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COMMISSION

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## *Memorandum*

TO: Operations Committee  
DATE: February 1, 2008

FR: Deputy Executive Director, Operations  
W. I. 1229

RE: Contract Amendment - Regional Transportation Emergency Operations Plan: URS Corporation

### Background

On March 24, 2006, following a competitive procurement, MTC entered into a contract with URS Corporation in the amount of \$600,000, for the development of detailed regional emergency response plans and coordination of region-wide emergency preparedness exercises. The scope of work includes the development of the regional baseline Emergency Operations Plan (EOP)—the Regional Transportation Emergency Management Plan (RTEMP)—a plan that builds upon the framework of the Trans Response Plan (TRP) and provides more detailed definition of responsibilities and procedures to guide a regional multi-modal response. The scope also includes the development and conduct of tabletop and functional exercises. The RTEMP was tested and modified through a series of region-wide exercises with the transportation agencies, including a functional exercise conducted in late 2006, two tabletop exercises held in Spring 2007, and a second functional exercise conducted in November 2007.

Since 2006, the URS contract has been increased by \$200,000 (for a total contract amount of \$800,000) for additional support with: 1) increased evaluation of the 2006 and 2007 exercises; 2) assistance for implementation of the Regional Improvement Plans; 3) development of the 511 Emergency Operations Plan that complies with the National Incident Management System, and addresses information flows between MTC, Caltrans and 511 during regional emergencies; and 4) review of and recommendations for improving the Emergency Operations Plans of 12 regional transportation agencies, including (AC Transit, ACE Rail, BART, CalTrain, Caltrans, County Connection, Golden Gate, SamTrans, San Francisco MTA (Muni), Vallejo, VTA, and MTC.

### Proposed Contract Amendment

Staff proposes that the URS contract be extended for a period of six months to provide MTC and the TRP Steering Committee members with additional assistance to address the deficiencies identified during the 2007 Trans Response Plan (TRP '07) functional exercise. During this six month extension, staff will conduct a procurement for consultant services to provide on-going planning, design, implementation and evaluation of annual region-wide exercises. In the interim, staff recommends that URS Corporation provide continued consultant services in the following areas:

- **Action Planning.** Conduct a workshop to train the TRP Steering Committee members on recommended 'Incident Action Plan' procedures. Exercise participants demonstrated a need for further guidance in documenting plans for a defined emergency operations shift.
- **511 Emergency Operations Plan.** Assist with revisions of the emergency operating procedures developed to guide the communication protocols between 511, the MTC EOC and Caltrans.
- **Baseline EOP/RTEMP.** Assist with revisions to the regional baseline Emergency Operation Plans in response to the recommendations identified during the TRP'07 functional exercise Improvement Plan. Additionally, the firm will ensure consistency between the RTEMP and the Governor's Office of Emergency Service's recently adopted Bay Area Regional Emergency Coordination Plan (RECP) Transportation annex plan.
- **Emergency Operations Center (EOC) Management & Coordination.** URS will assist regional transportation agencies with implementation of recommended improvements of agency-specific Emergency Operation Center (EOC) procedures, protocols and plans based on the results of a recently assessment of transportation agencies emergency operating procedures.

Recommendation

Staff requests this Committee to authorize the Executive Director or his designee to negotiate and enter into a contract amendment with URS Corporation to extend the contract period to October 31, 2008, and to add \$200,000 for completion of the tasks described above.

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Ann Flemer

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Amendment

Work Item No.: 1229

Contractor: URS Corporation, San Francisco, CA

Work Project Title: Regional Transportation Emergency Operations Plan

Purpose of Project: To conduct region-wide emergency preparedness exercises and refine definitions of responsibilities and procedures to respond to different regional emergency scenarios.

Brief Scope of Work: Implementation of the 2007 Trans Response Plan functional exercise Regional Improvement Plan.

Project Cost Not to Exceed: \$200,000 this amendment (Total Previous Contract Amount = \$800,000)

Funding Source: FHWA and SAFE funds

Fiscal Impact: Project is included in current agency budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with URS Corporation for the Regional Transportation Emergency Operations Plan, and the Chief Financial Officer is authorized to set aside funds in the amount of \$200,000 for said amendment.

Operations  
Committee: \_\_\_\_\_  
Sue Lempert, Chair

Approved Date: February 8, 2008