ADDENDUM 1
REQUEST FOR PROPOSAL

TO CONDUCT A RISK AND RESILIENCE ASSESSMENT
AND PREPARE AN EMERGENCY RESPONSE PLAN
CWO 20-5011

March 12, 2020

Christine Mead
Operations & Maintenance Manager
This document is Addendum 1 to Soquel Creek Water District’s (District’s) Request for Proposal (RFP) for a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) in compliance with Section 2013 of the America’s Water Infrastructure Act of 2018 (AWIA). The addendum includes a clarification and changes the closing date and timeline.

1. **CLARIFICATION**

The RFP should include updating the District’s ERP, not preparing an entirely new ERP. A copy of the District’s current ERP table of contents is included as Attachment 1. In addition to the seven Action Plans, the District desires that a Wildfire Action Plan be added to the updated ERP.

2. **REVISED RESPONSE TO RFP**

Firms interested in being considered are requested to submit a proposal, as described below, on or before 2:00 p.m., April 27, 2020 to

O&M Department  
Soquel Creek Water District  
5180 Soquel Drive  
Soquel, California 95073  
Attn: Christine Mead  
Re: AWIA Services

Four (4) copies of the project proposal plus one (1) copy of the Fee Schedule shall be submitted and are to be no longer than 20 pages in length (10 double-sided pages), excluding résumés and attachments. The proposal should use recycled paper and binding materials as much as possible.

A tentative timeline for the selection process follows. (Note: shortlisting may extend this process).

- Issue RFP --------------------------------------------------February 19, 2020
- RFP Addendum 1 Issued----------------------------------March 5, 2020
- Question/Comment Deadline----------------------------------April 20, 2020
- Statement of Qualifications Due--------------------------April 27, 2020
- Evaluation of Qualifications Complete----------------------June 30, 2020
- Approve and Award Contract-----------------------------July 15, 2020

The Notice to Proceed will be negotiated but work shall begin no later than October 1, 2020.

3. **REVISED PROPOSAL FORMAT AND REQUEST INFORMATION**

Line number A6 is revised to state: “List and description of similar projects recently completed including dates of service and client. Provide a cross-reference table when applicable showing with which project(s) staff from Item 5 were associated.”

4. **EVALUATION CRITERIA CLARIFICATION**

Location of office - Firms with offices in California are given preference with a maximum score of 10 points.
5. REVISED PROJECT TEAM QUALIFICATIONS

It is not necessary that a team member shall have a current Certified Information Systems Security Professional (CISSP) certification.
ATTACHMENT 1
SOQUEL CREEK WATER DISTRICT’S
EMERGENCY RESPONSE PLAN TABLE OF CONTENTS
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     o SCADA Diagram
     o Procedures for Activating Interties

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     o SqCWD Board Member Contact Information
     o Emergency Phone Numbers
     o Emergency Medical Care Facilities
     o Red Cross Shelters
     o Vendors, Suppliers and Contractors
     o Licensed Water Haulers
C Public Notices and Press Releases
  o Public Notice - Consumer Alert During Water Outages or Periods of Low Pressure
  o Public Notice - Unsafe Water Alert
  o Public Notice - Boil Water Order

D California Statewide Emergency Notification Plan and Incident Reports and Forms
  o CA Department of Public Health State Water Resources Control Board, Division of Drinking Water, Water Quality Emergency Notification Plan
  o Incident Report/Forms
    • Public Health Information Report & Instructions
    • Water Quality/Consumer Complaint Report
    • Threat Evaluation Worksheet
    • Written Threat Report
    • Phone Threat Report
    • Security Incident Report
    • Suspect Description Form
    • IT Incident Response and Reporting Checklist
    • Maintaining Crime Scene Integrity Form
    • Bomb Threat Checklist
    • Witness Account Report
    • Damage Assessment Form