



Professional Security Services

Request for Proposal

Vision Statement

A world-class region, honoring our rich and vibrant history, encompassing transformative investments which contribute to San Antonio, Texas' overall success.

Mission Statement

Our mission is to promote and develop a dynamic, sustainable, and inclusive community by serving as a catalyst for transformative economic development and regional prosperity.

Brand Statement

Brooks is an energetic San Antonio, Texas community, rich in history and strategically located where you Live, Work, Learn, Play, and Stay.

TABLE OF CONTENTS

I.	GENERAL INFORMATION	3
II.	VENDOR CONTACT INFORMATION	3
III.	SCOPE OF SERVICES	4
IV.	RFP SELECTION CRITERIA	6
V.	SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)	6
VI.	SCHEDULE	7
VII.	GENERAL EVALUATION PROCESS	8
VIII.	PROCEDURES FOR SUBMISSION	8
IX.	ADDITIONAL INFORMATION (ATTACHMENTS)	9

**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, formally an Air Force Base, located in Bexar County, Texas within the current boundaries of the City of San Antonio. Brooks is home to more than 50 businesses with a mission to *promote and develop a dynamic, sustainable, and inclusive community by serving as a catalyst for transformative economic development and regional prosperity.*

Brooks is releasing this Request for Proposal (RFP) to solicit responses from a qualified consultant 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, Play & Stay. The firm will work in conjunction with Brooks’ staff to support the development and implementation of the strategic plan. It is required that all officers patrolling the campus **must be** State Licensed Peace Officers.

The term of this agreement will commence October 1, 2022, and shall terminate September 30, 2025 with the option for two (2) one (1) year renewal options. 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/EMAIL:
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: Overview & Capabilities (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: Recommended Approach & Team (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.
4. For all officers patrolling the campus, please list the type (police officer, deputy sheriff, constable, etc.) and how many of each will be assigned to Brooks.

C. Patrol Services (15 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) connecting 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
 - Dog Park
- 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: Comprehension of Brooks Culture (10 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

(15 Points)

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)	20 Points
Key Personnel (Recommended Approach, Recommended Team)	15 Points
Patrol 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 a. SWMBE (10 points) b. Local Business Enterprise (10 points)	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.*
2. **For this Request for Proposal, Brooks is allocating 20 points for SBEDA, to include:**
 - 10 points if your organization is certified SMWBE; and
 - 10 points if your organization is designated Local Business Enterprise.

3. 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.

4. Local Business Enterprise (10 points)

A corporation, partnership, sole proprietorship, or other legal entity, which is headquartered or has a significant presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based.

- a. Where is the Respondent Headquartered?
- b. How many employees are located at the Respondent's Headquarters?
- c. If the Respondent's Headquarters is not located in the SAMSA; how many employees are in the SAMSA? Partial points will be awarded based on the percentage of local employees.

VI. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	April 14, 2022
*All Questions	Thursday, April 28, 2022 at 10:00 am
Post Questions/Answers	Thursday, May 5, 2022 at 4:00 pm
Proposals Due	Thursday, May 12, 2022 at 10:00 am

*All inquiries shall be submitted in writing to Lucynda Massey by email to lucynda@livebrooks.com.

VII. GENERAL EVALUATION PROCESS

Brooks will conduct a comprehensive, fair, and impartial evaluation of all submittals received in response to this RFP. An evaluation team will be established to evaluate the proposals. The team will include employees of Brooks and may include other impartial individuals who are not Brooks employees. The evaluation team may select all, some, or none of the Respondents for interviews. If Brooks elects to conduct interviews, Respondents **may be** interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. Brooks may also request additional information from Respondents at any time prior to final approval of a selected respondent. Brooks reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Brooks Board of Directors.

VIII. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a three-ring binder and one copy on a USB drive. 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 USB drives are readable and not corrupt. The proposal must be submitted in a sealed envelope prior to 10:00 am on May 12, 2022, **(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 #04142022-005
Attn: Procurement 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.

IX. ADDITIONAL INFORMATION (ATTACHMENTS)

The Respondent must provide the following attachments with the proposal:

1. Attachment I – SBEDA Organizational Goals
2. Attachment II - W9
3. Attachment III – Insurance Requirements
4. Attachment IV – Indemnification Requirements
5. Attachment V – Certificate of Interested Parties