



# REQUEST FOR COUNCIL ACTION

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**Title:** Regional Disaster Preparedness Planning Services Contract

**Preferred Agenda:** October 25, 2022

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion  Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** SH Charter, Chapter I, Powers of the City

**Towards Council Goal:** Aspiration IV: Viable and Sustainable Essential Services

**Attachments:** WSP Contract for Disaster Preparedness Planning Services and Exhibits  
Regional IGA for Shared Disaster Preparedness Consultant

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**Purpose of this RCA:**

The purpose of this RCA is to approve a Regional Disaster Preparedness Planning Services contract, pursuant to the Intergovernmental Agreement (IGA) for Regional Emergency Management Consultant work approved in June, 2021, and the ensuing request for proposals (RFP).

**Background/Context:**

In June, 2019, seeing the need for local, regional cooperation during emergencies, the City entered into an Intergovernmental Agreement for Regional Emergency Management Consultant work with the Sweet Home Fire District, City of Lebanon, Lebanon Fire District, City of Brownsville, and Brownsville Fire District. The intent of this agreement was to hire a consultant to help these organizations develop an emergency operation plan and training program that they could use to coordinate mutual emergency and disaster response efforts in their jurisdictions (see attached IGA). The IGA stipulates that the City of Sweet Home will be the fiduciary agency for the project.

The ensuing RFP was begun last winter and finalized in this summer. Representatives from all the partner organizations selected WSP USA Solutions to complete the work. WSP has tentatively agreed to the attached contract. Also included with the contract as exhibits are the original RFP, WSP's proposal, and a cost estimate from WSP.

**The Challenge/Problem:**

Should the City approve a contract with WSP USA Solutions, Inc. for Disaster Preparedness Planning Services?

**Stakeholders:**

- Sweet Home and East Linn County Residents – During emergent, potentially catastrophic events, border should not play a role in providing aid to victims or potential victims caught in dire situations.
- Sweet Home City Council – The City Council is charged with authorizing contracts for services, and ensuring that its emergency management staff have the tools necessary to respond to emergency situations.
- Cities of Lebanon and Brownsville and Lebanon and Brownsville Fire Districts – These organizations have partnered with the City because they have similar interests in responding to disasters.
- City Staff – Staff can conduct emergency management operations more quickly, efficiently, and easily when plans, mutual aid agreements, and training methods are established.

**Issues and Financial Impacts:**

The services agreed to in this contract are estimated to cost approximately \$35,000. The partner organizations have all agreed to share this cost—one (Brownsville Fire) is limited due to budget restraints to \$2,000, and the rest of the partners have agreed to split the remainder equally, resulting in this cost allocation:

- City of Sweet Home: \$6,600
- Sweet Home Fire District: \$6,600
- City of Lebanon: \$6,600
- Lebanon Fire District: \$6,600
- City of Brownsville: \$6,600
- Brownsville Fire District: \$2,000

Currently, the City of Sweet Home has \$20,000 budgeted for this expense.

**Elements of a Stable Solution:**

A stable solution is one that provides a plan for regional emergency management responses as well as mutual aid agreements with our partners.

**Options:**

1. Do nothing –
2. Authorize the City Manager to sign the Contract for Disaster Preparedness Planning Services with WSP USA Solutions, Inc. as proposed.
3. Authorize the City Manager to sign the Contract for Disaster Preparedness Planning Services with WSP USA Solutions, Inc. with specified changes.
4. Direct Staff to research other options.

**Recommendation:**

Staff recommends option 2: Authorize the City Manager to sign the Contract for Disaster Preparedness Planning Services with WSP USA Solutions, Inc. as proposed.