



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by LDMM Date 4/10/08  
General Manager

DATE: April 9, 2008  
TO: General Manager  
FROM: Information Systems Manager  
SUBJECT: Phase II of District Site Camera System

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**RECOMMENDATION:** That the Board authorize District staff to (1) Implement Phase II of the District Site Security Camera System with a project cost of \$125,000 over the next two years; and (2) Execute an agreement with Advanced Integration Security (Advanced) of San Jose, CA, to provide camera system design, engineering and system configuration services for an amount not to exceed \$28,500, per attached scope of work. Funds for this work have been included in the Miscellaneous Equipment portion of the Fiscal Year 2007/2008 budget.

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### DISCUSSION

As part of the construction of the District's scale house in 1993 and the Materials Recovery Facility (MRF) in 1996, closed circuit cameras were installed. These cameras allowed staff and visitors to see various parts of the scales and MRF operations, and visually inspect loads on the scales. A video tape recording capability was also installed with the camera system.

In January 2007, the Board authorized staff to upgrade these camera systems and take advantage of current digital video recording technology. The Board authorized the upgrade in two phases: Phase I to address the cameras for the scale area and Phase II to cover the remainder of the site. The first phase has been completed. Originally budgeted for \$40,000, staff elected to install the system in-house and completed the project for \$35,000 including \$5,000 for the additional scale system interface module. The camera system installed was the only system that integrates with our new scale software.

Budget restrictions have delayed the continuation of the project. Staff recommends that for safety and security reasons it is important to proceed with the installation of a site-wide camera system.

A site-wide video system will have approximately 60 cameras. All areas of the site will be covered including complete coverage of the MRF tip floor, wood yard, and Last Chance Mercantile cashiers. Specialty camera locations will also be installed. An example of this is having a camera placed at the top of the MRF residue discharge chute with a monitor at the sort room control panel. The images will be centrally stored on a network server and accessible from any user with security access. Staff will also have offsite access to the video images from any computer over the internet.

Staff has looked at several types of systems and recommends using a Vicon system. Vicon is a major nationwide provider of digital video systems and has a competitive GSA price schedule. Their systems have been installed in locations ranging from the 400 blocks making up Midtown in Atlanta, to a campus-wide installation at the University of Nebraska-Lincoln. Our existing video system from 1993 is Vicon and we have had good experience with the product line. A Vicon system will also provide the option to integrate future security improvements such as linking video with door access controls and alerts being triggered when motion is detection in certain locations after hours.

To design, engineer and configure the system, staff recommends hiring Advanced Integration Security (Advanced). Advanced provides security and safety solutions to businesses and is Vicon certified. Based in New York, they have a local office in San Jose, CA, and have two other large projects pending in Monterey County.


Monterey County Public Works is in the process of implementing an extensive security system at the new parking structure on West Alisal Street in Salinas. They will be installing a Vicon video system and using it as a hub to attach future cameras on the county computer network. Advanced is providing the design and engineering work as well as the system configuration. Advanced will also be implementing a pilot project for campus-wide coverage at CSUMB.

Total project costs are expected to be \$125,000 and are as follows:

| <b>Work</b>   | <b>Cost</b>      |
|---|------------------|
| Design/Engineering (Advanced)                       | \$16,000         |
| Equipment (Purchased under GSA/CMAS schedules)      | \$70,000         |
| Wiring/Install (Bid)                                | \$19,000         |
| Configuration Part 1 (MRF and LCM - Advanced)       | \$12,500         |
| Configuration Part 2 (Remainder of Site - Advanced) | \$7,500          |
| <b>TOTAL</b>  | <b>\$125,000</b> |

Staff is requesting the Board to approve the Design/Engineering (\$16,000) and the Configuration Part I (\$12,500) work by Advanced for a total of \$28,500. Future work will be brought to the Board for approval within the next six months.

For budget considerations, the installation can be completed over two or three years. District staff could perform the installation of some of the smaller work items in the future.

  
Don Prescott



Advanced Integration Security  
307 West 38<sup>th</sup> Street, Suite 907  
New York, NY 10018  
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[www.advancedintegrationsecurity.com](http://www.advancedintegrationsecurity.com)

April 6, 2008

Don Prescott  
Monterey Regional Waste Management District (MRWMD)  
PO Box 1670  
14201 Del Monte Boulevard  
Marina, CA 93933  
(831) 384-5313

SCOPE OF WORK: Security Design Services  
*Monterey Regional Waste Management District Facilities*

Dear Mr. Prescott:

Per your request please find a proposal to design a Video Surveillance System for your facilities.

Insurance: Commercial General Liability \$1MM/\$6MM/\$1MM, Workers Compensation, Disability, Errors and Omissions

Should there be anything else I can provide please do not hesitate to contact me via email or on my mobile.

Best Regards,

Duane Pinkney  
Principal

San Jose Office:  
4340 Stevens Creek Boulevard, Suite 183  
San Jose, CA 95129

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**SCOPE OF WORK: Security Design Services**  
*Monterey Regional Waste Management District Facilities*

**Section 1 - Basic Services**

**1.1 INITIAL CONCEPT DESIGN PHASE**

- 1.1.1 Comprehensive site inspection.
- 1.1.2 Assessment of threat/risk.
- 1.1.3 Assessment of existing operational security measures.
- 1.1.4 Assessment of existing physical security measures.

**1.2 PRELIMINARY DESIGN PHASE (SCHEMATIC DESIGN)**

- 1.2.1 The Security Consultant will meet with MRWMD in order to understand the goals regarding Security. Security Consultant shall conduct a security design analysis to identify security vulnerabilities and security system performance requirements. Security Consultant shall prepare a schematic security plan based on the appropriate level of security as defined in the analysis. Security Consultant shall collaborate with MRWMD regarding placement of security equipment.
- 1.2.2 Meet and coordinate with MRWMD IT & Staff.
- 1.2.3 Review and evaluation of architectural drawings and available documentation.
- 1.2.4 Evaluate the effectiveness and appropriateness of the existing systems and applied procedures to achieve the security objectives.
- 1.2.5 Identify any significant shortfalls in the present security posture.
- 1.2.6 Comparative benchmarked standards.
- 1.2.7 Development recommendations to mitigate the vulnerabilities.
- 1.2.8 Prioritizing measures and recommending areas where expedited implementation is necessary.
- 1.2.9 Security Design will include a Phased Implementation Approach.
- 1.2.10 Security Design will include the development of policies/procedures necessary for the full implementation of the Plan.
- 1.2.11 Security Design will include provisions for recommended Service and Maintenance.

**1.3 DESIGN DEVELOPMENT PHASE**

- 1.3.1 Compile a Video Surveillance recommended equipment list and highlight other alternative systems for various key areas to include technologies to include Access Control, CCTV, Vehicle Gate Controls, Intrusion Detection, Alarms, and Lock/Key Systems, License Plate Recognition, and Security Booths.

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- 1.3.2 Solutions and equipment that are industry proven.
- 1.3.3 Recommendations may include basic systems with options for higher security elements.
- 1.3.4 The Security Consultant shall prepare Design Development Documents consisting of Security Plan Detail, Drawings and Draft Specifications setting forth general requirements for the Construction Phase.

**1.4 CONSTRUCTION DOCUMENT PHASE**

- 1.4.1 Development of criteria for System Installation based upon the above system design and MRWMD Requirements
- 1.4.2 Creation of a Security Plan set in CAD including equipment layout, IT infrastructure, equipment installation diagrams, typical wiring diagrams, and as needed to detail all aspects of the security system design and installation requirements for bidders.
- 1.4.3 Design and engineer of the electronic security systems and related system interfaces, develop and provide all related systems drawings, block diagrams, one-lines, and details required. Conduit, back-box, raceway, and power requirements for coordination with the project electrical designer for inclusion in the electrical drawing set. Also, preparation CD's, including written system installation/performance specifications. Specifications will indicate equipment type, HVAC requirements, electrical requirements, IT Infrastructure, and UPS requirements.

**1.5 DESIGN REVIEW**

- 1.5.1 Comprehensive review, Q&A of Construction Document with District team prior to Bid Solicitation
- 1.5.2 Review of Equipment Required, Wiring Bid Scope and District In-House Scope for project completion

**1.6 PRE-QUALIFICATION OF CONTRACTORS (BIDDERS)**

- 1.6.1 Structured Questions and Answers to/from Bidders for Wiring Bid
- 1.6.2 Analyze and evaluate bidder's submissions

**1.7 BID ADMINISTRATION & CONSTRUCTION CONTRACT AWARD**

- 1.7.1 Review to ensure a qualified vendor is selected
- 1.7.2 Review and approval of vendor & vendor proposal

**1.8 CONSTRUCTION ADMINISTRATION PHASE**

- 1.8.1 Onsite Project Commencement meeting
- 1.8.2 Coordination between trades for Security Scope
- 1.8.3 Onsite and Conference Call Coordination Project Management Meeting

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- 1.8.4 Revision of CAD Security Plans as needed
- 1.8.5 Response to Request For Clarification for Wiring Bid
- 1.8.6 Onsite Installation Delivery & Acceptance Survey and Written Verification
- 1.8.7 Documentation review of architectural drawings and available documentation
- 1.8.8 Physical System Head End Termination, Test, & Programming (Phase 1 only)
- 1.8.9 Test & Termination of Camera devices (Phase 1 only) for complete system operation
- 1.8.10 Onsite Coordination with Operational Staff
- 1.8.11 Education and Documentation of Ongoing System Requirements for maintenance
- 1.8.12 Training of District Staff (1-days onsite 2 x 3 hours sessions with 4-6 people each)
- 1.8.13 Consolidation of Equipment, Installation, Operational Documentation, Manuals, Procedures, Policies into a Complete System Documentation Guide
- 1.8.14 Onsite Final System Turnover

**1.9 RECORD DRAWING PHASE**

- 1.9.1 Review completed installation to define “as built” details
- 1.9.2 Security Plans CAD update for final “as built” documentation

**Section 2 - Fee Breakdown**

- 2.0 INITIAL CONCEPT DESIGN PHASE \$1,500
- 2.1 PRELIMINARY DESIGN PHASE (SCHEMATIC DESIGN) \$3,000
- 2.2 DESIGN DEVELOPMENT PHASE \$3,000
- 2.3 CONSTRUCTION DOCUMENT PHASE \$5,500
- 2.4 DESIGN REVIEW \$500
- 2.5 PRE-QUALIFICATION OF CONTRACTORS (BIDDERS) \$500
- 2.6 BID ADMINISTRATION & CONSTRUCTION CONTRACT AWARD \$500
- 2.7 CONSTRUCTION ADMINISTRATION PHASE \$12,500
- 2.8 RECORD DRAWING PHASE \$1,500

Total billings for the above noted scope not to exceed \$28,500

\*Scope excludes bidding document production and bidder administration including District specific bid documents

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