

Washington Park Transportation Management Association

Informal Request for Proposal – #15-20

ISSUED: 6/5/15

RESPONSES DUE: 6/19/15 by 5PM PST

TITLE: Traffic Flagging and Attendant Services

Informal proposals will be received until **June 19, 2015 @ 5:00 p.m.** Electronic submissions are preferred.

Any Changes and/or Addenda to this solicitation will be posted on the Washington Park Transportation Management Association (WPTMA) Website at <http://www.washingtonparkpdx.org/rfp>. Proposers are responsible for checking this Website prior to proposal submission. *Failure to acknowledge all addenda may result in declaration of your proposal as non-responsive.*

All inquiries for information or clarifications regarding Proposal Submission requirements or Procurement Procedures should be directed to: rfp@washingtonparkpdx.org

SUBMIT THE ATTACHED PROPOSAL SHEET AND OTHER DOCUMENTATION TO:

ELECTRONIC	OR	HAND DELIVER or MAIL TO:
rfp@washingtonparkpdx.org		Washington Park TMA – Merlo Hall/Forestry Ctr 4033 SW Canyon Rd Portland, OR 97221

DESCRIPTION OF PROJECT:

The Washington Park Transportation Management Association (WPTMA) is seeking responsive proposers to submit proposals to provide traffic flaggers and attendants for peak day and event day parking for Washington Park parking areas. These are days in which parking is expected to reach capacity, and traffic flaggers and attendants direct drivers to overflow parking lots. This occurs approximately 100 days in the year, weather dependent. In general, flaggers and attendant services are used on overflow days from 8am to 3pm. Due to concerts or other evening events, services may be used until 11pm on some nights. In general, 3-4 flagging staff/attendants and 1 on-site supervisor are requested on overflow days, for a total of up to 4-5 staff. Contractors are expected to provide a consistent supervisor and staffing for all requested dates, including evenings, weekends, and holidays. This contract will be for 1 year.

SCOPE OF WORK:

Contractor shall provide WPTMA with the following flagger and attendant services during the Term of this Contract: management; training; supervision; sufficient staff; communication equipment; supplies; on-site supervisor; and adequately trained replacement or substitute staffing and equipment if necessary in order to ensure adequate services for special event days, including, but not limited to Washington Park/Zoo concert nights, special event nights, regular peak summer days, ZooLights, and other special events.

The WPTMA will typically schedule services at least 30 days in advance, however some on-call work may be expected with at least 24 hours' notice given. Flagger and traffic attendant services in Washington Park shall include, at a minimum:

- A consistent on-site supervisor to schedule, train and manage staff, and liaison between WPTMA staff and Park Rangers whenever staff are on-site; schedule and perform a daily pre-event orientation and review of assigned work areas with WPTMA and Park staff. The supervisor will mostly alone with little oversight from WPTMA staff or Park Rangers, and is expected to ensure all flagging and attendant staff are following established protocols for overflow parking traffic flow. The supervisor will operate a WPTMA motor vehicle to move between parking areas.
- A consistent team of flaggers/attendants who are knowledgeable about lot locations, events, facilities, and traffic flow in the park.
 - This team will learn, retain, and follow the standard operating procedures for traffic flow in the park.

- This team will have ODOT Flagging Certification to flag vehicles into, out of, and within parking areas and park roads, and into, out of, and within overflow lots.
- When not flagging vehicles, the team will monitor traffic flow and answer customer questions within the parking areas and overflow lots. The team will have excellent communication skills and customer service ability, and a professional demeanor, attitude, and appearance.

Because of the unique nature of traffic control in Washington Park, it is of critical importance that a consistent team of supervisors and flaggers be assigned to the park. Contractors should have a plan in place to ensure the same staff are assigned and report to Washington Park week after week, and that when new staff must be added or assigned, the on-site supervisor is able to train them on the special traffic control procedures and provisions for the park.

TIMELINE:

Responses are due by 5pm on June 19, 2015. The WPTMA expects to select a vendor by June 26, 2015. Vendors will be notified via e-mail if they have been selected or if they are invited to negotiate.

REQUIRED SUBMITTALS

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this informal Request for Proposal. If pertinent information or required submittals are not included within the Proposal, it may cause the Proposal to be rejected or have an adverse impact on evaluation.

Proposers must submit the following information:

1. Description and detailed information of how the services offered specifically satisfy the work described in the scope.
2. A list of at least 3 references where you, the contractor, performed traffic or parking work.
3. Hourly Rate Sheet, fully completed (last page).

SELECTION:

Proposals will be evaluated on a scale of 100 points. Scoring will be at the sole discretion of the WPTMA. The WPTMA will evaluate the submitted proposal sheet and any attached sheets. The criteria for selection is based on: price (35 points); how the services offered most closely satisfy the work described in the scope (35 points); references (30 points).

If the WPTMA determines that more than one vendor is qualified and is within a competitive range of other proposers, the WPTMA may engage in serial negotiations with the highest ranking proposers. The WPTMA may request that those proposers submit a best and final offer. The proposer that submits an offer that is deemed by the WPTMA to be the best will be chosen as the apparent successful proposer. If no proposals meet the criteria, or a low number of proposals are received not sufficient for competitive evaluation, this RFP may be cancelled.

INSURANCE & CERTIFICATIONS:

The selected proposer must have proof of Workers Compensation Insurance, Current Commercial General Liability Coverage, and Automobile Liability Insurance. Contractor will maintain Criminal Background Check and drug screening documentation in personnel files indicating that the prerequisites above have been fully met prior to Contractor employees working at WPTMA. Contractor certifies that all directors and officers and any staff assigned to work under this Contract have successfully passed the criminal background check based on the criteria provided above and the drug screening. WPTMA reserves the right to request any documentation for confirmation of successfully passing a criminal background check of all Contractor's directors, officers and employees.

END OF REQUIREMENTS

WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION

Lot Attendant / Traffic Flagger Rate Sheet

CONTRACTOR: _____ CONTACT: _____

Lot Attendant / Traffic Flagger Rate

TERM	RATE PER HOUR	MINIMUM CHARGE	MINIMUM TIME REQUIRED TO CANCEL WITHOUT CHARGE
July 1, 2015 – June 31, 2016			

On-Site Supervisor Rate

TERM	RATE PER HOUR	MINIMUM CHARGE	MINIMUM NOTICE REQUIRED TO CANCEL WITHOUT CHARGE
July 1, 2015 – June 31, 2016			

GENERAL SERVICE DATES 2015-2016

NOTE: This is a general description of the dates when services will be requested. Services are requested on a weather dependent basis, and are subject to change – this is NOT a complete list. Other special events, foul weather, or other circumstances will cause these dates to be adjusted. In general, if the weather is decent and local or regional schools are on a break, services are needed. Services will be requested on holidays.

July 2015	Fridays, Saturdays, Sundays; 2 nd Tuesday of the month; about 6 various weekdays due to events; 4 th of July
August 2015	Fridays, Saturdays, Sundays; 2 nd Tuesday of the month; about 6 various weekdays due to events
September 2015	Saturdays and Sundays; Labor Day; 2 nd Tuesday of the month
October 2015	2 nd Tuesday of the month. Columbus Day.
November 2015	2 nd Tuesday of the month;
December 2015	2 nd Tuesday of the month; Fridays, Saturdays and Sundays for the first 2 weeks of the month; daily for the last 2 weeks of the month; Day before Christmas.
January 2016	2 nd Tuesday of the month; Daily for the first week of the month, the first Saturday and Sunday of the month. New Year's Day. MLK Day.
February 2016	2 nd Tuesday of the month; Presidents day.
March 2016	2 nd Tuesday of the month; daily for the last week of the month, including the last Saturday and Sunday.
April 2016	2 nd Tuesday of the month; Saturdays and Sundays.
May 2016	2 nd Tuesday of the month; Saturdays and Sundays. Memorial Day.
June 2016	2 nd Tuesday of the month; Fridays, Saturdays and Sundays; about 3 various weekdays due to events.

END OF PROPOSAL SHEET