



## **REQUEST FOR PROPOSALS**

### **Security Assessment at Lincoln Park Zoo**

#### **Introduction**

Lincoln Park Zoo is a historic, 49-acre zoo located in the heart of Chicago. Lincoln Park Zoo cares for more than 170 species, employs almost 300 full-time and seasonal workers, and welcomes 3 million visitors annually from around the world. It is committed to Chicago's communities, offering camps, programs, and events year-round.

#### **Overview**

Lincoln Park Zoo is seeking an established and experienced service provider for an assessment of Public Safety and Security infrastructure and procedures.

#### **Project Scope**

This request for proposal seeks companies with previous experience in evaluating and preparing safety assessment reports for cultural institutions or venues used by millions of visitors annually.

Requested assessment of current security areas at Lincoln Park Zoo will include, but is not limited to:

1. All points of perimeter entry and exit and property fence line.
2. On-grounds pathways and building perimeters.
3. Publicly accessible animal habitats.
4. Signage and wayfinding for guests and first responders.
5. Point of sale locations.
6. Risk management and preparedness for catastrophic events.
7. Security-specific staffing levels, training, and response procedures.
8. Security procedures during after-hours special events.
9. Parking lot management.
10. Technology-based security equipment and use.
11. Fire alarm and suppression systems.
12. First aid resources.

Assessment should also provide recommendations to improve the above areas and to include any other related or pertinent best practices or equipment.

Areas related to animal care and behind-the-scenes exhibit spaces or animal keeper protocols and cybersecurity are purposely excluded from this request.

## **Logistics**

### **Schedule:**

RFP Released: April 25, 2024

Proposals Due: May 15, 2024

Decision Communicated: May 29, 2024

Contract Start Date: July 2024

### **Submission Requirements**

- Provide an overview of the company's organization, resources, and support capabilities.
- Provide a list of previous and similar clients to Lincoln Park Zoo who have utilized the company's safety assessment services.
- Explain how the cost structure of the assessment is determined.
- Explain what Lincoln Park Zoo should provide to help the bidder complete its assessment.
- Provide information regarding bidder's status as a Minority Business Enterprise or Women Business Enterprise. Contractors certified as such are preferred.
- Include the company's Diversity Statement or policy.
- Submit bid as PDF if possible.

### **Submission Inquiries and Delivery**

- Lincoln Park Zoo grounds are available for inspection during regular zoo operating hours.
- An introduction may be scheduled if prospective bidders are interested.
- Please direct questions to Director of Purchasing Marla Molinelli at [mmolinelli@lpzoo.org](mailto:mmolinelli@lpzoo.org).
- Please submit your proposals to Director of Purchasing Marla Molinelli via email at [mmolinelli@lpzoo.org](mailto:mmolinelli@lpzoo.org) by May 15, 2024. Late proposals will not be accepted.

## **Selection Criteria**

Selection may be based on many factors, including the following:

- Qualifications and ability to meet the requests outlined above.
- Previous and or current clients who have contracted for your security assessment.

- Cost of assessment.