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Request for Proposal

# ALBANY UNIFIED SCHOOL DISTRICT SECURITY RFP FOR ACCESS CONTROL AND SURVEILLANCE

2/19/2025

**Submitted to:**

Albany Unified School District  
Scot Jaffe  
Director of Maintenance and Operations  
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sjaffe@ausdk12.org

WE ARE YOUR GUIDEPOST.

Scot Jaffe  
Director of Maintenance and Operations  
Albany Unified School District  
510-558-3750 x3986  
sjaffe@ausdk12.org

At Guidepost Solutions, LLC, we specialize in security systems design and engineering for educational institutions and diverse public-sector organizations. We understand that Albany Unified School District is considering enhancements to its security infrastructure and wishes to develop a Request for Proposals (RFP) and a comprehensive security system design for the district's schools. We would be honored to assist you in this critical endeavor.

We are committed to providing meticulous, future-focused security solutions. Our team of experts brings extensive experience in designing, engineering, and implementing security systems for K-12 districts, ensuring the safety and well-being of students, staff, and visitors. We focus on:

1. **Holistic Assessments** – Performing thorough evaluations of existing security measures and identifying vulnerabilities across multiple facilities.
2. **Tailored Security System Designs** – Creating integrative designs that align with each school's unique needs, district policies, and budget considerations.
3. **Industry-Leading Expertise** – Ensuring compliance with local, state, and federal regulations, as well as best practices derived from our work with school districts nationwide.
4. **Detailed RFP Development** – Drafting comprehensive, clear, and actionable Requests for Proposals that simplify the selection process and attract high-quality vendor responses.

Our track record includes successful security systems design projects for education sector clients, where we have provided strategic solutions that meet both operational requirements and the highest safety standards. In each engagement, we collaborate closely with our clients to develop a strategy that reflects their priorities – be it protecting physical assets, integrating advanced technology, or streamlining emergency response protocols.

With Guidepost Solutions, you can expect:

- **Transparent Communication:** Regular project updates, collaborative decision-making processes, and clear, concise documentation.
- **Customized Approach:** Solutions tailored to your specific facilities, student population, and community context.
- **Long-Term Value:** Forward-thinking design that can evolve alongside future security needs and technological advancements.

We would welcome the opportunity to present our qualifications in more detail and discuss how our approach can best support Albany Unified School District's security objectives. I am confident that Guidepost Solutions can be a reliable and effective partner for your upcoming RFP and security design needs.

Thank you for your time and consideration. If you have any questions or would like to explore next steps, please feel free to contact me. We look forward to the possibility of working with you and contributing to the continued safety and success of the Albany Unified School District.

A handwritten signature in black ink, appearing to read 'Jordan Ferrantelli', with a stylized, cursive script.

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# SCOPE OF SERVICES

## **Discovery/Planning Phase**

Our engagement begins with a virtual kick-off meeting, conducted via Microsoft Teams or a similar platform, to introduce the project team, establish communication protocols, and confirm the overarching goals and schedule. During this session, we will identify the primary points of contact within the District, clarify any unique scheduling constraints, and outline the project's expectations.

Following the kick-off, we will issue a document request list that Albany Unified School District can use to gather all relevant background materials, including as-built or construction drawings, existing security layouts or equipment lists, and infrastructure details. We also request any available CAD files for each school be provided to ensure accurate and detailed assessments.

Over the course of three days, our team will perform an on-site review at two District locations —Albany Middle and Albany High, — to observe and document current conditions. We will tour these schools alongside personnel who have intimate knowledge of daily operations and any perceived security challenges. During these tours, we will organize whiteboarding sessions with key stakeholders representing various departments (e.g., Administration, IT, Security, Environmental Health and Safety, Facilities, and others as needed). These sessions will help us understand the existing systems' usage, the desired functionality for any upgrades, and the District's long-term security goals.

Upon completion of our site visits and discussions, we will compile our observations into a draft basis of design report detailing identified needs and recommendations for the District's surveillance systems and access control measures. We will provide a preliminary cost estimate to guide further decision-making. Once this draft is shared, our team will participate in a single teleconference to address questions or requested revisions before finalizing the report. This final report, and its recommendations, will serve as the blueprint for creating the subsequent Request for Proposals (RFP) and overall security system design.

### *Discovery/Planning Phase Tasks and Deliverables:*

1. Kickoff Meeting and Document Request List
2. Onsite Assessment with Interviews/White Boarding Sessions
3. Draft and Final Basis of Design Report with Cost Estimates

## **Design Phase**

Building on the approved recommendations, we will prepare preliminary bid drawings and outline specifications that convey the surveillance and access control concepts and solutions. We will also develop preliminary device connectivity and installation detail diagrams, ensuring these documents provide a comprehensive vision of the proposed enhancements.

These materials will form the design package, submitted once for the District's review. The package will include updated security device placement drawings, draft specifications, and preliminary wiring/installation diagrams.

After receiving feedback, we will finalize the security system design documents, culminating in a single 100% Construction Document Package that the District can use to solicit competitive bids from qualified security contractors. During this process,

our team has budgeted four additional teleconferences to address design clarifications, conduct technology discussions, and review any potential manufacturer presentations.

Finally, we will collaborate with the District to identify prequalified vendors certified in the proposed security products, ensuring only capable and experienced contractors receive the RFP package. Once these documents are issued, we will transition to supporting the District throughout the bidding and contractor selection phase.

*Design Phase Tasks and Deliverables:*

1. Preliminary Bid Drawings and Specifications
2. Final Bid Documents and Cost Estimate
3. Compiled Documents for RFP distribution
4. Identify Qualified Contractors to Respond to the RFP

**Optional Implementation Management Phase**

To kick off the bidding phase, we will facilitate a bid meeting that clearly outlines project expectations and procedures. We will provide timely responses to bidders' Requests for Information (RFIs) and, upon closing of submissions, evaluate up to five of the most comprehensive responses. Our evaluation includes verifying bidder qualifications, reference checks, and delivering a recommendation letter to assist the District in selecting a contractor.

During this stage, we will also attend one meeting (via Microsoft Teams) to present our recommendation and answer questions. As the chosen contractor proceeds with installation, our team will continue offering support by replying to design-related RFIs from the contractor and reviewing a complete security system submittal package (e.g., shop drawings, product data sheets, etc.) to confirm compliance with the finalized design documents.

We have included one site visit during the construction phase to observe the installation's progress. Following this visit, we will furnish a letter summarizing our findings and any necessary corrective actions. Subsequently, once installation is complete, we will conduct a final walk-through to identify outstanding deficiencies. A final acceptance letter will document any items needing attention before project close-out.

Finally, after the contractor provides an as-built package, we will review it to confirm that the installed system reflects the approved design and meets all specified standards. This concludes our involvement, ensuring the District's new security infrastructure is robust, compliant, and fully aligned with the project's initial vision.

*Implementation Management Phase Tasks and Deliverables:*

1. Bid Meeting
2. Bid Reviews and Recommendation
3. Shop Drawing Review
4. Interim Construction Site Visit and Corrective Action Letter
5. Final Walk-through and Acceptance Letter
6. As-built Package Review

**OPTIONAL VALUE-ADDED DESIGN AND CONSULTING SERVICES**

- Telecommunications Infrastructure

- Public Address (PA) or Mass Notification System (MNS)
- Data Network
- Wi-Fi Network
- Distributed Antenna System (DAS) for Expanded Cell Phone Coverage
- Emergency Responders Radio Communication System (ERRCS)
- Voice Over IP (VOIP)
- Cyber Security Penetration Test and Enhanced Commissioning
- Threat and Vulnerability Assessment (TVA)
- Enterprise Systems Evaluation and Benchmarking
- Security as a Service (e.g., investigations, workplace violence program development, table-top training, executive protection, event security planning, active assailant training, policy and procedure review/creation, penetration testing, social-engineering, dark web monitoring, research and analysis, supply chain audit, etc.)

## PROJECT ASSUMPTIONS + EXCLUSIONS

- Guidepost's services under this proposal are limited to those expressly specified. The following additional services may be desired or required and, if performed at Albany Unified School District's direction, will be charged at Guidepost's standard rates, or fees as mutually agreed upon.
  - Changing or re-designing any project aspect or element previously submitted by Guidepost in compliance with this proposal, or previously approved by Guidepost including but not limited to project description, scope, requirements, goals, equipment, capabilities, facilities, contractors, plans, or designs.
  - Design or specification of door hardware, fire life safety requirements, fire life safety systems, emergency communication systems, IT network infrastructure including network design, switches, power, etc. or control systems or any other system not expressly required by this proposal.
  - IT/Network switch, firewalls, bandwidth study, etc. is not part of this proposal. We assume security equipment will reside on the Owner's network which has the capacity for equipment and systems that will be used for this project. Guidepost will coordinate IT requirements with the Albany Unified School District.
  - Preparation of maintenance and operation manuals or as-built drawings will be the systems contractor's responsibility.
  - Training or establishing training programs (to be performed by the systems contractor).
  - System permits and approvals including Professional Engineering stamp and Division of State Architect reviews (DSA) if required.
- The system designs will be prepared in compliance with Owner's standards and direction in end user meetings where the Owner's Representative and Guidepost will both be present. Design beyond what is shown on the approved and accepted drawings shall be subject to additional compensation.
- This proposal does not include electrical engineering of new circuits. If required, this work shall be performed by others. Guidepost shall coordinate line voltage with the project's electrical engineer, where required by the system.
- This proposal does not include the design or specification of electrical raceway infrastructure including conduit, cabling, support structures, etc. Guidepost shall coordinate security equipment requirements with Architect, where required by the system.

- This proposal does not include structural engineering, blast engraining, or the design/specification of forced entry/ballistic windows and doors.
- This proposal does not include fire alarm, structured cabling, and audiovisual systems consulting and/or design services.
- This proposal assumes all system drawings will be produced using REVIT or AutoCAD. We have provided what we feel is necessary for coordination, clash detection, and system design. Should additional coordination meetings, model reloading, etc. beyond reasonable effort be required, an additional service fees may be required.
- This proposal includes submission of full-size electronic PDF drawings all deliverables and electronic model files as requested.
- Our scope of services is limited to the above services and does not include evaluation of new enterprise security systems, change/modification to existing systems, and/or development of enterprise policies and procedures.
- Reimbursable expenses will comply with Owner Standards.
- Design or specification of building management systems (BMS) or control systems or any other system not expressly required by this proposal.
- This proposal does not include construction permits or agency fees.

# PROPOSED FEES

Guidepost can structure its engagements to meet the needs of Albany Unified School District through several options to include hourly rates, fixed fee rates, and retainer. The rate structure is largely based on the scope of work and the predictability of the planned activity. Our fees for this project are fixed fees, broken down by the following scope items:

| Base Scope/Phase          | Cost        |
|---------------------------|-------------|
| Discovery/Planning Phase  | \$12,450    |
| Design Phase              | \$22,800    |
| Estimated Expenses        | \$600       |
| Total Cost for Base Scope | \$35,850.00 |

| Optional Scope/Phase          | Cost     |
|-------------------------------|----------|
| Implementation Management     | \$25,500 |
| Estimated Expenses            | \$1,000  |
| Total Cost for Optional Scope | \$26,500 |

We are grateful for the opportunity to submit this proposal to Albany Unified School District. We are happy to discuss any aspect of this proposal and look forward to the opportunity to work with Albany Unified School District in this matter.





# EXPERIENCE AND RESUMES

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#### CHICAGO PUBLIC SCHOOLS | CHICAGO, IL

Guidepost was selected by the Chicago Public Schools to provide a Safe Schools Audit, including physical security, supporting reviews of the emergency planning, preparedness, and response measures in place for 513 schools (421 elementary schools and 92 high schools). Our team also conducted intruder assessment to determine school response to unknown persons on the property. Guidepost is also engaged with CPS on a separate engagement to review emergency planning documentation, training, and awareness across the district. The Chicago Public Schools is the third largest school district in the U.S. and serves 355,000 students. Guidepost has revised the CPS emergency management guidance and is in the process of completing the Safe Schools Audits. For this engagement, we have leveraged a number of industry-recognized standards and guidelines as well as cultivated relationships with law enforcement, first responders, and fire department liaisons. Guidepost is continuing to support Chicago Public Schools on enhancing the district wide emergency management plan that governs over 513 public elementary and high schools around the city. This support includes revamping the entire emergency management manual with updated content, reformatted for easy navigation, and alignment with the Chicago Public Schools mission for safety and security. Once completed, our team will update the training videos that are utilized to educate teachers, staff, and students on the district's safety and emergency management plan. Our team is also conducting a safety and security audit at each of the 513 schools to evaluate the safety, emergency, and security measures in place.

#### CHICO UNIFIED SCHOOL DISTRICT | CHICO, CA

Guidepost was selected to provide security design of the access control system and construction administration at five (5) campuses within the Chico Unified School District. We provided full design specification construction documentation and supported the architect and the District with construction administration services. The construction administration phase included controlled RFI responses to contractor queries. Our collaborative approach was critical to project installation and success as we were selected to join the project after building construction had commenced. This project was delivered from a security design perspective within a compressed schedule. Guidepost reviewed the operational needs of the client and provided a security technology solution that was both sustainable and scalable for further future security systems expansion.



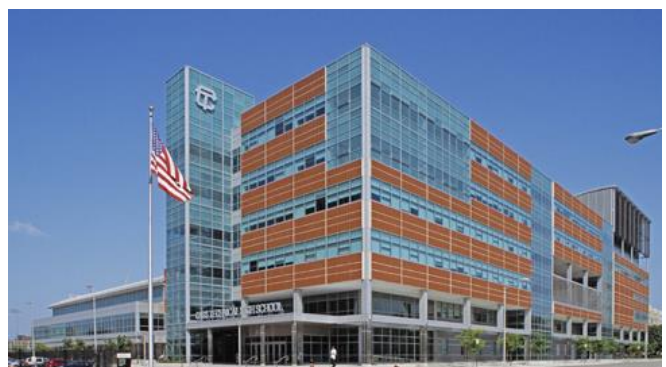
#### CLOVIS UNIFIED SCHOOL DISTRICT | CLOVIS, CA

Guidepost Solutions designed a district-wide security video surveillance system for the Clovis Unified School District (District), encompassing 42 schools and a number of other supporting locations within the District – all located across 198 miles. Initially, the project team conducted a thorough assessment of all facilities, equipment, and relevant security program documentation, including existing security policies and procedures. The team submitted a report detailing security recommendations on how to mitigate undesired liability and better enforce the adequate use of their security technology. During the design phase, Guidepost leveraged its assessment to recommend conducive camera technology, in addition to determining strategic locations for camera placement. In designing the video surveillance system, Guidepost assisted with identifying power and teldata fiber-optic network connectivity requirements, as well as ensured that the existing fiber-optic network adequately supported the Video surveillance system. Throughout the project, Guidepost closely managed the schedule, coordinating design work around class activities and ongoing construction projects, as well as oversaw the needs of multiple stakeholders, including District Offices and the local Police Department. The final design resulted in a fully integrated Video surveillance system with the ability to integrate the local Police Department and included 1,094 cameras, 47 NVR units spanning 56 different sites. The Guidepost team delivered design services from schematic design to construction administration, providing 100% bid specifications and drawings, bid support, permit support, and construction oversight.



#### DETROIT PUBLIC SCHOOLS | DETROIT, MI

Guidepost provided security and technology consulting and design services for the Detroit Public Schools. Our work included the development of a security technology master plan; design of a new Public Safety Building that encompassed a Security Operations Center, police administration, holding and meeting rooms, security enhancements at the districts 100+ existing school facilities, and security systems design at 18 schools. Guidepost assisted the district in identifying the appropriate technology and use of technology to complement the Public Safety Department. Upon completion of the project, Detroit Public Schools had a state-of-the-art security operations center with monitoring capabilities of each facility.





## MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT | MOUNTAIN VIEW, CA

Guidepost Solutions provided consulting services for the Mountain View Whisman School District that would guide them in selecting a new access control and alarm monitoring system. This new access control system will be fully integrated with their new video surveillance system and will take advantage of their existing network infrastructure. Guidepost performed an assessment of 9 elementary schools, two middle schools, and their District office. The Guidepost team recorded each school's existing door hardware conditions to build a virtual database that includes critical architectural information and photos. Guidepost then successfully delivered a findings and recommendations report that assisted the District in selecting the best access control platform based on critical success factors, cost impact, operational considerations, and key electronic door hardware solutions. This recommendation report then became the baseline and reference point for Guidepost to begin the full design and creation of construction documents for the eleven schools and District office.

## NEW HAVEN UNIFIED SCHOOL DISTRICT | UNION CITY, CA

Guidepost was engaged to review the existing district telecommunications infrastructure and fiber backbone with focus on determining if the existing conditions would support the future technology expansion that would reside on the district network. Assessment of all district facilities to determine accuracy of district incoming services was performed and findings documented to support future consistency of telecommunications infrastructure capabilities with gaps in capability identified for upgrade. Future infrastructure upgrades were identified and documented for action within a district roadmap of technology improvements.

Guidepost were initially engaged to provide a security audit of all District facilities with focus on the physical security components. This initial engagement was performed as part of the Districts master planning focus, and security systems including video surveillance and intrusion detection were assessed. In addition, other critical elements of physical security and mass notification systems were audited including, door hardware, public address systems, signage, visitor management and radio communications etc. The Guidepost team delivered a comprehensive findings and recommendations report supported by individual facility observations. Review of policy and



procedures as made available was also part of the project scope. Recommendations in gaps to existing documentation was provided. Our team remains engaged with the District providing District-wide video surveillance and intrusion detection systems design services.

#### NOVATO UNIFIED SCHOOL DISTRICT | NOVATO, CA

Guidepost is providing security consulting and physical security assessment services for the Novato Unified School District. Phase I of the project covers Novato High School and San Marin High School and includes planning for upcoming security video surveillance projects. The scope of the physical security assessment services includes survey and evaluation of electronic security systems, visitor management, doors and locks, classrooms, communications, CPTED principles, exterior lighting, parking lots, and perimeter fencing. By combining industry standards and best practices with a gap analysis for identified vulnerabilities related to the school's specific threat profile, Guidepost is providing findings and recommendations for the enhancement of the safety and security of the entire school community.

#### PROVIDENCE PUBLIC SCHOOL DEPARTMENT | PROVIDENCE, RI

Guidepost performed an assessment of the security systems in use across the Providence Public School Department ("PPSD"), identifying and developing phased implementation plans to achieve an interoperable and unified enterprise security electronics systems. The Guidepost team identified the systems, their operational intent, systems ownership and future administration, governance and funding availability for upgrade or replacement of equipment with an eye towards the possibility of repurposing existing equipment to interface with future systems and latest systems software. We also performed cyber hardening measures to ensure that network breach and risk were mitigated in compliance with product manufacture and industry best practices.



## SAN MATEO UNION HIGH SCHOOL DISTRICT | SAN MATEO, CA

Guidepost provided design and consulting services to support the San Mateo Union High School District (SMUHSD) in identifying future operational needs and intent of investment into a new IP network-based video surveillance system including new video storage to support storage policy requirements. Comprehensive design and installation bridging documents were developed for six (6) high school campuses within the SMUHSD. The design drawings and specification bid documents included extensive information including camera field of views for over 170 cameras, device termination on a private security

network with layer 2 and 3 switches, and sufficient network video recorders to meet the district storage needs. Every school was surveyed including interviews with administrative staff, facilities, and the IT department to ensure system installation met the operational needs of the end-users.

Cyber Assessment: Guidepost performed cyber testing for the San Mateo Union High School District at Aragon High School and Burlingame High School. These efforts ensured and validated cyber security best practices of the District's newly installed Avigilon video surveillance system. Using the GearBox tool as part of our system acceptance testing, we were able to execute performance and vulnerability scans of their Layer 3 and Layer 2 PoE network switches, their network video recorder, and the new IP cameras. Using the Contractor documented IP and MAC addressing information of the equipment, the GearBox tool recorded any latency in communication between it and the targeted equipment. In addition, the vulnerability testing ensured no high-level risk was present within their video surveillance network or equipment, and only "Log" level threats were detected.

## SCHOOL DISTRICT U-46 | ELGIN, IL

Guidepost Solutions was engaged to develop a Security Technology Master Plan for School District U-46 in the Chicago suburbs. School District U-46 is the second largest school district in Illinois. It covers 90 sq. miles, 11 communities, 3 counties, over 40,000 students and more than 50 facilities. The technology master plan was developed to provide a roadmap for implementing security technology as funds are available. Opportunities for significant cost savings were identified by utilizing the existing technology infrastructure. Guidepost used this masterplan to develop security enhancement designs for Streamwood High School and several elementary schools.





## JORDAN FERRANTELLI PSP, CPP

### VICE PRESIDENT, HEALTHCARE, EDUCATION + LIFE SAFETY PRACTICE

#### EDUCATION

- Master of Business Administration, Information Security, Bellevue University
- Bachelor of Science, Law Enforcement + Justice Administration, Western Illinois University

#### CERTIFICATIONS

- Certified Protection Professional (CPP), ASIS International
- Physical Security Professional (PSP), ASIS International

Jordan Ferrantelli, PSP, CPP, is the Vice President of Guidepost's Healthcare, Education and Life Safety Practice, with more than 16 years of experience in security consulting and design experience throughout several vertical markets, joins Guidepost in the Chicago office. Mr. Ferrantelli has been involved in several high-profile risk assessments and prominent security system designs throughout the United States and abroad. He has worked on several prestigious projects in the healthcare, higher education, financial environments, and hospitality industries, among others, and also large multi-use/multi-faceted projects. Clients have benefited from his technical, operational, and physical security expertise. Mr. Ferrantelli has provided design and construction administration for public and private sectors that encompass TCP/IP camera systems, surveillance systems, intrusion systems, call for assistance (CFA), intercom systems, and electronic access control systems.

Prior to joining Guidepost, Mr. Ferrantelli was a senior consultant with Jensen Hughes in Chicago, where he designed security projects for mixed-use buildings, and corporate, educational, hotel, museum, high-rise, and condominium facilities. He rose through the ranks, ultimately becoming the company's Midwest Security Manager.

Mr. Ferrantelli started his career with a Chicago engineering company that was acquired by Aon Global Risk Consulting in 2010. While at Aon, he won Secured City's Grand Platinum Security Innovation Award for creating one of the most innovative corporate security projects: a built-up space of more than six-million-square-feet and comprising nine high-rise towers, a hotel, an energy plant, a prayer hall, and meeting space, all on a shared podium. The project required collaboration with the architect and client to build a security and access control strategy for the site.

#### AREAS OF EXPERTISE

- Security Consulting + Design
- Security Master Planning
- Investigations + Business Intelligence
- Risk, Threat + Vulnerability Assessments
- Workplace Violence Assessments
- Risk + Compliance
- Technology Advisory Services





## STEVEN DRAGHI PSP

### ASSOCIATE VICE PRESIDENT

#### EDUCATION

- Electronic Engineering
- RETS National Education Center

#### CERTIFICATIONS

- Physical Security Professional

Steven Draghi has more than 29 years of experience as a security systems and project management professional with expertise in security systems design and implementation. He is a proven senior project manager with an understanding of design and implementation criteria, systems testing, and project delivery. The project documents, drawings and specifications, and has worked to develop bid documents. Mr. Draghi is experienced delivering successful client interaction, design and project team management and site inspections. His security background, knowledge of multiple low voltage systems, as well as client experience will establish design continuity and support the project to progress efficiently.

Prior to joining Guidepost, Mr. Draghi served as a Senior Security Consultant for Shen Milsom & Wilke where he utilized his years of systems and field experience to provide consulting, project management, engineering, and design services for a variety of clients domestically and internationally.

Prior to joining Shen Milsom & Wilke, Mr. Draghi had a successful career as a project manager, and engineer for Corporate Security Services, Inc, and as a Senior Project Designer and Project manager for Kroll Security Group.

As a Senior Project Manager with Guidepost, Mr. Draghi is charged with assisting clients in the design, engineering, acquisition, and implementation of scalable security technology solutions utilizing his vast systems and operational experience.

#### AREAS OF EXPERTISE

- Installation Technician
- Service Technician
- Test Technician
- Final Acceptance Testing
- Technology Consulting
- Project Management
- Project Scope & Budget Development
- Systems Design





## ABINEL BERHE

### SENIOR CONSULTANT

Mr. Abinel Berhe is a highly skilled senior consultant with extensive experience in designing and managing electrical, fire alarm, access control, security, and low voltage systems in the greater San Francisco and East Bay Area. His expertise spans various aspects of system engineering, from initial design to field troubleshooting and high-level systems programming. Mr. Berhe's comprehensive experience and technical acumen make him a valuable asset to Guidepost, where he continues to leverage his skills to deliver exceptional solutions and support to clients.

Previously, Mr. Berhe served as a senior systems engineer at Comtel Systems Technology, Inc. In this role, he prepared engineering submittal packages, AutoCAD drawings, and bills of materials. His responsibilities included coordinating door hardware for card access systems, resolving complex installation issues, and providing field troubleshooting for intricate system and network problems. Additionally, he developed and implemented design and installation standards while utilizing and supporting junior engineers and draftsmen. His technical support extended to sales and operations, and he was instrumental in completing bid take-offs, estimates, and pre-bid site walks.

Mr. Berhe also held the position of project engineer at TYCO/SimplexGrinnell. He was responsible for designing comprehensive systems, including fire alarm, access control, CCTV, and various other security and communication systems. He prepared detailed electrical system drawings and analyzed customer needs to develop tailored solutions. His role involved value engineering project specifications to ensure customer satisfaction and project profitability, preparing project submittals, and resolving design and construction issues.

As an application engineer with Ingersoll Rand / Kratos HBE, Mr. Berhe determined equipment suitability and pricing, wrote detailed specifications, and designed custom equipment for specific applications. He supported customers throughout the sales and design cycle, managed proposal preparations, and communicated technical functionalities to assist in closing important sales. His work involved planning, designing, and deploying equipment to meet customers' low voltage needs.

Earlier in his career, Mr. Berhe served as the security technology and training manager at The First Church of Christ, Scientist. He supervised electricians and technicians, managed the design and installation of integrated security systems, and developed performance standards for system end-users. He was responsible for budget creation, server administration, and training curriculum development. His role included conducting internal audits, resolving hardware and software problems, and supporting investigations through digital systems information analysis.

### AREAS OF EXPERTISE

- Security Systems
- Fire Alarm
- Access Control
- Low Voltage Systems

### EDUCATION

- Certificate in Building Electrical Systems Design, New York University
- Construction Management Courses, Central Connecticut State University
- Bachelor of Science in Electrical Engineering, University of Massachusetts
- Bachelor of Science in Computer Engineering Studies, Principia College

### CERTIFICATIONS

- Design, project leadership and consultation
- C-Cure 9000® Systems Technician (TYCO)
- C-Cure 9000® Advanced Integrator (TYCO)
- C-Cure 800® Systems Manager (TYCO)
- Electrified Architectural Hardware (DHI)
- Life Safety, NFPA-101
- Fire Alarm Code, NFPA-72
- AutoCAD 2012
- VBA for AutoCAD



## SANDRA KOTTA

### SENIOR CONSULTANT

Sandra Kotta, a senior consultant at Guidepost, brings extensive experience developing and improving processes, productivity, and accuracy. With experience in building automation controls and fire and security systems, she is an analytical leader with a proven track record of successfully managing projects from conception through execution. Ms. Kotta is skilled at enabling cross-functional collaboration and has a history of directing project-wide operations, including stakeholder management, risk assessment, procurement, and sales support. Ms. Kotta's communication skills help her to develop and foster strong stakeholder and client partnerships, increasing impactful business results.

In her previous role as a project manager, Ms. Kotta created and executed proposals for large capital projects, oversaw project designs, coordinated, and maintained construction schedules, updated records and prepared reports. She managed budgets, forecasted future costs, and reported on project costs and invoices. She also formulated a project tracker which helped to increase efficiency and monitor progress against deliverables. The tracker was shared with project managers across the organization.

#### AREAS OF EXPERTISE

- Security Systems
- Fire Alarm
- Bluebeam

#### LANGUAGES

- Spanish



## DAN LEE

### CONSULTANT

Dan Lee has over 5 years' experience as a project leader, program, and systems engineer. He has led the design and execution of design-build task orders encompassing electrical systems, normal and emergency power, electronic security systems, video surveillance, access control, audiovisual, telecommunications, ISP/OSP, wireless technologies, and other applications. He applies his project management skills to ensure strategic scheduling, to facilitate collaboration and coordination with stakeholders, and implement planning strategies that guarantee on-time delivery and optimized project productivity.

Prior to joining Guidepost, Mr. Lee was an embedded program engineer spearheading the enforcement of enterprise design guidelines to optimize design process and operational theory. He also managed design standards throughout various projects, ensuring alignment with stakeholder requests and company standards. He actively contributed to process improvement which led to increased design tool/software efficiencies.

#### EDUCATION

- Bachelor of Science, Civil Engineering, California Polytechnic State University

#### AREAS OF EXPERTISE

- Security Design
- Bluebeam

- AutoCAD
- Plangrid
- Procore
- CDT
- AutoDesk Revit



## MUSTAFA DURRANI

### ASSOCIATE PROJECT MANAGER

With a background in Mechanical, Engineering and Plumbing, Mustafa Durrani has 7 years of experience designing electrical systems including power, lighting, fire alarm and signaling systems. He is skilled in equipment sizing; voltage drop calculations and panel board calculations. His experience includes coordinating lighting design and controls, coordinating power design requirements and most recently video surveillance systems and security design.

#### EDUCATION

- Bachelor of Science, Electrical Engineering, San Francisco University

In his previous position as an electrical designer, Mr. Durrani designed lighting systems, lighting controls and performed photometric calculations using AGI32. He prepared and documented energy compliance forms and performed T24 calculation, coordinated power design requirements and worked with multiple trades coordinating electrical equipment requirements and sizing per the National Electrical Code. In this role Mr. Durrani facilitated the completion of multiple tenet improvement projects for corporate commercial buildings, a ground-up new correctional facility and construction administration support on a new international airport project.

At Guidepost, Mr. Durrani is an associate within the Security Technology Consulting team. His responsibilities include performing systems design work on security projects, point-to-point device termination design, development of systems and manufacturer specific specifications, and working with projects managers for accurate completion of project deliverables. Mr. Durrani also attends site walks to verify as-built conditions and works on-site attending construction project coordination meetings with clients and contractors.

#### AREAS OF EXPERTISE

- Security Design
- Lighting and Power Design
- AutoCAD
- REVIT
- Title 24 Calculations
- Photometric Calculations



## NEAL SCHATMEIER RCDD

### PRINCIPAL CONSULTANT

Neal Schatmeier is a principal consultant with more than 34 years of experience in the telecommunications industry. He brings a robust background in project management, service delivery, and design of low voltage systems. His areas of expertise include Information Technology Infrastructure, Telecommunications Systems, Data and Voice Technologies, and Fiber Optic and Copper Systems.

Mr. Schatmeier is a BICSI Registered Communications Distribution Designer (RCDD) and has excelled in the creation, planning, integration, and execution of various disciplines. This includes wiring, outside plant, and riser management including metallic media, optical fiber, backbone distribution, telecommunications spaces, horizontal distribution, bonding and grounding, firestop systems, field testing, audio visual, building automation, wireless networks, data centers, and local/national codes and best practices. Complementing his technical knowledge, He also possesses an exceptional track record in leading large-scale project teams, and has extensive experience managing capital construction projects.

Mr. Schatmeier is a former low voltage systems contractor. His long-term clients span a variety of markets, including corporate, healthcare, bio-med, financial, municipal, hospitality, education, justice, and commercial.

### EDUCATION

- Associate of Arts, Business Administration, West Valley College, California

### CERTIFICATIONS

- Registered Communications Distribution Designer – RCDD License #211251R
- SP3321R Systemax SCS Design and Engineering Certificate
- Northern Telecom (SL-1, Option 81) X-11 Station Feature Administration Certificate
- Valcom Loudspeaker Paging Systems Certificate
- Siemon Converged Cabling: Data, Video, and BAS Certificate



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