

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



**ITEM
3.18
(ID # 6874)**

MEETING DATE:
Tuesday, June 5, 2018


FROM : EMERGENCY MANAGEMENT DEPARTMENT:

SUBJECT: EMERGENCY MANAGEMENT DEPARTMENT: Approve and Execute Amendment No. 1 Professional Service Agreement with Tetra Tech, Inc., for Multi-Patient Management Plan Assessment and Patient Distribution Exercise Project [All Districts]; [\$25,000 increase]; 100% Federal Funding

RECOMMENDED MOTION:

1. Approve and execute Amendment No. 1 to the Professional Service Agreement with Tetra Tech, Inc. for Multi-Patient Management Plan Assessment and Patient Distribution Exercise Project, to increase the fee amount by \$25,000 from \$169,194.18 to \$194,194.18, to upgrade to a full-scale exercise in August 2018, and authorize the Chairman of the Board to sign the amendment on behalf of the County.

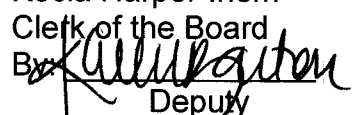
ACTION:


Bruce Barton, EMD Director 4/23/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: June 5, 2018
xc: EMD

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

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

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost |
|--|-----------------------------|--------------------------|-------------------------------|---------------------|
| COST | \$ 0 | \$ 25,000 | \$ 25,000 | N/A |
| NET COUNTY COST | \$ 0 | \$ 0 | \$ 0 | N/A |
| SOURCE OF FUNDS: 100% Federal Funding | | | Budget Adjustment: No | |
| | | | For Fiscal Year: 18/19 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Purchasing and Fleet Services Department released a Request for Proposal (RFP) EMARC-014, soliciting proposals for a Multi-Patient Management Plan Assessment and Patient Distribution Exercise Project on behalf of the Emergency Management Department. The Board of Supervisors approved the Professional Service Agreement with Tetra Tech, Inc, ("Tetra Tech") on July 25, 2017 (the "Agreement"), item 3.34, in the amount of \$169,194 for a period of performance through January 31, 2019. The purpose of the Agreement is to provide an assessment of plans, policies, and procedures related to a multi-patient incident (e.g. health care facility evacuation, mass gathering, or disaster response); and to prepare a patient distribution exercise to identify gaps and areas for improvement while enhancing coordination and resource deployment during an incident that requires patient distribution in the Riverside County Emergency Medical Services Agency (REMSA) and Inland Counties Emergency Medical Agency (ICEMA) operational areas.

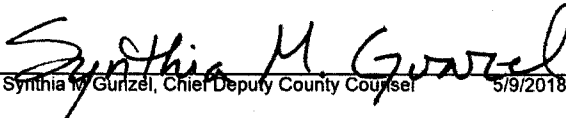
Under the Agreement, Tetra Tech is required to plan and facilitate a functional exercise simulating a multi-patient incident at a large mass gathering event or a healthcare facility evacuation. EMD has determined that a full-scale exercise would better serve the needs of the region and is requesting an additional \$25,000 for Tetra Tech to plan and facilitate a full-scale multi-agency, multi-jurisdictional and multi-discipline exercise involving an operational response from system stakeholders (e.g., first response agencies, transport providers, local EMS agencies, hospitals and law enforcement agencies) to effectively respond to and manage a multi-patient incident.


Contract History and Price Reasonableness


This item is being brought to the Board for approval because the increase of \$25,000 exceeds the Purchasing Agent's designated authority to approve amendments for compensations provisions that do not exceed 10% of the total compensation amount.

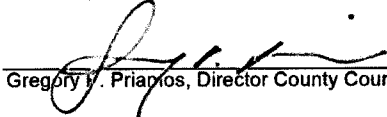
[Signature page to follow.]

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


Cynthia M. Gwartzel, Chief Deputy County Counsel 5/9/2018


Ryan Carter, Principal Management Analyst 5/29/2018


Teresa Summers, Director of Purchasing 4/25/2018


Gregory J. Priarios, Director County Counsel 5/9/2018

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH TETRA TECH, INC.

| | |
|--|--|
| Original Contract Term: | July 25, 2017 through January 31, 2019 |
| Contract Term Extended To: | Not Applicable |
| Effective Date of Amendment: | July 1, 2018 |
| Original Annual Maximum Contract Amount: | \$169,194.18 |
| Amended Annual Maximum Contract Amount: | \$194,194.18 |
| Contract ID: | EMARC-91570-001-01/19 |

This First Amendment to the Professional Service Agreement for Multi-Patient Management Plan Assessment and Patient Distribution Exercise Project (as described below) is entered into by and between the County of Riverside, a political subdivision of the State of California ("COUNTY") and Tetra Tech, Inc. ("CONTRACTOR").

RECITALS

WHEREAS, COUNTY and CONTRACTOR entered into that Professional Service Agreement for Multi-Patient Management Plan Assessment and Patient Distribution Exercise Project on July 25, 2017 (the "Agreement"); and

WHEREAS, the parties now desire to amend the Agreement to expand the services provided by CONTRACTOR to include a full-scale multi-agency, multi-jurisdictional and multi-discipline exercise, as set forth in greater detail in Exhibit A-1 identified below.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

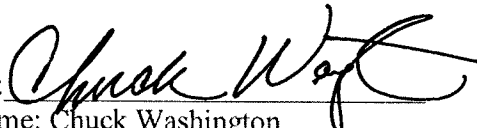
1. The foregoing recitals are true and correct.
2. Section 3 (Compensation), subsection 3.1 of the Agreement is hereby amended by deleting the second sentence in its entirety and replacing with the following: "Maximum payments by COUNTY to CONTRACTOR shall not exceed one hundred ninety four thousand, one hundred ninety four dollars and eighteen cents (\$194,194.18), including all expenses."
3. Exhibit A (Scope of Work) of the Agreement is deleted in its entirety and replaced with the attached Exhibit A-1.
4. Exhibit B (Payment Provisions) of the Agreement is deleted in its entirety and replaced with the attached Exhibit B-1.
5. All other terms and conditions of the Agreement not modified herein shall remain unchanged. The provisions of this amendment shall prevail over any inconsistency or conflicting provisions of the Agreement, as heretofore amended, and shall supplement the remaining provisions thereof.


COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT
WITH TETRA TECH, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

TETRA TECH, INC.

By: 
Name: Chuck Washington
Title: Chairman, Board of Supervisors

By: 
Name: Kathy Vanderheuel
Title: EMI Operating Unit President

Dated: JUN 05 2018

Dated: 5/3/2018

FORM APPROVED COUNTY COUNSEL

BY:  5/8/18
SUSANNA N. OH DATE

ATTEST:

KECIA HARPER-IHEM, Clerk

By: 
DEPUTY

**EXHIBIT A-1
SCOPE OF WORK**

CONTRACTOR shall provide the following deliverables and meet due dates to the COUNTY:

1. INITIAL PLANNING MEETING AND RESEARCH (September 2017)
2. SYSTEM ASSESSMENT (November 2017)
 - a. Regional assessment of multi patient management plans, mass gathering or event medical policies, operational EMS training curriculum, resource management, communication systems within Riverside and San Bernardino counties, and identification of hazard specific threats to the healthcare system (e.g. Hazard Vulnerability Assessment [HVA] and Emergency Operations Plan [EOP]) and operational areas (e.g. Local Hazard Mitigation Plan [LHMP], EOP).
 - b. An assessment report is required upon completion, and should be presented to the Mass Casualty Incident (MCI) workgroup.
3. TABLETOP EXERCISE (December 2017)

Plan and facilitate a tabletop exercise that discusses a large-scale multi-patient incident such as a mass gathering or healthcare facility evacuation. Participants should include representatives from both Riverside and San Bernardino counties, and from various disciplines that include MHOAC's, paramedic receiving centers, specialty care centers, first response agencies, and transport providers.
4. DEVELOP AFTER ACTION REPORT (AAR) AND IMPROVEMENT PLAN (IP) FOR TABLETOP EXERCISE (March 2018)
5. FULL-SCALE EXERCISE (August 2018)

Plan and facilitate a full-scale multi-agency, multi-jurisdictional and multi-discipline exercise involving an operational response from system stakeholders (e.g., first response agencies, transport providers, local emergency medical service agencies, hospitals, and law enforcement agencies) to effectively respond to and manage a multi-patient incident such as a mass gathering event or health care facility evacuation.
6. DEVELOP AAR AND IP FOR FULL-SCALE EXERCISE (October 2018)
7. FINAL FINDINGS REPORT (December 2018)

Produce a comprehensive final findings report that illustrates how REMSA and San Bernardino's Inland Counties Emergency Medical Agency (ICEMA) will respond to each phase of emergency management during a large scale multi-patient incident. The report should also include a long-term strategic roadmap for regional system enhancements.

DESIRED OUTCOME: This project will enhance the abilities of the EMS agencies to communicate effectively with responders and hospitals while coordinating response efforts to treat people and ultimately optimize patient care during disasters. It is essential that the deliverables produced during this project meet the specific needs of Riverside and San Bernardino counties, and can be used in conjunction with the California Public Health and Medical Emergency Operations Manual (EOM), the Public Health and Medical Annex (EF-8), and the REMSA and ICEMA Policies and Procedures Manuals.

**EXHIBIT B-1
PAYMENT PROVISIONS**

1. Fee for services from July 1, 2017 through January 31, 2019 is \$194,194.18.
2. Services will be paid in arrears based on satisfactory progress toward work plan deliverables and due dates as finalized at project commencement.
3. County does not guarantee any amount of services.

| DELIVERABLE | DELIVERABLE DUE DATE | PAYMENT |
|---|----------------------|---------------------|
| Initial Planning Meeting and Research | September 2017 | \$24,170.60 |
| System Assessment Report presented to MCI Workgroup | November 2017 | \$24,170.60 |
| Large Scale Multi-Patient Tabletop Exercise conducted | December 2017 | \$24,170.60 |
| Tabletop Exercise - After Action Report and Improvement Plan | March 2018 | \$24,170.60 |
| Large Scale Multi-Patient Incident or Health Care Facility Evacuation Full-Scale Exercise | August 2018 | \$49,170.58 |
| Full-Scale Exercise - After Action Report and Improvement Plan | October 2018 | \$24,170.60 |
| Final Findings Report | December 2018 | \$24,170.60 |
| Total Amount to be paid to Tetra Tech, Inc. | | \$194,194.18 |