



REQUEST FOR PROPOSAL

BUILDING SECURITY SERVICES

UNITED STATES OLYMPIC MUSEUM

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January 07, 2019

1.0 Introduction

Your firm is hereby invited to submit a Proposal for Security Services for the United States Olympic Museum(USOM) (“Project”). This request for proposals is a competitive selection process to engage a firm to provide the following:

1. Security System design audit
2. On-Site Site Security Services for this project.

The specific requirements for this proposal are set forth below.

2.0 Project Description

The United States Olympic Museum is a new 65,750sf cultural facility recognized by the International Olympic Committee, celebrates American Olympic and Paralympic athletes. This multi-level structure is connected by a series of ramps through 13 different specific exhibit areas intended to provide a thorough presentation of the history of the US Olympics.

Floor plans are attached to the RFP for your information and understanding of the building.

3.0 Firm Qualifications:

- a. Provide information on how your company is organized. A firm organizational chart with roles and responsibilities clearly defined is acceptable.
- b. Examples of your company’s security approach to a similar type project’s.
- c. Firm Culture – Provide a brief description of your firm’s approach to communication with patron’s and USOM staff.
- d. Key Personnel, please provide:
 - a. Name and experience and resume of management and individuals that will be engaged
 - b. References
 - c. Roles and responsibility in the project
 - d. Training and certifications provided to the personnel
 - e. Other relevant information deemed informative
- e. Provide manpower requirements and descriptions of staff duties for open and closed business hours of operations.

- f. Provide 3 – 5 references from clients with similar security USOM requirements.

4.0 Fee Proposal #01 – Security System Design Audit

- a. Review existing security systems **design** and provide written feedback regarding the following:
 - 1. Vulnerability analysis
 - 2. Security infrastructure and systems
 - 3. Event security operations
 - 4. Duty Station locations
 - 5. Café and plaza area security operations
 - 6. Future bridge

4.1 Fee Proposal #02 – Security Service Proposal

- a. Provide a descriptive narrative of the proposed services your firm will provide. Explain how your firm delivers these services and what reporting techniques are used to verify
- b. Provide a proposal for the following operations:
 - 1. Daily on-site security services
 - 2. Weekend on-site security services
 - 3. Event security services
- c. General items:
 - 1. Armed v. unarmed guards – Please include pricing difference between armed services and any relative information for the USOM to make this decision.

5.0 Schedule

RFP Milestone Dates

- a. Issue email notification of RFP to USOM Website – February 19, 2019
 - Website Posting available on Website
- b. Pre-Proposal Q&A Informational Site Walk – February 27, 2019
- c. Deadline for questions – March 06, 2019
 - a. **Questions and Answers** – All responses to questions shall be provided through the USOM Website – tab labeled ‘Requests for Proposals’
 - b. **Submit Questions for posting to the website to Abby Pearson**
apearson@usolympicmuseum.org
 - c. **No questions will be answered by email.**
- d. RFP submissions due March 20, 2019
- e. Tentative Interview date – March 26, 2019

- f. Award of RFP – April 03, 2019

Building Schedule

- a. Soft Opening -November 2019
- b. Hard Opening – May 2020

6.0 Submission

To facilitate the review process, provide an electronic version (all PDF format) of the submittal to the following address

Abby Pearson apearson@usolympicmuseum.org with 'Security RFP' in the Subject. Hard copies are not required. If the electronic version exceeds our e-mail limitation of 20 MBs., a USB drive, can be mailed to the following address:

US Olympic Museum
Attn: Abby Pearson
P.O. Box 681
Colorado Springs, CO 80901

Submissions should not be more than ten (10) pages.

7.0 Selection Criteria

Proposals will be reviewed and judged by USOM representatives by the following weighted criteria:

- 1. 60%
 - a. Company Qualifications and resume
 - b. Personnel experience and training
 - c. References
- 2. 40% - Fee

8.0 Owner's Disclaimer

- 1. Choose not to accept any or all proposals submitted in response to this RFP.
- 2. Use additional selection criteria not identified in this document.
- 3. Make an award based on factors other than the fee proposal.
- 4. Retain all documents submitted in response to this proposal; however, it will not make public any confidential information provided such information is clearly identified.

Sincerely,
United States Olympic Museum

Stan Rovira
Owner's Rep/Project Manger

CC: Chris Liedel/USOM
Peter Maiurro/ USOM
Abby Pearson/USOM