

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

303



FROM: Fire/OES


SUBMITTAL DATE:
December 17, 2012

SUBJECT: Approval of the first Amendment to Agreement with Willdan Homeland Solutions

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approved and authorize the Purchasing Agent to execute the first Agreement Amendment with Willdan Homeland Solutions for Emergency Operations Planning; and,
2. Approve Purchasing Agent's increase to the previously approved amount from \$283,448 to a maximum amount of \$388,448; and,
3. Authorize the Purchasing Agent to annually renew this agreement through January 31, 2014; and,
4. Authorize the Purchasing Agent to enter into future amendments staying within 10% of the annual contract maximum of \$388,448.

BACKGROUND: Continued on Page 2


John R. Hawkins, County Fire Chief

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 105,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

SOURCE OF FUNDS: 100% Homeland Security Grant Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>


C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature BY: 
Tina Grande

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: January 29, 2013
xc: Fire-OES, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

Dep't Recomm.: Policy Policy
Per Exec. Ofc.: Consent Consent

Purchasing: 
Mark Seiler, Assistant Director

RE: Approval of the first Amendment to Agreement with Willdan Homeland Solutions

Date: December 17, 2012

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BACKGROUND: (Continued)

The mission of the Riverside County Fire Office of Emergency Services (OES) (henceforth referred to as "COUNTY") is the preservation of life, property, and the environment. COUNTY is responsible for developing emergency plans and actions in response to actual or potential disasters which may impact all or part of Riverside County. COUNTY designs and conducts exercises for different scenarios and coordinates emergency management training to insure that COUNTY is able to respond to natural, human caused and technological emergencies. The COUNTY coordinates the interagency response for a wide range of emergencies including but not limited to earthquake, terrorism, wildfires, flooding, extreme heat and severe weather, utility outages, droughts, transportation accidents, hazardous materials releases, civil unrest.

On June 12, 2012, Agenda #3.24, the Board of Supervisors approved a professional services agreement with Willdan Home Solutions for Emergency Preparedness and Response Branch Emergency Operations Planning Project. This project has begun and the County has additional needs. We requested development of a Continuity of Operations (COOP)/Continuity of Government Plan for Riverside County using an all hazards approach from Multi-Jurisdictional Hazard Mitigation Plan. Willdan provided an estimated price of \$274,442 for this additional scope of services, which was above our available funds. Some details were removed from the additional scope of services and the new quote is \$59,620. In order to accomplish the size of COOP desired and needed by the County, the Department is requesting the ability to increase the professional services contract maximum to \$388,448, an additional \$105,000. The remaining amount in grant funding \$45,380 for this specific Gap Analysis project will be used for any future necessary expansions of services to receive the best product possible for the County.

This amendment and all future amendments within the 10% motion will be reviewed by County Counsel prior to execution.

FINANCIAL IMPACT:

There are sufficient funds in the Departments FY 12/13 budget for these additional costs. The entire contract is funded by the FY2011 Homeland Security Grant. No additional County funds are required.

PERIOD OF PERFORMANCE:

This agreement is effective June 6, 2012, through January 31, 2014, with annual renewals each single year subject to the availability of funds.

November 28, 2012

Clifford Goss
Buyer II
Riverside County Fire Department
210 West San Jacinto Avenue
Perris, CA 92570

**SUBJECT: COST PROPOSAL AND SCOPE OF WORK FOR CONTINUITY OF
OPERATIONS PLAN FOR COUNTY OF RIVERSIDE**

Dear Mr. Goss:

As requested by the Riverside County Fire Department, attached is the Willdan Homeland Solutions cost proposal to support the development of the Continuity of Operations plan. Our cost estimate of \$59,620 covers the work described in the scope of work.

It will be a pleasure working with the Riverside County Fire Department to design the Continuity of Operations Plan that ensures the continuation of government and the performance of essential functions during and after an emergency, disaster, or other disruption to normal County operations. Local governments play an integral role in determining the needs of the public and in providing essential services on a day-to-day basis. The Riverside County Fire Department's involvement in this project will further demonstrate its steadfast commitment to the continuation of these services and the safety and protection of its citizens, employees, and visitors.

Willdan Homeland Solutions appreciates the opportunity to be of service to the Riverside County. If there are any questions, please do not hesitate to contact me by phone at 760-521-5087.

Sincerely,

James E. Bailey
President and Chief Executive Officer
Willdan Homeland Solutions



Scope of Work

The following narrative describes in detail our understanding of the contemplated work along with the approach our team intends to use to deliver and complete the tasks needed to develop a viable Continuity of Operations Plan. *Our approach is based on the successful completion of similar projects. We will apply lessons learned and best practices from previous continuity of operations plan projects to this project, providing the County of Riverside with the most efficient and cost effective Continuity of Operations (COOP) Plan or Continuity of Government (COG). For simplicity, COOP/COG will be referred to as COOP.*

For each phase, the Willdan Team will train the trainer to increase staff's capacity to further the County's Continuity Program internally and at the local jurisdiction level.

During each phase of the project, the Willdan Team will work with County of Riverside Project Manager and/or designee(s) to train the trainer on all aspects of the project. This will increase the county's ability to maintain and implement the program at the county and local level.

Phase I: Department Director Kick-Off Meeting

The Willdan Team will work closely with the County of Riverside Continuity of Operations (COOP) Plan Development Project Manager to schedule a **Department Director COOP Project Kick-off Meeting**. The purpose of this meeting is to introduce the COOP Project to the department directors; provide an overview of fundamental COOP concepts; and identify the planning requirements and responsibilities. The Willdan Planning Team Leader (proposed Project Manager) will conduct this meeting and provide recommendations on identifying department-level continuity planners to ensure successful completion of the project and highlight the project schedule. During this meeting, we will distribute and review the materials needed for the completion of the project with department directors; *this will ensure project "buy-in," provide directors with a solid understanding of the project, and establish a working relationship between the County of Riverside and Willdan.*

Phase II: Assessment and Data Collection

The purpose of **Phase II** is to identify the essential functions and critical processes within the County of Riverside that must continue as well as to determine the support elements associated with each essential function. *Overall, the Willdan Team's goal is to assist the county with identifying and documenting these capabilities to ensure the continued performance of services during and after any emergency, regardless of scope or duration.*

Willdan has a proven record of helping local municipalities within Southern California achieve their unique continuity goals.

In this phase, the Willdan Team will design and conduct two (2) workshops in Riverside and two (2) workshops online to introduce COOP concepts to the continuity planners and review a customized COOP survey. The envisioned COOP Plan will include the following elements as



outlined in the Continuity Guidance Circular (CGC) 1, Guidance for Non-Federal Entities, dated January 21, 2009:

- i. Essential Functions
- ii. Order of Succession
- iii. Delegation of Authority
- iv. Continuity Facilities and Alternate Worksites
- v. Continuity Communications, pertaining to essential functions
- vi. Human Capital
- vii. Vital Records Management
- viii. Test, Training, and Exercises (TT&E) Program
- ix. Devolution of Control and Direction
- x. Reconstitution Operations
- xi. Vital Systems and Equipment

After the workshops are conducted, the County of Riverside Project Manager and/or designee(s) will closely monitor the data gathering efforts, conduct additional meetings, conference calls, and communicate via phone and email as necessary to obtain accurate and detailed information from the planners. County continuity planners will be required to collect department specific data, and review the completed draft survey with their respective department director to ensure all data is appropriately captured. Upon director approval of survey data, continuity planners will submit the survey to the County of Riverside Project Manager and/or designee(s) to be incorporated into the COOP Plan which will commence in Phase III.

Using the completed and approved department COOP surveys, the Willdan Team will develop and conduct a **Countywide Concept of Operations Meeting** with department directors. During this meeting, the directors will determine how the county as a whole will manage event requiring the activation of the COOP Plan, including identifying the highest priorities of the county, and allocation of limited resources and worksites during shortages.

During the data collection phase, the Willdan Team anticipates identifying gaps in preparedness; if this arises, gaps will be documented in the Findings Report (Phase VI) with recommendations on methods to increase preparedness.

Simultaneous with data collection efforts, the Willdan Team will customize the COOP plan template to meet the requirements of Federal and State guidance. The template will be organized in a user-friendly format that includes checklists and tables to meet the needs of the County of Riverside. *This COOP plan template can also be used and modified for local jurisdictions in the County of Riverside.*

Phase III: Plan Development

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The goal of **Phase III** is to incorporate data gathered in **Phase II** into the COOP Plan. The County of Riverside COOP Plan will follow the latest Federal and State COOP guidance, including National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20) National Continuity Policy Implementation Plan (NCP/IP), dated August 2007; Continuity Guidance Circular (CGC) 1, Guidance for Non-Federal Entities, dated January 21, 2009; and Federal Continuity Directives (FCD) 1 and 2, dated February 2008; and State of California Executive Order S-04-06, dated April 18, 2006.

The County of Riverside Project Manager and/or designee(s) will incorporate data collected in the department specific surveys and Countywide Concept of Operations Meeting into the customized COOP plan template. The Willdan Team will be available for technical assistance and review the plans for quality control.

Phase IV: Continuity Plan Tabletop Exercise

Exercising ensures that County of Riverside staff members are aware of their roles and responsibilities during an emergency, ensures systems and equipment are maintained in a constant state of readiness, and validates aspects of the COOP Plan. *The Willdan Team will develop a customized Continuity Plan Tabletop Exercise and train key county staff on how to conduct the exercise.* The objectives of the tabletop exercise will be to create awareness and familiarity within the County of Riverside, enhance each staff member's knowledge of the County of Riverside COOP Plan and test plan effectiveness.

This Continuity Plan Tabletop Exercise will allow the County of Riverside to test plan effectiveness.

Phase V: Finalize and Deliver COOP Plan

Phase V will be devoted to reviewing, critiquing and finalizing the COOP Plan. The final plan will include a plan implementation strategy. The Willdan Team will deliver one (1) hardcopy of the final County of Riverside COOP Plan as well as 45 CD-ROMs with the final plan in MS Word.

Phase VI: Findings Report

The final phase, *Phase VI*, will be to write a findings report that includes general remediation recommendations, document shortfalls in county capabilities, and make recommendations on new county policy and/or ordinances that may be needed.



PROPOSED PROJECT SCHEDULE

The following project schedule provides the completion timeframes for each task required for successful completion of the county's COOP Plan. The schedule can be modified if necessary.

Milestone/Deliverable	Proposed Date
Contract Award	December 4, 2012
Project Kick-Off Meeting	Week of December 10, 2012
Department Director Kick-Off Meeting	Week of February 11, 2013
Develop COOP plan template	December 10, 2012 – March 4, 2012
Conduct Planning Workshop #1 in Riverside	Week of March 4, 2013
Conduct Planning Workshop #2 in Riverside	Week of March 25, 2013
County of Riverside Staff Will Review and Approve Tables	Week of April 15, 2013
Conduct Planning Workshop #1 online	Week of May 6, 2013
Conduct Planning Workshop #2 online	Week of May 28, 2013
County of Riverside Staff Will Review and Approve Tables	Week of June 17, 2013
Conduct County-wide Concept of Operations Meeting	Week of July 8, 2013
County of Riverside Staff Will Develop, Review, Approve, and Finalize COOP Plan	July 15 - August 26, 2012
Exercise Design	September 2-30, 2013
Exercise Train the Trainer	Week of October 7, 2012
Draft Findings Report	November 4-29, 2013
Approve and Finalize Findings Report	Week of December 9, 2013
Deliver Final COOP Plan and Reports	January 31, 2014

Fee Proposal

Based on the scope of work detailed in the previous section, the fixed cost price is \$59,620.00