

## **AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

### **ITEM #9: CONSULTANT SERVICES CONTRACT FOR THE “WATER SUPPLY ASSESSMENT AND EMERGENCY RESPONSE TRAINING” PROJECT**

#### **SUBJECT:**

Authorize a contract for consultant services for the “Water Supply Assessment and Emergency Response Training” project.

#### **BACKGROUND:**

On March 4, 2011, the Virginia Department of Emergency Management Grants Office awarded FY 2010 Homeland Security Grant Program (HSGP), Urban Area Security Initiative (UASI) funding in the amount of \$554,250 for the “Water Supply Assessment and Emergency Response Training” project. The project will establish a regional approach to assess significant water system hazards and vulnerabilities and to identify coordination issues in responding to a major disruption of the water supply system.

The HRPDC staff, on behalf of the HRPDC Directors of Utilities Committee, and the Hampton Roads UASI Region, released a request for project proposals on March 17, 2011; six submittals were received. The Committee has completed the proposal evaluation process and has identified a preferred consultant. The Committee is proceeding with contract negotiations to address the following:

Contract Amount: Not to exceed grant funds

Period of Performance: Completion by December 31, 2012

#### General Scope of Work:

Task 1: Provide initial briefing to the HRPDC Directors of Utilities Committee.

Task 2: Provide draft methodology for the project to the HRPDC project manager.

Task 3: Identify risk scenarios and resultant impacts to water systems in the Hampton Roads region.

Task 4: Review and conduct an analysis of the emergency response or operation plans and standard operating procedures for the publicly-owned community water systems in each locality, as well as the emergency operation plan for the jurisdiction in which the water system is located.

Task 5: Analyze critical infrastructure interdependencies in the water sector. Utilize guidance from EPA, DHS, and state agencies and include an analysis of public and private sector relationships.

- Task 6: Conduct a regional gap analysis of emergency response and recovery capabilities for the water sector (water and wastewater). Identify asset (i.e. equipment, staff, material resources) and resource gaps needed for emergency response (acts of terrorism and an all-hazards approach).
- Task 7: Based on Tasks 3, 4, 5, and 6, assess needs and develop a regional plan for improving water system emergency response and recovery, including cost estimates for short-term plan implementation.
- Task 8: Develop and execute seminar followed with a tabletop exercise based on the water infrastructure assessment and plan.
- Task 9: Submit the After Action Report (AAR) and Improvement Plan (IP) based on the tabletop exercise.

**RECOMMENDED ACTION:**

Authorize the Executive Director to execute a contract for the FY 2010 UASI-funded “Water Supply Assessment and Emergency Response Training” project with the selected consultant following successful contract negotiation per the project scope, budget, and period of performance described above.