

Project: Security Services RFP

Date: May 24, 2015

RE: Addendum # 6

The following revisions and/or clarifications are to be made to the proposal documents for “Security Services”.

Answers to vendor questions attached.

By signing the line below, I am acknowledging that all pages of the addenda has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

Print Name

Signature

Date

Number of pages received: _____

Distributed to: All present and all prospective Proposers

This addendum hereby makes the following revisions and/or clarifications to the Security Services RFP:

Section VI.B. Proposal Content. The required sections are now modified to be the following:

1. Transmittal Letter (current language in RFP still applies)
2. Executive Summary, including a discussion on why the proposed approach is appropriate for Battery Park City
3. Proposer's Response to the RFP Questions (Section VI.C.)
4. Proposer's Response to the RFP Additional Information Request (Section VI.D)
5. Proposer's Cost Proposal (as described in Section VI.E)
6. Proposer's Response to the question regarding the use of New York State businesses set forth in Section X
7. Mandatory Forms

Section VI.C, Question 2. In addition to the information already requested in this question, Proposers must also provide the titles for the staff assigned.

Section VI.C, Question 5. In addition to the information already requested in this question, Proposers must also identify any positions for which hiring will occur after submission of the Proposal, and describe the role for each such position.

Section VI.C, Question 10. In addition to the information requested in this question, please also identify any minimum qualifications that your firm will have for the persons to be assigned.

Section VII. C, Evaluation Criteria. The language for Section VII. C. of the RFP is now the following:

Selection will be based on the following criteria:

- I. Technical Evaluation Factors:
- | | |
|--|-----|
| • Effectiveness of Proposed Approach | 25% |
| • Demonstrated relevant and effective experience | 20% |
| • Proposed staff qualifications and experience | 20% |
| • Quality control/management review procedures | 15% |
| • Staff development and training protocols | 10% |
| • Proposed MBE/WBE utilization plan | 10% |

II. Cost Proposal evaluation.

Answers to vendor questions:

Question	Response
1. Does the prevailing wage requirement still apply for this bid and will it be union?	There are no statutory wage requirements for this project, however the Authority will view payment of a fair wage as an indication of a qualified and stable work force. Whether the workforce is union or non-union is at the discretion of the Proposer.
2. Can you please confirm there is no requirement for prevailing wage for this project?	See answer to question #1.
3. This work has previously been subject to the prevailing wage requirement for unarmed security officers? Please confirm the prevailing wage requirement still applies, and provide the applicable schedule.	See answer to question #1.
4. What will be the mandated prevailing wage on this contract. The contract encourages the use of New York State businesses, that would lead to a New York State Prevailing Wage and New York State required Fringe benefit. As it is with the OGS contract. Please clarify.	See answer to question #1.
5. If there is no prevailing wage and no fringe benefit required than may employers pay their security officers the minimum wage, as there is no other requirement?	See answer to question #1.
6. Conversely would it be a Federal Prevailing Wage as the Battery Park City Authority as the New York Port Authority has been in past security services RFPs?	See answer to question #1.
7. Can BPCA please provide the current supervisor wage rate and benefit detail (i.e. how many holidays are the supervisors allocated)?	Not applicable.
8. Please confirm whether the NYS prevailing wage requirement is applicable, and provide the applicable schedule.	See answer to question #1.
9. Please advise if the security officers will be members of a	There is currently no collective bargaining agreement applicable to this Project.

<p>union? And if so can we get a copy of the CBA? Or/Are the security officers paid prevailing wage?</p>	
<p>10. Are the employees of the current prime & subcontractor covered by a Collective Bargaining Agreement/members of a Union? If yes, please provide a copy of the CBA & name/contact for the union</p>	<p>Security services are currently provided by the NYC Parks Enforcement Patrol, which is part of the NYC Parks Department.</p>
<p>11. Under the current contract are the security officers represented by a union, and if so, please provide the designated union and a copy of the CBA?</p>	<p>See answer to question #10.</p>
<p>12. Are there any unionization issues? If so, are we to recognize any particular union as the Sole Bargaining Agent?</p>	<p>There is no sole bargaining agent pertaining to this Project.</p>
<p>13. How will prices be adjusted after award, if there is a union and a collective bargaining agreement?</p>	<p>The Cost Proposal should note if the proposed cost is subject to change pursuant to a collective bargaining agreement.</p>
<p>14. Are contractors required or encouraged to retain current staffing?</p>	<p>No.</p>
<p>15. Will Battery Park City require or encourage contractors to retain the current security staff?</p>	<p>No.</p>
<p>16. Are their specific guards the BPCA wants to retain, how many if applicable?</p>	<p>No.</p>
<p>17. Will there be any outdoor booths provided by BPCA for the winter weather seasons?</p>	<p>No.</p>
<p>18. What are the hours of the current shifts?</p>	<p>There are three shifts per day, all of which are eight hours.</p>
<p>19. How will the work be allocated between the prime contractor and any subcontractor?</p>	<p>That is up to the Proposer as long as the requirements set forth in the RFP are met.</p>
<p>20. How many special events, including concerts, runs, walks and other activity does BCPA have scheduled during the year of the following year?</p>	<p>There is a large number of events held as part of programming in our parks, as well as external events. Please go to bpcparks.org/events for more information. Approximately 20 walks/runs a year go through Battery Park City</p>
<p>21. Who is the current prime contractor? And MWBE Subcontractor?</p>	<p>See answer to question #10.</p>

22. What is the current Bill rate of the Prime & subcontractor for each level of Guard provided?	Not applicable
23. What is the current pay rate of the prime & subcontractor for each level of guard service provided?	Not applicable
24. Do the guards wear a uniform with the contractor's logo, or a BPCA logo?	Guards currently wear NYC Parks uniforms.
25. Provide more detail regarding the property and facilities that to be guarded (e.g. individual post assignments and uniform type)?	Post assignments and uniform type are up to the Proposer.
26. Please specify uniform type.	Uniform type is up to the Proposer.
27. Will assigned officers have a place to change into their uniforms?	Yes.
28. Do the guards assigned to work patrol in the BPCA golf carts require a NYS (or outside NYS issued) Driver License?	Yes.
29. What is the current total hours per week for each class of security guard required (patrol, post, console operator etc)? Do these hours vary seasonally (ie is there a different schedule/amount of hours ordered in summer vs winter)?	The hours currently vary by day and by shift.
30. In lieu of written daily reports would BPCA be amenable to our firm, if awarded, utilizing a cloud based paperless application for the purposes of daily activity reports, incident reports, rounds reports etc whereby all information was made available to BPCA?	Yes. BPCA must approve the format and content of the report.
31. How many parks department staff are currently employed for the security function?	The number of staff varies as does the duration of their deployment to Battery Park City.
32. What is the total number of hours per week that they are employed?	The hours for each staff currently varies.
33. How many parks staff will be employed once the security staff from a vendor has begun?	Proposers should assume they will provide all staff this Project.
34. What will be the total hours per week that they (the Parks staff) will be employed?	See answer to question #33.

<p>35. Pg. 12 (Exhibit A) notes that proposers should provide sufficient number unarmed security personnel, and not less than 5 security personnel at a time. Has this number of security personnel been sufficient under the current contract?</p>	<p>Based on their experience and understanding of the services required, Proposers should determine what is sufficient.</p>
<p>36. Pg. 13 (Exhibit A) notes that BCPA may request additional security personnel as necessary. Can BCPA give proposers a rough estimate of how often this occurs, average approximate number of additional officers needed, and average advanced notice?</p>	<p>The Authority expects limited use of additional security personnel to be necessary to mostly address unexpected and/or currently unplanned events.</p>
<p>37. Is there any equipment required by the contractor such as radios, cell phones, bicycles, golf carts (in addition to the 3 provided by BPCA), etc?</p>	<p>The Proposer is responsible for providing any equipment that it deems necessary to perform the proposed duties effectively.</p>
<p>38. Regarding meal reliefs and bathroom breaks: Are the security posts self-relieving (i.e. they can eat on post) or is the expectation that a separate/additional officer will take their place during meals and breaks?</p>	<p>The minimum level requirement may be self-relieving but it is up to the Proposer to determine what is appropriate.</p>
<p>39. Section III subsection (b.). Is the project manager a billable position and is it expected to have the project manager dedicated the Battery Park City site exclusively?</p>	<p>The project manager is not required to be dedicated to be Battery Park City. The cost of the position, if part of the Proposal, should be included in the proposed monthly cost.</p>
<p>40. Are assigned officers required to be CPR/First Aid/AED certified?</p>	<p>Yes.</p>
<p>41. Are the officers required to be certified in CPR/AED</p>	<p>Yes.</p>
<p>42. Exhibit A (Scope of Work-General Security Services).</p> <ul style="list-style-type: none"> a. Will the officers use any additional transport during their tour besides the golf carts provided? b. What is the current staffing and shift/duty configuration on each day of the week? c. According to the RFP, BPCA requires "sufficient number of unarmed security personnel (but no 	<p>The appropriate method of transport is up to the Proposer and should be reflected in the Proposal.</p> <p>Staffing varies by day and by shift.</p> <p>If only 5 personnel are assigned, a supervisor would be included in that number.</p>

less than (5)) at any time". Is the supervisor included in the mandatory 5 personnel required on a 24/7 basis?	
43. Please provide a list of any pre-assignment & post-hire training requirements?	Any relevant requirements are outlined in the scope of the RFP.
44. Under the current contract, how is work allocated between the prime contractor and any subcontractors.	Security services are currently provided by the NYC Parks Enforcement Patrol, which is part of the NYC Parks Department.
45. The NYS vendor responsibility Questionnaire form provided in the RFP is an older version please clarify which version we should use (please reference 2013 version attached).	Please use the version provided in the RFP unless an addendum with a new form is issued.
46. As part of the screening requirements are the officers required to have a valid driver's license to work at the BPCA site?	A valid driver's license is required if the security personnel will be driving a vehicle, which is up to the Proposer.
47. Please confirm that all vendors are bidding on a new program for the BPCA and will not be replacing an incumbent contracted security provider?	See answer to question #10.
48. We understand that Battery Park includes a waterfront esplanade. We seek the client's confirmation that our officers are not required to be certified lifeguards and/or required to have undergone specialized open water rescue training.	It is not a minimum requirement that officers be certified lifeguards and/or required to have undergone specialized open water rescue training.
49. As per the walk through, please confirm that the security vendor will not be responsible for providing extra coverage to the events and /or event promoters but only to the BPCA due to increase traffic in the park area.	The Proposer would not be responsible for providing extra coverage for event promoters.
50. Under Part VI, C, Nos. 13, 14 and 17 of the RFP, may we assume that these questions pertain only to our New York, NY location and its associated employees?	No, those questions apply to all locations and employees. But, for RFP Question # 13, please see response to Vendor Question number 62, below.
51. Under Part VI, C, No. 16, please advise as to BPCA's definition of	Any staff or individuals otherwise receiving payment from your firm are considered consultants/employees.

"consultants" in order for us to appropriately respond.	
52. Is a roll-call required before the start of each tour?	The appropriate approach is up to the Proposer.
53. How are reliefs and breaks expected to be handled?	See answer to question #52.
54. Is there any preference for how meal breaks are assigned?	See answer to question #52.
55. Can an officer have a meal break while on post?	See answer to question #52.
56. Does the Contractor have to supply any equipment such as radios, phones, flashlights, log books, other?	The Proposer should provide any equipment it deems necessary to provide the services requested.
57. Is the Contractor billing for an 8 hour tour or 7.5 hours worked?	The duration and number of shifts is up to each Proposer. Billing should reflect the cost of all of the services required per the proposal.
58. Will this be treated as a Service Contract Act contract for security services as issued by the Department of Labor for the New York region?	No.
59. If a company is a WBE or MBE must they submit a utilization plan?	Yes. For example, if a Proposer is a MBE they would be expected to meet the 15% WBE goal with another firm (and vice versa if a WBE company). Please contact the Chief Diversity Officer as noted in the RFP for additional information.
60. If a company is both a WBE and MBE must they meet any further goals, or are they granted an exemption?	If a Proposer is certified as both a MBE and WBE, it would designate itself either a MBE or WBE for this Project, and must submit a plan in accordance with the answer to Question # 59, above. However, a subcontract that is both a MBE and WBE may satisfy both requirements. Please contact the Chief Diversity Officer as noted in the RFP for additional information.
61. Can a provider give all 30% of the M/WBE requirement to one MBE?	Yes but a waiver would need to be obtained. Please contact the Chief Diversity Officer as noted in the RFP for additional information.
62. Question #13 of C) RFP questions, asks among other items, in part.....has any of your firms employees ever been disciplined by a regulatory body? This is an extremely broad question. Any of the firms employees, in any state, on any job ever been disciplined? Are you able to narrow this questions? For example and employee in	The question is unlimited as to disciplinary actions in New York State. For actions outside of New York State, please limit answer to disciplinary actions relating to the provision of security services.

Arkansas may have been disciplined by OSHA for not wearing a hard hat on a construction site.	
63. There is a requirement to include a census of all employees classified by race, gender and job classification. Is this for all employees nationwide or only for employees that work in New York?	No.
64. May the fixed monthly costs shift monthly by season?	Yes.
65. Is this being treated as a true firm fixed price contract, as defined in Federal regulations?	The question provides insufficient information for a response.
66. When were they awarded the contract?	The question provides insufficient information for a response.
67. Estimated usage (number of hours) of prior contract?	Hours depended on day and shift.
68. Estimated number of hours for this contract?	Proposed hours is up to the Proposer.
69. What is the current bill rate (for each category, if applicable)?	Not applicable.
70. What was the bill rate upon award (for each category, if applicable)?	Not applicable.
71. Are there any training requirements—whether pre or post-hire?	Staffing is up to the Proposer as long as the requirements set forth in the RFP are met.
72. What is the current staffing and shift/duty configuration?	Hours depended on day and shift.
73. Under the current contract, how is work allocated between the prime contractor and any subcontractors.	Security services are currently provided by the NYC Parks Enforcement Patrol, which is part of the NYC Parks Department.
74. Are we allowed to submit a proposal longer than 15 pages? If so, what is the new page limit?	15 pages is the maximum as specified in the RFP, <i>not</i> including the transmittal letter, RFP Additional Information Request (section VI.D), the Cost Proposal, response to the NY State Businesses question, and mandatory forms.