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**ADDENDUM 1
REQUEST FOR PROPOSAL**

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

March 12, 2020

A handwritten signature in black ink, appearing to read 'Christine Mead', is written over a horizontal line.

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 REQUESTION 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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Appendices

- A SqCWD Water System and Facilities Information
 - o SqCWD Water System Map
 - o SqCWD Schematic of Facilities
 - o Map of Alternate Access to Monte Toyon Tank
 - o SqCWD Organizational Chart
 - o SCADA Diagram
 - o Procedures for Activating Interties

- B Emergency Phone Lists
 - o SqCWD Chain-of-Command with Contact Information
 - 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