



CITY OF PIEDMONT CALIFORNIA

Bidder Question Responses:

1. The Request for BID states: "The selected firm will be responsible for planning and conducting wildfire evacuation training" Are you looking for a specific course or a training such as a TTX? Are you only seeking 1 training? Can you be more specific because this is a very broad statement?
 - a. We anticipate a staff tabletop exercise and a community functional or full scale exercise each year. The successful bidder will negotiate a contract with the City that could be a single year or more.
2. The request for BID states "wildfire evacuation training and exercises involving up to approximately 100 stakeholders" What type of exercise are you seeking? TTX, Functional, Full Scale? Are you seeking 1 exercise or multiple exercises?
 - a. See the answer to question 1.
3. "Tasks to be performed as part of the contract have the potential to cover a range of service deliverables." Are you asking for other services besides training and exercise?
 - a. No, this language is intended to leave space for planning meetings or other overhead tasks that need to happen to accomplish the training and exercises. Specifics will be negotiated in the contract.
4. Is the Instructor/Facilitator resume/bio part of the 10-page count maximum we can submit?
 - a. No, this is separate.
5. Can you please clarify what is needed for the "program description" called for in the cover letter/introduction?



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- a. As this is part of the cover letter, the program description should be a brief summary of your envisioned plan to provide the required services as outlined in the RFQ.
6. Given references to a "program" (e.g., in the availability section of proposal requirements), is this RFQ intended to result in task order-based work to the winning consultant(s) under a master contract?
 - a. See the answer to question 1.
7. The general scope of work calls for "exercise development, training, and delivery for staff" in late spring or early summer 2024, as well as a "resident focused exercise in late summer 2024." Having responded to your late 2023 solicitation for similar-sounding work, would you like us to assume that the activities in the current RFQ reflect a tabletop exercise for staff and a full-scale exercise for the community? Can you also please clarify the training component of the staff portion?
 - a. In the past, staff sessions have included a training followed by a tabletop exercise the same day. This model worked well for Piedmont and will likely be the preferred delivery model.
8. Regarding the request for an estimated budget for the proposed services, in addition to providing hourly rates, shall we assume that you also require an estimated budget for a staff tabletop exercise and community full-scale exercise (assuming the above is true about what you seek for each)?
 - a. Please provide an estimated budget for the items in the Required Services section of the RFD. For simplification, this would include a staff combined training and tabletop as well as a functional community exercise and the supporting activities described. For the sake of this estimate, assume the targeted community participants would be the residents in the Cal Fire Very High Fire Hazard Severity zone in Piedmont as defined on the Piedmont map that can be found at <https://osfm.fire.ca.gov/what-we->



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[do/community-wildfire-preparedness-and-mitigation/fire-hazard-severity-zones/fire-hazard-severity-zones-maps](https://www.ci.piedmont.ca.us/Community-Wildfire-Preparedness-and-Mitigation/Fire-Hazard-Severity-Zones/Fire-Hazard-Severity-Zones-Maps)

9. In line with the budget question above, how would you like us to present a cost and approach for "as needed" updates to City plans and procedures based on findings from exercises to be presented, as the scope of such services may depend on findings?
 - a. Hourly rates are sufficient.
10. If needed, do you anticipate the interview period falling within the contract negotiations window of March 15-April 1?
 - a. If needed, remote interviews will be scheduled as early as March 13 however we can be flexible and will find scheduling that accommodates all parties.
11. Would the City consider changing its general liability insurance requirement for this work to \$1M per occurrence/claim and \$2M aggregate?
 - a. Terms of the contract are negotiable however this is unlikely to change.