

Cover Sheet

Request for Quote:

Security System Consultant



Interested applicants should submit the following by email to kdurov@northbrook.info.

Deadline for the RFQ is November 30, 2022.

- Name of Company _____
- Contact name and title _____
- Address _____

- Phone number _____
- Email _____
- Cost _____

Please submit

See page 3 for detail on how to submit a quote.

- A concise statement of your firm's qualifications including their general background, and the firm's current services and recent achievements.
- Statement describing your qualifications for the work.
- Demonstrated prior experience working with:
 - Security Alarm System
 - Video Surveillance
 - Facility Access Control System
 - Public Address System

- Sample methodology and security plan documents plan documents.
- Cost and billing structure information

- At least 3 references.

Request for Quote:

Security System Consultant



The Northbrook Public Library is seeking quotes from qualified security system consultants to develop a plan that will help the library modernize and integrate its security systems (alarm, video surveillance, internal emergency communication tools such as the public address (PA) system, and facility access control system). Given the current environment and goals for modern integration, we are seeking guidance from the consultant on best hardware, software, and infrastructure upgrades as well as implementation suggestions and guidance on project scope and management. We acknowledge that this may result in a stepped approach in order to bring our multiple systems up to speed. Ultimately, the consultant would develop a security upgrade plan, request(s) for proposal(s) (RFP), and manage the external bid process.

Scope of Work

The firm will be expected to perform the following:

- Review the library's existing security system including security alarm, video surveillance, PA system, and access control.
- Develop a detailed plan with library administration to modernize and integrate the library's alarm, video surveillance, PA system, and access control systems.
- Write request for proposal(s) (RFP) to solicit responses from vendors to supply, install, and support these systems.
- Collect and evaluate RFP responses and provide a written report to library administration with a recommendation to library administration.
- Present recommendation(s) to the library's Board of Trustees for approval.
- Serve as project manager.

Preferred Qualifications

- Prior experience assessing and developing plans for security systems.
- Ability to recommend systems and platforms based on site-specific needs.
- Knowledge of planning, management, and evaluation skills as well as relevant experience in using them in the field of security.
- Quality methodology to organize and manage this project including the ability to document information and recommendations in a clearly written format.
- Prior experience as consultant for governmental entities like municipalities, schools, park districts, and libraries.

Current Environment

The Northbrook Library serves a community of approximately 35,222 with 128 staff in an over 85,000 square foot building originally built in the 1960s. The library was expanded in 1999 and has undergone renovations since then. Currently, the library is a few years into its master plan to remodel the library. Normally, the library is open 69 hours per week and typically sees 1,500 people a day.

In addition to staff work spaces, the library houses a 225-seat auditorium, three large public meeting rooms, and 18 study rooms of varying sizes.

IT Infrastructure

Outsource Solutions Group (OSG) manages our IT infrastructure and provides onsite and remote staff and patron IT support. Recent updates to our IT infrastructure include recabling the building with Cat6 and Cat6a cabling, a Meraki wireless network, and a cloud-based phone system provided by RingCentral. The phone system connects to our PA system. The PA system is at least 30 years old.

Security Alarm System

Our alarm system is a Gemini panel by NAPCO installed in the late 1990's. The system allows for keycard entry on one entrance as well as the ability to arm/disarm the alarm with a security code.

Video Surveillance System

We have 17 video cameras in the library. Staff have access to the D-Link “playback” system for reviewing and capturing footage. Recorded footage is stored for a limited period of time and backed up on our local SAN.

Access Control System

All internal doors that lock require physical keys that are assigned to staff based on their security level in the organization.

Timeline

The following is a proposed timeline for selecting a consultant and performing the services outlined in this RFQ. The timeline is subject to change based on external factors outside our control and based on the library’s needs.

November 14, 2022	RFQ released
November 16, 2022, 11am	Building Walkthrough
November 30, 2022	RFQ responses due
January 15, 2022	Interviews completed
January 31, 2022	Reference checks complete
February 1, 2022	Consultant hired
February 1, 2023-May 1, 2023	Consultant prep work and design phase
May 1, 2023-July 31, 2023	Compile bid package
August 1, 2023	Bid package released
August 5, 2023	Mandatory building walk through
August 19, 2023	Bids are due
September 8, 2023	Bids reviewed and a written report to the library with recommendation due
September 21, 2023	Present recommendations to Library Board of Trustees for approval

Selection Process

How to Submit a Quote

Library staff will evaluate the RFQ responses we receive and conduct interviews with qualified firms before selecting the winning firm.

Interested applicants should submit the following by email to kdurov@northbrook.info.

Deadline for the RFQ is November 30, 2022.

Respondents are encouraged to include technical information in their response instead of marketing information, and are encouraged to be as concise as possible in their response, targeting their response to the specific requirements of this project.

1. A concise statement of your firm's qualifications including their general background, and the firm's current services and recent achievements as well as the following information:
 - Name of Company
 - Contact name and title
 - Address
 - Phone number
 - Email
2. A statement describing your qualifications for the work described in this request including creating security plans, preparing bid documents, and serving as expert consultant on project implementation.
3. Prior experience assessing and developing plans for security systems as well as methodology to organize and manage this project including the ability to document information and recommendations in a clearly written format. Please provide samples of past security plans and methodology. List out specific experience with each system:
 - Security Alarm System
 - Video Surveillance
 - Facility Access Control System
 - Public Address System
4. Cost for providing services outlined above and information on how you would bill us.

5. Please provide three references. Include the names and contact information of three clients you have worked with in a similar capacity to those outlined in this RFQ. In addition to contact information, provide a brief description of the services you provided to the client. We would prefer that at least one of the references be a governmental entity like municipalities, schools, park districts, and libraries and that they are able address your work in the areas of:
- Security Alarm System
 - Video Surveillance
 - Facility Access Control System
 - Public Address System

How Quotes will be Evaluated

Quotes will be evaluated and interviews will be conducted by library and information technology staff in accordance with the criteria here:

- A. Responsiveness to this RFQ.
- B. Demonstrated knowledge of planning, management, and evaluation skills as well as relevant experience in using them in the field of security.
- C. Demonstrated quality and methodology to organizing and managing this project including the ability to document information and recommendations in a clearly written format including written samples of past methodology and plans.
- D. Understanding of the project objectives and scope.
- E. Ability to communicate in order to build consensus with staff and the Library Board of Trustees.
- F. Prior experience as consultant for governmental entities like municipalities, schools, park districts, and libraries.
- G. References from completed consulting projects.
- H. Ability of the consultant to complete the work specified on page 4 in the proposed time frame.
- I. Cost and billing information.