



**RFP-17-06
ADDENDUM 1
FACILITY SECURITY ASSESSMENT SERVICES**

DATE: April 6, 2017

FROM: Jennifer Nellis, Purchasing Agent

A handwritten signature in blue ink, appearing to be "JN", is written over the name Jennifer Nellis.

PROPOSALS DUE: THURSDAY, APRIL 13, 2017, BY 1:00 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above-referenced proposal documents. **Proposers must acknowledge this Addendum 1 with their submittal.** This addendum is a total of twelve (12) pages including 2-page Attachment B, and 5-page Attachment C.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

1. What is the square footage of the facilities to be assessed?

See Attachment B.

2. Can Wheat Ridge share blueprint drawings of in scope facilities?

Yes, see Attachment C, City Hall, Active Adult Center & Recreation Center.

3. Can Wheat Ridge supply any historical security architecture or "master plan" documents?

Not at this time. We can supply a map of existing cameras and locations to the awarded consultant. To be kept confidential.

4. Does Wheat Ridge have an estimate of how many stakeholders and/or employees are to be interviewed?

See Attachment B.

5. It is understood that assessing and recommending security standard operating procedures (SPO's) are included in scope. Please confirm if drafting new county SOP documents is not required?

Correct – drafting new city (we are not a county) SOP documents is not required.

6. Is this the final building list or are there other buildings under consideration for this assessment?

See Attachment B – For the purpose of this RFP only price security risk assessment for the 3 identified buildings (Phase 1).

7. What is the budget for this project?

An exact budget has not been set.

8. Is the project funded?

Yes.

9. The RFP notes to view the City website for attachments, but none can be located. Are there attachments? Can they be provided?

This addendum is an example of an additional project document. No individual attachments have been posted.

10. Can you release the names of who is bidding the project?

Vendors who have access to BidNet – RMEPS may view the plan holder tab for this RFP.

11. Could we be provided a property listing, which identifies sqft, and a general description of what occurs (functions) at each property? Could a department listing and hours of operations be provided?

See Attachment B.

12. The RFP makes a distinction between the assessment and the master plan. Can more definition to the Master Plan be provided? Deliverables, output?

Our distinction is that the assessment will include the actual process of reviewing information, conducting interviews or surveys, and performing physical observations, and providing an assessment report; while the Master Plan will include recommendations for improvements or changes, and specific details and cost estimates, based on the assessment.

13. As part of the risk assessment, are we to review natural risks? Is this man-made specific?

The assessment is man-made specific, not natural risks.

14. How many interviews are desired at each site?

See response to question #4.

15. Article 11 of the RFP, allows for consequential damages in the first paragraph. For this engagement, we would like to limit this to 2x the contracted amount, is this acceptable?

No.

16. In both the RFP and Agreement, there are two concerns. We would prefer the word claim, rather than occurrence under professional liability – is this acceptable?

Possibly.

17. Both the RFP and Agreement in the last box require the Owner to be added as additional insured for all liability policies but we would like to exclude Workers Compensation and Professional Liability. Is this acceptable?

Yes.

18. The RFP states: "The City is requesting submittals for a board certified, independent and non-profit affiliated security consulting firm credentialed through the American Society for Industrial Security International (ASIS)... It is our understanding that only individuals can be credentialed through ASIS, not firms. Would you please clarify?"

A member of the consulting team working on site in our City needs to have a board certification through ASIS.

19. Is there an incumbent contractor?

No.

20. Can we have an approximate size in square footage and amount of employees at each of the three buildings to be reviewed?

See Attachment B.

21. Is it permissible for the contractor to obtain the "Valid City of Wheat Ridge Business / Use Tax License" upon award?

Yes.

22. Will the winning firm have access to the "Critical Infrastructure Assessment to the Municipal Building" mentioned in the RFP?

Yes, the firm awarded the contract will be given a copy of the critical infrastructure assessment

23. The term "Physical Security" is used in many different ways within the security industry. By physical security, does the City of Wheat Ridge mean key ways, access control and other security methods to protect a facility or physical barriers including bollards, landscaping features (rocks or planters, etc.) and building construction elements?

Yes, to all, based on your recommendations.

24. The RFP noted on page 5 that a Critical Infrastructure Assessment had been completed for the Municipal Building. Is this report available for evaluation in advance of the award?

No, a copy will be given to the firm that is awarded the contract. See Question #22.

25. The RFP mentions review of current security systems, but does not mention duress/panic alarm system. Does the City utilize such a system?

Yes. Currently there are Assistance buttons in various locations of each facility, the alarm goes directly to dispatch which is located in City Hall. Security cameras are installed at all facilities and there is a badge access system for entrance into facilities and different departments. I.T. has provided maps of this information.

26. Please confirm that in the Security Risk Assessment Report and Master Plan, the City is looking for evaluation and recommendations, and not new policies or plans that would be adopted in advance of the City adopting the recommendation. For example, modifying or rewriting a policy is much different from making recommendations.

That is correct, we are not asking for new policies.

27. Page 5 of the RFP describes that consultants will deliver "two presentations to management to review findings and recommendations."

a. Is it the City's intent to have the consultant provide these presentations on the same day or multiple days/visits to the city?

There will need to be two presentations, most likely to be scheduled a week or two apart.

28. What current security systems have been installed in the City?

AMAG Technology.

29. Who was the installer for these systems?

NetVersant and currently VTI Security

30. Are these systems currently under a service agreement?

Yes.

31. Can copies of all financial records pertaining to these systems be obtained?

Not at this time. If the awarded vendor is interested, we may be able to provide information.

32. Under the insurance requirements of the RFP we assume that it is understood that additional insured for Professional Liability is not applicable, can you please confirm?

Yes, not applicable.

33. After careful review of the RFP, our firm would like to submit our fee proposal in a format preferable to the City of Wheat Ridge. Can you please clarify whether you would prefer a listed lump sum (all-inclusive as stated in the RFP), or a break-out of labor, other direct costs, equipment, etc.?

The City would prefer a detail break-out of labor, anticipated hours per task, and other direct costs, as well as a not-to-exceed lump sum for the include three locations.

34. Has the City hired a consultant to provide these services in the past and if so, who was that firm that was hired?

NO.

35. What was the rationale to select these 3 locations out of all of the City buildings?

The three facilities are high public use facilities.

36. On page 6, bullet point that states "Technical and physical security measures to mitigate or reduce risk to Staff, Information and physical assets (facilities) including specifications for any recommended system installations". The statement "including specifications" indicates that the City would like to have a complete set of design documents to be included as part of the recommended enhanced security measures in the final report. However, the consultant's time and efforts for the development of specifications is difficult if not impossible until the assessment is completed and the deficiencies and cost estimates identified. This would seem to be supported in the next to last bullet point in the same paragraph. Would it be acceptable that "specifications" not be provided as a deliverable in the final since detailed security design cost estimates will be provided?

Detailed cost estimates are needed, yet so are specifics. "Specifications" are intended to mean system recommendation details (such as type, functionality and quantity), not construction design documents.

37. Please provide the square footage, hours of operation and departments housed in each of the building to be assessed.

See Attachment B.

38. For the oral presentation from being short-listed and the deliverable of presentations to management, are these meetings required to be on site or may they be done remotely via video conference?

Video conference is acceptable.

39. What is the estimated budget for the project?

See question #7.

40. What are the requirements for our insurance carrier to be satisfactory to the City?

INSURANCE

The successful proposer shall, during the term of this Agreement and until completion thereof, provide and maintain the following types and minimum insurance coverage, as follows:

Type of Insurance	Minimum Limits of Liability
Worker’s Compensation, Coverage A	Statutory, including occupational disease coverage for all employees, statutory in conformance with the compensation Laws of the State of Colorado.
Employer Liability, Coverage B	\$500,000 per person \$500,000 per accident \$500,000 each disease
Comprehensive General Liability	\$1 million per occurrence \$2 million aggregate
Professional Liability (errors and omissions)	\$1,000,000 each occurrence
Comprehensive Automotive Liability (owned, hired, and non-owned vehicles) <ul style="list-style-type: none"> • Bodily Injury • Property Damage 	\$1 million per occurrence \$1 million per occurrence
<i>The City of Wheat Ridge shall be named as additional insured on all liability policies. Insurance shall include provisions preventing cancellation without 30 days prior notice by certified mail to the City.</i>	

The successful proposer shall effect the insurance policies in a company or companies and in a form satisfactory to the Owner. Before commencing any performance under the Agreement, successful proposer shall deliver to the City certificates of insurance issued by the insurance company and/or its duly authorized agents, pertaining to the aforementioned insurance and certifying that the policies stipulated above are in full force and effect.

Nothing herein shall be deemed or construed as a waiver of any of the protections to which the Agencies may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

Workers’ Compensation Insurance

The contractor shall provide workers’ compensation insurance for all persons employed to perform work to be done under the contract, and assure that all workers will receive compensation for compensable injuries.

Professional Liability Insurance (Errors and Omissions)

Evidence of professional liability insurance will be required upon award of this project.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.

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FACILITY SECURITY ASSESSMENT SERVICES

ATTACHMENT B

Wheat Ridge Municipal Building

7500 W. 29th Avenue

Masonry

2 stories – with basement

Constructed in 1977

35,802 sq. ft.

General Office hours are 8 a.m. – 5 p.m.

PD is “open” 24/7

Evening meetings for City Council and other public meetings

Includes:

- City Administration Offices
 - Community Development – (Building Permits open at 7 a.m.) – 11 employees
 - Public Works – Engineering – 6 – 10 employees
 - Administrative Services – meet with Department Representative
 - I.T.
 - Purchasing
 - Human Resources
 - Finance
 - Police Department – 10-20 employee contacts
 - City Clerk’s office & Asst. to the Mayor – three employees
 - City Council Chambers
 - Court Room – meet with two representatives
 - Judges office
 - Court Administration offices

Wheat Ridge Recreation Center

4005 Kipling

Constructed in 1999

2 stories

70,000 sq. ft.

Open M-Th 5 a.m. – 10 p.m.

Fri 5 a.m. – 6:30 p.m.

Sat 7 a.m. – 8 p.m.

Sun 10 a.m. – 8 p.m.

Evening rentals could extend operations on Fri - Sun

Includes:

- 1st floor:
 - Gymnasium, 2 racquetball courts, two activity rooms, large ballroom, kitchen facility, leisure/play pool, lap pool, locker rooms, Administration offices, Conference Room, Children’s Pavilion (day care/preschool programs) Maintenance area
- 2nd floor
 - Fitness/aerobics room, cardio area, free weight area, funning/walking track

Meet with 6 – 10 employees

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ATTACHMENT B

Wheat Ridge Active Adult Center

6363 W. 35th Avenue

Masonry

Single story

Constructed in 1967

11,840 sq. ft.

Monday – Friday 8:30 – 4 p.m.

Some evening and weekend classes/event/rentals

Includes:

- Main hall, kitchen, three activity rooms, lobby, staff offices
 - Classes and programs for seniors 55 +

Meet with 5 employees

Other potential facilities based on budget:

Parks Shops

4350 Garrison

Wheat Ridge, CO 80033

3,000 sq. ft.

Parks Operation offices

Lunch room

Garage bay

Storage

6:30 a.m. – 3 p.m.

Meet with 5 employees

PFOS Administration Office

(Parks, Forestry and Open Space)

9110 W. 44th Avenue

Wheat Ridge, CO 80033

7,295 sq. ft.

Parks, Forestry and Open Space Administration offices

Training room

Conference Room

Lunch room

Media room

Storage

7:30 a.m. – 4 p.m.

Meet with 5 employees

Public Works Operations/Shops

11220 W. 45th Avenue

Wheat Ridge, CO 80033

5,986 sq. ft.

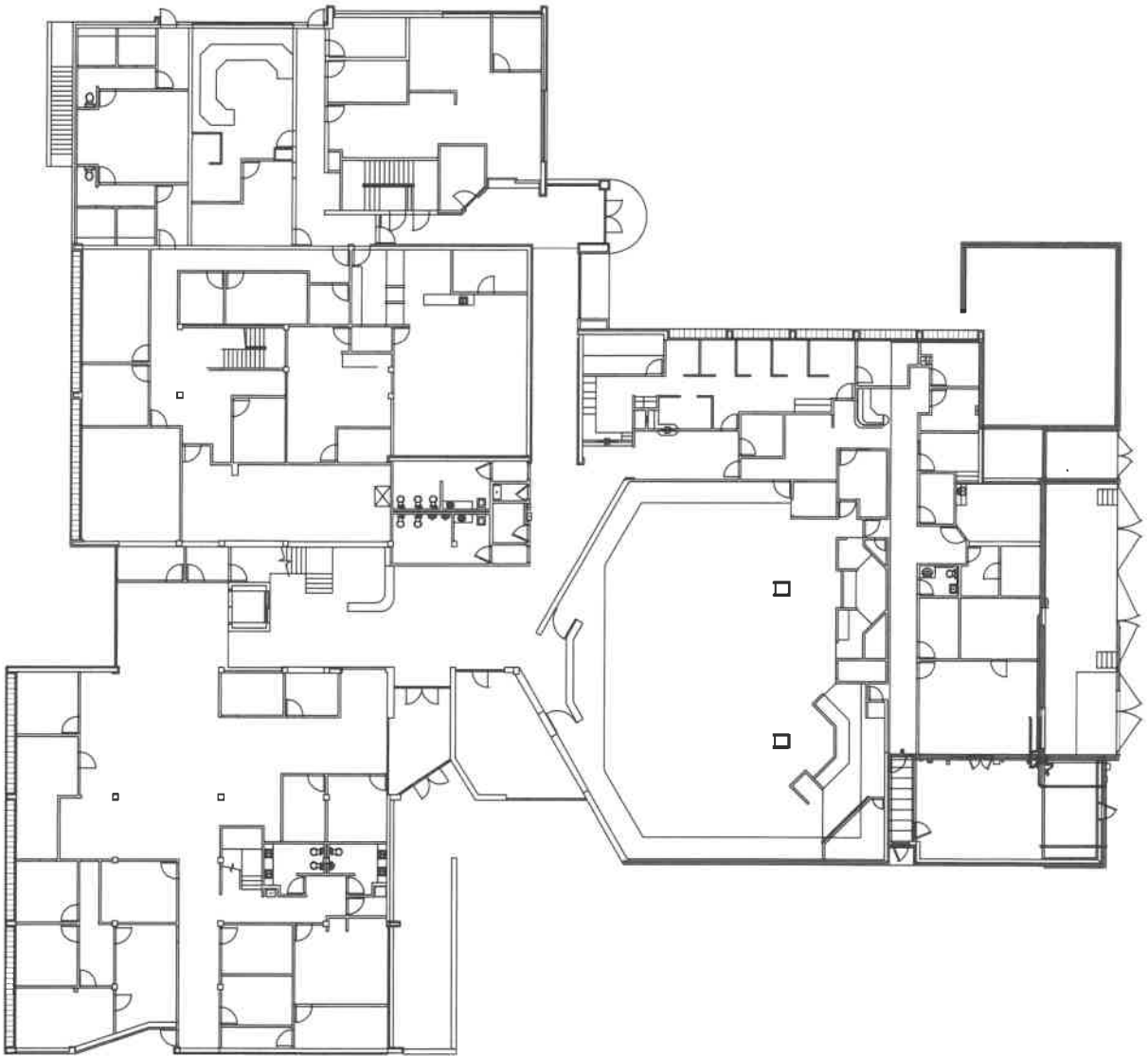
Staff offices

Mechanics garage bay

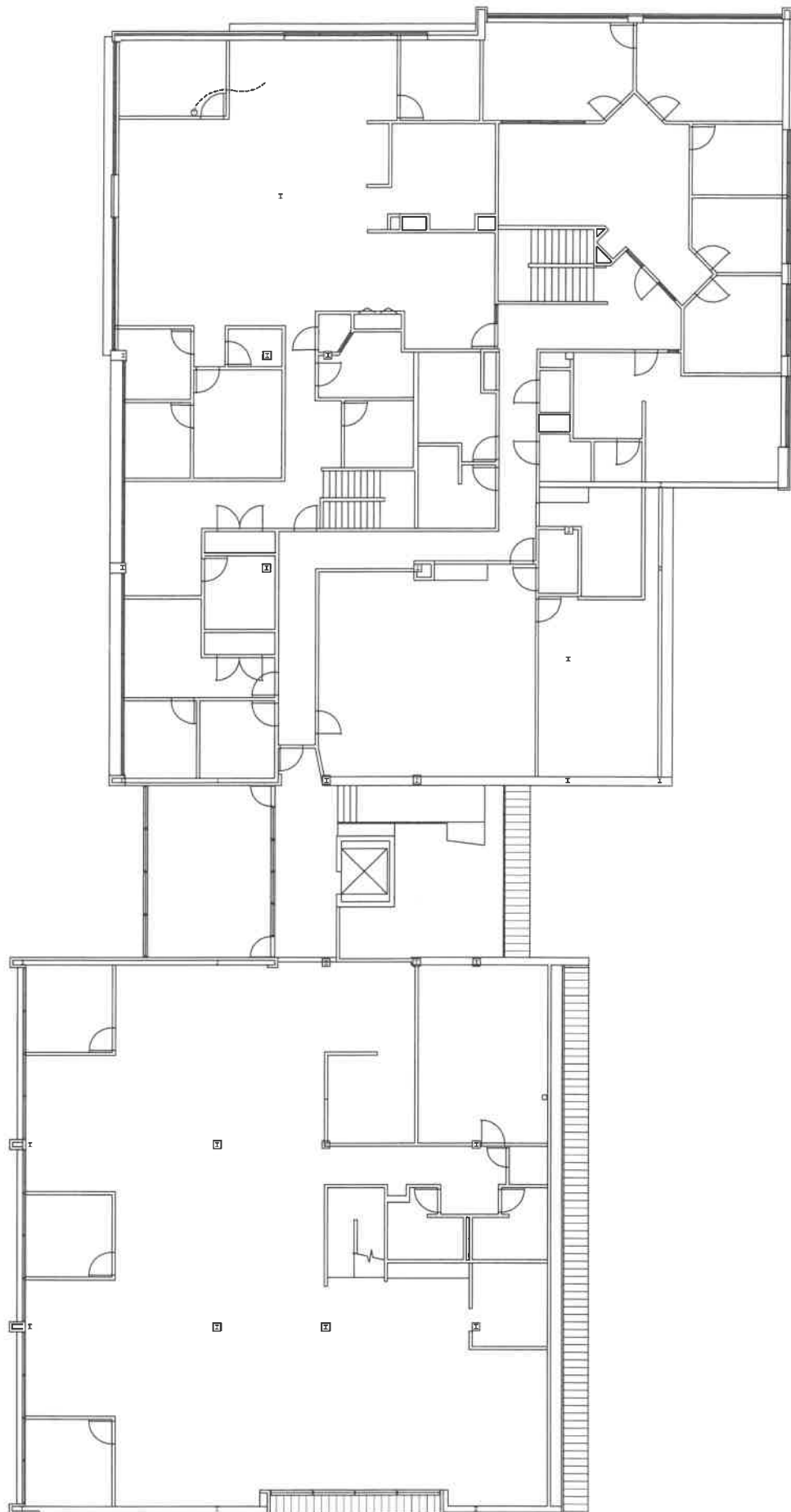
7 a.m. – 4 p.m.

Meet with 5 employees

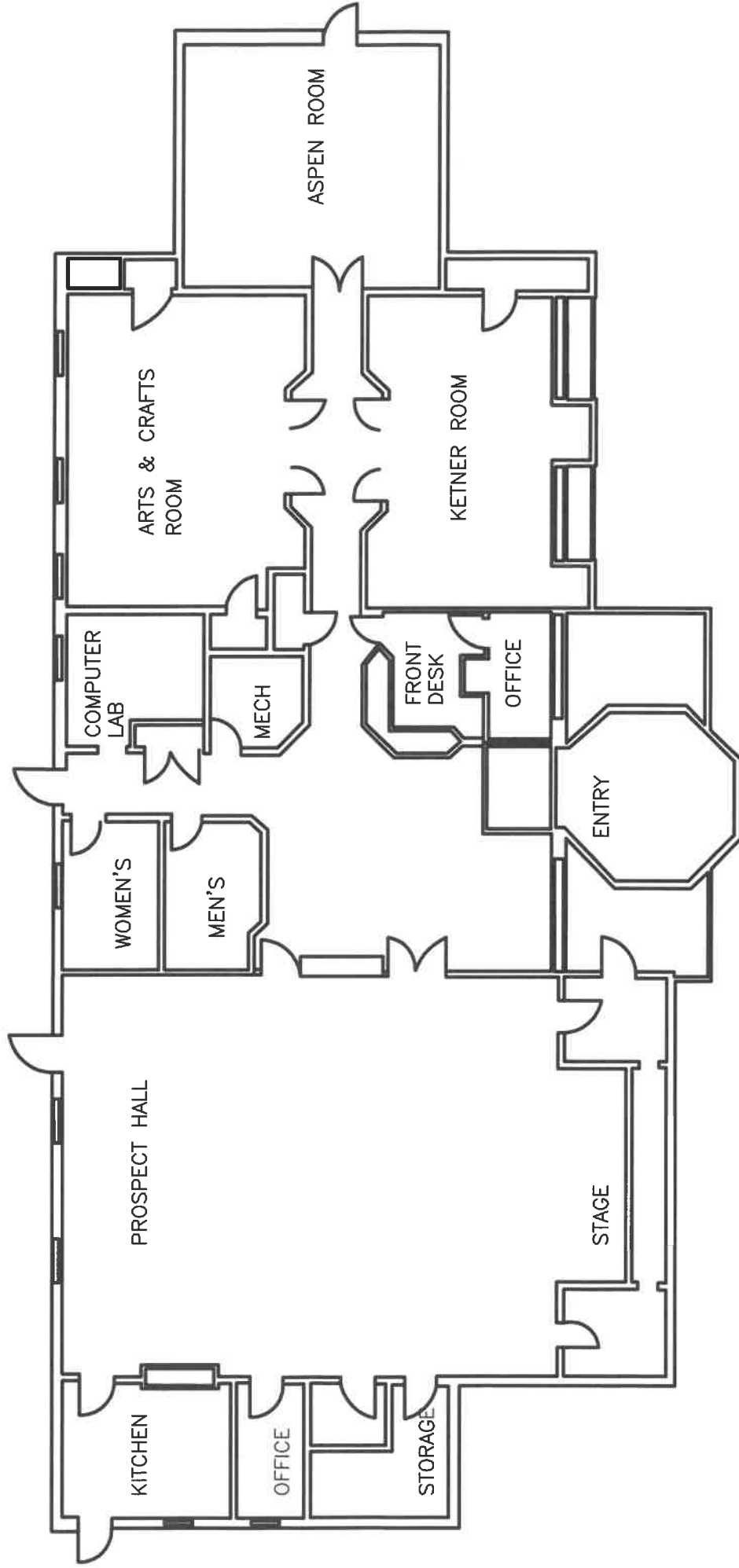
CITY HALL FIRST FLOOR



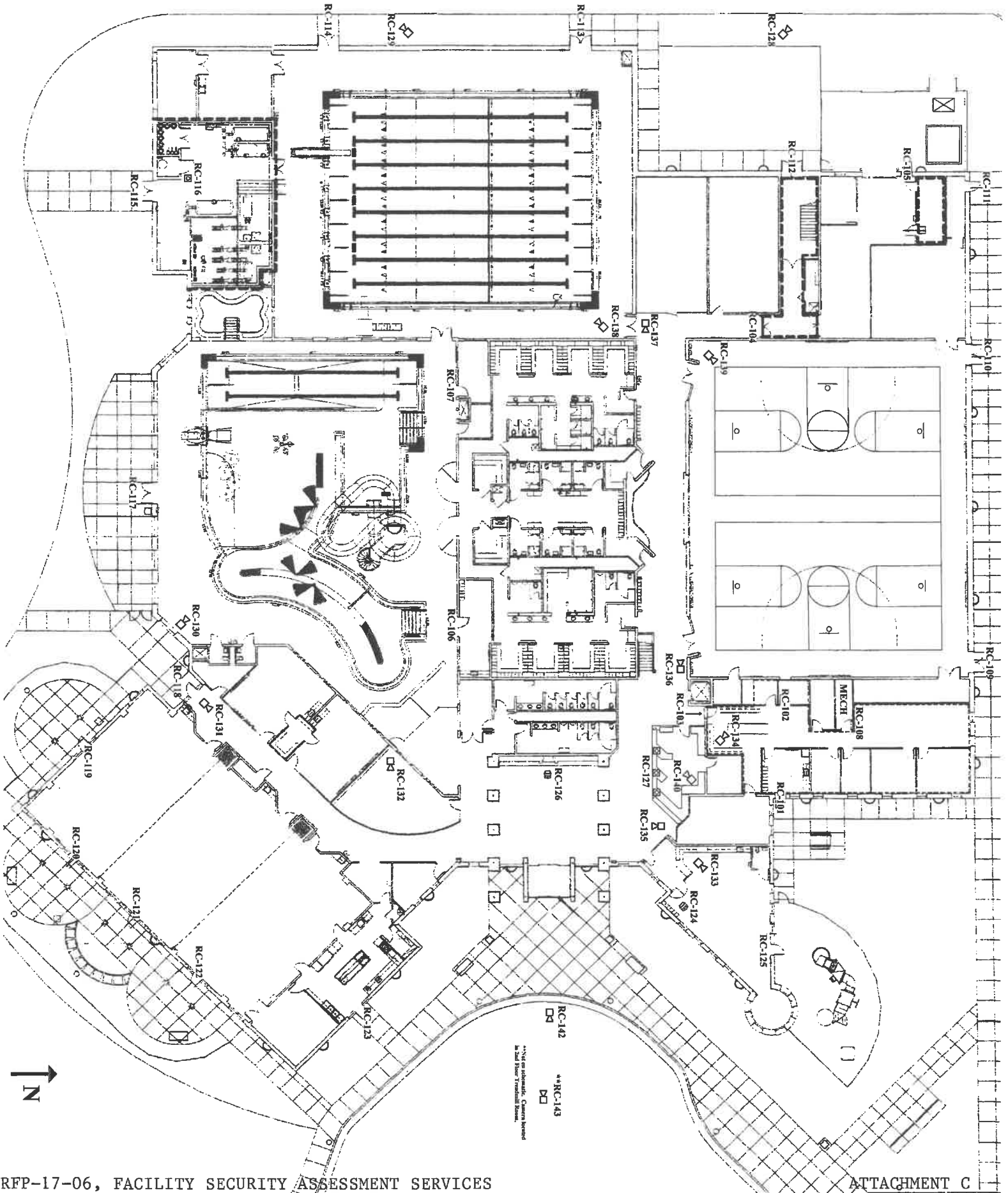
CITY HALL SECOND FLOOR



WHEAT RIDGE ACTIVE ADULT CENTER



WHEAT RIDGE RECREATION CENTER



Wheat Ridge Recreation Center
2nd Floor layout information

