

Emergency Operations Plan Scope of Work Draft

Project Management, Coordination, Expectations

1. The consultant will prepare an updated Emergency Operations Plan (EOP). Duties include the following and any other duties that might be necessary to complete the scope of services.
 - Gather and analyze data
 - Plan and attend a kick-off meeting with staff and working group meetings throughout the duration of the project.
 - Prepare and provide a draft version of the EOP to the City of Valdez for review.
 - Prepare and provide a final EOP to the City of Valdez for approval five months from the contract start date.
 - Prepare and provide final EOP Annexes to the City of Valdez for approval 14 months from the contract start date.
2. The selected consultant will coordinate staff meetings from appropriate departments, agencies, organizations and the public to gather the necessary information to successfully research, write and complete the plan. The selected consultant will attend and lead meetings, clarify any outstanding issues and respond to any comments from the City of Valdez. As requested, the selected consultant will prepare progress reports that summarize the anticipated and completed tasks and will update the project schedule as required.
3. The City of Valdez requires that this entire project will be completed no later than **TBD**. The deliverable due dates are:
 - A draft updated Emergency Operations Plan
 - A draft update to Emergency Annexes to include City-Wide Annexes

Deliverables:

- Meeting Agendas and Minutes
- Progress Reports
- Project Schedule for each component
- Review and Adequately respond to comments
- Deliver each component (report/plan) on time
- Deliver approved final EOP and Annexes to the City of Valdez
- Consultant will provide final EOP and Annexes via email (MS Word format) and 10 complete bound printed copies.

Integrated Emergency Plan

The selected consultant will write the Emergency Operations Plan for the City of Valdez using a regional, integrated framework that is consistent with the latest State of Alaska Emergency Plan, while reflecting the hazards and existing resources within the operational area. All portions of the plan will address the needs of all within the jurisdictions of this plan, including persons with disabilities access and functional needs. Plans for specific functions shall include appropriate tasks, checklists, references and other resources necessary for city staff to fulfill their duties under the plan to ensure the most effective execution of the plan by persons who may not have emergency management as their primary daily role. Nevertheless, the plan shall contain the following components:

- Demographics of the communities within the area covered by the plan.

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- Geography and the area covered by the plan.
 - Hazard and Risk Assessment consistent with the Local Hazard Mitigation Plan.
 - Emergency Management Organization, consistent with SEMS, NIMS, and the National Response Framework, but reflecting local resources.
 - Roles of City of Valdez government, their departments and staff.
 - Role of the private sector, including non-profit organizations, local businesses, the public and other constituencies consistent with FEMA policies.
 - All-hazard Emergency Response Plan.
 - Emergency Annexes include, but are not limited by, the following:
 - ❖ Access and Functional Needs Population
 - ❖ Animal Care
 - ❖ Debris Removal
 - ❖ Donations Management
 - ❖ Earthquake
 - ❖ Flood
 - ❖ Avalanche
 - ❖ Landslide
 - ❖ Tsunami
 - ❖ Severe Weather
 - ❖ Mass Care and Shelter
 - ❖ Mass Evacuation and Transportation
 - ❖ Mass Fatality and Reunification
 - ❖ Mental Health Population
 - ❖ Public Information Officer (PIO)
 - ❖ Terrorism
 - Resources and checklists necessary to implement the components of the plan.
- The Emergency Operations Plan shall be updated for compliance with the following laws and requirements:
- FEMA's Comprehensive Preparedness Guide (CPG).
 - The updated EOP shall incorporate all new requirements and regulations related to the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

COMPANY HISTORY, EXPERIENCE, AND QUALIFICATIONS

1. History, Qualifications, Experience and References: Please provide a description and brief history/background of yourself or your company. Included should be the number of years in business. Also identify the qualifications and experience of the key team member(s) that will work on the project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of key team members will not be permitted without prior consultation with and approval of the City of Valdez. Experience and qualifications of key field personnel should be included. Any current or past contracts with government agencies can be listed and described in this section. Licensing and certification shall also be described in this section. Attention to the details provided in Attachment A – Scope of Work should be considered with your response. **(70 Points)**
2. Work Plan and Schedule: Please provide information on how you will conduct each task of the project, identification of deliverables for each task and a schedule. The work plan should be a two (2) phase format with Phase 1 designated as EOP Update and Phase 2 designated as Emergency

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Annexes Update. Each phase of the work plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task. **(15 Points)**

3. Cost Control: Please provide information on how you will control project costs to ensure all work is completed within the negotiated budget for the project. Please provide a cost/budget for each phase of the project. Include the name and title of the individual responsible for cost control. **(15 Points)**