

CITY OF VICTORVILLE



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January 13, 2022
ADDENDUM NO. 1

ES22-043 CONSULTANT/PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF AN EMERGENCY OPERATIONS PLAN AND CONTINUITY OF OPERATIONS PLAN

The attached constitutes additional information and serves to clarify issues (considered to be part of the City of Victorville "**EMERGENCY OPERATIONS AND CONTINUITY OF OPERATIONS PLANS**" project).

QUESTIONS/ANSWERS

- Question:** Will EOP will be structured by ESF, ICS, or department-based?
Answer: *ICS*
- Question:** Does the City have an existing Continuity of Government/Business Continuity/Continuity of Operations Plan?
Answer: *Negative*
- Question:** Does the City have an incumbent for emergency/continuity planning services?
Answer: *Negative*
- Question:** What is the budget allocated to this project?
Answer: *This is not a grant. It will be paid out of the General Fund \$130,000.*
- Question:** On page 14, the RFP includes "deliverables" for the proposal; page 15 lists the evaluation criteria. The list of requirements does seem to not align with the evaluation criteria. For example, the deliverable includes "Qualifications" but does not include a technical approach requirement. Should the technical approach be included in the qualifications or as a separate section?
Answer: *Please provide the Technical Approach as a separate section.*
- Question:** Section 1, page 3, Sealed Proposals must be received by the Finance Department, Purchasing Division, of the City of Victorville at **14343 Civic Drive, Victorville, CA 92392 by 2:00 p.m. PST on January 20, 2022.** Would the City consider allowing electronic submissions?
Answer: *Sealed Proposals, and all other necessary documents, shall be sent to the Finance Department, 2nd floor, Victorville City Hall, 14343 Civic Drive, Victorville, CA*

92392, by 2:00 p.m. PST January 20, 2022. Emailed or faxed bids are will not be accepted. Bids shall be submitted in a sealed envelope clearly marked with the title of the project.

All Bid due dates both formally and informally are still in effect and will take place. For those sending their bids/proposals via Fed-Ex, UPS, or other carriers; the City is still accepting deliveries from delivery companies. Due to increase in COVID cases, City Hall is temporarily closed until further notice. For those contractors wanting to hand-deliver their bid/proposals to City Hall, please deliver your package at the back of City Hall by double doors, just pick up the phone (posted at the wall) and someone will meet with you to accept your bid package

7. **Question:** Deliverables, Page 14, Where should respondents include explanations of the proposed approach and timeline requested as part of the evaluation criteria?
Answer: See Question 5 above for response.
8. **Question:** Deliverables, 3f. Qualifications, page 14, Include one example of a recently completed review similar in scope to the requested project. Does the sample document need to be printed for submission or can we submit it as an electronic version?
Answer: One original and two (2) copies. However, as noted under Question 6, responses may not be faxed or emailed.
9. **Question:** Cost Proposal Form, COST PROPOSAL SHEETS (PAGE 17) MUST BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE, can proposers submit a more detailed cost proposal to supplement the cost proposal form?
Answer: Yes.
10. **Question:** Would the city prefer monthly meetings or some other cadence?
Answer: Cadence can be set by the consultant if the final product is done by the specified completion date.
11. **Question:** Would the city prefer formal meetings be held in-person, virtually, or a mix of the two?
Answer: Virtually is acceptable.
12. **Question:** Are the EOP and COOP to be developed simultaneously?
Answer: Consecutive or concurrent. Either is acceptable if the final completion date is met.
13. **Question:** Is there a current EOP and COOP for the City? If so, can these be shared?
Answer: There are no existing plans for either.
14. **Question:** Are these new plans to be developed, or updates to existing plans?
Answer: These are new plans.
15. **Question:** How many departments are within scope for development of the COOP?

Answer: *Thirteen (13)*

16. **Question:** Have these departments already identified their Mission Essential Functions?

Answer: *Negative*

17. **Question:** How many personnel are required to be trained for the EOP, and is this general EOP awareness training or Task/EOC specific training?

Answer: *Number of staff to be trained will be approximately 75-100. Awareness training for most. 25-50 will be task specific.*

18. **Question:** How many personnel are required to be trained for the COOP, and is this general COOP awareness training or Department specific training?

Answer: *Department specific. Approximately 25-35.*

19. **Question:** Can any of this training be conducted remotely via Zoom, Teams or WebEX?

Answer: *Affirmative.*

20. **Question:** In Section II on page 12 there is a list of annexes. The wording in this section is vague. Are these the annexes to be developed or are some of these the “additional items.” It seems the traditional natural hazards are noted, but which of the others are required, vs. additional?

Answer: *All are required unless negotiated out later for brevity or identified logical reason.*

21. **Question:** In the cost proposal form on page 17 it identified the proposed costs for the EOP and COOP, but not the associated training. Is the training inclusive of the fees for each respective plan?

Answer: *Affirmative.*

22. **Question:** Is there a budget for this project? If so, can it be shared? This would determine how many training elements from Q4 and Q5 above can be logistically provided, as well as how many additional EOP planning annexes from Section II (Q6 above) can be developed.

Answer: *See Question 4 above.*

23. **Question:** Is there a publicly available EOC/COOP that you can provide to us for review?

Answer: *Negative. Each is a new plan. There is no EOP or COOP.*

24. **Question:** On page 14, section 3.f of the RFP, there is mention of a “recently completed review similar in scope to the requested project”. What type of review would be acceptable?

Answer: *From a local jurisdiction within California.*

25. **Question:** Section II – Contract Terms and Conditions – Award of Contract, The RFP states that the award of contract will be made within 45 days of opening of proposals –

With proposals due January 20, 2022 and with a potential award data around March 1, 2022 that would only provide 4 months until the required deliverables are due in June 2022. Is the City prepared to support that tight timeline or is there the potential to move the final deliverable date?

Answer: *There is the potential to move the timeline. The City could move the completion date to January 15, 2023*

25. **Question:** What format would the city like the final deliverables – such as electronic documents (PDF and/or MS Word), paper copies (specific number of copies)

Answer: *See Questions 6 and 8 above.*

26. **Question:** Does the City anticipate in person, virtual, or a combination of meeting options?

Answer: *Virtual meetings only.*

27. **Question:** Can the City please clarify if they would like vendors to include proposed approach within 3. Qualifications or is to be provided within another section?

Answer: *The City is looking to see the qualifications of project staff and if the consultant has done similar plans for local government in California.*

BIDDER ACKNOWLEDGEMENT

Please confirm receipt of this Addendum #1, ES22-043 by attaching the signed acknowledgment to your bid proposal. ***Failure to acknowledge receipt of this addendum may result in the proposal being rejected as non-responsive.*** The undersigned acknowledges receipt of ADDENDUM #1:

Should you have any questions, please feel free to contact Elizabeth Salcido, at (760) 243-6371, Fax (760) 269-0045, or email: esalcido@victorvilleca.gov

Receipt acknowledged and conditions agreed to this _____ day of _____ 2022

Bidder: _____

By: _____

Signature: _____

Title

Date

ADDENDUM APPROVED BY:

DocuSigned by:


1/13/2022 | 8:54 AM PST

Jeffrey Armstrong, Fire Chief

Date