

Questions and Answers – RFP 2016-005 Emergency Preparedness Planning and Training

1. Please confirm that the scope of the EOP includes all field and office locations?

Yes, the scope of the EOP includes all field and office locations.

2. Please confirm that the purpose of the EOP is to define emergency response and recovery procedures; internal roles and responsibilities?

Yes, the purpose of the EOP is to define emergency response and recovery procedures, and internal roles and responsibilities.

3. Was a vendor used to create the existing emergency document and guides? If so, what is the name of the vendor?

The Air District created the Pandemic Response Plan, Injury and Illness Prevention Plan and Procedures, draft Incident Response Procedures, and draft Business Continuity Plan. Cushman and Wakefield, the property manager of Bay Area Metro Center, created the 375 Beale Street Tenant Emergency Guide and Emergency Evacuation Assembly Area.

4. Does the Air District intend to conduct oral presentations? If so, are there estimated dates in which these will be conducted?

If necessary, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. Interviews may involve a presentation and/or question-and answer format. The Air District will determine if interviews are necessary after evaluating the proposals.

5. What is the not to exceed budget for this project?

The Air District is not releasing the not to exceed budget. The Air District is looking for a competitive proposal that is cost-effective and that strategically allocates resources. Section VI defines the proposal evaluation criteria. Twenty percent is allocated to the proposal's cost. For evaluation purposes, bidders must follow the cost proposal requirements in Section V A.2.a. The cost proposal must list the hourly rate and total number of hours estimated for each staff member to perform the tasks. Costs should be separately estimated for each of the three tasks listed in Section VI - Scope of Work.

6. Will preference be given to local firms to San Francisco?

Preference will be given to local businesses with headquarters located in the 9 counties of the Air District's jurisdiction.

7. Will preference be given to local minority and/or woman business enterprises?

Section VI defines the proposal evaluation criteria. Five percent is allocated to the Firm's Specialty Focus Area including local business and green business.

8. Is there a page limit for the proposal?

There is no page limit.

9. How long is the period of performance?

The Air District estimates that the performance period will last approximately 10 months from the contract execution.

10. Please confirm that the Air District will issue a time and materials contract vs. firm fixed price?

The contract will be a time and materials contract with not exceed amounts for the total contract and for each task listed in Section VI - Scope of Work.

11. What is the anticipated budget for this project?

The Air District is not releasing the not to exceed budget. The Air District is looking for a competitive proposal that is cost-effective and that strategically allocates resources. Section VI defines the proposal evaluation criteria. Twenty percent is allocated to the proposal's cost. For evaluation purposes, bidders must follow the cost proposal requirements in Section V A.2.a. The cost proposal must list the hourly rate and total number of hours estimated for each staff member to perform the tasks. Costs should be separately estimated for each of the three tasks listed in Section VI - Scope of Work.

12. Task # 2.1 Consultant will review existing Air District operations and services. Can you provide a scope for this review? Is it limited to the existing emergency management program and documents or a full assessment of all operations and services?

It is expected that the contractor will familiarize themselves with the existing Air District operations and services to prepare themselves for developing the EOP. The review of existing operations and services is in addition to the evaluation of the existing emergency documents and guides.

13. Section V A.1.k Conflict of Interest – Please clarify what is expected. We are unclear about how the past or current development of emergency plans for other clients could create a conflict of interest with your project. Are you seeking a list of client references for similar projects or just a list of any past or current projects that could pose such a conflict of interest?

A conflict of interest or the appearance of a conflict of interest may occur if the bidder provides services to another client and the bidder knows or has reason to believe, that the client's interest is, or may be, adverse to the District's interest with respect to the tasks to be performed under this RFP. Please provide a list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client.

14. Section V A.1.m Previous Work Product – Emergency plans can be quite substantial. Do you require the full document or just representative portions? If the full document is required, will an electronic copy be acceptable? If not, is a single printed copy acceptable?

Yes, bidders are required to submit a complete sample work product (i.e., a complete EOP for a public agency created by your firm).

From Section III B.4, "Submit two hard (2) copies of the proposal in a sealed envelope to the mailing address above, plus one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Hard copies of the proposal shall plainly mark the upper, left-hand corner of the submission with the name and address of the bidder and the RFP number."

15. Section V A.2.a Cost proposal – My firm works on a flat fee rather than on hourly billing. Would a cost proposal providing an estimated flat fee and level of effort for each component of the Scope of Work be acceptable?

For evaluation purposes, bidders must follow the cost proposal requirements in Section V A.2.a. The proposal must list the hourly rate and total number of hours estimated for each staff member to perform the tasks. Costs should be separately estimated for each of the three tasks listed in Section VI - Scope of Work.

- 16. Is the intent of the Emergency Operations Plan to create a capstone or base plan with a response structure that coordinates all of the appendices and any interdependencies during an incident? If so, would this information need to be incorporated into and updated in the appendices?**

The Air District expects that the contractor will use their professional expertise in emergency management to make recommendations and to develop comprehensive EOP appropriate for the Air District. The Air District is open to recommendations on whether to incorporate those existing documents into the comprehensive EOP or to keep them as stand-alone documents. The Air District is looking for an effective and efficient EOP.

- 17. Is it the intent to have all of the appendices converted for a similar format, structure, style, and voice or to incorporate them as separate stand-alone documents as they are now?**

The Air District is open to recommendations on whether to convert the existing documents to a uniform format, structure, style, and voice.

- 18. Section B mentions that the Air District operates an additional 39 locations including six field offices and 33 air monitoring sites. The Appendices listed only indicate an emergency guide for the 375 Beale Street location. Does a potential revision or replacement of the 375 Beale Street Tenant Emergency Guide (Appendix E) potentially include processes or procedures for the other six field offices or 39 locations?**

The Bay Area Metro Center at 375 Beale Street is jointly occupied with other government agencies and private businesses. Cushman and Wakefield, the property manager of Bay Area Metro Center, created the 375 Beale Street Tenant Emergency Guide and Emergency Evacuation Assembly Area. We do not envision including the field offices and monitoring sites into existing 375 Beale Street Tenant Emergency Guide and Emergency Evacuation Assembly Area. The contractor will need to incorporate these locations into the comprehensive EOP and other applicable documents.

- 19. What is the budget available for this project so that we can effectively gauge level of effort?**

The Air District is not releasing the not to exceed budget. The Air District is looking for a competitive proposal that is cost-effective and that strategically allocates resources. Section VI defines the proposal evaluation criteria. Twenty percent is allocated to the proposal's cost. For evaluation purposes, bidders must follow the cost proposal requirements in Section V A.2.a. The cost proposal must list the hourly rate and total number of hours estimated for each staff member to perform the tasks. Costs should be separately estimated for each of the three tasks listed in Section VI - Scope of Work.

- 20. Will this be a lump sum or time and materials contract?**

The contract will be a time in materials contract with not exceed amounts for the total contract and for each task listed in Section VI - Scope of Work.

21. The RFP mentions that the “consultant will conduct and coordinate six training exercises and presentations to staff”
 - a. Is the requirement six training exercises on distinct topics, or one training exercise delivered six times?
 - b. Is there a requirement to develop exercises, with formal evaluation criteria designed to test and validate the EOP and related emergency documents and guides? If so, what is the nature of the associated presentations?
 - c. Is there any proscription for training delivery method (i.e., live training, web-based learning, etc.)?
22. The Emergency Preparedness Training Program deliverables include “training materials including presentations, manual, and video”
 - a. If there are multiple trainings (with varied topics) required, must each training have its own presentation, manual, and video?
 - b. In regards to the video requirement:
 - i. What is the intent of the video?
 1. Is this a video for each training to supplement live training with distance learning, or is this an overview video about the training program?
 2. Who are the stakeholders for the video?
 - ii. What is the required production quality?
 - c. Are there any material requirements for Whole Community inclusion (e.g., 508 compliance)?
23. Do the exercises need to be HSEEP compliant?
24. What types of exercises are envisioned for the “training?”
25. What is the purpose of the training exercises?
26. **Task # 3.4 Consultant will develop training materials including presentations, manual, and video.**
What is expected in the way of video? Does this pertain to short clips used to supplement training or are you seeking full training films with high production values?

Answer for Questions #21 - #26

The Air District envisions a training program that familiarizes all employees with the finalized EOP and associated documents and provides specialized training to those employees with identified roles and responsibilities. The Air District is open to recommendations on the training program. The contractor will develop a training plan based on a needs assessment survey.

The contractor will develop two separate training manuals, one general and one specialized for those employees with identified roles and responsibilities. It is expected that the six training presentations or exercises will be split between the general and specialized training in order to ensure the proper training coverage for all employees. The Air District is open to the training delivery method. There is no additional requirement to formally evaluate the effectiveness of the training program.

In addition to the six presentations and training manuals, the Air District would like some type of supplemental video of the presentation for new employees that are hired after the initial

February 1, 2017

training. There is not a production quality requirement. The video would need to be clear and audible.

The contractor will be responsible to ensure the EOP and training comply all applicable federal, state, and local laws and requirements. They will advise the Air District on requirements and their applicability's such as FEMA's "Whole Community Approach" and Homeland Security Exercise and Evaluation Program.