



Professional Security Services

Request for Proposal

Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn & Play.

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**REQUEST FOR PROPOSAL (RFP)
FOR
PROFESSIONAL SECURITY SERVICES**

I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a redevelopment authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks oversees the redevelopment of approximately 1,300 acres of land located in Bexar County, Texas within the current boundaries of the City of San Antonio. Total property owned by Brooks includes approximately 1300-acres. Brooks' mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Proposal (RFP) to solicit responses from a qualified consultant (State Licensed Peace Officer) to engage the services of a Professional Security Assessment Company to assist with the development and implementation of a campus wide security program with the capability to respond, apprehend, & take legal law enforcement action, that will provide a safe environment for Brooks Assets, Tenants, Owners & Guests to Live, Work, Learn, and Play. The firm will work in conjunction with Brooks' staff to support the development and implementation of the strategic plan.

The term of this agreement will commence 1 October, 2017 and terminate 5 years thereafter on 30 September, 2022. Brooks reserves the right to terminate this contract at any time by giving at least thirty (30) days' notice in writing. If the contract is terminated by Brooks as provided herein, Consultant will be paid for the tasks provided and expenses incurred up to the termination date, if such final compensation is approved by Brooks, in its sole discretion.

II. VENDOR CONTACT INFORMATION

Respondent shall complete the following:

VENDOR NAME:			
REMIT TO ADDRESS:		CITY:	STATE:
ZIP:	PHONE:	FAX:	CONTACT NAME:
FEDERAL ID NUMBER (PROVIDE COPY OF W9):			

III. SCOPE OF SERVICES

For the following scope of services, respondents will incorporate Brooks' *core values* as a guidance tool to develop an ongoing program that addresses:

- **Know it is bigger than us.**
- **Stop. Collaborate & Listen.**
- **Think big and fantastic!**
- **Get it done.**
- **Own it.**

A. Relevant Experience & Special Expertise (20 Points)

1. Provide and describe consultant overview and capabilities, evidence of results and success stories for the past three years, and how those may be applicable to securing the 1,300-acre Brooks Campus & surrounding area.

B. Key Personnel (15 Points)

1. Provide an organization chart, including subcontractors, if applicable.
2. Describe the team members to be assigned to the Brooks account, and their relevant experience, as applicable to this contract. Brooks is requesting the principal owner of company as primary POC for contract
3. Describe the role(s) of each team member to include, but not limited to, their weekly time allocation in reference to the professional security services aspects of this RFP.

C. Patrolled Services (25 Points)

1. Describe & outline a strategic security program that will incorporate the following locations, to include a 365 day, 24hr time period:
 - i. Active Construction Sites
 - ii. Residential Areas
 - Duplex Units
 - Multifamily Apartments Units
 - Single Family Residential
 - iii. Commercial Office Facilities (Occupied/Vacant)
 - Administrative Office Buildings
 - Academic Buildings
 - a. Elementary, Secondary, Higher-Level Education
 - b. Military Education & Training
 - iv. Commercial Retail Facilities
 - Restaurants
 - Shopping

- v. Hospitality Facilities
 - Full-Service Hotel
 - Limited Service Hotels
- vi. Historical Facilities
 - Event Venue
 - Academic/Training Buildings
- vii. Civic/Public And Recreational Areas
- viii. The Greenline (43-acre Linear Park) to connect to the Mission Reach of the San Antonio River & nestled between residential areas.
 - (3) Public Restrooms
 - (4) Public Pavilions
 - 5,280 Linear Feet Of Walking Trail
 - (2) Designated Play Areas
- ix. 1.5 Acre Park (Play Area)
 - (1) Public Restroom
- x. (2) Memorial Parks Approx. 2.5 Acres
- xi. Light Industrial Facilities
 - Manufacturing
 - Warehouse

D. Campus Events & activities (5 Points)

1. Describe & outline a strategic security program focusing on Campus special events & activities occurring on average twice a month. The plan should include, but not be limited to, traffic & crowd control for functions ranging from 200 - 10,000 people.

E. Additional Duties (5 Points)

1. Identify & describe how your agency would incorporate the following, but not be limited to, additional duties listed below and agency capabilities that would benefit the Brooks Campus.
 - i. Video Surveillance.
 - ii. Facility Clearing.
 - iii. Professional\Executive Security Services.
 - iv. Attend Brooks Board and Committee meetings, as needed.

F. Cost:

Respondent must provide a budget framework outlining the cost of annual services. Brooks reserves the right to increase/decrease the scope of work based on tenant needs. Any changes to the agreed upon scope must be in writing with a 30 day notice.

Contractor agrees and understands that Brooks is a governmental entity and it has projected costs for this contract and Brooks expects to pay all obligations of this

Contract from projected revenue sources, but all obligations of Brooks are subject to annual appropriation by the Brooks Board of Directors in Future years. Brooks reserves the right to terminate this Contract at any time by giving at least thirty (30) days' notice in writing. If the Contract is terminated by Brooks as provided herein, Consultant will be paid for the Task provided and expenses incurred up to the termination date, if such final compensation is approved by Brooks, in its sole discretion.

IV. RFP SELECTION CRITERIA

CRITERIA	WEIGHTS
Relevant Experience (Overview & Capabilities, Services)	20 Points
Key Personnel (Recommended Approach, Recommended Team)	15 Points
Patrolled Services	15 Points
Campus Events & Activities (Comprehension of the Brooks culture)	10 Points
Additional Duties	5 Points
Cost (Proposed Billing & Budget)	15 Points
Small Business Economic Development Advocacy	20 Points

V. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)

1. *It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

Brooks has established the following overall contracting goals:

- a. **SBE (Small Business Enterprise) 50%**
- b. **MBE (Minority Owned Business) 31%**
- c. **WBE (Women-Owned Business) 10%**
- d. **AABE (African-American Owned Business) 2.2%**

2. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please

call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.

VI. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	May 1, 2017
*All Questions	Monday, May 22, 2017 at 10:00 am
Post Questions	Wednesday, May 25, 2017 at 4:00 pm
Proposals Due	Thursday, June 1, 2017 at 10:00 am

*All inquiries shall be submitted in writing to Lucynda Massey at facsimile (210) 678-3338 or by email to lucynda.massey@brookscity-base.com.

VII. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a three ring binder and one copy on a CD-Rom or USB. The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document. It is the responsibility of the bidder to ensure that all copies of the CD-ROMS or USB drives are readable and not corrupt. The proposal must be submitted in a sealed envelope prior to 10:00 am on June 1, 2017, (**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED**), marked on the outside as follows:

Brooks Proposal #05012017-005
Attn: Procurement & SBEDA Manager
3201 Sidney Brooks
San Antonio, Texas 78235

2. Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFP or cancel the entire RFP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.
3. All Proposals and any related documents received in response to this RFP shall become the property of BDA without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. BDA shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

VIII. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Confidentiality Statement
3. Insurance and Bonding Requirements
4. Good Faith Effort Plan
5. Debarment and Suspension Certification
6. Ethics Ordinance Required Disclosure
7. Conflict of Interest
8. Indemnification Requirements
9. Certificate of Interested Parties