



## **McPherson Implementing Local Redevelopment Authority**

**June 7, 2018**

**REQUEST FOR PROPOSALS for  
SECURITY SERVICES**

### **ATTENTION RESPONDENTS**

You are hereby invited to submit a proposal to the McPherson Implementing Local Redevelopment Authority (hereafter referred to as "Fort Mac LRA") for Security Services at Fort Mac LRA's 145-acre property located at the former Fort McPherson military site ("Fort McPherson"). A successful Respondent (or Respondent team) will be selected by Fort Mac LRA based on the Respondent's ability to provide the services described in the Scope of Services (as summarized below), competitive pricing for such services, and other factors herein listed.

Potential Respondents are asked to direct all questions concerning this Request for Proposals or "RFP" process by **June 20, 2018** to Robert Mosby, Senior Accounting Manager, via email at [rmosby@fortmaclra.com](mailto:rmosby@fortmaclra.com) or by phone at (404) 477-6767.

Your complete response to this RFP must be received in the Fort Mac LRA offices at 1794 Walker Avenue, SW, Atlanta, Georgia 30310, **no later than 2:00 pm E.D.T. on June 25, 2018**. Absolutely no responses will be accepted **after 2:00 pm E.D.T. on June 25, 2018**. **Please limit your responses to 7-10 pages.**

Fort Mac LRA reserves the right, in its sole discretion, to reject any submittal it considers to be non-responsive. Fort Mac LRA reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all submittals when it is in the best interest of Fort Mac LRA. Should Fort Mac LRA fail to reach agreement with any Respondent(s) initially selected, Fort Mac LRA reserves the right to commence negotiations with the next highest ranked Respondent or team of Respondents. Fort Mac LRA shall select the Respondent (or Respondent team) it considers best qualified and as providing the best value to Fort Mac LRA in its sole discretion. Fort Mac LRA may select a Respondent without an interview or may choose to interview all or a limited number of Respondents prior to selecting the successful Respondent (or Respondent team). The cost of preparing responses will be the responsibility of each Respondent and will not be reimbursed.

## **REQUEST FOR PROPOSALS**

This Request for Proposals for Security Services is hereby issued by Fort Mac LRA in accordance with applicable law. Fort Mac LRA is issuing this Request for Proposals for a Security Services provider to maintain a safe and secure site for all parties involved. Property safety is to be maintained at a level commensurate with other similar commercial sites within the metro Atlanta area. Fort Mac LRA is seeking a qualified Respondent (or Respondent team) that can provide the labor and expertise to provide quality security services of the 145 acres. (Fort Mac LRA parcel).

### **SCOPE OF SERVICES**

Your proposal should include a detailed scope of services and corresponding project plan and phasing recommendation that addresses the items below and in the entirety of this RFP.

- Provide at least 1-unarmed guard personnel, at the Lee Street entrance; 8 hours per day, 7 days/week, 365 days/year to control access to base for VA, Credit Unions, Fort Mac LRA employees and visitor, and future tenants.
- Provide adequate supervisory personnel to support guards' activities and effectively communicate with Fort Mac LRA officials.
- Develop a Site Operations Manual/Standard Operating Procedures Manual in conjunction with Fort Mac LRA management.
- Maintain logs detailing visitation and observation of incoming traffic from Lee Street gates or other entrances that may be opened in the future.
- Coordinate entrance visitation requirement for VA patrons with VA security personnel.
- Establish protocol(s) with Atlanta Public Safety and East Point Public Safety agencies for emergency events.
- Report all major accidents and emergencies to Fort Mac LRA immediately after securing 911 services from public safety agencies.
- Provide weekly reports of all incidents, accidents and emergency events to Fort Mac LRA.
- In conjunction with Fort Mac LRA, develop specific orders including, but not limited to; SOP, emergency response, visitation and special events and circumstances.
- Provide additional services, personnel, vehicles and equipment for special non-contracted events as requested.
- These services may be scaled up/down in volume as the Fort Mac Redevelopment process solidifies.

## COVERAGE AREA

There are 145 acres of contiguous property located within the Fort Mac LRA boundaries. The boundaries of the coverage area shall be specified in the Contract Agreement, but may be scaled up and/or down as the Redevelopment project continues to progress. For a better understanding of the location of the Fort Mac LRA parcel, see Exhibit A (Fort Mac LRA/TPS Survey).

## CONTRACT TERM

Respondents are encouraged to submit proposals for all security services for all facilities located within the 145 acres property holding (referred to as the "Fort Mac LRA parcel") for an agreed upon term with an option of two, one year annual renewals or extensions. Contract commencement date shall be the date of the issuance of the Notice to Proceed (NTP).

## INFORMATION AND INSTRUCTIONS TO RESPONDENTS

A successful Respondent (or Respondent team) will be selected by Fort Mac LRA based on a process as described below.

## SCHEDULE

It is anticipated that the solicitation and selection process shall be conducted in accordance with the following schedule provided, however, Fort Mac LRA reserves the right to modify this schedule in its sole discretion.

RFP Invitation:	June 7, 2018
Onsite Visit(s) (Optional):	
Questions Due:	June 20, 2018 (5:00 pm)
Answers Published:	June 21, 2018 (Close of Business)
<b>Proposals Due:</b>	<b>June 25, 2018 (2:00 pm)</b>
Interviews (finalists)	June 26, 2018
Selection	June 28, 2018

## CONTACT PERSONS

Questions concerning any aspect of this project, including the submittal process, should be directed to Robert Mosby, Senior Accounting Manager. Suggestions and questions regarding the RFP and the proposed Scope of Services should be made in writing via e-mail to [rmosby@fortmaclra.com](mailto:rmosby@fortmaclra.com) not later than June 20, 2018 by 5:00 pm E.D.T. Answers to those questions will be shared with all parties who have expressed interest by close of business June 21, 2018.

## PROPOSAL SUBMITTAL

Your complete response to this RFP must be received by designated staff of Fort Mac LRA at the offices of Fort Mac LRA at 1794 Walker Avenue, SW, Building 250, Atlanta, Georgia 30310, **no later than 2:00 pm E.D.T on June 25, 2018**. Absolutely no responses will be accepted **after 2:00 pm E.D.T**. Any submittal received after the time stipulated will not be considered and will be rejected and returned to the Respondent. Submittals must be responsive to all requirements outlined herein. The delivery of the application to Fort Mac LRA prior to the deadline is solely and strictly the responsibility of the Respondent. Fort Mac LRA will in no way be responsible for delays caused by the United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. **Three (3) hard copies and one (1) electronic copy are required. Faxed submittals are not acceptable.**

## SUBMISSION REQUIREMENTS

The following are minimum RFP submission requirements. Failure to meet any one of these criteria may result in rejection of a submittal. Each section of your qualifications should be clearly labeled and meet the following submission requirements.

### EXECUTIVE SUMMARY & QUALIFICATIONS

1. Provide a signed cover letter providing an overview of the Company including; name, address, indicators of size (revenue, number of offices, employees, and current customers), a short company history and why the Company is best suited for this project. This must be signed by an officer of the company.
2. Principals to contact. List not more than three principals or executives who are authorized to bind the contractor contractually with respect to this RFP. Provide name, title, location, telephone, fax, and email address.
3. Type of Ownership Status and/or Certifications. Women owned, Minority, DBE, etc. (if yes, what type) with the appropriate certification documentation.
4. Provide proof that Company is licensed and/or certified by the Georgia Board of Private Detective and Security Agencies and/or any other relevant regulatory agency to do business and provide these services in all service areas and capacities listed in this RFP.
5. List three professional references of similar customers/contracts with complete names, addresses, telephone number and email addresses for services provided to similar large scale properties.

### RISK SUMMARY AND QUALIFICATIONS

1. A brief description of the Company's loss prevention and risk management program.
2. Certificate of Insurance for General Liability in the amount of \$1 million with a \$5 million Aggregate umbrella.
3. Name of Workers Compensation provider indicating the statutory limits.
4. Automobile liability insurance with statutory limits to include a) Owned vehicles, b) Non-owned and c) Hired vehicles.
5. Certificates of Insurance for a Fidelity bond coverage in the amount of \$1 million.

#### **MANAGEMENT SUMMARY**

1. A brief description of the organizational structure (chain of command) and approach to providing day-to-day security services to the site.
2. A brief description of the Company's training program(s) including CPR, First Aid, etc.
3. A brief description of the Company's quality assurance program.
4. A brief description of the Company's hiring procedures, including background checks, etc.
5. Describe how your Company fills-in for unscheduled employee absences.
6. Describe contractor's company policy regarding uniforms.
7. Please briefly describe any additional services or support that Company could provide that are not listed in the RFP and which Fort Mac LRA may wish to consider when evaluating proposals.

#### **PRICING AND TERMS**

1. The pricing model is Fixed-Fee Full-Disclosure
2. A Completed Price Proposal Sheet should be clearly identified in the last section of your proposal submittal.
3. Labor rates should fully describe direct labor, payroll taxes, burden (overhead), and profit information. Provide hourly rates for straight time, overtime, and/or holiday time. If holiday time rates are proposed, provide an explanation of your company's definition of "holiday" time and what periods such rates would be applicable to the services provided. If overtime or holiday time rates are not proposed, it will be assumed that they do not apply and that services will only be billed at straight time.

**DBE Participation:** Fort Mac LRA encourages all interested Respondents to promote opportunities for diverse businesses, including Female Business Enterprises ("FBE"), Minority Business Enterprises ("MBE") and Small Business Enterprises ("SBEs" and together with FBEs and MBEs, "DBEs") to compete for business as consultants, sub-consultants and/or suppliers. Goals are based on the Scope of Work and general availability of firms with the requisite experience and capacity to perform the work. Consultants are encouraged to involve DBEs in all aspects of the work. All Respondents shall include specific information regarding DBE participation, if any.

#### **SELECTION PROCESS AND NEGOTIATION**

Fort Mac LRA may select one or more Respondents (or Respondent teams) for in-person interviews. The most responsive Respondent (or Respondent team) will be identified and Fort Mac LRA will proceed to the interview and the negotiation of an agreement process. Selection criteria for the most responsive Respondent are listed below in the section marked “Selection Criteria”. Fort Mac LRA and the successful Respondent would negotiate an agreement promptly following the selection. If a mutually satisfactory contract cannot be reached with the selected Respondent, Fort Mac LRA may enter into negotiations with the second-place Respondent as determined under the selection criteria.

Pricing should be in the form of a Fixed Fee with a monthly fee per service to include all equipment, supplies and personnel per service. The selection will be based on the qualifications of the Respondent as presented in the information submitted. Evaluation will be weighted heavily on price, however, all other evaluation criteria will be considered as well. Fort Mac LRA reserves the right to call references provided in the submittal and to require phone or personal interviews with Respondent (or Respondent team) requiring additional evaluation. The following criteria will be used for evaluation.

- Pricing for services defined in the RFP must be for a Fixed Fee to include all equipment, supplies and personnel per service.
- Quality of the non-priced submittal components of the response.
- Related experience of the Respondent (or Respondent team) with similar projects.
- Inclusion of DBE participation goals. Utilization of local business (Greater Atlanta Area) with special emphasis on the businesses for the communities located within a three-mile radius from Fort Mac LRA’s outer perimeter.

Selection criteria that will be used to select the successful Respondent are set forth below:

<b>SELECTION CRITERIA</b>	<b>POSSIBLE POINTS</b>
<b>Pricing</b>	<b>35</b>
<b>Experience of the Firm</b>	<b>25</b>
<b>Experience of the Personnel</b>	<b>20</b>
<b>DBE Participation</b>	<b>20</b>
<b>Total Possible</b>	<b>100</b>

Fort Mac LRA is an equal opportunity employer and will select a Respondent (or Respondent team) without regard to age, disability, religion, creed or belief, political affiliation, race, sex or ethnicity.

**FORT MAC LRA POLICY ON COMMUNICATIONS AND CONTACT**

Respondents are required to conduct the preparation of their proposals with professional integrity and free of lobbying activities. Respondents and their respective agents and consultants are not permitted to contact or communicate with, directly or indirectly, any member of the Fort Mac LRA Board or staff after the issuance of this RFP except as specifically permitted herein or approved in advance by Fort Mac LRA. Any verified allegation that a respondent or team member or an agent or consultant of the foregoing has made such contact or attempted to influence the evaluation, ranking, and /or selection of Respondents is cause for Fort Mac LRA to disqualify the Respondent and its team member from further consideration.

### **OPEN GOVERNMENT LAWS**

All proposers/respondents should obtain and thoroughly familiarize themselves with the Georgia Open Records Act (O.C.G.A. § 50-18-70, et seq.) and Georgia Open Meetings Act (O.C.G.A. § 50-14-1, et seq.) (Collectively, the “Open Government Laws”) applicable to the issue of confidentiality and public information. Fort Mac LRA will not advise a proposer/respondent as to the nature or content of documents entitled to protection from disclosure under the Open Government Laws, as to the interpretation of such laws, or as to definition of “proprietary.” Each proposer/respondent shall be solely responsible for all determinations made by it under applicable laws. Each proposer/respondent is advised to contact its own legal counsel concerning the effect of applicable Open Government Laws to that proposer’s/respondent’s own circumstances.

**PRICE SHEET FOR MILRA SECURITY SERVICES RFP**

**SHIFT SCHEDULE**

\* identify by rank or pay differential

				POSITION 1	POSITION 2	POSITION 3	POSITION 4	POSITION 5
		3rd Shift	1:00					
		3rd Shift	2:00					
		3rd Shift	3:00					
		3rd Shift	4:00					
		3rd Shift	5:00					
1st Shift			6:00					
1st Shift			7:00					
1st Shift			8:00					
1st Shift			9:00					
1st Shift			10:00					
1st Shift			11:00					
1st Shift			12:00					
1st Shift	2nd Shift		13:00					
	2nd Shift		14:00					
	2nd Shift		15:00					
	2nd Shift		16:00					
	2nd Shift		17:00					
	2nd Shift		18:00					
	2nd Shift		19:00					
	2nd Shift		20:00					
	2nd Shift	3rd Shift	21:00					
		3rd Shift	22:00					
		3rd Shift	23:00					
		3rd Shift	24:00:00					

**PAYROLL BREAKDOWN**

		POSITION 1	POSITION 2	POSITION 3	POSITION 4	POSITION 5
	BASE RATE					
	FICA					
	FUI					
	SUI					
	OTHER					
	<b>TOTAL</b>					

**EQUIPMENT**

		\$/HR	\$/MO
	Vehicle:		
	Radios:		
	Misc:		

**UNIFORMS**

		\$/HR	\$/MO
	Uniforms:		

**EXTRA/EVENT**

		\$/HR	\$/MO