

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 19, 2008 Consent Regular
 Workshop Public Hearing
Department:
Submitted By: Engineering & Public Works Department
Submitted For: Traffic Division

I. EXECUTIVE BRIEF

Motion and Title: Staff requests motion to approve: The concepts in the technical specification for the Request for Proposals for the Red Light Violation Cameras and Citation System.

SUMMARY: The technical specification for the Request for Proposals (RFPs) for the Red Light Camera Program details all of the equipment and operational requirements of the Red Light Violation Cameras and Citation System.

Countywide (MRE)

Background and Justification:

Staff has prepared the technical specification for the Request for Proposals (RFPs) for the Red Light Violation Cameras and Citation System. The technical specification addresses the key component and system requirements. The technical specification was written so that several vendors should be able to respond. There may be minor changes to the technical specification before it is issued, but the overall concept will not be changed.

Key components of the technical specification include:

- The vendor will install, maintain and operate the system.
- The vendors must demonstrate a successful history in installing, maintaining and operating similar systems.
- The vendor will process all citations and fine collections. Citation processing will include the identification of the vehicle owner from the license plate number, preparing the violation notice and mailing the violation notice. A second violation notice will be sent if payment is not made from the first violation. The violation will be sent to a collection agent if payment is not made after the second violation notice.
- Violation notices will be sent only when the violation is verified and approved by a County representative.

(Continued on Page 3)

Attachment: Technical Specification

Recommended by: _____
Division Director Date

Approved By: By T. Webb 9/5/08
County Engineer Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	\$ -0-	-0-	-0-	-0-	-0-
Operating Costs	-0-	-0-	-0-	-0-	-0-
External Revenues	-0-	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	-0-	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	<i>See III A</i>	-0-	-0-	-0-	-0-

ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included in Current Budget? Yes _____ No _____
 Budget Acct No.: Fund ____ Dept. ____ Unit ____ Object ____
 Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

This item has no fiscal impact. However, should it result in Revenue to the County, the amount is undeterminable at this time.

C. Departmental Fiscal Review: *[Signature]* _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:
Fees paid to the vendor will come exclusively from the revenue collected from violations. A possible fiscal impact resulting in Revenue to the County is undeterminable at this time.
8-11-08
[Signature] SN 8/14/08 CM 8/12/08
 OFMB Contract Dev. and Control
[Signature]
8-12-08

B. Approved as to Form and Legal Sufficiency:
[Signature] 8/12/08
 Assistant County Attorney

C. Other Department Review:

 Department Director

Background and Justification: (continued from page 1)

- Each installation will consist of a digital still camera and a video camera. The digital still camera will take at least two photographs. One photograph will be taken when the vehicle is entering the violation zone and the next photograph will be taken when the vehicle is in the violation zone. The video camera will record and store a short video showing the vehicle entering and proceeding through the intersection during the red light.
- The system will use vehicle detection technology to determine when a violation is likely to occur and will save the digital and video images when that determination is made.
- The system will measure and record the duration of the yellow signal phase before the violation and the time into the red signal phase when each of the digital photographs is taken.
- The system must operate without connecting to the traffic signal.
- Violations that occur during the first 0.5 second of the red signal phase will not be processed.
- The system will measure and record the speed of the vehicle as it enters the violation zone.
- The violation notices will include images of the violation, an image of the license plate number, the time into the red when the violation occurred, and the speed of the vehicle.
- The vendor will provide a secure web site where a person who received a violation notice will be able to view the images and the video.
- The system will allow County staff to remotely view the video images in real time for the purpose of traffic management.
- The system will be able to continuously record and store the video images.
- Payment to the vendor will be based on a monthly fee for each installation and a fee for each collected fine. The total fee to the vendor will not exceed the total fines collected on a per location basis.

Staff recommends approval of the concepts contained in the technical specification.

**REQUEST FOR PROPOSAL
RED LIGHT VIOLATION CAMERAS AND CITATION SYSTEM**

1. INTRODUCTION

The Palm Beach County Board of County Commissioners has determined that red light running is a priority issue that needs to be addressed through the use of photo enforcement. In 2006, there were over 5,000 angle crashes of which over 1,500 resulted in injuries and 18 resulted in fatalities. There were also over 3,000 left turn crashed in 2006 of which over 800 resulted in injuries and 13 resulted in fatalities. Many of these crashes were the results of red light running.

The County has adopted Ordinance 2008-013, known as The Red Light Camera Safety Ordinance (Ordinance) to enforce compliance with red lights through a photographic enforcement system. In its initial phase, the County is planning for the successful vendor to install cameras in ten (10) County intersection approaches within the unincorporated area of Palm Beach County. There is the possibility of adding twenty (20) or more intersection approaches later, upon mutual agreement between the County and the successful vendor. The decision to expand the program will depend on the success of the initial program and may also involve the ability of the County to implement the Ordinance within municipalities through agreements with the municipalities.

The County is soliciting qualified proposals for the installation, administration and servicing of a red light camera program. This system should combine vehicle detection and digital imaging technology with a complete turnkey program for supplying, installing, and maintaining the cameras, as well as reviewing, printing, and mailing the citations, and the collection of fines.

2. SCOPE OF WORK

The anticipated project scope includes deployment of cameras in at least ten (10) County nominated intersection approaches, installation and maintenance of all equipment, and provision of a turnkey violation notice processing system for the issuance of red light running violations and related support services as set forth herein. The initial contract term shall be for three (3) years with an option to extend for two (2) additional one-year periods.

Detailed technical specifications are provided in the following sections, but in general the vendor and its system should provide at least the following capabilities:

2.1. The vendor shall provide system intersection design and installation plans for review and approval by the County Department of Engineering and Public Works and other County Departments

2.2. The vendor shall provide a project manager for the project as the single point of contact for the County.

2.3. The vendor shall install and maintain state of the art cameras at intersections that can capture clear images of red light violations. The installation shall include poles, control boxes, and all other related equipment. Vendor shall be responsible for obtaining all necessary permits.

2.4. The vendor shall install and maintain a vehicle detection system that will determine when a red light infraction by a vehicle is likely to occur and will trigger the camera(s) to capture images of the infraction. The use of underground loops at intersections is prohibited as a method of detection.

2.5. The system shall transmit red light infraction images and data via a secure Internet interface to the vendor's infraction processing center. Vendor staff at the infraction processing center shall review the images and data to determine if a potential red light infraction has occurred in accordance with County determined criteria. The system shall have a secure Internet interface for the review and final authorization of infractions by County appointed Traffic Control Infraction Reviewers. The system shall also have Internet viewing capability for the review of infraction information by vehicle owners who have received a Notice of Violation by mail.

2.6. The vendor shall provide and operate a violation payment system to collect payments. The payment system shall include:

- a. A payment method by credit card, debit card, or electronic check over an Internet site.
- b. A payment method by credit card, debit card, or electronic check via an automated phone system.
- c. A payment by check or money order to a mail address.

2.7. The vendor shall be able to access motor vehicle records for vehicles registered in the 49 continental states in order to identify the owner of vehicles that will receive a Notice of Infraction.

2.8. The system shall be capable of producing program monitoring reports that will include the number of infractions by location, the number of Notices of Infraction issued and revenue collected.

3. QUALIFICATIONS

3.1. **Experience:** The vendor must have successfully implemented at least three (3) projects of similar scope for governmental entities within the past three years, and must have demonstrated competence in the services to be provided. The vendor shall provide at least three contacts/references from governmental entities with which it is currently doing business or which it has done business in the last three years. The references must be for experience related to red light photo enforcement programs. The vendor must show demonstrated experience in the services required herein, including efficient installation, demonstrated capability of running the system successfully, providing continued maintenance support for equipment and back-end operations and software, and ability to

defend challenges from violators in a court of law. The vendor must demonstrate the strength and stability of the firm, staffing capability, work load management, and a record of meeting schedules in similar projects elsewhere.

3.2. Financial Viability: The vendor must provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger, etc.) that may impede the vendor's ability to complete the project. The vendor should provide audited financial statements or equivalent information. The vendor should detail litigation, pending or otherwise, which may affect the vendor's financial viability or ability to deliver services.

4. SYSTEM REQUIREMENT – FIELD EQUIPMENT

4.1. The system shall be in compliance with PERFORMANCE SPECIFICATIONS: RED LIGHT CAMERA SYSTEM MODULE prepared by the International Association of Chiefs of Police, February 20, 2008.

4.2. The system shall be capable of being installed on no more than two (2) poles. The pole(s) shall be installed behind the sidewalk. The system shall be capable of performing its functions from the side of the roadway. Installation in medians will not be allowed.

4.3. The system shall be capable of capturing at least two (2) digital still color images for each infraction. The first image shall be of the vehicle before it enters the intersection. The second image shall be of the vehicle after it enters the intersection. The system shall also be capable of providing a video of each infraction. The video shall be approximately ten (10) to fifteen (15) seconds in duration. All the digital still images shall be capable of showing the vehicle and at least one of the red light signal indications, for the movement being monitored, in the same image. The digital still images shall be of sufficient quality to clearly identify the license plate number of the vehicle.

4.4. The system shall be capable of monitoring and capturing infractions in at least three (3) lanes. One of the three (3) lanes may be a left turn lane. The system shall be capable of capturing multiple violations. The system is not required to capture right turn on red infractions.

4.5. The system shall be capable of detecting when a vehicle is at a predetermined location before entering the intersection. The system shall be capable of determining the vehicle's speed as it enters or just before it enters this predetermined location. The system detection device shall not interfere with the operation of the traffic signal's stop bar inductance loops. The use of underground loops at intersections is prohibited as a method of detection.

4.6. The system shall be capable of monitoring the yellow light and the red light for each approach and movement being monitored. The system shall be capable of measuring and recording the duration of the yellow light before the infraction. The system shall be capable of measuring the duration into the red phase at the moment that each of the two

(2) digital still images described in Section 4.3. is captured. This information shall be acquired without the necessity of connecting to the traffic signal or the traffic signal control box, either directly or through an isolation circuit.

4.7. The system shall be capable of embedding the following information on each of the digital images at the time of capture:

- Unique violation identifier
- Location of violation
- Date (MM/DD/YYYY)
- Time of the violation in 24-hour clock including hours, minutes, and seconds
- Direction of travel
- Traffic signal phase
- Time into the red phase displayed in hundredths of a second
- Duration of the prior amber phase
- Vehicle speed
- Vehicle lane of travel
- Camera identification
- Frame sequence number

4.8. Preference will be given to systems that allow County staff to view images in real time from the video camera over an Internet connection.

4.9. Preference will be given to systems that record and save the video images for a period of not less than seven (7) days. The recorded video images will be stored by the vendor and will be capable of being viewed by County over an Internet connection.

4.10. The system components shall be installed in secure, weatherproof and vandal resistant enclosures.

5. VIOLATION PROCESSING

5.1. There should be no requirement to install the vendor's processing software or captured images on County owned/maintained IT systems.

5.2. All access to the violation system for the purpose of processing evidence, citation authorization, payment tracking, and generation of evidence packages shall be Internet enabled and shall be available for authorized users not less than 95 % of the time on a 24/7 basis.

5.3. The violation processing system shall provide the following functions:

- Web-enabled access and operation.
- Secure user log-in and access.
- Presentation of images and data captured by the camera system onto review PC's.
- Ability to play full motion video and view the captured images and the plate image.

- Ability to view each image as a full screen enlargement.
- Ability to accept or reject violation and record rejection reasons.
- Ability for Traffic Control Infraction Reviewers to accept or reject violation and record rejection reasons.
- Ability to store and archive all processed violation evidence, including data and images, into a secured database.
- Ability to request, view and print both standard and user-defined reports.
- Secured access control and automatically generated electronic audit trails.
- Encryption and decryption management.

5.4. The vendor's staff shall confirm that the license plate number and the make, model, and year of the motor vehicle in the images match the motor vehicle registration information. License plate recognition software, if used, shall not be the sole basis for preparing a Notice of Infraction.

5.5. The vendor shall prepare and mail an initial notice letter for all chargeable violations to the registered vehicle owners.

5.6. The vendor shall prepare and mail a second notice for any violations that remain unpaid as of their due date.

5.7. Violations for which registered owner data is available shall normally be issued within 7 business days after verification of the infraction by the Traffic Control Infraction Reviewers.

5.8. The vendor shall provide for a third party collection service for the collection of delinquent accounts.

6. NOTICE OF INFRACTION

6.1. The system shall be capable of generating notices of infraction which include at a minimum:

- The name and address of the registered owner of the vehicle.
- The license plate number and registration number of the motor vehicle.
- The make, model, and year of the motor vehicle.
- Notice that the infraction charged is pursuant to the County's Ordinance.
- The location of the infraction.
- The date and time of the infraction.
- A statement that recorded images evidence the infraction.
- Images depicting the violation.
- The civil fine imposed and date by which the fine must be paid.
- The procedures for payment of the civil fine and contesting the notice of infraction.
- The name and electronic signature of the Traffic Control Infraction Reviewer.
- Instruction for viewing the images and video on line.

6.2. The County intends to not send a Notice of Infraction to vehicle owners when the vehicle enters the intersection less than one-half second into the red phase.

7. STATISTICAL ANALYSIS AND REPORTING

7.1. The system shall be capable of producing statistical analysis of camera locations and operations that should include:

- Hours of use per camera by operational site.
- Results achieved per camera by site.
- Offenses recorded by site.
- Traffic counts by lane, date and hour.

7.2. The processing system shall be capable of generating the following reports:

- Number of violations recorded.
- Number of violations where notices were not prepared.
- Summary of reasons for non-issuance.
- Number of notices prepared and mailed.
- Status of notices issued (paid, outstanding, canceled, reissued, etc.).
- Camera and field equipment hours of service and hours lost.
- Number and description of camera or other equipment malfunctions.

8. IMAGE TRANSMISSION SECURITY AND DATA STORAGE

8.1. The system shall provide for image and data security that shall prevent unauthorized persons from accessing the camera images and databases and tampering with images.

8.2. The system shall maintain a proper chain of evidence that meets the needs of County and code enforcement policies and procedures.

9. PROGRAM IMPLEMENTATION

9.1. The program shall be implemented consistent with all the provisions of Palm Beach County Ordinance 2008-013, known as The Red Light Camera Safety Ordinance.

9.2. The program shall have an initial 2-3 month test phase. The test phase will consist of three (3) camera locations. During the test phase informational notices of infractions will be sent to violators. The informational notices of infractions will contain the same information as in Section 6. NOTICE OF INFRACTION, above, except:

- The notice shall clearly state that it is being sent for informational purposes during test period.
- There shall be no civil fine.
- There shall be no procedures for payment of the civil fine and contesting the notice of infraction.

9.3. In its initial phase, the County is planning for the successful vendor to install cameras at ten (10) County intersection approaches within the unincorporated area of Palm Beach County. There is the possibility of added twenty (20) or more intersection approaches later, upon mutual agreement between the County and the successful vendor.

10. SITE SELECTION

The vendor shall assist the County in evaluating candidate sites for the possible installation of red light cameras. The evaluation shall include:

- An evaluation of red light running trends through the use of a video camera.
- Evaluation of the site for any physical or right-of-way constraints.
- Evaluation of the site for any power of communication constraints.

11. OPERATIONS AND PUBLIC AWARENESS

11.1. The vendor shall provide assistance with the content and design of a public education program and associated materials.

11.2. The vendor shall support the County by training staff and providing material on how the system functions, for public presentations.

11.3. The vendor shall assist with a public awareness campaign.

12. SUBMITTALS WITH PROPOSAL

12.1. Provide general information about the company. If the proposal is a joint venture or any part of the provided services will be by a third party, provide information for each company:

- Name of business
- Mailing address and phone number
- Name of contact person
- Location of processing center

12.2. Provide a general description of your proposed system and its operation. Include a sketch of a typical installation configuration and the type of detection technology.

12.3. Provide a list, with photos, approximate dimensions, and technical information for all equipment (cameras, flash or lighting units, detectors and enclosures).

12.4. Provide digital still image quality specifications and real sets of violation image examples captured in daytime, night time, during inclement weather and during times when sunlight is pointing in the direction of the camera.

12.5. Provide samples of violation images that demonstrate capability of the camera system to substantiate multiple, concurrent violations.

- 12.6. Provide a description of the data transmittal technology and data security measures.
- 12.7. Provide an estimate of the time required to implement the project once a Notice to Proceed is given by County. Include the estimated time to implement the test phase and the estimated time to implement each additional installation once a location is chosen.
- 12.8. Provide a list of red light camera clients in the United States of America. Include the number of installation in each client's jurisdiction and how long the program has been running.
- 12.9. Provide information on your company's financial viability as detailed in Section 3.2.
- 12.10. Provide at least three (3) references of similar projects completed in the past, including names of contact, phone number, address etc. The references should be for projects using the same or similar technology. If any of the technology used by the reference is different from the technology proposed for this RFP, identify the differences.

13. ADDITIONAL INFORMATION:

Provide any additional information, including promotional material, which highlights experience or expertise, which is relevant and directly applicable to this RFP. The vendor may include any additional features to those specifically required in specifications.

14. EXCEPTIONS:

Vendors taking exception to any requirement as outlined within this RFP, or any addendums to the RFP, should provide those exceptions under a separate section labeled "EXCEPTIONS", within their proposal.

15. REVENUE PROPOSAL

15.1. The vendor shall be responsible for all costs associated with the implementation and running of the red light camera program. The cost to be covered by the vendor shall include, but not be limited to the following:

- All equipment
- Equipment installation and maintenance
- Design and permitting of installations and associated vendor staff time
- All utility and data transmittal costs
- All necessary software development
- Auditing reports and statistical reports
- Staff time to review violation, process notification of violations and consumables for processing violations, such as paper and postage

- An on-line, telephone and mail fine payment system and the cost of payment processing
- Third party collection service for the collection of delinquent accounts.

15.2. The County shall be responsible for the cost of reviewing and authorizing violation by County appointed Traffic Control Infraction Reviewers. The County shall be responsible for cost of operating an infraction appeal process. The County shall be responsible for the County staff time associated with implementing and monitoring the red light camera program.

15.3. Revenue to vendor will be based on three (3) components:

15.3.A. A monthly fee for each approach. This fee shall cover the cost of:

- All equipment
- Equipment installation and maintenance
- Design and permitting of installations and associated vendor staff time
- All utility and data transmittal costs
- All necessary software development
- Auditing reports and statistical reports

15.3.B. A fee for each collected violation paid as a result of one of the two violation notices. This fee shall cover the cost of:

- Staff time to review violation, process notification of violations and consumables for processing violations, such as paper and postage
- An on-line, telephone and mail fine payment system and the cost of payment processing

15.3.C. A fee for each collected violation paid as a result of the violation being sent to a third party collection service for the collection of delinquent accounts. This fee shall cover the cost detailed in 15.3.B and the fee for the third party collection service.

15.4. It is the intent of Palm Beach County that the fees paid to the vendor will come exclusively from the revenue collected from violations. Should the total fee (monthly fees and per collected violation fees) for any location in any month exceed the revenue collected for that location for that month, the total fee paid to the vendor shall not exceed the collected revenue. Should the total fee for any location exceed the revenue for any month, but on subsequent month(s) the revenue exceeds the total fees for the subsequent month(s), payment equal to those fee shortages will be made to the vendor from the subsequent excess revenue from that location.