



BERKELEY-CHARLESTON-DORCHESTER
COUNCIL OF GOVERNMENTS

PLANNING, PARTNERSHIP & PROSPERITY

REQUEST FOR PROPOSAL

Physical Security Assessment

Issued: October 31, 2025
Responses Due: December 3, 2025

CONTACT:

Jason McGarry
Procurement/Contracts Administrator
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The BCD Council of Governments (BCDCOG) invites qualified vendors to submit proposals to provide comprehensive Physical Security Assessments across designated facilities. The purpose of this engagement is to evaluate current security measures, identify vulnerabilities, and provide actionable recommendations to enhance the safety and security of personnel, visitors, and assets.

All proposals are due to **Berkeley Charleston Dorchester Council of Governments (BCDCOG) 5790 Casper Padgett Way, North Charleston, SC 29406**, no later than **December 3, 2025 at 3:00 p.m. EST**. One (1) signed original, one (1) digital and three (3) printed copies of Proposal responses should be submitted in a sealed box marked with the following information:

Physical Security Assessment

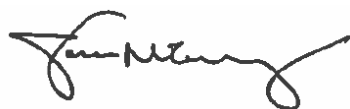
Attn: Jason McGarry, Procurement/Contracts Administrator
(Name of Company Submitting Proposal)

Any revisions to this RFP will be issued and distributed as an addendum. All addenda, additional communications, responses to questions, etc. pertaining to the RFP will be posted on the BCDCOG website www.bcdkog.com. All Providers should consult this website for updates before submitting proposals.

Any offer submitted as a result of this solicitation shall be valid for ninety (90) calendar days following the submittal date. This solicitation does not commit BCDCOG to award a contract, to pay any cost incurred in the preparation of proposals, or contract for the services. BCDCOG may award to more than one Proposer whose proposal is in compliance with all State and Federal regulations.

Proposals resulting from this solicitation are subject to the South Carolina Freedom of Information Act (FOIA). All information that is to be treated as confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason McGarry", with a stylized flourish at the end.

Procurement/Contracts Administrator

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SECTION 1 – INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction

The Berkeley Charleston Dorchester Council of Governments (BCDCOG) is an association of local governments that assists in planning for common needs of the three counties and municipalities therein for sound regional development. BCDCOG's purpose is to strengthen the individual and collective power of local governments, helping them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions. Additionally, BCDCOG provides oversight of the public transit programs in the region, Charleston Area Regional Transportation Authority (CARTA) and TriCounty Link (TCL).

www.bcdcog.com

SC Works Trident comprises one-stop centers in Berkeley, Charleston, and Dorchester counties. SC Works Trident offers a variety of services to help employers and job seekers meet their workforce development needs. [SC Works Trident | Job Training, Career & Employer Services](#)

The Charleston Area Regional Transportation Authority (CARTA) provides public transportation services to the urbanized area of Charleston County and transports three million passengers per year on 17 fixed routes, three express routes, and three Downtown Area Shuttles (DASH). For more information visit the website at www.ridecarta.com

The TriCounty Link system is comprised of 13 public transit routes that provide services to rural residents of Berkeley, Charleston and Dorchester counties. While each of the fixed routes follows a published schedule, each route also includes a route deviation option. The driver may go off the fixed route up to one-quarter mile to pick up customers that cannot meet the bus at designated stop locations. We are also a flag-stop system and will pick up customers between the scheduled stops along each of the fixed routes. For additional information, please visit <http://ridetricountylink.com/>

BCDCOG is the Sponsor and Program Manager for the Lowcountry Rapid Transit Project (LCRT), a proposed 21.3-mile Bus Rapid Transit (BRT) line, the first for the region and state. The LCRT project is in the engineering phase of the FTA's Capital Investment Grant Program as a New Starts Project. For more information visit www.lowcountryrapidtransit.com.

1.2 General Information

The BCD Council of Governments (BCDCOG) invites qualified vendors to submit proposals to provide comprehensive Physical Security Assessments across designated facilities. The purpose of this engagement is to evaluate current security measures, identify vulnerabilities, and provide actionable recommendations to enhance the safety and security of personnel, visitors, and assets.

The selected vendor will conduct assessments that include, but are not limited to, perimeter security, access control, surveillance and monitoring systems, and internal security awareness. The work will be guided by industry best practices and tailored to the specific needs of BCDCOG facilities.

Objectives

- Improve the overall security posture of BCDCOG facilities.
- Reduce risks associated with unauthorized access, theft, or disruption.

- Ensure compliance with relevant safety and security standards.
- Provide cost-effective recommendations for both immediate improvements and long-term enhancements.

1.3 Site Information

The following facilities are included in the scope of this assessment:

- **Agency A – BCD Council of Governments - [Home](#) | [BCDCOG](#)**
 - Corporate Office - 5790 Casper Padgett Way, North Charleston SC 29406
 - SC Works Charleston – 1930 Hanahan Rd – Suite 200, North Charleston, SC 29406
 - SC Works Dorchester – 1325 Boone Hill Rd. -Suite D, Summerville, SC 29483
 - [SC Works Trident | Job Training, Career & Employer Services](#)
- **Agency B – Charleston Area Regional Transportation Authority (CARTA) - [CARTA - Charleston Area Regional Transportation Authority](#)**
 - Operations & Maintenance Facility – 3664 Leeds Ave., North Charleston, SC 29405
 - Maintenance/Radio Shop - 3664 Leeds Ave., North Charleston, SC 29405
 - CARTA Super Stop – 3376 Rivers Ave., North Charleston, SC 29405
 - CARTA Park & Ride – 2150 Melnick Dr., North Charleston, SC 29406
 - Mary St. Parking Garage – 73 Mary St., Charleston, SC 29403
(<https://maps.app.goo.gl/NvRrYwePQTnUBbeE6>)
- **Agency C – TriCounty Link - [TriCounty Link | Rural bus service serving Berkeley, Charleston, and Dorchester counties](#)**
 - Operations & Maintenance Facility – 305 Heatley St., Moncks Corner, SC 29461

The vendor shall conduct all assessment activities outlined in Section 2 (and any applicable optional services) at each of the identified facilities.

SECTION 2 – SCOPE OF SERVICES

The purpose of this project is to conduct comprehensive physical security assessments for BCD Council of Governments and its entities to evaluate vulnerabilities, review current protective measures, and provide actionable recommendations to strengthen security operations, reduce risks, and improve overall safety.

2.1 Perimeter Security

- Assess security of gates, fencing, and barriers.
- Evaluate exterior lighting for coverage, placement, and effectiveness.
- Review placement and functionality of exterior surveillance systems.

2.2 Access Control

- Evaluate the effectiveness of entry and exit point security.
- Review key management procedures, including issuance, storage, and retrieval.
- Assess access control systems (badge systems, biometric systems, visitor management processes).

2.3 Surveillance & Monitoring Systems

- Review CCTV camera placement, coverage, and recording capabilities.
- Evaluate alarm systems and integration with monitoring functions.
- Assess monitoring protocols and operator effectiveness.

2.4 Internal Security & Awareness

- Evaluate employee security awareness and adherence to policies.
- Review internal access restrictions and enforcement of secure areas.
- Assess physical safeguards for sensitive documents, equipment, or assets.

SECTION 3 – DELIVERABLES

- Assessment Plan – outlining schedule, sites, and methodology.
- Draft Assessment Report – including initial findings and recommendations.
- Final Assessment Report – providing detailed observations, risk rankings, and prioritized recommendations.
- Presentation of Findings – optional.

SECTION 4 – PROPOSAL CONTENT AND OUTLINE

4.1 Proposal Submission Requirements

All information shall be provided according to the following instructions in order to be considered a responsive Proposal.

- One fully executed, original Technical Proposal and Price Proposal (Appendix A);
- Three (3) copies of the Technical Proposal;
- One (1) USB with electronic copies of the Technical Proposal and Price Proposal.

Each Proposal shall be typed and should be concise but comprehensive and not include any unnecessary elaborate or promotional materials. The Proposal is limited to 20 - 8 ½ X 11 sheets using font size 12 points. Required certifications are not considered part of the page limit.

Proposers shall provide a proposal which includes the required elements, both in content and sequence as set forth in this section. Proposal Forms must be completed and signed. All required certifications, and/or addendums must be completed, signed, and submitted with each Proposal.

4.2 Proposal Content

To be considered, proposals must be clear, complete, and responsive to the requirements outlined in this Request for Proposals (RFP). At a minimum, proposals shall include the following sections:

1. Cover Letter

- Brief introduction of the firm, including name, address, and primary contact information.

- A statement of the firm's interest in and commitment to performing the services described in this RFP.

2. Firm Qualifications & Experience

- Description of the firm's background and history.
- Demonstrated experience conducting physical security assessments for organizations of comparable size and complexity.
- Examples of recent, relevant projects including client references.
- Discussion of familiarity with industry standards and best practices (ASIS, CPTED, DHS, NFPA, ISO 27001).
- Relevant certifications held by the firm or staff (e.g., CPP, PSP, CISSP).

3. Technical Approach & Methodology

- Proposed methodology for conducting physical security assessments, including site visits, interviews, documentation review, and analysis.
- Approach to identifying vulnerabilities, risk prioritization, and development of actionable recommendations.
- Description of tools, techniques, or innovative practices that will be employed.
- Discussion of how the proposed methodology aligns with the scope of work and delivers practical, value-driven results.

4. Project Team & Staffing

- Identification of key personnel to be assigned to the project, including their roles and responsibilities.

5. Schedule & Work Plan

- Proposed project schedule showing major tasks, milestones, and deliverables.
- Timeline for kickoff, on-site assessments, draft report submission, final report delivery, and presentation of findings.

6. Cost Proposal

- A clear and itemized cost proposal, including professional fees, travel, and other anticipated expenses.
- Cost proposal should be transparent, reasonable, and aligned with the project scope.
- Provide assumptions used in developing the cost estimate.

7. Additional Information

- Any additional information the firm believes will assist in the evaluation of the proposal

SECTION 5 – PROPOSAL EVALUATION

Proposals will be evaluated according to the following weighted criteria. Respondents should ensure that their submissions address each area in sufficient detail to demonstrate qualifications, methodology, and value.

Qualifications & Experience (30%)

- Demonstrated experience conducting physical security assessments of facilities of comparable size and complexity.
- Relevant certifications (e.g., CPP, PSP, CISSP).
- Knowledge of applicable standards and best practices (ASIS, CPTED, DHS, NFPA, ISO 27001).

Technical Approach & Methodology (25%)

- Quality, clarity, and thoroughness of the proposed assessment methodology.
- Approach to site evaluation, risk identification, and prioritization of recommendations.
- Incorporation of best practices and innovative strategies.

Project Team & Staffing (15%)

- Experience, qualifications, and certifications of personnel assigned to the project.
- Adequacy of resources to complete the project on time and within scope.

Schedule & Work Plan (10%)

- Feasibility and clarity of the proposed project timeline.
- Inclusion of key milestones (kickoff, site assessments, draft reports, final deliverables).

Cost Proposal (20%)

- Overall proposed cost and cost-effectiveness.
- Transparency and reasonableness of pricing.

SECTION 6 – GENERAL CONDITIONS

Preparation of Proposals: All costs associated with the preparation and delivery of a Proposal are the sole responsibility of the applicable Proposer. Proposers shall not include any such expenses as part of the price proposed in response to the RFP.

Proposal Inquiries: Communication by any Proposer with any agent or employee of BCDCOG or about this RFP, or the pending process may result in the Proposer being deemed ineligible with regard to this RFP. All questions and requests for clarification regarding this RFP or this process must be submitted in writing to Jason McGarry, Procurement/Contracts Administrator at jasonm@bcdcog.com. Any correction or changes to this RFP will be made by written addendum only and will be distributed to all known recipients of the RFP document.

Subcontracting: If subcontractors are necessary to complete any functions of this requirement, the Proposer must list their names and business locations of any proposed subcontractors, with their submitted Proposal Form. BCDCOG reserves the right to review and approve any subcontractors proposed by the Respondent.

Exceptions to RFP: All exceptions taken by Proposer must be specific. Proposer must clearly indicate what alternative is being offered to allow BCDCOG a meaningful opportunity to evaluate the Proposal. Submitting an alternative proposal does not relieve the Proposer from submitting the Minimum Requirements as stated in the RFP. BCDCOG is under no obligation to accept any proposed exceptions or alternatives.

Single Proposal Response: If only one Proposal is received in response to this RFP and it is found by BCDCOG to be acceptable, a detailed price/cost proposal may be requested of the single Proposer. A price or cost analysis, or both, possibly including an audit, may be performed by or for BCDCOG of the detailed price/cost proposal in order to determine if the price is fair and reasonable.

Opening of Proposal: Proposals will not be publicly opened. All Proposals and evaluations will be kept strictly confidential throughout the evaluation, negotiation, and selection process. Only the members of the Evaluation and Selection Committee and other BCDCOG officials, employees and agents having a legitimate interest will be provided access to the Proposals and evaluation.

Confidentiality: Upon receipt at BCDCOG, your Proposal is considered a public record except for material, which qualifies as “trade secret” information under SC FOIA. To properly designate material as Confidential/Trade Secrets.

Reservation of Rights to Change Schedule: BCDCOG shall ultimately determine the timing and sequence of events resulting from this RFP. BCDCOG reserves the right to delay the closing date and time for any phase if BCDCOG staff believe that an extension will be in the best interest of

Reservation of Rights to Amend RFP: BCDCOG reserves the right to amend or cancel this RFP at any time during the process if it believes that doing so is in the best interests of BCDCOG. Any addenda will be posted on the BCDCOG website and is the responsibility of the Proposer to include any addenda with their proposal.

Additional Evidence of Ability: A Proposer shall be prepared to present additional evidence of its experience, qualifications, ability, products, service facilities, and financial standing if requested by BCDCOG.

No Collusion or Conflict of Interest: By responding to this RFP, the Proposer shall be deemed to have represented and warranted that the Proposal is not made in connection with any competing Proposer submitting a separate response to this RFP and is in all respects fair and without collusion or fraud.

Withdrawal for Modification of Proposals: Proposers may change or withdraw their Proposals at any time prior to Proposal opening; however, no oral modifications will be permitted. Any proposal or modification received at the office designated in the solicitation after the exact time specified for receipt will not be considered and will be returned to the proposer unopened. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal, which is addressed in the same manner as the Proposal and received by BCDCOG prior to the scheduled closing time for receipt of Proposals, will be accepted.

Compliance with Laws: In submitting a Proposal, each Proposer agrees to make itself aware of, and comply with, all local, state, and federal ordinances, statutes, laws, rules, and regulations applicable to the Services covered by this RFP. Each Proposer further agrees that it will at all times during the term of the Contract comply with all applicable federal, state and/or local laws regarding employment practices. Such laws will include, but not limited to, Workers Compensation, the Fair Labor Standards Act (FLSA), Department of Labor and associated Section 5333b, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), and all Occupational Safety and Health Administration (OSHA) regulations applicable to the work covered by this RFP.

Protest Procedures: All protests must be submitted to BCDCOG in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence, and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, be signed by the Protestor, and be notarized. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by BCDCOG.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to:

Berkeley Charleston Dorchester Council of Governments (BCDCOG)
5790 Casper Padgett Way
North Charleston, SC 29406
ronm@bcdcog.com

Conflicts of Interest: No employee, officer or agent of BCDCOG shall participate in the selection or in the award of the Contract if a conflict of interest, real or apparent, would be involved.

Gratuities: BCDCOG'S officers, employees, and agents cannot solicit nor accept gratuities, favors, or anything of monetary value from Proposers or other parties with an interest in the selection of the award of the Contract.

Clarification of Ambiguities: Any Proposer believing that there is any ambiguity, inconsistency or error in this RFP shall promptly notify BCDCOG in writing of such apparent discrepancy. Failure to notify BCDCOG will constitute a waiver of claim of ambiguity, inconsistency, or error.

Proposer's Obligation to Fully Inform Themselves: Proposers or their authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications of this RFP before submitting Proposals. Failure to do so will be at the Proposers own risk.

Disclaimer: Each Proposer must perform its own evaluation and due diligence verification of all information and data provided

APPENDIX A – COST PROPOSAL

Vendor Name: _____ Date: _____

Section / Task	Agency A - BCDCOG Price	Agency B - CARTA Price	Agency C – TriCounty Link Price	Notes
2.1 Perimeter Security (assessment of gates, perimeters, lighting, surveillance)	\$_____	\$_____	\$_____	
2.2 Access Control (entry points, key management, access systems)	\$_____	\$_____	\$_____	
2.3 Surveillance & Monitoring Systems (cameras, alarms, monitoring)	\$_____	\$_____	\$_____	
2.4 Internal Security & Awareness (policies, employee awareness review)	\$_____	\$_____	\$_____	
Draft Report Preparation	\$_____	\$_____	\$_____	
Final Report & Recommendations	\$_____	\$_____	\$_____	
Optional Presentation of Findings	\$_____	\$_____	\$_____	

Total: \$_____ \$_____ \$_____