

REQUEST FOR PROPOSALS  
**PROFESSIONAL SECURITY SERVICES  
FOR SPECIAL EVENTS**  
CITY OF HIGHLAND PARK, ILLINOIS

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**Proposals Due: March 29, 2023, 4:00PM**

**Questions - Contact in writing to:  
Chris O'Neill, Management Analyst  
City of Highland Park  
[chris.oneill@cityhpil.com](mailto:chris.oneill@cityhpil.com)**

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## 1. INTRODUCTION AND PURPOSE

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The City of Highland Park requests proposals from qualified and experienced firms with a background in providing professional security services to provide visible uniformed and/or non-uniformed armed security personnel and services at City special and holiday events as requested by the City throughout the event season.

For this Request for Proposals (“RFP”) and the anticipated agreement, “City” means the City of Highland Park; “Services” means, collectively, all of the components set forth in the Project Scope section of the RFP, and as more fully described in this RFP. The Services will culminate in the contracting of the selected proposer which will provide professional security personnel and services at City special and holiday events during the 2023, 2024, and 2025 calendar years to meet the identified needs and desires of the community.

The selected proposer will be invited to enter into an agreement with the City, in a form to be provided by the City, for the provision of the Services (“Agreement”). The City Council has the ultimate authority to approve any proposal and to authorize the execution of the agreement.

## 2. BACKGROUND

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### A. Community Overview

Twenty-three miles north of Downtown Chicago, the City of Highland Park is nestled along five miles of Lake Michigan shoreline and near the center of our metropolitan area most affluent residential markets. Highland Park is a thriving community with a diverse population of over 30,000, a stable economic base, more than 800 businesses employing more than 14,000, top-rated schools and a university- affiliated hospital. It is also easily accessible from Route 41, Interstate 94 and interstate 294 and is served by PACE Bus and three Metra Stations.

### B. City Overview

The City reviews, approves, organizes, and oversees numerous special, holiday, public, and third-party managed events during the year (see attached Addenda). These include but are not limited to The Lot series events, Central and Ravinia Business District events, Ravinia Festival events (if needed), events on City and Park District Properties, and other third-party managed events which occur through-out the City. The City evaluates the need for public safety services during these events while considering the purpose, size and location of the events; including the use of police, fire, and private security as needed.

## 3. PROJECT SCOPE

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### A. Components and Requirements

The Services Plan components and requirements to be provided by the selected proposer must include the following:

1. Provide trained uniformed and/or non-uniformed professional armed security personnel and services within the City of Highland Park at various special, holiday, and third-party events at fixed and non-fixed locations throughout the 2023, 2024 and 2025 calendar years as needed.
2. Professional security service personnel will have a neat and professional uniform appearance.
3. Professional security service personnel will be trained in armed fixed and mobile security functions.
4. Professional security service personnel will be trained in emergency communications, de-escalation, reasonable response to aggression and resistance, duty to intervene, and first aid.
5. Professional security service personnel must have the ability to partner, effectively communicate, and work with City Police & Fire Department, Public Works, and City Manager’s Office staff.
6. Availability and use of professional security service marked vehicles at events are beneficial and desirable but not required.
7. Professional security service companies and their staff should be aware of, support, and practice the “Shared Principles of Public Safety” adopted by the City of Highland Park Police Department if awarded a contract to operate within the

City of Highland Park. See the following link: [https://www.cityhpil.com/news\\_detail\\_T21\\_R259.php](https://www.cityhpil.com/news_detail_T21_R259.php)

8. Interested professional security service companies must be willing to bill the City per event providing a cost estimate of professional security services prior to the event. This includes detailed billing per staff member, per hour and any additional costs.
9. Interested professional security service companies must be willing to bill third party entities directly for their agreed upon services if the City requires professional security services to main public safety at well-attended non-City sponsored events or gatherings.

**B. Plan Presentation and Delivery**

Presentation: A “Draft” Plan shall be provided to Staff for comment. The final Professional Security Services Plan is subject to adoption at a regular City Council meeting.

Deliverables:

1. A flash drive containing **The Professional Security Services Plan** and three (3) color copies. Include all previously noted components and requirements deemed appropriate by the selected firm or City.
2. A PDF copy of **The Professional Security Services Plan** and all addenda and background materials, including but not limited to: meeting summaries, professional security services uniforms, vehicle(s) and equipment photographs and/or illustrations, current training certifications and overview, alignment and support regarding the City of Highland Park Police Department’s commitment to the “Shared Principles of Public Safety.”
3. One copy of any boards or other large format materials if needed.

**C. Project Timeline (Tentative)**

The City’s proposed start date for the provision of the Services is April/ May 2023 with a contract completion date of December 2025.

**4. LICENSES**

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Each party submitting Proposals must possess all necessary federal, state and local licenses as required by law. Following the sealed response opening, each party must furnish satisfactory proof to the City upon request that the licenses are in effect during the entire contract period.

**5. PROJECT SCHEDULE**

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Below is an estimated schedule of events. Proposals will be reviewed and evaluated by City staff and City Council members before the contract award:

<b>Milestone</b>	<b>Date</b>
RFP Issued	March 3, 2023
Deadline for Questions	March 15, 2023
Questions and Answers Posted	March 20, 2023
Proposals Due	March 29, 2023
Staff Review and Recommendation of Proposals	Week of April 3, 2023
City Council Review of Agreement	TBD

Answers to any questions received will be posted to the City's website on or before March 20<sup>th</sup>. All questions must be submitted in writing to Chris O'Neill via email to: [chris.oneill@cityhpil.com](mailto:chris.oneill@cityhpil.com)

## 6. SUBMITTAL DETAIL

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All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations or additions not called for, conditional or alternate costing methods, or any irregularities of any kind may be rejected.

- All proposals must be submitted to the City no later than 4:00PM CST on **Wednesday March 29, 2023**
- Provide three (3) paper copies, one PDF copy emailed (see below) and a flash drive of the RFP Response sealed in one envelope and marked with the title:  
  
"THE PROFESSIONAL SECURITY SERVICES RFP"
- The proposal must be shipped via United States Postal Service, Federal Express or United Parcel or may be dropped off in person at City Hall.

Chris O'Neill  
Management Analyst  
1707 St. Johns Avenue  
Highland Park, Illinois 60035  
Email: [Chris.oneill@cityhpil.com](mailto:Chris.oneill@cityhpil.com)

## 7. SUBMITTAL REQUIREMENTS

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Each respondent submitting a proposal must provide the following information:

### **Firm's Profile**

1. Name, Address, Contact Person, Phone, Email & Web Address
2. General Background

### **Service Plan Team**

1. A narrative describing the roles of each designated leader assigned to the Services Plan.
2. Resumes of project team leaders.
3. Information on subcontractors for the Services Plan, including related Services Plan experience on the firm and the individual team members.

### **Service Plan Experience and Approach**

1. State experience in completing similar Service Plans.
2. Provide examples of projects completed by the firm.
3. Description of the approach your firm would utilize to meet the expectations of the RFP.

### **References**

1. Provide a minimum of three references on a similar Services Plan.

### Cost Proposal

1. Proposers must submit a detailed cost proposal with a breakdown of the fees to perform the work outlined including any applicable fee escalators for holiday or overnight work hours.

## 8. EVALUATION CRITERIA

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Firms will be evaluated and ranked by the City based on the following:

1. Responsiveness to submission requirements;
2. Qualifications of the firm;
3. References;
4. Ability to provide services as stipulated in the RFP, and;
5. Cost.

The City reserved the right to undertake such investigations as it deems necessary to verify qualifications.

The City retains the right to reject and all proposals at its sole discretions.

## 9. EVALUATION OF PROPOSALS

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Proposals submitted will be evaluated by City staff which will consist of representatives of the City Manager's Office, Police Department, and Fire Department. City staff will evaluate all correctly submitted proposals concerning the Project Scope and Submittal Requirements outlined in this RFP, including, without limitation, the responsiveness of the proposal.

As part of the selection process, City staff may interview none, some or all the proposers for the Agreement. City staff will recommend the preferred proposer to the City Manager's Office. The City Manager's Office will present the recommendation to the City Council for formal consideration. The result of the RFP process will be posted on the City's website and all proposers will be notified by electronic mail.

The City retains the right to retain all proposals submitted and use any idea in a proposal regardless of whether the said proposal is selected.

The City reserves the right to make clarifications, corrections or changes in this Request for Proposals at any time before the deadline for submission of proposals. Proposers should check the City website for clarifications, corrections or changes to the RFP.

## 10. SUBMITTAL PROCEDURES

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Please deliver three (3) paper copies, one PDF copy emailed to [Chris.oneill@cityhpil.com](mailto:Chris.oneill@cityhpil.com) and a flash drive of the RFP Response sealed in one envelope and marked with the title "THE PROFESSIONAL SECURITY SERVICES RFP."

Chris O'Neill, Management Analyst  
City of Highland Park  
1707 St. Johns Avenue  
Highland Park, Illinois 60035

Proposals must be received no later than 4:00PM Wednesday March 29, 2023 (\*Deadline). Proposals will not be opened publically. Proposals submitted after the Deadline will not be opened. No oral, telephone or facsimile proposals will be considered.

Request for Proposals  
For Professional Security Services for Special Events  
City of Highland Park, Illinois

Submission of a proposal indicates acceptance by the proposer of the conditions in this RFP unless clearly and expressly noted in the proposal submitted and confirmed in the subsequent Agreement between the City and the contractor selected.

11. QUESTIONS AND ADDENDA

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Any questions posed during the proposal process must be made in writing via e-mail directly to Chris O'Neill at [Chirs.oneill@cityhpil.com](mailto:Chirs.oneill@cityhpil.com). Questions regarding this RFP will not be entertained via telephone. Any questions submitted and answers will be posted to the City website in the form of addendum which will be revised as questions are posed. Questions regarding this RFP will be accepted until 5:00PM on Wednesday March 15, 2023.

12. STANDARD TERMS AND CONDITIONS

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Proposals submitted are offers only, and the decision to accept or reject is a function of the quality, reliability, capability, reputation and expertise of the firms submitting proposals, issuance of this RFP does not obligate the City to pay any cost incurred by a proposer in its submission of a proposal, conducting any necessary studies or creating any designs needed for the preparation of that proposal, or for procuring or contracting the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time before the submittal deadline. No Proposal may be withdrawn for 60 days after the date set for opening proposals. Submissions will be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgement, the best and most favorable to the interests of the City and the public; to reject the proposal with the lowest cost to the City; to accept any item of any proposal; to reject any and all proposals, and; to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality will not be considered a waiver of any future or similar defect or informality. Firms should not rely upon or anticipate such waivers in submitting their proposal.

## ADDENDA

### EVENT SCHEDULE

The following are currently know scheduled 2023 events within the City. These may change on a weekly and/or monthly basis and are not limited to the following event dates.

#### The Lot

- Vintage Market: June 11, 11 - 4
- Taste of HP & More:
  - Friday, June 23, 5 – 10 PM
  - Saturday, June 24, 12-10 PM
  - Sunday 12-7 (Bitter Jester Music Festival)
- World Food & Music Festival: July 15, 12 – 10 PM
- Vintage Auto Show: Saturday, September 9, 12 PM -4 PM
- Oktoberfest: Saturday, September 30, 12 – 10
- Vintage Market: Sunday, October 8, 11 - 4
- Stews & Brews:
  - Friday, October 13, 5 – 9 PM
  - Saturday, October 14, 14 5 – 9 PM
- Heart of the Holidays – Saturdays
  - November 18, 1- 5 PM
    - 4:30 PM Tree Lighting
  - Nov 25, 1 – 3 PM
  - December 2, 1- 3 PM
  - December 9, 1 – 3 PM

#### Ravinia District

- Food Truck Thursdays June 1 – September 21, 4:30 – Dusk (time changes throughout the summer with the time of sunset)
- Candy Stroll, Saturday, October 28, 3:30 – 5:30 PM
- Cookie & Cocoa Crawl, Saturday, December 2, 11 AM – 1 PM

**Friday Nite Concerts in Port Clinton, Dates & Times TBD** (proposed, June 16, 23, 20, July 7, 14, 21, 28 – August 4, 11, 18, 25, 6 – 7:30 PM?)

**French Market at The Lot, TBD** (Sundays July 9 – Sept 24 10 AM - 2 PM)

TBD, will know the week of February 13

#### **Ravinia Festival TBD**

Will post their schedule on March 16, 2023 [www.ravinia.org](http://www.ravinia.org)

#### **July 4<sup>th</sup> Events**

- 10 AM Remembrance Ceremony at City Hall
- 11 AM Community Walk
- 11:30 AM Independence Day Community Picnic- Sunset Park
- Wolters’s Field and HPRC Evening Program at 7 PM
- Drone Display at 9:30 PM