

REQUEST FOR PROPOSALS



**The Minneapolis City Hall/Hennepin County Courthouse
Request for Proposals (RFP) for
Security Assessment Consulting Services
Issue Date: June 23, 2026**

Proposals Due by: July 14, 2026 at 3:00 PM CDT

BACKGROUND

The Municipal Building Commission (MBC) is charged with the care and custody of the Minneapolis City Hall/Hennepin County Courthouse. The City Hall / Courthouse facility, located at 350 So. 5th St., Minneapolis, MN is a shared and jointly owned building by Hennepin County and the City of Minneapolis. The building is open to the public Monday through Friday 7 AM–6 PM. Departments in the building have members of the public who are accessing their services; some of those are unplanned visits and others are planned meetings or appointments.

The MBC is seeking a security professional to evaluate the current spaces, identify potential risks and mitigation strategies, and provide recommendations in a prioritized plan for implementation.

SCOPE OF SERVICES/DELIVERABLES

Create detailed written reports of findings and recommendations by priority, to facilitate a safety and security plan that includes security screening and how to best implement for the building. The final report should provide a clear picture of the building's vulnerabilities, security risks and gaps, and provide specific prioritized recommendations for solutions to ensure the safety of visitors and staff and prevent threatening and disruptive behavior. Deliverables should include an actionable plan and cost estimates for implementation at each level. Physical security risk assessment should focus on the entry of employees and members of the public into the building.

Areas for Security Study:

A. Inspect facilities and identify security risks

1. Evaluate the physical spaces to identify strengths and weaknesses, with specific focus on all entrances to the building, to protect against security incidents, and other potential threats. Including:
 - a) Provide a professional analysis of and evaluate potential for implementation of security / weapons screening and provide recommendations for all points of entry and exit of the building
 - b) Provide cost estimates.
2. Review and evaluate physical security systems that cover public spaces and entrances.
 - a) Focus should be on the buildings' public spaces (e.g., points of entry and exit, public lobbies and corridors, public meeting rooms, public restrooms)
 - b) Visitor interaction and screening processes (e.g., a visitor check-in process, bag screening, contractor screening, etc).
 - c) Ensure MBC Security seamlessly uses all security systems to prevent and respond to security issues as they arise.

B. Reporting and Presentation of Findings

1. Develop a comprehensive report detailing findings, analyses, and prioritized recommendations for implementation of security/weapons screening, including cost estimates and implementation timelines.
2. Present the final report to the MBC highlighting key findings and recommendations.

PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

Anticipated Contract Term.

The term of this contract is anticipated to be from August 1st 2026 to August 1st 2028 , with the option to extend up to an additional three years in one year in increments determined by the MBC.

Question and Answer Instructions.

The contact person for questions is Erin Delaney. All questions should be emailed by 3 PM DCT June 29, 2026 to: erin.delaney@municipalbuilding.org

RFP Schedule.

RFP Release:	6/23/2026
Questions Due:	6/29/2026
Answers/Addendum Issued:	7/7/2026
Proposals Due:	7/14/2026
Selection:	7/21/2026
Contract Award:	7/28/2026

PROPOSAL SUBMISSION

Please submit proposals to Erin Delaney at erin.delaney@municipalbuilding.org. Proposals are due by 3 PM CDT on Tuesday July 14, 2026.

Please submit any questions regarding this solicitation in writing by Monday June 29, 2026. An addendum with all questions/answers will be issued on Tuesday July 7, 2026.

PROPOSAL CONTENT

Please submit the following information:

- 1. Work Plan for Deliverables.** Responder should provide a description of the deliverables to be provided by the Responder along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing. Responder should provide a statement of the objectives, goals, and tasks to show or demonstrate the Responder's view and understanding of the nature of the contract, and what makes the Responder uniquely suited for this work.
- 2. Methodology.** Responder should provide a detailed methodology for conducting the security analysis and a timeline for project completion. Responder should also provide a description of how they will accomplish the MBC's objectives and measure success by identifying research methods, rationale for selecting the particular methods, manage risk and how they will collect, analyze, and interpret data.

3. **Qualifications and Experience.** Responder should provide an outline of background and experience with examples of similar work done by the Responder and a list of personnel who will conduct the project, detailing their training, work experience, expertise and approach.

4. **Cost Detail.** Please use the following format to provide your cost proposal. Proposals should include the names and roles of all personnel proposed for the project along with their associated hourly rate, total proposed hours, and total estimated cost. Add additional lines if needed.

Name	Role	Hourly Rate	Total Hours Proposed	Total Estimated Cost

Proposals should include consultants' resumes and three client references.

Please limit proposal submissions to no more than 10 pages, including the cost proposal.

This solicitation does not obligate the MBC to contract with any responding firm.