

BPC #16-0089

**INTRADEPARTMENTAL CORRESPONDENCE**

**RECEIVED**

MAR 24 2016

POLICE COMMISSION

March 25, 2016  
3.1

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** REQUEST APPROVAL TO SUBMIT PROPOSAL TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY IN RESPONSE TO REQUEST FOR PROPOSAL NO. PS24750

**RECOMMENDED ACTION**

1. That the Board of Police Commissioners APPROVE the Department's request and TRANSMIT to the Mayor and City Council for APPROVAL to submit a proposal to the Los Angeles County Metropolitan Transportation Authority (Metro) in response to Request for Proposal No. PS24750

**DISCUSSION**

The Metro has established a contracting opportunity to provide law enforcement services to support bus and rail operations across the entire Metro transit system. Metro may award the entire contract to a single Agency, to a partnership between agencies or enter into a Memorandum of Understanding (MOU) with an agency located within a specific municipal jurisdiction. The resultant five year contract will be federally funded and is subject to fiscal year funding. The Department is currently in the process of evaluating and preparing a response to the Request for Proposal. Prior to submission, the Department is seeking approval from the Board of Police Commissioners to proceed and participate in this competitive process.

If you have any questions regarding this request, please contact Commander Anne Clark, Assistant to the Director, Office of Administrative Services, at (213) 486-8420.

Respectfully,



CHARLIE BECK  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *March 24 2016*  
Secretary *Maria Silva*

Attachment

# SUBMITTAL REQUIREMENTS

## 1.1 GENERAL FORMAT

Proposals shall be prepared single-sided on 8-1/2 x 11" paper (recycled paper preferred) with 1" left, top, bottom and right margins. Typing shall be single spaced and with a minimum font size of ten. The original shall be bound in a three ring binder. Copies may be bound in any other fashion. Use of 11" x 17" fold out sheets for large tables, charts or diagrams is permissible, but should be limited. Elaborate format is not necessary. Do not provide promotional or advertising information.

Proposers must submit in multiple volumes as specified below:

### Hard copies

Volume I – Technical Proposal	-	1 original and 6 hard copies
Volume II – Certification Forms	-	1 original, 1 hard copy
Volume III – Cost Proposal (including DBE forms)	-	1 original and 1 hard copy

### Electronic Copy (in USB Flash Drive/CD)

#### No. of Flash Drive/CD

1

#### Content

Volumes I, II and III

**Note:** The unalterable electronic copies shall be provided in a searchable Adobe PDF format (on a flash drive or CD/DVD). The electronic copies shall be organized in the same manner as in the original hard copy and bookmarked for ease of navigation. If there is any variance between the original hard copy and the electronic copies, the original hard copy shall prevail. If several volumes are required, each volume must be saved on the flash drive or CD/DVD as a separate file.

## 1.2 PROPOSAL CONTENT

The proposal shall have the following components and shall be laid out in the format exactly as shown here:

### VOLUME I

The "Volume 1- Technical Proposal" shall:

- i. Be limited to **75 pages, inclusive of resumes**, exclusive of Certifications; Pro Form 054 (List of Current Projects), Pro Form 055 (List of Completed Projects – Last Five Years); Front, Back Covers and the Table of Contents are not counted toward the Page Limit in Volume I.

If the number of pages is exceeded, LACMTA reserves the right not to evaluate those additional pages;

- ii. Contain concise written materials and drawings that enable the reviewer to clearly understand the Proposer's capabilities; and

PROPOSAL LETTER (see Section 5); this letter must be completed and executed by an authorized representative of the Proposer. No other letter may replace or be included in addition to the Proposal Letter.

EXECUTIVE SUMMARY (maximum of 2 pages); should disclose among other things the following:

1. name of the Proposer, local address, contact person and contact information (e-mail address and phone number) and date;
2. specific location/s or service area that Proposer intends to provide law enforcement services.

#### **A. AGENCY QUALIFICATIONS AND CAPABILITIES**

1. Provide a summary of the Proposer's relevant qualifications and capabilities in performing the statement of work.

Identify current and/or previous work that the Proposer has performed that is or related to the Statement of Work with particular emphasis on mitigating safety and security risks on transit systems. Indicate the specific role of the Proposer on the referenced project, current status, owner/client (agency/firm), contract number, contact name, position, address and current telephone number and e-mail address.

2. Demonstrate Proposer's successful experience in community policing. Cite in particular Proposer's experience on building and sustaining community partnerships to reduce vulnerability to crime.
3. Provide information and/or proof of any certifications or accreditation that the Proposer has with any credentialing authority or accreditation program on law enforcement.
4. Present and discuss Proposer's goals of policing, performance measurements and strategies being implemented to improve the Proposer's organization.

#### **B. EXPERIENCE AND CAPABILITIES OF KEY PERSONNEL**

1. Identify the Commanding Officer/Liaison Officer and other key personnel and their role on the Project Team.
2. Provide resumes of the Commander Officer/Liaison Officer and other

key personnel showing relevant education, specialized training, credentials, certifications, experience and expertise on the technical areas covered by the Statement of Work in relation to their proposed role on the Project.

Resumes may not exceed two (2) pages per proposed key personnel.

3. Summarize past and current experience of key personnel in completing similar or related projects within the last five (5) years;
4. Describe relevant skill and knowledge of key personnel on:
  - a) prevention of crime including vandalism and graffiti;
  - b) mitigating vulnerability to terrorism;
  - c) crime investigation, analysis and reporting; and
  - d) community policing
5. Indicate past and current involvement and successful experience of key personnel in working with local, regional, state, and/or federal agencies in a capacity similar to their proposed role on the Project.

#### **C. MANAGEMENT PLAN/APPROACH**

Proposer must submit its proposed management plan based on its understanding of the Statement of Work. The Plan must include and discuss, at a minimum, the following:

1. The service location/s that Proposer proposes to provide law enforcement services. Proposer should identify in detail the specific Metro rail stations and bus stations to be serviced including Metro critical infrastructure locations and bus lines. Cite assumptions and limitations (if any), of service coverage to be provided.
2. Organization chart that clearly defines key personnel (by both position title and employee name) and their key roles and positions. Clearly show how all team members form an integrated team.
3. Proposed management, staffing and deployment strategies at the proposed service location/s. Proposed strategies should consider the social, economic and political forces that affect the proposed service location/s and the community. Proposers are encouraged to present staffing and deployment models based on their unique knowledge of the region and its crime patterns.

In presenting staff necessary to provide law enforcement services in each service location, indicate proposed number of full-time and part-time positions for each location/station. Express this staffing in total annual hours as well as hours per labor classification/position. Indicate how shifts will be staggered to meet peak calls for service and to avoid lost coverage due to shift changes.

Notes:

- i. Staffing shall be provided on a 24/7 basis, with reasonable reductions during periods of limited service or low demand.
- ii. Metro estimates the total number of security presence needed on Metro bus and rail systems to be:

<u>Metro System</u>	<u>Annual Estimated Need for Security Presence</u>
11 bus divisions and key critical infrastructure locations	154,000 hours
4 rail divisions serving 6 rail lines	340,000 hours

Please refer to Attachments 2 and 3 of the Statement of Work for the breakdown of estimated hours of security presence needed on Metro bus and rail systems. **The above estimated hours are not guaranteed and are provided for information purposes only.**

- iii. Metro will not provide compensation for basic law enforcement services such as 911 response, criminal investigations, accident investigations and major incident response.
4. Depth of available resources that may be assigned to the project and how quickly can Proposer access these resources including ability to manage personnel changes, and work unrelated to Metro, without sacrificing quality of service on any Metro assignments.
  5. Proposed strategies to increase law enforcement visibility and reduce crime (including vandalism, graffiti, disorderly conduct, intoxicated in public and other crimes such as counterfeiting), vulnerability to terrorism and fare evasion, at the proposed service location/s.
  6. Proposed approach to provide adequate response and effective response time to calls for service on Metro's transit system including crime reporting and analysis program. Explain how basic law enforcement services on the Metro transit system (such as 911 response, criminal investigations, accident investigations and major incident response) shall be provided at no cost to Metro.
  7. Proposed level of investigative services to be provided. This should include staffing and deployment of staff. Identify any special investigative units or support services to be provided.

8. Proposed approach in providing the following resources needed in the performance of the Statement of Work in relation to Proposer's proposed staffing and deployment strategy:
  - a) All vehicles and associated operating costs;
  - b) Police radios and communications equipment;
  - c) Mobile data terminal laptops;
  - d) Uniforms, weapons and other personal equipment;
  - e) Investigative tools and equipment; and
  - f) Traffic enforcement devices and equipment.
9. Proposed Community Policing Plan that will build and sustain community partnerships within the proposed service location.
10. Capability and experience in providing reports, data and documents required in the Statement of Work. Discuss any methods, means and reporting system that Proposer will utilize to facilitate the preparation of reports and timely submission of required data and documents.
11. Proposed approach to the Quality Assurance/Quality Control (QA/QC) and track record of effective QA/QC.

**D. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS**

1. Discuss Proposer's Homeland Security Policing strategies to prepare for, deter and prevent terrorism.
2. Identify any Homeland Security or Federal Emergency Management Agency (FEMA) Incident Management trainings, full-scale exercises and planning sessions participated in, initiated and/or conducted by the Proposer, including joint and/or multi-agency exercises and planning sessions, in the past three (3) years.
3. Identify any joint and multi-agency cooperation efforts that Proposer is involved in at the local, state and federal level.
4. Describe Proposer's intelligence gathering and information sharing mechanisms in place by which information on transnational threats and vulnerabilities are disseminated with others in a manner that would allow for intervention of any future terrorists acts.

**VOLUME II CERTIFICATION FORMS**

**(Certification forms are not counted towards the 75 Page limit)**

Proposer must submit the following forms:

<b>Form</b>	<b>RFP Section</b>
Rate Certification (Exhibit 1)	2
Bidders' List Form	5
Pro Form 054 – List of Current Projects (Backlog) projects	5
Pro Form 055 – List of Completed Projects – Last Three Years	5
Ethics Declaration	6
General Certification	6
Certificate of Compliance with 49 CFT Part 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations	6
Certification of Compliance with Federal Lobbying Requirements (49 CFR Part 20)	6
Certification of Prospective Contractor Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	6
Certification of Prospective Lower Tier Participant Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	6

**VOLUME III COST PROPOSAL (including DBE forms)**

**(TO BE SUBMITTED IN A SEPARATE ENVELOPE)**

Proposers Cost Proposal shall be presented in two (2) parts:

- PART A – COST PROPOSAL (Summary and Detail) – This shall be used for negotiation purposes only
- PART B – RATE SHEET – This shall be used for proposal evaluation only.

**I. PART A – COST PROPOSAL  
(This shall be used for negotiation purposes only.)**

The Proposer's Cost Proposal must include the following:

1. EXHIBIT 4: PART A –COST PROPOSAL (SUMMARY);
2. EXHIBIT 5: PART A –COST PROPOSAL (DETAIL); and
3. METRO FORM 60 (see Section 5) and detailed spreadsheet showing breakdown of proposed costs
4. Current Labor Union Contract and position cost model in support of proposed direct labor rates.

Proposer shall only populate those sections pertaining to the service location/s it proposes to provide coverage. For service location/s not be provided, please indicate "N/A".

The proposed price should include all service costs. The firm fixed hourly service rates identified on "EXHIBIT 5: PART A –COST PROPOSAL (DETAIL)" are the fully burdened service rates proposed for each of the labor classification listed on the form. It shall include all applicable direct labor costs, proposed capital and operating costs related to the performance of the statement of work, other direct costs, indirect costs and profit. **Metro is exempt from the payment of Federal Excise and Transportation taxes, so such taxes must not be included in the proposed firm fixed fully burdened hourly rate.**

**The following examples, illustrates potential costs that may be incurred during the normal course of providing law enforcement services that Proposers may consider in establishing a firm fixed fully burdened hourly service rate. Proposers must determine appropriate pricing based on their own methods for recovering costs.**

**1. Vehicle and Other Direct Costs**

- a) Cost of police vehicles and other associated operating costs (finance charges if applicable, fuel, maintenance, insurance, etc.) over contract term. Proposer's fully burdened hourly "service rate." shall not be adjusted as a result of escalation in market fuel costs during the entire contract period of performance.
- b) Radio/communication equipment and mobile terminal laptops.
- c) Uniforms, weapons and other personal equipment.
- d) Investigative tools and equipment.
- e) Traffic enforcement devices and equipment.

**2. Labor Cost**

- a) Direct labor costs (normal wages, overtime, pension/vacation/health benefits, workers comp, social security etc.)

**3. Overhead and Other Indirect Costs**

- a) Lot/Building, office equipment, computer, supplies, etc.
- b) Insurances

Please refer to the Statement of Work to ensure that all possible costs are covered in the proposed fully burdened "**firm fixed hourly service rate**".

**II. PART B –RATE SHEET**  
(This form shall be used for evaluation purposes only.)

The Proposers' Cost Proposal must include a completed and signed **EXHIBIT 6: PART B - RATE SHEET.**

To ensure apples to apples comparison of competing proposal, Proposer's proposed labor classifications submitted in EXHIBIT 5: PART A –COST PROPOSAL (DETAIL) shall be grouped according to the following major labor classifications:

- a) Officer/Deputy;
- b) Sergeant/Supervisor;
- c) Lieutenant/Watch Commander;
- d) Commander/Captain; and
- e) Chief

Please refer to Exhibit 3- Labor Category Descriptions for a brief description of the above labor categories.

The individual rates for each labor classification shall be averaged using simple average <sup>1/</sup> to arrive at the fully burdened "average firm fixed hourly service rate" per labor classification. Proposer shall use this number to populate column (c) of **EXHIBIT 6- PART B: RATE SHEET**".

Proposer shall include as attachment to "**EXHIBIT 6- PART B: RATE SHEET**" a spreadsheet showing the breakdown of the following:

- 1. Position/title that fall under the above list of labor classifications; and
- 2. Firm fixed fully burdened service rate corresponding to each position/ title considered in arriving at the average service rate.

Metro will validate the proposed "**average firm fixed service rates**" against individual rates submitted in EXHIBIT 5: PART A – COST PROPOSAL (DETAIL).

**1/ Simple average is calculated by dividing the sum of the individual rates listed under a specific labor classification by the number of rates added.**

The following are the instructions in filling out EXHIBIT 6: PART-B – RATE SHEET:

Average Firm Fixed Hourly Service Rate [column (c)]

Proposer shall list down the proposed average fully burdened fixed hourly service rate per labor classification.

Estimated Service Hours Per Day [column (d )]

These estimated number of service hours per day have been pre-determined for evaluation purposes only. They are not an actual representation of Metro's service requirements.

Total Daily Service Cost [column (e)]

This is the product of columns (c) and (d ).

Total Daily Cost of Law Enforcement Services (line 6)

This is the sum of the "Total Daily Service Cost" on Lines 1 to 5.

**END OF SUBMITTAL REQUIREMENTS**