

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 18-21

**Continuity of Operations Plans and Continuity of Government Plans development
for the Cities of Aurora and Naperville Illinois**

PROPOSAL FORM

Proposal Due Date & Time: 5:00 p.m. CST, Wednesday, April 2, 2018

To: **City of Aurora
Purchasing Division
44 E Downer Place
Aurora, Illinois 60507**

The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

Submitted By: Tetra Tech, Inc.

- I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other RFP documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the bid solicitation documents. The items in this Request for Proposal, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the Proposal.
 - A. The Vendor shall also include with their proposal any necessary literature, samples, etc., as required within the Request for Proposal, Proposal Specifications and Statement of Work.
 - B. For purposes of this offer, the terms Offeror, Proposer, Respondent, and Vendor are used interchangeably.
- II. In submitting this Offer, the Vendor acknowledges:
 - A. All proposal documents have been examined: Proposal Specifications, Statement of Work, and the following addenda:

No. 01, No. _____, No. _____, (Vendor to acknowledge addenda here.)

Lump Sum:

The undersigned agrees to perform all work indicated in the Request for Proposal specifications, Addenda, including cost of insurance for the Base Contract, for the sum of:

two hundred fifty six thousand
three hundred ninety seven Dollars and seventy four Cents
(In Writing)

Total in Figures \$ 256,397 ⁷⁴/₀₀

COST PROPOSAL

Tetra Tech proposes performing the project for a firm fixed price of **\$256,397.74**. The fixed price is based on Tetra Tech's experience performing continuity of operations (COOP) and continuity of government (COG) planning, training, and exercise projects of similar scope and complexity. The fixed price is derived from estimating the number of work hours for each task; estimating the cost of materials and printing and administrative expenses; and budgeting for reasonable and customary travel expenses for on-site meetings. Exhibit 1-1 offers a breakdown of our proposed price by project task.

Exhibit 1-1: Cost Proposal
(Includes labor, materials, and travel expenses)

Project Phase	Estimated Cost
Project Management, Project Planning, and Kickoff Meeting	\$21,020.28
Aurora and Naperville COOP/GOG Planning	\$125,546.90
COOP/COG Training	\$23,604.47
Aurora and Naperville COOP/COG Table Top Exercise	\$34,965.68
Aurora and Naperville COOP/COG Functional Exercise	\$51,260.40
Total Cost	\$256,397.74

This estimate is valid for 120 days from the date of the proposal. To the extent the proposed scope and budget do not meet the City's needs, Tetra Tech is prepared to negotiate a revised scope and budget.

Scope of Work Impact

The following items were factored into the cost estimate based on Request for Proposal 18-21 – Development of Continuity of Operations Plans for the Cities of Aurora and Naperville, Illinois as well as department annexes as specified below (as amended with Amendment 1).

- 8 COOP departmental annexes will be developed for the following Aurora departments and divisions.
 1. Mayor's office
 - Mayor's Office of Special Events
 - Law Department
 - Public Information
 - Alderman's Office
 - City Clerk's Office
 2. Police Department (Headquarters building)
 3. Fire Department (9 Stations)
 - Emergency Management
 4. Finance
 - Accounting
 - Budgeting
 - Payroll
 - Purchasing
 - Revenue and Collection
 - Water Billing
 - MVPS Administration
 5. Innovation and Technology
 - Neighborhood Redevelopment

- Community Services
 - Customer Service
- Management Information Services (IT)
- 6. Development Services
 - Animal Control
 - Planning and Zoning
 - Property Standards
 - Building & Permits
 - Economic Development
- 7. Human Resources
- 8. Public Works
 - Parks and Recreation
 - Parks (Philips Park Golf Course Phillips Park Zoo)
 - Downtown Services
 - Airport
 - Central Services
 - Electrical Department
 - Equipment Services
 - Engineering
 - Streets Department
 - Water Production
 - Water and Sewer
- 14 COOP plans will be developed for the following Naperville departments and divisions.
 1. City Manager's Office
 2. Police
 3. PSAP (911 Center)
 4. Fire
 5. Emergency Management
 6. Human Resources
 7. Transportation Engineering and Development
 8. Information Technology
 9. Financial Services
 10. City Clerk
 11. Public Works
 12. DPU - Electric
 13. DPU - Water/waste water
 14. Communications
- Risk assessment will be conducted at the 74 Aurora properties listed in Amendment 1.
- Risk assessment will be conducted at the 120 Naperville properties listed in Amendment 1.

The following assumptions were used in developing our cost estimate. Changes in these assumptions may impact our proposed price and we welcome the opportunity to discuss these, as necessary and appropriate, throughout project execution.

- **Project Sponsor.** The City of Aurora and City of Naperville will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials/Plans.** Documentation that is deemed pertinent to the critical operations of each City should be made available to Tetra Tech for review, upon request, in electronic format.
- **Period of Performance.** To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control, such unforeseen circumstances may result in an increase in the project timeline and budget.

- **Deliverables.** Tetra Tech agrees to deliver the following:
 - Electronic copies of the interim draft deliverables throughout the planning process
 - 100 copies of the COOP/COG kickoff presentation handouts per City
 - 20 copies of the COOP/COG working group manual per City
 - One copy of the COOP/COG plan and one copy of the department-specific plan for each of the participating departments per City.
 - 100 copies of COOP/COG training presentation handouts per City
 - 100 copies of the exercise materials per City.
- **Work Location/Meeting Space.** Tetra Tech will perform work off-site at Tetra Tech offices except when required to be on-site for meetings. Each City would be responsible for providing a government building or covering the cost of any venue rental, AV equipment, food/refreshments, and so on.
- **Logistics.** Invitations to the planning meetings will be managed by emergency management in both Cities. The logistics associated with department-specific interviews will be managed by Tetra Tech. Tetra Tech will support some work on the project logistics. This will include provision of venue selection, workshop-specific equipment, and logistical requirements for the exercise. Refreshments will be the responsibility of the local jurisdiction for all meetings and the exercises.
- **Training Assumptions.** Tetra Tech will develop and deliver four in-person training courses over two consecutive days within each City.
- **Exercise Assumptions.** A total of four exercises opportunities will be provided for the City of Aurora and City of Naperville. Participation will be restricted to the numbers outlined in RFP and Amendment 1. For the table top exercise, Tetra Tech will provide one lead facilitator and two facilitator/evaluators. For the functional exercise, Tetra Tech will provide four controllers to manage the exercise and operate the Simulation Cell.
- **Acceptance of Deliverables.** Deliverables will be submitted to each City in draft format. The City's comments should be provided within 14 calendar days in order to meet the period of performance timeframe. Upon incorporation of revisions to the draft deliverables and one final resubmission to each City, the deliverables will be considered accepted.
- **Payment Plan Based on Deliverables.** The City of Aroura will be invoiced monthly. Our monthly invoice will include a progress report and payment will be based on the progress made during the reporting period. Invoice payment terms are net 30 days.
- **Proposal.** This proposal is based on Tetra Tech's current understanding of the project. Revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by the City. The final approved proposal will be part of the awarded contract by reference or incorporated as an exhibit.