

REQUEST FOR PROPOSAL (RFP)

RFP Title: Security Assessments, County Buildings

RFP Number: RFP-24-020BC

RFP Due Date: 3/21/2024

Must be received and time stamped in the
Purchasing Division Office not later than 11:00
a.m., Pacific Local Time

RFP Clarification Date: 3/8/2024

Proposals are hereby requested and
may be submitted by email to:

purchasing@snoco.org

Or by hard
copy to be
mailed to or
delivered to:

Snohomish County Purchasing Division
Robert J. Drewel Building, 6th Floor
3000 Rockefeller Avenue Everett, WA 98201
425-388-3344
Office Hours: Monday - Friday, 8:00 a.m. – 4:30
p.m.

PROPOSERS SHALL COMPLETE AND SIGN THE FORM BELOW:

We acknowledge that all Addenda () through () have been examined as part of the RFP documents. The submittal is signed, by an authorized representative of the Proposer accepting all terms and conditions contained in the RFP and any addenda.

Company Name:			
Address:		City/State/Zip Code:	
Original Signature:	Authorized Representative / Title (Please Print Name and Title):		
E-mail:		Phone:	

Please complete the following information:

Is your firm a:

Women Business Enterprise (WBE)?	Yes <input type="checkbox"/>	Small Business Enterprise (SBE)?	Yes <input type="checkbox"/>
Minority Business Enterprise (MBE)?	Yes <input type="checkbox"/>	Veteran Owned Business (VOB)?	Yes <input type="checkbox"/>
Disadvantaged Business Enterprise (DBE)?	Yes <input type="checkbox"/>	Other Certification: _____?	Yes <input type="checkbox"/>

Do you have a certification number? Yes ☐

If yes, please provide certification number and state or entity who issued the number below:

Certification No.: _____ State or Entity Issued: _____

RFP-24-020BC

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REQUEST FOR PROPOSALS

RFP-24-020BC

1. RFP SCHEDULE

Public announcement of Request for Proposals	2/27/2024
Questions due in writing, no later than 11:00 a.m. Local Time	3/8/2024, 11:00 a.m. Pacific Local Time
Proposals due, no later than 11:00 a.m. Local Time	3/21/2024, 11:00 a.m. Pacific Local Time
*Highest Ranked List	4/4/2024
*Begin Demonstrations, if applicable	4/9/2024
*Begin Negotiations	4/16/2024
*Execute Contract	5/1/2024

* Events preceded by an asterisk have estimated dates for information purposes only.

2. PROJECT OVERVIEW

Snohomish County is seeking proposals from qualified firms to provide a complete security assessment (physical and operational) of County facilities (interior and exterior) with follow-up recommendations, prioritization, and rough-order-of-magnitude (ROM) estimates.

The successful proposer will be tasked with researching the County's standard security measures including, but not limited to, keyless entry, cameras, duress alarms, key control, perimeter alarms, marshals, contract security officers, phones, etc. Other items to investigate include, but are not limited to the following: parking, lighting, fencing, loading dock, customer service center (CSC), furniture, fixtures and equipment (FF&E), hours of operation, public access, appointments, electronic scheduling, restroom usage, elevators, skybridges, on-site security, closing protocols, mixed-use occupancies, shared resources, emergency preparedness, lockdown capabilities, checkpoints, threat/incident notification, emergency power/generator safeguards, entry and exit routes and more.

3. BACKGROUND

Snohomish County operates a wide range of facilities including, but not limited to, administrative offices, CSCs, legal departments, courthouses, hearing rooms, election facilities, outlying district courts, emergency management centers, medical examiner offices, parking sites, delivery zones and exterior spaces.

Multiple county departments, including elected officials, have requested security assessments for the buildings and locations listed in the scope of services. These departments have different security concerns and needs; the properties have a variety of existing security features and capabilities; and the central campus located in downtown Everett involves several buildings.

The Sheriff's Office is responsible for providing security oversight in campus buildings and the outlying district courts.

4. SPECIFIC PROJECT INFORMATION

This project has \$75,000 in dedicated Facilities funds for 2024, plus additional funds from departments/locations included in the Scope of Services.

The County desires services to begin as soon as possible with recommendations completed by fall 2024.

5. SCOPE OF SERVICES

The successful proposer shall:

A. Physical Security Assessments

- i. Provide in-person assessment of current security measures for each site, department, and function during normal business hours and after-hours to physically see closing procedures and nighttime conditions (i.e., visibility).
- ii. Determine best practice security standards for each area based on successful proposer's expertise and experience for similar government groups. (The County will not be providing standards to meet.)
- iii. Assess physical vulnerabilities at each site including, but not limited to, parking garages/lots, entry points, exits, loading docks, windows, roofs, refuse enclosures, elevators/skybridges, green spaces, exterior lighting, etc.
- iv. Recommend alterations to lessen physical vulnerabilities at each site (interior and exterior) including but not limited to add-on technology (hardware and software), Furniture, Fixtures and Equipment (FF&E) changes, physical improvements to the building, site, and landscape changes, etc.
- v. Recommend a phased implementation plan for security improvements at each site. Prioritize this plan from easier to more difficult changes to accomplish in terms of time and budget. Include a rating system to identify the importance of the improvements.
- vi. Provide a written report with pictures, graphics and documentation supporting findings and recommendations. This written report shall include an executive summary of recommendations with ROM estimates for these security enhancements.

B. Development of Security Policies and Procedures

- i. Assess current policies and procedures for each site, department, and function including Sheriff regulations and internal department controls.
- ii. Recommend site specific reforms for buildings and services.

- iii. Recommend a phased implementation plan for new and/or revised policies and procedures. Prioritize this plan based on importance of the improvements, ease or difficulty to achieve, time, and budget.
- iv. Provide a plan that clearly address any mandatory, upfront policy changes or additional staffing required for implementation.

C. Security Design Standards

- i. Determine security signage requirements for each site, department, and function including, but not limited to, applicable state/local laws, rules, codes, and regulations. Identify any improvements required as a matter of law.
- ii. Provide reference standards, specifications, and samples with verbiage for owner fabrication and/or implementation.

D. Owner Sessions

- i. Provide Owner briefings regarding the plans of action and timeline for conducting security assessments and subsequent tasks. This meeting can be in-person or electronic communication.
- ii. Collect information from individual departments/groups regarding their specific security concerns in an efficient manner. Compile into a cohesive format and distribute comments to Owner.
- iii. Present the security concerns of each individual department/group in the final report addressing concerns in an easy-to-understand format.
- iv. Review draft report, findings, and recommendations with Owner staff (including Sheriff for compliance check) before publishing final report. This review can be in-person or electronic communication.

E. Security Training

- i. Provide Owner training on new and revised recommendations. This training shall be in-person and include hardcopy documents for reference.

F. Locations

Sites, departments, and functions to be included in the assessment study shall include, but are not limited to, the following locations, listed in order of priority processing.

- 1A. Robert J. Drewel (Administration East) Building (Exhibits A & B)**
3000 Rockefeller, Everett, WA 98201
11 Stories with basement levels, 176,000 SF

- i. Departments/Functions
 - a) Assessor (elected official with ancillary CSC space in same building for property issues including assessments)

- b) Auditor (elected official with ancillary CSC space in adjacent building for licensing, recording and public documents; CSC includes cash/check/credit card handling and license plate pickup)
- c) Department of Conservation and Natural Resources (DCNR)
- d) Council (elected officials)
- e) Executive (ancillary functions; coordinate with other Executive staff in Administration West Building via skybridge on same floor)
- f) Facilities and Fleet Management
- g) Information Services (Criminal Justice Information Services (CJIS) space restrictions)
- h) Human Resources (HR) (including Labor Negotiators, Equal Employment Opportunity (EEO) Officer, and staff)
- i) Human Services (HS) (with ancillary CSC space; coordinate with other HS staff in Administration West Building via skybridge on same floor)
- j) Prosecuting Attorney (PA) (elected official; spaces include Diversion Program, Family Support Unit, Criminal Appeals, Civil Unit including Workplace Attorneys, Administrative Office; CJIS space restrictions; coordinate with PA staff on other floors via secure interior stairwells)
- k) Public Records (may include customer research and pickup activities)
- l) Public Works (PW) (coordinate with other PW staff in Administration West Building via skybridge on same floor)
- m) Purchasing (includes bid drop-offs; vendor/staff traffic)
- n) Treasurer (elected official with ancillary CSC space in same building for tax payments, passports, etc.; CSC includes cash/check handling)
- o) Central Courthouse Control Room (video monitoring only), Customer Service Centers, Deliveries, Elevators with Skybridge Connectors, Hearing Rooms (with Americans with Disabilities Act (ADA) access from select elevators including loading dock), Information Booth, Loading Dock, Maintenance Shop, Parking Garage, Plaza with Cafe, Public Entries, Restrooms, Server Room, Shared Resource Meeting Rooms, and Storage Units.

1B. Administration West Building (Exhibits A & B)

3000 Rockefeller, Everett, WA 98201

7 Stories with basement levels, 114,908 SF

- i. Departments/Functions
 - a) Auditor (elected official with adjacent CSC space for elections, animal control and administration; cash/check handling)
 - b) Boundary Review Board (public meetings)
 - c) Elections (functions located on 3 floors with private elevator)

- d) Executive (elected official and senior management team space; coordinate with other Executive staff in Administration East Building via skybridge on same floor)
- e) Finance (payables, payroll, budget; staff traffic)
- f) Hearing Examiner (public meetings)
- g) Human Services (coordinate with other HS staff in Administration East Building via skybridge on same floor)
- h) Information Services (CJIS space restrictions)
- i) Planning and Development (with adjacent CSC for land, development, permits, etc.)
- j) Public Works (PW) (with adjacent CSC for properties, Right-of-Way, traffic, etc.; coordinate with other PW staff in Administration East Building via skybridge on same floor)
- k) Cash Machine, Central Courthouse Control Room (video monitoring only), CSCs, Deliveries, Elevators with Skybridge Connectors, Hearing Room, Locker Rooms, Mailroom, Parking Garage, Plaza with Cafe, Printshop, Public Entry, Restrooms, Shared Resource Meeting Rooms, Storage Units and Tunnel Connector to Courthouse.

2A. District Court – South Division (Exhibit C)

20520 68th Ave W, Lynnwood, WA 98036

2 Stories with basement, 16,150 SF

- i. Departments/Functions
 - a) District Court (includes probation program with onsite and teleconference appointments)
 - b) Prosecuting Attorney (satellite space, in-person, and teleconference)
 - c) Sheriff (onsite marshal with contract security officers)
 - d) 4 Courtrooms, CSC, Deliveries, Entrance Security with X-Ray Equipment and Magnetometer, Inmate Holding Cells, Jury Assembly Room, Parking, Plaza, Public Lobby, Restrooms and Basement Storage.

2B. District Court – Evergreen Division (Exhibit D)

14414 179th Ave SE, Monroe, WA 98272

1 Story, 6,275 SF

- i. Departments/Functions
 - a) District Court (includes probation program with onsite and teleconference appointments)
 - b) Prosecuting Attorney (satellite space, in-person, and teleconference)
 - c) Sheriff (onsite marshal with contract security officers)
 - d) 2 Courtrooms, CSC, Deliveries, Entrance Security with Magnetometer, Jury Assembly Room, Parking, Plaza, Public Lobby and Restrooms.

2C. District Court – Cascade Division (Exhibit E)

415 Burke Ave, Arlington, WA 98223

1 Story, 6,275 SF

- i. Departments/Functions
 - a) District Court (includes probation program with onsite and teleconference appointments)
 - b) Prosecuting Attorney (satellite space, in-person, and teleconference)
 - c) Sheriff (onsite marshal with contract security officers)
 - d) 2 Courtrooms, CSC, Deliveries, Entrance Security with Magnetometer, Jury Assembly Room, Parking, Plaza, Public Lobby and Restrooms.

3. Snohomish County Health Department (Exhibit F)

3020 Rucker Ave, Everett, WA 98201

4 Stories with basement, 58,800 SF

- i. Departments/Functions
 - a) Health District
 - b) Lessees
 - c) Multiple Customer Clinics, Customer Service Center (septic/sewer permits, birth/death certificates, food handler permits, etc.), Deliveries, Emergency Operations Center (EOC), Parking, Public Entries, Restrooms, Security Contract Officer, and Shared Resource Meeting Rooms.
 - d) Security of lessee's space will not be included in the initial scope of work.**

4. Medical Examiner's Office (Exhibit G)

9509 29th Avenue West, Everett, WA 98204

1 Story, 14,150 SF

- i. Departments/Functions
 - a) 24/7 operations
 - b) Deliveries, Parking, Public Entry and Restroom

5. Department of Emergency Management (DEM) (Exhibit H)

720 80th Street SW, Building A, Everett, WA 98203

1 Story, 15,040 SF

- i. Departments/Functions
 - a) Emergency Operations Center (EOC)
 - b) Deliveries, Parking, Public Entry, Restrooms and Training Room

6. Carnegie Building (Exhibits A & B)

3001 Oakes Ave, Everett, WA 98201

2 Stories, 8,272 SF

- i. Departments/Functions

- a) Lessee (upper floor)
- b) Human Services (upper floor)
- c) Prosecuting Attorney (lower floor – District Court division with offsite work)
- d) **Assessment should consider exterior security and security between the two floors, but security of the upper floor will not be included in the initial scope of work.**

The County will provide:

- A. Currently available building Auto-cad backgrounds to the successful proposer(s) only.
- B. Project lead(s) to assist the successful proposer with information gathering, accessing sites, escort services, meeting coordination and other relevant tasks.

As-built plans regarding existing security systems (i.e., access control, alarms, cameras, key control, etc.) are not available for each building. The successful proposer is responsible for confirming these details during site visits.

6. CONTRACT LENGTH

The contract term will be effective upon the date of contract execution for one (1) year with an option to extend for two (2) additional one (1) year terms subject to the “Time of Performance” and the “Termination” provisions of the County’s “Pro Forma” Agreement.

7. RFP REGISTRATION PROCESS

Potential proposers are encouraged to register on the County’s Purchasing Portal to view and download competitive documents, attachments, and addenda directly from the County’s website at <https://snoco.procureware.com/Bids>

By registering in the portal, the contractor will be placed on the County’s notification list for any future bids or RFPs. By logging in to the portal and downloading this RFP document, the contractor becomes a plan holder for this RFP and will be notified of any forthcoming addendum or other official communications. It is the proposer’s responsibility to ensure that all addenda and changes have been obtained and included in the submittal as required.

8. RFP QUESTIONS/CLARIFICATIONS

Questions shall be submitted to the Snohomish County Purchasing Division by email to purchasing@snoco.org or online through the purchasing portal system in the Clarifications Tab, **no later than the date and time referenced in the Schedule on the title page**. Please reference the RFP number in the subject line when submitting questions via email.

This question/clarification (Q&A) process provides an opportunity for potential proposers to ask questions and seek clarification on specifications and requirements of this RFP. This Q&A process also allows for the submission of objections to the RFP specifications, requirements, or process if the potential proposer feels they are overly restrictive or contain barriers to open and fair competition.

To avoid confusion and ensure all potential proposers receive the same information, oral/verbal questions will not be accepted nor answered.

9. ADDENDA

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County's Purchasing Division will issue a written addendum to the RFP and post it on the Purchasing Portal. Planholders will be notified of the addendum via email. It is the proposer's responsibility to check for addenda and other new documents online in the portal.

10. SUBMITTAL INSTRUCTIONS

Electronic proposals submittal via email is the preferred submittal method. Electronic submittals shall be emailed to purchasing@snoco.org. For easy identification, please list the RFP number in the subject line of the email. The County shall remit email confirmation that Purchasing is in receipt of the electronic submittal. Should you not receive the confirmation, **your submittal is not considered received**.

Hard copy proposals may be delivered in person or sent via commercial carrier or post office. The delivery/physical address is listed on the title page of this RFP. If submitting a hard copy proposal, the proposal shall be sealed in an envelope and the RFP number and proposer's name noted on the outside of the envelope. Proposals will not be accepted at any other county location other than the Snohomish County Purchasing Division.

Proposals (Submittal Packets) shall contain all required information as defined herein and be received by to the Snohomish County Purchasing Division electronically or in hard copy no later than the date, time, and place as stated on the title page of this RFP or as amended. An authorized representative of the proposer's firm shall digitally or originally sign the Submittal Packet's first page.

Proposers shall be fully responsible for any and all costs incurred in the preparation and submittal of their proposals. Late proposals will not be accepted and will be returned to the proposers unopened if hard copy or deleted if electronic.

11. SUBMITTAL REQUIREMENTS

The attached Submittal Packet contains the RFP submittal requirements organized in the format outlined in Section 13. Proposals shall be submitted using the Submittal Packet provided herein.

12. SUBMITTAL EFFECTIVE PERIOD

Proposals shall remain in effect for 180 days after the RFP due date, unless extended by mutual agreement between the County and the applicable proposer(s).

13. EVALUATION CRITERIA

A	Transmittal Section & Original or Digital Signature	Y or N
B	Experience/References/Similar Projects	25%
C	Qualifications/Experience of Personnel Assigned	25%
D	Project Plan/Methodology/Timeline	25%
E	Adhere to Proposal Requirements	5%
F	Cost Proposal	20%
G	Ability to Contract	Y or N

H	Legal Action	Y or N
I	Disclosure	Y or N
J	Non-Disclosure Request	Y or N
	Total Written Score	100%

14. EVALUATION PROCESS

The County will evaluate proposals using the criteria set forth in Section 13 of this RFP based on the information provided in the Submittal Packet.

- A. The County reserves the right to conduct one or more of the additional phases described below:
 - i. Demonstrations of proposed solutions,
 - ii. Interview proposers' key personnel,
 - iii. Request/require additional information, and/or
 - iv. Conduct additional evaluation phases as needed to sufficiently evaluate proposals.
- B. The County reserves the right to award a contract with (one or more of) the highest rated proposer(s) without conducting interviews, demonstrations, clarifications, and/or other phases.
- C. The County reserves the right, in its sole discretion, to reject all proposals, waive informalities and irregularities in responses, or not award.

15. AWARD PROCESS

The County intends to award to (one or more of) the highest ranked proposer(s). The County will negotiate with the highest ranked proposer(s). Should an agreement not be reached, the County reserves the right to negotiate with the next highest proposer.

The County will post the award of this RFP on the Purchasing Portal after the contract has been negotiated and executed by the requesting department, office, or agency.

After the RFP due date and prior to contract execution of the RFP, the Purchasing Portal will indicate the RFP is "in evaluation". "In evaluation" covers both the evaluation phase which may include numerous phases (demonstrations, interviews, etc.) and also the contract negotiation phase. Both the evaluation and contract phases may be extensive and take months to complete. We appreciate your patience!

16. CONTRACT DOCUMENTS

A Pro-Forma Agreement is provided in Attachment B. This agreement will serve as the contract for this RFP. Proposers shall read the agreement closely and provide any requested alternate language in the Submittal Packet. Alternate agreement language will only be considered if submitted in the Submittal Packet. **Alternate language proposed after the proposals have been received will not be considered.**

Insurance requirements are covered in the Pro-Forma Agreement provided in Attachment B.

17. COUNTY NON-DISCRIMINATION

By signing and submitting a response to this RFP, the proposer (firm or individual) certifies that, in the event it is awarded a contract under this competitive solicitation (i.e., becomes the “successful proposer”/“supplier”), and as of the date of contract award, it shall comply with the “Non-Discrimination Clause” provided below:

Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington’s Law against Discrimination, RCW 49.60, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The successful proposer shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of an Agreement constitutes a certification by the Supplier of the Supplier’s compliance with the requirements of Chapter 2.460 SCC. If the Supplier is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to the Agreement or Chapter 2.460 SCC, the Agreement may be subject to a declaration of default and termination at the County’s discretion. This provision shall not affect the Supplier’s obligations under other federal, state, or local laws against discrimination.

18. FEDERAL TITLE VI NON-DISCRIMINATION

Snohomish County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

19. FEDERAL SUSPENSION AND DEBARMENT CERTIFICATION

Federal Executive Order 12549 prohibits federal, state and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants.

The purpose of this certification is for the contractor/vendor to advise Snohomish County, in writing, of any current Federal Suspension and Debarment.

Debarment Certification. By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.

20. PUBLIC RECORDS

Submittals received by Snohomish County in response to this solicitation become public records and are subject to the Public Records Act, RCW 42.56. The proposer should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If Snohomish County receives a Public Records Act request to view the information so marked in the Proposer's proposal and the County determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the proposer (1) of the request and (2) of the date that such information will be released to the requester unless the Proposer obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Proposer fails to timely obtain a court order enjoining disclosure, Snohomish County will release the requested information on the date specified.

21. ASSISTANCE COMPLETING AND SUBMITTING A PROPOSAL

During the RFP process, the County maintains a silent period to ensure that all potential proposers are treated equally, fairly, and have access to the same information at the same time. As a result, County employees are not available to assist with completing and submitting proposals.

Resources for Assistance:

- A. Questions and clarifications may be submitted via email to the Purchasing Division for information specific to this RFP-S as described in Section 7.
- B. The County works closely with PTAC (Purchasing Technical Assistance Center) located at the Economic Alliance of Snohomish County. The PTAC Counselor may be available to assist with the RFP completion and submission process.

22. COOPERATIVE PURCHASING

The Washington State Interlocal Cooperative Act, RCW 39.34, provides that other public agencies may purchase goods or services on this RFP or contract in accordance with the terms and prices indicated herein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.