

**Longwood Gardens
Public Safety CCTV System Expansion**

REQUEST FOR PROPOSAL
August 31, 2024

PROPOSALS DUE
October 1, 2024



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TABLE OF CONTENTS

A. Introduction

- i. Background
- ii. Insights & Objective

B. Information Requests

C. Submission Process & Evaluation Criteria



A. INTRODUCTION

A.(i.) BACKGROUND

One of the world’s great gardens, Longwood’s story is one of legacy, innovation, and stewardship. Our Gardens are a living expression of all that our founder, Pierre S. du Pont, found inspiring, meaningful, and beautiful. From the intricate fountain systems to the meticulous gardens to the architectural grandeur, awe-inspiring discoveries await at every turn.

In 1906, Mr. du Pont purchased the Peirce Arboretum to save its trees from being cut for lumber. Over the next nearly half century, Mr. du Pont developed Longwood Gardens into what it is today, a magnificent horticultural showplace.

Longwood Gardens now encompasses over 1,100 acres of gardens, woodlands, and meadows. With over 11,000 types of plants, unique fountain displays, educational and visitor programming, 400 performances a year, and an annual attendance of over 1,600,000, Longwood is an active public garden and a significant economic force in the greater Philadelphia region. Longwood Gardens is recognized as a vital part of the thriving arts and cultural community and a leader in public gardens.

Longwood has achieved “gold standard” status among public gardens worldwide. It is renowned for its stately grounds, superb horticultural displays, accomplished staff, and innovative programs. Together with our forward-looking President/CEO, the Board of Trustees began the process of planning Longwood’s future. In 2008, Longwood engaged Lord Cultural Resources to facilitate the development of a Visionary Master Plan that would guide the development of the garden. Through a comprehensive and inclusive process, Longwood established its long-range vision and strategic goals to assist in realizing this vision. Additional strategic plans were initiated to continue to evolve the Gardens in 2016 and again in 2023. Longwood is once again embarking on a comprehensive planning process to further position us as one of the world’s most influential gardens and cultural organizations. This initiative incorporates a new strategic plan, a refreshed site master plan, and a business plan.

This vision is expressed in Longwood’s foundation statements, which are included below.

Mission Statement:

Longwood Gardens is the living legacy of Pierre S. du Pont bringing joy and inspiration to everyone through the beauty of nature, conservation, and learning.



Vision Statement:

We envision a world where beauty is accessible to all. We are leaders and innovators in the art and science of horticulture. We present extraordinary experiences to bring pleasure, foster well-being, and spark imagination. We enrich society through learning and training programs, research, stewardship of the land, and community engagement.

A.(ii.) INSIGHTS & OBJECTIVE

The results of Longwood's various planning efforts are qualitatively and quantitatively significant. Today, Longwood is positioned as a 21st century leader in experiential horticultural training, horticultural conservation, and public garden best practices. Included within the daily operation of Longwood Gardens is the patrol, monitoring and response through our Public Safety Division.

The Longwood Public Safety and Security Division provides responses to visitors, staff, and residents, operating 24/7, 365 days a year. The division patrols, monitors, and responds to incidents within and outside of normal operating hours, in a wide variety of environments including parking lots, buildings, employee offices, open-air gardens, and a visitor center among others.

Longwood Gardens relies heavily on available and reliable technology services. To facilitate this environment Longwood Gardens operates an on-premises data center with fully redundant internet providers, backup power generator, and underground fiberoptic cable plant. Technology services at the gardens are maintained twenty-four hours a day, year-round in order to support all other staff and systems in the gardens.

Our current video surveillance and access control system is built on a Genetec software solution. The Genetec servers run in the data center on a virtual server environment using VMware vSphere, Dell PowerEdge host servers, and Dell block storage arrays. The data network is built on HPE Aruba switches which offer one-gigabit speeds and PoE to all endpoints. The majority of the one hundred and fifty installed cameras are manufactured by Axis Communications. Longwood Gardens is a Delaware non-profit corporation, tax-exempt under IRC Section 501(c)(3) and organized as a private exempt operating foundation. Longwood is seeking proposals from qualified firms to provide the following:



- Monitoring Station: furniture and technical equipment for the creation of a CCTV monitoring station or command center. The specific items include chairs, desk with monitor mounts, multiple large TV screens/monitors, and tower workstations with wireless keyboards/mouse for each set. (Please see technical specifications in the appendix for details.)
- Video Storage: storage array compatible with current network and specifications to handle 90-day retention rate for additional CCTV coverage. (Please see technical specifications in the appendix for details.)
- Cameras: acquisition of 71 CCTV security cameras of varying types and capabilities. (Please see technical specifications in the appendix for details.)
- Wiring: acquisition of specific quantities and capabilities of data wiring/cable. (Please see technical specifications in the appendix for details.)
- Data Network Equipment: acquisition of multiple twelve-port data switches and single mode fiber transceivers with specific requirements. (Please see technical specifications in the appendix for details.)

Please reference APPENDIX – Security Video System Expansion Technical Specifications

It is our intention and requirement that:

- All equipment be compatible with existing systems as outlined above and meet the minimum technical specifications in the Appendix.
- The monitoring station/command center furniture and equipment be delivered and installed at Longwood Gardens.
- This RFP and grant process is to be fully completed by DECEMBER 20, 2024. This includes the delivery of equipment to Longwood Gardens, any set up/installation where applicable, and full completion of the payment/funding process.

Bidders should be aware that this scope of work is funded in part, by American Rescue Plan Act (ARPA) funds, and as such, all requisite federal laws, regulations, executive orders, terms and conditions further outlined in the attached Grant Contract apply. Labor undertaken in relation to this scope of work is subject to PA Prevailing Wage Act requirements. Bidders shall submit bids on a fixed price basis. The contract shall be awarded on this basis to the lowest responsible bidder.



B. INFORMATION REQUESTS

- i. Provide a brief summary of your firm. (Brochures and marketing materials may be included as an appendix but should not take the place of a brief written response). Please also describe what differentiates your firm from your competitors.

- ii. Fees and Expenses:
 - a. Provide separate fee schedules for the vehicles to be provided under your proposal.
 - b. Please include your policy with respect to billing for ad hoc inquiries and requests that arise during the course of business, as well as out-of-pocket expenses. Provide a detailed list of charges you consider out-of-pocket expenses.
 - c. Please describe your firm's policies and procedures with regard to fee increases and scope changes.



C. SUBMISSION PROCESS & EVALUATION CRITERIA

The following timeline is expected to apply to this process:

RFP released	August 31, 2024
Receive confirmation to bid	September 7, 2024
Deadline for questions related to the RFP	September 14, 2024
Deadline for RFP responses	October 1, 2024
Selected candidate presentations and interviews	October 2-7, 2024
Candidate selection	October 8, 2024

Please submit a PDF copy of your proposal on or before Tuesday, October 1, 2024, by 5PM EST. Appendices may be included to provide additional information. Respondents are encouraged to ensure that submissions are succinct, clearly organized, and legible.

Respondents shall submit all questions and electronic documents to:

bids@longwoodgardens.org
 Attn: Chris Benevento
 Vice President, Guest Services and Operations
 Longwood Gardens



APPENDIX – Security Video System Expansion Technical Specifications

Monitoring station desk

1. One desk with room for two seats. Minimum desk length of 96” and maximum length of 132”. Dual monitor mounts with full motion for each seat.
2. Three 43” 4K TV screens mounted with swivel and tilt wall mounts on East wall above desk.
3. Two 50” 4K TV screens mounted with swivel and tilt wall mounts on South wall.
4. Four tower workstation PCs with the following specifications
 - I. Tower form case
 - II. Intel Core i7 14700
 - III. Windows 11 Pro
 - IV. Nvidia RTX 2000 Ada with 4 mini-display ports
 - V. 32GB RAM
 - VI. 512 GB SSD
 - VII. Three Year Support with, 24x7x365 contact, next-day replacement, and retaining hard drives
5. One computer for each seat with dual 27” 4K monitors
6. One computer for three TVs mounted over desk
7. One computer for two TVs mounted to wall on right side of desk
8. Wireless keyboard and mouse and a wired USB hub for each seat
9. Computers are to be mounted in free standing rack or cabinet in closet behind desk. Rack or cabinet maximum height of 40”
10. 1500 VA rated UPS to be installed in closet with computers for computers, monitors and TV screens power.
11. Longwood Gardens IT department will provide all operating system licensing, software licensing, installation, and configuration to new PCs.



Video Storage

1. Our Genetec system uses storage arrays to record camera video and data. A new storage array is needed to handle a 90-day retention rate of camera video for additional cameras in this project. The array needs to meet our current equipment specifications for compatibility and network security. Below are the specifications for the storage array.
 - I. Rack mount server
 - II. 25Gb iSCSI Dual Controller
 - III. Four Transceivers, 10Gb SFP+, Short Range
 - IV. Twenty-Eight 12TB Hard Disk Drives 7.2K Hot-Pluggable
 - V. Redundant Power Supplies
 - VI. Five Year Support with 24x7x365 contact and 4-Hour onsite parts and service
 - VII. VMware integration compatible
2. New power distribution strips for storage array will be two APC (APDU9961) Rack PDU 9000 Switched, ZeroU, 5.7kW, 200/208V, (21) C13/C15 & (3) C19/C21
3. Longwood Gardens IT department will provide storage equipment configuration and programming to match our existing environment.

Cameras

1. Longwood Gardens is expanding our security video locations across the property and already have more than two hundred cameras installed. We want to have all future cameras installed to be able to meet the following requirements.
 - I. Manufacturer must maintain firmware to patch any identified cyber security vulnerabilities found in any product lines being recommended for installation.
 - II. Manufacturer provides software utility or that allows managed cameras' firmware to be updated in a quick and scheduled manner.
 - III. Manufacturer provides software utility to update passwords in bulk if a cyber security incident were to take place.
 - IV. Replacement or refresh of camera models is readily available to match cameras as installed.
 - V. Camera model appearances are similar across our environment.
2. The following is a list of new cameras, counts, and types.



Count of Cameras by Specification

Count	Type	In/Out	IR/D-N	Min Field of View	Min Resolution	Multi-Sensor
20	Fixed	Outdoor	Day-Night	60°	2 MP	N
13	PTZ	Outdoor	Day-Night	60°	4 MP	N
12	Fixed	Outdoor	Day-Night	80°	2 MP	N
6	Fixed	Indoor	IR	80°	2 MP	N
5	Fixed	Outdoor	Day-Night	60°	2 MP	2 Sensors
5	Fixed	Outdoor	Day-Night	45°	4 MP	N
4	Fixed	Outdoor	IR	80°	2 MP	N
4	Fixed	Outdoor	Day-Night	60°	4 MP	N
1	Fixed	Outdoor	Day-Night	180°	2 MP	N
1	Fixed	Outdoor	Day-Night	120°	4 MP	N

Data Wiring Specifications

1. Ten thousand feet – Cat6A Plenum rated (CMP) unshielded twisted pair, 23 AWG, in blue.

Data Network Equipment Specifications

1. Five - 12 port data switches.
2. Data switches are to meet the follow specifications.
 - I. Managed switch with console and SSH command line programming.
 - II. Secure operating system with signed software.
 - III. 12x ports 10/100/1000BASE-T Ports.
 - IV. 2x 1G/10G SFP ports.
 - V. 2x 10/100/1000BASE-T ports.
 - VI. Supports PoE Standards IEEE 802.3af, 802.3at.
 - VII. 130 Watt PoE power budget minimum.
 - VIII. Individual port access control based on hardware (LLDP and MAC address)
3. Ten - 1G SFP LC LX 10km single mode Fiber Transceivers.

