



**REQUEST FOR PROPOSALS
SECURITY TECHNICAL CONSULTATION SERVICE
RHODE ISLAND CONVENTION CENTER AUTHORITY
One LaSalle Square, Providence, RI 02903**



The following are critical dates and times:

Respondent Notification: Invitation posting: **February 17, 2026**

Mandatory Walk-through Meeting: **March 5, 2026 at 10:00 AM**

Questions due by **March 6, by 2 PM**

Proposal Response Due: **March 13, 2026, 2:00PM**

PURPOSE OF WORK

The successful Proposer will reserve the right to enter into an agreement to supply the Rhode Island Convention Center Authority with consulting, and management services related to the Security Systems at the Rhode Island Convention Center Authority (the Authority) facilities as outlined in this document.

DESCRIPTION OF FACILITY

The buildings include: The Rhode Island Convention Center (the RICC) located on Sabin Street, Providence, RI 02903; the Amica Mutual Pavilion (the AMP) also located on Sabin Street; two

parking garages adjacent to the RICC; the Veterans Memorial Auditorium (the VETS); and the Innovation District Garage (IDG) located on Richmond Street in Providence.

The responses to this RFP will be evaluated and used as the basis for supplier selections for subsequent proposal discussions and negotiations. To maximize your opportunity for success in this process, we encourage you to provide your company's most competitive proposal in its initial offer.

REQUEST FOR PROPOSAL SUBMITTAL

The Rhode Island Convention Center Authority will receive proposals for consulting Services related to the Security systems in its buildings.

Proposal Documents: FIVE (5) printed copies and copies saved on ONE (1) USB thumb drives and must be submitted by US Mail and or Courier and received no later than **March 13, 2026, at 2:00PM**. Proposals received after that time and date will be returned unopened. All proposals must be clearly and distinctly typed, pricing submitted on the pricing sheet provided, and the Proposer must sign each proposal.

Send proposals to:

Rhode Island Convention Center Authority
IE: RI Convention Center Security Consultants
Attention: Daniel McConaghy Executive Director
1 LaSalle Square
Providence, RI 02903

Pre-Proposal Site Walkthrough

Firms submitting proposals are invited to attend the Mandatory Pre-Proposal site visit on **March 5, 2026 at 10:00 AM**. The Pre-Proposal site visit meeting will be held at the Convention Center Board Room on the second floor. **THIS MEETING IS MANDATORY. FIRMS NOT ATTENDING WILL NOT HAVE THEIR PROPOSALS OPENED AND THEY WILL BE RETURNED.**

During this meeting we will provide general overview of scope of work as outlined in the RFP, take a tour of the facility and hold general discussions. Please e-mail or call Christine Crabtree Purchasing Manager at christine.crabtree@riccauth.com (401) 458-6110 to RSVP for this meeting no later than **March 4, 2026 at 4:00PM** (if leaving a message, please clearly state the company you are with along with how many people will be attending this meeting).

Questions:

All questions regarding this RFP should be sent to Christine Crabtree, Purchasing Manager at christine.crabtree@riccauth.com in the form of a WORD document no later than **March 6, 2026 at 2:00PM**. Answers will be issued via Addendum on the RICCA purchasing web site.

Rhode Island Convention Center Rights

The Rhode Island Convention Center Authority reserves the right to:

1. Reject any and all proposals.
2. Render a proposal unfit if the Proposer fails to follow the format of the RFP.
3. Require Proposers to submit additional appropriate information.
4. Inspect the Proposer's premises and/or other contracts they have completed.
5. Depending on the number of Proposers, choose a list of finalists to make oral presentations.
6. Negotiate with the company that is the successful Proposer.
7. Negotiate for a partial or selected list of services.

8. Negotiate with another proposer if negotiations with the first Proposer are not moving towards an acceptable agreement.

GENERAL INSTRUCTIONS

To be considered, Proposer must provide the information requested herein, in writing, within the time frame specified. The Authority will compare proposals, ask any questions to all bidders, and move forward with the vendor whom it feels most advantageous.

Evaluation Elements

The firm selected to provide the Rhode Island Convention Center Authority with design will be evaluated using additional key evaluation elements, such as:

- The firm's capacity and qualifications and experience
- Ability to Perform Scope of Work Required.
- Specific applicable experience with Convention Centers, Civic Centers, parking garages, and theaters
- Team members and subconsultants (if any)
- Financial Stability of the Security Service Provider.
- Review and Analysis of Five (5) References Provided.
- Hourly rates of the Proposed team

Prohibition of Alterations

Proposals which are incomplete, or which are conditioned in any way, or which contain erasures, alterations, or are not in conformity with the law may be rejected.

Tax and License Requirements

Proposers must follow any and all laws it is subject to in their proposal for services.

Obligation

The RFP does not obligate the Authority to contract for any services, expressed or implied.

Rejection of Proposals

The Authority reserves the right to:

- Make all decisions regarding this proposal, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of this RFP.
- Accept, reject, or negotiate modifications in any terms of bidder's proposal or any part thereof.
- To reject any or all proposals received.

The Authority shall not be responsible for any cost incurred by any bidder in the preparation of this proposal. It must be specifically understood that this RFP does not create any obligation on the part of the Authority to enter into any contract or undertake any financial obligation with respect to the items referred to herein. The bidder understands that, if selected, the Authority reserves the right to provide its opinion publicly and privately regarding bidder's performance, throughout the entire project.

REQUEST FOR PROPOSAL CONTENT

For consideration, the Proposer's proposal must contain the requested information. The Authority reserves the right to reject proposals that are incomplete.

Responses must address each item listed in this section. Organize the submittal in the same order as requested. Incomplete responses to any of these items or failure to submit complete submittals, as requested, may render your RFP response insufficient and may be denied further consideration. RFP responses that do not meet or exceed the requested information in each item requested will be considered incomplete.

Proposals should not exceed 30 each 8.5"x11" pages in 12 font.

Responses must be typed or printed. Any handwritten corrections made by submitting firms must be initialed and dated by an officer of the firm. No changes or corrections will be allowed after responses are received.

SECTION A. BACKGROUND

The Rhode Island Convention Center Authority (The "Authority") maintains several buildings across the City of Providence. To ensure the Authority's facilities provide a safe and secure environment, the Authority maintains and upgrades the security systems in its buildings that include access control, badging/credentialing, alarm systems, closed-circuit television, Mass notifications, and the security staff to support the Authority's needs.

The Authority currently employs a variety of different security systems and components within their facilities, and is seeking vendors to provide, on an as requested basis, system design and consultation services that supports the integration and expansion of existing security infrastructure and the evolution of security systems to allow the Authority to move toward manageable, integrated, and modern security solutions.

Overview

The Authority's goal is to modernize and upgrade its security systems across the RICC and the AMP. The goal of this RFP is to select a firm that can accomplish detailed reviews of the Authority's security systems and then provide recommendations for changes and or improvements to the various systems in the Authority's buildings. The firm selected must be capable of delivering detailed plans and specifications for any work the Authority chooses to undertake based on the recommendations. The firms must be capable of running a bid process and manage contractors who perform the work.

It is the Authority's desire to evaluate any other systems to provide effective safety and security programs for its buildings.

Section B: Scope of work and Requirements

Scope of Technical Services

The Scope of Work may include but is not limited to the following security systems at the Authority's buildings:

- a) Access Control Systems (ACS)
- b) Access Control and Monitoring System (ACAMS)
- c) Closed Circuit Television (CCTV) & Video Surveillance
- d) Video Analytics and Video Management
- e) Digital Video Recording and Storage
- f) Voice Radio Communications Systems
- g) Digital Trunked Radio System
- h) Analog Conventional Radio System
- i) Transmission Systems
- j) Licensed Frequency
- k) Other Public Safety and Security Systems
- l) Mass notification systems
- m) Emergency response plans
- n) Mapping Existing Systems and Updating As-Builts, Network and Wiring Diagrams

Technical Support Program Requirements

The anticipated Scope of Technical Services includes but is not limited to the following:

- a) Planning Support Services
- b) Design Support Services
- c) Project Management and Program Management Support Services

Planning Support Services

The Security Consultant will be required to follow the provisions for the protection (DHS Management Directive System 11042.1, Safeguarding Sensitive but Unclassified Information – adopted by the Rhode Island Emergency Management Agency in the Homeland Security and Prevention (HLSP) Program of January 2017) of Sensitive Security Information (SSI) and shall, as a part of the project Work Plan, submit for the Authority's approval a plan for handling and controlling SSI.

The Security Consultant shall provide support to the Authority in various planning assignments which may include, but are not restricted to, the following:

- a) Prepare design studies, preliminary plans, feasibility studies, and cost estimates for any proposed projects.
- b) Study existing designs to establish framework and detailed work programs.
- c) Survey and collect building data and facilities inventories.
- d) Confirm system-wide integration and build forward capability.
- e) Advise the Authority regarding applicable standard codes.
- f) Render technical advisory and consulting expertise to the Authority on an as needed basis in connection with security systems and facilities.

Design Support Services

The Security Consultant shall have design support responsibilities which may include, but are not limited to, the following:

- a) Develop schematic designs based upon the approved program, design and installation schedule and budget established during the Planning Phase.
- b) Conduct field surveys of existing facilities affected by planned work and coordinate all projects with other planned or concurrent projects at the site.
- c) Establish the conceptual design for all components of the project by means of drawings, lists of assumptions, updated programmatic criteria, preliminary design calculations, preliminary cost estimates, and project schedules.
- d) Prepare, for approval by the Authority, design development documents consisting of drawings and other documents that describe the size and character of the entire Project.
- e) Develop 60% design documents consisting of drawings and specifications, setting forth in detail the requirements for the system(s) to be installed. The 60% design documents will demonstrate agreement with the practices, policies, criteria, directives, and standards that have been adopted and approved by the Authority for the project.
- f) Develop 100% design documents satisfying all previous review comments and suitable for public bidding and implementation. The Security Consultant shall perform final quality control elements such as inter-discipline coordination, peer reviews, document and calculation checking. Any work remaining at this stage should be only minor corrections to resolve any discrepancies discovered during the final review. This design submittal shall include a construction submittal schedule that lists all items by specification section that are to be submitted by the construction contractor for review and approval.
- g) Develop final design documents (Corrected Final) to include all outstanding actions and work and all review comments.
- h) On occasion, architectural and engineering consultative services may be requested in support of security projects
- i) Offerors are required to be **capable** of submitting all design plans to user agencies in AutoCAD format 2013, or latest version, and all other design documentations in PDF or Microsoft Word format, as necessary.

Project Management and Program Management Support Services

The Security Consultant shall provide Project Management support services that shall include:

- a) Project Controls
- b) Design Management
- c) Procurement Management
- d) Implementation Management Support

Project Controls Support Services shall include but not be limited to:

- a) Development, maintenance and reporting of a Master Schedule.
- b) Development of different levels of cost estimates depending on the stage of the project (Rough Order Magnitude, Concept Level, etc.).
- c) Meeting coordination, developing meeting minutes and action item logs.
- d) Document Control/Management that shall at a minimum comply with federal SSI standards.
- e) Periodic program progress reporting.

Design Management Support Services shall include but not be limited to

- a) Quality Assurance/Quality Control (QA/QC).
- b) Coordinate and manage design progress review meetings.

Procurement Support Services that shall include but not be limited to the following:

- a) Prepare/develop all required bid documents (i.e., plans, specifications, questionnaires, addenda, etc.) as directed by the Authority.
- b) Assist the Authority during pre-proposal meetings, preparing meeting minutes, making necessary design revisions, issuing addenda, and reviewing bid proposals.
- c) Assist the Authority with responses to proposers' questions.
- d) Produce proposal analysis and reports that shall outline proposal discrepancies and pricing differences from the engineer's estimate compared to bid/proposal estimates.

Implementation Management Support Services that shall include but not be limited to:

- a) Review and comment on shop drawings and change orders.
- b) Review, approve and analyze vendor's plan and approach to the work and its impact on government buildings operations.
- c) Measure, estimate and calculate quantities of work and certify estimates and vendor/installer payments.
- d) Perform and report on field testing of materials and equipment as required.
- e) Conduct periodic coordination meetings with the vendors.
- f) Prepare progress charts, construction schedules and reports as required.
- g) Identify, resolve, and correct technical problems encountered during implementation.
- h) Confirm and deliver "as-built" drawings, wiring diagrams, and network diagrams.
- i) Report promptly to the Authority any known defects or deficiency in the Contractor's work or materials.

Project Close-Out Services that shall include but not be limited to:

- a) Review of general accuracy of information submitted and certified by the vendor/installer.
- b) Preparation of electronic AutoCAD record drawings based on information furnished including significant changes in the work made during implementation.
- c) Transmittal of record drawings and data, appropriately identified, to the Authority.
- d) During final inspection, assisting the Authority in the development of the punch-list items to be completed.
- e) Assisting the Authority with the determination of the amounts to be withheld until final inspection.
- f) Assisting the Authority with the Provisional Acceptance Inspection to verify final completion of the punch-list items and the work.

Other Services

The Security Consultant may be required to provide other services, including but not limited to programming, drafting, support in operational readiness, and provide information for and support in developing related policies, procedures, and standards.

Schedule:

The Authority expects to complete a review of the existing systems and issue recommendations before the end of 2026. The selected firm must demonstrate the capacity to perform that effort in that time frame. Actual design, solicitation, and implementation will start after the report and recommendations are in hand, evaluated, and solutions selected and funded.

SECTION C - PROPOSAL

Technical Proposal

Narrative and format: The vendors must submit a technical proposal which addresses each of the following elements (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request). These elements are the criteria for the selection process:

- A. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience with state or federal government agencies in the field of security systems and infrastructure to include electronic access, video surveillance, assessing existing conditions, and the future build out or design of similar systems.
- B. **Years in Business** - Provide information that lists the consultant's years in Business
- C. **Business Volume** - Provide the Annual Volume of the firm for the past 5 years and a list of projects under contract at this time with the size and scope of each provided.
- D. **Work Force** - Provide the consultants entire Employee work force by position type
- E. **Headquarters and Facilities** - Provide the consultant's Corporate Headquarters Location and branch office locations
- F. **Security Clearances** - List any Security Clearances the firm or the proposed Staff may hold
- G. **Experience in Rhode Island** - List prior experience with Providence Police, RI State Police, and Providence Fire Department
- H. **Capability, Capacity, and Qualifications of the Vendor for studies**- Provide a detailed description of the Vendor's experience as a consultant reviewing, assessing, and enhancing agency security infrastructure with agencies similar in size and scope as the Authority's portfolio. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type (s) of service (s) provided. List at least three (3) projects with in the last 5 years of similar scope, size, and complexity
- I. **Capability, Capacity, and Qualifications of the Vendor for design and Project Management:** Provide a detailed description of the Vendor's experience as a consultant performing design and project management on projects of similar size and scope as the Authority's portfolio. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service

and type (s) of service (s) provided. List at least three (3) projects with in the last five (5) years of similar scope, size, and complexity

J. **Work Plan** - Please describe in detail, the framework within which requested planning, design, project management, and program management services will be performed.

K. **Approach/Methodology** – Define the methodology to be used for the final submission of information to DCAMM and their Clients.

L. **Ability to Manage design and Construction** – Demonstrate proven ability to provide design and project management of similar projects

Cost Proposal

Hourly Rates

Provide the rates as an attachment to the proposal using the sample below, provide a detailed list of staff that shall be assigned to the project, their resumes, and an hourly rate for use for any projects the RICCA may use to add to the scope of services. Rates shall be valid through 12-31-26.

Sample:

Name of Personnel and Role

- Martha Smith (Principal) \$ _____/hr
- John Peters (Project Manager) \$ _____/hr
- Milton Bradley (data management specialist) \$ _____/hr
- Jessica Anderson (Security Specialist) \$ _____/hr
- (Others as applies) \$ _____/hr

ISBE Proposal

Should the firm be asked to provide a fixed sum cost for an assignment, the firm shall be required to submit an MBE, WBE and/or Disability Business Enterprise Participation Plan form(s) (“ISBE Proposal”). Vendors will be required to complete, sign and submit these forms with those proposals.

Insurance Requirements

The Proposers must be able to provide the following:

- Statutory Coverage Worker’s Compensation Insurance with employer liability limits of \$500,000.00 for each accident, aggregate for disease, and disease of employee; and
- Contractors or subcontractors whose total job cost is less than \$25,000: Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverages in an amount of at least \$1,000,000 per occurrence and aggregate; or (b) Contractors or subcontractors whose total job cost is more than \$25,000: Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverage in an amount of at least \$2,000,000 per occurrence and aggregate.

- Except as otherwise expressly approved in writing, all contractors' policies should be broad form and shall include contractual liability, personal injury protection and completed operations coverage.
- The policies should be written so as to be primary and non-contributory.
- Each insurer must be licensed to do business in the State of Rhode Island, with a rating by Best's Insurance Rating Guide of at least A-X and coverage must be primary and non-contributory.
- A standard waiver of subrogation clause must be included for all policies.
- All coverage should be written so as to be primary of any applicable coverage carried by Owner and any other applicable ownership entity.
- Evidence of coverage to be provided via standard ACORD certificate of insurance form.

Additional Insureds:

RI Convention Center Authority, Oak View Group, Amica Mutual Pavilion, Rhode Island Convention Center, the State of Rhode Island's respective Directors, Officers, Agents and Employees should be listed as additional insured on a primary and non-contributing basis. Waiver of subrogation in favor of the additional insured should apply to the policy.

Certificate Holder Section should read as follows:

Rhode Convention Center Authority
 1 LaSalle Square
 Providence, RI 02903

SECTION E: EVALUATION AND SELECTION

Technical proposals must receive a minimum of 60 out of a maximum of 90 points to advance to the cost evaluation phase. Technical proposals scoring less than 60 points shall not receive further consideration.

Criteria	Possible Points
Staff Qualifications	40 Points
Capability, Experience, Capacity, and Qualifications of the Vendor	40 Points
Approach/Methodology	10 Points
Total Possible Technical Points	90 Points
Cost proposal	10 Points
Total Possible Evaluation Points	100 Points

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 10 points bringing the total potential evaluation score to 100 points.