



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

December 12, 2011

Board of Directors
Triunfo Sanitation District
Ventura County, California

DISASTER PREPAREDNESS PLAN

Summary

The Triunfo Sanitation District (District) Board established a goal for fiscal year 2012 (FY12) to review and update the District's Disaster Preparedness Plan (Plan). At your October meeting you directed staff to request proposals from consultants to complete the Plan. Staff is recommending that the board utilize Risk Management Professionals to update the Plan and approve a budget adjustment of \$21,620. Upon Board approval TSD will contract with Risk Management Professionals using the task list identified in their proposal as the scope of work.

Background

Staff requested proposals from various firms to update the Plan and two proposals were received (attached). The proposals requested to update the District's Plan in accordance with California's Standardized Emergency Management System structure and be prepared in a collaborative effort with staff, Board of Directors, and other local agencies.

The Plan update must include the following core elements:

- Command structure (with succession plan)
- Decision process
- Staff roles and responsibilities
- Facility assessments
- Communication procedures
- Personnel safety
- Alternative sources of water
- Emergency supplies
- Property protection

Item 11-1

The Plan update must contain the following action plans for handling the scenarios below:

- Terrorist threat
- Bomb scare
- Intruders
- Power outage
- Earthquake
- Fire
- Water supply interruption
- Water supply contamination
- Sanitary sewer overflow

Staff requested that the Proposals contain the following items:

- A brief description of the qualifications and experience of the firm. Include personnel qualifications, experience and availability
- Descriptions of similar assignments completed by the proposer, including the name of the client, contact person, and telephone number
- A cost summary briefly identifying each task anticipated, the work product for the task, total hours for each task, staff to be assigned the task, and a total cost for each task. The summary will indicate the total cost for the work proposed
- Time and materials costs will also be provided to indicate what charges would be levied if requested to do work outside of the scope submitted or ultimately agreed to
- An estimated timeline for conducting the work.

Consultants were evaluated using the following criteria:

- Consulting firms most qualified and experienced in the area of municipal water & utilities
- Experience in successful development of Disaster / Emergency response plans;
- The quality of the interview and the proposals presented
- The experience of the project manager
- References - the ability to perform the work in a timely manner

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Schedule:

Staff requested that consultants follow the schedule below: Pending Board approval, a draft Plan will be presented at your February meeting and a final Plan for Board approval will be presented at your March meeting.

<u>Event</u>	<u>Date</u>
Proposals Due in TSD Office (4:30 PM)	11-30-11
Notice of Selection	12-20-11
Complete Draft Plan	2-20-12
Complete Final Plan	3-19-12

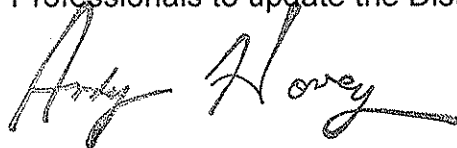
Fiscal Impact

Staff is requesting a budget adjustment of \$21,620 for the consultant. Staff time to work with the consultant will be included as part of this year's approved budget.

If you have any questions, please call me at 805-658-4679 or email andyhovey@vrsd.com.

Recommendation


Staff recommends that the Board direct staff to contract with Risk Management Professionals to update the District's Plan and approve a budget adjustment of \$21,620.



ANDY HOVEY – TECHNICAL SERVICES SUPERVISOR

Enc.

APPROVED FOR DECEMBER 19, 2011 AGENDA



Doug Anders – District Manager

REQUEST FOR PROPOSALS

By

Ventura Regional Sanitation District

For

**Update to the Triunfo Sanitation District Disaster/Emergency Response
Plan**

Issued: November 7, 2011

Proposals Due: Wednesday November 30, 2011

Ventura Regional Sanitation District
1001 Partridge Drive, Suite 150
Ventura, CA 93003
(805) 658-4679

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INTRODUCTION

The Ventura Regional Sanitation District (VRSD) is seeking professional consulting services to update the Disaster/Emergency Response Plan (Plan) for the Triunfo Sanitation District (TSD). TSD owns a potable and recycled water distribution system and a wastewater collection system. This Request for Proposal (RFP) outlines the requirements and selection process. The consultant is encouraged to suggest and incorporate additions or modifications to the scope of services into their proposal.

BACKGROUND

- a. General. The Triunfo Sanitation District is a special district under the Ventura County Sanitation District Act and was organized on November 12, 1963. TSD is a self-governed special district responsible for water supply and wastewater services within the unincorporated area of Ventura County, California. TSD encompasses approximately 50 square miles of the southeastern portion of Ventura County, adjacent to the Los Angeles County line, and serves a population of approximately 32,000.
- b. Potable Water System. TSD owns and operates Oak Park Water Service (OPWS). The water system has approximately 4,700 service connections, four reservoirs (tanks), five pump stations and 50 miles of distribution pipe. Approximately 3,000 acre-feet of water are distributed through the system on an annual basis.

At the end of the calendar year 2010 OPWS had 4,345 single family and 114 multiple family residential service connections. There were 88 potable landscape connections and 104 recycled water landscape service connections. OPWS receives all its potable supply from Calleguas Municipal Water District (CMWD).

- c. Recycled Water System. TSD has approximately five miles of recycled water distribution system and sells recycled water to approximately 100 customers within the Triunfo Sanitation District. Approximately 1,000 acre-feet of water are distributed through the system per fiscal year.

TSD currently purchases recycled water at the Los Angeles – Ventura County line and sells it to CMWD. CMWD retails the recycled water back to either California Water Service or TSD. TSD has conveyance and facilities that encompass the communities of Oak Park, Lake Sherwood, and the Lake Sherwood Golf Course.

- d. Wastewater System TSD has 6 pump station and 120 miles of gravity collection system with .5 miles of pressure main. There are approximately 12,300 service connections that are 85% residential and 15% commercial.

SCOPE OF SERVICES

Update the Disaster / Emergency Response that follows California's Standardized Emergency Management System structure in a collaborative effort with staff, Board of Directors, and other local agencies.

The Plan must include the following core elements:

- Command structure (with succession plan)
- Decision process
- Staff roles and responsibilities
- Facility assessments
- Communication procedures
- Personnel safety
- Alternative sources of water
- Emergency supplies
- Property protection

The Plan must contain the following action plans for handling the scenarios below:

- Terrorist threat
- Bomb scare
- Intruders
- Power outage
- Earthquake
- Fire
- Water supply interruption
- Water supply contamination
- Sanitary sewer overflow

Final deliverables: Provide 3 hard copies of the Plan, an electronic file of the entire Plan in (MS Word) with individual electronic files for all text, figures, tables (Excel or Word).

PROPOSED SCHEDULE

<u>Event</u>	<u>Date</u>
Release Request for Proposals	11-7-11
Proposals Due in TSD Office (4:30 PM)	11-30-11
Notice of Selection	12-20-12
Complete Draft Plan	2-20-12
Complete Final Draft	3-19-12

RESPONDING TO THE RFP

The RFP response shall contain:

- A brief description of the qualifications and experience of your firm. Include personnel qualifications, experience and availability;
- Descriptions of similar assignments completed by the proposer, including the name of the client, contact person, and telephone number;
- A cost summary briefly identifying each task anticipated, the work product for the task, total hours for each task, staff to be assigned the task, and a total cost for each task. The summary will indicate the total cost for the work proposed.
- Time and materials costs will also be provided to indicate what charges would be levied if requested to do work outside of the scope submitted or ultimately agreed to by VRSD.
- An estimated timeline for conducting the work.

We request that you limit your RFP response to no more than ten (10) pages, including any project or client reference details or lists. Additionally, any company brochures relevant to the work may be included.

EVALUATION CRITERIA

The RFP response will be reduced to a short list of two or three consultants who may be contacted for an interview (phone and/or meeting format). The RFP response and/or oral interview results shall be the basis of selection. A detailed scope of work and fee will be negotiated with the selected firm. Cost to prepare the plan will not be the primary factor in selecting the consultant/firm.

The selection criteria are as follows:

- Consulting firms that are the most qualified and experienced in the area of municipal water & utilities;
- Experience in successful development of Disaster / Emergency response plans;
- The quality of the interview and the proposals presented;
- The experience of the project manager; and
- References - the ability to perform the work in a timely manner (current and projected work load).

DUE DATE FOR RESPONSE

Two (2) hard copies of your RFP must be received on or before November 15, 2011 with one copy e-mailed in PDF format.

Submittals may be delivered or mailed to:

Andy Hovey
Ventura Regional Sanitation District
1001 Partridge Dr., Suite 150
Ventura, CA 93003

Late responses will not be considered. Due to the importance of time, wholly complete PDF files can be emailed. Please do not send your submittals via phone facsimile. Any questions, comments, or concerns may be directed to:

Andy Hovey
Phone: (805) 658-4679
Email: AndyHovey@vrzd.com



Risk Management Professionals

300 Goddard, Suite 200, Irvine, California 92618
Phone: 949/282-0123 • FAX: 949/743-2932 • E-mail: info@RMPCorp.com • www.RMPCorp.com

November 14, 2011

Ventura Regional Sanitation District
Triunfo Sanitation District
ATTN: Andy Hovey
1001 Partridge Dr., Suite 150
Ventura, CA 93003

PROPOSAL: Update to the Triunfo Sanitation District Disaster/Emergency Response Plan

Dear Mr. Hovey,

The Risk Management Professionals Project Team thanks you for providing us with the opportunity to submit the enclosed proposal for the update of the Triunfo Sanitation District Disaster/Emergency Response Plan.

The information presented in this proposal illustrates the many talents, skills and resources we have to provide to this project and also demonstrates our commitment and ability to deliver the highest quality services. It is the intent of the Project Team, in submitting this proposal, to meet all of the requirements and technical specifications needed for successfully completing the project.

On behalf of Risk Management Professionals, I thank you for your consideration during the proposal selection process. Please feel free to call me at (949) 282-0123 x231 regarding any questions or comments.

Sincerely,

Nicole Otramba
Safety Systems Management Specialist
Risk Management Professionals

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Introduction

The Risk Management Professionals Project Team thanks you for providing us with the opportunity to submit the enclosed proposal for the update to the Triunfo Sanitation District Disaster/Emergency Response Plan. The scope of the proposed effort is to provide engineering consulting services for an update to the Disaster/Emergency Response Plan.

The Homeland Security Presidential Directive (HSPD)-5 requires gradual compliance with the National Incident Management System (NIMS) for all Federal departments and agencies, as well as all State, territorial, tribal, special districts, educational institutions and local organizations. Although NIMS requirements released in 2004 are considered to be an important improvement for emergency management within the United States, California has been applying the same principles since the 1990's. California implemented the Standardized Emergency Management System (SEMS) requirement in 1993, with the intent to improve the coordination of the State and Local emergency response to disasters within California. The State of California recognized that efficient coordination of resources, consistent nomenclature, and uniform command/management organization are essential to providing a timely and effective emergency response. To facilitate coordination prior to an emergency event, the concepts of automatic and mutual aid were introduced to organize and coordinate resources, as well as encouraged multi-jurisdictional training exercises to practice the mutual aid agreements. The implementation of NIMS takes these principles and expands them to a national platform, where they will be utilized to manage emergencies ranging from single-jurisdiction local incidents to multi-jurisdictional incidents of national significance.

On a more specific level, SEMS and NIMS are both based on the Incident Command System (ICS) that was developed initially as part of the FIRESCOPE program during the 1970's by an inter-agency working group representing Local, State, and Federal Fire Services in California. The ICS was adopted by the Fire Services in California as their standard response system for all hazards. In addition, ICS was also adopted by the federal land management agencies as the standard for response to all wildland fires nationally, before becoming the basis for SEMS and NIMS.

As evidenced by the evolution of NIMS, California has been on the forefront of emergency response concepts and techniques. Since the inception of SEMS, Risk Management Professionals has been working with government agencies, municipalities and special districts to implement the rigorous regulations that are required in California. Risk Management Professionals' experience includes developing SEMS and NIMS compliant Emergency Response Plans, conducting ICS/SEMS/NIMS training courses, developing and facilitating tabletop exercises to practice Emergency Response Plans, and enacting mutual aid agreements.

Risk Management Professionals Overview



Risk Management Professionals, Inc. is an engineering consulting firm specializing in emergency response planning and operating procedure development, National Incident Management System (NIMS)/Standardized Emergency Management System (SEMS)/Incident Command System (ICS) training, natural hazard risk assessment and mitigation planning, Pre-Disaster Mitigation (PDM) grant writing, security vulnerability assessments, compliance audits, process safety development, and risk management. Since its formation in 1995, Risk Management Professionals has established an extensive experience base, serving clients from a wide spectrum of industries. The following list briefly identifies Risk Management Professionals' core service areas:

- Emergency Preparedness and Response Plans
- Security Vulnerability Assessments
- Hazardous Materials Area Plans
- Hazard Mitigation Plans and Benefit-Cost Analyses
- Pre-Disaster Mitigation Grant Applications
- Urban Water Management Plans
- Compliance Audits
- California Accidental Release Prevention Programs
- Process Safety Management
- Risk Management Plans
- Training

Specifically, RMP has extensive experience in the following fields:

- Standardized Emergency Management System Training
- National Incident Management System Training
- Emergency Response Plan Development and Training
- Local Agency Area Plan and LEPC Regional Plan Development
- Security Vulnerability/Engineering Risk Assessments
- Anti-Terrorist Attack Identification and Countermeasure/Security Development
- Audit Inspections for compliance with Federal and State agency requirements
- Hazard Assessment/Off-site Consequence Analyses
- Risk Communication, Strategic Planning, and Training
- Risk Methodology Development

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Risk Management Professionals services in emergency response activities include utilizing NIMS/SEMS/ICS methodologies to help prepare government agencies for an emergency event and analysis of both potential natural hazards (fire, inundation, seismic, etc.) and intentional hazards (security threats, riots, etc.), allows us to create comprehensive emergency plans tailored to our clients. RMP's core competencies are well matched for the task of updating the Emergency Response Plan for Triunfo Sanitation District.

Emergency Response/Operations Plan Experience



Risk Management Professionals has completed numerous projects involving the development of comprehensive Emergency Response Plans (ERP) for companies and agencies ranging from government, municipalities, to water facilities, refineries, chemical manufacturing facilities, educational institutions, and aerospace parts manufacturing facilities. These plans include a holistic approach to emergency management, with baseline response policies and scenario-based response procedures. Additionally, these emergency procedures serve as a stand-alone document that address each scenario separately in terms of activation of a procedure, responsible persons, required tools, specific actions that should be taken, precautionary statements, criteria to contact other governments, companies, agencies, etc.

As part of developing Emergency Response Plans, Risk Management Professionals has developed Incident Response Field Guides. The Incident Response Field Guides are developed for different tiers of personnel and designed to assist in quick assessment, action, and documentation during an emergency incident. In many ways an extension to the detailed Emergency Response Plans, the Incident Response Field Guides also provide guidance to emergency response actions and actions utilizing the Incident Command System.

The following is an abbreviated list of Risk Management Professionals' Emergency Response Plan clients:

Abbreviated List of Clients

- Carlsbad Municipal Water District
- City of Camarillo
- Channel Islands Beach Community Services District
- City of Chino
- City of Garden Grove
- City of La Habra
- City of La Palma
- City of Lincoln City
- City of Madera
- City of Manhattan Beach
- City of Millbrae
- City of Montecito
- City of Paso Robles
- City of Port Hueneme
- City of Redlands
- City of Riverside
- City of Roseville
- City of Seal Beach
- City of San Bernardino
- City of San Juan Capistrano
- City of Ventura
- Coachella Valley Water District
- East Valley Municipal Water District
- Encina Wastewater Authority
- Mid-Peninsula Water District
- Nevada Irrigation District
- Orange County Water District
- Port Hueneme Water Agency
- Placer County Water Agency
- Ramona Municipal Water District
- Santa Fe Irrigation District
- South Coast Water District/Joint Regional Water Supply System
- Three Valleys Municipal Water District
- Valley County Water District
- Victor Valley Water District
- Western Heights Water Company
- Western Municipal Water District
- Yorba Linda Water District

References

The best measure of the quality of a consultant's work is the degree of client satisfaction. Risk Management Professionals successfully developed and updated Emergency Response Plans for the clients below. Please feel free to contact the following references directly. The references will provide assurances regarding our performance in terms of cost control, work quality, ability to meet schedule commitments and technical knowledge. Each reference includes a name, contact address, and telephone number.

South Coast Water District

Contact: Steve Sanchez

Address: 31592 West Street

Laguna Beach, CA 92651

Phone: (949) 342-1241

Email: ssanchez@scwd.org

Santa Fe Irrigation District

Contact: Rocky Hughes, Safety Officer

Address: P.O. Box 409

Rancho Santa Fe, CA 92067

Phone: (858) 756-2424

Email: rhughes@sfidreb.org

City of Redlands

Contact: Patricia McKasy

Address: 35 Cajon Street, Suite 15A

Redlands, CA 92373

Phone: (909) 798-7588 x 2

Email: pmckasy@cityofredlands.org

City of Ventura

Contact: Yasser Abouaish

Address: 336 Sanjon Road

Ventura, CA 93002

Phone: 652-4504

Email: yabouaish@ci.ventura.ca.us

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Project Schedule

Since the project schedule is such an important element, Risk Management Professionals is prepared to complete the project according to your needs. The project schedule will be monitored throughout the project and the status of each task will be reviewed with your staff bi-weekly or more frequently, if needed. Reviewing the project schedule regularly will keep the project on track. In addition, this will allow the Project Team to identify if additional effort may be required.

Staffing is key to successful project management and an integral part of our quality management program. Our fundamental approach is to assemble the best qualified team to match the project requirements. We then review the scope of the project and review staffing levels to determine project needs, support, and schedule.

The project schedule has a significant impact on staffing planning. Project milestones are identified and labor hour requirements per task are estimated to determine staffing levels to complete the task by the milestone date. The staffing levels are binned by discipline, to determine overall office personnel planning. A database on staffing needs and current staff assignments is maintained and updated monthly. The database allows Risk Management Professionals to project workloads and identify if staff becomes over-committed or needs additional work.

We combine this staffing effort with our project planning, monitoring, and reporting procedures to ensure that each project has adequate resources to meet the project schedule. Currently, the Project Team members assigned to this project have the ability to commit the hours anticipated for this project. The anticipated hours binned by each task will be estimated based upon this collective experience. Therefore, Risk Management Professionals will be confident that the scope of services can be completed within the schedule provided. The project schedule is illustrated on the following page.

Proposed Project Timeline

December January February March



12/12

Project Start



12/15

Project Kickoff/Alignment Meeting

12/15-02/13



Development and Finalization of Draft ERP



02/13

Submit Draft ERP to Client



02/13 - 03/05

Implementation of Client's Comments

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Not-to-Exceed Cost

Risk Management Professionals will complete the update to the Triunfo Sanitation District Disaster/Emergency Response Plan as described in this proposal for an estimated cost of \$18,925.00. The following table provides a detailed summary of this budget, delineated by task. Invoices are issued periodically, and include a brief description of project work conducted within the billing period and a breakdown of the fee, by the hours charged and individuals charging those hours.

The Disaster/Emergency Response Plan will include the following core elements:

- Command Structure (with succession plan)
- Decision process
- Staff roles and responsibilities
- Facility assessments
- Communication procedures
- Personnel safety
- Alternative sources of water
- Emergency supplies
- Property protection

The Plan will also include action plans for handling the following scenarios:

- Terrorist threat
- Bomb scare
- Intruders
- Power outage
- Earthquake
- Fire
- Water supply interruption
- Water supply contamination
- Sanitary sewer overflow

Once the update has been finalized, 3 hard copies of the Plan and an electronic file of the entire plan (in Microsoft Word) with individual electronic files for all text, figures, and tables (Excel or Word) will be provided to Ventura Regional Sanitation District.

Triunfo Sanitation District EMERGENCY RESPONSE PLAN UPDATE COST SUMMARY

Position Legend	Risk Management Professionals		
	PC	SE	TS
	Hours	Hours	Hours
PC - Principal Consultant	\$150	\$135	\$90
SE - Senior Engineer/Consultant			
TS - Technical Specialist			
TASK 1: Preparation			
- Kickoff and Alignment Meeting		4	4
- Information Review and Familiarization of Triunfo Sanitation District's Documentation		2	2
- Facility Site Visits and Assessments		8	8
TASK 2: Emergency Response Plan Development			
- Incorporation of NIMS Requirements into the ERP		4	8
- Development and Update of ICS/EOC Checklists, Procedures, and Forms		4	16
- Development Specific Incident Response Checklists, Procedures, and Assessment Forms (e.g., Terrorist Threat, Bomb Scare, Intruders, Power Outage, Earthquake, Fire, Water Supply Interruption/Contamination, etc.)		4	20
- Incorporation of Mutual Aid Agreements and Procedures into Planning Documentation		2	4
- Incorporation of Updated Contact Numbers and Phone Lists			8
TASK 3: Draft Emergency Response Plan			
- ERP Review Meeting		4	4
- ERP Walk-through with Triunfo Sanitation District Personnel		4	4
TASK 4: Client Comment Implementation and Submittal			
- Incorporation of Triunfo Sanitation District's Requested Revisions	2	12	24
- Submittal of Final Draft to CalEMA for Approval			1
TASK 5: Project Finalization			
- Finalize Emergency Response Plan (3 hard copies, compact disc of electronic files)		4	8
Total	2	52	111
Subtotal	\$300	\$7,020	\$9,990
Travel, Overhead, Administrative, and Materials Costs (3 Full Emergency Response Plans)			
		\$1,500	
TOTAL ERP UPDATE DEVELOPMENT			\$18,810

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Soteria Emergency Management Consulting Services



Goddess of Safety and Protection from Harm

November 22, 2011

Mr. Andy Hovey
Ventura Regional Sanitation District (VRSD)
1001 Partridge Drive, Suite 150
Ventura, CA 93003

Dear Sir:

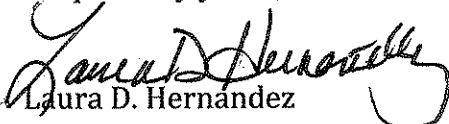
Soteria Emergency Management Consulting Services (Soteria) is pleased to submit the following proposal to update the Triunfo Sanitation District Disaster/ Emergency Response Plan.

As sole proprietor for Soteria, I offer over 29 years of experience in disaster planning, response, and mitigation. My technical planning abilities and "real world" disaster experience makes me uniquely qualified to assist you in the development of an emergency response plan. My goal is to deliver a planning tool that complies with state and Federal planning guidelines and meets the operational planning needs of the Triunfo Sanitation District.

For purposes of meeting the required February 13, 2012 deadline, Soteria will subcontract with another independent contractor Margaret Tougas. Mrs. Tougas offers expertise in both emergency planning and crime prevention. Her skills and experience will be especially helpful in conducting any necessary site assessments and identifying potential security issues.

Soteria looks forward to assisting VRSD in updating the Triunfo Sanitation District Plan. Please feel free to contact me at (805) 844-1720 should you need any additional information.

Respectfully yours,


Laura D. Hernandez
Soteria

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CONSULTANT QUALIFICATIONS

Laura D. Hernandez

Lead Planner

Hourly Rate \$100

Professional Experience

Serving over 29 years in local government, Ms. Hernandez has distinguished herself as an accomplished and dedicated leader among California's emergency management community. In the late 1980's, she pioneered the development of the State's Emergency Management Mutual Aid Program (EMMA) and was one of the first local emergency managers to usher in the Standardized Emergency Management System (SEMS) for her jurisdiction.

Ms. Hernandez's employment history includes service with the City of Los Angeles and the City of Santa Monica. She is presently employed by the County of Ventura as the Assistant Director of the Ventura County Sheriff's Office of Emergency Services and is the Principal of Soteria Emergency Management Consulting Services. Her disaster experience includes many Southern California fires and floods, the 2005 La Conchita Landslide, the 2000 Alaska Airlines Disaster, the 1998 El Nino Storms, the 1995 Oklahoma City Bombing, the 1994 Northridge Earthquake, the 1992 Los Angeles Riots and the 2002 Ronald Reagan Presidential Funeral.

Ms. Hernandez is intimately familiar with the emergency role of special districts and water agencies and is trained in site assessment, target hardening and terrorism. She also has experience in hazardous materials response and planning.

Recent Planning Experience

- **State of California Emergency Management Mutual Aid Plan.** Served on State Planning Committee to develop mutual aid plan for deployment of emergency management personnel during major disasters (2010).
- **Ventura County Emergency Operations Plan.** Lead planner in directing a multi-disciplinary group of first responders and emergency managers in updating the Operational Area Emergency Operations Plan and Annexes (2011).
- **Tactical Interoperability Communications Plan (TICP).** Led in the development of the Ventura County TICP utilizing a multi-disciplinary approach to plan development. (2010).
- **Southern California Catastrophic Earthquake Plan (SCCEP).** Actively served as a member of State Senior Leadership Council for the development of the SCCEP (2010)



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LEAD PLANNER RESPONSIBILITIES

- Serves as the operational planning subject matter expert on plan development.
- Supports and facilitates coordination and collaboration with stakeholders from VRSD, the Triunfo Sanitation District.
- Leads project scoping meeting and provides regular project updates.
- Participates in progress report meetings with the Project Manager representing VRSD and TSD.
- Arranges conference calls and project update meetings, as necessary to discuss the status of services.
- Serves as a single point-of-responsibility for the satisfactory completion of deliverables.
- Focuses on ensuring quality products, timeliness of deliverables, cost control, risk management and customer satisfaction.
- Serves as a subject-matter expert on all aspects of contract work.
- Expert on requirements of FEMA Comprehensive Preparedness Guide (CPG) 101, the Robert T. Stafford Act, Homeland Security Presidential Directives 5 & 8, Title 44 CFR, Americans with Disabilities Act (ADA), California Emergency Services Act, California Code of Regulations Title 19, California Master Mutual Aid Agreement, California Disaster Assistance Act, the 2009 California Emergency Operations Plan and the Southern California Earthquake Catastrophic Response Plan.
- Provides best practices, lessons learned, experience, and expertise in planning, mobilizing and resourcing county-wide Multi-Hazard Functional Plans, based on the Standard Emergency Management System (SEMS, Incident Command System (ICS) and the National Incident Management System (NIMS).

CONSULTANT QUALIFICATIONS

Margaret Federico Tougas

Assistant Planner

Hourly Rate \$75

Professional Experience

- Emergency Manager Port Hueneme Police Department Port Hueneme 1997-June 2011
- Organized and prepared technical and analytical reports for the City of Port Hueneme.
- Coordinated and facilitated citywide Emergency Preparedness and Crime Prevention programs.



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Recent Planning Experience

- Gas Pipeline Emergency Plan Annex California State University Channel Islands Camarillo, CA
- Update the existing CSUCI Emergency Operations Plan
- Implement the Emergency Preparedness Programs for the City of Port Hueneme.
- Write and implement Tsunami Hazard Plan.
- Assisted as a team member in updating the existing Emergency Operations Plan for the City of Port Hueneme.
- Assisted with completing the Regional Hazard Mitigation Plan for Ventura County.
- Prepared and implemented Port Hueneme Storm and Tsunami Ready Program.
- Drafted the synopsis for the Golden Guardian EOC Tabletop Exercise in Port Hueneme (2008).
- Assisted with the draft of the Advanced EOC Course for CSTL. (2006).
- Conduct ICS 100, 200 and 700 training for the employees of Port Hueneme.
- Assisted in the facilitation and evaluation of Port Hueneme Tabletop exercises (earthquake and tsunami); Center for Asymmetric Warfare (CAW) Coastal Trident Full-scale Exercise (2007, 2008, and 2009); Channel Islands '06 MCI (planning for Access and Functional Needs) and 2010 Operation Medical Shelter full-scale exercise.
- Participated in the Planning Section function to the Naval Base Ventura County Multi-Jurisdiction Tabletop Exercise (2005).
- Prepared written investment justifications for Homeland Security, EMPG, UASI and other law enforcement grants; managed and prepared written grant evaluations.
- Coordinate and facilitate the Citizens Emergency Response Team (CERT) for the City of Port Hueneme.

ASSISTANT PLANNER RESPONSIBILITIES

- Supports Lead Planner in updating emergency operation plan.
- Conducts site assessments, security and facility protection planning.
- Provides quality assurance and quality control on final deliverable.
- Knowledgeable on requirements of FEMA Comprehensive Preparedness Guide (CPG) 101, the Robert T. Stafford Act, Homeland Security Presidential Directives 5 & 8, Title 44 CFR, Americans with Disabilities Act (ADA), California Emergency Services Act, California Code of Regulations Title 19, California Master Mutual Aid Agreement, California Disaster Assistance Act, the 2009 California Emergency Operations Plan and the Southern California Earthquake Catastrophic Response Plan.

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Goddess of Safety and Protection from Harm

SCOPE OF WORK

Soteria Emergency Management Services (Soteria) will provide technical planning services to update the Triunfo Sanitation District (TSD) Disaster/Emergency Response Plan in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The following authorities and references will be applied in the update of this plan:

- FEMA Comprehensive Preparedness Guide (CPG) 101,
- Robert T. Stafford Act, Homeland Security Presidential Directives 5 & 8,
- Title 44 CFR, Americans with Disabilities Act (ADA),
- California Emergency Services Act,
- California Code of Regulations Title 19,
- California Master Mutual Aid Agreement,
- California Disaster Assistance Act,
- 2009 California Emergency Operations Plan
- California State Emergency Management System (SEMS) Planning Crosswalk
- Southern California Earthquake Catastrophic Response Plan.
- Presidential Policy Directive -8
- Emergency Planning Guidance Public and Private Water Utilities (OES 1999)
- The Standardized Emergency Management System (SEMS) Guidance for Special Districts (OES 1999)

- Ventura County Hazard Mitigation Plan (2010)

The Standardized Emergency Management System (SEMS) Guidance for Special Districts and FEMA's CPG 101 will provide the basic planning elements for updating the TSD Emergency/ Disaster Response Plan. These elements are listed below and may form the deliverables to be accomplished over the course the project. These planning elements may be integrated into TSD's existing plan.

It is recommended that the TSD's Emergency/Disaster Response Plan incorporate several key elements including an expanded hazard analysis, demonstrated compliance with SEMS/NIMS and the ADA, a communications element, and a training and exercise component.



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PROPOSED PLANNING ELEMENTS

The update of this plan will take place over the course of a 60 to 70 day period and include a review of the existing plan, the application of current planning requirements, and the inclusion of new laws related to municipal water facilities and utilities. Due to time constraints, it may be necessary to complete some elements at a later time.

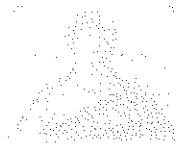
1. Table of Contents
2. Foreword/Preface/Introduction
3. Letter of Approval
4. Legal Rationale of Plan
5. SEMS Based Emergency Organization
6. SEMS Levels
7. Mutual Aid
8. Standard Operating Procedures (SOP)
9. Update and Summarize the Jurisdictional Hazard Analysis
10. Dam Safety Concerns
11. Other Hazards Specific to the Jurisdiction
12. Continuity of Government (COG)
13. Alternate Government Facilities
14. Vital Record Retention
15. Emergency Plan Maintenance and Distribution
16. Americans with Disabilities Act
17. Training and Exercises
18. Plan Concurrence
19. Field (ICS)/EOC Interface
20. Emergency Responder Notifications
21. Use of the field Incident Command System (ICS)
22. Involvement of Special Districts, private and non-profit agencies
23. Field coordination with Department Operations Centers (DOCs) and EOCs
24. Emergency Operations Centers (EOC)
25. Activation/Deactivation of EOC
26. Primary and Alternate EOC
27. Emergency Operations Center Organization
28. EOC Coordination
29. Emergency Declarations
30. SEMS Functional EOC Checklists
31. Management Section
32. Operations Section
33. Planning/Intelligence Section
34. Logistics Section

AGENCY PARTICIPATION

The VRSD and Triunfo Sanitation District will be requested to provide a Project Manager to act as a single point of contact for information and plan reviews. Collaboration with district representatives from VRSD and Triunfo Sanitation District, local emergency services agencies and other district stakeholders will be conducted in a manner that supports the completion of the plan by February 13, 2012.

Soteria is prepared to include the input and participation from district associations such Calleguas Municipal Water District, the communities of Oak Park, Lake Sherwood, other related jurisdictions, and the Ventura County Association of Water Agencies (AWA) as time permits.

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PLANNING TASKS AND ESTIMATED COST

PLANNING TASKS	RATE	EST. HOURS	TOTAL
1. Conduct scoping meeting with district representative and project manager. a. Establish schedule and timeline b. Project Agreement c. Validate Table of Contents d. Identify Project Leads e. Collect data and supporting documentation.	\$100	3	\$300
	\$75	3	\$225
2. Develop project management plan within five days of start of contract.	\$100	2	\$200
	\$75	2	\$150
3. Review existing Emergency Operation Plans supporting documentation, district policies, plans, mutual aid agreements and all applicable State and Federal Requirements.	\$100	5	\$500
	\$75	5	\$375
4. Identify relevant updates from local Hazard Mitigation Plans and General Plans to be included in threat assessment.	\$100	4	\$400
5. Update plan to include core elements • Command Structure (SEMS) • Succession Plan (COG) • Decision Process • Roles and Responsibilities (SEMS Checklists) • Facility Assessments • Communication Procedures • Personnel Safety • Alternative Sources of Water • Emergency Supplies • ADA • Training and Exercises	\$100	40	\$4,000
	\$75	20	\$1,500

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6. Conduct 10 facility assessments	\$75	40*	\$3,000
7. Integrate Facility Assessments	\$100	6	600
8. Update threat data for terrorist threat, bomb scare, intruders, power outage, earthquake, fire, water supply interruptions and water supply contamination, sanitary sewer overflow and other hazard data.	\$100	10	400
9. Meet with District staff, Board of Directors, and other stakeholders, as needed	\$100 \$75	5 5	\$500 \$375
10. Complete update the for review by 1/16/2012	\$100 \$75	10 5	\$1000 \$375
11. Complete final plan by 2/13/2012	\$100	10	\$1,000
Total	-----	175	\$14,900

* Includes travel time

COST SUMMARY

Position	Total Hours	Rate	Estimated Cost	Cumulative Total
Lead Planner	95	\$100	\$ 9,500	\$ 9,500
Assistant Planner	80	\$ 75	\$ 6,000	\$ 6,000
Total	175	----	-----	\$15,500
Not to Exceed				\$16,000

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PROJECT TIMELINE

Soteria Emergency Management Consulting Services has the capability and the resources to meet VCRD's goals and objectives, and will work with both VCRD and Triunfo Sanitation District to ensure the revised Disaster/Emergency Response Plan in draft is submitted for review by January 16, 2012 and is completed by February 13, 2012. The project can begin as soon as a contract is awarded.

Project Timeline	Task/Deliverables
December 2010	Scope of Work, Project Timeline, Table of Contents
December 15, 2010	Complete Basic Planning Elements
January 2011	Complete Site Assessment
January 16, 2011	Present First Draft
February 2011	Incorporate all changes and corrections
February 13, 2011	Present Final Plan

GENERAL STATEMENT OF FINANCIAL CONDITION

Soteria Emergency Management Consulting Services stands on a solid financial foundation. It has no liens, or judgments pending, nor has any outstanding liabilities. Soteria Emergency Management Services has sufficient resources to perform tasks as outlined and to meet all completion dates as indicated.

Although Soteria Emergency Management Consulting Services stands by the quality of its products, VRSD and Triunfo Sanitation District must understand that disaster preparedness is not an exact science, and the products Soteria offers do not guarantee the safety of any individual, structure, or organization in a disaster. Soteria Emergency Management Services assumes no liability for deaths, injuries, or property damage resulting from a disaster.

Soteria Emergency Management Services holds Commercial General Liability Insurance with Hartford Underwriters Insurance Company in the amount of \$1,000,000. Margaret Tougas is insured up to \$5,000,000. Soteria's Federal Employer Tax Number is 27-183060

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REFERENCES

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