



Request For Proposals

SECURITY SERVICES

Proposal Deadline: May 28, 2010 at 2:00 p. m.

Issued by
Hampton Redevelopment and Housing Authority

I. INTRODUCTION

The Hampton Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as “Authority,” desires to obtain unarmed security services on an as-scheduled basis to provide controlled access and other services to the Lincoln Park High Rise building. This building consists of 112 multi-family units on 8 floors and is located at 1135 LaSalle Avenue, Hampton, VA. Access to this building can be obtained through a central front entrance, and there are also 2 “exit only” fire exits located at the back of the building. This service will be performed in support with the other security services provided to the Authority by the City of Hampton’s Police Department.

The Authority intends to negotiate with the top ranked firm(s) based on the factors listed in this document. Ranking will be based on an evaluation of the technical merits offered in the written proposals. The Authority may request interviews to aid in the selection but is not required to do so.

The contract for services is financed by funds from the U.S. Department of Housing and Urban Development and are thereby governed by program regulations of the Federal Agency.

II. SCOPE OF WORK

The services to be provided shall include, but shall not be limited to:

1. The firm will provide uniformed, unarmed security guards, who are licensed and bonded. These services are for the maintenance of security of the tenants at Lincoln Park High Rise, 1135 LaSalle Avenue, Hampton, Va.
2. The firm will furnish the following security and patrol services at Lincoln Park High Rise:
 - a. Provide a security guard at Lincoln Park High Rise on a scheduled basis as determined by the Authority.
 - b. The guard will patrol the building on a schedule determined by the Authority. The guard will check all first floor doors and other potential access ways to ensure they are secured, patrol the hallways, stairways, exterior of Lincoln Park High Rise, the enclosed park, and an area extending 15 yards from the building.
 - c. The guard will escort any person discovered in interior halls or stairways during patrols to the apartment they are visiting, or will escort them out of the building.
 - d. At other times, the guard will be at a station located in the lobby of Lincoln Park High Rise which will serve to act as access control to the building.

- e. The guard will require visitors entering the building to show picture identification and to sign a log listing their name, the apartment to which they are going, and the name of resident in the apartment. The information provided will be compared to the resident directory and trespass list. All eligible visitors will be escorted by the resident to the resident's apartment.
 - f. The guard will contact the City of Hampton's Police Department (HPD) when known trespassers are in the building.
 - g. The guard will attempt to disperse groups congregating near the exterior of the building, within the patrol area, or will solicit assistance in doing so from the HPD.
 - h. The guard will contact the appropriate emergency personnel (including 911 and Lincoln Park management) in the event of a fire or other serious health/welfare emergency.
 - i. The guard will maintain confidentiality with any and all reports given to/by the Authority regarding any information occurring during the shift and/or any follow up for any occurrence during a shift.
 - j. The guard will maintain a log of any activities and of any events which occur on the shift. A copy of this log will be made available to the Authority staff at shift's end.
3. The firm will furnish additional security and patrol services within 24 hours of notice at this or other locations as requested by the Authority.

Additional Services

In addition to the services listed above, the selected firm may be asked to consult on other security needs of the Authority. This may include, but is not limited to, risk assessment(s) and/or providing security services to other properties managed or owned by the Authority. Fees for providing a risk assessment must be included in the response to this RFP, and any other applicable fees shall also be included.

Hourly rates for armed security guards, who are sworn as special police officers in the City of Hampton should also be quoted.

III. MINIMUM QUALIFICATIONS

1. Firm must have a business license that is valid in the Commonwealth of Virginia.
2. Firm may not be debarred, suspended or otherwise prohibited from practice by federal, state or local governments.
3. Firm and designated agent(s) must have insurance with an A-rated carrier showing a minimum of \$1,000,000 general liability. At execution of contract, proposer shall provide a Certificate of Insurance naming the Hampton Redevelopment and Housing Authority as an additional insured as our interests appears with 60 days notice of cancellation.

IV. SUBMISSION FORMAT/EVALUATION CRITERIA

The proposal must be submitted in accordance with the specifications of this Request for Proposals and include all of the items listed below. The proposal shall include a Table of Contents and be bound and presented in tabbed sections as described below. No requirement and/or specification should be construed as an attempt on the part of the Authority to limit competition.

Other information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items. **Please do not submit unrelated promotional material or information that is of a boilerplate nature.** The proposal should be concise and to the point. Sections to be included are:

1. A letter of interest on your company's letterhead referencing the RFP subject to which the company is responding. The letter should state the proposer's understanding of the work to be done as stated in the Scope of Work; a statement that any and all addenda were received; a statement indicating why the company believes itself to be best qualified to perform the engagement; and a statement that the proposal is a firm and irrevocable offer for 60 days. A representative of your company authorized to make such statement and offers must sign this letter.
2. A list, description, and profile of the key staff that will be assigned to the project, including profiles of the firm's principles. This should include the name and qualifications of assigned staff identifying the extensive knowledge and experience providing security to a multi-family housing community. You may also include information on administrative support. Resumes may be included but data should not exceed 2 pages per person. Descriptions should also be given on any applicant testing and any other employment procedures performed at the time of hire and on a continual basis. Also include location of facilities or offices, number of years in business and number of employees.
3. A narrative description of your firm's experience with security similar in scope as those being requested by the Authority, including demonstrating the ability of your company to handle a contract of this scope. Include information on your company's holiday schedule, any variances to the overtime schedule (other than starting overtime after working 40 hours a week), and any other payroll or personnel policy information that would be pertinent to this service (including after hour emergency needs). Also include information on your firm's experience with other companies and/or agencies that provide security to multi-family communities. Include information on your firm's experience working with high rise multi-family housing. Include the names, addresses, and telephone numbers of at least three (3) clients for references for which you performed work similar in nature.

4. A narrative description on the methodology of performing a risk analysis. Describe detailed steps to such process, including any reports, timelines, and other information pertinent to performing such analysis.
5. A description of all reports that will be made available to Authority staff. Samples of such reports may be included.
6. Cost Proposal: List the rates (in dollars) for the items listed below. Cost proposal should include dollar rates for 2010 and the following four years to provide such services to the Authority. **This information should be placed in a separate sealed envelope with COST PROPOSAL written across the top of the envelope. The envelope will not be opened until all proposals have been read and scored.**
 - A. Regular hourly rate for unarmed security guard, including any shift/weekend differentials.
 - B. Shift/Weekend differential rates, overtime rates, holiday rates, and any other applicable hourly rates for an unarmed security guards.
 - C. Rate for risk assessment for Lincoln Park Hi Rise.
 - D. Hourly rate for other consultative services.
7. The following must be attached in order to be considered:
 - A. A current copy of business license that is valid in the Commonwealth of Virginia.
 - B. A copy(s) of the Department of Criminal Justice license and a statement identifying that any guard assigned to us will have the proper license with the Department of Criminal Justice.
 - C. Certification that firm, and its designated agent(s), has not been debarred, suspended, or otherwise prohibited from practice.
 - D. Proof of insurance that firm and its designated agents have insurance with an A-rated carrier showing the \$1,000,000 general liability minimum limits.
 - E. A completed Form HUD-5369-C, Certifications and Representations of Offerors, Non Construction Contract.
 - F. Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968.

V. EVALUATION AND SELECTION PROCESS

During the initial evaluation phase, proposals are technically reviewed by the Evaluation Committee who determines if all the requirements of the RFP are addressed. Once the qualified respondents have been determined, the Evaluation Committee shall rank all responsive proposals. The Committee reserves the right to interview respondents to clarify specific matters presented in the proposal, to rank respondents in accordance with

the criteria stated in the proposal, and to determine the firm that is the most suitable for the delivery of this service.

After responses have been ranked, negotiations shall be conducted with the respondent ranked highest. If a contract satisfactory and advantageous to the Authority cannot be negotiated with the respondent ranked first, then negotiations may be conducted with the respondent ranked second, and so on until a contract has been negotiated or all proposals are rejected.

The Authority reserves the right to conduct negotiations with one or more respondents, if, in the sole opinion of the Authority, that method will provide the greatest benefit to the Housing Authority.

VI. CONTRACT TERM AND SPECIFICATIONS

The term of the contract shall be one year from the date of the notice to proceed, with four (4) one year renewable options available.

The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD Assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R. Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with Part 135 regulations.

The proposer may not transfer any portion of the contract without prior written approval from the Authority.

VII. PROPOSAL EVALUATION

The following criteria will be used to evaluate all submissions:

	Criteria	Weight
1	Evidence of an understanding of the services required.	10

2	A list, description, and profile of the key staff that will be assigned to the project, including profiles of the firm's principles. This should include the name and qualifications of assigned staff identifying the extensive knowledge and experience providing security to a multi-family housing community. You may also include information on administrative support. Resumes may be included but data should not exceed 2 pages per person. Descriptions should also be given on any applicant testing and any other employment procedures performed at the time of hire and on a continual basis. Also include location of facilities or offices, number of years in business and number of employees.	25
3	A narrative description of your firm's experience with security similar in scope as those being requested by the Authority, including demonstrating the ability of your company to handle a contract of this scope. Include information on your company's holiday schedule, any variances to the overtime schedule (other than starting overtime after working 40 hours a week), and any other payroll or personnel policy information that would be pertinent to this service (including after hour emergency needs). Also include information on your firm's experience with other companies and/or agencies that provide security to multi-family communities. Include information on your firm's experience working with high rise multi-family housing. Include the names, addresses, and telephone numbers of at least three (3) clients for references for which you performed work similar in nature.	25
4	A narrative description on the methodology of performing a risk analysis. Describe detailed steps to such process, including any reports, timelines, and other information pertinent to performing such analysis.	15
5	A description of all reports that will be made available to Authority staff. Samples of such reports may be included.	10
6	Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968 and the signed Certificate of Section 3 Compliance Form (form is located at the end of this RFP)	15
7	Certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency.	Mandatory
8	Proof of business license, Dept of Criminal Justice license and certificate of insurance.	Mandatory
9	Completed HUD-5369-C Form.	Mandatory

VIII. RECEIPT AND OPENING OF PROPOSALS

1. The deadline for submission of proposals is by 2:00 p.m. on Friday, May 28, 2010. Proposals must be mailed or hand delivered to the Authority's Main Office on the 5th

floor of City Hall, 22 Lincoln Street, Hampton, VA 23669. Faxed/Emailed submittals will not be accepted. Submittals need to be addressed as follows

Proposal for Security Services
Firm Name
Contact Person
Address

*** Proposals received prior to the due date will be securely kept, unopened.
No proposal will be received after the designated time and date.**

2. Offerors will furnish an original and three (3) paper copies and one (1) electronic copy. The electronic copies should be emailed to abranche@hrha.org. Copies of proposals must be sealed in an envelope which is clearly labeled as prescribed above. The Authority cannot be held responsible for inadvertently opening proposals that are not properly marked.
3. Should the Authority close earlier than normal hours due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, proposals will be accepted on the next business day of the Authority.
4. At the designated time and date, the Authority will open and list the proposals for the record. This is not a public opening. The proposals will then be forwarded to the designated Evaluation Committee for review.

IX. CONTACT INFORMATION

Questions concerning this RFP shall be directed to Anne Branche, Director of Human Resources and Administration, and shall be in writing and faxed to 757-727-6368 or e-mailed to abranche@hrha.org. It shall be the responsibility of the sender to verify receipt of all transmissions. HRHA shall not be responsible for missed transmissions. All questions must be submitted by May 14, 2010 and both the question(s) and answer(s) will be shared with everyone the Authority knows is interested in responding to this RFP.

X. RIGHTS RESERVED BY THE AUTHORITY

The Authority reserves the right in its sole discretion to award a contract related to this RFP based upon the written proposals received by the Authority without interviews or prior discussion or negotiation with respect to those proposals. All portions of this RFP may be considered to be part of the contract and may be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by the Executive Director of the Hampton Redevelopment and Housing Authority.

The Authority reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP; to waive minor irregularities; and to conduct

discussions, if needed, with all responsible Respondents, in any manner necessary, to serve the best interest of the Authority. The Authority does not discriminate against faith-based organizations nor any person on the basis of race, color, sex, genetic information, religion, national origin, age, familial status, or handicap. If you have any questions or concerns regarding this policy, please contact the Equal Opportunity Officer at 757-727-6337.

The Authority reserves the right to request additional information from any or all respondents as necessary to clarify any information which is contained in the proposals.

The Authority shall not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the respondent, its successors or assigns in connection with, or as a result of activities listed in this RFP.



Certificate of Compliance

Certification of Compliance and participation with HUD's regulations to Section 3 in 24 CFR part 135 is **Mandatory**. Non-compliance with these regulations may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U. S. C., 1731u (hereinafter Section 3) requires that to the greatest extent feasible, employment and other economic opportunities generate by HUD assistance or HUD-assisted projects covered by Section 3, shall be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

I. Section 3 Clause

_____ (hereinafter called the Company), CERTIFIES that upon being awarded a contract to _____ in the municipality of, or Asset Managed Property _____ that the Company/Contractor/Subcontractor agrees to the following:

- a. is under no contractual or other impediment that would prevent it from complying with requirements of Section 3 as set forth in 24 CFR part 135; and
- b. will comply with HUD's regulations in 24 CFR Part 135; and
- c. will send to each labor organization or representative of workers with which the Company has a collective bargaining agreement or other understanding, a notice advising the labor organization or the representative or workers of the Company's commitments under Section 3; and
- d. will include this Section 3 Certification of Compliance in every subcontract subject to compliance with the regulations found in 24 CR Park 135 and further agrees to take the appropriate action pursuant to those regulations in the event the subcontractor is found to be in violation of 24 CFR Part 135; and
- e. will not subcontract with any subcontractor where the Company has notice or knowledge that the subcontractor has been found in violation of any provision of 24 CFR Part 135; and
- f. will not fill any vacant employment positions, including training positions, (1) after the Company is selected but before the contract is executed, and (2) with persons other

than those to whom the regulations in 24 CFR Part 135 require employment opportunities to be directed, to circumvent the Company's obligations under 24 CFR Part 135; and

- g. will, to the extent feasible, make a good faith effort to utilize the services of businesses located in or substantially owned by persons who live within the project boundaries.

II. Contractor/Subcontractor Plan

The Company certifies that upon being awarded a contract (as defined in paragraph I) shall implement the following:

- a. As a direct cause of this project or contract award, the contractor may require additional staff or workforce and will attempt to recruit from within the Section 3 area lower income, qualified and eligible resident through: local advertising and/or signs placed at all three of the Authority's Asset Managed Properties.
- b. To maintain a list of all lower income area residents who have made application for employment either on their own or on referral from any source, and to employ such persons, if otherwise qualified and eligible if a vacancy or needs exists.
- c. To include this Section 3 Compliance Plan clause in all other contracts, solicitations, and any other legal and binding documents executed by the contractor.
- d. The general contractor will insure that Section 3 contractors and business concerns within the project area will be notified of pending subcontractor opportunities within the scope of work.
- e. The general contractor, in the process of soliciting bids and or award of contracts; will notify potential subcontractors about the requirements of Section 3 (at pre-bid and pre-construction meetings).
- f. The Contractor will refrain from entering into contracts with subcontractors that have had a history of violating Section 3 requirements.
- g. The general contractor, to comply with regulations will maintain records, including copies of correspondence, memoranda, etc., which document all steps and actions taken to recruit lower income residents and subcontractors within this section 3 area.

The undersigned, has read and fully agrees to all of the above Section 3 terms, and becomes a party to the full implementation of such terms.

Company _____ Date _____

Authorized Signature _____ Title _____

Attested by: _____ Date: _____