



REQUEST FOR PROPOSAL

TITLE

PRIVATE SECURITY FOR CAMP BOWIE DISTRICT INC.

BID NUMBER: 100-001-SEC

ADVERTISED DATE: JUNE 5, 2023

RESPONSE DUE DATE: JULY 3, 2023

REQUESTER: CAMP BOWIE DISTRICT INC.

6706 CAMP BOWIE BLVD

FORT WORTH, TEXAS 76116

REQUESTER CONTACT:

Lydia Guajardo Rickard

Camp Bowie District Inc.

Email: executivedirector@campbowiedistrict.com



SECTION I

Camp Bowie District, Inc. ("CBDI") is requesting proposals for **Private Security** to provide patrolling and security services of the properties included in the 6-mile historic Public Improvement District #19 ("PID 19") as shown in Exhibit "A". CBDI reserves the right to reject any and all proposals submitted. All responses must be submitted via email to Lydia Guajardo Rickard at executivedirector@campbowiedistrict.com or mail to CBDI offices (address info below). Questions may be addressed to Lydia Guajardo Rickard via email only and all questions must be submitted by June 16, 2023. **Responses must be received by 2:00 PM on Friday, July 3, 2023.**

SECTION II

About Camp Bowie District Inc.

Founded in 2002, Camp Bowie District Inc. was created as a non-profit organization focused on beautification and visibility along the commercial corridor which includes six miles of Camp Bowie Boulevard and areas of West 7th Street. For more than a century the roadway has connected the western boundaries of Fort Worth with the central business district. Today, the historic boulevard still serves as an artery of the City – a major connector. Two decades later the organization remains focused on beautification of the corridor but has expanded its efforts and initiatives keeping the boulevard safe and clean while creating an economic vision for the future.

Our Mission

To maintain and enhance the historic corridor known as Camp Bowie District to affect economic success for its merchants and businesses, which will result in a thriving and sustainable district.

Our Objective

Camp Bowie District Inc. is here to serve property owners and businesses in their effort to thrive along the historic commercial corridor.

CBDI fosters relationships with businesses, creates events that incorporate local retailers and restaurants, and develops marketing and advocacy initiatives designed to draw attention to The District and its business communities. In 2022 the organization refocused its efforts on four core pillars:

1. Community – our largest asset is our people – community members, civic leaders, business owners, property owners, and visitors. The Camp Bowie Community is committed to place and building a thriving and sustainable district for all.
2. Growth – Promoting economic and business development that best serves our audiences. Improving infrastructure to also promote future development in concert with preservation.
3. Preservation – Preserving and maintaining the 6-mile corridor with beautification maintenance, clean programs and safety initiatives as well as the promotion of preserving our historic architectural values and design.
4. Advocacy – Providing an amplified voice for businesses and property owners through marketing initiatives and public representation.

SECTION III

Goals

CBDI hopes to provide supplemental security to complement the services offered by Fort Worth police. CBDI looks to achieve the following goals:

1. To provide a stronger visibility of presence promoting safety for all throughout the day and night.
2. Provide coverage when possible and create more prompt response in a crisis situation.
3. Observe and report safety and security issues with consistency to contractor.
4. Maintain a positive working relationship with FWPDP at all times.

SECTION IV

Scope of Services

Selected service provider will offer the following services associated with accomplishing the listed goals and creating a safer and inviting environment 24/7 within the corridor known as Camp Bowie District. Scheduling must accommodate and complement the hours of FWPDP and NPOs already working the Boulevard.

- Form a security team familiar with the area, properties and understand the issues affecting the properties within the area.
- Assess the issues affecting the area. Some may be, but are not limited to;
 - homeless loitering on private property
 - improper behaviors
 - soliciting on private property
 - homeless camps
 - assess safety issues and risks associated with easy burglary opportunities
- Create a strategy and schedule to reduce the issues and others as listed above
 - Schedule may include overnight or early morning hours
 - Hours must be approved by CBDI executive director
- Provide reporting twice-monthly to executive director on activity and performance
- Provide monthly schedule mid-month of the month previous
- Provide ample personnel to support the initiative, security personnel must follow these guidelines at all times. Proposer must demonstrate in response proposal how these will be instituted and carried out.
 - Create a strong visible presence while working for CBDI
 - Be alert and vigilant
 - Act quickly and correctly in all crisis situations
 - Observe and report ALL incidents and occurrences
 - Call FWPDP when situations escalate and need peace officer involvement
 - Follow procedures that are outlined
- All assigned staff must be uniformed at all times when on duty for CBDI
- Assigned security officers must always use marked vehicles when on duty
- Proposer must include details of whether it is proposed for personnel to be armed vs. not armed
 - What precautions and safety measures are taken to avoid issue
 - What is the protocol for use of gun
 - What is the proper protocol for reporting and engaging with police



- Offer security and safety precautions for The District
 - Within budget, officers may be asked to visit with District businesses to evaluate safety measures and property assessment safeguarding against perspective issues
 - Provide insight to create a safer retail environment
 - Evaluate sections of The District for overall wellness promoting better safety
 - Build relationships with business owner/operators

SECTION V

Budget & Costs

Responses should include the total number hours for an annual contract to be included. Overtime and holiday time should be outlined as an additional options, but not included in the budget.

Budget: Services for one year - \$45,000

Provided services may not exceed the budgeted amount unless authorized by CBDI executive director.

Responses should include the following costs and estimates, but not be limited to:

- Total labor necessary to fulfill Scope of Services
- Total estimate for supplies necessary to complete services
- Total estimate for mileage
- Other items as outlined by contractor

Items not included in responses:

- Equipment
- Items not approved by CBDI

SECTION VI

Insurance – policies must be endorsed to include Camp Bowie District Inc. and the City of Fort Worth as additional insured as its interest may appear. A waiver of subrogation may also be required at the time of the contract.

Worker's Compensation Insurance: Contractor must maintain statutory Worker's Compensation Insurance on all of its employees to be engaged in undertaking any Improvements and Services hereunder. In case of any class of employees engaged in hazardous work under agreement is not protected under the state's Worker's Compensations statutes, Contractor must provide adequate employer's general liability insurance for the protection of such employees not so protected.

Comprehensive General Liability Insurance: Contractor must maintain a commercial general liability insurance policy in an amount of not less than \$1,000,000.00 covering each occurrence with an aggregate limit of not less than \$2,000,000.00.

Automobile Insurance: Bodily Injury and Property Damage: Contractor must maintain comprehensive automobile liability coverage in an amount not less than \$1,000,000.00 for each accident. This policy must cover any automobile used in the provision of services und the agreement.



Law Enforcement Liability Insurance: Contractor must maintain law enforcement liability insurance in an amount not less than \$1,000,000.00 covering each occurrence with an aggregate limit of not less than \$2,000,000.00. This insurance may be obtained as an endorsement to Contractor's comprehensive general liability insurance, if available.

CBDI Map and Boundaries

See Exhibit "A" – Camp Bowie District Map

Contract Term

CBDI will issue an agreement for one year with three one-year extensions upon review by the executive director and safety & security committee.

Right to Terminate

CBDI reserves the right to terminate the contract with thirty (30) day notice. CBDI must deliver a letter using USPS registered mail to notify the vendor of the termination. Fees through the dated letter will be paid.

SECTION VII

Proposal Format Requirements

- Email proposal to ExecutiveDirector@campbowiedistrict.com
- Proposal should be submitted in a PDF or Word format
 - Proposal can not exceed 15 pages including all requested documents
- Include an overview of company
 - Include local management
 - Organization chart
 - Experience
- Include contact information for primary contact/ownership and day to day contact if awarded business
- 3 – 5 business or client references with contact information
- Proposed budget for scope of services for implementation and projected budget
- Include sample contract
- Include proof of insurance
- Signature page

SECTION VIII

Timeline

| Date | Action |
|--------------|---|
| June 5 | Release RFP publicly and to desired companies |
| July 3 | RFQ Closes |
| July 10 - 13 | Review & Score Proposals |
| July 20 | Committee to interview finalists |
| August 10 | Identify winning proposer |
| August 17 | Present winning proposer to BoD |
| October 1 | Contract Begins |

SECTION IX

Scoring

| Points | |
|---------------|-------------------------|
| Up to 20 | Experience |
| Up to 20 | References |
| Up to 30 | Overall response to RFP |
| Up to 40 | Budget |
| 10 points | DEI Owned Business |

Other considerations

Camp Bowie District Inc supports and encourages capacity building efforts for aspiring and existing Business Equity firms (minority and women business enterprises), or disadvantaged business enterprises. CBDI encourages certified business to submit proposals or prime contractors to consider 20% of its scope of services to be subcontracted to a certified MBE, WBE or DBE. For more information about Business Equity visit <https://www.fortworthtexas.gov/departments/diversity-inclusion/business-equity> .



SECTION VII

SIGNATURE PAGE

This response to the RFP issued by Camp Bowie District Inc. is submitted in accordance with all documents and provisions of the specified bid numbers and title detailed below. By my signature below I accept Camp Bowie District Inc's terms and conditions and the solicitation instructions to vendors. As the undersigned, I certify I am authorized to sign and submit this response for the Bidder or Offeror. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation. I understand that the submitted proposal and pricing must be honored at time of contract.

Please complete the following information:

BIDDER/OFFEROR (COMPANY NAME) _____

CONTACT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

EMAIL _____

BID NAME: _____

BID NUMBER: _____

DATE SUBMITTED: _____

AUTHORIZED SIGNATURE: _____