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Alameda Corridor Transportation Authority

November 15, 2019

To:	Governing Board
From:	John T. Doherty, Chief Executive Officer
Subject:	<i>Approval of Agreement No. C0888 with North American Emergency Management for Emergency Field Exercise Coordination Services and Approval to Terminate Agreement No. C0337 with North American Emergency Management Services (APPROVAL)</i>

Recommendation:

- 1) Approve Agreement No. C0888 with North American Emergency Management (NAEM) for Emergency Field Exercise Coordination Services in an amount not-to-exceed \$125,000 for the five-year term; and authorize the Chief Executive Officer or Chief Financial Officer to execute said agreement.
- 2) Approve the termination of Agreement No. C0337 with North American Emergency Management (NAEM); and authorize the Chief Executive Officer or Chief Financial Officer to issue the termination letter.

Discussion:

In July, ACTA released a Request for Proposals (RFP) for emergency field exercise coordination services. ACTA utilized a modified RFP process which involved posting the RFP on ACTA's website and sending the RFP directly to seven known consultants who provide this type of service. These consultants include companies that have provided services to the City of Los Angeles, and the City and Port of Long Beach. The RFP was not published in any newspapers. The modified approach was utilized due to the low annual dollar value of the contract. Only one response was received on or before the due date of August 28, 2019. A three-member review panel consisting of ACTA's Controller and two members of ACTA's Program Management team (ACET) who assist in the emergency field exercise process reviewed the proposal. NAEM's proposal was reviewed and met the requirements of the RFP. As a result, the review panel selected and recommends NAEM as the firm to provide ACTA with emergency field exercise coordination services.



The proposed agreement with NAEM would be for a five-year term, beginning on or about, December 1, 2019, with compensation on a time and materials basis. The contract not-to-exceed amount is \$125,000. This represents anticipated annual costs of approximately \$20,000 and an additional sum of approximately \$25,000, should other emergency preparedness services be required during the next five years. The yearly expenditure is allocated between ACTA and the Railroads as part of the operations and maintenance of the Corridor.

A summary of the scoring of the proposal and the proposed agreement with NAEM are attached to this board report.

Background:

The annual emergency drill provides an opportunity for the local fire departments of Compton, Vernon, Los Angeles (including their HazMat team), and County of Los Angeles (including their HazMat team) and the two railroads that utilize the Corridor, Union Pacific and Burlington Northern Santa Fe HazMat teams, to become familiar with emergency response requirements in the trench segment of the Corridor and learn how to operate safely in this unique infrastructure that is 10-miles long, 33-feet deep and 50-feet wide. The Drill typically involves response practice for environmental spill/HazMat response, victim rescue, train fire, and other desired specific training needs. The Drill is a one-day event typically held on a Sunday in March, a few weeks after Chinese New Year, when the volume of cargo coming through the San Pedro Bay Ports tends to be reduced. The emergency field exercise coordination services consultant coordinates with the various parties and is involved in the drill from the initial planning stages through execution.

In 1999, ACTA entered into an agreement with NAEM for the development of an Emergency Response Plan (Plan), training of emergency response entities and others regarding the Plan, and planning and conducting the annual emergency drill. Through various Board approved amendments, NAEM has continued to provide the emergency drill coordination services since that time. The current contract with NAEM will expire on June 30, 2020. Upon Board approval of the new Agreement No. C0888, ACTA will execute said Agreement and terminate the existing Agreement No. C0337.

Budget Impact:

Funds for the next fiscal year will be included in the FY21 Program and Operating Budget.

Co-General Counsel:

ACTA's Co-General Counsel has reviewed and approved the proposed Agreement as to form.

Transmittals:

Transmittal 1 – Scoring and Ranking Matrix

Transmittal 2 – Emergency Field Exercise Coordination Services Agreement No. C0888