



BACKGROUND, OBJECTIVES, REQUIREMENTS, RESPONSIBILITIES

1. BACKGROUND AND OBJECTIVES:

- 1.1 The Broward Sheriff's Office Department of Fire Rescue and Emergency Services (BSODFRES) is seeking a Proposer to provide all services necessary to provide to design and deliver one (1) Synchronization Matrix Workshops and coordinate and evaluate a one (1) day full-scale exercise (FSE) simulating a large Hazardous materials Train Derailment in or near Port Everglades
- 1.2 The Proposer must agree to comply with all applicable terms and conditions of the 2021 Port Security Grant Program. The funding for the Hazardous materials Train Derailment Response Capability Exercise is provided in whole or in part by the US Department of Transportation Federal Railroad Administration (FRA) Agreement number 69A36526422620CRSFL.
- 1.3 It is anticipated that BSODFRES will award all services to one (1) Proposer; however we reserve the right to award to more than one Proposer.
- 1.4 The specifications set forth herein are for informational purposes and to provide a general description of requirements. Proposers will be responsible to submit a technical Proposal based upon their program that will meet the goals, objectives and requirements set forth herein.
- 1.5 This project will be a one-time purchase. The agreement will remain in effect until full completion of project.
- 1.6 Awarded Proposer will be responsible to set up, maintain and provide all required services as set forth in this Solicitation.

2. RESPONSIVENESS AND RESPONSIBILITY CRITERIA

- 2.1 Responsiveness Criteria: A Responsive Proposer means a contractor, business entity or individual who has submitted a Proposal that conforms in all material respects to the requirements of this solicitation. The requirements of this solicitation and scope of work include, but are not limited to, the required forms included in this solicitation which contain all requested information, signatures, notarizations, insurance, bonding, security and any other solicitation documents. Failure to provide the information required may result in a Proposer being deemed non-responsive. BSO reserves the right to waive minor technicalities or irregularities as is in the best interest of BSO.
- 2.2 Responsibility Criteria: A Responsible Proposer means a contractor, business entity or individual who is capable of meeting all of the requirements of this solicitation and resulting contract. Capable includes the financial and technical ability to perform as contractually required. At any time prior to award, BSO may find that a Proposer is not responsible to receive a particular award.

3. REQUIREMENTS OF THE SOLICITATION:

Failure to meet the following requirements listed in this Section may result in removal of a Proposal from consideration. Any documents/information requested anywhere in the Scope of



Services should be included in the Proposal and labeled as indicated in this Section 3. Documentation which is not included with the Proposal, or other documentation requested within Bonfire, must be received within five (5) working days of request by BSO unless otherwise extended in writing by BSO at its discretion.

3.1 General:

3.1.1 Responsibilities of Proposer. It is the responsibility of each Proposer to:

- 3.1.1.1 Examine the solicitation documents thoroughly;
- 3.1.1.2 Visit the site, if applicable, to become familiar with conditions which may affect cost, progress, performance of furnishing of required services;
- 3.1.1.3 Take into account any federal, state, local laws which may affect cost, progress, performance or furnishing of required services;
- 3.1.1.4 Carefully correlate Proposer's observations with the RFP solicitation and supporting documents; and
- 3.1.1.5 Carefully review solicitation and supporting documents and notify BSO through Bonfire's "Public Q&A" section by clicking the "Ask a Question" button, of any questions or requests for clarifications.

3.1.2 Each Proposer acknowledges that:

- 3.1.2.1 The specifications set forth are for informational purposes and to provide a general description of the requirement. Proposers shall be responsible to submit technical submittal based upon their program that will meet the goals, objectives and requirements set forth herein.
- 3.1.2.2 Proposer's submittal in response to this RFP shall constitute an incontrovertible representation by Proposer that it has complied with the above requirements and that without exception, the Proposal is premised upon performing and furnishing the services required by the RFP solicitation.
- 3.1.2.3 In preparing a response to this solicitation, Proposer shall rely on its own assumptions, investigations, examinations, studies, interpretations, expertise and opinions. Proposer shall base its submission on its own judgment, analysis and opinion of feasibility of the project. BSO does not guarantee the details pertaining to existing reports, on any documents included with this solicitation to be more than a general indication of the services.

3.2 Laws, Ordinances, Regulations: Awarded Proposer(s) must comply with all Federal, State and Local laws, ordinances for work required for services listed in this Solicitation.

3.3 Questionnaire: If applicable, Proposer should answer all questions and provide as much information as possible in a concise manner. If responses exceed the maximum characters accepted on the Questionnaire(s), attach separate document to the proposal titled "Supplemental Responses". List the Questionnaire Title, question number, restate the question, and provide the supplemental information and/or detailed response. Clarification to any of the questions must be submitted as a question through Bonfire before the Q & A deadline.

3.4 Financial Stability: **Proposers will be stable and financially solvent.**



BSO reserves the right to request documentation of financial stability, including Proposer's most recent three (3) years of Financial Statements SEC filings, or Dun & Bradstreet Reports. Financial Statements are a Compilation, Review or Audit Report from a Certified Public Accountant and include, at a minimum, a balance sheet and statement of operations. SEC filings and/or Dun & Bradstreet Reports, if submitted, must also include this minimum data. The financial documentation submitted must include a classified balance sheet which shows the components of current assets and current liabilities and a statement of operations showing net income after interest, taxes, depreciation and amortization. Proposer must submit these documents within five (5) working days upon request by Broward Sheriff's Office, unless otherwise extended in writing by BSO at its discretion.

- 3.4.1 BSO may consider the unavailability of the most recent year's financial statements and whether the Proposer acted in good faith in disclosing the financial documents.
- 3.4.2 Any claim of confidentiality on financial statements should be asserted at the time of submittal.
- 3.4.3 Although the review of a Proposer's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Public Record and Exemptions section) may result in a recommendation of non-responsiveness and/or release of Proposer's proposal sections in accordance with Florida Public Records Laws and pursuant to a public records request placed upon BSO.

Throughout the RFP process and until a contract, if awarded, is executed, Proposer has an ongoing responsibility and obligation to notify BSO of any material changes to its financial stability and solvency. Such reported material changes shall include, but not be limited to, any bankruptcy proceeding. Failure to maintain updated financial stability may result in automatic disqualification of the Proposer or termination of Award, if awarded to Proposer.

3.5 **Scope of Services:**

Provide a complete response to section 3.5 Scope of Services of the Solicitation. Please note responses do not need to restate anything specifically requested to be uploaded as Exhibits in the subsections below. Response should be uploaded to Bonfire when submitting and label as **"Proposal"** and state the subsections corresponding to the information provided.

- 3.5.1 The BSODFRES wishes to enter into an Agreement with the best-qualified Proposer selected through a competitive process in a manner that is cost-effective and practical. This proposed FSE supports the Federal Railroad Commission requirements as well as supporting the Homeland Security Presidential Directive (HSPD-8) for national preparedness. The outcomes of the exercise and workshops will include but are not limited to the assessment and validation of training and procedural plans (SOG's) as well as the validation of emergency response personnel and equipment. The Synchronization Matrix Workshop should be developed



implementing several tasks required for each milestone. The full description of these tasks is defined on Exhibit B-Milestone/Payment Synchronization Matrix Workshop included in this Solicitation. Proposer will be paid a percentage of the lump sum price base on milestones completed.

- 3.5.2 The Contractor shall provide project administration and management services necessary to ensure successful completion of the Hazardous Materials Train Derailment Full-Scale Exercise in accordance with the requirements of the Federal Railroad Administration (FRA) and applicable grant guidance.
- 3.5.3 The Contractor shall demonstrate a coordinated implementation process that includes participation and coordination among all project stakeholders. This includes Broward Sheriff's Office Department of Fire Rescue and Emergency Services (BSODFRES), regional hazardous materials response teams, Broward County Emergency Management, participating public safety agencies, railroad partners, and other relevant local, state, and federal stakeholders.
- 3.5.4 Within forty-five (45) days of contract execution, the Contractor shall develop and submit a Project Management Plan (PMP) for review and approval by BSODFRES. The Project Management Plan shall describe the implementation strategy for the exercise project and shall include, at minimum:
 - 3.5.4.1 Project organization and management structure
 - 3.5.4.2 Identification of key project personnel and roles
 - 3.5.4.3 Communication and coordination processes among stakeholders
 - 3.5.4.4 Detailed project schedule identifying major milestones and planning meetings
 - 3.5.4.5 Project budget and allocation of resources
 - 3.5.4.6 Risk management approach
 - 3.5.4.7 Documentation and reporting procedures
- 3.5.5 Approval of the Project Management Plan by BSODFRES is required prior to the initiation of subsequent exercise development tasks unless otherwise authorized.
- 3.5.6 In keeping with the investment justifications provided for the receipt of the Federal Railroad Administration Grant, Proposer shall be able to develop and conduct the following:
 - 3.5.6.1 One (1) Synchronization Matrix Workshops followed by one (1) Full-Scale Field Exercise simulating a large hazmat train derailment in or near Port Everglades for up to 100 participants no more than 90 days from contract execution.
 - 3.5.6.2 The Full-Scale Exercise Series will be Homeland Security Exercise and Evaluation Program (HSEEP) compliant and will include the following meetings: In-person: Combined Concept/Objectives Meeting- Initial Planning Meeting (CO & IPM),



- 3.5.6.3 In-person or Virtual: Midterm Planning Meeting (MPM)
 - 3.5.6.4 Virtual: Master Scenario Events List (MSEL) meeting
 - 3.5.6.5 In-person: Controller/Evaluator briefing
 - 3.5.6.6 In-person: Final Planning Meeting (FPM)
 - 3.5.6.7 In-person: After Action Conference, and
 - 3.5.6.8 An HSEEP-compliant written After-Action Report (AAR).
- 3.5.7 Upon completion of the exercise and all evaluation activities, the Contractor shall prepare and submit a Final Performance Report documenting project implementation and outcomes. The report shall include:
- 3.5.7.1 Summary of project activities conducted during the grant period
 - 3.5.7.2 Description of exercise objectives and how they were evaluated
 - 3.5.7.3 Summary of participating agencies and resources involved
 - 3.5.7.4 Documentation of project milestones achieved
 - 3.5.7.5 Overview of exercise outcomes and improvements identified
 - 3.5.7.6 Recommendations for future training, planning, and operational improvements
- 3.5.8 The Final Performance Report shall support Federal Railroad Administration (FRA) reporting requirements and provide documentation of project achievements.
- 3.5.9 The primary agency involved with the development of this Full-Scale Exercise will be the Broward Sheriff's Office Department of Fire Rescue.
- 3.5.10 Proposers' response to this Proposal should include the following and be labeled as **Exhibit 3.5.10**:
- 3.5.10.1 Proposer's understanding of the nature of the project and how their proposal will best meet the needs of the County.
 - 3.5.10.2 Proposer should define their functional approach in providing the services.
 - 3.5.10.3 Proposer should define their functional approach in identifying the tasks necessary to meet requirements.
 - 3.5.10.4 Describe the approach to Project Management and Quality Assurance.
 - 3.5.10.5 Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, staffing.
 - 3.5.10.6 Team Competence/Exercise Experience.
- 3.5.11 Training Objectives: The following are the training objectives for this Project. Proposer should describe how they will meet each of the following and include in your Proposal and label as **Exhibit 3.5.11**:



- 3.5.11.1 Evaluate the response of the Broward Sheriff's Office, DFRES (Department of Fire Rescue Emergency Services) Seaport and Hazmat Team including all identified Mutual Aid Hazmat teams and Fire Departments for a train derailment in or near Port Everglades during normal Port Operations, including coordination with Port Everglades and external partners.
 - 3.5.11.2 Evaluate the capability of BSO and Port Everglades to respond and manage a train derailment with hazmat to include ensuring continuity of operations.
 - 3.5.11.3 Evaluate BSO and the Port Everglades Emergency Operations Plans, SOG and policies for a train derailment with a hazmat release.
 - 3.5.11.4 Evaluate the effectiveness of Incident Command from onset to termination/transition to Unified Command.
 - 3.5.11.5 Evaluate the capability of BSO and Port Everglades to recover from a train derailment incident.
 - 3.5.11.6 Evaluate Public Information Officer(s) and Port Media Relations Actions, including traditional and social media messaging.
 - 3.5.11.7 Evaluate the response of the Broward Sheriff's Office both BSODFRES and municipal mutual aid agencies to a train derailment with hazmat release in or near Port Everglades.
 - 3.5.11.8 Evaluate the response of Port Everglades to a train derailment and hazmat release inside the Seaport.
 - 3.5.11.9 Evaluate the response of Broward County EM, BSO EM resources and private partners including the Railroad and environmental contractors to the above incidents
- 3.5.12 The Contractor shall incorporate performance measurement criteria and include with the response and labeled **Exhibit 3.5.12** into the exercise design and evaluation process to assess operational response capabilities during the simulated hazardous materials train derailment incident. Exercise evaluation shall measure operational performance against the following key response objectives.
- 3.5.12.1 Initial Response
 - 3.5.12.2 The exercise shall evaluate the ability of responding agencies to receive incident notification and deploy emergency response resources to the scene.
 - 3.5.12.3 Performance will be measured as the time elapsed between notification of the incident and arrival of the first responding unit on scene initiating mitigation activities, consistent with applicable NFPA response time standards.
 - 3.5.12.4 Incident Command System Establishment
 - 3.5.12.5 The exercise shall evaluate the ability of responding agencies to rapidly establish an effective Incident Command System (ICS) structure for a hazardous materials rail incident.
 - 3.5.12.6 Performance will be measured as the time elapsed between arrival of the first responding unit and the formal establishment of Incident Command



or Unified Command, including designation of command staff and operational control.

- 3.5.12.7 Hazard Containment and Mitigation
- 3.5.12.8 The exercise shall evaluate the ability of responding hazardous materials teams to identify the hazardous substance, assess associated risks, and initiate appropriate containment or mitigation measures.
- 3.5.12.9 Performance will be measured as the time elapsed between arrival of the first hazardous materials response unit and initiation of containment or mitigation operations.
- 3.5.12.10 Post-Exercise Stakeholder Survey
- 3.5.12.11 Following completion of the exercise, the Contractor shall conduct a stakeholder survey to gather feedback from participating agencies and personnel.
- 3.5.12.12 The survey shall evaluate participant perspectives on exercise effectiveness, interagency coordination, operational challenges, and areas for improvement. The Contractor shall aim to achieve a minimum response rate of fifty percent (50%) of participating stakeholders.
- 3.5.12.13 Survey results shall be incorporated into the After-Action Report and Improvement Plan.

3.5.13 Full Scale Exercise Required Documentation and Meetings. The documents and meetings listed on **Table 1** below shall be provided by the Proposer during the workshop.

<u>Table 1: Full Scale Exercise Documentation</u>	<u>Full Scale Exercise Meetings Required</u>
After Action Report / Improvement Plan Meeting Agendas Read-ahead Packets Meeting Minutes Exercise Plans (ICS Based) Master Scenario Events Lists (MSELs) Controller/Evaluator Handbooks Exercise Evaluation Guides (EEGs) Multimedia PowerPoint Presentations Observer / VIP Briefings Full Scale Exercise Flyers/Invitations Participant Feedback/Critique Forms Player Handout Reference Materials Scenario Sign-in Sheets Signage Sign off on Position Task Books for qualified participants	Concept & Objectives Meeting/Initial Planning Meeting Combined Midterm Planning MSEL Meeting Final Planning Meeting Exercise Conduct After Action Conference



3.5.13 Materials and Services provided by Proposers

- 3.5.13.1 All services, including meetings and exercise documentation to comply with HSEEP exercise documentation requirements for a full-scale exercise, as indicated in the provided **Table 1 on Section 3.5.13**
- 3.5.13.2 Five (5) evaluators.
- 3.5.13.3 Three (3) Controllers.
- 3.5.13.4 Travel accommodations for contractor personnel.
- 3.5.13.5 Overnight accommodations for contractor personnel.

3.5.14 Materials and Services provided by BSODFRES

- 3.5.14.1 Venues
- 3.5.14.2 Address of location and description (including trains, railcars and rail lines)
- 3.5.14.3 Restroom facilities to accommodate number of participants
- 3.5.14.4 Road signage, barriers, and security personnel to secure exercise area
- 3.5.14.5 Special effects devices and props
- 3.5.14.6 On-site medical services/ambulance stand-by
- 3.5.14.7 Logistical supplies such as tables, shelter for rain/sun, chairs, etc.
- 3.5.14.8 Role players on day of full-scale exercise
- 3.5.14.9 Role players need to be briefed prior to exercise start
- 3.5.14.10 All moulage supplies and application for role players mock injuries
- 3.5.14.11 Media Management (if required)
- 3.5.14.12 Additional evaluators in the following areas
- 3.5.14.13 Fire Department operations
- 3.5.14.14 Hazmat Operations
- 3.5.14.15 Incident Command and Unified Command
- 3.5.14.16 Meals and refreshments based on the following schedule:
 - 3.5.14.17 Tabletop Exercise Day-1
 - 3.5.14.18 Breakfast
 - 3.5.14.19 Lunch
 - 3.5.14.20 Dinner
 - 3.5.14.21 Field Exercise Day-2
 - 3.5.14.22 Breakfast
 - 3.5.14.23 Lunch
 - 3.5.14.24 Dinner
- 3.5.14.25 Audio/visual equipment (e.g., microphones, screens, projectors)
- 3.5.14.26 Supplies (e.g., pens, markers, flipcharts)
- 3.5.14.27 Videotaping of exercise (if desired)
- 3.5.14.28 Media Release/Public Information Handout (Proposer to assist)
- 3.5.14.29 Badging services



3.5.14.30

Controllers

4. **RESPONSIBILITIES OF PROPOSER:** The specifications set forth are for informational purposes and to provide a general description of the requirement. Proposers shall be responsible to submit technical submittal based upon their program that will meet the goals, objectives and requirements set forth herein.
5. **TIEBREAKER CRITERIA**

In the event of a tie, two or more proposers that have the same ranking, the following steps will be taken to determine the highest ranked proposer. This method shall be used for all (RFP) ties.

 - 5.1 Step 1: Preference shall be given to vendors who provide a Drug Free Workplace Certification in its Proposal in the RFP Score Sheet and in inserted into the Evaluation Tally Spreadsheet as provided for in Section 3.8.9 of the Purchasing Bureau SOP's.
 - 5.2 Step 2: At the conclusion of step 1 if all is equal, the Proposal with the lowest cost.
 - 5.3 Step 3: At the conclusion of step 1 and step 2 if all is equal, there shall be a re-vote or re-assessment of only the tied vendors.
6. **EVALUATION CRITERIA**
 - 6.1 If the Evaluation Committee decides to short-list, there will be at least two evaluations, one for the short-listing and another for making a recommendation for award to the successful Proposer.
 - 6.2 Short Listing Criteria – For purposes of this Section, agreement does not have to be unanimous but only where two out of the three Evaluation Committee members agree. If the Evaluation Committee agrees to short list all responsible/responsive Proposers, then the Evaluation Committee does not need to score for purposes of shortlisting. If the Evaluation Committee decides to shortlist less than all responsible/responsive Proposers, then the Evaluation Committee shall first decide at which level and above for the following Short-List Evaluation Categories they will shortlist. The Evaluation Committee cannot select "Fails to Meet Minimum Requirements for this purpose. Where two out of three Evaluation Committee members finds a Proposer as "Fails to Meet Minimum Requirements", that Proposal cannot be shortlisted. All Proposers who meet the minimum threshold and above as agreed to by the Evaluation Committee shall be shortlisted. The following are the Short-List Evaluation Categories upon which the Evaluation Committee will evaluate Proposals for purposes of shortlisting:
 - 6.2.1 Exceptional
 - 6.2.2 Exceeds Minimum Requirements
 - 6.2.3 Meets Minimum Requirements



6.2.4 Fails to Meet Minimum Requirements

- 6.3 Recommendation for Final Award Criteria – all Proposers selected by the Evaluation Committee for short listing and to provide oral presentations will be scored according to the following evaluation criteria by the Evaluation Committee (a maximum total of 100 points are possible in scoring each Short-Listed Proposal for the recommendation for final award evaluation.):

<u>Criteria</u>	<u>Points</u>
Scope of Services and Training Objectives	30
Staffing, Qualifications	25
Project Pricing	20
Project Completion Time	20
CBE/SBE Certification	5

Pricing shall be based on the Lump Sum Pricing Breakdown in the Bonfire platform.
The score for Pricing shall be calculated as follows:
$$(\text{Lowest Total Price} / \text{Proposer's Total Price}) \times \text{Project Pricing Points}$$

- 6.4 A Recommendation for Award will be made on a “best value” basis. BSO may award a contract to the Proposer whose Proposal offers the “best value” to BSO. BSO reserves the right to award the contract to other than the lowest-priced Proposer.