

RFP-24-020BC
SUBMITTAL PACKET

ATTACHMENT A




Proposers shall complete and submit the entire Submittal Packet.

Text boxes may be expanded to allow space to sufficiently respond to questions.

13A. Transmittal Section & Original or Digital Signature

PROPOSERS SHALL COMPLETE AND SIGN THE FORM BELOW

We acknowledge that all Addenda (1 on March 12) have been examined as part of the Proposal documents. By submitting a proposal, proposer certifies that it complies with all requirements defined in the RFP documents.

Company Name:		True North Consulting Group	
Address:	PO Box 2169	City/State/ Zip Code:	Hewitt, Texas 76643
Original/Digital Signature: 		Authorized Representative's Name / Title: Russ Johnson	
Phone:	888-650-4580	Email:	sales@tncg.com

Please complete the following information:

Is your firm a:

Women Business Enterprise (WBE)? Yes ☐ Small Business Enterprise (SBE)? Yes ☐

Minority Business Enterprise (MBE)? Yes ☐ Veteran Owned Business (VOB)? Yes ☐

Disadvantaged Business Enterprise (DBE)? Yes ☐

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: _____

13B. Experience/References/Similar Projects:

13B.1 Describe your firm's experience providing security assessments, recommendations and estimates for mixed use occupancies similar to those describe in this RFP? How many years has your firm been in business?

True North Consulting Group, LLC (TNCG) is uniquely qualified to perform all aspects of the services requested from our ASIS-certified and internationally trained security personnel, technology integration specialists, Crime Prevention Through Environmental Design (CPTED) experts, and ASIS-certified Professional PSP personnel. Our highly motivated staff of over 55+ consultants is dedicated to security and technology consulting. Each member of the project team has worked together on multiple projects.

- **Years in business:** 40
- **Years in business under current name:** 10
- **Former name:** Elert & Associates (acquired by True North in 2014)

13B.2 References/Similar Projects:

Provide at least three (3) references from local or similarly sized customers. Briefly describe each of the three projects, note the similarities and provide up-to-date contact information including name, title, e-mail address, and phone number. Provide information on the contract length and whether the contract is currently active.

	Reference 1	Reference 2	Reference 3
Project	Security Assessment for City Facilities	Comprehensive Security Risk Assessment	Security Risk Assessment
Similarities	Evaluations of current security services and plans. Developed city-wide security standards.	Conducted an in-depth assessment of the sites, organization, and its executives. Identified key threat actors and their enablers. Determined the most critical assets and identified existent security deficiencies.	Analysis for operational guidelines (policies, procedures, and processes), technical security, culture and environment, processes, handling procedures, and organizational structure
Company	City of Dallas, Texas	Minnesota State Capitol Complex	Nueces County, Texas
Contact Name	Fred Gonzales	Christopher A. Guevin	Barbara Canales

Contact Title	Chief/Division Manager III, Courts and Detention Services	P.E. Director, Plant Management Division	County Judge
Contact email	fred.gonzales@dallascityhall.com	Division Chris.guevin@state.mn.us	Barabara.canales@nuecesco.com
Contact phone	214-670-3372	651-201-2350	361-888-0444
Project Size	180 Locations	13 Buildings	County Courthouse, "Tower" and "Atrium", as well as adjoining parking lots on the North and South facing-side of the Courthouse
Contract length	2019 – 2020	2021 - 2022	2020 – 2021
Contract Active?	No	No	No

13C. Qualifications/Experience of Personnel Assigned:

13C.1 Provide names, qualifications and relevant experience of key personnel who will be assigned to this project. Attaching resumes for individuals is acceptable. Resumes should identify pertinent information relating key personnel to project experience from question 13B.1.

- Tony Chojnowski
- Michael Rozin
- Zvi Kremer
- Ross Greves
- Rob Rawson
- Mindy Sitton

13C.2 Identify project roles for key personnel named in question 13C.1; which tasks they are responsible for; and the percentage of time each will commit for project completion.

- Tony Chojnowski – Project Executive – 36 Hours
- Michael Rozin – Project Lead – 60 Hours
- Ross Greves – Project Coordinator – 90 Hours
- Zvi Kremer – Senior Security Consultant – 72 Hours
- Rob Rawson – Senior Security Consultant – 48 Hours
- Mindy Sitton – Senior Security Consultant – 48 Hours

13C.3 Identify and provide the same information from questions 13C.1 and 13C.2 for any proposed subcontractors.

N/A

13D. Project Plan/Methodology/Timeline:

13D.1 Describe your methodology to successfully complete the scope of work as defined in Section 5 Scope of Services of this RFP.

True North emphasizes the importance of conducting a thorough security assessment for Snohomish County's facilities. We evaluate physical elements like entry systems and cameras, as well as operational aspects such as staffing protocols and emergency procedures. Our goal is to identify strengths, weaknesses, and areas for improvement. We provide actionable recommendations prioritizing safety, considering factors like parking, lighting, and public access policies. Our approach considers the complex interplay of various elements for overall security. We aim to equip Snohomish County with a tailored security framework. We are committed to addressing current and future threats, exceeding industry standards, and ensuring the safety of partners and customers.

13D.2 Please describe the anticipated phases & timelines for this project and how your firm plans to successfully meet the desired timeline as described in Section 4 of the RFP. Describe any/all potential challenges that may arise and how your firm intends to overcome them will staying on time.

Phase I – Investigation and Research - Project Initiation

Phase II – Security Systems Analysis and Physical On-Site Security Assessment

Phase III – Investigation and Research

Phase IV – Physical Security Implementation Plan Report and Recommendations

Tasks/Phases (M=Months)	M1	M2	M3	M4	M5	M6
Phase I — Project Kick-off/Data Collection/Scheduling/Interviews						
Phase II — Data Review/Threat Assessment						
Phase III — On-Site Assessments and Interviews						
Phase IV— Analysis, Evaluation, and Reporting						
Phase V— Leadership Presentation						

The schedule is typical, assuming the Owner can provide access to facilities and personnel. On-site interviews and operational reviews (Phase III) must be performed during normal working hours.

13E. Adhere to Proposal Requirements.

Follow, complete, and submit all information required by RFP.

13F. Cost Proposal

Complete Attachment A-1. Price Proposals shall be saved in a separate file or sealed in a separate smaller envelope and submitted with the Submittal Packet.

13G. Pro-Forma Agreement Terms & Conditions (Attachment B)

By reference, the County’s “Pro-Forma” Agreement is made a part of this RFP and will be used as the basis for preparing a final agreement with the successful proposer compliant with applicable law and in the best interests of the County. Proposers are advised to carefully read the “Pro Forma” Agreement and to indicate general acceptance of the “Pro Forma” with the submission of their proposals. The proposal should identify any additional contract provisions to be sought by the proposer and should also identify “Pro Forma” provisions the proposer considers unacceptable and suggest alternate language.

Please review the proposed agreement carefully. The County will only consider changes to items identified and submitted with the proposal. Changes to contract terms and conditions, including insurance and indemnity, requested after the proposal has been submitted will not be considered.

True North acknowledges and agrees to the inclusion of the County's "Pro-Forma" Agreement in this RFP, which will serve as the foundation for the final agreement with the successful proposer, ensuring compliance with applicable laws and the County's interests.

13H. Legal Action

Disclose any current or recent (within past five years) legal action in progress or taken against the firm or individuals. If there is no current or recent legal action, write “NONE” in the space below.

NONE

13I. Disclosure

List all business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of a product or firm that may conflict with this project shall be disclosed. If there are no conflicts of interest, write "NONE" in the space below.

NONE

13J. Non-Disclosure Request

If you believe any statements or items you submit to the County as part of this submittal/response are exempt from public disclosure under the Washington Public Records Act (PRA), you must identify and list them below. You must very clearly and specifically identify each statement or item, and the specific exemption that applies. If awarded a County contract, the same exemption request will carry forward to the contract records.

The County will not exempt materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. You may not identify the entire page, unless the entire page is within the exemption scope.

If the County receives a request under the PRA to inspect or copy the information so identified by you and the County determines that release of the information is required by the PRA or otherwise appropriate, the County's sole obligations shall be to notify you (a) of the request and (b) of the date that such information will be released to the requester unless you obtain a court order to enjoin that disclosure pursuant to RCW 42.56.540. If you fail to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

☒ I do not request any information be withheld

☐ I request the following specific information be withheld. I understand that all other information will be considered public information.

For each statement or item you intend to withhold, you must fill out every box below. You should not request an entire page withheld; only request the specific portion subject to the exemption.

Document Page: Specify the page number on which the material is located within your submittal package	Statement: Repeat the text you request to be held as confidential, or attach a redacted version	RCW Exemption: Specify the RCW exemption including the subheading

For this request to be valid, you must specify the RCW provision or other State or Federal law that designates the document as exempt from disclosure. For example, potential RCW exemptions include the following:

1. RCW 42.56.230.3 - Personal information - Taxpayer
2. RCW 42.56.230.4 - Personal information - Credit card numbers and related
3. RCW 42.56.240 - Investigative, law enforcement and crime victims
4. RCW 42.56.250 - Employment and licensing - specify the applicable subheading
5. RCW 42.56.260 - Real estate appraisals
6. RCW 42.56.270 (Items 1- 17) – specify applicable subheading
7. RCW 42.56.420 - Security