



STAFF REPORT

DATE: 11/06/2024
TO: Honorable Mayor and City Council Members
FROM: Fire Department

2024-110

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

PROFESSIONAL SERVICES AGREEMENT WITH JACOB GREEN AND ASSOCIATES, INC. IN THE AMOUNT OF \$148,450 FOR REQUEST FOR PROPOSALS (RFP) NO. 25-007AS PROFESSIONAL CONSULTING SERVICES – SPECIAL OPERATIONS TEAM: CONTINUITY OF OPERATIONS IN RIVERSIDE AND SAN BERNARDINO COUNTIES FOR THE CITY OF CORONA

EXECUTIVE SUMMARY: This staff report seeks to ask the City Council to award Request for Proposals No. 25-007AS to Jacob Green and Associates, Inc., for professional consulting services in the creation of a Special Weapons and Tactics (SWAT) and Hazardous Materials (Haz Mat) Team Incident Response Integration Standard Operation Procedure (SOP) with Fiscal Year 2022 United States Department of Homeland Security Grant Program funds that were accepted and appropriated on December 06, 2023.

RECOMMENDED ACTION:

That the City Council:

- a. Award Request for Proposals No. 25-007AS to Jacob Green and Associates, Inc., for professional consulting services in the creation of a Special Weapons and Tactics (SWAT) and Hazardous Materials (Haz Mat) Team Incident Response

Integration Standard Operation Procedure (SOP) with Fiscal Year 2022 United States Department of Homeland Security Grant Program funds.

- b. Approve the Professional Services Agreement with Jacob Green and Associates, Inc. in the amount of \$148,450.
- c. Authorize the City Manager, or his designee, to issue a Purchase Order to Jacob Green and Associates, Inc. in the amount of \$148,450.
- d. Authorize the City Manager, or his designee, to execute the Professional Services Agreement with Jacob Green and Associates, Inc., in the amount of \$148,450, including any purchase orders, non-substantive extensions, change orders, and amendments up to the amount authorized by Corona Municipal Code Section 3.08.070 (I), which is equivalent to 10% or \$14,845.

BACKGROUND & HISTORY:

The City of Corona was awarded the Fiscal Year (FY) 2022 United States Department of Homeland Security grant in the amount of \$150,000. On December 06, 2023, the City Council accepted, appropriated, and increased estimated revenues in the amount of \$150,000 in the General Fund for the Fire Department to support the Corona Fire and Police Departments and its regional Hazardous Material (Haz Mat) Response and Special Weapons and Tactics (SWAT) Teams. The Department of Homeland Security Grant Program provides funding opportunities to support states and local governments in enhancing and sustaining emergency management capabilities in preparing for hazards that a community might face.

The sub-grant is administered to local jurisdictions is through the California Office of Emergency Services in cooperation with the Riverside Urban Areas Security Initiative (UASI). The Riverside UASI plays a role in bolstering homeland security capabilities in Riverside County through critical investment in initiatives, programs, equipment, and training. In Riverside County, numerous fire department Hazardous Materials (Haz Mat) Response Teams work collaboratively to ensure the effective handling of hazardous situations. These teams are part of the Countywide Haz Mat Operations Group (CHOG), enhancing their collective response capabilities to chemical, biological, radiological, nuclear, and explosive threats. The CHOG in Riverside County focuses on strengthening response capabilities to hazardous materials incidents and emergencies.

Additionally, multiple law enforcement agencies have Special Weapons and Tactics (SWAT) and specialized response teams in Riverside County. These teams are integral to law enforcement operations and play a crucial role in maintaining public safety and responding to high-risk situations.

ANALYSIS:

On August 12, 2024, the City issued a Request for Proposals (RFP) NO. 25-007AS for the Professional Consulting Services – Special Operations Team Continuity of Operations in Riverside and San Bernardino Counties. The bid was posted on the City's bidding portal, Planet Bids, pursuant to Corona Municipal Code Section 3.08.110 non-public projects formal bidding procedure. Three (3) Requests for Information (RFI) were received by the RFI deadline of August 22, 2024. The City issued an addendum on August

26, 2024 to respond to the RFIs received. A total of 274 vendors were notified of the RFP opportunity, 24 vendors downloaded the RFP document file, and one (1) proposal was received through the PlanetBids bidding service by the September 19, 2024, RFP deadline.

The following is a summary of the proposal evaluation results:

Consultant	Location	Evaluation Ranking
Jacob Green and Associates, Inc.	Tustin, CA.	1

Due to the collaborative process and nature of addressing the interoperability and continuity of special operations throughout Riverside County that will be heavily addressed in the SOP, there were five (5) total evaluators, all from various neighboring agencies with Fire and Police subject matter experts.

The primary factors in the evaluation analysis were (1) Completeness of Response, (2) Qualifications of Firm, (3) Qualifications of Personnel and Experience with Similar Work, and (4) Work Plan and Project Understanding and Approach presented in their proposal. Staff recommends that the firm, Jacob Green and Associates, Inc., be retained to perform the consulting services. Based on the proposal evaluation analysis, Jacob Green and Associates' team possesses the skills and experience necessary to execute the SOP for the grant project successfully.

FINANCIAL IMPACT:

On December 06, 2023, the City Council accepted and appropriated \$150,000 from the General Fund 110 for the FY 2022 U.S. Department of Homeland Security Grant Program award. The General Fund 110 estimated revenue was increased by \$150,000 to reflect the grant funding.

The proposed tasks/milestones for the SOP are outlined as follows:

Tasks/Milestones	Cost
Phase I: Project Initiation and Resource Allocation	\$32,800
Phase II: Analysis and Planning	\$53,000
Phase III: Plan Development	\$28,600
Phase IV: Plan Finalization	\$23,800
Phase V: Project Closeout	\$10,250
Total Fixed-Fee	\$148,450

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Therefore, no environmental analysis is required.

PREPARED BY: VIOLA VAN, MANAGEMENT ANALYST II

REVIEWED BY: BRIAN YOUNG, FIRE CHIEF

ATTACHMENTS:

1. Exhibit 1 – Professional Services Agreement with Jacob Green and Associates, Inc. (Partially Executed)
2. Exhibit 2 - RFP NO. 25-007AS Professional Consulting Services – Special Operations Team: Continuity of Operations in Riverside and San Bernardino Counties for the City of Corona
3. Exhibit 3 - Jacob Green and Associates, Inc. - Proposal
4. Exhibit 4 - Jacob Green and Associates, Inc. - Fee Proposal
5. Exhibit 5 - Appendix A – Grant Agreement Documents
6. Exhibit 6 – Addendum RFP No. 25-007AS Professional Consulting Services