

Rhode Island Commerce Corporation

Request for Proposals

For

Security Planning, Management and Coordination for the 2015 Volvo Ocean Race Stopover Newport

Request for Proposals

Title: Security Planning, Management and Coordination for 2015 Volvo Ocean Race Stopover Newport

Submission Deadline: August 22, 2014 @ 4:00 PM (Eastern Time)

Pre-Submission Conference:

There will be an optional pre-submission conference to be held on August 8th, 2014 at 10:00am at the office of SailNewport, 60 Fort Adams Drive, Newport, RI 02840. 401-846-1983

Section 1: Introduction

Commerce RI is soliciting proposals for services to assist specifically with creating an event security and safety plan and security operations management for the Newport Volvo Ocean Race (VOR) stopover from approximately April 15th-May 17, 2015. This is a Request for Proposal. Responses will be evaluated on the basis of relative merits of the proposals.

Section 2: Background

In 2013, Sail Newport (www.sailnewport.org) was awarded the opportunity to host the only United States stopover for Volvo Ocean Race 2014-2015. (See www.volvooceanrace.com for more details). The Volvo Ocean Race (VOR) is the world's pre-eminent round-the-world yacht race and one of the most coveted prizes in the sport. The Race is owned by Volvo Cars and Volvo Group and managed by a dedicated team working from state-of-the-art headquarters in Alicante, Spain. The 38,739-nautical mile route will include stopovers in Cape Town (South Africa), Abu Dhabi (UAE), Sanya (China), Auckland (New Zealand), Itajaí (Brazil), Newport (Rhode Island, US), Lisbon (Portugal), Lorient (France) and a 24-hour pit-stop in The Hague (Netherlands) with the final leg ending in Gothenburg, Sweden. Currently there are six teams from Sweden, China, US/Turkey, Holland, Dubai and Spain with team members representing a wide range of nationalities.

The sole North American stopover will be held at Ft. Adams State Park in Newport, RI from May 4-17, 2015. Sail Newport, the Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), and the Rhode Island Department of Administration (DOA) will be undertaking the various operational activities required to ensure a successful event for both participants and spectators. During the approx. 13 days the event village is open to the public it is anticipated that there will be a total of approx. 60,000 visitors with the peak days being May 14-17th.

(Please note that attendances will be dependent on weather.) The visitors will be a mixed of both the general public including families and corporate guests invited by the various sponsors. The planning, management and implementation of safety and security for a major special event such as VOR Newport Stopover requires planning and coordination for federal, state, municipal law enforcement agencies and private security firms. An event of this kind may include a variety of VIPs, political figures and may also be a potential target for terrorists, criminals, and protestors.

It is anticipated that the Commerce Corp in cooperation with SailNewport will also solicited proposals for and retain a private security guard firm for the event that will provide 24-7 staffing at checkpoints, limit access to certain facilities and provide general site security both when the venue is open and closed to the public.

Event Schedule

The stopover has three distinct stages requiring different security staffing and coordination

- a. **Build-Out:** During this stage is the build-out of the facility occurs with both temporary structures fabricated on-site and the positioning of containers to create other structures. The Venue will not be open to the public due to safety concerns and both the private security firm and DEM Law enforcement will control access to approved parties.
- b. **Public (May 4th to May 17th):** The venue will be open daily to the public from approximately 11am to 6:00 each day with various events both on the water and off the water. The peak days will be from May 14th to the departure of the boats on May 17th.
- c. **Breakdown:** Starting on May 17th the site will be broken down and will take approx. 4-5 days

Other Information:

DEM's Division of Law Enforcement has the overall responsibility for site safety and security and the selected vendor is responsible for communicating and working in coordination with the selected team from DEM Law Enforcement. It is also anticipated that the RI State Police will have a presence on-site at the event to assist with certain security matters.

Other public safety resources that will be on-site may include RI Emergency Management Agency, DEM's Haz-Mat team and various National Guard resources.

On-the water security and safety will be coordinated by a team that includes the US Coast Guard, DEM's Marine Unit, Newport Harbormaster and SailNewport. Therefore the bidder does not need to address on the water related security issues.

As Fort Adams State Park is a large site with parts not easily accessible by either passenger or light truck type vehicle, it is recommended that the successful firm make arrangements for transportation around the venue for their personnel during the event. Based on prior experience a golf cart or gator type vehicle is best suited for transportation around the site.

Questions:

Questions in regards to this RFP must be emailed to Paul Harden at pharden@commerceri.com by July 30th, 2014. The questions and answers will be posted at www.commerceri.com and the State of RI Division of Purchasing website by August 1st, 2014

Section 3: Response Specifics

Potential bidders shall prepare their response in the format specified in this section, and shall include the following requested documents in their response:

1. Provide the name of your company and the name, address and telephone number and email address of a person with whom our office can communicate regarding this RFP;
2. Describe your company's years of experience and other relevant information to help Commerce RI understand your company's size, resources and the nature of your business. Tell us if your company or employees have had experience with event security planning and management for large scale sporting events similar in format and duration to the VOR (Must include a list of the events and the dates of your company's involvement and specific role);
3. Describe in detail how your company would coordinate and communicate with public safety entities (federal, state, municipal and uniformed private security guard contractors) both prior to the event and during the event;
4. Describe your strategy for improving event safety and managing staffing costs
5. Describe in detail your company's licenses and insurance (including employee insurance and third party liability); Please provide a copy of your insurance rider.
6. Resumes for principles of company and resume of potential employee you would choose as point of contact for this event highlighting experience with VIP/Dignitary security and crowd management and events;
7. Please indicate how many of your staff have RI Crowd Managers Training per NFPA Standards
8. References from past events similar in format and duration as VOR.
9. Please provide a breakdown of the costs as follows:
 - A monthly fee for the period of October 1, 2014 through May 30th, 2015 that will include planning, coordination and attending all needed meetings etc.
 - The cost and est. number of hours for drafting and writing the Event safety and security plan
 - The daily cost of providing 1 person on-site from 8:00am until the event close (approx. 6:00pm) each day to perform the functions outlined in #5 below from approx. April 15th through May 24th.
 - The daily cost of providing a second person on-site if desired by the RI Commerce Corp.

Section 4: Scope of Work

1. An Event Safety and Security plan. The draft plan must be distributed to all relevant partners and any comments or suggestion received should be incorporated in the final plan. The plan may require updating as the event evolves.

2. The firm will advise the Commerce Corp/SailNewport in developing an RFP and reviewing proposals for a private security firm that will provide uniformed guards for the event.
3. The successful bidder will be expected to attend at least two team meetings monthly from the award date of the contract through March 1st, 2015. From March 1st until the start of the event. There will be, at minimum, weekly meetings.
4. The successful bidder will ensure that all of their on-site personnel are wearing uniform style clothing that readily identifies them.
5. The successful bidder will also meet with all related security, safety and Law Enforcement entities as needed.
6. Working with the partners to assist in the development of a site map that will indicate the positioning checkpoints, first aid stations, firefighting equipment etc. are positioned and ensure this map is shared with the appropriate partners and on-site personnel.
7. Once the public days of the event start, the firm will be responsible for the following:
 - a. Coordinate morning safety and security briefing for all interested public safety entities.
 - b. Coordinate with Security guard contractor to ensure proper staffing
 - c. Ensure that stations where guards are positioned are properly manned
 - d. Ensure all fire lanes are kept clear and accessible for emergency vehicles
 - e. Respond to on-site incidents that require public safety response
 - f. Report such incidents on a timely basis to the on-site mgmt. team
 - g. Maintain a daily log of such incidents
 - h. Identify and report potential safety / security concerns to on-site mgt. team.

Section 5: NOTIFICATIONS

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
3. The offeror should be aware of the State’s MBE requirements, which address the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further

information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact dorinda.keene@doa.ri.gov.

4. The Commerce Corp RI reserves the right to negotiate with the lowest qualified Bidder.
5. Reimbursement for expenses for travel, lodging, meals are not allowed
6. Reimbursement for the purchase of equipment is not allowed
7. Responses shall be concisely written and the response letter shall be signed by an authorized signing officer of the respondent, and shall indicate name, title, and contact information.

Section 6: Evaluation and rating of RFP's

The submitted RFP's will be reviewed and rated by a team of 3-5 raters based on the following criteria

1. Company's experience with events similar in size and scope to the Newport VOR Stopover (25pts.)
2. The proposed team's professional resumes and applicable experience (20 pts.)
3. Response to requests in Section 3 of the RFP (15 pts.)
4. Recommendations on ways to improve the safety of the event and manage costs (5 pts.)
5. Review of references (15 pts.)
6. Total cost (20 pts.)

Pre-submission conference:

There will be an optional pre-submission conference and site tour (weather permitting) to be held on August 8, 2014 at 10:00am at the office of SailNewport, 60 Fort Adams Drive, Newport, RI 02840. 401-846-1983

Response Date

Responses to this RFP are due by August 22, 2014 by 4:00pm. Include one (1) electronic (PDF) version and five (5) printed copies of the complete proposal and must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
ATTN: RFP Security Planning, Management and Coordination for the 2015 VOR Stopover
315 Iron Horse Way
Suite 101
Providence, RI 02908

Appendix 1

Suggested Outline of the Event Safety plan

1. A. Identify the roles and responsibilities of the various public safety entities and detail the resource and capacity being provided to support the event that would include law enforcement, fire and medical.
B. Establish a plan on how the various agencies and partners will communicate and work together on a day to day basis and during emergencies
C. Develop an incident response plan that would be used to coordinate a response to an emergency and to determine when additional resources would be called if an incident escalates.
2. Develop a chart that details the various public safety and security entities, their contact info, lead contact and their area of responsibility.
3. Planning in conjunction with DEM Law Enforcement, the RI State Police, SailNewport and VOR identify potential threats, risks and the recommended responses to those threats and risks

Helpful Links to documents:

http://cops.usdoj.gov/files/RIC/Publications/e07071299_web.pdf

<http://www.oewd.org/media/docs/AC34/09-30-11%20Security%20Plan.pdf>