



November 14, 2019

City of Biddeford
Maine

Request for Proposals
Building Security Review and Assessment

Questions & Answers: Cut-off date for contractor questions is November 15, 2019

Question 1: Has the Biddeford ever had any form of Physical Security Study conducted in the past? If so, when and will we have access to the final report?

Agency Response: No

Question 2: If selected, what is the timeline for completion of this project?

Agency Response: There is no specific deadline for completion of work. The schedule will be negotiated.

Question 3: Will all respondents be notified when a selection is made?

Agency Response: Yes.

Question 4: Does Biddeford employ a local preference on contracts of this nature?

Agency Response: No.

Question 5: Is the listed scope of work subject to change after award?

Agency Response: Yes, but only to the extent that there is a compelling argument for such a change.

Question 6: Can the level of insurance be clarified for the project (Errors and Omissions, General Liability, Vehicle, etc.)?

Agency Response: E&O, General Liability, and Vehicle. This coverage relates to the survey and related work.

Question 7: Does this assessment involve any cyber security?

Agency Response: Not at this time.



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Question 8: Does the Biddeford have any SCADA systems that would be part of this assessment?

Agency Response: Not at this time. The RFP is specific to building security.

Question 9: Does the Biddeford have an Electronic Security System (CCTV, IDS, ACS or Duress) in place?

Agency Response: Yes, several of the buildings have CCTV feeds and security systems. The CCTV system is not manned and only retains a specified amount of data.

Question 10: What are the main factors driving this RFP?

Agency Response: Best Practice Planning due to the state of national affairs and prevalence of security threats.

Question 11: Do you have an Emergency Operations Plan or Emergency Action Plan?

Agency Response: Yes, an EAP or each building. No formal EOPs.

Question 12: Are there any special circumstances or "hot buttons" we should be aware of?

Agency Response: Not specifically.

Question 13: Has funding for this project been budgeted, or is it grant funded? How much funding has been designated?

Agency Response: There has been no appropriation for implementation funding. The City has reserved \$50,000 for this RFP.

Question 14: Please list the current security equipment in use by type and quantity?

Agency Response: Office hours: CCTV After-hours: Key card access

Question 15: Will systems and operational procedures/policy information be made available electronically to the awarded consultant prior to physically coming on site?

Agency Response: Yes, to the extent available.



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Question 16: Is a threat assessment required and if so, will it focus only on man-made threats (theft, active shooter, etc.) or will it include technological hazards (hazmat spill, wildfire, etc.) and natural hazards (seismic event, flooding, etc.)?

Agency Response: Yes, a threat assessment is required and is currently limited to man-made threats.

Question 17: Do you wish us to include night time lighting surveys/measurements or parking lots, entrances, etc., and if so, will after-hours access be allowed?

Agency Response: After-hour access will be allowed. Night time lighting surveys are not anticipated.

Question 18: Will Biddeford be able to provide knowledgeable escorts to us while onsite?

Agency Response: Yes.

Question 19: Approaches to identifying and mitigating opportunities can vary from general standards to highly comprehensive methodologies, what is the overall desired depth and detail of the assessment and preferred budget limitation?

Agency Response: The City anticipates general standards applicable to municipal operations and public buildings.

Question 20: Does the Biddeford employ a guard force? Is the guard force management and posting in-scope for this engagement?

Agency Response: No to both questions.

Question 21: Are any hazardous materials stored or used onsite in any of the in-scope Biddeford facilities?

Agency Response: Other than general household chemicals at the facilities, the wastewater treatment plant maintains an inventory of hazardous chemicals typical of the facility and the DPW garage similarly maintains a n inventory of operational chemicals.

Question 22: Do you have available incident history/report(s) and, if so, for what duration? If yes, will those be available as part of the data to be collected for the successful consultant?

Agency Response: Generally no. The City has, luckily, not experienced any significant events .

Question 23: Do you have maintenance records for the various systems listed in the RFP? If yes, will those be available as part of the data to be collected for the successful consultant?

Agency Response: Generally no such records exist.



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Question 24: Do you have software support/maintenance agreements for servicing the various systems listed in the RFP? If yes, will those be available as part of the data to be collected for the successful consultant?

Agency Response: Yes

Question 25: Does this project involve facilities that fall under federal security regulations or compliance?

Agency Response: Not to our knowledge.

Thank you for your responses.

Sincerely,

Brenda L Clark

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