



City of Mobile
Request for Qualifications (RFQ)
Addendum 1 to RFQ Number: 5815
Mobile Alabama Cruise Terminal
Unarmed Guard Security Services

The City of Mobile is seeking qualification submissions for Unarmed Guard Security Services for the Mobile Alabama Cruise Terminal.

The City is providing this Addendum 1 in response to questions received regarding the original RFQ.

The due date for submitted written packages remains 4:00 pm, June 29, 2023.

The full contents of the original RFQ, and any subsequent Addenda to this RFQ may be found on the City Bid page at <https://www.cityofmobile.org/bids>.

QUESTIONS AND ANSWERS:

The follow are questions that have been received and City responses to those questions. The questions are included generally verbatim as received relating to the overall RFQ requirements where the City determined that an answer to all potential proposers was merited. Where you remain unclear or uncertain of the City's requirements, please use your judgment as to the City's intent, and state any questions or assumptions you made in interpreting the City's RFQ. All timely submitted packages will be fully considered and scored by the City.

1. Does the Total Submission 20-page limit include appendix/attached documents or is this limit specifically for the qualification narrative response?

The page limit is intended for the qualification narrative response.

2. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?

The performance expectation is similar to previous terminal performance expectations on cruise days.

3. What was the amount spent on this contract last year?

Approximately \$83,000 between Feb 2021 and Feb 2022.

4. What is the estimated total number of annual hours for this contract?

That number can be calculated from the requirements stated in the RFQ, but the City estimates a base number of hours of 3,750 that will require guard services in the first year.

5. What is the current bill rate for each position?

There is no current guard service for the terminal as cruise service does not begin until October, 2023.

6. Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.

The RFQ states the conditional requirements.

7. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

No.

8. Is a Bid Bond or performance bond required? If yes, how much.

No.

9. Is there a specific way you would like the response to be prepared? For example: bound, unbound, 3-ring binder(s), pages limits, paper type, etc.?

Not other than what is listed in the RFQ.

10. Will your agency hold a public opening? If yes, can you please provide the date, time, and location?

No, due to the sensitive nature of security operations and proposals.

11. Are there any MWBE/VS/DBE or other goals for this project?

Not other than what is listed in the RFQ.

12. Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal?

Paragraph VIII.A. is amended to read: Provide one original and one electronic (flash drive or compact disc) copy of your proposal.

13. If there is a liquidation penalty on contract Ex: If security officer comes late there will be a penalty on the contract or budget cost? Was there a liquidation penalty on the previous contract?

The City does not expect to include financial penalties in the contract.

14. Please explain how price will be used in the selection process.

This is primarily a qualification-based selection process, however a component of the scoring will include evaluation of the plan to provide the service, to include efficiency and pricing. See paragraph VIII.B.

Paragraph I.B. of the RFQ is amended to read: “The City intends to contract with the highest scoring respondent (“Provider”) for a three-year period from September 1, 2023 to August 31st, 2026, with the option to extend for one additional three-year period with the mutual consent of both parties at the stated terms and conditions”.

15. Regarding paragraph I.A.c. Emergency ship docking

a. Historically what is the typical notice time (in hours or days) MACT may receive for emergency docking?

The advance notification on an emergency docking is a minimum of four hours. Normally the City has at least eight hours advance notice.

b. Approximately how many emergency dockings came to port in 2022 and 2021?

None.

16. Regarding paragraph III.E. Supervisor meetings, approximately how many meetings of this nature take place per quarter?

Supervisor meetings will occur prior to receiving the ship. Quarterly meetings will be no more than two.

17. Regarding paragraph IV. B. Guard houses

a. If Provider is to construct guard houses on port property, approx. how many points of vehicle and foot traffic entry would the port allow for a guard house to be constructed?

There are two points of entry where guard houses would be beneficial.

b. Would structure design and budgets need to be approved before commencement of contract?

The terminal director would need to approve the size of the building prior to construction.

18. Regarding paragraph VII.A.c. Date to assume duties, we assume the intended date in this item is Sept. 2023, not 18 November 2019. If you would please clarify.

Correct. Paragraph VII.A.c is amended to read, “Vendors shall take into account the up to 30-day application time in acquiring the TWIC credentials for their staffs and plan accordingly so as to have staff ready to assume their duties no later than 30 September 2023.”

19. Regarding Exhibit A: Rates, the final sentence under “Rates” appears to be incomplete. If you will please clarify.

Exhibit A, paragraph “Rates,” is amended to delete the words “and acc”.

20. Does an officer need to be on post for the set amount of days the ship will be gone 6,8, etc.?

No.

21. How many guard houses to be furnished by the contractor? How Large? Are there power pole or electric hook up for guard Houses? Electric hook up at whom expense? Locations of guard houses?

See 17 above. City provided power is available, but at a distance from the likely guard house locations. Otherwise, all guard house expenses are Provider’s.