



ADDENDUM

For a

WATER SUPPLY ASSESSMENT & EMERGENCY RESPONSE TRAINING

**RFP NO.
WR-RFP-2011-01**

March 30, 2011

WRITTEN QUESTIONS AND RESPONSES

The following written questions were submitted to the Hampton Roads Planning District Commission (HRPDC) for clarification. Questions and responses are arranged according to the question's respective section within the RFP.

SECTION I GENERAL INFORMATION

No questions were received regarding this section of the RFP.

SECTION II INSTRUCTIONS TO PROPOSERS

1. How much weight is given to "Ownership of firm by minority or participation of minority personnel, or subcontractors on the project."

The relative importance (percent weight) of the evaluation criteria "*Ownership of firm by minority or participation of minority personnel, or subcontractors on the project*" is 2.5 percent (%).

2. What are the relative weights used for the Evaluation Criteria?

The relative weights (%) of the evaluation criteria are shown in the table below:

Evaluation Criteria	Weight (%)
a. Responsiveness to Scope of Work and Proposal Requirements.	2.5
b. Professional competence of the firm, including qualifications and competence of key personnel and joint venture or association participants related to the specific areas for which the firm is proposing.	10
c. Proposed project approach and methodology.	15
d. Experience on projects involving multiple local jurisdictions, agencies, and regional committees.	5
e. Experience with similar projects and submission of previous work samples.	10
f. Record of the firm in accomplishing work on other projects with respect to such factors as the quality and adequacy of the work, resource allocation, ability to meet schedules, innovative approaches and cost control.	10
g. Accessibility of the firm and the ability of key personnel to visit the project area and meet with HRPDC staff and the Directors of Utilities Committee.	15

h. Knowledge of the Hampton Roads area; Hampton Roads water and wastewater utilities; Hampton Roads energy, transportation, health care, and telecommunications infrastructure; and Hampton Roads public safety and emergency response agencies and organizations.	15
i. Knowledge of federal and State programs and planning efforts for critical infrastructure protection and emergency response including, but not limited to, programs and guidelines established by the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA), the Environmental Protection Agency (EPA), the Virginia Department of Emergency Management (VDEM), the Virginia Department of Health (VDH), and the Virginia Department of Environmental Quality (DEQ).	10
j. Knowledge of the Virginia Water and Wastewater Agency Response Network (VA WARN) program (www.vawarn.org).	5
k. Ownership of firm by minority or participation of minority personnel, or subcontractors on the project.	2.5

SECTION III SCOPE OF WORK

1. **After reviewing the RFP, we are uncertain of the number and specific description of the deliverables for this contract. Section III B, (Scope of Work, Objective) indicates the requirement for a comprehensive assessment report, a regional plan for improving water system emergency response and recovery, and the development and execution of a NIMS/HSEEP compliant tabletop training program. Section III C (Scope of Work, Primary Scope of Work, indicates you require a project initiation briefing, a draft project methodology, an assessment report, a regional plan, and the conduct of two exercises - seminar and table top (with AAR and IP). There are also indications in this same section that you require additional deliverables such as individual system and regional NIMS-typed asset inventories, asset and/or resource requests, a separate implementation plan, etc. Will you kindly provide a complete list of the required deliverables?**

Section III C. Primary Scope of Work lists the tasks that should be completed through this project. Proposers may provide alternative strategies or methodologies to address the tasks, and it is expected that specific project deliverables would be identified based on the proposed project methodology.

- 2. In III A. (Scope of Work, Background) you state “...there are coordination gaps between water utilities, public health personnel, first responders, and other interdependent services and critical infrastructure.” Will you explain/identify “other interdependent services and critical infrastructure”? It will be important to know all the areas of concern in order to properly scope the level of effort for this project.**

Please refer to Task 5 of the Primary Scope of Work. Proposers may provide alternative strategies or methodologies to address this task and the overall project. It is envisioned that the project will examine water sector interdependencies as described in EPA guidance documents and the 2007 Water Sector-Specific Plan as input to the National Infrastructure Protection Plan (<http://www.dhs.gov/xlibrary/assets/nipp-ssp-water.pdf> or http://www.dhs.gov/xlibrary/assets/Water_SSP_5_21_07.pdf).

- 3. In III B. (Scope of Work, Objective) you state “The project may involve agencies throughout the Hampton Roads UASI region, including but not limited to...and non-profit and private sector entities.” Have you identified the non-profit and private sector entities you believe should be/will be involved in this project? If not, can you provide a rough estimate of the number of entities you expect to be involved?**

It is expected that the involvement of non-profit and private sector entities will be driven by the proposed project methodology and that appropriate stakeholders would be identified through the project.

- 4. Tasks three and four of the primary scope of work appear to refer to individual water systems. Do you desire an inventory/report on risk scenarios and resultant impacts for each water system, or scenarios and impacts on the region?**

Task 3 is intended to have a regional focus. The HRPDC Directors of Utilities Committee will prioritize risk scenarios. An inventory of risk scenarios for each system is not expected.

Task 4 will require analysis of the emergency response or operation plans and standard operating procedures for each publicly-owned community water systems in the region, as well as the emergency operation plans for the localities where systems are located.

- 5. Task 4 specifies a review of the “emergency operation plan for the jurisdiction in which the water system is located.” Is this limited to its applicability to the water system or inclusive of other existing all-hazards annexes such as HazMat, Pandemic, Flooding, etc.?**

The review and analysis of locality emergency operation plans should be primarily concerned with the water sector, however, the proposed project methodology may provide a larger focus for this task, as appropriate.

- 6. Task five of the primary statement of work requires an analysis of the critical infrastructure interdependencies in the “water sector”. DHS defines the water sector as being comprised of drinking water and wastewater utilities, their regulatory primacy agencies, and an array of training and technical assistance partners. Is it your intention to have the analysis include the regulatory agencies, training, and technical assistance partners?**

Proposers may provide alternative strategies or methodologies to address this task and the overall project. It is expected that the proposed project methodology will drive the inclusion of such entities in the analysis.

- 7. Reference Task 6a of the primary statement of work; is there currently a NIMS-type asset inventory at each utility? Is there a regional list? If not, is the development of such inventories a deliverable under this contract?**

Any existing NIMS-type asset inventories will be made available to the selected contractor. It is expected that development of such inventories will be required for this project.

SECTION IV REQUIRED SUBMITTALS

No questions were received regarding this section of the RFP.

SECTION V TERMS AND CONDITIONS

No questions were received regarding this section of the RFP.

SECTION VI HRPDC CONTRACT

No questions were received regarding this section of the RFP.

OTHER QUESTIONS

- 1. Is it possible to accommodate virtual attendance of the pre-proposal meeting via teleconference?**

The option to attend the pre-proposal meeting via teleconference is not available. The RFP addendum covering questions and responses will be distributed to all interested parties.

2. Will the list of pre-proposal meeting attendees be made available to those who express interest in the RFP?

Yes, the addendum includes the list of individuals in attendance for the pre-proposal conference (refer to the Additional Information section below). The RFP addendum covering questions and responses will be distributed to all interested parties.

3. Will you identify the water systems associated with this project, and the number of people each system serves?

This project pertains to the 65 community water systems owned and operated by Hampton Roads localities. For 2010, it is estimated that 92% of the 1.6 million people in the region were served by publicly-owned community water systems. Specific information on these water systems will be made available to the selected contractor.

4. Will you characterize or describe the degree of interaction and support currently among and between water systems in the region? Do water systems currently work together? Is there a regional water system association or organization similar to the Hampton Roads Regional Chiefs of Police Association?

The Hampton Roads Planning District Commission (HRPDC) is a regional organization representing this area's sixteen local governments. The purpose of planning district commissions, as described in the Code of Virginia, Section 15.2-4207 is "...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance."

The HRPDC Directors of Utilities Committee serves as an advisory committee to the PDC. The water and wastewater utility departments of member localities are represented on the Committee, which meets the first Wednesday of every month. The Committee has met to discuss water issues for over ten years and is currently developing a regional water supply plan.

5. Will you identify the amount of UASI grant money available for this project?

Price negotiations will occur after the WR-RFP-2011-01 proposals have been reviewed by the selection committee.

PRE-PROPOSAL CONFERENCE SUMMARY

1. Attendance

The following individuals were in attendance at the WR-RFP-2011-01 Pre-Proposal Conference on March 25, 2011.

Name	Organization	Phone	Email
Leo Labaj	Raytheon Telemus	865-567-2938	llabaj@telemussolutions.com
Parimal Patel	Newport News Waterworks	757-234-4879	ppatel@nngov.com
Natalie Mackie	Newport News Waterworks	757-234-4903	nmackie@nngov.com
Leo Rios	Abrams Learning & Info Systems (ALIS)	703-740-5702 703-944-1672	lrios@alisinc.com
Andy Landrum	Whitman, Requardt & Associates	757-599-5101	alandrum@wrallp.com
Mike Barbachem	URS Corp	757-499-4224 757-321-1218	mike_barbachem@urscorp.com
Vern Land	City of Suffolk	757-514-7031	vland@suffolkva.us
Eric Tucker	City of Norfolk	757-664-6862	eric.tucker@norfolk.gov
Joel Silverman	CNA	703-568-2952	silvermj@cna.org
Bob Campbell	ASG	757-303-6669	robert.campbell@asg-inc.org
Matt Branigan	Watermark Risk Management Int.	703-621-0045	matt.branigan@wrmi-llc.com
Phil Grandfield	WBB	757-213-8170 x831	pgrandfield@wbbinc.com
George D. Gabriel	WBB	757-213-8170 x806	ggabriel@wbbinc.com
Donna Brehm	CRA, Inc.	757-377-0313	dbrehm@cra-usa.net
Shelly Frie	CH2M Hill	757-671-6222	shelly.frie@ch2m.com
John Edwards	Surry County	757-294-5271	jbedwards@surrycountyva.gov
Whitney Katchmark	HRPDC	757-420-8300	wkatchmark@hrpdcva.gov
Nancy Collins	HRPDC	757-420-8300	ncollins@hrpdcva.gov
John Carlock	HRPDC	757-420-8300	jcarlock@hrpdcva.gov
Richard Flannery	HRPDC	757-420-8300	rflannery@hrpdcva.gov
Tiffany Smith	HRPDC	757-420-8300	tsmith@hrpdcva.gov

2. Presentation

The following points were clarified during the presentation at the Pre Proposal Conference:

- a. The project is related to the forthcoming Hampton Roads Regional Water Supply Plan.

- b.** Relationships between Hampton Roads water and wastewater utilities have been established through the HRPDC Directors of Utilities Committee. The Committee will be involved in the approval of deliverables and will be available as an information resource, in addition to HRPDC staff.
- c.** This project is the first attempt at a regional assessment, not an update of existing plans or programs. Incidents related to terrorism and natural disasters should be considered. UASI grant funds for this project are for planning and exercise expenses, not equipment.
- d.** Regarding Task 3 of the primary scope of work, the initial identification of risk scenarios should consider how different threats may impact different types of water systems (small, large, and conjunctive use systems) on regional and sub-regional scales. The HRPDC Directors of Utilities Committee will be involved in the prioritization and selection of scenarios for the project.
- e.** Regarding Task 5 of the primary scope of work, it was noted that water systems may have customers located in different localities and that water sources may also be located outside the system locality.
- f.** Regarding Task 6 of the primary scope of work, it was noted that the analysis should not only address equipment gaps, but also identify shortcomings in existing processes and the formalization of agreements and protocols.
- g.** Regarding Task 8 of the primary scope of work, it was clarified that a briefing/training seminar should be held immediately prior to the table-top exercise to bring all participants up to date on the plan and plan implementation.
- h.** It is important that the selected consultant be available for local meetings. Familiarity with Hampton Roads water systems and the history of the area will also be important. Many localities are also members of the Virginia WARN, and the project should take advantage of this program and existing mutual aid agreements.
- i.** Proposers will be notified by April 22 if they will be asked to provide a presentation and interview. The RFP indicates that interviews, if needed, will be held before April 30, 2011. The selection panel has identified April 28, 2011 as the date for interviews.

3. Questions and Responses

Below is a summary of the post-presentation questions and responses from the Pre-Proposal Conference:

- a. Are you requiring two exercises or one? A seminar and a table-top exercise are two separate things. Are you only looking for a table-top exercise?**

The project should provide a table-top exercise. However, a training session is needed to brief participants on the content of the plan.

- b. Will you indicate the available amount of UASI funds for this project?**

Price negotiations will occur after the WR-RFP-2011-01 proposals have been reviewed by the selection committee.

- c. How much work has been done for gap analyses for the water sector?**

No gap analyses have been completed for the water sector. All work in the region thus far has been for Department of Homeland Security Target Capabilities, which do not include the water sector.

- d. Has an UASI plan been developed for the region?**

A Homeland Security Strategy has been developed for the region and will be made available to the selected contractor.

Are the goals, priorities, and strategies to be determined through this project?

Yes.

- e. Will you be providing a list of today's attendees?**

Yes, the attendance will be included in the addendum to be posted on the HRPDC website by March 30, 2011.