



**Request for Qualifications  
for  
Physical Security Risk Assessment  
and Security Audit Services**

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Blair E. Ballou, P.E.  
**Engineer-Manager**

Lori N. Friedlis, CPA  
**Director of Finance**

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ecrc@eatoncountyroad.com

The Eaton County Road Commission is requesting qualification statements from professional, independent, non-product affiliated security consultants to perform a security risk assessment and security audit for the Eaton County Road Commission office facilities and maintenance garages at 3 locations in Eaton County.

In addition to the assessments and audit, the consultant may be requested to assist the Eaton County Road Commission in developing and implementing a physical security plan for all facilities, including recommendations for operational, technical, and physical security measures to mitigate or reduce risk to staff, the public, and physical assets of the Road Commission. Note that the physical security risk assessment and physical security audit WILL NOT INCLUDE electronic communication or computer equipment or systems.

Prices or rate schedules will not be considered at this point in the selection process and should not be submitted with a consultant's qualification statement.

Consultants should include an organization chart or listing of key personnel, or sub consultants, who will perform the tasks necessary for the services provided. Consultants should identify a primary contact for the RFQ including email address and phone number.

Qualification statements will be reviewed and rated based on the following criteria:

- Reputation for professional integrity and competence.
- Experience and familiarity with the Eaton County Road Commission and/or experience and familiarity with other road commissions in Michigan, or city or county departments of public works in Michigan.
- Experience, reputation and familiarity with communities or other governmental units in Eaton County, or other municipalities, counties, or units of local government in Michigan.

- Experience in site physical risk and vulnerability assessment as applicable to facilities and operations similar to those of the Eaton County Road Commission.
- Ability to respond to the Eaton County Road Commission, including proximity to Eaton County and availability of key staff time.

After review of submitted qualification statements, the top-rated firms will be requested to interview. The interview will focus on the above criteria.

Interested consultants should submit 2 paper copies of the Qualification Statements, together with a copy in electronic format, no later than Friday September 7, 2018 to

Eaton County Road Commission  
1112 Reynolds Road  
Charlotte, MI 49913  
517-543-1630

Questions regarding this RFQ or the consultant selection process should be directed to Blair Ballou, Engineer-Manager, at the above address, phone number, or email at [ecrc@eatoncountyroad.com](mailto:ecrc@eatoncountyroad.com).

The Eaton County Road Commissioners reserves the right to reject any or all qualification statements received and to re-solicit for consulting services at its sole discretion. Qualification statements received after the deadline above will not be opened for consideration. The Eaton County Road Commission will not pay for the information solicited nor for any costs incurred by consultants in submitting Qualification Statements, presentations, or interviews. Qualification Statements will be treated confidentially by the Road Commission and will be returned to the unsuccessful consultant(s) upon request following the completion of the selection process.

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