

## AGENDA REPORT

**Resolution:** Approve and Authorize the Executive Director to Execute an Agreement with Admiral Security Services, Inc. for Security Services at Middle Harbor Shoreline Park (MHSP) for a Term of One Year with Two, 1-Year Options in an Amount Not to Exceed \$660,000. **(SRD)**

**MEETING DATE:** 7/11/2019

**AMOUNT:** Not to Exceed \$660,000 (Over 3-year period)

**PARTIES INVOLVED:** Admiral Security Services, Inc.

**SUBMITTED BY:** Amy Tharpe, Director of Social Responsibility

**APPROVED BY:** J. Christopher Lytle, Executive Director

**ACTION TYPE:** Resolution

### **EXECUTIVE SUMMARY**

The purpose of this Agenda Report is to seek Board approval to award a security services contract for Middle Harbor Shoreline Park (MHSP) to Admiral Security Services, Inc. for a 1-year term (July 1, 2019 through June 30, 2020) with two, one-year options to renew the contract by written approval of the Executive Director. ABC Security, Inc. currently provides security services at MHSP and that contract will expire on June 30, 2019.

### **BACKGROUND**

The Port completed construction of Middle Harbor Shoreline Park (MHSP) in 2003 as part of the Vision 2000 Program (which included the development of new marine terminals, a rail yard, and support areas). MHSP is a 43-acre park located on Maritime property in the Port's outer harbor.

MHSP is operated by the Port for the public use and includes two miles of pathways encircling the Middle Harbor basin. The planning and design of MHSP was done with extensive community involvement, where the community identified key goals for the park's development. Primary goals included creation of a place for learning about the local history, natural environment, maritime activities and stewardship of the environment. The Park provides unprecedented access to the shoreline with associated views of the bay, natural habitats and maritime activity.

MHSP also serves as a valued community resource to our visitors. MHSP offers educational programs through the assistance of our park naturalist contractor, Stepping Out, Stepping In, throughout the academic school year. The park also serves as a host location for many local groups, including family and company picnics, religious groups, and senior citizen centers, throughout the year. Port staff also works to coordinate two large musical festivals per year. These activities have enabled a major increase of visitorship at the park over the years.

Security services are critical to the maintenance of service and public access to the shoreline and help ensure the safety of MHSP visitors. Security services include, but are not limited to:

- Monitoring of park areas through surveillance equipment and patrol roving
- Attending bi-monthly meetings with Park Manager to discuss and update on park issues
- Providing access control to restricted areas
- Providing access control at vehicle gates, when necessary
- Maintaining written daily logs and post activities
- Patrolling of facilities and designated areas, as necessary
- Opening, closing and monitoring of park bathrooms
- Providing on-call security services during major events (holidays, concerts, large events – not guaranteed, but utilized as needed). Contractor would be under separate contract with requestor to assist on an as needed basis for some large events.

## **ANALYSIS**

The existing agreement for security guard services expires on June 30, 2019. Port staff released and posted a Request for Proposal (RFP) on Feb 21, 2019. Staff is seeking to establish a new one-year contract with two, one-year renewal options.

The Port's Purchasing staff sent Request for Proposal (RFP) solicitation notifications to 30 companies. The Port's Social Responsibility Division staff sent solicitation notifications to 22 related businesses from the Port's Certified Business database and 134 recipients. Fifty-two companies downloaded the RFP and/or the addendum from the Port's website.

Nine proposals were received by the proposal due date of March 28, 2019. Of the nine proposals received, one was disqualified for failure to submit the proposal within the specified timeframe. The remaining eight proposals were evaluated by a four-member panel which consisted of the Jack London Square Security Director, the Port's Environmental Health and Safety Specialist, and staff from the Social Responsibility Division. The review panel used the following criteria to evaluate the proposals:

## Evaluation Process

In the evaluation of proposals, staff used a three-step, competitive evaluation process:

- Step 1: Evaluation of Minimum Qualification (Pass/Fail)
- Step 2: Written Proposal Review against Scoria Criteria (100 points)
- Step 3: Oral Interview

## Minimum Qualifications:

- CA State Private Patrol Operator License Certificate P/F
- Proof of Guard Licenses Provided P/F
- Adherence to Port Policy and Other Requirements Debarment Statement P/F

## Scoring Criteria:

- |   |     |
|---|-----|
| 1. Resources and Key Personnel                                | 15% |
| 2. Knowledge and Experience                                   | 20% |
| 3. Plan and Approach  | 25% |
| 4. Cost/Financial Impact                                      | 25% |
| 5. Non-Discrimination Small/Local Business Utilization Policy | 15% |

## Oral Interview

Firms with the highest scores on the written evaluation section were invited to proceed to the next and final step, an oral interview. The oral interviews did not provide an opportunity for additional points, but rather it was used to help evaluate according to the scoring criteria.

When this item was presented at the Board meeting on June 13, 2019, Commissioners asked that staff return to the next meeting with additional information on 1) employee wages and benefits and 2) the respondent's recruitment methods for hiring staff. The following represents the additional information requested:

## Guard Hours and Cost (including wages and benefits)

The Port pays for guard services based on the number of guard hours provided by the contractor along with a copy of the company payroll lists. The Port pays an all-inclusive hourly rate per guard and guard supervisor hours submitted. The all-inclusive rate includes the salaries/wages paid to the guards/guard supervisors, benefits, training, uniforms, radios, required vehicles, contractor overhead and profit.

Below you will find a listing of the cost per hour (including wages and benefits as well as the total annual contract cost for the four (4) firms with the highest scores.

	Admiral	Cypress	ABC	Spearhead
<b>Guard Rate</b>	\$ 14.41	\$ 16.28	\$ 14.47	\$ 16.10
<b>Health Benefits</b>	\$ 2.63	\$ 0.87	\$ 2.03	Included above
<b>TOTAL COST</b>	\$ 17.04	\$ 17.15	\$ 16.50	\$ 16.10
<b>Equipment/Uniforms</b>	\$ 0.25	\$ 0.40	\$ 0.36	\$ 0.08
<b>Training</b>	\$ 0.55	\$ 0.19	\$ 0.37	\$ 0.10
<b>Admin/Management Fee</b>	\$ 2.25	\$ 1.85	\$ 4.10	\$ 0.30
<b>Annual Cost of Contract</b>	\$ 197,348.40	\$ 241,611.84	\$ 231,121.20	\$ 233,529.36

In summary, of the four (4) respondents, when including wages and benefits, the total cost per hour for the firm's employees range from \$16.10 to \$17.15.

### Recruitment Methods

Each of the firms use a variety of recruitment methods to hire their security professionals. In addition to using online resources like Indeed, Craigslist, the Employment Development Department (EDD) and referrals, the highest scorers partner with additional organizations to recruit staff, including the following:

#### Admiral Security

- Better Alternatives for Youth
- Bay Area Hospitality House
- US Department of Labor Jobs Corps

#### ABC Security

- Spanish Speaking Unity Council
- Lao Family Community Development
- Goodwill Industries, Inc.
- West Oakland Job Resource Center

## Cypress

- Covenant House
- US Department of Labor Jobs Corps

The following represents the Proposers Who Met Minimum Qualifications by Final Rank

<u>RANK</u>	<u>COMPANY</u>	<u>Certification Type</u>
1	Admiral Security Services, Inc.	LIA
2	Cypress Private Security	LIA
3	ABC Security Services, Inc.	LIA, SBE
4	Spearhead Protection, Inc.	LBA
5	American Guard Services, Inc.	Not Certified
6	First Security Services	(Outside of LBA)
7	Power Security Group	(Outside of LBA)
8	Kingdom	(Outside of LBA)

*\* Local Impact Area ("LIA"): Oakland, Alameda, San Leandro and Emeryville*

*Local Business Area ("LBA"): Alameda and Contra Costa Counties*

The top four proposers ranked closed in scoring from 81 to 87 points. As a result, all four proposers were interviewed. Admiral Security Services, Inc. received the highest ranking. Admiral Security Services, Inc. is a firm located within the Port's Local Impact Area with offices in Oakland. They were selected by a diverse panel based on their strength in technology, retention of employees, managerial support and plan/approach. In addition, Admiral Security Services demonstrated its commitment to hiring from disadvantaged communities through its track record of hiring homeless and at-risk youth from the local community.

Staff is recommending contracting with Admiral Security Services Inc. for a minimum one-year term for \$220,000, with two, one-year options to renew the contract by written approval of the Executive Director at a cost not to exceed \$660,000 over a period of three years.

## **BUDGET & STAFFING**

SRD's proposed FY 2019-20 budget includes sufficient funding for security services at Middle Harbor Shoreline Park. There is no budget or staffing impact.

## **MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)**

The matters contained in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) and the provisions of the MAPLA do not apply.

## **STRATEGIC PLAN**

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Business Plan (2018-2022).

<https://www.portofoakland.com/wp-content/uploads/Port-of-Oakland-Strategic-Plan.pdf>

- Goal: Strengthen Safety and Security
- Goal: Improve Customer Service

## **LIVING WAGE**

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply to this agreement as the service providers does not employ 21 or more employees working on Port-related work. However, service providers will be required to certify that should living wage obligations become applicable, service providers shall comply with the Living Wage Regulations.

## **SUSTAINABILITY**

Port staff have reviewed the Port's 2000 Sustainability Policy and did not complete the Sustainability Opportunities Assessment Form. There are no sustainability opportunities related to this proposed action because it does not involve a development project, purchasing of equipment, or operations that presents sustainability opportunities.

## **ENVIRONMENTAL**

The proposal to award a contract to Admiral Security Services, Inc. to provide security services at MHSP was reviewed in accordance with the requirements of the California Environmental Quality Act (CEQA), and the Port CEQA Guidelines. The general rule in Section 15061(b)(3) of the CEQA Guidelines states that CEQA applies only to activities that have a potential for causing a significant effect on the environment. It can be seen with certainty that there is no possibility that awarding a security contract will result in a physical change in the environment, and therefore this action is not subject to CEQA and no further environmental review is required.

## **GENERAL PLAN**

This project is for professional services and will not directly include any alteration of property.

## **OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**

The Owner Controlled Insurance Program (OCIP) does not apply to the matters addressed by this Agenda Report as they are not capital improvement construction projects. Professional service agreements are not subject to the Port's Owner Controlled Insurance Program (OCIP) as professional services are not construction activities.

## **OPTIONS**

1. Authorize the Executive Director to (a) execute a Professional Services Agreement with Admiral Security Services, Inc. for MHSP security services in an amount not to exceed \$660,000 for a period of up to three years and, (b) resolve any bid protests. This is the recommended option.
2. Do not authorize the Executive Director to execute a Professional Services Agreement with Admiral Security Services, Inc. and direct staff to undertake another competitive solicitation process. This is not recommended.

## **RECOMMENDATION**

Staff recommends that the Board approve and authorize the Executive Director to Execute an Agreement with Admiral Security Services, Inc. for Security Services at Middle Harbor Shoreline Park for a Term of One Year with Two, 1-Year Options in an Amount Not to Exceed \$660,000.

Authorize Executive Director to resolve all bid protests in accordance with the Port Ordinance No. 4321.



## Attachment A

### Middle Harbor Shoreline Park/Port View Park Boundary Lines

