



REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	Security Plan and Services for United States Postal Services Site
Solicitation Number:	#18-01
Addendum Number:	1
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Issue Date of this Addendum:	August 17, 2018

1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission d/b/a Prosper Portland (“Prosper Portland”) is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to revise the procurement schedule and to respond to questions Prosper Portland received about the RFP.

2.0 CLARIFICATION OF THE RFP

The revised procurement schedule and Prosper Portland’s answers to questions are below:

2.1 Procurement Schedule

The Procurement Schedule under 3.0 on the face page of the RFP is amended as follows:

Procurement Activity	Date
Request for Proposals Issued	July 25, 2018
Mandatory Vendor Pre-Proposal Conference & Tour	Monday, August 13, 1 – 3pm PST
Deadline for Questions	August 15, 2018 by 2pm PST
Proposal Due Date and Time**	AUGUST 23, 2018, BY 2:00 PM (PACIFIC) SEPTEMBER 13, 2018, BY 2:00 PM (PACIFIC)
Evaluation Period, Ending (<i>tentative</i>)	August 24 – September 7, 2018 September 13 -October 5, 2018
Interviews (<i>tentative</i>)	October 8 - 19, 2018
Contract Effective Date (<i>anticipated</i>)	October 29, 2018

2.2 Retail Portion of Site

- **Question:** Please clarify the future of the retail portion of the site and describe security provider's responsibility in this area.
Response: The retail portion of the United States Postal Services ("USPS") site includes the post office boxes and walk-up retail counter. These will remain in place under a lease with Prosper Portland until they are relocated. The timeframe for their relocation is currently unknown. Prosper Portland will work with the selected security provider on the timing of all activities on the site.
- **Question:** Will there be USPS vehicles or other vehicles on the property?
Response: Yes. There will be approximately 12-15 USPS employee vehicles in the parking garage structure, as well as delivery truck vehicles entering the site approximately four times a day. Prosper Portland will share the site plan of the USPS leased area, the parking spaces designated to the USPS, and the truck route with the selected security provider as soon as it is available.
- **Question:** Are there plans for interim uses for the site during the transition of the property from its current state to demolition, or after demolition and prior to development? Examples: coffee shop, food carts, etc.
Response: Prosper Portland is not currently entertaining interim uses in the main building itself. The parking garage may be used for public parking. In this event the garage would be managed by a parking management company, and security services would be determined at that time (either security provider or parking company providing). There is the potential for interim uses in the surface parking lot or in the vehicle maintenance building, but this is to be determined.
- **Question:** Is access to the parking garage 24 hours per day? If not, how is access secured? When will the garage be open to the public?
Response: The garage is currently open to the USPS 24/7, as they are still in control of the site. At the time they initiate retail only the garage will only be available for use during retail hours unless it is designated as a public parking garage. In that event access hours will be determined in conjunction with the parking management operator. There is currently no security in the garage.
- **Question:** Are there any current on-site security patrols or posting inside the retail portion of the site? Has the retail site management voiced past concerns or current expectations regarding security patrols or posting once the bid has been awarded?
Response: Currently the USPS does not have security staff. It has not been necessary due to the substantial number of employees on the property (several hundred) and USPS has not expressed having had significant security issues in the past. Due to the changes at the site, USPS is in the process of hiring security for the time period that retail remains at the site. Prosper Portland does not have additional detail at this time.

2.3 Lot Area

- **Question:** Will railroad car containers remain on the property?
Response: No. All materials will be removed from the site prior to security provider being on site.
- **Question:** Will personal property such as carts, equipment, etc. remain at the site?
Response: All personal property owned by the USPS will be removed prior to security being on site, except for the retail area. When the retail area moves, personal property will be removed from this area as well.
- **Question:** Who will be responsible for fence maintenance and repair?
Response: Prosper Portland encourages proposers to provide services for perimeter fencing if they currently have a contractor they work with. We look forward to proposer vendor and pricing suggestions.
- **Question:** Will the entrance to the site be open during the moving phase? After hours is the access gated and locked?
Response: This is a moot point as Prosper Portland will not be engaging security services until after all equipment, etc., is moved.

2.4 Utilities, Lighting, Security

- **Question:** Are the exterior pole lamps operational? Are they automatic?
Response: (pending)
- **Question:** What is the situation with lighting in the garage?
Response: (pending)
- **Question:** Will electric and water remain available in the buildings after retail is gone?
Response: There will be water and power available in the buildings. Prosper Portland anticipates leaving some lights on in the distribution area and office for security purposes and looks to proposers for recommendations. Prosper Portland also understands that the security provider will require light for routine patrol or activities to clear the building. Access will be limited to two entry points.
- **Question:** Will water and electric be available to security providers outside of buildings?
Response: (pending)
- **Question:** Will Prosper Portland allow placement of a trailer or guard shack on site?
Response: Yes.
- **Question:** Are there currently security cameras on-site and available to the selected security provider?

- Response:** The only security cameras currently in place are in the post office box and retail counter areas. These are maintained and monitored by USPS staff.
- **Question:** Does the building have a sprinkler system?
Response: The main building is fully sprinklered on all floors. It is anticipated that control of the fire sprinkler panel and monitoring will be transferred to Prosper Portland.
 - **Question:** Are there currently fire extinguishers? Who is responsible for purchase and maintenance of fire extinguishers?
Response: Prosper Portland will ensure adequate fire extinguishers and ensure they are in proper working order.
 - **Question:** Does Prosper Portland prefer how entrances are secured?
Response: Prosper Portland is open to all suggestions for securing ingress/egress to all buildings and grounds of the USPS site.
 - **Question:** If the site requires improvements for safety or security, who will be responsible for this?
Response: Proposers are encouraged to propose subcontractors and pricing for recommended security improvements to the site.
 - **Question:** How many double-swinging, both-way doors are there that will need to be secured?
Response: (pending)
 - **Question:** Can the fire escapes or stairwells that lead to the roof be removed since the building will no longer have people in it? If not, how many are there?
Response: (pending)
 - **Question:** It is unclear who has ownership or jurisdiction of the sidewalk and the street bordering the east side of the USPS building. Can you provide some clarification so that adequate security measures can be imposed?
Response: There is an auxiliary road to the east side of the building that runs parallel to the Broadway Bridge approach ramp. Prosper Portland owns this portion of the property, but it is currently leased by the USPS. When USPS initiates retail only, Prosper Portland will be responsible for this portion of the property. Prosper Portland is considering public parking this area or leasing parking spots to area businesses. In this event, the area will be operated by a parking operator. If Prosper Portland does not move forward with parking options, Prosper Portland will seek approval to close the access with fencing, and no parking signs would be posted.
 - **Question:** Key management is unclear. Will there be master keys available to security on exterior fencing and interior buildings/structures for easy access by security/police/fire?
Response: USPS will provide keys and badges to Prosper Portland when the site goes retail only. Prosper Portland will work out a successful procedure for key and badge issues with the selected security provider.

2.5 Security Approach

- **Question:** Will there be a Portland Police Officer dedicated to the site?
Response: Prosper Portland has not made a final determination on this yet.
- **Question:** How many security officers are you expecting on site?
Response: Prosper Portland is asking participants to design a security plan and make a recommendation.
- **Question:** Effective security at the USPS site will require coordination with police. On occasion it may be necessary to call police to respond and make an arrest regarding criminal activities such as trespassing, vandalism, etc. Will Prosper Portland be willing to press charges as a victim and follow through if police make an arrest? Will Prosper Portland provide security with a written document naming them a PIC (person in charge) permitting security to sign a complaint on behalf of Prosper Portland upon police arrest?
Response: Prosper Portland's goal is to secure the site and insure safety of persons while being a good neighbor and partner with a population that includes at-risk and houseless persons. Prosper Portland is willing to press charges as a victim and follow through when police make an arrest, as well as provide security with a written document naming them person in charge permitting security to sign a complaint on behalf of Prosper Portland upon police arrest. Guidelines and procedures for when such formal actions are necessary and appropriate will be developed with the selected security provider.
- **Question:** Does Prosper Portland prefer non-armed or armed security officers?
Response: Prosper Portland is looking for proposers' expertise and recommendations in this area.
- **Question:** What is Prosper Portland's suggested protocol in the event of a breach? Who would pay for securing of the building and/or parking lot?
Response: Prosper Portland encourages proposers to suggest guidelines for response to a breach and the cost to secure the site afterward. Prosper will be responsible for such costs.

2.6 Demolition of Site

- **Question:** What is the timeline for demolition?
Response: A high-level timeline for demolition is attached as Exhibit A. This document is subject to change.
- **Question:** Will demolition be in a phased approach?
Response: Prosper Portland is unable to answer at this time but will keep the selected security provider advised as information becomes available.

- Question:** Will it be possible to coordinate with movers and demolition teams to identify any security concerns, location where equipment/tools will be stored or other valuables, and schedule or status of move/demolition/construction?

Response: Yes. Prosper Portland expects that all parties will need to work as a team to ensure a successful project.
- Question:** If the demolition company has been selected, can you determine if they will provide their own security to managed access control during all hours of demolition -or is it expected that the site security selected from this RFP will be responsible? Will demolition continue 24 hrs/day or day light hours only?

Response: A demolition company has not been selected, and contracting is not scheduled to begin until June 2019. These details will be worked out with the selected security provider.

2.7 Floor Plans

- Question:** Will you provide detailed to-scale plans of the current site?

Response: Yes. Available plans are attached herein as Exhibit B (seven individual documents).

2.8 Miscellaneous

- Question:** Are Broadway Corridor meetings open to the public? Will the selected security firm be permitted to attend in the future?

Response: Prosper Portland will include the selected security provider in future meetings as a partner to keep them apprised of plans, projects, and scheduling. Until that time, information about the project can be found at <https://prosperportland.us/?s=broadway+corridor>.
- Question:** Public Records and Disclosure: To meet the requirements of this RFP, may we submit a redacted copy of the proposal for purposes of public records disclosure pursuant to ORS 192?

Response: Please do not submit a separate redacted copy. Please do, however, try to keep portions of your response not subject to disclosure clearly marked and on a separate page of text so that redactions can easily be made by Prosper Portland, if necessary.

3.0 GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

END OF THIS ADDENDUM