



ecology and environment, inc.

Global Environmental Specialists

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November 28, 2017

Bill Watson, Chairman
Emergency Planning Committee
City of Yachats
441 Highway 101 N.
PO Box 345
Yachats, OR 97498

[Submitted by email to: watsons@mcn.org]

Re: City of Yachats Emergency Operations Plan Update

Dear Mr. Watson:

Thank you for your continued interest in Ecology and Environment, Inc. (E & E). We welcome the opportunity to provide you with a proposal for emergency planning services, to include updating the City of Yachats (City) Emergency Operations Plan (EOP). Our previous experience working with the City on their EOP was a good one—we are appreciative of your inclusive nature and your willingness to move projects forward as a cohesive group.

UNDERSTANDING OF THE PROJECT

Based on recent discussions, it is our understanding that the City is seeking a comprehensive update of its EOP to bring the plan in line with the most current state plan format and the latest federal planning requirements, while keeping in mind the unique needs of the City and its limited resources.

EXPERIENCE

E & E is uniquely suited to perform this work for the City based on the qualifications outlined below:

- **Depth of Experience:** While maintaining close local contact and relationships with cities and counties throughout Oregon as well as the State of Oregon, E & E is able to draw on a nationwide team of emergency management professionals to provide emergency planning services. In addition to emergency planners, we can draw on public health professionals, engineers, and scientists to inform our approach to your plan update.
- **Ongoing Emergency Operations Planning Experience:** E & E has been assisting cities and counties within the State of Oregon in developing and updating their EOPs since 2006. Under the Statewide Emergency Operations Planning Project, E & E supported all 36 Oregon counties, all 9 federally recognized tribes, and over 100 cities in the development or update of their EOPs. We have since assisted the State in the update of the State EOP to migrate to an 18 Emergency Support Function structure, and have supported multiple jurisdictions, including Lincoln County, in aligning their plans with this structure.
- **Local Relationships and Experience:** E & E has an existing relationship with Lincoln County stakeholders and knowledge of existing emergency plans for the City and County. We

supported the most recent updates of the EOPs for the City of Yachats and Lincoln County, developed the Lincoln County Debris Management Plan, and are currently supporting Lincoln County and its partners in development of an Emergency Fuel Management Plan. We will be able to draw on this existing relationship and knowledge to create a more informed and efficient planning process.

SCOPE OF WORK

Task 1: Project Coordination

Project Kickoff Meeting

E & E project staff will travel to the City of Yachats to meet with project stakeholders to introduce the project team, discuss information needs and plan considerations, and refine project scope and timeline.

Ongoing Project Management

It is E & E's expectation that communications between the E & E Project Manager and the City Project Lead will be frequent, flexible, and informal. In addition to these communications, the Project Manager will facilitate the following project management activities to ensure that the City Project Lead is engaged and informed as the project progresses:

- Conduct biweekly project management check-ins (via e-mail or teleconference) with the City Project Lead. These check-ins will ensure a regular opportunity to discuss project status, discuss work to be completed in the coming weeks, and address any outstanding issues that may arise; and
- Provide requested information needed by the City Project Lead for grant-required reporting.

Task 1: Project Coordination	
Deliverables	<ul style="list-style-type: none">▪ Kickoff Meeting materials (agenda, PowerPoint)▪ Kickoff Meeting Report
Assumptions	<ul style="list-style-type: none">▪ The City will be responsible for coordinating the Kickoff Meeting venue as well as inviting and reminding attendees.▪ Project costs assume mileage for one staff member.▪ Deliverables outlined above will be delivered electronically.▪ Plan development will not proceed until the City has approved the table of contents.

Task 2: Plan Development

Draft Plan

E & E will update the City EOP to reflect the proposed table of contents and to address any planning gaps identified in the plan assessment. In particular, E & E will work with the City to streamline the document and ensure that it is consistent with other statewide EOPs while keeping in mind the City's unique characteristics. Additionally, the plan update will include:

- An update of the plan to be consistent with the newly revised National Incident Management System.

- Development of new annex content, as needed; and
- Content aligned with the core capabilities identified in Presidential Policy Directive 8.

Final Plan and Production

After the Plan Review Workshop (see Task 3), E & E will incorporate all comments into a final draft EOP. The final draft will be thoroughly edited and proofed to ensure a polished and professional final deliverable. Our graphics team will also develop a cover for the plan, if one is not already available. The final draft will be submitted to the City for final review and approval.

Task 2: Plan Development	
Deliverables	<ul style="list-style-type: none">▪ Draft Plan▪ Final EOP
Assumptions	<ul style="list-style-type: none">▪ The City will provide all existing plans in Word format.▪ All final comments will be provided within 2 weeks of the planning workshop.▪ Once the final draft is approved, E & E will provide the City with a CD including all final documents in Word Format as well as 2 hard copies.

Task 3: Plan Workshop and Strategic Interviews

After adequate time for review of the draft plan, E & E project staff will travel to the City to conduct a plan review workshop on the updated EOP. The goal of the workshop will be to review any comments on the draft plan and address any outstanding questions.

If necessary, E & E will conduct up to four strategic interviews with key stakeholders/departments to further develop annex content and/or discuss roles and responsibilities.

Task 3: Plan Review Workshop and Strategic Interviews	
Deliverables	<ul style="list-style-type: none">▪ Plan Review materials (agenda, PowerPoint)
Assumptions	<ul style="list-style-type: none">▪ The City will be responsible for coordinating the meeting venue as well as inviting and reminding attendees.▪ Project costs assume mileage for one staff member.▪ Stakeholders will fully review the EOP prior to the workshop and strategic interviews.

Task 4 (Optional): Tabletop Exercise

To assist the City in validating the EOP, E & E will develop materials to conduct a 3-hour tabletop exercise with key stakeholders. The exercise will include a plan review session to familiarize participants with the new plan that will be followed by a scenario-driven facilitated discussion. A hot-wash will be held immediately following the exercises to determine the efficacy and accuracy of the plan, and to identify potential revisions that may be required to be made prior to submittal of final deliverables.

To the extent practicable, exercise planning meetings will be held concurrently with the planning meetings described under Tasks 1, 2, and 3. These planning meetings include:

- Initial Planning Conference—held concurrently with the Kickoff Meeting.

- Mid-term Planning Conference—held via conference call, if needed.
- Final Planning Conference—held concurrently with the plan workshop.

E & E will develop all exercise materials, including a basic situation manual and an After Action Report that identifies areas for continued program enhancement.

PROJECT TEAM ORGANIZATION

E & E proposes to complete this work using our staff stationed in our Portland, Oregon office. Shawna Mantey, our proposed project manager, is a Subject Matter Expert on development of EOPs and is experienced in project management, client outreach, and meeting facilitation. She will serve as the primary point of contact for the project. Shawna will be supported by our principal in charge, Matthew Lieuallen, who manages E & E's emergency management and community resilience practice and Zane Beall, a Portland-based emergency planner.

COST

E & E's firm-fixed price for tasks 1–3 of this project is \$16,000. E & E's firm-fixed price including optional task 4 is \$21,000. E & E invoices monthly on a percentage-of-completion basis. Payment terms are net 30 days.

SCHEDULE

E & E anticipates this project will take eight months to complete and will begin work on this project within one month of contract implementation.

E & E looks forward to working with the City of Yachats on this project. If you have any questions or require additional information regarding this proposal, please contact me by telephone at 503-248-5600 x4639 or by e-mail at smantey@ene.com.

Sincerely,

ECOLOGY AND ENVIRONMENT, INC.



Shawna Mantey
Project Manager

cc: Joan Davies, City Manager [submitted by email to joan@yachatsmail.org]

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