



## **City of Austin Austin Parks Foundation Security Audit Scope of Work**

### **Security Audit Project Overview**

The City of Austin prioritizes creating a community that feels safe while enjoying parks and park facilities. Austin Parks Foundation seeks a consultant to review City of Austin Parks and Recreation facilities and open parkland to provide recommendations for security improvements, policies and operating procedure improvements. It is important that the audit be created through an equity lens. This audit will be used to review needs annually and communicate security resource needs.

### **Project Scope**

1. Review existing conditions and provide security recommendations for all 20,000 acres of parkland including greenbelts, natural areas and developed outdoor parkland to include:
  - a. Crime statistical trends in the area and related site-specific threat assessments
  - b. Existing security, countermeasures, including cameras, fencing, security gates and notification systems
  - c. Parking areas best practices
  - d. Ingress and egress best practices
  - e. Low light/night observations and known activities
  - f. Operating hours and staffing levels
  - g. Perimeter/boundary establishment for different types of parkland
  - h. Outdoor facilities within open parkland including bathrooms and playgrounds and pavilions.
  
2. Review existing conditions and recommendations for facility security improvements with a safety and crime prevention focus for all City of Austin Recreation Centers, Cultural Centers and Museums, Nature Centers, Parks and Recreation Office Locations including the Main Office and Annex Office, all Operations and Maintenance facilities including Central Maintenance Center, Walnut Creek Maintenance, Decker Lake Maintenance facility, Krieg Fields Maintenance facility,

Fiesta Gardens Maintenance facility, all Athletic Facilities including sport courts, golf courses, aquatics facilities and fields, and park cemeteries.

3. Review to include:
  - a. Crime statistical trends in the area and related site-specific threat assessment
  - b. Perimeter security
  - c. Staffing and operating procedures
  - d. Ingress and egress best practices
  - e. Existing security, countermeasures, including cameras, alarm, and notification system, during closed and open hours
  - f. Current evacuation plan and area
  - g. Existing policies and procedures for security improvements including operating hours
  - h. Low light/night observations and known activities.
  
3. Recommendations for changes, updates and best practices to implement that will improve safety and security for visitors to parkland, staff and equipment. These are to be prioritized based on effectiveness. Cost estimates should be included for each. Recommendations for review should include when and how security cameras, towing, fencing, and other measures including physical construction changes could be implemented. Items should be categorized into short-term and long term recommendations.
  
4. The City of Austin will provide
  1. SPOCS for facilities and open parkland
  2. Operating procedures
  3. Access to all facilities
  4. GIS data layers
  5. Connection to local law enforcement and available data
  6. Lighting Policy
  7. Citywide Lighting Assessment
  7. Trail Conservancy Safety Plan
  8. Literature Review of Existing Documents

**Project Deliverables:**

- 1) Project work plan with schedule for completing each phase of the work product and data collection plan. To be completed within 30 days of contract.

2.) Research phase: Provide initial findings for review and feedback. To be completed within 120 days of signing the contract.

3.) Draft Security review assessment that addresses the scope of work with recommended security changes prioritized by effectiveness and cost. This review should include short-term and long-term costs for included strategies to implement recommendations. These strategies could include security cameras, towing, fencing, security gates and other measures including physical construction changes that address safety. Staffing or security guard recommendations should be included for when and how to prioritize safety needs. This should include an estimate of additional staffing where necessary and costs associated with facility or other improvements. Cost estimates are to include details that can be used to compile resource requests. To be completed within 180 days of signing the contract.

4.) Finalized security audit document that addresses city staff comments and fully addresses the scope of work and includes short-term and long-term recommendations by effectiveness with a cost estimate. To be completed within 210 days of signing the contract.

5.) Assessment tool that can be used to review parkland for security needs and crime prevention through environmental factors for outdoor parkland and park facilities on a regular basis for security needs. To be completed within 210 days of signing the contract.

### **Vendor Qualifications**

Experience with crime prevention through environmental design

Experience working in parks and security design

### **Vendor Proposals should include:**

1. Resumes for principals working on this project.
2. Proposal for how to meet scope goals and project deliverables including timeline and costs.
3. Statement of approach including how to balance security needs with an equitable inclusive approach.
4. Three examples of completed work for similar projects.

### **Vendor Evaluation:**

1. Vendor experience and qualifications showing work within parks and in a recreation setting, safety and security and crime prevention through environmental design.
2. A vendor demonstrating fiscal responsibility, reasonable timeline and accountability in its proposal.

3. A vendor with demonstrated dedication to diversity, inclusion and equity.
4. A vendor with examples of work that are similar in size and scope to the project.

**Submit proposals by EOD May 31, 2024 to [joy.casnovsky@austinparks.org](mailto:joy.casnovsky@austinparks.org)**