



**CITY OF DULUTH
REQUEST FOR PROPOSALS
FOR
LIBRARY SECURITY ASSESSMENT**

RFP NUMBER 22-99435

ISSUED May 24, 2022

PROPOSALS DUE June 21, 2022

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 100
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. The City of Duluth is seeking proposals from qualified consultants to provide a Security Risk Assessment at the City of Duluth Main Library. The consultant shall conduct a security risk assessment as stated below, focused on preventing workplace violence. Following the assessment, the consultant shall develop a security master plan, including implementation and potential physical security upgrade costs for recommended improvements resulting from the study.

I-2. Deliverables. The assessment should, at a minimum, include the following:

- A security threat assessment which will identify security related threats from internal and external sources during and after operating hours at the Main Library
- A review of incident reports for the past three years and a sample of Library Alert emails sent by staff in the last year.
- A physical evaluation of the site during and after operating hours
- A review of current security systems (e.g. access control, intrusion detection, video surveillance, lock and key control)
- A physical evaluation of areas surrounding the building, including Library/Depot parking lot
- A review of and recommendations for security-related policies and procedures
- A review of and recommendations for security training
- Interviews with staff
- Two presentations to Library management and City administration to review findings and recommendations

The consultant shall deliver a Security Risk Assessment Report and Master Plan, including cost estimates, which will provide recommendations for:

- Technical and physical security measures to mitigate or reduce risk to the public, staff and physical assets (facilities) including specifications for any recommended system installations
- Security awareness programs and/or training for Library staff
- Modifications to existing policies and procedures as appropriate
- Implementation strategies with detailed security design cost estimates for recommended measures

Proposers must be independent and non-product affiliated with experience in physical security assessments for a variety of facilities, including libraries. Accreditation through the American Board for Certification in Homeland Security (ABCHS) or American Society for Industrial Security International (ASIS) or similar accreditation is desired. A sensitivity to the library's mission of serving as a welcoming place for all people is required.

I-3. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Pre-proposal Conference and walk-through of Main Library.	Monday, June 6, 2022 at 9:00 a.m.
Deadline to submit Questions via email to purchasing@duluthmn.gov	Thursday, June 9 at 4:00 p.m.
Answers to questions will be posted to the City website no later than this date.	Tuesday, June 14, 2022
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	Monday, June 21, 2022
Online interviews will take place on this date	Friday, June 24, 2022

I-4. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-5. Pre-proposal Conference. The City will hold a pre-proposal conference and Main Library walk-through as specified in the Calendar of Events. The purpose of this conference is to provide opportunity for clarification of the RFP. Attendance at the Pre-proposal Conference is optional. Interested bidders should meet at the Main Library, located at 520 W. Superior St., near the public doors off Michigan St. Adherence to current CDC guidance regarding mask wearing and social distancing will be required.

I-6. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-7. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

I-8. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an official authorized to bind the Proposer to its provisions. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. **The cost proposal must be submitted in a separately sealed envelope.** In addition, Proposers shall submit one copy of the entire proposal (Technical and Cost submittals) on flash drive in Microsoft Office-compatible or pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-9. Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>.

I-10. Contract Period. The Facility Security Assessment Services work shall include a Security Master Plan for the Main Library to be complete on or before September 1, 2022, or as otherwise negotiated.

I-11. Mandatory Disclosures. By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.
- B. There is no conflict of interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-12. Notification of Selection. Proposers whose proposals are not selected will be notified in writing when contract negotiations have been successfully completed and the City has received the final negotiated contract signed by the selected Proposer.

PART II - PROPOSAL REQUIREMENTS

In addition to the items specified in **Part I-7**, proposals must include the following:

1. Proposed scope of work. Responses should provide a straightforward and concise description of the respondent's capabilities to satisfy the requirements of this request. Please limit your submission to no more than 10 pages.
2. A description of your firm's history and experience with providing security assessment services.
3. References from three (3) related projects, including name, address and phone number for each client as well as a brief project description.
4. The firm submitting the proposal **shall not** be in the business of selling security systems hardware or guard services.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

1. Responsiveness and qualifications of the firm	25%
2. Relevant experience and project methodology	30%
4. Quality and reputation of prior work	15%
5. References	10%
6. Cost	20%

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 22-99435**

Proposer Information:	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Authorized Signer's Name	
Authorized Signer's Title	