Request for Proposal

UNARMED EVENT SECURITY GUARD SERVICES

Closing Date & Time: February 23, 2015; 2:00 PM

Solicitation Schedule

Events	Date
RFP Issued	January 29, 2015
Mandatory Pre-Proposal Conference	February 4, 2015 10:30AM
Deadline for Questions	February 9, 2015; 4:30PM
Questions posted	February 10, 2015; 4:00PM
Sealed Proposals Due to Commerce RI	February 23, 2015; 2:00PM
Sealed bid Opening at Commerce RI	February 23, 2015: 4:00PM

Commerce RI may modify this schedule. Notification of changes in the response due date would be posted on the Commerce RI website or as otherwise stated.

By responding to this Request for Proposal (RFP), Proposer has read and understands all documents.

Rhode Island Commerce Corporation Request for Proposals For Unarmed Event Security Guard Services for the 2015 Volvo Ocean Race Stopover Newport

Request for Proposals Title: Unarmed Event Security Guard Services for 2015 Volvo Ocean Race Stopover Newport

Submission Deadline: February 23, 2015 @ 2:00 PM (Eastern Time)

Section 1: Introduction

Commerce RI is soliciting proposals for services to assist with providing unarmed private event security and assistance in implementing an event security and safety plan for the Newport Volvo Ocean Race (VOR) stopover from approximately April 15th - May 20, 2015. This is a Request for Proposal.

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 has included stopovers in Cape Town (South Africa) and Abu Dhabi (UAE) and will continue to 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 5-17, 2015 with site setup and breakdown occurring before and after the formal events. Sail Newport, the Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), Rhode Island State Police 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, when up to 16,000 daily visitors may be expected. Race visitors will be a mix of the general public, families and corporate guests invited by the various sponsors. Prior to the event, during the early stages of the event, and immediately following, private contractors and Volvo representatives will be on site to construct and breakdown the venue.

The implementation of event 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 imperative that the selected Event Security Guard Service organization work directly with all members of the event to provide appropriate 24/7 staffing at designated areas and checkpoints, limit access to certain facilities, assist with crowd control, and provide general site security when the venue is open and closed to the public.

Event Schedule:

The stopover has several distinct stages that will require various levels of event security staffing and coordination. As equipment arrives and the site is developed, the race executed, and then broken down, levels of security will be required to scale up and down as needed. In some cases, the scale may need to increase quickly due to boat arrival times or weather. Please note that the dates are subject to change. The primary planning phases and events include:

- **Phase I - Planning and Preparation:** (**March 1st to April 14th**): During this stage and under the direction of Commerce RI, Sail Newport, and RI DEM, security and logistical plans will be developed for the execution of the event. Specifically, the site safety and security plan will be drafted, reviewed, and distributed. Additionally, staff credentialing and other security preparations and training will occur.
- **Phase II - Build-Out**: (**April 15th to May 4th**): During this stage the build-out of the facility occurs with both temporary structures fabricated on-site and the positioning of shipping containers and sponsor displays to create other structures. The Venue itself will not be open to the public due to safety concerns and the private security firm, RI DEM, and Law enforcement will control access to approved parties. Fort Adams will, however, still remain open to the public. Additional security posts may be required in the local area outside of Ft. Adams to protect shipping containers and other equipment staged temporarily offsite as it awaits access to Ft. Adams.
- **Phase III – Public Access**: (**May 5th to May 13th**): May 5th will be the first public event and is the day race boats are expected to arrive. Additional events, races and practices will occur leading up to race weekend. 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.
- **Phase IV - Race Weekend: (May 14th to May 17th**): The peak days of the event will be during this time period with an estimated 16,000 visitors daily arriving by various modes of land and water transportation. During this time period, sailing events will be held in the area immediately off of Fort Adams and vendors, sponsors and race teams will have various activities and events. Fort Adams will also be open for public tours, nightly concerts and potentially a fireworks display. Race weekend will culminate when race boats set sail on Leg 7 for Lisbon, Spain, followed by the official closer of the site.
- **Phase V - Breakdown:** (**May 18th to May 20th**): Immediately following the departure of all boats and dispersion of crowds where necessary when the site is officially closed, vendors and teams will begin breaking down. Race containers will be shipped from the pier and by land. Breakdown is estimated to take approx. 3 days.
- **Phase VI - After Action:** (**June**): At a date to be published, a formal After Action Review and/or submission of written comments will occur and/or be collected,

by Commerce RI and Sail Newport to capture lessons learned for future planning and considerations.

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 Security Consultant from Commerce RI and DEM Law Enforcement. RI State Police and other local and state law enforcement and emergency management will also have a presence on-site at the event to assist with certain security matters. Organizations may include, but are not limited to RI Emergency Management Agency, DEM's Hazmat team, and National Guard resources. A team that includes the US Coast Guard, DEM's Marine Unit, Newport Harbormaster and Sail Newport will coordinate on water security and safety.

Section 2: Response Specifics

Potential offerors shall prepare their response in the format specified in Section 3 of this RFP and in response to Exhibit A: Scope of Work. The proposed offeror shall include the following requested information in their response:

1. Provide the company name and the name, address, 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 including:
   a. An overview of the company and its operations in Rhode Island and Southeastern New England region, including numbers of full-time employees and part-time employees (note: new hires or day workers will not be accepted for this event unless they are properly licensed by the State of RI and have successfully undergone the company's training program);
   b. Rhode Island Licensing and Crowd Manager certifications per NFPA Standards;
   c. Any other state licenses held by the local office;

3. Corporate hiring and training programs and policies;

4. Corporate quality assurance programs and policies;

5. A description of how the company will be responsive to changing staffing requirements;

6. Describe in detail how your company will coordinate and communicate with public safety entities (federal, state, municipal, contractors and volunteers) both prior to the event and during the event;

7. Describe your strategy for improving event safety and managing staffing costs;

8. Identify and explain any problem areas and/or potential obstacles (such as maintaining schedule, feasibility, etc.) to successful completion of the work and

methods you will use to mitigate either formally or informally.

9. Provide insurance (including employee insurance and third party liability); Please provide a copy of your insurance rider;

10. Provide resumes for principles of company and resume of potential employees you would choose as a point of contact and managers for this event highlighting experience with event security, VIP/Dignitary security and crowd management and events;

11. Provide a minimum of three (3) references from past events similar in format and duration as VOR.

12. Provide a Cost Proposal to include:
    a. Full (loaded) cost per security staff member for one shift;
    b. Full (loaded) cost per security supervisor for one shift;
    c. Full (loaded) costs per additional security staff ordered on short notice;
    d. Any additional costs for night or weekend differentials; and
    e. Any changes in rates based on quantity of staff ordered.

Section 3: Proposal Format

Organizations submitting a proposal will use the following format and page limits:

1. Introductory Letter including authorized company representative & Proposal summary (2 page max)
2. Organizational Background and Overview (2 page max)
3. Scope of Work Delivery (20 page max)
4. Manpower loading chart based on event calendar (2 page max)
5. Proposed Staff Resumes (2 page/ person)
6. Staff Oversight and Project Management Approach (3 page max)
7. Three References and description of work performed (2 page max)
8. Additional Past Performance (3 pages)
9. Company Literature or Marketing Brochure (4 pages)
10. Detailed Costs
11. Licenses (as required)
12. Certificate of Insurance (as required)

Section 4: Notifications

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.

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 RI Secretary of State (401-222-3040). This is a requirement only of the successful offeror.

The Commerce Corp RI reserves the right to negotiate with the lowest qualified offeror.

Reimbursement for expenses for travel, lodging, meals are not allowed.

Reimbursement for the purchase of equipment is not allowed.

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 5: Evaluation and rating of RFPs

The submitted RFPs will be reviewed and rated based on the following criteria:

- Proposed project execution and delivery of services
- Proposed project team and project management approach
- Experience with similar projects and capacity to delivery services
- Quality of proposal (Clearly written, addresses all requested areas for the RFP)
- Total Price and optional hourly rates for additional day and night event staffing

Section 6: Administration

Pre-bid Conference/Walk-Thru:

There will be a mandatory pre-submission conference to be held on February 4, 2015 at 10:30am at the offices of **Discover Newport (3rd Floor Conference Room) 23 America's Cup Avenue, Newport, RI 02840**. (401) 849-8048.

Questions & Answers:

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Sherri Carrera at scarrera@commerceri.com no later than 4:30pm on Monday February 9, 2015. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online at www.commerceri.com and www.purchasing.ri.gov by Tuesday February 10, 2015 to ensure equal awareness of important facts and details.

Deadline for Submissions:

Bids shall contain six printed copies and one electronic copy in PDF format, sealed in an envelope clearly marked with project title. All sealed bids must be delivered to the Commerce RI to be stamped 'received' no later than 2:00 PM on **Monday, February 23, 2015** at the following address:

Rhode Island Commerce Corporation
Attn: **RFP For Unarmed Event Security Guard Services**
315 Iron Horse Way, Suite 101
Providence, RI 02908

Commerce RI accepts no responsibility for delivery delays, including inclement weather. All documents submitted in response to this bid proposal are public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids. All sealed bids will be opened on Monday, February 23, 2015 at 4:00 PM at the offices of the Commerce RI at the address above. The burden to identify and withhold from the public copy is released at the bid opening any trade secrets, commercial or financial information, or other information the offeror deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the offeror submitting the bid proposal.

Final contract will not be awarded at the opening of the bids.

Exhibit A: Security Provider Scope of Work:

Commerce RI is soliciting for an unarmed event security guard services provider to provide security staffing services in support of the Volvo Ocean Race Stopover in Newport RI. The period of performance will be from approximately April 15 through May 20, 2015 with varying levels of guarding requirements depending on event schedules.

This event will be at Fort Adams and will be open to the public. The precise security staffing requirements will be refined as the event planning and schedule are finalized and the safety and security plan is developed based on specific threats.

Security staff will also receive additional awareness training and site-specific training prior to deployment conducted over a ½ day that companies should account for.

The successful provider will, at a minimum, meet the following requirements:

- Provide staff between approximately five (5) staff members up to 30 during peak days in May per the following planning guidance. These numbers are subject to change as planning for the event becomes more mature.
    - Phase I – Planning & Preparation – Supervisor and managerial staff for two (2) days of planning and training sessions.
    - Phase II – Build-out – Daily - Supervisor (1), Staffing points (5); Nightly - Staffing points (2).
    - Phase III – Public Access – Daily - Supervisor (2), Staffing points (10); Nightly – Staffing points (4).
    - Phase IV – Race Weekend – Supervisor (2), Staffing points (20) Nightly – Staffing points (8).
    - Phase V – Breakdown – Supervisor (1), Staffing points (5); Nightly - Staffing points (2).
    - Phase VI – After Action Review – Supervisor (1) for ½ day.

- Perform security duties including restricting and controlling access, preventing unauthorized access to the race boat area, visual baggage and personnel screening at multiple access points, verification of credentials and identification for access to various venue points including those venues for VIPs, media and serving alcohol, and assist with crowd control and capacity counting and enforcement during non-emergency and emergency situations.
- Report any observed safety or security hazards in and around the designated race and event areas.
- Perform nightly perimeter security checks.
- Perform daily and nightly area opening and closings.
- Traffic and pedestrian control as needed.
- Be licensed with the State of Rhode Island in accordance with The Private Security Guards Act of 1987 (R.I.G.L. 5-5.1-1 et seq);
- Have certified Rhode Island Crowd Managers to satisfy the requirements of The Rhode Island State Fire Marshal's Office;
- Show evidence of enhanced professionalism through a documented security officer training program that includes at least eight (8) hours of formal training and 16 hours of on-the-job training in the following areas;
    - Role of a security guard;
    - Legal powers and limitations;

    - Patrol and observation;
    - Emergency situations;
    - Communications, customer Service, and Public relations;
    - Access control;
    - First aid, CPR and AED; and
    - Ethics and conduct.
- Maintain chain of custody with confiscated items prohibited from entrance into venues;
- Provide documentation showing employees have passed a drug test designed to detect the following elements: marijuana, Cocaine, Opiates, Amphetamines to include methamphetamine and PCP.
- Demonstrate the flexibility to scale and provide up to ten (10) additional qualified and trained security staff within four (4) hours of notification, in addition to those scheduled.
- Demonstrate the flexibility for selected security personnel to implement hand-wands and/or X-Ray and Magnetometer baggage and personnel screening at access points.
- Explain the selected event security organization's enforcement of professional appearance and demeanor of company security staff; including:
    - Employee Dress Code: The Company shall provide two or more complete uniforms including trousers, belt, shirts or blouse, winter coat, lightweight jacket, caps, rainwear and severe cold and wet weather gear, reflective gear and flashlights.
    - Employee Internal two-way radio communications.
    - Employee Event transportation is clearly marked.
- Commerce RI will reserve the right, at its sole discretion, to require the selected event security organization to remove any guard for any lawful reason and request a suitable replacement from the Supplier.
- To the extent permitted by law, and at provider's sole cost and expense, provider shall be responsible for conducting criminal background checks on all guards used to perform any services for Commerce RI and for certifying that there is nothing revealed by such background checks of said security personnel that would create a reasonable doubt about the utilization for the services in a safe manner and with proper regard for the security of client and its employees, affiliates, subsidiaries, customers, vendors and other third parties.
- The selected event security organization shall be responsible for ensuring that its guards strictly comply with client's drug-free workplace policies, as the same may be amended by client in its sole discretion.
- In addition to ensuring strict compliance with all applicable laws governing the hours of work and wages no guard shall:
    - Work longer than a 12 hour shift without at least an 8 hour break; or
    - Work more than 12 hours in any 24-hour period.
- Security officers must:
    - Be at least 21 years of age;
    - Possess a high school diploma, GED or equivalent training;
    - Be able to read, write and verbally communicate effectively in English, particularly in emergency situations;
- Security personnel must be uniformed as described above, but shall not be permitted to carry weapons; they shall be expected to diplomatically request that

laws, policies, and procedures be observed; they shall follow procedures in reporting violations of the law, polices, and procedures; and

- Be able to perform normal to emergency duties requiring moderate to arduous physical exertion such as:
    - Standing or working for an entire shift;
    - Work alongside piers and docks; (Note: personnel will not be required to work on a dock, therefore longshoreman insurance is not required)
    - Climbing stairs and ladders; and
    - Lifting or carrying objects weighing up to 30 pounds.

The successful provider will also acknowledge that they will provide sufficient supervisory staff to attend daily public safety briefings and to provide specific orders and assignments to their staff at the commencement of each shift. The selected event security organization must have proof of supervisory personnel on duty or on call twenty-four hours a day, seven days a week for the duration of the contract and maintain a log for all shifts:

- The supervisor is responsible for the personnel on all shifts in operation during his duty period.
- The selected event security organization agrees to replace any personnel who become incompatible with the client, and the client will be the sole judge of the incompatibility.
- Supervisors shall be competent in their knowledge of security procedures, aggressive in solving problems, and provide quality control.