

I. Cover Page

RFP PROJECT TITLE: Lowell Public Schools – External Total safety and security assessment of Lowell Public Schools.

PURPOSE OF REQUEST FOR PROPOSAL (RFP): Lowell Public Schools is seeking proposals from qualified consultants or firms to conduct a comprehensive school safety, security risk and vulnerabilities assessment and make detailed physical and procedural recommendations based upon the findings. All schools and facilities must be assessed.

TIMELINE

RFP Issued: Monday, September 16, 2024

- Clarification to Specifications – September 26, 2024
- Proposals are due not later than 11:00 AM on Monday, September 30, 2024
- Project should be completed – January 22, 2025

Notification of any changes to the time schedule will be made to proposers at the website. Addendums will be on the same website.

SUBMIT PROPOSALS TO CITY HALL PURCHASING DEPARTMENT NO LATER THAN 14 DAYS FROM THE RELEASE OF THIS RFP:

City of Lowell – Purchasing Department
City Hall
375 Merrimack Street, Room 60
Lowell, Massachusetts 01852

II. Introduction

a. Organizational Background

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,000 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families.

The core beliefs of the Lowell Public Schools are:

- A high quality education is a fundamental civil right of every child we serve.
- Teaching and Learning are at the core of our work. Everything we do must support what happens in the classroom.
- Parents are our partners. They are our students' first teachers in the home.
- Sustainable school improvement requires hard and steady work over time.

- Every adult in the system is accountable for the success of our students. Putting every child on a path to college and career success is the responsibility of the entire community.

b. Project Purpose

LPS seeks assistance from a vendor to develop a comprehensive, valid and reliable total safety, security risk, and vulnerabilities assessment of its facilities. The evaluation methodology should seek to systematically analyze the structure, layout, and conditions of Lowell Public School's school facilities.

This assessment must include, but not be limited to, review of existing physical and technical safety and security features, and recommend standards to be used in all existing facilities and new construction, and the development of standardized procedures and protocols that address safety and security risk to be used.

c. Project Vision & Goals

When complete, the solution will provide the District with timely, accurate information about school facilities and the areas where funds should be focus to reduce risks and vulnerabilities, and enhance safety and security.

The culminating report will be used as a basis for a community-wide discussion on the roles and responsibilities for school security and safety to ensure that every school facility in the City of Lowell provides students and staff with a safe and welcoming environment.

III. Scope of Work

a. Study Responses

Study responses should address, in sufficient detail, what are the risks and vulnerabilities associated with each facility and where improvements are recommended, necessary, or mandated; whether improvements or corrections can be quickly made, or what the recommended schedule is for the improvements, including but not limited to analysis of current and/or optimal improvements; what technologies could be employed to reduce risks; and the approximate cost for all solutions and improvements recommended or analyzed.

IV. Detailed Requirements

PHASE I

- Review the scope of work and create a schedule of meetings
- Discuss project timeline including location site visits

PHASE II

-Assess all aspects of each location for emergency management, fire safety, law enforcement, life safety, risk management and safety and security programs. Meet with each school's principal, leadership team, safety and security personnel and Lowell Police Department Liaison to conduct assessment interviews.

ON-SITE PHYSICAL SECURITY REVIEW

-Review Access Control, building alarms, Motion detection, Security cameras, Architectural Design and Campus Configuration, Electronic Safety and Security Applications, Infrastructure and Standards, Interior Safety and Security and Monitoring, Perimeter Protection including lighting, Physical Safety, Visitor Management, Arrival and dismissal procedures.

POLICIES AND PROCEDURES

- Emergency Drills and Operation
- Emergency Communications Applications and Standards
- School arrival and dismissal
- Identification Badges
- Evacuation Plans and Safe School Plans to include, but not limited to, bomb threat assessment and active shooter plans
- Disaster Recovery
- Specialized Programs (i.e., Weapons Screening Program)
- Sporting Events and Extracurricular Activities
- School-based Training
- Student Safety Programs
- Threat Assessment Programs
- Work order system for school safety repairs
- Roles, responsibilities, and overall effectiveness of existing unarmed security guards at Schools

PHASE III

An internal confidential final report that details findings and provides prioritized solutions for addressing security issues. Solutions must be identified, categorized and ranked on a risk prioritization basis. The recommendation must include a sequence of actions to mitigate observed safety and security risks and vulnerabilities as well as a project budget for each solution, and aggregate as a district-wide cost.

V. Proposal Submission Information

a. Response Form & Format

The following is a suggested outline; respondents may elect to use their own.

- Table of Contents
- Executive Summary
- Analysis of Facilities
- Recommendations.

VI. Response Scoring Criteria

a. Scoring Categories

The following criteria will be used to score each response.

Category	Highly Advantageous	Advantageous	Not Advantageous
Plan of Services Ratings will be based on the experience and qualifications. Particular attention will be given to the candidates' ability to complete all aspects of the requirements.	Proposal includes a detailed, logical, and highly efficient scheme for addressing all of the required issues.	Proposal includes a credible scheme for addressing all of the required issues.	Proposal is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required issues.
Experience with similar projects Rating will be based on experience providing professional services for similar projects.	The firm has at least five years of experience with similar projects. The Proposal includes at least three examples of similar projects.	The firm has at least three years of experience with similar projects. The Proposal includes at least three examples of similar projects.	The firm has less than three years' experience for this type of project.
Completeness of Solution-Understanding Scope of Work Desirability of approach to project(s).	The proposal indicates a thorough review and full understanding of the required Scope of Work, and proposes a clear and comprehensive approach.	The proposal indicates a sufficient review and understanding of the required Scope of Work, and documents the proposed approach.	The proposal indicates an incomplete review and vague understanding of the required Scope of Work.
References Strength and credibility of client references.	The proposal indicates five or more strong and credible client references with contact information.	The proposal indicates three – four strong and credible client references with contact information.	The proposal indicates less than two or more strong and credible client references with contact information.
Timelines Ratings will be based on how thorough and clear the proposed timeline will be	Candidate has demonstrated excellent experience providing proposed timelines of deliverables.	Candidate has demonstrated experience providing proposed timelines of deliverables.	Candidate has no experience providing proposed timelines of deliverables.