



RFP - AGENCY SOLICITATION SPECIFICATIONS

HEADER

TITLE: SECURITY SERVICES FOR BURLINGAME STATE CAMPGROUND

DESCRIPTION: SECURITY SERVICES FOR BURLINGAME CAMPGROUND, 7 DAYS PER WEEK, THROUGHOUT CAMPING SEASON

SECTION A. BACKGROUND

The Department of Environmental Management, Division of Parks & Recreation, must employ approximately 500 seasonal employees to manage our 9,000-acre park system, which sees approximately nine million visitors annually. Within this seasonal workforce, the Division hires Park Rangers to patrol and monitor our parks, beaches, and campgrounds, and to enforce our policies and regulations through voluntary compliance. At state campgrounds, these Park Rangers have the ability to void a campsite due to a violation of a regulation, but this is the limit to their authority. The Division has continued to see a dramatic decline in applicants for these seasonal positions over the past several years, including the Park Rangers positions necessary to properly patrol our campgrounds. Such positions operate 24/7 throughout the camping season.

The RI Department of Environmental Management, Division of Parks and Recreation is requesting proposals to contract a security service vendor for Burlingame State Campground to assume the security duties of our Park Rangers.

Burlingame State Campground is one of the largest public campgrounds in the Eastern US, encompassing almost 800 campsites. It borders Watchaug Pond in the seaside community of Charlestown, RI and is located only a short distance from beautiful beaches. Many campers use Burlingame as a base point to visit the many Rhode Island seaside towns; on a busy weekend the campground can have as many as 4,000 to 5,000 patrons. The RI Department of Environmental Management, Division of Parks and Recreation (herein as referred to as RIDEM), manages and maintains this campground and oversees all contracted vendors. BA Services, one of our currently contracted vendors, oversees many of the day-to-day operations of Burlingame Campground including visitor services, site and restroom cleaning, and basic groundskeeping.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

The Security Service Vendor would be responsible to fully staff Burlingame Campground for security needs for the duration of the contract season, as outlined in the RFP and proposal and under contract through the RI Department of Environmental Management, Division of Parks and Recreation.

CONTRACT DAYS & HOURS:

Contract Days Option 1: Vendor will be responsible to staff Security Services seven (7) days per week throughout the length of the contract season. This option is RIDEM's preference, and vendors able to meet this schedule will receive additional points during bid evaluations.

Contract Days Option 2: Vendor will be responsible to staff Security Services five (5) days per week with no Security Services provided on Tuesdays or Wednesdays. In the event a federal holiday falls on either of these two days, Security Services must be provided in addition to the Thursday- Monday coverage. This option is RIDEM's second choice, and vendors able to meet this schedule will receive applicable points during bid evaluations.

Contract Days Option 3: Vendor will be responsible to staff Security Services three (3) days per week with those days being Friday, Saturday and Sunday. This option will require Security Services for all holidays regardless of day of week, and in addition to the three days, in the instances the holiday falls on a Monday-Thursday. This option is RIDEM's third choice, and vendors submitting this schedule will receive applicable points during bid evaluations.

Contract Hours Option 1: 8:00 PM to 8:00 AM. This option is RIDEM's preference, and vendors able to meet this schedule will receive additional points during bid evaluations.

Contract Hours Option 2: 8:00 PM to 6:00 AM. This option is RIDEM's second choice, and vendors able to meet this schedule will receive applicable points during bid evaluations.

Contract Hours Option 3: 6:00 PM to 2:00 AM. This option is RIDEM's third choice, and vendors able to meet this schedule will receive applicable points during bid evaluations.

Any deviation from the Vendor's agreed upon options during the life of the contract, must be approved by RIDEM. Failure to follow the agreed contract days and hours may result in termination of the contract.

NUMBER OF SECURITY PERSONEL REQUIRED:

Two (2) Guards per shift

SCOPE OF DUTIES & RESPONSIBILITIES:

Security Team will be responsible for enforcing campground policies and regulations through voluntary compliance.

Security Team will conduct routine patrols of the campground. A minimum of one security guard must be assigned to a vehicle or golf cart to quickly respond to an incident or medical emergency to adequately and promptly alert proper emergency response. Vehicle, golf cart, foot or bike patrols are acceptable for all secondary security guards.

Security guards will conduct routine facility checks of all buildings on site, including, but not limited to Restrooms, Arcade, Camp Store, Maintenance Buildings, and Nature Center. Guards will not be authorized to conduct any motor vehicle stops or to search any campsites or related equipment or property located on the site.

Security guards will conduct a nightly patrol at 10:00 PM to ensure all day visitors have cleared the campground. The list of visitors and associated campsites will be provided daily at the Check Station/Permit Office by RIDEM's campground vendor. This vendor is currently B.A. Services. B.A. Services staffs the Check Station/ Permit Office 24/7 during the entire camping season.

Security guards will not be required to check camping permits at the gate at the Check Station/ Permit Office, this is the responsibility of BA Services, RIDEM's contracted campground vendor.

Security guards will work with RIDEM/ Division of Law Enforcement and local police department for law enforcement incidents or medical emergencies.

Security guards will be required to contact the RIDEM/Division of Law Enforcement when they arrive for duty at the campground and when they clear for duty.

Security guards will fill out daily activity logs provided by RIDEM at the end of every shift. Security guards will also fill out incident reports at the request of Law Enforcement or the Park Manager.

Security guards will not be authorized to void a campsite. Any continued non-compliance of a regulation by a camp patron must be relayed to the Park Manager on duty or the RIDEM/Division of Law Enforcement to void a campsite.

All security guards must be fully uniformed and easily identifiable as "Security" at all times while on duty.

RFP will be for staffing of Burlingame State Campground only, but contract will allow for the option to branch out to additional RIDEM campground locations with prior agreement of both the RIDEM and Vendor.

REQUIRED EQUIPMENT TO BE PROVIDED BY VENDOR

- One (1) vehicle or golf cart clearly marked as "Security"
- Communication equipment to allow for immediate communications between guards
- Uniforms including corresponding shirts and pants, identifying each guard as "Security"
Uniforms must include outerwear for various weather conditions also identifying each guard as "Security"
- Flashlights for each guard
- Pocket-sized notebooks and writing utensils for each guard

EQUIPMENT & STAFF TO BE PROVIDED BY RIDEM:

- One (1) Portable Radio for the Security Team to communicate with the campground check stations
- One (1) Portable Radio which will allow the Security Guard Team to communicate with the Dispatch Center for the RIDEM/ Division of Law Enforcement

A RIDEM Park Manager will be on duty from 4:00 PM to midnight a minimum off five (5) nights per week to advise and aid security staff as necessary. RIDEM/ Division of Law Enforcement will also have police details at the campground on weekends and holidays, as staffing allows. These details typically consist of one or two officers from 4:00 PM to 5:00 AM. The VENDOR should anticipate and prepare that these details may go unfilled at various occasions throughout the contract period.

SECTION C: PROPOSAL

1. Technical Proposal

Narrative and format: Vendors must submit a technical proposal which addresses each of the following elements and is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request):

- A. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in security services, military, or law enforcement. Preference to RI based agency.
- B. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's experience as a security service, law enforcement, or military professional. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided.
- C. **Work Plan** - Please describe in detail, the framework within which requested security services will be performed. Include information regarding vehicles and equipment that will be supplied and utilized for this contract, as well as the number of security guards that may be available to fill these shifts.
- D. **Contract Days – Options 1, 2, 3 as outlined in RFP** – Please identify which option is being proposed.
- E. **Contract Hours- Options 1, 2, 3 as outlined in RFP** – Please identify which option is being proposed.

2. Cost Proposal

Detailed Budget and Budget Narrative:

Provide a cost proposal for the required services which includes the following information: Hourly rate of staff, including holiday/overtime rates, and vehicle usage. Such staffing rates must follow prevailing wages guidelines as outlined by DLT, and RI General Law 37-13.

Invoices must be submitted monthly to RIDEM per the below payment schedule, and the invoices must be itemized to reflect exact hours worked per guard. RIDEM will review invoices monthly prior to submitting payment.

Burlingame State Campground Security Services 2024 Payment Schedule
6/15/2024
7/15/2024
8/15/2024
9/15/2024
10/15/2024
11/15/2024

3. ISBE Proposal

See Appendix A on the “Overview” tab in Ocean State Procures™ for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these forms with their overall proposal. Please complete separate forms for each MBE, WBE, and/or Disability Business Enterprise subcontractor to be utilized on the solicitation.

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Technical proposals must receive a minimum of 50 (71.43%) out of a maximum of 70 points to advance to the cost evaluation phase. Technical proposals scoring less than 50 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 50 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Vendor	10 Points
Work Plan	25 Points
Contract Days– Option 1: 7 days per week (10 pts), Option 2: Thursday-Monday (plus federal holidays) (5 pts), Option 3: Fridays, Saturdays, and Sundays (plus federal holidays) (0 pts)	10 Points

Contract Hours- Option 1: 8:00 PM to 8:00 AM (10 pts), Option 2: 8:00 PM to 6:00 AM (5 pts), Option 3: 6:00 PM to 2:00 AM (0 pts)	10 Points
Total Possible Technical Points	70 Points
Cost proposal	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation	6 Bonus Points
Total Possible Points	106 Points

Additional evaluation criteria can be found at:

- For those with an OSP account, see the “Requirements” tab of this solicitation in OSP for additional information on the evaluation and selection process in the “RFP Standard Specification” section.
- For those without an OSP account, public access to the full bid can be found at <https://ridop.ri.gov/vendors/bidding-opportunities>. Search for this solicitation, open the record, click on the “Print/Download Solicitation Summary” button in the upper right corner for all the solicitation requirements and supporting documents are found at the bottom of the page in the “Solicitation Attachments” section.