



**Downtown Lexington Management District (DLMD)
Request For Proposal**

Organization to provide and manage off-duty police officers to patrol DLMD on foot and bicycles.

Issue Date: January 7, 2019.

Due Date: 12:00 noon, January 30, 2019

The Downtown Lexington Management District (DLMD) seeks proposal from all interested qualified entities to provide for: (1) Provision and management of off-duty Lexington Police Officers to patrol the DLMD on foot and bicycles and (2) The term of the contract will be 12 months and will commence on or before February 28, 2019. DLMD may choose to extend or renew the contract with the successful respondent in future years with approval of the DLMD full board. The renewals may be up to two additional two-year periods at the sole discretion of the DLMD board.



ABOUT DLMD

The Downtown Lexington Management District (DLMD) is Lexington’s first property tax business improvement district, composed of Downtown businesses and stakeholders. It was created in May 2015 by the Lexington Fayette Urban County Government (LFUCG) Council through Ordinance No. 52-2015, after a majority of property owners within the proposed District approved a petition to request its establishment. DLMD uses the District property tax levy to foster economic development and Downtown revitalization through:

- Beautification and maintenance.
- Enhanced safety.
- Marketing/promotion.
- Awarding grants.

The Downtown Lexington Partnership (DLP) manages DLMD’s programs and services on behalf of the DLMD board of directors including the services contained in this RFP.

SCOPE OF WORK

The Downtown Lexington Management District (DLMD) wants to enhance the DLMD police presence with off-duty police officers to deter criminal behavior and street disorder, improve perceptions of safety, interact with downtown customers and proactively engage downtown merchants and businesses. The organization that is selected will report to and take direction from the Downtown Lexington Partnership.

DLMD has issued this RFP to solicit proposals from individual or organizations to provide the above described police presence. Specially, the scope of this RFP includes:

Patrolling:

Selected organization shall provide off-duty Lexington Police Department (LPD) officers working as independent contractors to patrol the DLMD to act as a visible, customer friendly police presence and to:

- Augment on-duty police presence.
- Deter criminal behavior.
- Make arrests and respond to calls for service as needed.
- Maintain street order.
- Proactively engage merchants and businesses.
- Improve consumer confidence in public safety by being visible and interacting with downtown customers.
- Interact, engage and support DLMD Ambassadors.

Equipment:

Officers provided by selected organization shall at a minimum:

- Wear the proper LPD uniform.
- Be armed.
- Equipped with police radio.
- Have access to police bike (for bike patrolling).
- Other equipment as needed to perform duties in the scope of work.

Program Management

Selected organization shall provide supervisor to:

- Work with DLP to develop and fill monthly patrol schedule.



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- Recruit and manage officers.
- Meet regularly with DLP to plan and manage program.
- Attend stakeholder meetings as needed.

Administration and Accounting:

- Provide completed monthly schedule of officers to DLP.
- Complete and submit timesheets and invoices for payment for services.
- Carry proper and sufficient insurance and name DLP and DLMD as additional insured.
- Maintain program records as needed.

Training:

- Supply police bike trained officers for the bike patrols
- Require officers to attend DLP downtown orientation and tourism training as arranged by DLP.

Benchmarking:

Supervisor shall work with DLP to benchmark the success of the program by completing and submitting to DLP monthly reports which at a minimum will track the following:

- Patrol hours.
- Arrests.
- Call for service taken.
- Customer contacts.
- Business contacts.
- Number of garages and parking lots patrolled.

PROPOSAL SUBMISSION

Interested organizations should submit a letter of interest outlining their relevant experience including:

- History of organization including resumes of owners and key managers.
- Experience in providing off-duty police officers and number officers at your disposal you can use to fill the schedule.
- Knowledge of Downtown Lexington.
- Experience working with DLMD or DLP.
- Experience of the supervisor assigned to this scope of work.
- Demonstrate capacity to provide sufficient number of officers to fill a schedule of patrol hours that may range from three to five days and 40-100 hours per week depending on time of year and downtown special events.
- Proposed hourly rate for supervisor and for patrolling off-duty police officers.
- Confirmation that you can begin offering officers on or before February 15, 2019.

SELECTION CRITERIA

- History of organization.
- Experience in providing off-duty police officers and number officers at your disposal.
- Experience working with DLMD or DLP.
- Experience of the supervisor assigned to this scope of work.
- Capacity to fill the agreed upon schedule.
- Proposed hourly rate for supervisor and for patrolling off-duty police officers.
- Start date.



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SELECTION PROCESS

- DLP will review submission proposals.
- DLP may convene a committee to interview organizations submitting proposals as part of selection.
- Committee may make a recommendation to the full DLMD for approval of contract award.

QUESTIONS REGARDING THIS RFP SHALL BE ADDRESSED TO:

Terry Sweeney, Downtown Lexington Partnership
316 W. High St.
Lexington, Kentucky 40507
terry@downtownlex.com 859-335-8640

SUBMISSION GUIDELINES:

- Respondent must submit (2) master/hardcopy, (1) electronic version in PDF format on a flash drive or CD and (6) duplicates/hardcopies of their proposal for evaluation purposes.
- The DLP/DLMD reserves the right to reject any or all proposals, and waive technicalities and informalities when such waiver is determined by the DLP to be in its best interest.

SUBMISSION DUE DATE:

Submit proposals by **12:00 noon PM (EDT), January 30, 2019** to:

Terry Sweeney
President
Downtown Lexington Partnership
316 W. High St.
Lexington, Kentucky 40507

- Proposals received after the above stated time/date (12 noon (EDT), January 20, 2019) will not be considered for award of the contract. It is the sole responsibility of the respondent to assure that his/her proposal is received by the DLP before the date and time set for opening proposals.
- Proposals must be sealed in an envelope and the envelope prominently marked:
Downtown Lexington Management District (DLMD) Request For Proposal
Off Duty Police Patrol

CONTENTION PROCESS:

- Respondents to this RFP have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the selection committee.
- Notice of contention with the RFP process must be filed within 3 business days of the RFP recommendation of the selection committee. That recommendation shall be posted on the DLMD website 3 business days prior to any DLMD board action on the recommendation. The process to contend the selection committee recommendation is as follow:
 - Written notice, including sufficient documentation to support the appeal, to the DLMD chair;
or
 - Submission of a written request for a meeting with the DLMD Chair to explain the appeal;



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- Following the written request or meeting with the DLMD Chair and review of documentation, the DLMD Chair shall in writing, affirm or withdraw the recommendation of the selection committee.

NON-APPROPRIATION CLAUSE:

- Respondents acknowledge that the DLMD is a special taxing district that is subject to renewal in 2020 and this contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the DLMD obligations under this contract, then this contract shall automatically expire without penalty to the DLMD thirty (30) days after written notice to the Contractor of the unavailability and non-appropriation of public funds.

In the event of a change in the DLMD statutory authority, mandate and mandated function by state action, which adversely affects the DLMD authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the DLMD upon written notice to the Contractor of such limitation or change in the LFUCG legal authority.