently operational that captures the operator of the vehicle, and the Vendor must provide a reference for that city or county.

3.2 Violation Processing Solution

Respond to these specifications and questions in Section 4.

1. Explain why the Vendor's violation processing system is better for the County. The County may reject proposals from vendors that outsource any portion of their processing including and not limited to motor vehicle or Nlets look-ups, and printing and mailing of citations. Preference may be given to Vendors that maintain a secure chain of custody and perform 100% of processing services in-house. Please identify if any portion of your processing system is outsourced to another vendor:
2. Does it allow the County a detailed view into all of the information related to the program?
3. Does it have reporting capabilities available to County staff users?
4. Does it utilize web-based processing?
5. Does it enable the County to access specific case information, such as payments, correspondence, images, notices and other information for customer service purposes?
6. Does it enable scheduling and conduct of hearings?
7. How does the proposed system allow the Vendor and the County to track violations that have been captured and reconcile each violation (issued or non-issued) from capture through disposition.
8. Vendor shall provide all required notice processing supplies including paper, envelopes, postage, toner, and any and all notice printing supplies.
9. Vendor shall be responsible for processing of images, printing images, and mailing violation notices.
10. Each citation shall include the following clear images: the vehicle behind the violation line with the red light on; the vehicle in the intersection completing the violation; the license plate image. Please indicate whether system is capable of producing a clear image of the vehicle operator.
11. Vendor shall provide a website accessible through a secure VPN connection from which an authorized County designee can access:
 - a. Enforceable violation events that are pre-reviewed and submitted for final approval (charging) by the County.
 - b. Violation image and history data for any open violation.
 - c. Designated reports as defined in the contract.
 - d. The hearing schedule and evidence package print function.

12. Vendor will prepare one notice letter for all chargeable violations and will mail notice letters to vehicle owners. A second notice will be issued for any violations that remain unpaid as of their due date.
13. Violations for which registered owner data is available shall normally be issued within 7 business days of the violation event date.
14. After expiration of the second notice due date, Vendor may pursue collections on unpaid notices. Explain collections approach.
15. Describe vendor's approach to accessing motor vehicle registration data from the State and for out of State licenses.

3.2.1.1 Statistical Analysis and Reporting Systems

16. Systems with the capacity to produce statistical analysis of camera operations will be preferred; including, at minimum, hours of use per camera by operational site, results achieved by each camera by site, offenses recorded by site
17. Preference will be given to systems, which can analyze results obtained from each camera location to show the prosecutable image rate (e.g. the number of notices issued compared to the number of violations captured.)
18. Vendor will provide County with a monthly activity report within ten (10) days following the end of the month.
19. The monthly report shall indicate the following:
 - a. The number of events detected, citations issued and prosecutable image rate by location and in total.
 - b. The total number of violations which occurred and percentage of total vehicle traffic by lane.
 - c. The total number and percentage of rejected images by reason.

3.2.1.2 Image Transmission Security and Data Storage

20. Vendor must provide for image and data security that shall prevent unauthorized persons from accessing the camera images and databases and tampering with images (explain methodology).
21. The vendor must store all enforceable images produced by cameras until 30 days after final disposition.

3.2.1.3 Hearing Scheduling

22. Vendor shall provide hearing scheduling service for people who dispute notices. This shall include call center services to take calls during normal business hours. A schedule shall be provided to the County's designee each week for hearings scheduled that week. Evidence packages shall be provided with the schedule.
23. The evidence package shall consist of:
 - a. all issued and disputed notices to the party
 - b. a violation history report
 - c. a correspondence file
 - d. a payment history
24. Vendor will maintain a proper chain of evidence, which meets the needs of County and the Court function.
25. Vendor will provide a qualified expert witness who is knowledgeable on the theory, operation and functional capabilities of the red light camera unit until judicial notice has been established.

3.3 Maintenance, Operations, and Public Awareness

Respond to these specifications and questions in Section 5.

3.3.1 Maintenance, Support and Training

1. All maintenance of camera, video, sensors, computer and related equipment shall be the responsibility of vendor.
2. Vendor shall guarantee to repair or replace any inoperable equipment within 72 hours of detection by the vendor or notification by County.
3. In order to provide prompt service to the County, the County prefers that the Vendor have service technicians in Missouri.
4. Describe the proposed standard process for how often the cameras systems will be visited for maintenance and inspection. Elaborate on what is performed during a maintenance and inspection visit.
5. The Vendor must provide ongoing training support for their product.
6. Provision of hands-on training as necessary.

7. Vendor shall furnish training materials.

3.4 Project Approach

Respond to these specifications and questions in Section 6.

3.4.1 Project Management and Implementation Plan

1. Describe the Project Management Approach and how it will ensure a successful project for the County.
2. Present the skills and qualifications of the Project manager candidate and the team surrounding that candidate.
3. Present the proposed timeline that will allow the program to become operational within 90 days of contract execution.
4. Provide a milestone project schedule for design, construction and implementation.
5. Describe the extent of the County's staff involvement in the project. Provide a list of activities required by the County.

3.4.2 Public Awareness Program

6. Vendor will provide assistance with the content and design of a public education program.
7. Vendor will support the County by training staff on how to present the vendor's systems at public seminars or presentations. The vendor will provide staff for public forums if necessary.

4. PRICE PROPOSAL

The price proposal should be based on the implementation of at least 6 intersection approaches for a term of 5 years with the option to extend the contract for up to 2 five year terms. For comparative purposes, it should be based on the Scope of Services indicated below. Please submit one pricing proposal for a system that includes a photograph of the vehicle operator, and one proposal that does not include a photograph of the vehicle operator.

To provide the maximum flexibility to the County, please provide prices for the following pricing that will ensure County will only be required to pay vendor from revenues generated by the program:

1. Fee per paid citation

2. Flat monthly fee per intersection approach
3. Equipment purchase plus flat monthly fee per intersection approach

For pricing option 1, vendor shall indicate the maximum amount the County can be charged if a violation is rejected.

Vendor must demonstrate how pricing options 1 and 2 above will ensure County will only be required to pay vendor from revenues generated by the program.

4.1 Scope of Work for Pricing Comparison

1. Vendor shall provide a project manager for the project as the single point of contact for the County.
2. Vendor shall provide intersection design and installation plans for review and approval by the County/State Traffic Engineering Department and Permitting Department.
3. Vendor shall install and maintain installed cameras.
4. Vendor shall be responsible for data collection from the camera site (to include manual collection or provision of connectivity to each camera site for data download purposes.)
5. Vendor shall provide all red light camera technologies required to monitor and capture up to 6 lanes simultaneously per intersection approach, including up to 3 signal phases.
6. Vendor shall be responsible for loading, optimizing, and license plate data entry processing of images (final review to be processed by authorized city personnel).
7. Vendor will prepare one notice letter for all chargeable violations and will mail notice letters to vehicle owners. The vendor shall include a return envelope for payments.
8. A second and final notice will be issued for any violations that remain unpaid after their due date. The vendor shall include a return envelope for payments.
9. Violations for which registered owner data is available shall be issued within the legally required number of days of the violation event date.
10. Vendor shall provide all required notice processing supplies including paper, envelopes, postage, toner, and any and all notice printing supplies.

11. Notices shall include one set of violation images that include a license plate image and an image of the vehicle operator.
12. For each hearing, an evidence package shall be produced to consist of :
 - a. all issued and disputed notices to the party
 - b. a violation history report
 - c. a correspondence file
13. Vendor will provide, at vendor's cost, when required for Court testimony, a qualified expert witness who is knowledgeable on the theory, operation and functional capabilities of the red light camera unit.
14. Aside from County access to the reporting function, Vendor shall provide monthly reports that shall indicate the following type of information in a format convenient to the Vendor but acceptable to the County:
 - a. The total number of events detected, citations issued and prosecutable image rate by location and in total. The definition of Prosecutable Image Rate (PIR) shall be the sum of all violation events recorded divided into the number of violation events presented to the Police for final review and approval.
 - b. The total number of violations which occurred and percentage of total vehicle traffic by lane.
 - c. The total number and percentage of rejected images by reason. Divided into controllable and uncontrollable reasons. The sum of all events shall include all of the exceptions listed below including controllable and uncontrollable events:
 - i. Vendor Controllable Exceptions such as (but not limited to):
 1. False camera trigger events
 2. Improperly lit or dark images
 3. Washed out plates / reflective sheeting
 4. Plates with plate blockers
 5. Unfocused / unreadable plate images
 6. Vehicles out of position in the first or second image

7. Images with unmatched violation event data

8. Improper red time delay

9. Green light in second image

10. Too old to issue notice (legal time expiration)

11. Wrong plate entered

12. Red light not visible in frame

ii. Uncontrollable Rejections (outside the Vendor's control)

1. Missing plate

2. Obstructed plate

3. Paper / Dealer plate

4. Unenforceable plate – police / diplomat / emergency vehicle

5. Funeral procession or other wave through

6. No DMV Record found

Optional Services to be priced separately

15. Notice payment processing services

a. Lockbox

b. Online e-payments for credit cards / ach

c. Phone-based IVR payments for credit cards / ach

16. Hearing scheduling services for people who desire to dispute notices. This shall include receiving disputes by mail or at the vendor operated call center.

17. Out of State DMV data access services.

18. 3rd Party Collections Services for collections of delinquent accounts.

5. Miscellaneous Requirements

5.1 Indemnification

1. Vendor shall at all times comply with all federal, state and local laws, ordinances and regulations and shall defend, indemnify and save harmless the County against any claims arising from the violation of any such laws, ordinances and regulations including but not limited to challenges as to the legality of red light camera enforcement systems.

5.2 Federal Employment Authorization

1. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

5.3. Prevailing Wage.

1. Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications.

6. Additional Information

Provide any additional information, including promotional material, that highlights experience or expertise, which is relevant and directly applicable to this RFP.