



Purchasing Department

P.O. Box 750416
Dallas, Texas 752752

REQUEST FOR PROPOSALS

All Bids in Response to this RFP are Due Before:

Friday, April 19, 2024 at 3:00 CDT

1.0 GENERAL OVERVIEW

1.1 Background

As a private, tax-exempt university enriched by its United Methodist heritage and partnership with the Dallas-Fort Worth area, SMU seeks to enhance the intellectual, cultural, technological, ethical, and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional, and continuing education programs. The SMU experience also includes accessible faculty in small classes and abundant opportunities for research experience, international study, leadership development, and service and internship opportunities beyond campus

1.3 Business Objectives

SMU is seeking a Contactor(s) who will:

- Provide high quality equipment with an excellent customer service staff
- Make recommendations concerning improvements to existing operations
- Provide business expertise that will bring additional value and added services to SMU
- Gain knowledge of SMU's operations so that operational and cost saving opportunities can be explored to the mutual benefit of both companies and demonstrates Process Efficiencies
- Reduce costs: Best practices and efficiencies to maintain the lowest possible cost at the highest possible quality of services
- Continuously Improve: Improvement in quality and consistency for the services through collaboration, innovation, and continuous improvement processes
- Solve temporary staffing issues – Contractor must be able to consistently staff all necessary positions with the highest quality personnel available

SMU's current parking maps for students, employees, visitors, and accessibility can be found at this [link](#) under the Maps drop down menu. The 2024 Football game day map is available [here](#). All Contractors submitting a proposal to this RFP should be familiar with these maps.

2.0 RFP PROPOSAL SCHEDULE

2.1 Schedule

Issue Request for Proposal	April 1, 2024
Last Day for Questions by 3:00 p.m.	April 10, 2024
Closing Date by 3:00 p.m.	April 19, 2024
Evaluation & Notice of Award	By June 1, 2024
Contract Start Date	July 1, 2024

2.2 Questions and Inquiries

All inquiries concerning the RFP should be directed to:

Harmony Mei, RFP Coordinator
SMU – Purchasing
Email: harmony@smu.edu
Phone: 214-768-6464

Questions should be submitted in writing via email. Written questions should be directly tied to the RFP and should be asked in consecutive order, following the organization of the RFP and reference the RFP section. General questions will be shared with all firms who participate in the process.

Short procedural inquiries may be accepted by phone or email by the buyer. However, oral explanations or instructions given over the telephone shall not be binding upon the University.

2.3 Operational Contacts

The primary contact for each functional area is listed below.

Campus Parking Enforcement

Brian Pierce
SMU Director of Parking and ID Card Services

Game Day Parking Support

Kris Harris
Deputy Director of Athletics/Facility & Event Operations

2.4 Bidder Responsibility

The bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given because contractor's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the contractor represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

2.5 Cost Liability

SMU assumes no responsibility and bears no liability for costs incurred by firms in the preparation and submittal of proposals in response to this RFP.

2.6 Revisions to this RFP

Provide the company's corporate and local addresses (if different), main phone number, web address, and person authorized to commit the company to the terms specified in the proposal.

3.3 Personnel Contact Information

Uniforms

All personnel providing services are required to wear a standard uniform, name badge, and/or other method of identification provided by the Contractor. Prior approval by SMU is required.

Method of Engagement

All communications with SMU and all SMU approvals will be through the Manager or their Authorized Representative. Official communications and approvals will be in writing. Oral approvals are non-binding.

Contractor shall provide a primary and secondary point of contact to coordinate with the SMU Manager.

Sample Work Schedule

Fall and Spring Semester (mid-August – mid-May; see this [link](#) for specific academic calendar).

Enforcement Hours: Monday through Friday from 7:00 AM to 7:00 PM

- 1 Lead
- 1 Assistant Lead
- 5 Attendants

Spring Break (mid-March) - Reduced Staff

Summer (mid-May – mid-August) - Reduced Staff

Enforcement Hours: Monday through Friday from 7:00 AM to 5:00 PM

- 1 Lead
- 1 Assistant Lead
- 2 Attendants

University Holidays – Office Closed (No Staff)

- Independence Day
- Labor Day
- Thanksgiving – 2 Days
- Christmas/Winter Break – 10 days
- MLK Day
- Good Friday
- Memorial Day

Scope B – Game Day Parking Support

On designated game days, SMU needs assistance with traffic control, participant interaction and communication with members of the public attending athletic events held on campus while working at specific parking garage/lot locations. The Contractor will be responsible for all parking/directional signage placed on campus for each event. Contractor may have the responsibility to employ off-duty, licensed peace officers for traffic control, prior to and after the event(s), for traffic management. SMU and Contractor will finalize this responsibility prior to final contract execution.

SMU reserves the right to add or subtract properties/locations during the contract term as required. Notice of such action will be given to the contractor in writing thirty (30) days in advance.

The Contractor shall perform all work in a first-class, professional manner in accordance with this contract, specifications, governing codes and instructions by SMU. Efforts by the Contractor to obtain a clear understanding of the scope of work for each assignment governed by this contract shall be requisite in contractor acceptance of this contract.

Parking Support (Cashier/Traffic Director) (PS)

- Assist with traffic control by directing traffic as required during normal operations
- Assist with the collections for pay stations and locations
- Place traffic cones, barricades or other equipment as directed
- Be aware of SMU parking policy, directives, and regulations
- Provide written and oral reports of incidents as required
- Possess a valid motor vehicle driver's license and be able to operate a motor vehicle
- Monitor and manage capacity for assigned parking garages and lots
- Perform such other related services as may be required by SMU

Parking Support Supervisor (PSS)

- Plan and direct traffic control for all special event parking during peak traffic periods
- Compile and prepare reports on activities related to parking as directed
- Train Parking Support staff
- Perform duties of the Parking Supporter when required
- Possess exceptional office and communications skills
- Supervise all special events parking staff which may require work on weekends, holidays, and usually after normal business hours
- Be cognizant of SMU parking policy, directives and regulations
- Perform such other related services as may be required by SMU

Parking Support Manager (PSM)

- Serve as the primary point of contact for game day preparation, including meeting with SMU staff prior to the event, and execution of the game day parking plan
- Hire staff that are able to interact and communicate well with members of the public
- Provide supervision of all activities of Parking Supporters and other employees to assist with parking responsibilities
- Supervise and coordinate activities of the parking oversight officers and be present on all game days
- Use data to inform staff and recommend any needed policy changes
- Be cognizant of SMU parking policy, directives and regulations
- Perform such other related services as may be required by SMU

Additional Requirements

- All staff are expected to be in average to good physical condition to perform tasks such as Requi

Basketball

Games will begin on or around November 1, 2024 and continue through March 2025. For the 2023-2024 season, SMU had the following home games schedule.

Monday – 1 night game

Tuesday – 4 night games

Wednesday – 3 night games

Thursday – 2 night games

Saturday games - 3 afternoon games

Sunday games - 4 afternoon games

In addition to these dates, SMU may host other basketball games requiring parking support including NIT games.

SMU reserves the right to add additional events around large-scale Olympic Sporting events (ie. Volleyball vs. Nebraska, Men's Soccer vs. UNC, etc.).

3.6 Pricing

Provide bill rate information for each category of staffing listed. Contractor should also note in this section of their response any costs to be included in evaluating the proposal, including, but no limited to, technology, insurance, uniforms, and equipment.

Scope A

Scope B – Game Day Parking Support

SMU has provided below a sample game day staffing model for one football game and one basketball game to be used as a pricing exercise to evaluate the proposed pricing for this scope.

Pricing Exercise – Game Day Parking Support

Please

3.7 Insurance

4.0 PROPOSAL SUBMITTAL

For consideration, contractors must submit a comprehensive response that meets the minimum requirements included in the RFP and scope of work.

Proposals are required to follow the exact order as provided in the RFP document so that all proposals can be evaluated on an equal and timely basis. Copies of proposals must be submitted as stated below and not to any other office or department at the University.

Proposals must be received by 3:00 pm CDT on or before April 19, 2024.

Each contractor is required to submit one (1) electronic copy of their proposal in Portable Document Format (PDF) to:

Harmony Mei, RF Coordinator
Email: harmony@smu.edu
Phone: 214-768-6464

To the extent reasonably possible, the University shall keep all proposals confidential.

Proposals, modifications or withdrawals received after the date set for receipt of proposals may not be considered.

Bidders shall not contact any person within the University directly, in person, by email or by telephone, other than the assigned buyer (or other authorized person) concerning this RFP.

5.0 RFP EVALUATION COMMITTEE

Each proposal will be evaluated by the RFP Evaluation Committee comprised of SMU employees with direct experience booking and managing ground transportation. The RFP Evaluation committee will initially review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration. Proposals that pass the completeness and compliance review will be evaluated against the Basis of Selection outlined below. The RFP Evaluation Committee is the sole judge of the best offers and reserves the right to accept or reject any or all proposals. The contractor recognizes this by submitting a proposal.

6.0 BASIS OF SELECTION

Exhibit 1

CONTRACT

TO PROVIDE SERVICES ON AN

ARTICLE 3

CONTRACT SUM AND PAYMENTS

3.1 SMU and Contractor agree that each Contractor Directive shall define the Services to be provided by Contractor. SMU's Representative, without invalidating this Contract, may order changes in the Services defined in a Contractor Directive, consisting of additions, deletions or modifications, the Contract Sum and Contract time being adjusted accordingly, provided that the Contract sum shall not exceed the amount set forth in the first paragraph of this Contract and the Contract term shall not exceed the term set forth in Article 2. Such changes in the Services shall only be authorized by subsequent written Contractor Directives signed by SMU's Representative and Contractor. Contractor releases and waives all claims for extras, changes or increases therein unless such extras, changes and increases are specifically authorized by subsequent written Contractor Directives.

3.2 Pursuant to the terms and conditions of this Contract, each Contractor Directive shall specify the method of compensation for the Services to be provided by Contractor and shall be as authorized by SMU's Representative and agreed to by Contractor. Contractor may be compensated for providing the Services based on the Time and Materials rates as defined in Exhibit B, a Guaranteed Maximum Sum, or a Total Lump Sum.

3.3 If the method of compensation is based on Time and Materials rates or a Guaranteed Maximum Sum, Contractor agrees to keep full and detailed accounts of costs and exercise such controls as

0 Tw 1.38 0 T30.859
()-oper)5 .63a1.9(1)0.5(0)519.5-0(2.6(at(4)6)8.958(5)6(2)92(6)pa)2-56(1)5p0(1)6-5.962.6 ((o)nt)-t()-6B A

9 (65 F 410) 2 08 > 03.9 66 The total compensndd()Tj-0.6 (ot)-6.6iC tco()0.J0 cC (ot)-6.6rnsotoDrnsotvedd()codd()h()0.6 ()0.6

5.7 (a) Contractor shall enforce strict discipline and good order among Contractor's employees and others performing any part of the Services under this Contract. Contractor shall not permit unfit persons or persons unskilled in the tasks assigned to them to perform any part of the Services hereunder. Contractor shall independently verify whether any person assigned to work on SMU property has a record of a conviction of any felony or of a misdemeanor involving alcoholic beverages, animals, assault, computers, controlled substances, criminal mischief, dishonesty, disorderly conduct, explosives, fire alarms, fraud, harassment, indecent exposure, public indecency, public lewdness, riot, stalking or theft ("Misdemeanor") under Texas law or the equivalent under the laws of another jurisdiction. Contractor shall also ensure that employment screenings are conducted on all persons who are expected to perform Services, consistent with the duties and responsibilities associated with such individuals' positions, locations of work and other factors. Contractor shall not permit any person to perform Services hereunder if Contractor deems such individual to be an unreasonable risk on the basis of the results of such screenings. In addition, Contractor shall not permit any person to perform Services on SMU property who has been convicted of any felony or Misdemeanor under Texas law, or the equivalent under the laws of another jurisdiction, without first obtaining written approval from the SMU Police Department. SMU reserves the right to refuse to grant such permission if, in its sole judgment, business necessity requires it to do so. SMU reserves the right to remove immediately from SMU's property (or to require Contractor to remove immediately) any person performing any part of the Services, should such person pose, in the reasonable judgment of SMU, an immediate threat of harm or nuisance to persons or property.

(b) To the extent required by law, all persons performing any part of the Services shall be United States citizens or nationals, lawful permanent residents, or aliens properly authorized to work in the United States.

(c) At SMU's request, Contractor shall provide appropriate documentation demonstrating compliance with the requirements of this Section 5.7.

5.8 Contractor warrants to SMU that the Services performed hereunder shall be performed in a good and workmanlike manner and that they will conform to the requirements of this Contract. If Contractor provides professional or other expertise for performance of the Services, Contractor warrants that the Services will be performed in accord with the highest appropriate professional and/or industry standard. SMU relies upon Contractor's expertise to perform the Services in a manner fit to accomplish those particular purposes stated herein and all other foreseeable purposes. If required by

5.13 INDEMNIFICATION

(a) TO THE FULLEST EXTENT PERMITTED BY LAW,

SOUTHERN METHODIST UNIVERSITY

BY: _____

DATE: _____

CONTRACTOR

BY: _____

NAME: _____

TITLE: _____

DATE: _____

SOUTHERN METHODIST UNIVERSITY
Standard Minimum Limits of Liability and Certificate of Insurance Requirements

The following Standard Limits are the minimum requirements for all Contractors. There are specific requirements that supersede the Standard Minimum Limits for Contractors providing high-risk services or for other high-risk projects and events. Please consult with the Office of Risk Management.

All Coverages and Minimum Limits of Liability listed below are required.

Line of Coverage	Description of Coverage and minimum Limits of Liability	SMU Included as Additional Insured Required
General Liability CG 00 01	Premises Liability \$1,000,000 per occurrence Personal Injury \$1,000,000 Products Liability \$1,000,000 Medical Payments \$10,000 Sexual Molestation/Assault \$50,000 General Aggregate \$2,000,000	Yes
Automobile Liability CG 00 01 CA 00 05, ..12, ..20	Combined Single Limit \$1,000,000 (any auto)	Yes
Workers' Compensation	Injury/Illness Statutorily required limits Employer's Liability \$1,000,000	

**PRIMARY LOCATION OF BUSINESS
TO RECEIVE NOTICES, INVOICES AND PAYMENTS**

**DESIGNATED PERSONS
TO RECEIVE NOTICES AND AUTHORIZED TO SIGN**

PRIMARY LOCATION OF BUSINESS TO RECEIVE NOTICES:

Any notice required or permitted to be delivered must be in writing and may be given by certified or registered mail, facsimile, hand delivery or by overnight courier and shall be deemed to be received (a) if given by certified or registered mail, three days after deposited in the United States mail, postage prepaid, certified mail, return receipt requested; or, (b) if given by facsimile or hand delivery, when such notice is received by the party to whom it is addressed or, if given by an overnight courier or delivery service when deposited with such courier.

The following are the designated Primary Locations of Business to Receive Notices:

For Contractor:

For SMU:

Southern Methodist University
Shannon S. Brown, Director of Purchasing
6116 North Central Expressway
Expressway Tower, Suite 205H
Dallas, TX 75206
Telephone: (214) 768-4909
Fax: (214) 768-4299

With a copy to:

Vice President for Legal Affairs and Government Relations
Southern Methodist University
P.O. Box 750132
Dallas, TX 75275-0132
Fax: (214) 768-1281

PRIMARY LOCATION OF BUSINESS TO RECEIVE INVOICES AND PAYMENTS:

Invoices shall be sent to SMU by United States mail, postage prepaid, to the following location:

Southern Methodist University

Telephone:

Payments shall be sent to Contractor by United States mail, postage prepaid, to the following location:

DESIGNATED PERSONS TO RECEIVE NOTICES AND COMMUNICATIONS:

The parties hereby designate and appoint the following persons, whose addresses are designated above, as their representatives respectively, to receive all notices and communications and, to the extent of their obligations, to act for them in all respects.

For Contractor:
SMU's Representatives: Shannon S. Brown, Director of Purchasing

(See "Designated Persons Authorized to Sign", below, for authority to bind the University to expend funds)

Contractor shall not take direction from persons in academic, administrative or operating units of SMU not specifically named herein. It is agreed, if Contractor takes direction from persons not named herein and proceeds to perform additional services, modifies established programming or changes the scope of basic services, SMU shall not reimburse Contractor for any such expenses, shall not extend the schedule of performance of Services, and shall not compensate Contractor for any services or expenses to bring the Services into compliance with the Contract.

DESIGNATED PERSONS AUTHORIZED TO SIGN:

Unless specifically stated otherwise in the Contract, the following are the designated persons authorized to sign written authorizations or agreements, including but not limited to Change Orders and Directives required by the Contract:

For Contractor:

For SMU:

Directives:

Authorizations, Contracts, Change Orders:

Shannon S. Brown, Director of Purchasing, or
Chris Regis, Vice President for Business and Finance, or
Dr. R. Gerald Turner, President

Should it become necessary to change the Primary Location of Business to Receive Notices and Payments or the Designated Persons to Receive Notices and Authorized to Sign, any party may do so by giving written notice to the other representatives as provided in the above within seven (7) days of such change.