

# REQUEST FOR PROPOSALS

## TO PLAN, CONDUCT, AND EVALUATE A REGIONAL DISASTER DEBRIS TABLETOP EXERCISE

### **INTRODUCTION**

The Baltimore region is a major metropolitan area in the State of Maryland near the southern end of the urban Northeast Corridor. The population of the region in 2000 was just over 2.5 million people. The region includes Baltimore City, and the suburban jurisdictions of Anne Arundel County (including the City of Annapolis), Baltimore County, Carroll County, Harford County, and Howard County.

### **Organizational Structure and Project Oversight**

This project was initiated by the Baltimore Regional Disaster Debris Planning Task Force (Task Force) and funded with Urban Area Security Initiative funds through the Baltimore Region Urban Area Homeland Security Work Group (UAWG). The Task Force, a subcommittee of the UAWG, identifies and addresses issues related to disaster debris in the Baltimore region. The Task Force is comprised of public works representatives from each of the seven local jurisdictions, as well as representatives from other stakeholder organizations, such as state transportation, environment, general services, and natural resources departments and federal emergency management, transportation, and Army Corps representatives.

The contracting agency, the Baltimore Metropolitan Council (BMC), provides staff support to the Task Force and is a member of the UAWG. The BMC Project Manager will be the primary contact and responsible for coordinating the work of the Contractor for this exercise and assisting the Contractor in maintaining the necessary liaison with participating public agencies and private entities throughout term of the contract. This work will be performed under the guidance of the Task Force.

### **Background**

The Task Force has identified the need to perform a Disaster Debris Tabletop Exercise (TTX) to exercise disaster debris management plans, contracts, and agreements, and to evaluate resource coordination and availability in the event of a major debris-generating event.

### **Objectives of Tabletop Exercise**

The Task Force held a Disaster Debris Workshop in March 2009 to assess disaster debris readiness. A TTX was held in October of 2009 to discuss concepts in regional debris management planning. The 2011 TTX will build upon the scenario and lessons learned from the 2009 Workshop and the 2009 TTX.

Successful completion of this activity will include, but not be limited to, the following:

- Reviewing the Baltimore Regional Disaster Debris Management Tabletop Exercise (October 15, 2009) AAR/IP
- Designing and Developing the TTX
- Developing the TTX Situation Manual (SitMan)
- Conducting the TTX (in coordination with the facilitator selected by the BMC)
- Developing the TTX Exercise Evaluation Guides (EEGs)
- Developing an After Action Report / Improvement Plan (AAR/IP)
- Coordinating with regional committees, as needed. These committees may include, but are not limited to:
  - Disaster Debris Planning Task Force
  - Urban Area Work Group
  - Transportation & Public Works Subcommittee

This work will follow, as appropriate, the DHS Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

## **WORK PROGRAM**

### **General**

This Request for Proposals (RFP) solicits proposals from qualified contractors (and contractor teams) to work with regional representatives of the Disaster Debris Planning Task Force to design, conduct, and evaluate a Disaster Debris TTX for the Baltimore region. Participants in the TTX will include representatives from local, state, federal, and other organizations, including:

Local Jurisdictions	
Baltimore City	Annapolis City
Anne Arundel County	Baltimore County
Carroll County	Harford County
Howard County	
State Agencies	
MD Emergency Management Agency	MD Department of the Environment
MD Department of General Services	MD Department of Natural Resources
MD Department of Transportation	MD State Highway Administration
MD Transportation Authority	MD Environmental Service
Federal Agencies	
Federal Emergency Management Agency	Federal Highway Administration
US Army Corps of Engineers	
Other Entities	
Northeast Maryland Waste Disposal Authority	Baltimore Gas and Electric
Other utilities, as needed	Debris Contractors

The contract executed pursuant to this RFP will require the Contractor to complete all services listed under the "Contractor Duties" section in a timely and professional manner.

It may be necessary that the Contractor team's services may consist of those services performed by the Contractor, the Contractor's employees, or subcontractors specified in the contract agreement. No other subcontractors of the Contractor will be allowed unless otherwise directed by BMC.

## **Contractor Duties**

The services to be provided by the Contractor under this contract include, at a minimum, the following:

### **Task 1: TTX Design and Development**

Design and develop the Disaster Debris TTX for the Baltimore region, which includes:

- Schedule, prepare for, and run TTX planning meetings (Note: these meetings may be combined, as appropriate), including:
  - Concepts and Objectives Meeting (Kick-off)
  - Initial Planning Conference (IPC)
  - Mid-Term Planning Conference (MPC)
  - Final Planning Conference (FPC)
  - After Action Conference (AAC)
- Based on input at these planning meetings, develop a 6-hour TTX that will test disaster debris plans, contracts and regional coordination
- Develop project plans with clear milestones to support execution of TTX
- Prepare required read-ahead and other supporting documentation to support the TTX. These documents include, but are not limited to, draft and final versions of:
  - Facilitator instruction
  - Players manual (SitMan including scenario, key events, players instructions)
  - Exercise Evaluation Guides (EEGs)
  - Other read-ahead materials for the exercise as appropriate

### **Products:**

- Meeting agendas, sign-in sheets, minutes (sent to planning team within 24 hours of the end of the meeting), meeting presentations and handouts.
- TTX scenario, SitMan and EEGs

### **Task2: Execute Regional Disaster Debris TTX in Coordination with the Facilitator Selected by the BMC**

The Disaster Debris Planning Task Force will select a facilitator for this TTX who is very familiar with the region and stakeholders. The selected facilitator will provide to the selected Contractor input and comments on meeting minutes and other TTX-related

documents and will attend the FPC in addition to the TTX. The selected Contractor will work with our facilitator to execute a 6-hour regional disaster debris planning tabletop exercise in fall 2011, to be held by November 18, 2011. Players will include the agencies listed in the table above (about 50 – 60 people).

Based on outcomes of the design and development task, provide staff to support TTX discussion, registration, Facilitator and Evaluator training and other required support for the successful execution of the TTX. Contractor will provide food for players during exercise. Also, Contractor will provide support for the hotwash immediately following the exercise, in preparation for the draft After Action Report.

#### Products:

- All documentation necessary to execute the Disaster Debris TTX (including, but not limited to, SitMan, Facilitator Guides, EEGs)
- Audio/Video and Presentations to support the TTX

### **Task 3: After Action Report / Improvement Plan**

Contractor should provide the following:

- Within 7 working days of the completion of the TTX, provide a memorandum that provides overarching findings from the exercise and an initial improvement plan for the region.
- Within 30 days of the completion of the TTX, provide a draft AAR / IP that includes a corrective action checklist.
- Conduct an After Action Conference that includes TTX planners and participants
- Within 30 days of AAC, provide a final AAR / IP that includes a corrective action checklist.

#### Products:

- Memorandum documenting overarching findings from TTX
- Draft AAR/IP
- Final AAR/IP

### **General Product Requirement**

The Contractor may be requested to make a presentation to the UAWG or one of its various committees and/or other public agencies in the Baltimore region. This presentation would be in addition to the meetings conducted as part of the project scope of work. No more than one additional presentation will be required.

Upon completion, the Contractor shall provide to the BMC all documents produced in support of the TTX to be used for future activities by BMC staff. All products shall remain the property of the BMC.

The Contractor must supply electronic versions of all documents. The electronic version of each document shall consist of one (1) file containing the entire document, unless multiple files are approved by the BMC Project Manager. As needed, the Contractor should provide paper copies as needed (i.e., handouts at TTX planning meetings, Controllers instructions, Situation Manual, etc.). The Contractor should supply twenty (20) copies of the final AAR/IP (including any appendices), plus one camera-ready version.

## **BMC Duties**

The following shall be provided to the Contractor by the BMC:

1. Documents relevant to the TTX

- Disaster Debris Plans, as available (local and state)
- Disaster Debris management contracts (local and state) and contacts
- Other documents as needed

2. Contract Management Services

As part of its contract management services, the BMC staff will assist the Contractor in coordinating meetings and data requests and in arranging for comments from stakeholders.

3. Detailed review of all Contractor-produced reports and other project products

BMC staff (along with other regional stakeholders) will conduct a detailed review of all Contractor-produced documents and other project products. Comments will be provided to the Contractor in a timely manner so as not to delay progress on development of the final document.

4. Location for the TTX and related project meetings

BMC staff will secure locations for project meetings and for the TTX. There will be no cost incurred by the contractor for meeting rooms.

## **PROPOSAL CONTENT**

A Proposal should be composed of two separate parts: Technical Proposal and Cost Proposal. They shall meet, at a minimum, the following requirements.

### **Technical Proposal**

There is no limit on the number of pages for the Technical Proposal, however brevity and conciseness are encouraged. Three (3) hard copies and an electronic copy (sent via electronic mail or disk) of the Technical Proposal are required, containing:

- *Letter of Transmittal* – signed by an executive with authority to commit the proposing firm and stating the period for which the proposal is valid. The Letter of Transmittal should also define the office location where the prime contractor will conduct business.
- *Technical Approach and Work Program* – A discussion of each task to be undertaken, how it will be performed and the products to be produced. Proposers may add or subdivide the tasks as necessary to fully describe their approach to the work. An overall schedule of work should be developed.
- *Experience and Qualification* – A summary of the firm’s qualification with regard to the selection criteria identified below in the Contractor Selection Criteria section in this RFP. It should contain: (a) the information on projects of similar nature that the firm has completed, including brief descriptions, dates, and names and phone numbers of contact persons, especially in the mid-Atlantic area and (b) the resumes of proposed key project team personnel. The experience of proposed staff in performing this type of work shall also be presented.
- *Project Management* – Designation of a project manager and the responsibilities of the manager and staff proposed, including their familiarity with the mid-Atlantic area and Baltimore region. Note that the resulting contract will require commitment of the specified staff. A chart showing estimated hours by each staff member by task shall be provided.
- *DBE Participation* – The program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC's goals shall be presented. See the section of MANDATORY STATEMENTS for statement of DBE participation goals.
- *Other Information* – Any other material that the proposer wishes to provide.

## **Cost Proposal**

One copy of the Cost Proposal shall be submitted in a sealed envelope separate from the Technical Proposal. It is composed of two parts: *Project Budget* and *Affidavits and Certifications*.

- I. The current budget identified to complete this effort is described below.
  - Funding for this project is from FFY 2010 Urban Area Security Initiative Funds to the Baltimore region. The maximum amount of funding available for this work is \$44,000. If you can not perform all of the tasks for this amount, clearly indicate which tasks can be performed and prioritize those tasks which are, in the bidder’s opinion, essential to be done. Costs for all tasks should be provided.
  - A fixed price in United States dollars shall be given. The price quote shall include the number of labor hours and cost by staff member and total hours

and cost estimated for each task. Direct costs shall be itemized by category (e.g., travel, per diem, printing and reproduction, etc.) for each task. The contract type is anticipated as fixed price with partial payments paid based on task completion.

- II. *Affidavits and Certifications* – An original signed copy of Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.

Proposals not meeting the above requirements will be rejected.

## **SUBMISSION OF PROPOSAL**

The required number of copies of proposals must be received by the Baltimore Metropolitan Council, Offices @ McHenry Row, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230, no later than 4:00 PM Eastern Standard Time on Friday, March 18, 2011. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Ms. Eileen Singleton by telephone 410-732-0500, x 1033, fax 410-732-8248, or e-mail: [esingleton@baltometro.org](mailto:esingleton@baltometro.org).

The BMC will not pay for the development and submission of proposals in response to this RFP. The BMC reserves the right to reject any proposals without cost or detriment to the BMC.

The Contractor shall not make changes in the specifics put forth in their proposal, including staff participation, without the prior written consent of the BMC.

## **TENTATIVE SCHEDULE**

RFP Issued:	Thursday, February 24, 2011
Deadline to request Pre-Proposal Conference:	Thursday, March 3, 2011, 12:00 PM
Pre-Proposal Conference: (available only upon request)	Monday, March 7, 2011, 10:00 AM @ BMC offices
Deadline to submit questions:	Wednesday, March 9, 2011
Deadline for BMC to post addenda and responses to questions on BMC web page ( <a href="http://www.baltometro.org">www.baltometro.org</a> )	Friday, March 11, 2011, 5:00 PM
Proposals Due:	Friday, March 18, 2011, 4:00 PM
Hold Contractor Interviews: (if necessary)	March 28 - 31, 2011
Contractor Selection will be made	Friday, April 1, 2011
Start of Work:	Monday, April 11, 2011
Completion of Work:	Tuesday, January 31, 2012

**NOTE:** The pre-proposal conference will only be held if there is a request to hold it. Please RSVP to Eileen Singleton ([esingleton@baltometro.org](mailto:esingleton@baltometro.org); 410-732-0500 x 1033) by 12 P.M. on March 3<sup>rd</sup> if you would like to attend a pre-proposal

conference. If a Pre-Proposal Conference will be held, notice will be made on the BMC web page by 8 A.M. on March 4<sup>th</sup>. All addenda and notices regarding this procurement will be posted in the “RFPs” tab under the “What’s New” section of the BMC web page.

## **CONTRACTOR SELECTION CRITERIA**

All proposals will be evaluated based on a review of the technical proposal and cost proposal. This is not a low-bid procurement. The Project Evaluation Committee will conduct the evaluation of proposals. Technical proposal review includes technical approach and work program, key staff and Contractor experience with similar projects and with work in the region, availability of staff, adherence to RFP requirements, and proposal presentation (i.e., how well the proposal is put together). The contract executed shall not exceed \$44,000 in value. Teaming is permissible but the contract will be with a single prime contractor.

The BMC reserves the right to negotiate with one or more respondents selected on the basis of the initial technical proposal and cost proposal. Respondents may be asked to make personal appearances to provide additional information on proposals.

## **MANDATORY STATEMENTS**

### **Public Information Act Notice**

Respondents should give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

### **Disadvantaged Business Enterprise Notice**

Disadvantaged business enterprises (DBEs) are encouraged to respond to this solicitation. It is the intent of the BMC that certified minority business enterprises and sub-contractors be given the opportunity to submit proposals to this RFP and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

### **Disadvantaged Business Enterprise Subcontract Participation Goal**

The Baltimore Metropolitan Council hereby notifies all respondents that in regard to any contracts entered into pursuant to this advertisement, MBEs and WBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin, in consideration for an award.

It is the goal of the BMC that certified businesses participate in all contracts. A DBE subcontract participation goal of 24.5 percent of the total contract amount has been established for this procurement. Proposers must make a good faith effort to meet this goal. All offers submitted in response to this RFP must include a statement specifying the Maryland Department of Transportation (MDOT) has certified the DBE or DBEs utilized to

meet this requirement. If the DBE has not been certified by MDOT but has been certified by other state transportation agencies receiving federal funding, the name of the agency should be included in the proposal. The BMC reserves the option to accept this certification in lieu of MDOT certification.

MDOT's directory of certified MBE and/or DBE firms may be found at [www.mbe.mdot.state.md.us/directory/](http://www.mbe.mdot.state.md.us/directory/).

## **Required Terms and Conditions**

The following terms and conditions are required in contracts executed by the BMC.

- Parties to the Contract
- Scope of the Contract
- Compensation and Method of Payment
- Non-Hiring of Employees
- Disputes
- Maryland Law Prevails
- Non-Discrimination in Employment
- Contingent Fee Prohibition
- Multi-Year Contracts Contingent Upon Appropriations
- Termination for Default
- Termination for Convenience
- Delays and Extensions of Time
- Liquidated Damages
- Suspension of Work
- Retention of Records
- Compliance with Laws
- Truth in Negotiation Certification
- Contract Affidavit
- Insurance Coverage

# PROPOSAL AFFIDAVIT

## A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

- (1) I am the (title) \_\_\_\_\_ and the duly authorized representative of (vendor) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the vendor for which I am acting.
- (2) Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, information, and belief, the above vendor, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county, multicounty agency or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding, admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.
- (3) State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date; court official, or administrative body; and the sentence or disposition, if any: \_\_\_\_\_.
- (4) I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer, and may be furnished to the Attorney General pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this Affidavit are not true and correct, the Council may terminate any contract awarded and take any other appropriate action.

## B. (NON-COLLUSION AFFIRMATION). I HEREBY FURTHER AFFIRM THAT neither I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (1) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (2) In any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or respondent herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

## C. (PROCUREMENT AFFIRMATION). I HEREBY FURTHER AFFIRM THAT

- (1) Neither the above business nor, to the best of my knowledge, information, and belief, any officer, controlling stockholders, partner, principal, or other person substantially involved in the contracting activities of the business has in the past five (5) years: (a) been convicted under state or federal statute of a criminal offense incident to obtaining

or attempting to obtain or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (b) been found civilly liable under state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract; (c) been convicted of any violation of a state or federal antitrust statute; (d) been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 USC Section 1961 et seq.; or (e) the Mail Fraud Act, 18 USC Section 1341 et seq., for acts arising out of the submissions that would constitute grounds for conviction or liability under any statute described above. Also, the undersigned vendor was not founded or established or is not operated in a manner designed to evade the application or defeat the purpose of the Debarment Regulations, COMAR 21.08; is not currently suspended or debarred pursuant to COMAR 21.08 or by the action of any other public entity; and is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business.

(2)

(a) If the affirmation described in subsection (1) cannot be given and debarment proceedings have not been instituted against the business pursuant to COMAR 21.08, indicate the reasons why the affirmation cannot be given, including any conviction or admission described in subsection (1), above, with the date, court and sentence or disposition, if any; the name(s) of the person(s) involved, and their current positions and responsibilities with the business; the activity specified in COMAR 21.08 in which each person was involved; and the details of the person's participation in the activity, including the name(s) of an entity involved and the person's positions and responsibilities with the entity. (Attach additional sheets as necessary.)

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(b) If the affirmation described in subsection (1) cannot be given, and debarment proceedings have been instituted against the business pursuant to COMAR 21.08, indicate the status of such proceedings.

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**I ACKNOWLEDGE THAT** this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above firm in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

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(Date)

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(Affidavit)