

**Security Risk Analysis  
and  
Systems Design Proposal**

*Prepared for:*



*The City of Gahanna*

Mr. James R. Williams  
Director of Emergency Management

January 28, 2002

Prepared by:

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**EXHIBIT A**

## Security Risk Analysis and Integrated Systems Design Proposal

### Section One:

**Methodology:** To provide a holistic approach in providing the physical security assessment and design criteria for a comprehensive “Access Control/Integrated Security Platform” to include the integration of numerous disciplines of the City of Gahanna’s business operations. The design and initial evaluation shall address those areas detailed in the scope of work for which this proposal is intended. In assessing the overall safety and security of the constituents, employees, guests and vendors associated with the City of Gahanna and their facilities, it would be prudent to assume that at the conclusion of this assessment, management would be able to take the appropriate actions required to implement the required security measures. The focus of the physical security assessment would contain those factors that are tangible or issues that could be resolved. The next phase of the assessment would be the review/interview process. This process would be conducted with members of the City of Gahanna, its staff and management and those individuals relevant to the operation of the identified sites. These reviews/interviews will assist in determining the functionality and/or utilization of the areas under consideration with respect to the proposal. During the process, recommendations would be made based on the expected policies, procedures and controls in effect and/or proposed. Based on the findings of the interviews, determining the overall effectiveness of the security posture would be achieved. Combining the results of the necessary phases would result in the accomplishment of effectively determining the security assessment for the continued success of the City of Gahanna.

At ST&D, we believe that by forming a partnership with our clients, we gain valuable insight and acquire a more comprehensive understanding of their business practices and needs. The purpose and scope of this proposal is to provide a comprehensive Security study encompassing:

#### *Evaluation Phase*

- Site Surveys
- Review of Expectations (operational policies and procedures).

#### *Design Phase*

- Systems Specifications
- Systems Design

Recognized experts in that field will address each of the aforementioned areas. They will identify, evaluate, prioritize and make recommendations for each section of the survey.

## **Evaluation Phase**

### **Physical Security**

There will be an extensive examination of the following facilities:

City Hall - 200 South Hamilton  
Police Station - 460 Rocky Fork Boulevard  
Sr. Center – 480 Rocky Fork Boulevard  
Fuel/Maintenance Facility – 780 Science Boulevard  
Gahanna Golf Course – 220 Ridenour Road  
Streets/Water Facility – 152 Oklahoma Avenue  
Parks Facility – 152 Oklahoma Avenue  
Friendship Park Restrooms – Oklahoma Avenue  
Woodside Green Restrooms – 213 Camrose Court  
Academy Park Restrooms – 1201 Cherry Bottom  
Water Tower - Gahanna Woods

This will include evaluating the proposed system deployment, evaluation of the employee access points, review of the existing system deployment, a review of the feasibility for exterior security measures to include the parking areas, gates, entrances and loading docks. The following will be examined:

- Building security interior and exterior
- Access control interior and exterior
- Locks, doors, and windows
- Intrusion detection devices
- Parking ingress and egress control
- Closed-circuit television surveillance
- Locations for mail and package delivery and pickup
- Locations for hand held parcel inspections

### **Design and Specifications Phase**

The design concept for the overall security posture will be based on the incorporation of the evaluation phase (risk assessment), and the deployment of an advanced integrated security system as outlined in the scope of work relevant to this proposal. Our goal will be to incorporate the feeling of an open environment. Though good security involves some inconveniences, our focus is to ensure the design not interfere with people

movement or business transactions, or to distract from the overall pleasant landscape and surroundings. Our intent would be to design a system that instills a sense of responsibility and accountability for security among all employees, not just security personnel. By doing this, we try to eliminate opposition between the two groups; by achieving this, we effectively multiply the size and effectiveness of the security workforce.

Through the design process, we would utilize the concept of "five protective layers", featuring an "exterior to interior" approach. The thought process behind this design concept is simple: "threats come from the outside and loss (if any), is generated from within". The five elements of effective design are:

- Perimeter protection (fences, gates and barriers)
- Exterior/Interior monitoring (public and employee areas)
- Building access control (electronic and mechanical)
- Internal access controls (electronic and mechanical)
- Employee policies/procedures

## **Specifications**

The design specifications provide the means to define accurately and completely the requirements in such detail that: (1) the final implementation reflects what was intended and (2) all bidders get the same, complete understanding of the requirements.

At a minimum, the specification will include:

1. Instructions to bidders, including a list of all documents in the contract documents.
2. A functional description of the complete systems, their intended operation and the installation schedule.
3. Identify the requirements for the integration/interaction with existing systems to include but not limited to; time and attendance systems, Fuel distribution systems and other building management platforms.
4. A list of products and services included in this contract.
5. A list of products and services required as part of the system design but included in other contracts, such as electrical, and that require contractor coordination.
6. A list of applicable codes and standards.
7. Support services such as drawings, sample and documentation submittals, commissioning, testing, training, warranty, maintenance and spare parts.
8. Technical descriptions of all major subsystems and their components.
9. General site conditions, installation standards and quality control standards.

**The cost for ST&D's involvement to this degree is \$10,360.00.**

**Section Two:**

**Document Distribution/Vendor Selection:**

Once the established parameters have been reviewed and approved by the City of Gahanna, the next step would be the document distribution phase and vendor selection. ST&D's involvement in the vendor selection and document distribution will afford you the following;

- a. Research and approve local vendors verified through industry, association, and personal contacts to assist in obtaining a vendor suitable for this scope.
- b. Prepare industry standard Bid documents, (include drawings) and conduct the document distribution.
- c. Field all vendor related "requests for information" relevant to the design and requirements and validate their proposals upon submittal.
- d. Review the contractor's submittal documents, verify their design documents and products specifications.
- e. Schedule a "Scope review" with the client to review the proposed, in detail.
- f. Schedule a "Scope review" with (either the top three) or the selected vendor and the client to review their proposal in detail.

**The cost for this service would be \$5,500.00.**

**Section Three:**

**Project Oversight/Management:**

The final phase would be to oversee the installation and provide final testing and acceptance of the specified systems. The following services would be provided;

- a. Periodic inspections and on site inspection throughout the project to assure project intent discipline.
- b. An additional on site inspection to conduct final acceptance and testing after completion of the project.

**The cost for this service would be \$1,575.00.**

In the event that the City chooses to utilize Security Technology & Design's services to the full extent, an additional discount will be factored into the cost of the overall project. All phases can be factored in separately as well.

**The total cost for the above outlined services for:**

**Total Project Approach**

**All Phases                      \$15,692.00 = (less 10%)**

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<b>Section One:</b>	<b>\$10,360.00</b>
<b>Section Two:</b>	<b>\$5,500.00</b>
<b>Section Three:</b>	<b>\$1,575.00</b>

**Project Timeline:**

Upon acceptance of this proposal, ST&D will coordinate an initial site visit with . After the initial site survey's are accomplished and ST&D is provided with accurate drawing files of the current floor plan's the delivery schedule will be as follows;

- Section One of the proposal shall be delivered to the client NLT fifteen (15) working days after the visits are concluded.
- Section Two and Three: will be determined by the owner and to the extent this process is required.

**Payment Terms**

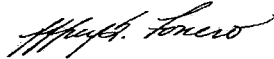
ST&D will invoice on the completion of requirements for each section. Invoices are payable within thirty (30) days from the date of the invoice.

**Acceptance:**

ST&D's proposal to perform the services under this proposed agreement shall remain open for acceptance by Client for a period of 30 days from the proposed date, after which time ST&D reserves the right to review, revise or withdraw its proposal.

**If you have any further questions please feel free to contact me. Thank you and I look forward to assisting you.**

**Security Technology & Design Services**



Jeffrey S. Toner  
President

**ACCEPTED BY:  
The City of Gahanna**

\_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Name Printed)

(Title)

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(Date)