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**TOURISM BEST MANAGEMENT PRACTICES**

***Making tourism work for Juneau!***

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**REQUEST FOR PROPOSAL**

**RESPONSE DEADLINE: 5:00 p.m. on Thursday, February 20, 2025**

**Project Description:** The Crossing Guard Program is a seasonal contract during the summer visitor season administered by Tourism Best Management Practices (under the umbrella of Travel Juneau).  The initial contract is effective July 1, 2025, through October 31, 2026; subsequent contract periods will be effective April 20 through October 10 (dates may be adjusted according to the cruise ship calendar).

**Project Objectives:** The objectives of the crossing guard program are to increase pedestrian safety and improve traffic congestion along the main traffic corridor on South Franklin Street. These objectives will be met by:

* facilitating safe traffic flow in the downtown area.
* encouraging pedestrians to stay on the sidewalks.
* encouraging pedestrians to use designated crosswalks.
* controlling locations where pedestrians can cross the street.

**Project Scope:** The scope of the project is to provide crossing guard coverage between 8 a.m. and 8 p.m. at the following locations, based on ship docking dates and times, as well as anticipated pedestrian traffic, as shown in the Cruise Line Agencies

of Alaska cruise ship calendars for 2024 and 2025:

* + The S Franklin Street crosswalk at the Archie VanWinkle Memorial (Goldbelt Tram) area
	+ The S Franklin Street crosswalk at the west end of the Columbia Lot (by the People’s Wharf building)
	+ The S Franklin Street crosswalk at the Elizabeth Peratrovich Plaza area
	+ The Marine Way crosswalk at the east end of Marine Park (near the parking garage)
	+ The Marine Way crosswalk at the west end of Marine Park (near the pavilion)

**Project Requirements:**

* All crossing guard employees will complete the Alaska Department of Transportation & Public Facilities Flagger Training Class before their initial shifts.
* The Crossing Guard Program employees will wear uniforms supplied by the contractor that identify these individuals as available to assist the public.
* The contractor will provide daily supervision with an onsite supervisor who can fill in for absent crossing guards as needed to ensure the schedule is maintained and agreed-upon pedestrian crosswalks are covered. If the contractor cannot guarantee coverage for a period of time, the supervisor will contact the TBMP administrator as soon as possible.
* The contractor will provide crossing guards with handheld STOP signs and whistles, radios for communication with their onsite supervisor, and other supplies deemed necessary to effectively perform crossing guard duties.
* The crossing guards will communicate via radio to ensure that breaks are covered and guards are deployed to the busiest crosswalks.

**Proof of Performance:** The contract will be considered successful if no more than five (5) verified complaints about crossing

guard service are received during the term of the contract. Successful contract completion will make the contractor eligible for automatic contract renewal by Travel Juneau. Unsuccessful contract completion will result in Travel Juneau issuing a new RFP

for the subsequent visitor season.

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**Insurance:** The contractor must provide insurance as required by the City & Borough of Juneau (CBJ) as the crosswalks are on public property:

* + $1 million each for General Liability and Auto Liability. Policies shall name CBJ as Additional Insured; and
	+ Worker’s Compensation maintained at the statutory limit or higher; and
	+ Employer’s Liability maintained at $100/$500 thousand or higher.

Additionally, CBJ requires that the Crossing Guard Program service provider name CBJ as additional insured on their Comprehensive General and Business Automobile Insurance and provide proof of Professional, Worker’s Compensation,

and Employer’s Liability Insurance in the amounts listed above to provide to CBJ that such insurance requirements are in place before any monies are advanced to the grantee.

**Additional Information:**

* The services provided under this contract do not include any law enforcement functions, and individuals performing the services will not carry firearms.
* The contractor will, each morning, email the daily crossing guard schedule detailing the locations and hours of coverage to the TBMP administrator.
* Monthly invoices shall detail the daily hours billed and be emailed to the Tourism Best Management Practices administrator for payment.
* RFP respondents must provide an itemized budget worksheet estimating, by month, 1) the hourly wage rate and billing rate; 2) number of hours anticipated for crossing guard coverage, 3) onsite supervisor hours, pay rate and billing rate; and 4) estimate for equipment and training.
* The total bid amount for the RFP (spanning July 1, 2024 – October 31, 2025) shall not exceed $350,000 for staff hours billed nor $50,000 for equipment purchases. These amounts include 5% local sales tax.