



City of
University Park, TEXAS
Committed to Excellence



Proposal for Physical Security Assessment

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PROPOSAL FOR PHYSICAL SECURITY ASSESSMENT SERVICES

1.0 DESCRIPTION OF FIRM

Guidepost Solutions LLC (Guidepost) is a professional services firm specializing in security design consulting and crisis management, business intelligence and investigations. Guidepost is based in New York City and maintains full service offices in Dallas, Oakland, Los Angeles, Chicago, Seattle, Washington DC, West Palm Beach, London and Singapore.



Guidepost is not affiliated with any products—so we have no vested interest in recommending any particular solution. Instead, we act independently on behalf of the client's best interests in a purely objective manner, and are thereby able to deliver cost-effective solutions that are catered to meet the individual needs of each application.

1.1 Firm History / Profile

Guidepost Solutions acquired SafirRosetti in May, 2010. SafirRosetti was founded in December of 2001 by former New York City Police Commissioner, Howard Safir, and former Security Director for IBM, Joseph Rosetti to address the security, investigations

and business intelligence needs of private and public sector clients in a wide variety of markets.

Since its inception, the firm has been retained to perform some of the most challenging assignments within its core service areas, for some of the nation's most demanding clients.

These assignments include:

- Master Plans
- Physical Security Standards
- International Security Plans
- Due Diligence Studies
- New Technology Research
- Long-term General Security Management and Technical Support
- Integrated Security Solutions
- Design and Project Management
- Risk Reports / Travel Advisories
- Business Continuity Planning
- Executive Protection Program

We have been charged with the protection of hundreds of critical corporate facilities worldwide, and have an unparalleled level of expertise in the development of holistic security technology solutions to manage command & control and incident response for global enterprises.

With a solid track record of successful engagements, a growing list of high-profile, satisfied clients and solid financial backing, the firm is positioned to continue organic and acquisition growth to emerge as the recognized leader in the security consulting and investigation fields.

2.0 SCOPE OF WORK – SECURITY ASSESSMENT SERVICES

Guidepost is a recognized leader in performing security and threat assessments for government, civic and corporate clients.

University Park has requested Guidepost to perform a Physical Security Assessment of City Hall and the Peek Center facilities. The purpose of the assessment is to determine if physical security barriers, technology, processes and procedures are appropriate for this location. Recommendations will be made to enhance the overall site security posture and identify possible program improvements.

The following scope items have been identified by Guidepost in order to develop a Physical Security Assessment for University Park:

2.1 On Site Assessment

- Meet with the client to review the scope of work, establish project goals, communication protocols and delivery schedule.
- Obtain office suite drawings including a site plan of the campus (if possible). Campus plans should include building public areas, garage, perimeter entrances, and loading dock.
- Interview appropriate site management, security/police and facilities personnel to discuss operational areas within the facility and to understand past incidents and the overall security climate for the property.
- Review the effectiveness of existing Access and Screening areas for visitor management and general access to the suite.
- Conduct a Physical Security Survey of the office complex property to include, but not limited to, the site, parking, loading dock(s), service entrances and corridors, building common areas, building lobbies, elevator core(s), roof, and all mechanical, electrical and plumbing support facilities.
- Review the site grounds, public areas, parking structures and other external elements and assess the level of Crime Prevention Through Environmental Design (CPTED) best practices included in these areas.
- Inspect and evaluate the currently installed access control, video management, alarm monitoring and intercom communications (if applicable). Annotate details of systems and any recommendations for further upgrade, enhancement and/or replacement.
- Develop deployment strategy options for recommendations and estimated budgetary costs.

2.2 Assessment Report

1. Document our findings and recommendations in a Security Assessment Report. The report would itemize all findings and recommendations. Major sections of the are anticipated to include the following:
 - Introduction
 - Existing Conditions Information
 - Risk Summary Profile
 - Observations, Findings and Recommendations
 - Economic Considerations
2. Conduct a meeting with University Park representatives to review the draft report and answer any questions they may have.
3. Revise the report in response to the review process and submit final copies.

The final deliverable for this engagement will be comprehensive Physical Security Assessment Report.

3.0 DELIVERABLES

Guidepost will provide professional deliverables through the course of this assessment and planning engagement.

These deliverables will include, at a minimum:

- Draft Review Report
- Final Report

4.0 SCHEDULE

Guidepost anticipates the following schedule to complete the scope defined herein.

	Week 1	Week 2	Week 3	Week 4
On Site Assessment				
Assessment Report DRAFT				
Assessment Report - FINAL				

5.0 PROPOSED ORGANIZATION/RESOURCES

The following represents the primary Guidepost resources available for this project. These resources will be made available on a priority basis to University Park through the duration of this project.

Patrick Markham, CPP (Principal)

Patrick M. Markham, Regional Vice President of the Guidepost Solutions Security and Technology Consulting practice, brings 20 years of corporate, law enforcement and consulting security experience to the Guidepost Solutions team. He is responsible for regional management of projects and design services for the central United States and International offices.

Mr. Markham started Guidepost Solutions Chicago office in 2005 before transitioning to Dallas in 2011 and eventually becoming regional vice president. Mr. Markham has worked on all aspects of Guidepost Solutions STC business from project management, client management, business development, marketing, business operations and practice leadership.

Mr. Markham has worked on all aspects of security program development including vulnerability analysis, risk assessment, development of policies and procedures, staffing analysis, conceptual planning, electronic systems design, competitive procurement and implementation oversight. He has worked extensively in the architectural, commercial real estate, financial, public venue and education markets coordinating the unique security issues present in mixed-use high-rise, single tenant and campus facilities. Mr. Markham has also implemented and managed security programs for several major retail and commercial real estate organizations.

Mr. Markham is an active member of ASIS International and board-certified in security management holding the Certified Protection Professional (CPP) designation.

Christopher Miller, CPP – Director, Security Consulting

As Director of Security Consulting for Guidepost Solutions, Mr. Miller brings more than 20 years of experience providing security program development and consulting services for major business organizations. His responsibilities have included security risk and vulnerability mediation and assessment; security architectural design and implementation; emergency management planning; armed executive protection; private investigations; interrogations; staff and budget management; policy and procedure development; compliance audits; specification; and contract bid and award oversight.

Mr. Miller has extensive experience in managing an overall Global Security Program with staff deployed in diverse and often hostile locations around the world.

Mr. Miller is board-certified in security management holding the Certified Protection Professional (CPP) designation and the Vulnerability Assessment Strategy Design Mitigation (VASDM) certification from Texas A&M – Teex.

6.0 REFERENCES

The following projects represent recent large-scale city and county large scale consulting engagements.



CITY OF DALLAS POLICE DEPARTMENT

As the selected security consultant, Guidepost Solutions assessed the physical security at the Jack Evans Police Headquarters and seven police substation facilities. Guidepost and the architect assessed the police facilities and made recommendations to enhance physical security that included a Lenel Access System, including ballistic protection. In addition to evaluating the existing ballistic protections; site protection, light levels, fencing, police parking, staffing, operations and security technology were evaluated to determine the effectiveness at the police stations.

Reference: Ms. Zaida Basora, Assistant Director of Public Works, (214) 948-5360.



DALLAS COUNTY RECORDS BUILDING

Guidepost Solutions has been recently engaged by Gensler and Dallas County to perform a threat assessment for the Dallas County Records Building and its planned transition into a new county administration/courts facility. The Guidepost team will identify potential threats based upon the anticipated design and occupancy of this historic facility. Working with the Dallas County Marshals office, Guidepost Solutions will determine the appropriate use of physical security and security technology to protect this facility today and in the future. **Reference:** Brian Nicodemus, Project Manager, Gensler; (214) 866-2473.

7.0 PRICING

The proposed services to assess both sites will be provided for the lump sum amount of \$18,800 plus tax (if applicable) and expenses.

For individual assessments the lump sum amount for each site (plus applicable tax and expenses) is:

- City Hall: \$9,600
- Peek Center: \$10,400

Expenses Estimation: \$300 per site (billed at actual cost)



Date: March 31, 2017

Christopher D. Miller, CPP
Director, Security Consulting
Guidepost Solutions LLC

Accepted By: _____

Date: _____

Printed Name: _____

Title: _____

Company: UNIVERSITY PARK

*COST BASIS:

This fee includes assessment, budgeting and schematic design services only. Bid-ready drawings / specifications for security improvements, project management services, construction administration and final commissioning of security improvements are available from Guidepost for an additional fee based upon the scope of systems implemented.

***Plus Other Direct Costs (ODC's including travel, meals, document delivery, printing and duplication will be billed at Guidepost **actual costs**, and will include supporting documentation).*

APPENDIX A: TERMS & CONDITIONS

GUIDEPOST SOLUTIONS TERMS AND CONDITIONS FOR CONSULTING SERVICES

SCOPE

Guidepost (Guidepost) will perform the Services set forth in the Letter of Proposal to the Client in accordance with these Terms and Conditions which are made a part thereof. The provisions of the Letter of Proposal shall govern in the event of a conflict with any provisions of these Terms and Conditions.

CONFIDENTIALITY / NON-DISCLOSURE

Guidepost will treat all relevant work product and correspondence in connection with Services rendered hereunder in a strictly confidential manner and will not voluntarily disclose any information related to this project to any third party, except to its officers, employees, agents or advisors who need to know such information for the purpose of performing the Services set forth in the Letter of Proposal.

WORK MADE FOR HIRE

All work product delivered to Client as set forth in the Letter of Proposal will be considered a “work made for hire” under applicable copyright laws and will be the property of Client alone.

COMPENSATION

As compensation for the Services rendered hereunder, Guidepost will be compensated as set forth in the Letter of Proposal to the Client.

PAYMENT

Contract will be billed monthly. Guidepost will submit invoices covering a monthly period for the work performed and expenses incurred.

Payment shall be due within thirty (30) days after receipt of the invoice. Late payments shall bear interest at the rate of 1 1/2% per month from said due date.

WARRANTY

Guidepost shall perform its Services in accordance with generally accepted professional consulting practices. If any Guidepost's Services do not conform to such standards, Guidepost's sole liability in respect thereof shall be limited to re-performing such non-conforming Services at no additional cost to the Client; provided, that in no event shall Guidepost's cost of re-performance exceed the total amount paid under the applicable assignment; and provided further, that in no event shall Guidepost be liable to the Client, any of its agents, contractors, vendors or third parties, in contract or tort or otherwise, for the payment of any monetary damages, whether direct, special, indirect, consequential or similar damages.

These provisions and any other provisions of these Terms and Conditions providing for limitation of, or protection against, liability shall apply to the full extent permitted by law and regardless of fault.

CHANGES

The Client shall have the right to make changes, within the general scope of this Agreement, in the Services to be performed or their sequence, schedule, or duration. Changes in the Services may also result from changes in the project, changes in vendor information, suspension or other delays not caused by Guidepost, actions or omissions of contractors, regulatory authorities, or other governmental agencies, court decisions, legislation and events beyond the control of Guidepost. If any such change involves an increase or decrease in the scope of Services under this Agreement or the cost thereof, or requires that Services previously accomplished be redone or affects the time required for the performance of any part of the Services, Guidepost shall so notify the Client and Guidepost shall be entitled to an equitable adjustment to the price, schedule of performance or both or to any other affected provisions of this Agreement.

EVENTS BEYOND THE CONTROL OF GUIDEPOST

Guidepost shall not be responsible for any delay or failure in performance of the Services or for any delay or deficiency in any project for which it provides Services, if and to the extent that such delay, failure or deficiency is beyond the control of Guidepost, including acts of God, fire, flood, explosion, strikes, sabotage acts of the public enemy, civil insurrection, riots, acts of terrorism, court orders, injunctions, changes in applicable laws, acts of any nation, acts or omissions of regulatory bodies, contractors, subcontractors, suppliers, consultants or agents of the Client and labor disputes, work stoppages or slowdowns, freight embargoes, unusually severe weather, equipment failure, and any other cause or event beyond the control of Guidepost.

INFORMATION FURNISHED BY CLIENT

Guidepost shall have the right to rely upon the accuracy, correctness and sufficiency of all information, data, materials and services furnished by the Client or any of its contractors, vendors, consultants, employees or agents.

CONSTRUCTION MANAGEMENT SERVICES

In the event construction management services or field consulting assignments are included as part of Guidepost's scope of Services it is expressly understood that Guidepost's sole responsibility, acting as agent of the Client in the performance of the construction management or field consulting assignment responsibilities hereunder in connection with the work of construction contractors, will be to evaluate, for the sole benefit of the Client, the construction contractors; work to determine technical compliance with the contract documents. Accordingly, Guidepost will not be responsible for the construction contractors; means, methods, techniques, sequences or procedures of construction, or their safety precautions and programs nor for any failure to perform the work in full accordance with their contract documents. Furthermore, any inspection, review, supervision, direction, observation or comment made by Guidepost shall be as representative of and on sole behalf of the Client.

NO THIRD PARTY BENEFICIARY

This Agreement and all rights hereunder are intended for the sole benefit of the parties hereto, they shall not imply or create any rights on the part of, or obligation to, any other entity not a party to the Agreement.

LIABILITY LIMITATION / MUTUAL INDEMNITY

Client agrees to hold Guidepost harmless from and indemnify and pay Guidepost for any damages, losses, costs, expenses and fees (including but not limited to, all reasonable attorney's fees, defense costs and disbursements) related to third party (including but not limited to governmental agencies) actions, suits, investigations, inquiries, request for information, subpoenas, judgments and/or claims in connection with the performance by Guidepost of the Services, unless and until it were to be finally adjudicated that Guidepost's actions were grossly negligent or intentionally wrongful. In no event shall either party be liable to the other party for any claims for incidental, special, indirect, or consequential damages of any nature and/or loss of income which are connected to or resulting from Guidepost's performance of the Services. The parties expressly waives any and all rights it may have to hold the other party liable for any such damages.

GOVERNING LAW

This Agreement shall be governed by the laws of the State of Texas.

ARBITRATION

Any disputes, claims or actions arising in connection with this agreement or the services provided by Guidepost shall be settled through discussions and negotiations, if possible. If any dispute is not so settled to the satisfaction of both parties, then the dispute shall be resolved by binding arbitration before the American Arbitration Association. In the case of any dispute or disagreement arising out of or in connection with this Agreement, the parties hereto agree to submit said dispute or disagreement under the Rules of the American Arbitration Association ("AAA"). The hearings will be held at the offices of the AAA in New York, NY. The dispute will be submitted to a panel of arbitrators selected in accordance with the Rules of the AAA. The panel or arbitrator's award shall be issued within one hundred twenty (120) days following submission of the dispute to the AAA. Any decision or award of said arbitration panel shall be final and binding on Guidepost and the Client. All papers, documents or evidence, whether written or oral, filed with or presented to the arbitrator shall be deemed by the parties and by the arbitrators to be confidential information. No party or arbitrator shall disclose in whole or in part to any other person, firm or entity any confidential information submitted in connection with the arbitration proceedings, except to the extent reasonably necessary to assist counsel in the arbitration or preparation for arbitration of the dispute. Confidential information may be disclosed to (i) attorneys, (ii) parties, and (iii) outside experts requested by either party's counsel to furnish technical or expert services or to give testimony at the arbitration proceedings, subject, in the case of such experts, to execution of a legally binding written statement that such expert is fully familiar with the terms of this provision, agree to comply with the confidentiality terms of this provision, and will not use any confidential information disclosed to such expert for personal or business advantage.

SEVERABILITY / SURVIVAL

In the event any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable part has been severed and deleted. The respective rights and obligations of the parties hereunder shall survive the termination this Agreement to the extent necessary to the intended preservation of such rights and obligations.

ENTIRE AGREEMENT

The Letter of Proposal and these Terms and Conditions constitute the entire Agreement between the parties. It supersedes all prior contemporaneous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof and has been induced by no representative, promises or agreements other than those expressed herein. Guidepost makes no guarantees or warranties and assumes no obligations or liabilities not specifically set forth in this Agreement. In the event the Client authorizes the Services by issuance of a purchase order, any pre-printed terms appearing on the face or reverse thereof shall be void and of no effect.

AGREED TO AND ACCEPTED:

FOR University Park

By: _____

Title: _____

FOR GUIDEPOST SOLUTIONS

By: _____

Title: _____