

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9: EMERGENCY MANAGEMENT - JAIL ASSESSMENT CONTRACT

SUBJECT:

Authorize contract for a Functional Jail Assessment.

BACKGROUND:

Since 2006, the Hampton Roads Inmate Evacuation Planning Committee (HRIEPC), which is represented by staff from the eleven local and regional jails in Hampton Roads, has been coming together to address the unique needs associated with planning for a jail evacuation or shelter-in-place response resulting from a local or regional disaster. The committee was awarded a FY 10 UASI grant to conduct a Functional Jail Assessment project designed to identify both the strengths and areas of improvement regarding evacuation and shelter-in-place planning at the local and regional jails.

The HRPDC staff released EM-RFP-2012-01 on behalf of the HRIEPC on October 19, 2011 with announcements appearing in The Virginian Pilot, Daily Press, and on the HRPDC website for a Functional Jail Assessment project. A pre-proposal conference was held as specified in the RFP with an addendum published. Proposals were received by the RFP deadline from three vendors. Each member of the HRIEPC selection committee was provided with one hard copy of each proposal received to review and evaluate against the evaluation criteria specified in the RFP. The HRIEPC met on December 6, 2011 to discuss and evaluate each proposal and opted to invite all three proposers for an interview. The HRIEPC conducted the interviews on December 19, 2011 and asked additional and/or clarifying questions. Following all interviews, the HRIEPC ranked the three proposers in order and approved the HRPDC to move forward with contract negotiations.

Contract Amount: To Be Determined within grant limits, based on contract negotiations

Period of Performance: January 2012 through December 2012

General Scope of Work: To identify strengths and areas of improvement regarding evacuation and shelter-in-place planning at the local and regional jails.

Source of Funds: FY 10 UASI Grant

The HRPDC is currently conducting final contract negotiations. The overall Functional Jail Assessment project has an aggressive one-year timeline with a kick-off meeting expected by the end of January 2012 and project wrap-up by December 2012. The final price for the contract will be based on grant funding limitations.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with selected vendor to conduct a Functional Jail Assessment for the eleven local and regional jails in the Hampton Roads region.