REQUEST FOR PROPOSALS

FOR PROVIDING PRIVATE SECURITY AND RELATED SERVICES FOR THE PROJECT KNOWN AS THE MLK, JR. DRIVE INNOVATION VILLAGE ("IVILLAGE") LOCATED WITHIN AN AREA KNOWN AS THE HAMILTON E. HOLMES MARTA STATION

PREPARED BY:

THE ATLANTA DEVELOPMENT AUTHORITY
D/B/A INVEST ATLANTA

June 14, 2019

RESPONSES DUE: June 26, 2019
REQUEST FOR PROPOSALS (“RFP”)

To provide security and related reporting for the MLK Jr., Drive Innovation Village at Hamilton E. Holmes MARTA (Metropolitan Atlanta Rapid Transportation Authority) Station located at 70 Hamilton E. Holmes Drive, NW, Atlanta, GA 30311.

INTRODUCTION

The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”) is soliciting responses to this Request for Proposals (“RFP”) from interested and qualified security vendors (each, a “Respondent”) for providing security services for the MLK, Jr. Drive Innovation Village (“iVillage”). Invest Atlanta has been created and is existing under and by virtue of the Development Authorities Law, activated by a resolution of the City Council of the City of Atlanta, Georgia (the "City") and currently operates as a public body corporate and politic of the State of Georgia. Invest Atlanta was created to promote the revitalization and growth of the City and serves as the City’s Economic Development Agency. Invest Atlanta represents a consolidation of the City’s economic and community development efforts in real estate, finance, marketing and employment, for the purpose of providing a focal point for improving the City's neighborhoods and the quality of life for all of its citizens. Invest Atlanta is the cornerstone of an overall effort to provide economic and development services in a more effective and efficient manner.

BACKGROUND

The MLK iVillage known hereafter as the “Project” is a temporary installation made up of repurposed shipping containers, located on an infrequently used parking lot at the Hamilton E. Holmes MARTA station. Invest Atlanta entered into an Intergovernmental License Agreement with MARTA to improve and enhance opportunities for independent businesses, bring more retail options to the community and to support innovative transportation- oriented development in an underserved area.

PROPERTY INFORMATION

The Project is located on property leased by Invest Atlanta. The Project consists of five (5) shipping containers that will be used to house up to nine (9) small businesses for rental office and leased retail purposes. Restrooms are available for business tenants, their staff, customers/clients and Project vendors. The Project is an enclosed site and can be locked and unlocked by tenants, their staff and hired security.

Respondent will provide on-site security during times as requested by Invest Atlanta. Respondent will provide general security patrol on the Project site using foot patrols to provide a visible presence. Assigned officers will resolve security related issues during shift hours, communicate
any security related issues to Invest Atlanta, including a report of activities in the community on a biweekly basis. Additional service requests will be provided as requested by Invest Atlanta to include additional projects, events and general patrol requests.

**SUBMITTAL DEADLINE**

All responses to this RFP (each, a “Response”) must be submitted in hard copy one (1) original and three (3) copies and one (1) electronic copy (via disc, flash drive or other similar digital storage device) by no later than 5:00 p.m. E.S.T Friday, June 26, 2019. Responses shall be no longer than four (4) pages with proof of required insurance attached as an additional page. Responses received after this time and date will not be considered. Please address the Response to:

Kent Spencer  
Assistant Director Business Retention and Expansion  
The Atlanta Development Authority d/b/a Invest Atlanta  
133 Peachtree Street, Suite 2900  
Atlanta, Georgia 30303

**INQUIRIES**

Respondents are required to submit inquiries regarding this RFP by email, in writing to:

**Attention: iVillage Questions at ivillagerfp@investatlanta.com**

Only inquiries received in writing will receive a response. All such written inquiries must be delivered by 5:00 p.m., June 20, 2019. Inquiries received after such date and time will not be considered and will not receive a response. Invest Atlanta will publish all received written inquires and Invest Atlanta’s responses to those inquires as an Addendum to this RFP on Invest Atlanta’s website (www.investatlanta.com) on or before the close of business on Friday, June 25, 2019.

**PROJECT OVERVIEW**

Invest Atlanta is seeking on-site security services for the Project. The Project will require security to be provided 365 days per year for a term of one (1) year. Invest Atlanta is seeking proposals for security to include:

- Rate quotes for daily security in increments of 4 hours, 8 hours, and 12 hours per day of operation.
- Onsite presence with a marked vehicle.
Invest Atlanta
Request for Proposals
MLK, Jr. Drive iVillage Security Contract

- Responsible for the opening, closing and securing all entrances and exits within the park and patrol of immediate area on a daily basis.
- Unarmed and armed individual guard(s). Shall also maintain a worker’s compensation policy to cover any Assigned Officer for injuries which occur while on the Project’s premises.
- Respondent will describe and demonstrate the ability to integrate and connect to all security cameras, license plate readers, and active/passive alarm systems via the internet or IT based application for the duration of the term of the agreement. Respondent will access onsite WiFi at Respondent’s sole cost and expense.
- Respondent shall demonstrate its ability to integrate technology, internet-based applications to enhance the security services, including but not limited to the coordination of alarms system, cameras with and without sound, facial recognition software and license plate readers. The use of secure original, proprietary applications or Software-as-a Service (SaaS) are acceptable.
- Respondent shall develop and demonstrate a plan to coordinate security efforts with the Atlanta Police Department local command (Zone 1) and with the MARTA Police Department.

- Respondent shall establish a point of contact and agree to share information on any criminal matters with the Atlanta Police Department as needed to discharge security duties and to protect the customers, tenants and property of the Project.
- Respondent shall provide the Project with employees having the following minimum characteristics.
  - Prompt for work; on time arrival
  - Professionally groomed and dressed in attire with clear indication of status as onsite security. Uniforms are preferred.
  - Exceeds expectation with following orders and onsite instruction
  - Communicates issues promptly and without drawing unnecessary attention to the Project, business tenants, or customers
  - Has above average problem-solving skills
  - Has above average communication skills
  - Has above average social interaction and
  - Has high emotional intelligence (relatable, personable, handles difficult situations better than the average, strong social skills)
  - Addresses staff and guests with respect
  - Displays a welcoming and open-minded demeanor.
  - Each vehicle used in the patrol will be marked with signage on the vehicle
• An assigned staff member from Respondent will attend all Neighborhood Planning Unit I (NPU-I) meetings and/or community safety meetings (as requested) with a minimum of two (2) weeks advanced notice.
• Assigned Officer will arrive to the Project ten (10) minutes prior to start of each shift and will provide the required services at the start time noted on the scheduled provided by Invest Atlanta to receive shift briefing from Respondent.

SELECTION PROCESS

A committee assembled by Invest Atlanta (the “Selection Committee”) will review all qualified responses to this RFP. Qualified means that all required components of the RFP were received in a timely fashion as specified in this RFP. Selection will take place based on a three-step process as follows:

(1) The Selection Committee, in accordance with the evaluation criteria described below, will review all qualified proposals received by the proposal deadline. Further evaluation may include an oral interview with representatives of the most responsible and responsive Respondents.

(2) The Selection Committee will recommend a proposal from among those submitted to the Invest Atlanta CEO and COO.

(3) Within a reasonable time (not to exceed sixty (60) days) the notification of its selection, Invest Atlanta and the successful Respondent will negotiate and deliver an agreement containing the terms and conditions for the agreed upon services to the successful Respondent. Invest Atlanta will post the successful Respondent’s name on the Invest Atlanta website on or before July 15, 2019. Respondents not selected to provide the requested services will be notified in writing.

Note: The Selection Committee may elect to conduct interviews with one or more of the strongest Respondents. Representatives of the Selection Committee may contact Respondents to request clarification or additional information to enable the Selection Committee to fully understand the proposal. Representatives of the Selection Committee may also request additional materials and/or documents. After hearing all presentations and after all discussions have concluded, the Selection Committee shall evaluate the Respondents. Following the presentations, the Respondent receiving the highest ranking shall be recommended to the Invest Atlanta CEO and COO as the Prospective Awardee. If for any reason a contractual agreement cannot be mutually agreed upon, Invest Atlanta may elect to terminate negotiations with the Prospective Awardee and initiate negotiations with the Respondent receiving the second highest ranking by the Selection Committee.
Selected firm(s) must be prepared to enter negotiations for services outlined in this RFP.

Invest Atlanta will not, for any reason, reimburse a Respondent for costs and/or expenses in connection with responding to this RFP.

OTHER

Responses should include a cover letter providing an introduction to the firm or team and the areas of expertise of the firm. The letter should also state the full name, address, phone and fax numbers of the organization and the branch office or other subordinate entity that will perform or assist in performing the services described therein. If responding as a team, the lead firm should be designated with a project manager identified as the single point of contact. Indicate the type of firm ownership (individual, partnership or corporation) and explain any proposed joint venture relationships. Include the state(s) in which the firm is incorporated and/or licensed to operate and provide a valid insurance certification.

Firms will be evaluated on the basis of overall experience and depth of resources. It is imperative that responses contain all information requested.

SCOPE OF SERVICES AND EVALUATION METRICS

Responses submitted to this RFP should include the following information outlined below in the following order:

Section I- Cover Letter/Business Information.

- Include a cover letter indicating the full name and address of the Respondent and the branch office or other subordinate entity that will perform or assist in performing the development described.
- Please indicate the name of the senior contact person, appropriate telephone and facsimile numbers, and acknowledge Respondent’s ability to commit to the contents of the response and any other information the Respondent deems relevant.
- Please limit the letter to two pages.
- Indicate whether the Respondent operates as an individual, partnership or corporation and what legal entity will be providing service to the Project.
- If applicable, include the state in which Respondent is incorporated or organized. If not Georgia, provide evidence of license to do business in Georgia.
- If operating in the City of Atlanta, Respondent must have a valid City of Atlanta business license which must be included in the Proposal.
Section II –Corporate Information (10 points)

- The Respondent must identify the proposed entities that will comprise the security team.
- Provide a summary of any pending lawsuits, unsatisfied judgments and/or judgment liens currently filed against Respondent or any officer, owner, principal, employee, subsidiary or affiliate of the Respondent.

Section III –Experience (15 points)

- Provide a statement of Respondent’s experience in providing security and protection services projects similar in scope to the proposed project as well as the Respondent’s history, qualifications and financial capability for the past two years.
- Provide organizational chart of team. Provide resumes describing the background, experience, and qualifications of key personnel that will be assigned to this project.
- Include a minimum of three (3) client references similar to the scope of security plan proposed. Include the name, address, telephone number, point of contact, and description of the services or work performed for each such reference.

Section IV Proposed Team and Approach to the Security Plan (20 points)

- Services provided by the Respondent, are not limited to but may include, crowd control, observing and reporting all suspicious activities, managing traffic control (as needed), conducting general patrols, safety and security of the Project’s tenants, customers and guests upon entry and exit from venue.
- Include a statement of the Respondent’s understanding of the desired Project.
- Identify current assignment(s) and completion date(s) for projects currently being managed by key individuals to be assigned to the proposed project.
- Identify all other firms that are included in Respondent’s proposal.
- The Respondent must include a summary of its security plan.

Section V Cost Proposal (55 points)

- The security budget/cost proposal should include all costs associated with the project, including Davis Bacon wage requirements, Federal, State and Local labor practices, if appropriate proof of martial arts, weapons or other self-defense training. The budget should consist of a project’s sales pro forma, sources and uses statements, estimated sales price points, and cash flow analysis detailing the outflow and inflow of funds.
TIMELINE AND DELIVERABLES

The RFP can be accessed online at [www.investatlanta.com](http://www.investatlanta.com) or at Invest Atlanta’s offices located at 133 Peachtree Street, Suite 2900, Atlanta, Georgia 30303 by appointment only.

<table>
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<tr>
<td>06/14/2019</td>
<td>Release of RFP</td>
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<tr>
<td>06/20/2019</td>
<td>Inquiries regarding RFP due</td>
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<tr>
<td>06/25/2019</td>
<td>Responses to Respondents inquiries posted on Invest Atlanta website</td>
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<tr>
<td>06/26/2019</td>
<td>Responses due to Invest Atlanta</td>
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<td>6/27/2019</td>
<td>Response review process</td>
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<tr>
<td>06/28/2019</td>
<td>Interviews with selected Respondents</td>
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<tr>
<td>Week of July 1, 2019</td>
<td>Respondent selected</td>
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DIVERSITY AND EQUITY

Invest Atlanta is committed to monitoring the participation of businesses owned and operated by diverse persons in its procurement of services and goods. It is imperative that Respondents, potential vendors and consultants complete and return the attached Diversity and Equity Certification Form in the manner as indicated on the Form.

Invest Atlanta encourages, but does not require, all Respondents to promote opportunities for diverse businesses, including Minority Business Enterprises (“MBE”), Female Business Enterprises (“FBE”) and Small Business Enterprises (“SBE”) to compete for business as subcontractors and/or suppliers. However, nothing herein should indicate that an MBE, FBE or SBE may not apply and be selected independently, as MBEs, FBEs, and SBEs that meet the qualifications of this RFP are encouraged to submit their qualifications for consideration. For an MBE, FBE or SBE to participate on the contract, said MBE, FBE or SBE must be certified as an MBE or FBE and be registered with the City's Office of Contract Compliance M/FBE Register. SBEs must be registered with the City and are defined as businesses not exceeding $2.5 million in gross sales during the recent calendar or fiscal year.

Firms interested in obtaining applications for certification should contact these organizations:

- **City of Atlanta – Office of Contract Compliance (MBE/FBE):** Larry Scott, Director, Office of Contract Compliance, 55 Trinity Avenue, Atlanta, Georgia 30303, Tel: 404.330.6010, Fax: 404.658.7359, email: lscott@atlantaga.gov.
• **Small Disadvantaged Business (SDB)** certification by the U.S. Small Business Administration provided they reflect certification because of minority or women-owned status.

A firm selected by the Respondent to jointly respond to this RFP can only satisfy one of the three categories. The same firm may not, for example, be listed for participation as a MBE organization and a SBE organization even if the level of participation exceeds each category's goal. All firms must be registered or certified prior to the submittal of the Response. A Respondent is at risk in that there may be an issue of time to certify or register if it intends to use a firm that is not certified or registered at the time the Response is submitted.

Invest Atlanta is an Equal-Opportunity Employer.

**EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS**

Invest Atlanta reserves the right to reject any and all responses, to amend this RFP and the process itself, or to discontinue the process at any time.

**E-VERIFY AFFIDAVIT**

Provide notarized proof of compliance with Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. (Appendix A) E-Verify. Respondents must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta (Appendix A-1). To the extent there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into subcontracts (Appendix A-2). In turn, should there be second tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits from those second tier subcontractors.

**TERMS AND CONDITIONS**

All proposals and supporting materials as well as correspondence relating to this RFP become property of Invest Atlanta when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.
A. All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent and are incorporated herein. The contract with the Prospective Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Contractors as part of the Respondent’s team must be clearly identified in the Response, including roles, resumes of key personnel and client references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date Invest Atlanta receives a Respondent’s proposal through the date a contract is awarded to a Respondent, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent’s proposal or members of Respondent’s team.

**PROFESSIONAL SERVICES INSURANCE REQUIREMENTS**

Insurance and Liability requirements will include and may not be limited to the following:

A. Statutory Worker’s Compensation Insurance

B. Comprehensive General Liability Insurance - $2,000,000 limit of liability per occurrence for bodily injury and property damage

C. Professional Liability Insurance – $1,000,000 limit per occurrence / $2,000,000 per aggregate, with the following stipulations:
   a. Insurance company must be authorized to do business in the State of Georgia
   b. Dedicated limits per Project site or Location (CG 25 03 or equivalent)
   c. Additional Insured shall be shown as The Atlanta Development Authority dba Invest Atlanta on a primary and noncontributory basis.
   d. Include 30-day notice of cancellation (10 days for nonpayment) to Invest Atlanta
EXHIBIT A-2

June 14, 2019
APPENDIX A-1

CONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(1)

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, et seq. (the “Act”) and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the “Rules”), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with Invest Atlanta of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with the Act and the Rules through the subcontractor’s execution of the subcontractor affidavit provided below.

The undersigned contractor further agrees to provide a copy of each such affidavit to Invest Atlanta at the time the subcontractor(s) is retained to perform such services and to maintain copies of all such affidavits for no less than five (5) years from the date provided to Invest Atlanta and otherwise maintain records of compliance with the Act and the Rules as required.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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<tr>
<th>Employment Eligibility Verification (E-Verify)</th>
<th>Date of Authorization</th>
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<tr>
<td>User Identification Number</td>
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I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: Authorized Officer or Agent Date

Subcontractor Name

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This ____ day of ________________, 201__

Notary Public My commission expires: ____________________

June 14, 2019
APPENDIX A-2

SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 (the “Act”) and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the “Rules”), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with ___________________________ (name of contractor) on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned subcontractor further agrees that it will contract for the physical performance of services in satisfaction of the Contract only with sub-subcontractors who present an E-Verify Affidavit to the undersigned subcontractor with the information required by the Act and the Rules. The undersigned subcontractor will forward notice of the receipt of an E-Verify Affidavit from a sub-subcontractor to the Contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an E-Verify Affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the Contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: Authorized Officer or Agent

______________________________ Date

______________________________
Subcontractor Name

Title of Authorized Officer or Agent of Subcontractor

______________________________
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me
This ____ day of ______________, 201__

______________________________ My commission expires: ____________
Notary Public

June 14, 2019