



## QUESTIONS RECEIVED REGARDING SECURITY AUDIT SOW

1. You asked for examples of our assessments. All of our assessments (audits) are confidential and protected by non-disclosure agreements. If we cannot provide this does it exclude us from the process?

Yes, some form or examples of work need to be provided.

2. Do you have a specific format that you would like used for the proposals?

No specific format needs to be used. Proposals need to include elements listed in the posting.

3. How many of the following must be assessed?

A sampling from different categories can be used for this assessment. The expectation is that at least 30 sites will be included.

There are 355 parks, 20,041 acres of parkland, 25 recreation and senior centers, 34 pools, 11 splash pads, 3 museums, 6 cultural centers, 6 golf courses, 5 cemeteries and 269 miles of trail.

Data for these can be pulled from the city's data hub:

<https://austin-parks-and-recreation-austin.hub.arcgis.com/>

- a. Parks with restroom facilities and amenities (Vendor, play areas, sports fields).
- b. Parks with waterways and amenities.
- c. Parks with swimming pools.

- d. Museums or sanctuaries for wildlife.
- e. Number of rural or open trails
- f. Number of greenways (greenbelts) and are they commuter trails or closed after dark.

Several of the trails are commuter trails. Currently all trails close when the parks do at 10pm and reopen at 5am. The only trail is the Lady Bird Lake Hike and Bike Trail that is open until midnight.

- g. Any other building or structures other than the maintenance facilities (Eg., historic farm structures)

No

- 4. Will the local law enforcement provide computer aided dispatch (CAD) calls data at no cost or required FOIA request to us?

Local law enforcement data will be provided including call data and crime data for park locations based on a buffer of park addresses.

- 5. Will building footprint diagrams be made available to us?

Those with available data will be provided.

- 6. Will any future plans outlined be made available? (Eg. Five year plans)

Yes, this is the current 10 year plan for the parks and recreation department:

<https://www.austintexas.gov/page/our-parks-our-future-long-range-plan>

The city's strategic direction can be found here.

<https://data.austintexas.gov/stories/s/Strategic-Performance-Dashboard/59fp-raw5/>

7. Will any public meeting attendances be required? If so, how many and for what purpose? (Eg. deliver an executive summary of findings to a governing board.)

Yes, the vendor will need to attend a presentation of findings to the parks and recreation board.

8. Will the final report be delivered in person and how many copies should be prepared?

Report should be provided electronically and 10 hard copies.

9. Does AFP envision a pre-proposal conference / site visit to selected facilities during the proposal stage (if so, has that been scheduled or will that be as requested)?

An onsite visit will not occur in pre-proposal. A virtual conference for questions and review will be offered Tuesday, May 21 from 11 am - 12 pm CST. To join the conference, please email [amanda.ross@austintexas.gov](mailto:amanda.ross@austintexas.gov)

10. Approximately when was the last (formal) security assessment / audit performed on the facilities, if any?

A formal security assessment has never been completed.

11. The Project Scope points 1 and 2 speak to a multitude of locations of varying types and assumedly size and function. Can you please provide us with a complete list, including address of all the sites that make up the Project Scope?

Yes, all parks data can be found from the city's data hub.

<https://austin-parks-and-recreation-austin.hub.arcgis.com/>

12. Within the Project Scope under items that you will provide we don't see a report as a result of Public Consultation, or 3<sup>rd</sup> Party consultation or perhaps a Staff Report that facilitated the pathway to create the idea of the RFP or that provided the direction of the RFP. First, does a report such as that exist, and if so, will that also be available to the successful bidder?

There is no report.

13. I am inquiring about the security audit and want to see if you could provide exact locations and any information on the size of any of the buildings included.

Facilities and amenities within the city of Austin can be found here:

<https://austin-parks-and-recreation-austin.hub.arcgis.com/>

14. Could an estimated budget be provided for the project?

This budget cannot exceed \$300,000.

15. What is the total number of parklands, greenbelts, natural areas, and developed outdoor parkland included in the scope of work?

A sampling from different categories can be used for this assessment.

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16. Will the provided GIS layers include maps / geographical locations of existing security countermeasures, such as cameras, fencing, security gates, and notification systems? Is this

database of existing countermeasures complete, or there are missing/undocumented countermeasures?

GIS layers include maps/geographical locations of facilities and amenities including fences is available. Countermeasures including cameras, gates, notification systems is not available in GIS.

<https://austin-parks-and-recreation-austin.hub.arcgis.com/>

17. Approximately how many total pages of operating procedures, lighting policy, safety plans, literature review of existing documents, and other documents will be provided for review? This could be a rough order of magnitude so that we have a sense of scale.

Approximately 1000 pages.

For example, this is the current long range plan for the parks and recreation department.

<https://www.austintexas.gov/page/our-parks-our-future-long-range-plan>

18. Is the schedule indicated in the SOW firm or could the successful consultant propose an alternative timeline?

Alternative timelines would be considered. Budget reviews occur each year in early summer and the goal is to provide information as part of the budget development process.

19. Will the recommendations need to include circumstances for events and holidays?

The scope of this security audit is for daily, typical days within the park system. No events or holidays are needed within this scope.

20. The RFP makes mention of 'towing', is this related to private vehicle relocation to meet mandatory parking law requirements, bringing aquatic vehicles to water locations, or private recreational vehicles that could be temporarily at the parks? Or all of these?

Towing is currently used in certain parks for concerns with parking overnight or parking in employee spaces. Towing is done with an outside contract vendor and involves privately owned vehicles on parkland.

21. Will the City of Austin/APF provide information/list for each first responder agency responsible for emergency response to all parks? Will it be the local police and fire department or are there others?

Yes, SPOCs for responder agencies will be provided for local police, EMS and fire departments.

22. Will the output need to include information on safety equipment, i.e., emergency first aid kits, emergency defibrillators, water swim flotation rings, life buoys etc.?

No, the output will not need information on the safety equipment listed in this question.

23. Will City of Austin APF provide any master planning or future planning documentation which may affect the outcome of any recommendations?

The City of Austin Parks Department operates under Our Parks Our Future 10 year Plan.

<https://www.austintexas.gov/page/our-parks-our-future-long-range-plan>

The City of Austin Strategic Direction can [be found here](#).

24. Is the consultant required to visit every location and undertake site observations of existing security measures? Or is the expectation that this is primarily a desktop exercise?

The consultant is expected to visit and review a sampling of sites.

25. As related to the request to conduct the audit with an equity lens - is community engagement required as part of the scope or will this be completed separately?

Community engagement will not be part of this phase of the security scope. This information will be for future community engagement.

26. The Austin Parks lists 361 parks, including cemeteries, in addition to the recreation centers and other facilities. Considering the labor hours to assess each location during daylight and hours of darkness and/or limited visibility would be very substantial, would you consider having the selected security company assess a **sampling** of the parks and facilities and then offering a comprehensive report on that assessment, and leaving the “Assessment Tool” for your staff to use for further assessments that can be conducted internally or externally?

Yes, a sampling of parks and facilities is acceptable. There is an expectation that approximately 30 sites will be included.

27. Could you kindly share the ‘Standard of Security Design’ document for your parks and facilities? This would greatly assist us in aligning our assessment approach with your security standards.

No standard of security design exists.

28. Can you provide a list, including the address and square footage of all the facilities to be assessed?

Available data can be found here.

<https://austin-parks-and-recreation-austin.hub.arcgis.com/>

29. Do you anticipate a single or multiple awardees for this project?

There will be a single award. Multiple vendors can work together as a project team.

30. What has the city budgeted for this project?

Budget is not to exceed \$300,000.

31. When can we expect a response to these questions?

Questions will be posted by May 20<sup>th</sup>.

32. Was the scope of work prepared in collaboration with a consultant? If so, are they eligible to offer for this opportunity?

Several questions were asked for feedback from a variety of sources. Consultants did not review or draft any form of the scope.

33. What is the process and timeline for awarding the project? This helps us with understanding the timeline set forth with guidelines in your proposal to meet the 30 day, 180 day and 210 day expectations.

An award is expected in July.

34. Will members of your department, APF or PARD team be available to answer questions during the project beyond the items mentioned on page two, item number 4?

Yes, staff will be available and involved to support the project.

35. How many buildings make up the entire scope of work where a CPTED assessment should be conducted?

A sampling from different categories can be used for this assessment.

There are 25 recreation and senior centers, 34 pools, 3 museums, 6 cultural centers, 6 golf courses, 5 cemeteries and 1 nature center.

36. How will the payment process be handled for the project?

Invoices shall be submitted on agreed upon intervals outlined in the contract, and are paid net 30 and through ACH.