

City of Rolla, Missouri

# **Request for Qualifications**

## **Security Cameras & Access Control System**

RFQ Issuance: **2/20/2026**  
Questions Due: **3/06/2026**  
Qualifications Submission Due: **3/13/26**

**Contact:**

Darin Pryor  
Public Works Director  
City of Rolla, MO  
PO Box 979  
Rolla , MO 65402  
[dpryor@rollacity.gov](mailto:dpryor@rollacity.gov)

## **I. INTRODUCTION**

The City of Rolla invites qualified contractors to submit statements of qualification to provide and implement modern security and surveillance cameras and access control systems. This Request for Qualifications (RFQ) seeks to identify experienced firms with a demonstrated history of delivering reliable, secure, and scalable security infrastructure solutions in a municipal or similarly complex environment.

The selected firm will be responsible for installing surveillance and access control systems with a comprehensive, integrated solution. The new system must enhance video surveillance quality, and access control functionality, while enabling centralized monitoring and proactive incident response. The solution must also align with current operational requirements and be adaptable to future needs.

Proposal(s) will be selected from the firm(s) whose qualifications best meet the requirements of this RFQ and any attachments, demonstrate the best fit for the City's operational and security goals, and offer the most effective and sustainable solution. The successful Consultant will be required to enter into a Professional Services Agreement ("Agreement") with the City for a three-year term, with optional extensions at the City's discretion.

A detailed scope of services is included herein. Responding firms must clearly demonstrate the skills, technical expertise, and support capabilities that distinguish them from other prospective firms and make their proposal the best choice for the City.

## **II. CITY BACKGROUND**

The City provides an extensive array of services including police, fire, public works, parks and recreation, planning, wastewater collection/treatment, a cemetery, as well as all of the traditional internal management

support functions. Several of these operations function as enterprises within the City organization.

### **III. SCOPE OF SERVICES**

The City of Rolla is seeking a qualified Consultant to design, install, and support a modern, on premise based surveillance and access control system. The system must enhance security, improve operational efficiency, and comply with current cybersecurity and law enforcement standards.

#### **1. Video Surveillance System**

##### **a. Site Survey & Camera Placement Review**

Conduct a comprehensive site survey of the Police Department and City Hall to assess and confirm optimal camera placement, including entrances, lobbies, parking areas, corridors, and other high-traffic or sensitive zones.

##### **b. Equipment Supply**

Provide high-definition, security and surveillance cameras with audio capture capabilities where appropriate. Cameras must support secure remote access and be compatible with existing infrastructure where feasible.

##### **c. Installation & Integration**

Install security cameras at City Hall, Animal Shelter , and the Police Department as the budget allows.

##### **d. Secure and Reliable Storage & Compatibility**

Configure secure and reliable video storage. Ensure compatibility with existing infrastructure for effective management.

##### **e. Testing & Configuration**

Test and configure the system for real-time monitoring, recording, and export in standard formats. Ensure centralized monitoring capabilities and system reliability.

##### **f. Audio Capture**

Install audio recording in designated areas such as the lobby, main corridor, and external surveillance zones to support investigative needs.

## **2. Access Control System**

### **a. System Design**

Design a secure, on premise based access control system using RFID and smartphone technology.

### **b. Installation & Integration**

Install access control on approximately sixteen (16) doors at City Hall, three (3) doors at the Police Department, and three (3) doors at the Animal Shelter. Integrate access control with the security and surveillance system for synchronized monitoring and logging.

### **c. Smartphone Access**

Enable mobile access via smartphones to allow personnel entry without physical cards. Include functionality for temporary access provisioning for special assignments.

### **d. Access Logging & Security**

Implement encrypted logging of all access events, with detailed audit trails for sensitive areas. Ensure failover and redundancy for high availability and continuous operation.

### **e. Coordination with Public Works**

Collaborate with City staff for all cabling and electrical work related to access control and surveillance system installation.

## **3. Additional Features**

### **a. Identification Card Printer**

Provide and install a full-color ID card printer for internal badge creation. Badges must function as RFID access credentials for staff and volunteers.

### **b. Server Replacement and/or Decommissioning**

Upgrade and configure servers as needed. Safely decommission the existing physical server and migrate all relevant data and services to a secure cloud environment.

### **c. Redundancy and High Availability**

Implement system architecture that adheres to industry best practices for redundancy and high availability, ensuring continuous operation and minimal service disruption in the event of hardware or network failures.

### **c. Cybersecurity Compliance**

Ensure full compliance with applicable cybersecurity standards and implement safeguards to prevent unauthorized access to video and access control data.

#### 4. Deliverables

- Fully operational, on premise surveillance system with audio capabilities.
- Integrated access control system with RFID and smartphone access.
- Real-time access logging and centralized management .
- Identification card printer and badge system.
- Staff training on system use, administration, and troubleshooting.
- Complete documentation for system operations, maintenance, and support.
- Decommissioning and removal of legacy systems.

#### 5. Tentative Project Timeline

The project is expected to commence upon execution of the Professional Services Agreement and must be completed within a 1–6 month timeframe. The agreement will also include ongoing maintenance and support.

#### 6. Contractor Responsibilities

- Provide all required equipment, hardware, and software.
- Ensure proper installation, configuration, and testing of all systems.
- Deliver training for City personnel on system use and maintenance.
- Maintain clear communication with the City's project manager to minimize disruptions.
- Adhere to the project timeline and quality standards.
- Ensure compliance with all applicable local, state, and federal regulations.

## V. SUBMISSION REQUIREMENTS

All responses must be submitted to the City's designated project contact by the deadline listed on the RFQ cover page. Submittals must include the following components:

### 1. Cover Letter

A signed letter expressing interest in providing surveillance and access control services to the City of Rolla. The letter should summarize the firm's understanding of the project, its relevance to the firm's expertise, and why the firm is the best choice for this engagement.

### 2. Firm Background

Provide the full legal name of the firm, including the state of incorporation (if applicable), number of years in business, and areas of specialization. Identify principals or officers authorized to legally bind the firm. Include a brief history of the firm's experience with similar public sector security projects.

### 3. Statement of Qualifications

Describe the firm's qualifications and experience directly related to the scope of services outlined in this RFQ. Include:

- A description of the services the firm proposes to provide.
- Experience with municipal or law enforcement facilities.
- Familiarity with on premise surveillance and access control.
- Any unique qualifications or technologies that distinguish the firm from competitors.
- Clearly identify the lead project manager and key personnel who will be assigned to the project. Include resumes and roles for each team member, including any subconsultants. Describe the availability and commitment of the proposed team, including response times, communication practices, and flexibility in scheduling.

### 4. Work Plan

Provide a detailed narrative of how the firm will approach the project, including:

- Site survey methodology.
- Design and implementation strategy for both surveillance and access control systems.
- Integration with existing systems .
- Timeline and milestones aligned with the required completion date.
- Strategies for minimizing operational disruptions and ensuring high availability (e.g., failover, redundancy).

## 5. References

Provide a minimum of three (3) references from public agencies or similar clients for whom the firm has provided comparable services within the last three (3) years. Include:

- Project description
- Client name and agency
- Contact person, phone number, and email
- Dates of service

## 6. Conflict of Interest Disclosure

Disclose any current or past contracts with the City of Rolla. Include:

- Contact names
- Description and dates of services
- Any known or potential conflicts of interest with current or former clients
- Any political contributions made to City Council members within the past three (3) years
- A statement of the firm's policy for identifying and managing conflicts of interest

## 7. Insurance

Provide a certificate of insurance or a summary of current coverage, including general liability, professional liability, and cybersecurity insurance, if applicable, in accordance with the standard City's contract.

## 8. Legal and Regulatory Disclosures

Disclose any of the following within the past ten (10) years:

- Criminal indictments or convictions involving the firm or its principals
- Civil judgments, malpractice claims, or disciplinary actions
- Pending legal actions or investigations
- Any settlements or judgments related to professional misconduct or violations of law

## 9. Cost Proposal

Although this RFQ is primarily focused on qualifications, firms must include a preliminary cost structure for informational purposes. This may include:

- Any applicable cooperative purchasing agreements, such as NASPO, HGACBUY, Sourcwell, or similar, that relate to the proposed products and services and may be leveraged for this project.
- Hourly rates for project team members
- Rates for specialized services (e.g., cybersecurity, integration)
- Any services routinely provided at no additional cost
- Estimated range of monthly or total project costs
- Note: Final pricing may be requested during the RFP or contract negotiation phase.

## VI. EVALUATION CRITERIA

All submitted Statements of Qualifications will be evaluated by a City review panel based on the following criteria. The City reserves the right to request additional information or clarification from any respondent during the evaluation process.

Criteria	Description	Maximum Points
1. Firm Qualifications and Experience	Demonstrated experience in designing and implementing cloud-based surveillance and access control systems for public sector or law enforcement facilities. Includes relevant project history and references.	25
2. Technical Approach and Understanding of Scope	Clarity, completeness, and feasibility of the proposed approach to meeting the City's technical and operational requirements, including integration with Azure AD, Genetec, and failover/redundancy strategies.	25
3. Key Personnel and Team Structure	Qualifications and experience of proposed team members, including project manager and technical staff. Includes organizational structure and roles.	15
4. Innovation and Value-Added Features	Inclusion of desirable features such as smartphone access, future-proofing, and cybersecurity enhancements. Demonstrated ability to provide scalable and forward-looking solutions.	15
5. Project Management and Timeline	Ability to meet the project timeline, including a clear plan for coordination with City staff and Public Works. Includes proposed schedule and milestones.	10
6. Responsiveness and Quality of Submission	Overall quality, clarity, and organization of the proposal. Responsiveness to all RFQ requirements.	10

**Total Possible Points: 100**

## VII. SELECTION PROCESS

The City may invite top-ranked firms for interviews or presentations as part of the final selection process. Final selection will be based on the best overall qualifications, fit with the City's needs, and the ability to deliver a secure, reliable, and integrated solution.

## VIII. SUBMITTAL INFORMATION & INSTRUCTIONS

### A. Tentative RFQ Schedule & Services Timeline

The following is a tentative schedule of the RFQ key dates. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections, and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFQ process.

Item	Due Date
RFQ Published	2/20/26
Deadline to Submit Questions	3/06/26
Site Survey	Week of 3-02-26
Answers to Questions Published	3/10/26
Deadline to Submit Qualifications	3/13/26
Evaluation & Selection of Qualified Vendors	Week of 3/16/26
Interviews with Qualified Vendors	Week of 3/23/26
Review and Finalization of Selected Proposal	4/06/26
Negotiation of Professional Services Contract	Week of 4/06/26
Council Approval	5/04/26

### B. Questions, Answers & Addendum to RFQ

All questions pertaining to this RFQ should be submitted directly to the Public Works Director, Darin Pryor, at [dpryor@rollacity.gov](mailto:dpryor@rollacity.gov) until 3/06/2026, at 5:00 PM CST. Responses to all questions submitted will be posted on the City's Bids and RFPs webpage at the address below on 3/10/2026. Changes to the RFQ itself shall only be made by the City via a formal written addendum and shall become a part of the RFQ document.

[https://rollacity.gov/how\\_do\\_i/bids\\_rfps.php](https://rollacity.gov/how_do_i/bids_rfps.php)

### C. Submittal Process

Qualifications are due to the Public Works Director Darin Pryor on 3/13/2026, by 5:00 PM CST. Qualifications will only be accepted in Portable Document Format (PDF). No exceptions to this requirement will be considered. Qualifications submitted by any other method, such as hard copy or by mail, will be disqualified. Failure to submit the required documents by the deadline shall

result in disqualification for consideration. Qualifications may be submitted at any time prior to the RFQ submittal deadline.

## **IX. TERMS & CONDITIONS**

- The City of Rolla reserves the right to accept or reject any or all submittals, waive any informalities or irregularities, and modify or cancel this RFQ in part or in its entirety at any time.
- The City reserves the right to request clarification, additional information, or supplemental materials from any respondent during the evaluation or selection process.
- All responses become the property of the City of Rolla and are subject to disclosure under Missouri Sunshine Laws.
- Any costs incurred by respondents in preparing or submitting a response to this RFQ, including interviews, presentations, or contract negotiations, shall be borne solely by the respondent.
- Submittal of qualifications does not obligate the City to award a contract, nor will any respondent be entitled to claim any compensation for participation.
- The City makes no guarantees regarding the amount of work or value of services to be awarded as a result of this RFQ. Award of a contract does not guarantee any minimum volume of services or exclusivity.
- Selection will be based on demonstrated competence and professional qualifications. Cost may be considered during contract negotiations, but it shall not be the sole or primary factor in the selection process.
- The City reserves the right to disqualify any respondent that is debarred, in litigation with the City, or has previously failed to perform under a contract with the City.
- The contract will be awarded for an initial period of three (3) years with two additional one-year periods unless terminated by either party. Annual reviews by the City staff will be performed and feedback on performance provided..
- Submission of a response to this RFQ shall not create any legal or contractual rights for the respondent. Only execution of a formal agreement approved by the City Council shall bind the City.
- By submitting a response, the respondent certifies that its proposal is made without prior understanding, agreement, or connection with any other entity submitting a proposal for the same services, and that it is in all respects fair and without collusion or fraud.