



CITY MANAGER'S OFFICE
CITY OF NEWARK

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August 22, 2024

RFP NO. 24-01
EMERGENCY MANAGEMENT CONSULTANT SERVICES

ADDENDUM #2

PROJECT INFORMATION

- A. Name: Emergency Management Consultant Services
- B. Owner: City of Newark, Delaware
- C. RFP Number: 24-01
- D. Date of Addendum: August 22, 2024
- E. Questions Deadline: 5:00 p.m., Friday, August 16, 204
- F. Bid Submission Deadline: 2:00 p.m., Tuesday, August 27, 2024

NOTICE TO BIDDERS

- A. The Bidder shall acknowledge receipt of this Addendum with their submitted proposal.
- B. The date for receipt of proposals is unchanged by this Addendum.
- C. The question deadline remains unchanged by this Addendum.

RESPONSES TO QUESTIONS SUBMITTED VIA EMAIL

Question 1:	Regarding Section D, 2e, Emergency Response Procedures: is this in reference to EOC response procedures, field (tactical) response procedures, or the coordination of all response procedures? Please provide more detail about how you are defining "response procedures," along with what is <i>not</i> included in your definition.
Response 1:	The City will work with the selected vendor to determine what may or may not be needed in regard to this item at our municipal level. For the purpose of proposals, vendors should speak to their prior experience reviewing and

	revising emergency response procedures from myriad different perspectives; such insight shall help staff determine the effectiveness of firms’ prior work as well as what areas of focus will be prioritized once a vendor is selected.
Question 2:	Regarding Section D, 2c, Training Programs: can the City elaborate on its inclusion of “drills, simulations, and tabletop exercises” as they relate to the training? The Purpose and Overview (Section A) only includes tabletop exercises as part of the project.
Response 2:	For the purposes of proposals, “drills, simulations, and tabletop exercises” can be used interchangeable with “training” as they all speak to similar needs. The intent is to help identify and potentially implement training exercises that will help our staff prepare for emergencies before they occur. Specific examples will depend on the procedures outlined in the final plan documents.
Question 3:	Regarding Section D, 2c, Training Programs: How many of each training should the contractor be prepared to develop and deliver? If no set number is envisioned, would it be appropriate to describe our services and provide a rate schedule in the basis for fees?
Response 3:	Please refer to Response 15 below.
Question 4:	Regarding Section D, 2c, Training Programs: How many of each tabletop exercises should the contractor be prepared to develop and deliver? If no set number is envisioned, would it be appropriate to describe our services and provide a rate schedule in the basis for fees?
Response 4:	Total number of trainings/exercises have not yet been determined; please refer to Response 15 below for basis for fees/pricing for trainings.
Question 5:	Regarding Section D, 3c and e, Deliverables: Is the training plan in item “c” meant to describe only the trainings to be provided by the contractor under this project (as opposed to a longer term training plan/recommendations report described in item “e”)?

Response 5:	The intent is to determine a longer-term training plan/recommendation (i.e., the types of trainings Newark needs to have for different employee groups engaged in emergency response along with how often that training should occur).
Question 6:	Regarding Section D, 3g, Deliverables: Are the documents covered here just the final plans or all project documents, including drafts, etc.? Does this also include hard copies of training and exercise materials? (We need to anticipate the number of training and exercise events to cost out this deliverable.)
Response 6:	Final plans only, we won't need copies of plan drafts. Training and exercise materials can be electronic.
Question 7:	Are training and exercise events anticipated to be in-person or virtual or a combination thereof?
Response 7:	These events are likely to be a combination of in-person and virtual. In-person courses are the City's preference, but virtual options are acceptable and expected in the post-COVID climate for both staff and trainers.
Question 8:	Does the City have an existing Multi-Year Training and Exercise Plan or Integrated Preparedness Plan?
Response 8:	The PD adheres to the following CALEA standards concerning the question presented. 46.1.9 - All Hazards Plan Training: A written directive provides for: a. <i>documented annual training on the agency's All Hazards Plan, to include the Incident Command System (ICS) for affected agency personnel; and</i> b. <i>documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.</i>

	46.1.12 - Crowd Control Response Training Each sworn employee receives training regarding response to crowd control situations. 46.1.13 - Continuity of Operations Plan The agency has a written Continuity of Operations Plan (COOP), exercised every four years. 46.3.2 - Hazardous Materials Awareness Training At a minimum, the agency provides initial hazardous materials awareness level training to all first responder personnel and defines in-service training requirements.
Question 9:	Is there a maximum budget established for this project (or each component of this project) that you can share? If yes, please disclose the amount.
Response 9:	The City chooses not to provide this information at this time. All City of Newark budgetary information can be found on the City's website at www.newarkde.gov .
Question 10:	Has funding been secured for all work included in this RFP?
Response 10:	All City of Newark budgetary information can be found on the City's website at www.newarkde.gov .
Question 11:	For submission, we understand that you would like the basis for fees separated from the remainder of the proposal. We only see instructions for how to do this in hard copy. For electronic submission, should we send two separate emails or attach two files to a single email?
Response 11:	The City's preference is that this is submitted by mail in an enclosed envelope, which shall remain closed until pricing information is reviewed. However, the

	firm submitting a proposal may submit this information via email, so long as it is in a separately submitted email.
Question 12:	In lieu of umbrella/excess liability coverage, would the City accept our general liability policy in the amount of \$2 million/\$4 million aggregate (double the amount required for general liability).
Response 12:	Yes, this is acceptable.
Question 13:	What is the timeline for proposal review?
Response 13:	Proposal review is dependent on the number of submissions received. The City aims to have review completed within 3-4 weeks, but this is liable to change depending on the volume of proposals.
Question 14:	How much notice do you anticipate providing to vendors who are selected to deliver a presentation to the evaluation committee at the City Municipal Building? Would any virtual capability be offered in addition to or in lieu of in-person presentations?
Response 14:	Presentations will be scheduled with vendors with several meetings options available. Presentations can be held in-person or virtually; there is no explicit preference for the City.
Question 15:	Regarding the basis for fees, is a fixed price or time and materials structure preferred? Would it be acceptable to do a combination (e.g., fixed price for plans, time and materials for training and exercise)? Does the City anticipate identifying the number of training and exercise events up front or on a task order basis?
Response 15:	This is acceptable and would be the best way to reflect pricing; fixed/lump sum pricing for clearly defined tasks and T&M pricing for trainings/exercises. Alternative pricing proposals can be submitted in the basis for fees documentation if preferred by the submitting firm, but this outline will be the clearest cut method for the City's request.

Question 16:	For Pricing purposes, please clarify whether this project includes the design, delivery, and facilitation of any of the following deliverables: drills, simulations, and tabletop exercises (TTX). If so, please provide the desired number of these types of exercises and the estimated length and number of attendees for each delivery.
Response 16:	Please refer to Response 15.
Question 17:	Please specify the number of training and tabletop exercises that should be included in the fee submission.
Response 17:	This number has not yet been determined; please refer to Response 15 above for pricing of training/exercises.
Question 18:	Please confirm if the contract is Firm Fixed Price (FFP) or Time and Materials (T&M).
Response 18:	Please refer to Response 15 above.
Question 19:	The Evaluation and Scoring criteria do not mention pricing. Will pricing/Basis of Fee be included in the evaluation criteria, and if so, under which of the five criteria?
Response 19:	Initial evaluation and scoring is based on the merit of the proposals submitted alone; price will only be evaluated by the top scoring firms coming out of presentations prior to staff making a recommendation to City Council on the award of a contract.

END OF ADDENDUM #2