



Florida Urban Search and Rescue Task Force 4

The East Central Florida Regional Planning Council on behalf of the Orlando/Orange County Urban Area Security Initiative (UASI) and the Central Florida Urban Search and Rescue Task Force 4 (FL-TF4) are seeking proposals from qualified contractors to plan, develop, deliver and evaluate an Urban Search and Rescue (US&R) mobilization exercise which will be conducted at the Camp Blanding Joint Training Center. It is preferred that contractors have experience with structural collapse exercises and are able to provide references for having completed similar work

Scope of Work

- Contractor must be qualified to plan and deliver an exercise that is compliant with the Homeland Security Exercise Evaluation Program (HSEEP).
- Contractor must review FL-TF4's capabilities based upon the Universal Task List and Target Capabilities List.
- Contractor must design appropriate, challenging, and timely injects to accomplish the exercise objectives.
- Contractor must develop HSEEP compliant exercise documents.
- Contractor must coordinate the logistics necessary to conduct a mobilization exercise including scheduling, planning conferences, exercise location selection and administrative support. Provide a facilitation team composed of US&R experts to engage all exercise participants.
- Contractor must assess the performance of participants, policies and technical aspects of the exercise play.
- Contractor must capture observations of the exercise and make recommendations for post-exercise improvements with the development of an After Action Report (AAR) within 45 days of the execution of the exercise.
- Contractor must develop Improvement Plans (IP) with the achievable and measurable actions to eliminate technical deficiencies and lapses in key resources' roles and responsibilities.
- Contractor must purchase all consumables for the exercise including but not limited to lumber, nails, fasteners, drill bits, saw blades, etc. Because the exact need will be determined during planning sessions, the contractor should include a line item cost of \$6000 in their bid for consumables. Exact costs will be passed through to FL-TF4; however, \$6000 will not be exceeded.

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- Project timelines will need to be established based on grant funding guidance and requirements once project is approved including vendor selection and identified grant funding.
- If applicable and required, the Contractor must complete all required Environmental and Historic Preservation Review screening documents required by the Department of Homeland Security.
- The Contractor must be familiar with the Camp Blanding Joint Training Center location and be able to conduct an Urban Search and Rescue scenario-based exercise that incorporates the application of team capabilities to include canine search, technical search, victim locating, shoring, breaching and breaking, patient treatment, packaging and removal. Camp Blanding is the desired exercise location due to its existing training facility with props or structures capable of providing the necessary training challenges (i.e. building collapse, rubble pile, etc.).
- Contractor will be expected to deliver a full-scale functional mobilization exercise that lasts for 24 hours. The exercise must include the following components:
 1. Team Activation
 2. Team Check-in
 3. Mobilization of the team
 4. Convoy to Base of Operations
 5. Establish Base of Operations
 6. Complete search and rescue operations
 7. Team nourishment and hygiene
 8. Overnight stay
 9. Break down Base of Operations
 10. Convoy home
 11. Demobilization

Deliverables

Execution 24 hour Full-Scale Functional Mobilization Exercise – February 4 and 5, 2014
HSEEP Documentation
Completion of AAR – March 30, 2014

Selection Criteria

The selection of a firm shall be based on the following criteria:

- Understanding of the services to be performed
- Qualifications and expertise of professional personnel involved

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- Familiarity with the East Central Florida region
 - Familiarity with the project area at Camp Blanding Joint Training Center
 - Experience with developing multi-jurisdictional projects
 - Quality control maintained by the firm and conflict of interest controls and disclosure process
 - Ability to meet time constraints

Qualifications

The following are minimum credentials required by the successful bidder:

- The AAR Improvement Plan (IP) research, document production and final report are to be conducted in the HSEEP format
- Must have at least 5 years of experience in exercise, planning and training history with USAR teams
- Must have a working knowledge of Florida's Emergency Response Community
- Consideration will be given to Florida-based providers
- Instructor credentials?
- Certificates?

Contractor Submittal Requirements

In order to simplify the review process and obtain the maximum degree of comparison, the Council is requesting that the proposal be organized according to the following format:

- A. Title Page –
 1. Include the RFP subject, the name of the firm, local address, telephone number, name of the contact persons and the date of submittal
- B. Table of Contents –
 1. Include clear identification of the material by section and page number
- C. Letter of Transmittal –
 1. Include the names of the persons who will be authorized to bind the firm and the title.
 2. State that the person signing the letter will be authorized to bind the firm.
- D. Understanding and Approach –
 1. State your understanding of the services to be provided.
 2. State the approach to be exercised by the firm to accomplish the services to be performed.
- E. Profile, Qualifications, and Technical Expertise –
 1. Provide a narrative that fully explains the firm's knowledge, experience and qualifications in carrying out the tasks of the Scopes of Work and producing

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- the Deliverables within the timeframe stated. This includes providing documentation of the minimum credentials/qualifications.
2. State the location of the office from which the work is to be performed and the number of partners, technical and other professional staff employed at the office.
 3. List and describe recent experiences similar to or of those required in this proposal.
 4. Provide names, addresses and telephone numbers of client officials for three of the engagements listed above.
 5. Provide the names of the persons who will be assigned to this project along with a concise statement of qualifications and experiences. Resumes should be included in an appendix. List the number of projects currently in contract for the firm and the pertinent staff.
 6. Submit Non-Discrimination Disclaimer.
- F. Knowledge of Region
1. State the firm's familiarity with the East Central Florida Region and the extent of experience in this region.
- G. Quality Control and Conflict of Interest
1. Describe the quality control procedures utilized by the firm in its performance of high quality work. State whether the firm has been involved in a government contract that ended in termination or in litigation due to sub-standard quality, untimely submittal of deliverables or for other reasons that should be disclosed.
 2. State whether the firm has or anticipates a conflict of interest if project is awarded.
- H. Timeframe
1. Make a statement about the firm's commitment to perform the work within the time period specified.
- I. Other forms
1. Equal Opportunity Employment Disclaimer
 2. Drug Free Workplace Disclaimer
- J. Additional Data – The preceding sections are to contain only data that is specifically requested. Any additional information considered essential to the proposal should be included in this section. If there is no additional information to present, state “there is no additional information we wish to present.”

Description of Entity

The East Central Florida Regional Planning Council was established in 1962 as an area-wide association of local governments serving the six counties of Brevard, Lake, Orange, Osceola, Seminole, and Volusia, pursuant to Florida Statutes, Chapter 186. The governing body of the Council consists of local elected officials and gubernatorial appointees. We received funding from state, federal and local agencies. The Council

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provides a wide scope of services and programs including strategic planning, regional transportation, economic development, human services and emergency preparedness. Administrative offices and all records are located at 309 Cranes Roost Blvd., #2000, Altamonte Springs, Florida, 32701. To learn more about the Council, please visit our website at www.ecfrpc.org.

Submission of Proposal

Nine (9) copies of the following information must be provided with your proposal:

1. Catalog cuts, specification sheets or other descriptive literature that will support the form, fit and function of the equipment requested.
2. Warranty information.
3. Business references from previous sales of this equipment.
4. Total cost for Items, including applicable discounts, rebates and other cost saving incentives.

Mandatory Pre-Award Meeting

All bidders must attend a mandatory Pre-Award Meeting with members of the East Central Florida Regional Planning Council and FL-TF4. The Pre-Award Meeting will allow bidders the opportunity to ask questions and seek any clarification needed for the RFP. The meeting will be held on December 4th, 2013 at 10:00 a.m. at the East Central Florida Regional Planning Council located at 309 Cranes Roost Blvd., #200, Altamonte Springs, FL 32701.

Instructions on Proposal Submission

1. Closing Submission Date
Proposals must be submitted no later than **12:00 p.m. on December 13, 2013.**
2. Inquiries
Inquiries concerning this RFP should be directed to Steve Jones, Regional US&R Coordinator
(407) 262-7772 ext 305 or sjones@ecfrpc.org
3. Conditions of Proposal
All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the East Central Florida Regional Planning Council.
4. Instructions to Prospective Offerors
Your proposal should be addressed as follows:
East Central Florida Regional Planning Council
309 Cranes Roost Blvd., #2000

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Attention: Steve Jones

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL

For 2014 US&R FL-TF4 MobEx

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to insure that the quote is received by the East Central Florida Regional Planning Council by the date and time specified above.

Late quotes will not be considered.

5. Right to Reject

The East Central Florida Regional Planning Council reserves the right to reject any and all proposals received in response to this RFP. The East Central Florida Regional Planning Council may request additional information from any lender.

6. Small and/or Minority-Owned Businesses

Efforts will be made by the East Central Florida Regional Planning Council to utilize small businesses and minority-owned businesses.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8), by having average annual receipts for the last three fiscal years of less than four million dollars.

7. Notification of Award

All requirements of the Competitive Negotiations Act Chapter 287, F.S. will be adhered to. Council staff shall review all properly submitted proposals and make a recommendation of award, based on available funding, to the Fire/US&R Working Group for the Urban Area Security Initiative (UASI). Notification of award will be made promptly following approval.

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