

Response to Questions regarding The City of Memphis Disaster Preparedness & Recovery Plan:

1. **Q.** We did not find a required project completion date in the RFP. Since the plan to be developed is for 2014, does this indicate that all work has to be completed by 12/31/2013 or is some other completion date being targeted?

Answer: The Contractor prepares the project schedule as stated in Section 3.3.3. However, the City's target completion date is June 30, 2014.

2. **Q.** Section 1.2 on page 2 states in part "In preparing this Plan, the Contactor shall explain, defend and justify the various aspects and conclusions of the Plan for senior management, elected officials, regulatory agencies, technical experts, the public and media as directed by Fire Services." Will this require in person meetings throughout plan development with the various groups? If so, is there a list of groups we will need to meet with and an anticipated number of meetings?

Answer: Yes, there will be a need for meetings in person with various division heads, administration, etc. The number of meetings will depend upon the Contractor's ability to discern the required data from all parties in the most efficient manner. In addition to the required public meetings, the Contractor will meet with, but not be limited to, meeting with the following major entities: State officials in Nashville, City of Memphis Administration, Eleven(11) Division Directors, Shelby County Administration, Shelby County Office of Emergency Management, City of Arlington, City of Bartlett, City of Collierville, City of Germantown, City of Millington, TEMA, Fire Dispatch, Information Systems, Mapping, 911 Administration, The Memphis Zoo, etc.

3. **Q.** Section 1.3 paragraph 1 lists several individuals and groups that will provide letters for inclusion in the introduction to the plan. The list in Section 1.3 paragraph 1 does not identify a Local Emergency Management Planning Committee (LEPC). Is there a LEPC currently operating in Memphis and, if so, how will they be involved in the development of these plans?

Answer: The City of Memphis & Shelby County does have a Local Emergency Management Committee (LEPC). The Contractor will meet with the LEPC and include data provided.

4. **Q.** Section 1.3 paragraph 2B and paragraph 3 indicates that accounting procedures and several attachments are required. Do these, or variations of these already exist in Memphis codes and plans? Will you expect these to be reviewed and updated or do you expect completely new procedures and plans to be developed?

Answer: No, the accounting codes & procedures and any other attachments do not exist. They are part of the RFP requirement for the Contractor as may be involved in the preparation of the Plan and in following the NFPA 1600 Standard.

5. **Q.** Section 1.3 indicates that exercises will need to be scheduled for the Continuity of Operations and Continuation of Government Plans. Will exercises also be required for the Evacuation Plan, the Debris Plan, the Sheltering Plan and other plans involved in the final product? Additionally, for all plans requiring the contractor to schedule exercises, will table top exercises be adequate or should we plan for functional or full scale exercises? In addition, the wording in the RFP indicates that we will “schedule” these exercises. Will that be the extent of the contractors’ involvement or will we be expected to develop and lead the exercises?

Answer: Yes, exercises will be required for Continuity of Operations and Continuation of Government Plans including: the Evacuation Plan, Debris Plan, Sheltering Plan and all other plans. Table top exercises for these plans will be prepared, scheduled, coordinated, lead, and implemented by the Contractor.

6. **Q.** Section 2.2 requires a review of existing (2010) plans and maps of Memphis. Are these available in electronic format? What cartographic software is used by the City of Memphis to develop maps? The City of Memphis web site contains a page on the Memphis GIS section. Will this department be available to assist the contractor in preparing maps necessary for the plans?

Answer: The City of Memphis Mapping Department will be available for support and direction. They will not be available for map preparation or production. The Contractor is responsible for preparing the necessary Plan maps. The City uses GIS and ESRI software for mapping.

7. **Q.** Section 2.4 Paragraph 3 requires a minimum of three public meetings to gather input for the plan. It also indicates that the City will assist in identifying local contacts and communities that need to be included in this process. Will the City provide facilities and equipment for these meetings, or do we need to include facility and equipment rental in this Proposal? Additionally, does the City have a projected estimate of the number of attendees for each meeting?

Answer: The City of Memphis will provide the Contractor adequate facilities for all necessary public meetings and meetings with all others. The City does not have an estimate of meeting attendees. The number will be determined as the Plan is developed. However, depending on the nature of the meetings, the number could exceed 60.

8. **Q.** Section 2.5 requires that the contractor make three plan presentations to the city council. Will each of these require an in-depth presentation or is this part of the City's ordinance adoption process where one or two title readings are required prior to formal adoption?

Answer: The Contractor will make one formal presentation to the Mayor and his selected administration members. The Contractor will make one formal presentation to the Council Committee and one presentation to full Council for the adoption of the Plan. If the Plan is not adopted by Council, the Contractor is expected to revise the Plan and make the necessary presentations for adoption. Revisions to the Plan will be at the sole cost of the Contractor. Additional presentations necessary for adoption will be considered additional services.

9. **Q.** Section 3.3 Paragraph 1 limits the narrative of the project approach to 500 words or less. Does this limit of 500 words include the items listed in Section 3.3 Paragraphs 2 and 3?

Answer: No, the 500 word or less narrative is for the Contractor's approach to preparing the Plan. The Proposed Plan and Project Schedule are not part of the 500 word narrative.

10. **Q.** If other companies have questions other than these, will we be provided a list of their questions and your answers to them?

Answer: Yes, we will provide all questions and answers to all Contractors. They will be available on the City of Memphis web page: www.memphistn.gov

11. **Q.** Page 12 of RFP: Is this procurement subject to the requirements of Ordinance No. 5114 which establishes a local preference for local businesses located within the City of Memphis?

Answer: Yes, Ordinance 5114 applies to the prime Contractor.

The ordinance states: “in the case of request for proposal, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses; Local Businesses are assigned five (5) percent of the total points of the total evaluation points up to a maximum of five (5) points”.

12. Q. Page 12 of RFP: Is this contract subject to the requirements of Ordinance No. 5185, as amended, which establishes a minimum wage for employees of businesses receiving a service or service-related contract from the City of Memphis?

Answer: Yes, Ordinance 5185 applies to the prime Contractor and any subcontractors. The Living Wage Ordinance #5185 requires contractors who enter into a service contract with the City to pay employees who work under the service contract a living wage. The minimum hourly wage shall be at least \$10.27 per hour without health benefits for employees and their dependents or \$12.32 per hour without benefits. Certified payrolls will be required by the City.

13. Q Page 12 of RFP: The RFP states, “Only responses submitted on this form(s) with no changes, additions or deletions to the terms and conditions will be considered. Bids containing terms and conditions other than those contained herein may be considered nonconforming.” There were no proposal forms included with the RFP. Please confirm that there are no required forms to be completed for this response. If there are forms, please direct us to where these are located.

Answer: There are no proposal forms. The Contractor shall use his own form to respond to this proposal. Please use company letterhead signed by a responsible party of the company.

14. Q. What is your overall timeline for completion of the project?

Answer: The Contractor prepares the project schedule as stated in Section 3.3.3. However, the City’s target completion date is June 30, 2014.

15. **Q.** Do you have a current budget slated for this project?

Answer: Yes, there is a budget for the preparation of the Plan.

16. **Q.** Do you currently have a COOP or COG Plan that is referenced on page 3?

Answer: No, a draft COOP and COG has been prepared. However, as part of the Plan, it is the Contractor's responsibility to prepare the COOP and COG and obtain final approval by the Mayor and City Council.

17. **Q.** Will the Train the Trainer class be solely focused on the Disaster Preparedness and Recovery Plan?

Answer: The Contractor will train 15 Fire Services trainers and solely focus on the Disaster Preparedness & Recovery Plan. These trainers will then train the individuals assigned to implement the Plan. The Contractor will be responsible for providing software training aids to support the training.

18. **Q.** Are the Train the Trainer classes for a minimum of 15 personnel in Section 1.1 considered part of the Scope of Work in Section 2, or will those be billed at an extra fee?

Answer: The Train the trainer classes of 15 personnel in Section 1.1 is considered part of the scope of work, which is not to be considered extra fee. It should be considered part of the cost of the Plan.

19. **Q.** Per Section 3.4, is there a proposed budget for this project?

Answer: Yes, there is a budget for the preparation of the Plan.

20. **Q.** Per Section 3.5, due to the volume of projects completed in the past 24 months, may proposers just provide a list of like projects?

Answer: No, the City is requesting a list of the projects completed in the last 24 months and contact information provided for the last three projects completed.

21. **Q.** Can you please clarify what is required under “Section 3.5 – Project Manager” on page 5 under “Sections and Topics”?

Answer: 3.5 – Project Manager was an error in the RFP. The Project Manager resume’ information is actually part of Section 3.2.3 Staff Qualifications.

22. **Q.** Will the contractor be expected to establish rules and procedures for order of succession, which will include initiating conditions, notification methods and terminating conditions?

Answer: Yes, the Contractor is responsible for preparing the Continuity of Operations and Continuation of Government Plans including the Evacuation Plan, Debris Plan, Sheltering Plan and all other plans.

23. **Q.** Will there be a separate bid for annual training, testing and exercise plans that will need to be conducted?

Answer: No, training will be part of the total base proposal.

24. **Q.** How will annual review of the plan be handled along with required revisions, will the contractor have to address this in the initial contract?

Answer: No, there will be no annual review under this agreement. Once the Plan is prepared and accepted by the City and training is complete, the contract is complete and the agreement will end. The City is required to update the Plan every five years.