



Emergency Exercise Design and Implementation Program
Contract 2710P

1. Introduction

The City of Richmond proposes to engage the services of a consultant to facilitate the design and implementation of emergency exercises aimed at exercising the City's Emergency Communication Plan and various aspects of the overall Emergency Management Plan.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection. Proponents may bid on one or both aspects of the work identified in this Request for Proposal. Similarly, the City may award the work to one or two separate proponents.

2. Submission Details

Four (4) copies of proposals marked "**Contract 2710P - Emergency Exercise Design Program**" addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00pm, local time on Tuesday, June 7, 2005. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check the City of Richmond Web site and BC bid to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

David Phipps
Purchasing Department
City of Richmond

Tel: 604-276-4287
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Fiona Dercole
Emergency Program Coordinator
City of Richmond

Tel: 604-244-1282
E-mail: fdercole@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

As mandated under the Emergency Program Act and Local Authority Emergency Management Regulation, municipalities are required to exercise their emergency plans.

The City has identified 8 key threats that have the potential to affect Richmond: Earthquake, Flood, CBRN, Aircrash, Dangerous Goods Spill, Critical Infrastructure Failure, Severe Weather, and Epidemic/Pandemic.

The City has developed two emergency plans which incorporate these eight threats:

1. An Emergency Communications Plan and,
2. An Emergency Management Plan.

The goal of this proposal is to engage consulting services to facilitate the design of exercises aimed at exercising these plans as they relate to the key threats. This proposal includes the design and facilitation of exercises suitably structured to ensure the elements of these plans are adequately tested. Proponents will also be required to conduct exercise debriefs, and provide specific and detailed recommendations for plan modifications. Proponents will be required to develop plan specific procedures, as required, and in consultation with Emergency Programs

staff. Proponents will work with an exercise design team, made up of City representatives, with varying ranges of experience in emergency exercises.

5. Project Scope

Consultant Duties

The consultant will work with the Emergency Management Office to design and facilitate a series of exercises, including:

- Plan – consult stakeholders and facilitate design team meetings to determine the exercise objectives and scenarios;
- Research – review City plans and procedures, responsibilities and resources of external stakeholders and participating agencies and hazard, risk and vulnerability information;
- Pre-exercise review – review the exercise design with Emergency Management staff and the exercise design team;
- Facilitation and Observation – assist Emergency Management Staff with the facilitation of the exercise and to observe and record issues, key actions and lessons learned; and
- Debrief and Report – host exercise debrief and produce a final report for each capturing the strengths and weaknesses of the exercise play and documenting the key findings.
- Provide advice and detailed recommendations on plans, as relevant to the exercises.
- Develop procedures, as determined necessary through the exercise process, to add to the overall effectiveness of the planning documents.

The above work will be carried out distinctly for both the Emergency Communications Plan and the Emergency Management Plan. Proponents may bid on only one or both aspects of this request for proposals.

6. City Provided Items

At the request of the consultant, the City will provide the following:

- Access to meeting space at City Hall,
- Assistance in booking staff for group meetings, and
- Access to relevant documentation, maps and other existing City resource material.

7. Project Schedule

The project is to be completed by March 2006, with work commencing upon award. A project schedule is to be submitted with the proposal.

8. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining history, philosophy and target market.
- A detailed listing of exercise design and facilitation experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, eg., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client reference from projects of a similar size and scope.
- You may submit a proposal for both or for only one of the plan(s).

9. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

10. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of the project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project
- Project Deliverables
- Value for Money
- References
- Interviews (if required)



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2710P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments		Firm Name
		Address
		City
		Province Postal Code
		Telephone Number