

City of Piedmont
COUNCIL AGENDA REPORT

DATE: September 16, 2024

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of an Agreement with KJ Consultants, Inc. for Disaster Preparedness Consulting Services in an Amount Not to Exceed \$79,900 and Authorization of the City Administrator to Execute Related Contract Documents

RECOMMENDATION

By a single motion, take the following actions:

1. Approve the attached Agreement with KJ Consultants, Inc. for Disaster Preparedness Consulting Services in an amount not to exceed \$79,900.
2. Authorize the City Administrator to execute related contract documents.

BACKGROUND

The City of Piedmont is situated in the East Bay Hills, an area historically vulnerable to numerous natural disasters such as wildfire and earthquakes. Ongoing disaster preparedness training and exercises are critical for the community and City readiness. In 2022, Piedmont conducted wildfire evacuation exercises for staff and the public, followed by an update of the Emergency Operations Plan to incorporate findings and new processes identified during the exercises and the COVID-19 pandemic. To design and deliver ongoing, high-quality training and exercises, the City of Piedmont initiated a Request for Qualifications solicitation. Among a field of qualified respondents, KJ Consulting was selected as a top scoring firm based on their experience in the Bay Area and Piedmont, programmatic and technical knowledge, team member expertise, and cost.

Under the proposed Agreement, KJ Consulting will provide wildfire evacuation exercises, and as-needed disaster preparedness consulting.

FISCAL IMPACT

The amount of \$79,900 is an expenditure of the Fiscal Year 2024-25 Fire Department Emergency Preparedness budget. Under this agreement, KJ Consulting will provide a tabletop exercise for City staff, as well as a community exercise for Piedmont residents at a cost not to exceed \$79,900. An option for additional Disaster Preparedness Consulting Services, subject to future City Council approval, is available for the design and delivery of additional exercises, Emergency Operations Plan Updates, and training.

CITY ATTORNEY

The City Attorney has reviewed and approved the agreement as to form.

ATTACHMENT

Attachment A: Contract

By: Dave Brannigan, Fire Chief

CONTRACT

This Contract made September xx, 2024 ("Effective Date"), between the City of Piedmont, California, a municipal corporation, 120 Vista Avenue, Piedmont, California 94611, ("City") and KJ Consultants, Inc, a Limited Liability Corporation, ("Independent Contractor").

- A. City is a municipal corporation which needs certain services related to disaster preparedness as more specifically set forth hereafter.
- B. Independent Contractor agrees to provide these services and software to the City under the terms and conditions set forth in this Contract ("Contract").

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms and conditions hereinafter contained, the parties hereby agree as follows:

1. Services

Independent Contractor shall provide the services as set forth in Exhibit A attached hereto and incorporated herein.

2. Compensation

- a. City will pay the Independent Contractor the total sum of: \$79,900 dollars for the services described in Section 1 above. City shall issue payment within 30 days of the satisfactory completion of the services described in Section 1 above.

3. Additional Services and Compensation

- a. In addition to the services described in Section 1 above and as budgeted and authorized by the City Council, City will pay the Independent Contractor on a time and materials basis for total compensation not to exceed the amount of \$75,000.00 dollars per fiscal year for the services described in Exhibit B, based on the current hourly rate of \$250 as specified in Exhibit A. Except as provided in Exhibit B or as City may approve in its sole discretion, City will only reimburse costs identified on Exhibit B, and without premium or markup. The hourly rate of \$250 shall remain fixed through September 30, 2025, and rates for each subsequent year are subject to adjustment based on mutual agreement with the City. Notwithstanding the foregoing, if City and Independent Contractor agree to any fixed or maximum fees for any period or services, those shall control, provided that the \$75,000 dollars per fiscal year not-to-exceed amount is not exhausted.
- b. Independent Contractor will provide City with monthly statements of fees earned and permitted reimbursable costs incurred for services provided during the month.

Each statement will generally describe the services performed, the applicable rate or rates, the basis for the calculation of fees, a reasonable itemization of all costs, and receipts or other backup the City may reasonably request.

- c. City shall issue payment within 30 days of receipt of satisfactory invoices.

3. Term

This contract shall begin on the Effective Date. Unless otherwise terminated as provided in this Contract, this Contract shall terminate 24 months from the Effective Date but can thereafter be reauthorized annually via a mutually agreed upon written amendment.

4. Office Space, Supplies, Equipment, Etc.

Unless otherwise provided in this Contract, Independent Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, computers and telephone service as is necessary for Independent Contractor to provide the services under this Contract. Independent Contractor - not City - has the sole responsibility for payment of the costs and expenses incurred by Independent Contractor in providing and maintaining such items.

5. Contractual Relationship

The parties intend that an independent contractor-employer relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with Independent Contractor. Independent Contractor is not to be considered an agent or employee of City for any purpose, and neither Independent Contractor nor any employees of Independent Contractor are entitled to any of the benefits that City provides for City's employees. It is understood that City does not agree to use Independent Contractor exclusively. It is further understood that Independent Contractor is free to contract for similar services to be performed for other cities, persons or entities during the term of the Contract. Independent Contractor shall be fully responsible for all income, social security or other taxes or deductions, including but not limited to worker's compensation and unemployment deductions, relating to the services it performs for City.

6. Indemnity and Hold Harmless

To the fullest extent permitted by law, Independent Contractor shall defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless City and its officers, elected officials, employees, agents, and volunteers (collectively "Indemnitees") from and against any and all liability, claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Independent Contractor or its subconsultants), expense and liability of every kind, nature and description (including, without limitation, fines, penalties, incidental and consequential damages, reasonable

court costs and attorneys fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith, and costs of investigation) (“Liability”), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Contract by Independent Contractor or by any individual or entity for whom Independent Contractor is legally liable, including but not limited to, officers, agents, employees, subcontractors or consultants of Independent Contractor.

Neither termination of this Contract nor completion of the services shall release Independent Contractor from its obligations under this Section 7, as long as the event giving rise to the claim, loss, cost, damage, injury, expense or liability occurred prior to the effective date of any such termination or completion, and this section shall survive the termination of the Contract.

7. Insurance

The following minimum levels of insurance coverage shall be provided during the term of this Contract. Prior to the execution of the Contract, Independent Contractor shall provide proof of insurance required. Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to the City.

Independent Contractor shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Independent Contractor’s obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of California, with Statutory

Limits.

4. Professional Liability (Errors & Omissions): As appropriate to Independent Contractor's services, and not less than \$2,000,000 per occurrence.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The City of Piedmont, its Council Members, directors, officers, agents and employees shall be named as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Independent Contractor including materials, parts or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Independent Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

For any claims related to this contract, Independent Contractor's insurance coverage shall be primary insurance coverage (at least as broad as ISO CG 20 01 04 13) with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Independent Contractor's insurance and shall not contribute with it.

Independent Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Independent Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Independent Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Independent Contractor shall require the insurer to provide City with 30-day prior notice of termination or material change in coverage and ten (10) days prior notice of cancellation for non-payment.

8. Assignability

Independent Contractor shall not assign, delegate, or transfer any interest in this agreement nor the performance of any Independent Contractor's obligations hereunder, without the prior written consent of the City.

9. Miscellaneous

As used in this Contract, the masculine, feminine or neuter gender, and the singular or plural number, shall each be deemed to include the others whenever the context so indicates.

10. Notices

Any notices to be sent pursuant to this Contract shall be given in writing by prepaid U.S. certified or registered postage addressed to: **City of Piedmont at 120 Vista Avenue, Piedmont, California 94611, and to KJ Consultants Inc. at 12340 Seal Beach Blvd Ste-B131, Seal Beach, CA 90740** or at such other address as each party shall give the other in writing from time to time, and notices shall be deemed received at the time of personal delivery or three (3) working days after being placed in the United States Mail, postage prepaid, certified mail, return receipt requested.

11. Governing Law

This Contract shall be governed by the laws of the State of California. Jurisdiction and venue of litigation arising from this Agreement shall be in the County of Alameda, State of California.

12. Modification

Any modification of this Contract will be effective only if it is in writing signed by all parties to this Contract.

13. Time is of the Essence

Time is of the essence in the performance of this Contract.

14. Termination

The following provisions shall govern termination under this Contract:

a. Either party may terminate this Contract for cause as follows:

- (1) The party electing to terminate shall give the other party written notice of termination at least five (5) days prior to the termination date, setting forth very specifically the grounds for termination, the specific provisions of the Contract that has been violated, and a full statement of the facts surrounding the violations(s).
- (2) If the terminated party so elects, the parties shall meet promptly and make good faith efforts to resolve the violation(s) in a mutually agreeable way.
- (3) If any such violation cannot be resolved by the parties at such meeting, or at any mutually agreed extension(s) of such meeting, the termination shall proceed.
- (4) If the violation(s) have not been resolved, the terminating party may proceed with termination, and with retaining other person(s) or entities to provide services, if the terminating party is the City.

- b. Either party may terminate the Contract at any time without cause upon at least sixty (60) days prior written notice to the other party. In the event of any such termination by City, Independent Contractor shall be paid for services actually performed through the date of termination, and Independent Contractor's work shall be immediately discontinued as of that date, except that City may elect, at City's option, to have Independent Contractor complete one or more projects or specific activities which are then in progress, in which case Independent Contractor shall be paid for such services until completion. If terminated by Independent Contractor, any assignment accepted by Independent Contractor prior to the notice of termination shall be completed if desired by City.

15. Equal Opportunity

Independent Contractor shall insure that its policies and practices provide equal opportunity to all applicants and employees without regard to race, color, creed, gender, age, religion, national origin, sexual preference, gender identity, marital status, disability, Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) and in addition, Independent Contractor must comply with the Americans with Disabilities Act.

16. Compliance with Laws

Independent Contractor shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations. Independent Contractor represents and warrants to City that it has and shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract any licenses, permits, insurance and approvals which are legally required for Independent Contractor to practice its profession.

17. Entire Agreement

This Contract constitutes the entire agreement of the parties with respect to the matters set forth herein. Any amendments, modifications, or changes to this Agreement shall be in writing and signed by both parties. In the event of a conflict between the terms set forth in this Contract and the terms set forth in any exhibit to this Contract, the terms of this Contract shall govern over the terms of any exhibit.

18. Ownership of Documents

All plans, studies, documents and other writings, including working notes and internal documents, prepared by and for Independent Contractor, its officers, employees and agents and subcontractors in the course of implementing this Agreement, shall become the property of City, upon payment to Independent Contractor for such work, and City shall have the sole right to use such materials in its discretion without further compensation to Independent Contractor or to any other party. Independent Contractor shall, at Independent Contractor's expense, provide such reports, plans, studies,

documents and other writings to City upon written request. All documents prepared by Independent Contractor are confidential and shall be maintained to preserve their confidential nature. Release of any such documents to third parties shall only be made upon written consent of City.

19. Licenses

Independent Contractor represents and warrants that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Independent Contractor to practice its profession. Independent Contractor represents and warrants to City that Independent Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Independent Contractor to practice its profession.

20. Waiver

Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.

21. No Third-Party Beneficiaries

Nothing in this Contract shall operate to confer rights or benefits on persons or entities who are not parties to this Contract.

22. Severability

If any portion of this Contract or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal, state or local statute, ordinance or regulation the remaining provisions of this Contract or the application thereof shall not be invalidated thereby and shall remain in full force and effect to greatest extent permitted by law.

23. Construction

Headings or captions to the provisions of this Contract are solely for the convenience of the parties, are not part of this Contract, and shall not be used to interpret or determine the validity of this Contract. Any ambiguity in this Contract shall not be construed against the drafter, but rather the terms and provisions hereof shall be given a reasonable interpretation as if both parties had in fact drafted this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract at Piedmont, California, the day and year first above written.

CITY OF PIEDMONT:

KJ CONSULTING, LLC:

By: _____
Rosanna Bayon Moore, City Administrator

By: _____
Kurt Johnson, Owner/Founder

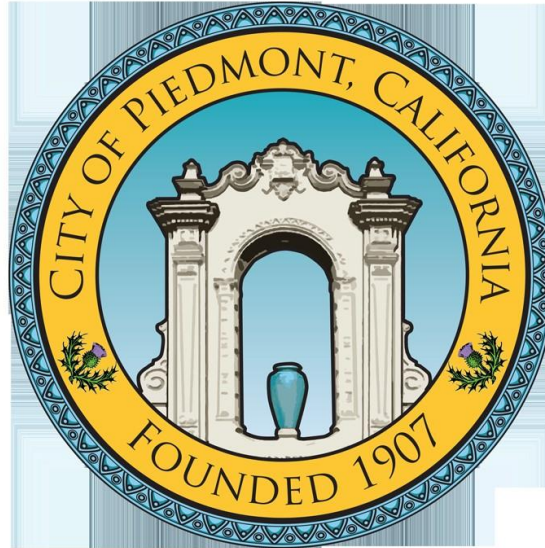
Attest:

Anna Brown, City Clerk

Approved as to form and legality:

Michelle Marchetta Kenyon, City Attorney
Deepa Sharma, Assistant City Attorney

**RESPONSE TO A REQUEST FOR BIDS FOR PROFESSIONAL SERVICES TO
CONDUCT A TABLETOP EXERCISE AND A FULL SCALE EXERCISE**



Proposal Prepared For:

City of Piedmont-Fire Department
120 Vista Avenue
Piedmont, California 94611

Dave Brannigan, Fire Chief
831.454.3407-Office
dbrannigan@piedmont.ca.gov

Proposal Provided By:

KJ Consultants, Incorporation
12340 Seal Beach Boulevard
Seal Beach, California 90740

Kurt Johnson, Principal
562.900.3430-Cellular
kurt@kjconsultants.net

March 08, 2024

City of Piedmont-Fire Department
Attention: Fire Chief Dave Brannigan
120 Vista Avenue
Piedmont, California 94611

Fire Chief Brannigan-

I want to thank you in advance for an opportunity to provide you and the City of Piedmont with a proposal for providing a series of exercises, including a Tabletop Exercise (TTX) and a Full Scale Exercise (FSE).

Over the years, KJ Consultants has provided services to numerous Cities, Special Districts, Counties and the State in emergency management planning, training, and exercising. KJ Consultants has lead and/or co-lead projects including work in the Counties of Los Angeles, Sacramento, Santa Clara, and Yolo, approximately 58 of the 88 cities within Los Angeles County, numerous other cities throughout the State and all the cities within Yolo County, a tribal nation, numerous special districts, and two County Offices of Education.

This proposal for a Homeland Security Exercise and Evaluation Program (HSEEP) compliant pair of potentially simultaneous exercises (both field level Full Scale and operations center level Tabletop) is within the capability of KJ Consultants (i.e.: Delta Exercise).

Our proposal will include working with administration to develop the exercise planning team, which will be responsible for the development of exercise objectives through a series of meetings with and coordinated by KJ Consultants cadre, in order to prepare the Exercise Plan, for implementation. This process of meetings will result in the list of injects to accomplish the recommended outcomes, as well as development of the grading or evaluation tools, and matrixes. From these evaluation tools, an After Action Plan and Improvement Plan (AAR/IP) will be delivered as the final product. All of these processes will take place with participation from the participants, community, and the organizational management.

In a recent an exercise in the City of Santa Cruz, in order to develop the HSEEP Exercise Plan, the meetings resulted in nearly 100 injects from the Simulation Cell (SIMCELL), which led to the Emergency Operations Center (EOC) being activated and operational through multiple operational periods (three operational periods). This exercise had a number of cadre from KJ Consultants to serve as Observers, Controllers/Coaches, and Trainers (OCT's) to not only provide guidance, but to evaluate

through the process for use in the After Action Report (AAR). These individuals would be assigned to the Management, Operations, Planning, Logistics and Finance Sections in the EOC, and would assist them-where necessary in maintaining the course and following the Planning P through the processes. And, in this exercise-tacticians would be assigned to the field component to work with the field responders and evaluate their workload as well. Finally, the project concluded with input from the participants (players) via the OCT's and other evaluation tools such as an online evaluation-to develop and finalize the AAR/IP.

We look forward to participation on this project.

Please feel free to contact Kurt directly via electronic mail at kurt@kjconsultants.net, or via telephone at the office at 562.600.0122, or via cellular telephone at 562.900.3430, or myself at susan@kjconsultants.net.

Thank you again for the opportunity.

Susan Privitera-Johnson

Susan Privitera-Johnson
Owner and President



Statement of Project Understanding and Assumptions or Conditions

KJ Consultants has reviewed the Bid Request document, the attached document provided by the Fire Chief, and fully understand the scope of the project, to include but is not limited to:

- provide for a Tabletop Exercise (TTX) to include:
 - exercise planning
 - exercise delivery and evaluation
 - after action activities
- provide for a Full Scale Exercise (FSE) to include:
 - exercise planning
 - exercise delivery and evaluation
 - after action activities

The assumption of this project includes the understanding that an Integrated Preparedness Plan (IPP) has been completed, to provide senior leaders and/or management intent, advisement of related training and/or exercises previously occurring, and Threat and Hazard Identification and Risk Assessment (THIRA) to the exercise planning team. It is also an assumption that a Concepts and Objectives (C&O) Meeting occurred (related to the HSEEP process), in order to provide the exercise scope, location, participants, etc. (hence the Bid Request document that was provided by the Fire Chief). This information is valuable in the exercise planning process.

KJ Consultants has no objections to any part of the City Services Contract.

KJ Consultants has the bandwidth to immediately start this project and complete within the required timeframes due to the current cadre identified, as well as the expanded partnership with other firms.

Total Cost of the Project

Notwithstanding changes from the City of Piedmont, KJ Consultants is prepared to provide the requested Scope of Work and fulfill the Objectives of the Bid Request, compliant with the attached document provided by the Fire Chief, with a cost to not exceed **\$79,900.00**.

Any additional work requested as a result of this project will be billed at \$250 per hour.

Scope of Work Tasking, and Scheduling

April 01

- Contract Signed
- Kick Off Meeting with City of Piedmont
 - City of Piedmont Team Members
 - KJ Consultants Team Members

April and May

- Initial Planning Meetings for both Tabletop Exercise and Full Scale Exercise

May and June

- Midterm Planning Meeting for both Tabletop Exercise and Full Scale Exercise

June

- Master Scenario Events List Meeting for both Tabletop Exercise and Full Scale Exercise

June and July

- Final Planning Meeting for both Tabletop Exercise and Full Scale Exercise

July

- Exercise Logistics
- Exercise Documents
- Final Preparation

August

- Exercise Conduct (Delivery)
- Exercise Evaluation
- After Action Report and Improvement Plan
- After Action Report and Improvement Plan delivery and Meeting

September 01 or earlier

- Project Closeout

Dates are subject to change and based upon the City approving the Contract. Timelines can be sped up at approval of the City and KJ Consultants.

Cadre Profiles

Kurt Johnson-PROFILE

Dedicated professional with over 30 years of public safety experience in fire, emergency services and law enforcement, including serving in all positions and ranks, and retiring as the Deputy Fire Chief in municipal government. For nearly 20 years, Kurt also served as the Emergency Manager of the agency, and served as the Director and Planning Section Chief in the Emergency Operations Center on at least ten occasions, including major fires, hazardous materials incidents, and law enforcement actions. In addition, as a retiree, Kurt has served more than three years as the Emergency Services Coordinator in County government. Over the last 25 years, Kurt has been a Consultant to State government, including the California Governor's Office of Emergency Service, numerous counties including Los Angeles, Sacramento, Santa Clara, and Yolo and 83 cities throughout California, developing plans, providing training and exercises, and providing technical assistance in response, recovery, mitigation and preparedness. Kurt has served in numerous operations centers, including Turlock Irrigation District during the 2017 Flood, San Francisco City and County during COVID-19, and Santa Cruz during the CZU Lightning Complex Fire. Most recently, Kurt led the KJ Consultants cadre through a ten hour long, sustained operations, multiple shifts EOC tabletop exercise for the City of Santa Cruz (see attached sample Plan and After Action Report. Kurt will manage this Exercise Project.



Dana Carey-PROFILE

Emergency Manager for more than 15 years in County and City government, and more than five years as a Consultant to the Governor's Office of Emergency Service. As a County and City Emergency Manager, Dana has experience in plans, training, and managing exercises. Dana routinely serves as the inject creator (MSEL) based upon the local conditions, to make the exercise specific to the local jurisdiction, as she is a Master Exercise Planner. Dana recently managed the Delta Exercise (five county, full scale exercise) which included field and operation center components.



Cadre Profiles (continued)

Calvin Curtin-PROFILE



Calvin is a retired Emergency Manager, with more than ten years of experience in Counties, Cities, and Special Districts. Calvin has “ground up” built Hazard Mitigation Plans, Emergency Operations Plans, Emergency Management Procedures, Dam Emergency Action Plans, Crisis Communications Plans, Continuity of Operations Plans, Active Criminal Threat Response Plans, and Wildfire Response Plans, as well as serve on the training and exercise cadre as a subject matter expert in the Management Section of the EOC. Calvin is a certified Public Information Officer (PIO) and has served in numerous operations centers around the State in deployment, including the Camp Fire (Paradise, California). Calvin's specialty is community and stakeholder involvement in all aspects of planning, training and exercising, and as a result will serve as the community outreach coordinator on this project.

Jim Frawley-PROFILE

After more than 30 years in fire and emergency services, including Fire Chief of the City of Santa Cruz, and Manager of the emergency management component of Facebook and Meta. In addition, Jim has serves as a consultant and subject matter expert for the California Governor's Office of Emergency Services, in their training and exercise division. In addition, Jim has found his way into the classroom for both entry level and in-service emergency responders and incident commanders, and has been teaching for nearly 30 years. Upon his arrival at the City of Santa Cruz, he was instrumental in the establishment of the City's Office of Emergency Services. Jim has found himself working numerous operations centers around the State over the last 30 years, including the 1994 Northridge Earthquake as the City of Glendale's Emergency Manager, and working with both the City and County of Santa Cruz during the CZU Lightning Complex Fire. Jim will serve as the Lead Observer, Controller, and Trainer, for the field operations components and serve as a subject matter expert on the project.



Client References

County of Stanislaus, Sheriff's Department-Office of Emergency Services-Daniel Schroeder, Emergency Services Coordinator
3705 Oakdale Road, Modesto, California 95357
209.552.3600Office dschroeder@stanoes.com

Providing a full gamut of Cal-OES (CSTI) certified courses, including but not limited to: G-626E, G-775, G-191, all of the Section Specific (G-611) courses, and the ICS-300 and ICS-400 courses, and course specific tabletop exercises. These courses are delivered to all disciplines of the County, as well as partner agencies, from around the State of California.

City of Santa Cruz, Fire Department-Office of Emergency Services-Rob Oatey, Fire Chief
230 Walnut Avenue, Santa Cruz, California 95060
831.227.0246Cellular roatey@cityofsantacruz.com

Providing Cal-OES (CSTI) certified courses, including but not limited to: G-626E, all of the Section Specific (G-611) courses, ICS-300, and ICS-400 course, as well as multiple operational period tabletop EOC exercises. These courses are delivered to all disciplines of the City of Santa Cruz, as well as their partners including but not limited to the County, special districts, and the University.

State of California, Governor's Office of Emergency Services-California Specialized Training Institute-Justin Freiler, Deputy Superintendent
10 Sonoma Avenue-Building 904, San Luis Obispo, California 93405-7605
805.801.8565Office justin.freiler@caloes.ca.gov

Providing a full gamut of Cal-OES (CSTI) certified courses, including but not limited to: G-626E, G-205, G-557, G-393, G-775, G-191, G-358, G-235, all of the Section Specific (G-611) courses, ICS-300 and ICS-400, ICS-402, G-606, the instructor certification course, and the Emergency Management Concepts course, and tabletop exercises. These courses are delivered to all disciplines of multiple municipalities, as well as partner agencies, throughout the State of California.



***KJ Consultants, Incorporation
12340 Seal Beach Boulevard-Suite B-131 Seal Beach, California 90740***

Exhibit B - Additional Scope of Services

Exercise Planning

1. Conduct exercise planning processes for staff training and exercise, as well as community exercises that generally follow the HSEEP format.
2. Develop written exercise documents (draft, revised, and final) based on exercise needs. These typically consist of a Situation Manual for players, a Facilitator/Evaluator Guide, a presentation, and a participant feedback form or survey.
3. Provide an appropriate number of exercise staff for training and exercises up to six (6) hours in duration, including the hotwash period.
4. Provide support for community outreach in coordination with the City's Communication Program Manager.
5. For community exercises, plan and provide exercise leadership and operational support.
6. For community exercises, run a community hot wash at the end of the exercises.
7. Support coordination of exercise logistics, including developing save-the-date language and providing an online registration platform.
8. Conduct after-action meetings as appropriate.
9. Create after-action reports/improvement plans (draft and final).
10. As needed, update the City's plans and procedures with findings from the after-action reports.