



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFP EAD0121

Addendum No: 3

Date of Addendum: 01/28/15

This addendum is to incorporate the following questions and answers asked during the pre-proposal conference to the above referenced solicitation:

- I. **(Q)** Does Travis County have a separate EOP for operations and recovery, or is the Austin plan integrated with it? Does the County have a Business Recovery Plan? If not integrated, will part of the task be to integrate them or at least make sure they do not conflict. Travis County handles the unincorporated areas which also may have a significant business presence and integrated with the City of Austin business community.

(A) Austin & Travis County have a joint emergency operations center and coordinate emergency preparedness, response and recovery activities. Both work closely with the State of Texas and other metropolitan entities. Read more at <http://www.austintexas.gov/department/combined-transportation-emergency-communications-center-cteccc>. However, the City and County maintain separate EOPs and recovery plans and effort should be made to ensure that the City of Austin recovery plan and the business recovery plan do not conflict with Travis County's recovery plan.

To staff's knowledge, no entity in central Texas has a Business Recovery Plan, yet we expect the consultant to review partner agencies plans and processes to ensure Austin's initial Business Recovery Plan does not conflict and is coordinated with other area efforts. It is expected that the consultant would identify in their final recommendations any future collaborations, as needed.

- II. **(Q)** Does Austin/Travis County have a current Hazard Vulnerability Analysis? If yes, can we get a copy?

(A) The City performed a vulnerability analysis as part of the Hazard Mitigation Plan. It is attached to the solicitation along with the Recovery Plan and the City's application to the State for grant funds that support this contract. Again, please note that the City will be updating its Hazard Mitigation Plan in 2015. Attachments to the solicitation, which may be found online, are:

- City of Austin grant application to THSSA
- City of Austin Recovery Plan (Annex J)
- City of Austin Hazard Mitigation Plan (Note: plan to be updated in 2015)

III. **(Q)** Within the current deliverable scope, are there specific LEP (Limited English Proficiency) provisions that need to be incorporated into the planning documents and/or the training and workshops?

(A) Yes, all handouts and printed documents will need to be in English and Spanish. Having bilingual staff and/or presenters at workshops/forums is helpful but not required.

IV. **(Q)** Does the required Business Recovery Plan include Pre-Disaster Planning and Capability Building?

(A) Yes, pre-disaster emergency planning and preparedness and capacity building (“business continuity planning, workforce readiness”) are included in the scope, especially in outreach/education and business engagement activities. The City expects the consultant’s efforts will help integrate Austin’s diverse employers, from music and performing arts, to small businesses and major employers, into a plan for the whole community’s economic recovery and resiliency.

V. **(Q)** Does or will the State of Texas have in whole or in part a compliance component within the National Disaster Recovery Framework? If yes, does the City of Austin/Travis County already utilize the framework/structure and have Recovery Support Functions established? (not in the 10/13 Annex J) If no, would the development of the NDRF framework and structure and the Recovery Support Functions be a function of the Business Recovery plan to integrate with the City's Recovery Plan? Specific to this point is the general NDRF framework and structure as manifested in the elements of the Recovery Support Functions of:

- a. Community Planning and Capacity Building
- b. Economic
- c. Health and Social Services
- d. Infrastructure Systems
- e. Housing
- f. Natural and Cultural Resources

(A) The National Disaster Recovery Framework (NDRF) is a guide to promote effective recovery. It is a concept of operations and not intended to impose new, additional or unfunded net resource requirements on agencies. The NDRF replaces and expands on the National Response Framework (NRF) Emergency Support Function # 14 (ESF # 14) – Long-Term Community Recovery. Therefore, the City of Austin’s Recovery Plan Annex J does not have the Recovery Support Functions included in it at this time. Yes, the development of the NDRF framework structure and the Recovery Support Functions should be included in the Business Recovery plan to integrate with the City’s Recovery Plan. Yes, the six elements listed above as Recovery Support Functions (RSFs) is in general the NDRF framework.

VI. **(Q)** With regard to Section 0500, Number 4.3.1, is the total number of minimum required participants 160 or 120? (Four community engagements with a minimum of 40 participants).

(A) The posted scope has conflicting figures, which are incorrect. While higher business participation is desired, the City requires a total of 150 businesses to attend the forums/trainings. There must be at least four forums/workshops, yet the successful consultant will conduct as many as needed to reach the minimum of 150 businesses trained. As such, Section 4.3.1 should read:

4.3.1 Handle all planning, preparation, logistics and execution for a minimum of four (4) training workshops and/or forums for diverse business interests to increase knowledge of emergency planning, response, resiliency, and leadership during an event. Assist City and regional partners with recruiting to these workshops/forums up to 150 unique business participants.

VII. **(Q)** Is it expected that the 120 organizations that are to be recruited to attend the workshops represent 120 different organizations?

(A) While higher business participation is desired, the City intention is a total of 150 unique businesses from private and nonprofit sectors will be trained.

VIII. **(Q)** Does the City anticipate providing the venue for the four community engagement sessions? Or will the responsibility fall to the selected vendor?

(A) The City does not have pre-selected venue(s); these will be secured by the successful vendor after consultation with City staff. Please note that any rental/deposit fees associated with the workshops/forums, including City facilities, are to be paid by the consultant.

IX. **(Q)** Does the City anticipate providing water, coffee, tea, etc. during the community engagement sessions? Or will the responsibility fall to the selected vendor.

(A) All costs associated with the community outreach, education and training will be paid by the selected vendor. All logistics attached to planning of the community engagement sessions will be the responsibility of the vendor in consultation with the City staff.

X. **(Q)** With regard to Section 0500, Number 4.3.3., is there a minimum number of training sessions the vendor shall provide to City staff? Can you anticipate the number of staff in each training session? For possible subsequent City staff training sessions should we provide a price per session?

(A) The intent is that the selected vendor will train appropriate City staff so that they may then conduct trainings/workshops with businesses as future opportunities develop. EDD and HSEM staff and the selected vendor will mutually determine the number of trainings and relevant staff participation. For purposes of responding to the bid, vendors may include at least two trainings for a total of 20 city staff, and may propose future trainings at additional costs.

XI. **(Q)** 4.1.2: Assess Austin's current resources - human, infrastructure, financial, physical, and natural - and the state of resiliency of each. Are you asking for an inventory of response/recovery capabilities, or do you want a contextual basis of 'what is at risk'? Our assumption is that it is the latter, but using the term 'resources' throws this into question with a concern that a full assessment of those areas would require more significant time/cost commitment.

(A) The successful proposal would include both a review of capabilities and establishing what is at risk. Given the time frame (three months), this cannot be an exhaustive, comprehensive research project. The overall purpose of this contract is to review Austin's current activities and help Austin (private, nonprofit, and public sectors) establish the framework for a sustainable emergency planning, recovery and resiliency effort for businesses. This activity recognizes that the successful consultant must understand Austin's current business community and its resources (community assets, characteristics). A more comprehensive assessment and/or inventory may be a recommendation in the consultant's final report should the need be identified.

XII. (Q) Will the contractor be privy to any GIS analyses that may have been conducted for business and industry hazard vulnerabilities?

(A) In proposal responses, the consultant may outline known data needs for scope, and where data and reports exist, staff will make them available to the successful bidder, subject to restrictions for security. New GIS analyses and/or mapping needed for activities performed by the consultant are the responsibility of the consultant. The consultant's final report may include recommendations regarding ongoing GIS data and mapping capabilities/reports in order to ensure the most efficient and effective local business recovery system.

XIII. (Q) Are plans underway, or is there a desire to develop an Emergency Support Function for Business and Industry?

(A) The City/Travis County interacts with business and industries on emergency functions in a variety of ways. The summary of current activities is found in the Austin Recovery Plan – Annex J, available online with the solicitation. The Business Recovery Plan itself has a support function to the Emergency Operations Plan. The City seeks professional consulting services to evaluate its activities with regard to business response and recovery, make recommendations for improvements, and offer trainings to Austin's diverse business community in disaster preparedness and planning.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

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01/28/2015

Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.