

City Council – Action Request Form

Date: April 8, 2019

To: The City Manager

From: Damon C. Dequenne, Assistant City Manager
August Vernon, Director of Emergency Management

Council Action Requested:

Resolution Approving a Contract Change Order to Olsen Group, Ltd. for the Implementation of Recommended Training and Exercises Related to the Complex Coordinated Terrorist Attacks Grant.

Strategic Focus Area: Safe and Secure Community.
Strategic Objective: Improve Public Safety Service Quality.
Strategic Plan Action Item: Yes
Key Work Item: Yes



Summary of Information:

As part of the Complex Coordinated Terrorist Attacks grant received by Emergency Management in 2017, funds were available to hire a consultant to provide services managing the grant and the training components. In June of 2018, a contract was awarded to The Olson Group, Ltd. in the amount of \$126,000 to deliver comprehensive services focused on identifying emergency preparedness gaps, updating emergency operations plans, exercising the updated plans and facilitating the identification of training opportunities for Winston-Salem/Forsyth County Office of Emergency Management.

The Olson Group, Ltd. has completed the initial phase of their work and has identified regional multi-agency training, planning and exercise opportunities to eliminate gaps and strengthen regional capabilities to prepare for, prevent, respond to, and recover from terrorist events. In order to accomplish this training within the grant timeframe August 2020, and to ensure all grantor agency requirements are met and auditable, staff recommends approval of a change order to Olson Group's contract in the amount of \$1,742,050.

This amount represents the estimated cost to conduct the regional, multi-agency training, planning and exercises identified during the initial evaluation process. The Olson Group's initial project management fee of \$126,000 for their services remains unchanged. The purpose of this change order is to allot the money to Olson Group to conduct the training, exercises and planning in the most efficient and beneficial way possible on behalf of the city, to ensure all grant requirements are met with specific emphasis of spending all funds on identified needs by August of 2020.

Committee Action:

Committee	<u>Finance 4/8/19</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>
Remarks:	<u></u>		