



## **Request for Proposals (RFP)**

*Holly Hills Special Business District – Security Patrols*

**Proposals must be submitted no later than 5:00 P.M on April 15<sup>th</sup>, 2025.** Proposals must include all requested materials to be considered. Proposals must be submitted through one of the following methods:

**Electronically** via email submission to [hhsbdsafety@gmail.com](mailto:hhsbdsafety@gmail.com) and [hollyhillssbd@gmail.com](mailto:hollyhillssbd@gmail.com).

OR

Mailed to the following address:

Holly Hills SBD  
4455 Ridgewood  
Unit 22166  
St. Louis, MO 63116

The Board of Directors of the Holly Hills SBD reserves the right to reject any or all bids and is under no obligation to accept the lowest or any proposal submitted. Additionally, the HHSBD shall not be responsible for any costs incurred by respondents in the preparation, submission, or negotiation of proposals. All expenses related to the submission of proposals are the sole responsibility of the bidders, and no reimbursement will be provided, regardless of the outcome of the RFP process.

### **Introduction & Purpose**

The Holly Hills Special Business District (“HHSBD”) is seeking proposals from qualified security firms (“Contractor”) to provide security officer(s) to safeguard residents, visitors, and property within the District, including Carondelet Park. The Contractor will ensure a visible and professional security presence to enhance public safety and respond to incidents as required. The Contractor will be tasked with both creating a safer environment within the District, and improving the perception of safety within the District.

This RFP contains two activities. Bidders may bid on one or both activities; however, responses should clearly state the ability to render each scope of service.

### **Activity 1 Scope of Services: Regular Security Patrols**

The selected Contractor will provide armed, uniformed, and fully trained security officers with arrest authority to conduct patrols within the District. The officers provided must be current and in good standing with their current employers, and certified under the Peace Officer Standards and Training regulatory standards. Required services will include, but are not limited to:

## **1. Patrol Services**

- a. Conduct mobile patrols equitably across the entire District borders. District borders can be found in the attachment.

## **2. Officer Requirements**

- a. Must be an actively licensed peace officer authorized to perform security services in the City of St. Louis.
- b. Officers must be armed with service weapon while on duty in the District, and be equipped with SLMPD-compatible radio.
- c. Officers must wear easily recognizable uniforms that identifies them as a security or law enforcement officer.
- d. Officers must be drug free while on duty.
- e. Officers must carry a company-issued cellphone with GPS tracking enabled at all times while on duty. The number to reach the cellphone must readily available to select representatives of HHSBD.
- f. Officers are encouraged to be polite and courteous while interacting with residents and any visitors.

## **3. Reporting & Accountability**

- a. Maintain an open dialogue between officers, detail supervisors, Contractor leadership, and HHSBD representatives to timely address questions and concerns, and general feedback.
- b. Maintain functioning GPS devices that produce historical location records of which are readily available to HHSBD representatives.
- c. Make Contractor leadership or detail supervisors available to attend quarterly in-person briefings with
- d. Utilize either 1) SBD recommended Shared Drive Reporting App or 2) mutually agreeable reporting platform to report incidents observed or acted on by officers.

## **4. Emergency Response & Communication**

- a. Ensure officers are trained in incident management, de-escalation, and emergency response.
- b. Provide HHSBD details on officer's ability to hear and respond to calls for service originating from HHSBD.

## **5. Firm Responsibilities**

- a. Provide officers with clearly marked patrol vehicles equipped with emergency lights.
- b. Ensure all officers comply with state licensing and certification requirements.
- c. Maintain proof of active insurance coverage.
- d. Be licensed to operate in the City of St. Louis.

## **Activity 2 Scope of Services: Carondelet Park Gate Securing**

The HHSBD installed five (5) vehicle access gates in Carondelet Park, and is responsible for the maintenance and operation of these gates. The HHSBD has agreed with the City of St. Louis Parks Department to utilize licensed security officers to clear the park of vehicles & pedestrians and secure the gates. Generally, the required services of this secondary scope can be described as follows:

1. Secure Carondelet Park at City of St. Louis established park curfew by clearing all vehicles from the park premises that overlap with the boundaries of the HHSBD. Park curfew is generally viewed as 10PM nightly.
2. Close, secure and lock all five (5) vehicle access gates following best efforts to clear the park of vehicle traffic at park curfew. Contractor will use HHSBD provided locks and keys.
3. Unlock and open the gates at the end of park curfew, generally 6AM daily.

The services are expected to be performed daily. The only exception to the daily schedule is during the monthly “car free week” in the park, which takes place from the first Monday of every month thru the following Sunday of every month. During this week, the gates are expected to be closed and secured for the full week. Bidders should clearly explain their ability to regularly provide this service.

## **Contract Term & Renewal**

The initial contract term for both Activity 1 and 2 will be two (2) years, beginning on July 1, 2025, with the option to renew for up to one (1) additional one-year period upon mutual agreement. Any proposed modifications, including changes to fees, hours, terms, or scheduling, must be agreed upon by both parties at least 90 days before contract renewal. Either party may terminate the contract with a 60-day written notice, specifying the reason for termination in the notice.

## **Instructions to Bidders**

Bidders must provide detailed responses to each of the following topics.

1. Company Qualifications & Experience
  - a. Provide a brief description of the company history, years in operations, and organizational structure
  - b. Demonstrated experience in security patrol services for similar districts in the City of St. Louis and St. Louis region. Provide 3 references of similar work.
2. Description of Services to be Offered: Activity 1
  - a. Provide a detailed description of the services to be rendered to the HHSBD as outlined by the Activity 1 Scope of Services.
  - b. Ability to meet the requested scheduling needs of the HHSBD based on HHSBD available budget. (*N.B. the HHSBD's current security service contractor is providing between 25-35 four-hour shifts per month*). Please respond to contractor's ability to staff overnight patrols (12:00AM – 6:00AM) when requested.
3. Description of Services to be Offered: Activity 2
  - a. Provide a detailed description of the services to be rendered to the HHSBD as outlined by the Activity 2 Scope of Services.
  - b. Ability to meet the requested scheduling of park gate services.
4. Personnel & Training
  - a. Selection and vetting process for officers assigned to the District.
  - b. Description of any company provided officer training programs.

- c. Estimated number of officers that would be assigned to work the HHSBD Detail.
- 5. Technology & Reporting
  - a. GPS tracking and monitoring hardware and systems.
  - b. Incident reporting tools and communication protocols.
- 6. Cost & Value
  - a. Breakdown of costs associated with provision of services. Be sure to address the following details in your response:
    - i. Standard hourly rates
    - ii. Minimum hours per shift
    - iii. Holiday hourly rates
    - iv. Specify any difference in hourly rates for shifts during daytime hours (6AM-12AM) versus overnight hours (12AM – 6AM)
  - b. Term length to guarantee pricing.
  - c. Any value-added services or unique offerings. (e.g. community engagements initiatives, advanced reporting tools, additional patrol technology, etc.)
- 7. Compliance & Insurance
  - a. Proof of insurance (minimum \$1,000,000 general liability and workers' compensation.
  - b. Compliance with all state and local security licensing requirements

## **Proposal Submission Process**

### ***A. Submission Requirements***

Proposals must include:

1. Cover letter introducing the firm and summarizing relevant qualifications.
2. Detailed responses addressing all RFP requirements.
3. A cost proposal with a complete pricing structure for Activity 1.
4. Response to Activity 2 Scope of Services, including 1) Cost Proposal, 2) Description of ability to provide guaranteed service.
5. Proof of insurance and statement of compliance with state and local licensing requirements.
6. References from clients with similar contracts.

### ***B. Deadlines & Review Process***

- Deadline to Submit Questions: March 31, 2025
- Deadline to Submit Proposals: 5:00PM, April 15, 2025
- Proposal Opening & Initial Review: Est. April 17, 2025
- Potential Interviews or Presentations: May 8, 2025
- Contract Award Notification: May 20, 2025
- Contract Start Date: July 1, 2025

For questions, contact [hhsbdsafety@gmail.com](mailto:hhsbdsafety@gmail.com).



## Attachment A: Map of the Holly Hills Special Business District borders.

Borders:

Bates to the North

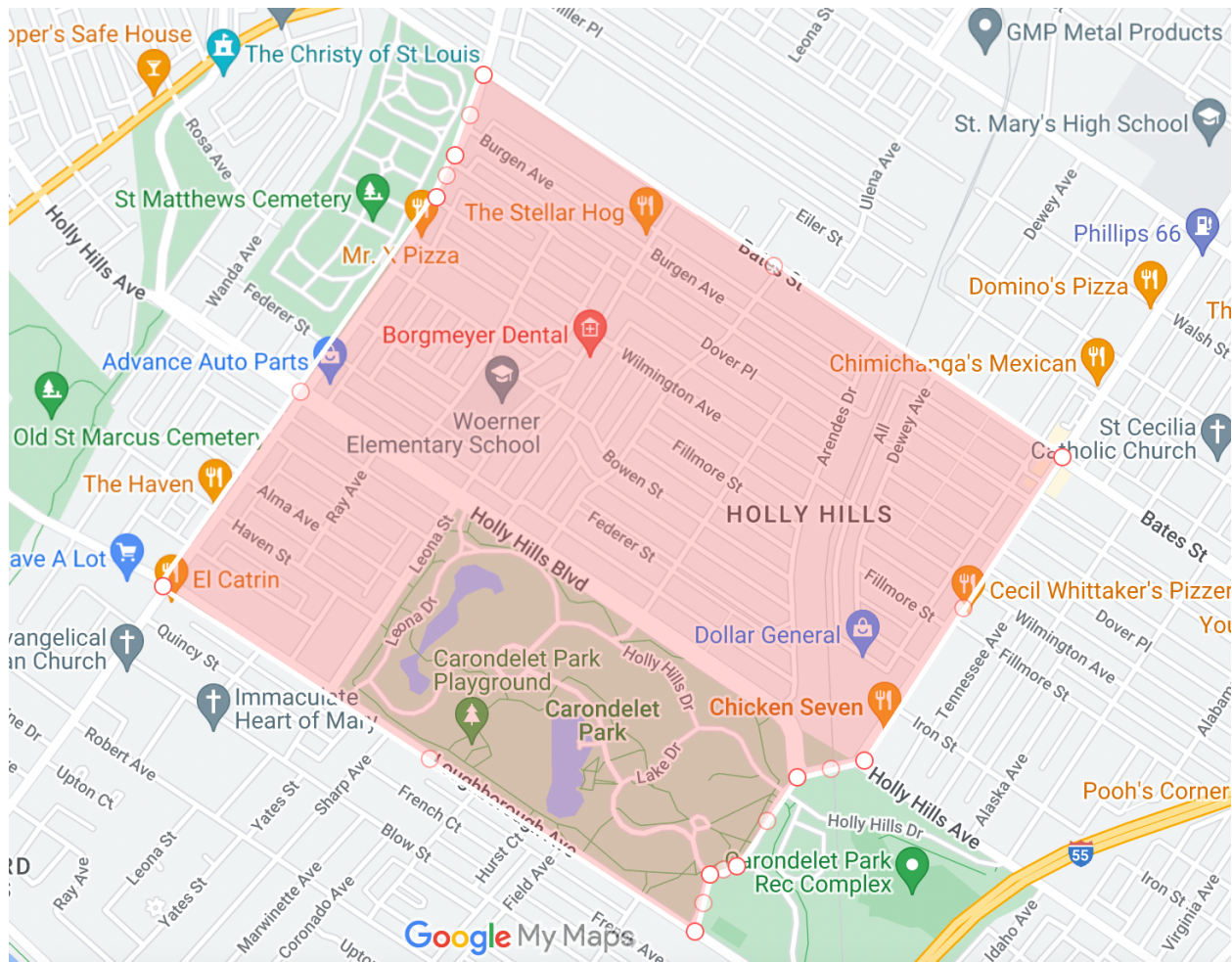
Grand to the East

Loughborough to the South

Morgan Ford to the West

District includes Carondelet Park, west of Grand Drive. It does not include the YMCA Rec Center.

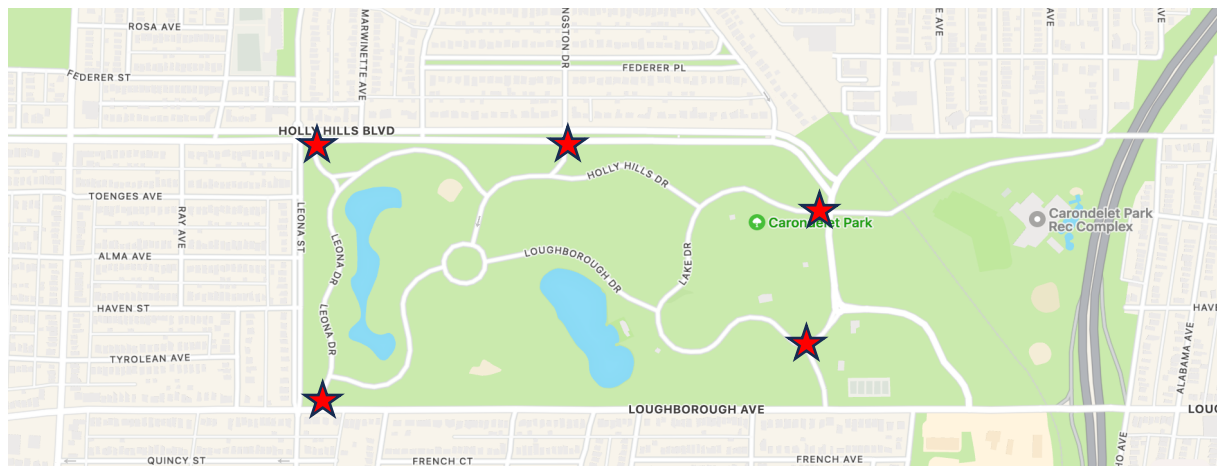
[https://www.google.com/maps/d/edit?mid=142m97OSGZo3qFlye9\\_COedUCHhX3RJI&usp=sharing](https://www.google.com/maps/d/edit?mid=142m97OSGZo3qFlye9_COedUCHhX3RJI&usp=sharing)



## Attachment B: Map of the Holly Hills Special Business District Maintained Carondelet Park Gates

### Park Entrances:

Leona St & Holly Hills Blvd  
Livingston & Holly Hills Blvd  
Grand Dr & Holly Hills Dr  
Grand Dr & Loughborough Dr  
Loughborough Ave & Leona



### Park Gate Examples

