

Request for Proposals
WEROC Emergency Operations Centers Assessment
Site Facility Assessment

Background

Just recently Municipal Water District of Orange County (MWDOC) requested proposals for an EOC Assessment with a Phase 1 and Phase 2 component, but found that many vendors were able to submit on one or the other phase due to the different skills necessary to complete each. Based on that finding MWDOC has decided to separate the phases of work to concentrate first on the Site Facility Assessment as outlined below.

WEROC is a program of the Municipal Water District of Orange County. WEROC is the Orange County Operational Area coordinator for all (35) water and wastewater utilities in Orange County, CA. The program provides training, emergency planning and coordination for its utilities, as well as coordinates emergency response and disaster recovery to all hazards. WEROC is a well-established program with a comprehensive emergency response plan, policies and procedures for coordination, and facilities and equipment to support those programs.

The goal of the Emergency Operations Centers (EOC) Site Facility Assessment is to have an outside expert conduct an evaluation of the current WEROC EOC facilities (2 dedicated and 1 “EOC-in-a-Box”) to develop a recommendation for the optimum number, types and locations of EOC’s that are necessary to meet the WEROC program’s purpose. The assessment would provide staff the professional recommendation necessary for justification of changes to EOC facilities and required improvements that may be needed in the coming years. The assessment would help to answer the following questions:

1. How many of the existing sites should be maintained to meet the future EOC needs of the program?
2. What are the critical factors in making this decision?
3. What are the pros and cons for maintaining more sites or fewer sites?
4. If there is a recommendation to change the number of sites, which sites are recommended to be maintained and at what capacity?

Scope of Work - Site Facility Assessment

WEROC has two dedicated EOC locations and has “EOC-in-a-Box” capabilities (position guidebooks, forms, radio communications, etc. available to mobilize in a Conference Room) at the District’s primary business offices:

1. WEROC North EOC, 9737 Peters Canyon Road, Orange, CA
2. WEROC South EOC, 26081 Via Pera, Mission Viejo, CA
3. MWDOC Administration Offices, 18700 Ward Street, Fountain Valley, Ca 92708

Consultant should develop an evaluation method and criteria to determine the recommended list of EOC locations. Provide a sample or proposed method in the proposal. Evaluation of each site should include at minimum:

- a. Program purpose and use (historical, current and potential) of the facilities
- b. Hazard and risk assessment (earthquake, fire, flood, etc.) of each facility

- c. Facility suitability for WEROC EOC functions
- d. Cost Benefit Analysis of site maintenance
- e. FEMA Guidance's and National Best Practices
- f. Additional criteria as identified in Kickoff Project Meeting with MWDOC

Meeting Requirements

It is our expectation that the project will require at minimum the following meetings:

1. Project Kick-Off Meeting with WEROC Staff
2. One (1) site visit to each location
3. Meeting to present assessment findings to Staff
4. Attendance at MWDOC Board Committee Meeting to present the assessment and recommendations.

Deliverable

An assessment report evaluating the three identified sites, as they relate to the WEROC program's purpose, including a recommendation for the optimum number, type (full EOC, EOC in a box, etc.) and recommended locations of EOC facility(s) for WEROC to move forward with.

Proposal:

Please include in your proposal:

1. An executive summary of the proposal being submitted, including the name and resume of the responsible person who would be in charge of the project, information on other project team members or sub-contractors, and estimated time to complete the project.
2. Describe the firm's experience in preparation of similar EOC facility assessments. Provide three (3) examples of similar work with contact information for each project.
3. Explain in detail how your firm will accomplish the items specified in the Scope of Work.
4. A project schedule and timeline for completion.
5. The proposed fee for the entire assessment. The fee is to be broken down by task demonstrating how the fee was calculated. Cost proposals should be provided on a Time and Materials basis with a "not to exceed" cost ceiling. The proposal should address hourly wage rates, all reimbursable expenses and overhead, as well as costs for sub-contractors.
6. Identification of the project team organization and specific personnel to be assigned, including any subcontractors or subject matter experts that would be used. Provide resumes of the professional staff assigned to the project. The resumes should address education, experience, and other related qualifications of designated personal. Indicate the current and anticipated project responsibilities of key personal.
7. Any additional expenses or considerations for the project.
8. A sample copy of MWDOC's professional services agreement is attached. Please state in your proposal your willingness to accept the agreement terms and conditions. If you require any changes, please include in your proposal any proposed modifications to the standard terms and conditions.

Selection Process:

The WEROC Manager and MWDOC Assistant General Manager will review all responses to the Request for Proposals, and select the most qualified Consultants for further evaluation and fee negotiation.

General Information:

1. The contractor should be able to meet MWDOC's insurance requirements.
2. MWDOC reserves the right to request additional information from any or all respondents.
3. MWDOC reserves the right to reject any or all of the proposals. All late or incomplete proposals will not be considered. MWDOC shall have sole discretion in determining the completeness of each proposal.
4. MWDOC shall reserve the right to contact past clients for references.
5. The terms and scope of the contract will be determined on the basis of professional negotiations between MWDOC and the prospective Consultant. If MWDOC and the prospective firm fail to reach a contractual agreement, MWDOC may negotiate with any other of the consultants.
6. Following the selection of a consultant and execution of the contract, all respondents will be notified of MWDOC's decision.
7. Any questions regarding the project should be directed to Kelly Hubbard, WEROC Manager.

Email Address: khubbard@mwdoc.com

Office: (714) 593-5010

Submission Deadline

Submit proposals via email to Kelly Hubbard, WEROC Program Manager, no later than Wednesday, May 6, 2016 by 5:00 pm.