



## **Request for Proposals Building Security Review and Assessment**

The City of Biddeford is interested in procuring a qualified firm to review and assess building security at several of the CITY's primary operating facilities. This project involves a detailed assessment of existing security measures including existing policies, infrastructure and procedures used by CITY personnel.

For more information and a detailed copy of the request for proposals (RFP) please visit the City of Biddeford web page ([www.biddefordmaine.org/rfp](http://www.biddefordmaine.org/rfp)) or contact the Biddeford City Manager's office at 207-284-9313. Responses are due no later than Monday, December 2, 2019 at 1:00 PM local time.



## **REQUEST FOR BID (RFB): PARKING STRATEGY CONSULTANT**

The City of Biddeford (CITY) is interested in procuring a qualified firm to review and assess building security at several of the CITY's primary operating facilities. This project involves a detailed assessment of existing security measures including existing policies, infrastructure and procedures used by CITY personnel.

Respondents will assess strengths and weaknesses and provide a written report of recommendations to improve security of selected CITY facilities. Respondents may, upon request, be required to present their recommendations to the CITY staff and to the City Council.

### **SCOPE of SERVICES**

The CITY is requesting bids from qualified consultants or firms to undertake this evaluation project to identify areas in the identified CITY facilities where security upgrades are recommended to protect both the public that use the facilities as well as the staff that work there.

- Attend a kickoff meeting with CITY staff to discuss the scope of the work, scheduled facility visits, deliverables and project timelines. In that meeting, clarity on the methods and standards that will be used to evaluate the level of security shall occur.
- Conduct a thorough inspection and evaluation of all aspects of the security features of the selected locations, including, but not limited to the following: doors, locks, physical barriers, video surveillance, electronic access capability, specific threat scenarios, and security policies.
- Provide a written summary of strengths and weaknesses of each of these locations in relation to specific threat scenarios, including an assessment of existing infrastructure and policies and procedures used by CITY personnel.
- Provide a written assessment of video surveillance, including coverage, quality, storage capacity, need for real time monitoring, length of time to retain video, and retrieval processes.
- Provide a written summary of suggested solutions to address any identified weaknesses and where possible provide multiple solutions.
- Within the summary of solutions, separate each by location and rank the overall desirability of each suggested solution with a key focus on addressing the most significant vulnerabilities that have the greatest risk of exploitation.
- Provide a written summary of the estimated cost to implement each of the suggestions solutions. Where multiple solutions exist, provide a range of budgetary costs.
- Submit to the CITY a draft written report detailing all of the finding for review and

comment. Once comments are incorporated, provide a final written report and make a presentation of the findings and recommendations to the City Council.

- Recommendations should include any physical changes required and any suggested equipment purchases or upgrades.

### **FACILITIES TO BE EVALUATED:**

- City Hall: *205 Main St.*
- J Richard Martin Community Center: *189 Alfred Street*
- Public Works: *371 Hill Street*
- Fire Station: *152 Alfred Street*
- Waste Water Treatment Plant: *63 Water Street*

### **SCHEDULE**

The schedule for submittal of bids is as follows:

- Request for Bid issued and advertised: Wednesday, November 6, 2019
- Deadline for clarification requests/questions: Friday, November 15, 2019
- RFP submittal due date: Monday, December 2, 2019 - 1:00 p.m.

The tentative schedule for evaluation of bids, award, and any resulting contractual services is as follows:

- Evaluation of submittals: Week of December 11, 2019
- Interviews may be scheduled at the CITY's discretion.
- The selected consultant will be notified and recommendation documents prepared and submittal to the Finance Committee or Finance and Biddeford City Council, depending on approval thresholds, at the next available meeting.
- The schedule for the evaluation, selection, and award may be changed solely at the CITY's discretion.

### **RFB PROCESS**

All RFB responses must be received at the office of the city manager no later than Monday, December 2, 2019 at 1:00 PM local time. At that time, all responses duly received will be opened. When responses are opened, the names of the consultants and all responses to the RFB shall be a matter of public record. All criteria for evaluation are set forth in the RFB.

The CITY shall be the sole judge of the merits of the respective submittals received. No binding contract will exist between the submitter and the CITY until the CITY executes a written contract.

I. Submission

- a) One (1) original and five (5) copies for a total of six (6) hardcopy responses must be submitted.
- b) Media (flash drive, CD, DVD) containing an electronic version of the complete RFP response.

The envelope or package containing the responses must be plainly labeled:

RFB: Building Security Consultant  
City of Biddeford  
Attn: City Manager  
P.O. Box 586 (mailing address)  
205 Main Street, Suite 107 (hand delivery and express mail)  
Biddeford, ME 04005

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for delays associated with their selected method of delivery or misdirected mail.

II. Late Submittals

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that, *“The submitted proposal was received after the delivery time designated for the receipt of responses and therefore is considered nonresponsive.”*

All submittals shall be prepared and submitted in accordance with the provisions of this RFB. However, the CITY reserves the right to reject any or all RFB responses, waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of responses or authorized postponement thereof.

III. Clarification and Addenda

Each consultant shall examine all RFB documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFB shall be made in writing through the chief operating officer at [brian.phinney@biddefordmaine.org](mailto:brian.phinney@biddefordmaine.org). All inquiries shall reference the RFB in the subject line.

The CITY shall not be responsible for oral interpretation given by any CITY employee, representative, or others. If any addenda are issued to the RFB the CITY will post such addenda to the RFP website. It shall be the responsibility of each consultant, prior to submitting their bid, to check the website to determine if addenda were issued and to make such addenda a part of the proposal.

All consultant inquiries and subsequent responses shall be posted to the RFB webpage for the equal benefit of all potential responders.

IV. Preparation Expenses

Each consultant preparing a response to the RFB shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the CITY for the expense of preparation or presentation.

V. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. RFB responses shall be signed above the typed or printed name and title of the authorized representative. The authorized representative shall have the authority to bind the consultant to the submitted competitive bid.

VI. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled in accordance with Local, State and Federal public/open records statutes and regulations.

VII. Errors and Omissions

Once a bid is submitted, the CITY may consider requests by any consultant to correct errors or omissions prior to bid opening. The CITY shall retain sole discretionary authority to determine the outcome of such a request.

VIII. Retention and Disposal of Statements of Qualifications

The CITY reserves the right to retain all submitted statements for public recordkeeping purposes. No copies of any material will be returned to the consultant. The CITY reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

IX. Collusion

By offering a response to this RFB the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture, each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
2. The principal or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, accepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including but not limited to, members of the city council, the mayor, the city manager, department heads, and other staff. This policy is intended to create a level playing field for all potential firms, to assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the chief operating officer at [brian.phinney@biddefordmaine.org](mailto:brian.phinney@biddefordmaine.org).

## **INSTRUCTIONS FOR PREPARATION**

### **I. General**

All consultants responding to this RFB shall provide a statement of sufficient detail to allow for a complete evaluation of their qualifications. Information and data submitted by each consultant with the bid may be incorporated into the contract documents by reference.

### **II. Required Information**

Consultant, and/or any sub-consultants, must present satisfactory evidence to the CITY indicating their ability to meet the scope of work. In addition, to ensure consistency, RFB responses should generally conform to the following format:

Title Page

Cover Letter

Table of Contents

Sections:

1. Introduction and Execution
2. Qualifications
3. Qualifications of Staff
4. Familiarity/History within the City/Region
5. Technical Approach and Timing
6. Pricing
7. References

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the consultant's services. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

The submission of this signed "Statement of Qualifications" indicates acceptance by the consultant/firm/group of the stipulations contained in the Request for Bid and the terms and conditions mentioned herein.

The statement must be signed above the typed or printed name and title of the person representing the consultant/firm/group.

## Section 2 – Qualifications

Provide a description and history of the consulting firm or group. Provide recent experience demonstrating current capacity, familiarity security risk/threat assessment and mitigation in the municipal setting, independent review services, and opinion statements. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

## Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. This submittal section shall include a separate page titled, "*Notice of Investigations or Disciplinary Action(s)*". The page shall list any investigations or disciplinary action taken or known to be pending by national, state, county, or local regulatory bodies against the firm or individuals employed by the firm in their professional capacity.

## Section 4 – Familiarity/History within the City/Region

Provide a list of all relevant engagements the firm completed for local government entities within the last five (5) years in Maine or regionally. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

## Section 5 – Technical Approach & Timing

Provide a general description of the firm's approach specific to providing the services as identified in this RFB to include but not be limited to the firm's technical approach, written deliverables, and project timeline.

## Section 6 – Pricing

The Consultant shall provide time and material rates with a not-to-exceed total. Time and material rates shall clearly identify employee titles, wages, equipment and materials, unit pricing, subtotals and totals. The bid shall also include provisions for at least one evening meeting to present findings as an optional line item. For clarification, the not-to-exceed total

shall include one evening meeting, of which the CITY may or may not deem necessary. If deemed not necessary the project total shall be reduced by the identified meeting cost.

## Section 7 – References

Provide at least three (3) references for which the firm has performed services similar to those identified in the Scope of Work, within the past five (5) years. At least two of the references should be from government entities. Provide the reference contact name, address, e-mail address, telephone number, a brief project summary, and date of the services.

## **PROPOSAL EVALUATION AND SELECTION**

### I. Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, the overall approach taken, and cost. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Qualifications and experience with similar projects involving local government and/or other governmental agencies (30 Points)
2. Key staff, project understanding and approach (20 Points)
3. Ability to respond in an appropriate time frame to requests for services (20 Points)
4. Method for timely transmittal of data and ability to attend local meetings (20 Points)
5. Thoroughness of material submitted, including a proposed work plan and the quality, amount, and type of service provided (5 Points)
6. Pricing (5 Points)

### II. Selection Process

Finalists may be invited to participate in detailed interviews. However, the CITY reserves the right to select a firm based on evaluation of the submittals alone and not proceed to interviews. Upon selection of the best qualified firm, a recommendation will be made as to the preferred consultant. If the CITY is unsuccessful in negotiating a contract with the best qualified firm, the CITY may then negotiate with the next most qualified firm until a contract is executed, or may decide to terminate the selection process.

### III. Rejection of Responses

The CITY may reject responses if:

1. The consultant misstates or conceals any material fact in the proposal.
2. The rejection of all responses is deemed to be in the best interest of the CITY.