

**CITY OF NEWBERG**  
**AGREEMENT WITH ROGER GANO**  
**TO PROVIDE CONSULTING SERVICES**  
**TO THE CITY OF NEWBERG**

THIS AGREEMENT is entered into this 6th day of August, 2003, by and between the City of Newberg, a municipal corporation of the State of Oregon, hereinafter called **City**, and

Roger D. Gano  
803 Marie Avenue  
Newberg, OR 97132  
503-537-4630

hereinafter called **Consultant**.

**RECITALS:**

1. **City** has need for the services of a **Consultant** with particular training, ability, knowledge, expertise and experience possessed by **Consultant**.
2. **City** has chosen the **Consultant** using the request for proposals' process to provide services related to updating the City of Newberg Emergency Operations Plan.

**NOW, THEREFORE, in consideration of mutual promises, covenants and agreements of the parties, it is agreed as follows.**

1. **Effective Date and Duration:** This Agreement shall become effective on the date that this Agreement has been signed by every party hereto.

Unless, terminated or extended, this Agreement shall expire when the **City** accepts **Consultant's** completed performance or on November 28, 2003, whichever date occurs first. This fact notwithstanding, the services of **Consultant** shall be authorized and paid on a phase-by-phase basis with billings to be submitted immediately upon completion of each plan of action milestone (project component) as presented in the Consultant's Proposal at "Budget: Emergency Planning Services," which is attached as Exhibit "A." **No billings will be accepted after November 28, 2003**

Expiration shall not extinguish or prejudice **City's** right to enforce this Agreement with respect to any breach of a **Consultant** warranty or any fault or defect in **Consultant's** performance that has not been cured.

2. **Termination:** This Agreement may be terminated at any time by mutual, written consent of the parties. The **City** may, at its sole discretion terminate this Agreement

in whole or part upon a 30-day written notice to **Consultant**. The **City** may terminate immediately upon notice to the **Consultant** that the **City** does not have funding, appropriations, or other necessary expenditure authority to pay for **Consultant's** work. The **City** may terminate Agreement at any time for material breach.

3. **Scope of Work:** The **Consultant** agrees to provide the services provided in the Proposal, which is Exhibit "A" and attached hereto and incorporated by this reference. The **Consultant** represents and warrants to the **City** that the **Consultant** can perform the work outlined in the Proposal for the fee proposal amount.

4. **Compensation:** The **Consultant** agrees to perform the work for a not-to-exceed fee as indicated in their professional fee proposal obtained in the Proposal. The not-to-exceed figure is as follows:

\$24,500.00

The **Consultant** shall not exceed the fee for any task included in the fee proposal amount. If the **Consultant** foresees that the fee is going to exceed the not-to-exceed figure because the task has changed or is outside the

scope, the **Consultant** shall notify the **City** in writing of the circumstances with an estimated amount that the fee is to be exceeded. The **Consultant** shall obtain written permission from the **City** before exceeding the not-to-exceed fee amount. If the **Consultant** does work that exceeds the maximum fee amount prior to obtaining the written permission, the **Consultant** waives any right to collect that fee amount.

**5. Additional Work Not Shown within the Scope of Work:** If **City** requests or requires work to be done not within the Proposal of this project, the **Consultant** shall notify the **City** of such work, provide an estimated fee amount, and obtain written instructions to proceed with work in the form of an Agreement amendment prior to proceeding with work and incurring any costs on behalf of the **City**. If **Consultant** proceeds with work prior to obtaining permission and/or Agreement amendment, the **Consultant** waives any right to collect fees for work performed.

**6. Agreement Documents:** This Agreement consists of the following documents which are listed in descending order of preference: This Agreement with attached Exhibits, the proposal of the **Consultant** (Exhibit "A"), and the Request for Proposal (Exhibit "B"). Work is under the sole control of **Consultant**, however, the work contemplated herein must meet the approval of the **City** and shall be subject to **City's** general right of inspection and supervision to secure the satisfactory performance thereof.

**7. Benefits:** **Consultant** will not be eligible for any federal social security, state workers compensation, unemployment insurance, or public employees' retirement system benefits from the Agreement payment except as a self-employed individual.

**8. Federal Employment Status:** In the event any payment made pursuant to this Agreement is to be charged against federal funds, **Consultant** certifies that he or she is not currently employed by the federal government and the amount charged does not exceed his or her normal charge for the type of services provided.

**9. Consultant's Warranties:** The work to be performed by **Consultant** includes services generally performed by **Consultant** in his/her usual line of business. The work performed by the **Consultant** under this Agreement shall be performed in a good and businesses-like manner in accordance with the highest professional standards. The **Consultant** shall, at all times, during the term of this Agreement, be qualified, be professionally competent, and duly licensed to perform the work.

**10. Independent Contractor:** **Consultant** is not currently employed by the **City**. The parties to this Agreement intend that the **Consultant** perform all work as an Independent Contractor. The **Consultant** shall be deemed an agent of the **City**. The **Consultant** is a sole-proprietor (Roger D. Gano) and has no other agents, employees, or servants. The **Consultant** shall notify the **City** if he the **Consultant** employs, hires, or contracts with any other person. **City** is interested only in the results obtained under this Agreement. The manner and means of conducting the work are under the sole control of **Consultant**, however, the work contemplated herein must meet the approval of the **City** and shall be subject to **City's** general right of inspection and supervision to secure the satisfactory performance thereof.

**11. Taxes:** **Consultant** will be responsible for any federal or state taxes applicable to payments received under this Agreement. **City** will report the total of all payments to **Consultant**, including any expenses, in accordance with the Federal Internal Revenue Service and the State of Oregon Department of Revenue regulations.

**12. Assignment:** The parties hereto each bind themselves, their partners, successors, assigns and legal representatives of such other party in respect to all terms of this Agreement. Neither party shall assign the Agreement as a whole or any part thereof without written consent of the other.

**13. Ownership of Work Product:** All original documents prepared by **Consultant** in performance of this Agreement, including but not limited to original maps, plans, drawing and specifications are the property of **City** unless otherwise agreed in writing. Quality reproducible records copies of final work product, including digital files of text and drawings shall be provided to **City** at the conclusion or termination of this Contract. **City** shall indemnify and hold harmless **Consultant** from all claims, damages, losses and expenses including attorney's fees arising out of the **City's** use of any instruments of professional service for purposes outside the scope of this Contract.

**14. Entire Agreement:** This Agreement constitutes the entire Agreement between the parties and supersedes all prior agreements, written and oral, courses of dealing, or other understanding between the parties. No modification of this Agreement shall be binding unless in writing and signed by both parties.

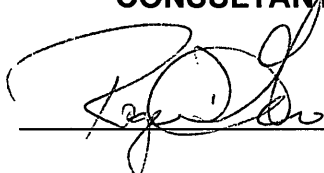
15. **Notification:** All correspondence and notices related to this Agreement shall be directed to the project manager for the party to whom the correspondence or notice is intended. If directed to the City: City of Newberg, P.O. Box 970, Newberg, Oregon 97132, Attn: Chief Michael Sherman of the Newberg Fire Department.

If directed to the Consultant: Attn: Roger Gano at the address listed above. Each party shall be responsible for notifying the other of any changes in project manager designation.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date first above mentioned.

**CONSULTANT**

By: \_\_\_\_\_



Name: Roger D. Gano

Title: N/A

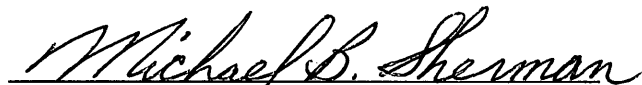
Date: \_\_\_\_\_

August 6, 2003

Division Approval: \_\_\_\_\_



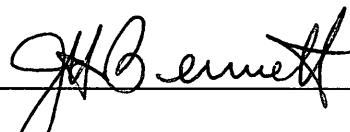
Recommended for Approval By:



Michael Sherman  
Fire Chief

**CITY OF NEWBERG**

By: \_\_\_\_\_



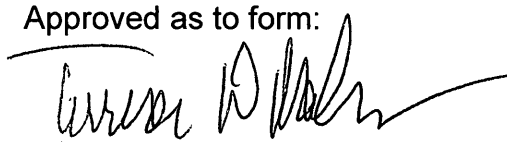
Name: James H. Bennett

Title: City Manager

Date: \_\_\_\_\_

August 6, 2003

Approved as to form:



Terrence D. Mahr  
City Attorney

**PROPOSAL**

For An

**EMERGENCY SERVICES  
PROFESSIONAL**

To Provide

**EMERGENCY  
PLANNING  
SERVICES**

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Submitted by:

**Roger D. Gano**

July 23, 2003



# **PERSONAL PROFILE**

## **Roger D. Gano**

### **Qualifications for bidding on City of Newberg project:**

**RELATIONSHIPS:** With over 30 years in the fire service, 21 years in government service, and 20 years working in the private sector, I have developed innumerable contacts in the public and private sectors which have proven valuable many times over in projects and tasks I have undertaken. Several of those contacts are listed in this document as references to my accomplishments.

**ACCESSIBILITY FOR INTERACTION:** This project will be my primary focus for the duration. As a resident of Newberg, I am just five minutes away from the office established for this project, and will devote a minimum of 35 hours per week to the completion of this project. The majority of time spent will be in Newberg and immediately available for interaction with any and all City staff working on pieces of the project.

**AVAILABILITY FOR MEETINGS & FIELD WORK:** As stated above, this project will be my primary focus; regular briefings will keep the City updated on the status of project work components, scheduled meetings, and pending field work. These briefings will maximize my ability to meet all obligations and expectations throughout the duration of the project.

**PROCEDURES/POLICIES FOR QA AND COST CONTROL:** Over the course of this project, I will strive to establish weekly update briefings with interested City officials. During these briefings, quality assurance and cost control measures will receive priority attention.

**CREATING COLLABORATIVE EFFORTS:** Past government experience has afforded many opportunities at developing collaborative efforts; from pulling various agencies together for a county-wide communications levy, to working on county cooperative committees and statewide special interest committees. These collaborative efforts have fostered my development of relationships, as mentioned above.

**LONG TERM CLIENT/ESP RELATIONSHIP:** Newberg is my home. I look forward to fostering the relationships garnered through this project to continually improve the City's readiness and ability to meet any and all emergency situations that may arise.

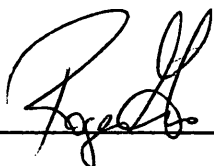
# Proposed Work Components

Following are the work components identified to complete the specific project for the City of Newberg:

1. Interact with City of Newberg officials to identify weaknesses in the current plan, and to develop new response policies.
2. Contact local businesses and institutions for information to include in the new City of Newberg Emergency Plan.
3. Develop a comprehensive inventory of sites in Newberg for inclusion in a Community Hazard Analysis section of the new City Plan.
4. Interact with Yamhill County officials to identify areas of mutual concern for inclusion in the new City Plan.
5. Collect and write updates to Appendices to Newberg's Emergency Plan.
6. Work with Yamhill County and local jurisdictions in updating the available inventories for any Mass Casualty Incident and/or Multiple Injury Plan.
7. Write up to three model emergency scenarios for City of Newberg staff to practice after completion of the Plan update.
8. Write and publish new City of Newberg Emergency Preparedness Plan.

The above work components will be completed no later than November 28, 2003, by Roger D. Gano, at a cost not to exceed \$24,500.

Signed:



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Date:

July 23, 2003

# **Detailed Points Of Proposed Work Components**

A detailed action plan is here presented for each of the Work Components identified as necessary to complete the updating of the City of Newberg's Emergency Preparedness Plan.

- 1. Interact with City of Newberg officials to identify weaknesses in the current plan, and to develop new response policies.**
  - A. Schedule and conduct meetings with all affected City staff responsible for input to the City's Plan.
  - B. Identify areas of weakness in the current plan; develop strategies for building ownership in the Plan and strengthening the weaknesses to create a viable Plan understood and ready to use by all participants.
- 2. Contact local businesses and institutions for information to include in the new City of Newberg Emergency Plan.**
  - A. Any emergency that may occur in Newberg will affect one or more of the City's private businesses or institutions. This work component will identify those business and institutions most likely to be affected, or those businesses or institutions that may be able to offer assistance in mitigating any emergency.
  - B. Schedule meetings with those businesses/institutions in order to solicit input from those businesses/institutions; ascertain levels of expected cooperation from these entities in any emergency situation; and request copies of individual emergency preparedness plans for inclusion with Newberg's new plan.
  - C. Identify and develop contact lists with representatives from Willamette-Pacific Railroad and the Oregon Department of Transportation. Ensure that these two agencies are allowed input into the new Plan, and that appropriate information from their Emergency Plans is incorporated into Newberg's new Plan.
- 3. Develop a comprehensive inventory of sites in Newberg for inclusion in a Community Hazard Analysis section of the new City Plan.**
  - A. Coordinate with City Development Director, City Planner, City Building Official, Public Works Superintendent, City Manager, and Fire Chief in identifying sites in and around the City that deserve special attention in a Community Hazard Analysis section of the Plan.
  - B. Identify, by site, the specific hazards noted for each site in this inventory.

**4. Interact with Yamhill County officials to identify areas of mutual concern for inclusion in the new City Plan.**

- A. Meet with Yamhill County officials to review the County's level of participation in the present Plan, and determine appropriate levels of participation to be included in the new Plan.
- B. Assist Yamhill County in any/all ways necessary to assure the County's readiness to participate with Newberg in any emergency.
- C. Meet with interested Dundee officials for input on areas of mutual concern that need addressing in Newberg's new Plan.

**5. Collect and write updates to Appendices to Newberg's Emergency Plan.**

- A. Review appendices in current Plan.
- B. Determine what appendices need adoption in new Plan.
- C. Gather data for new appendices and publish for inclusion in Plan.

**6. Work with Yamhill County and local jurisdictions in updating the available inventories for any Mass Casualty Incident and/or Multiple Injury Plan.**

- A. Review County-wide Mass Casualty Incident/Multiple Injury Plan with a Yamhill County Fire Defense Board delegation.
- B. Gather input on MCI/MIP from the County Sheriff's office.
- C. Determine areas of this Plan that need updated.
- D. Collect data (including updated list of available resources) for inclusion in updated MCI/MIP.

**7. Write up to three model emergency scenarios for City of Newberg staff to practice after completion of the Plan update.**

- A. Create three comprehensive emergency scenarios that will utilize and test the key officials involved in City of Newberg emergency operations.
- B. Draft written documentation involving various key officials' roles in each emergency situation.
- C. Logistically prepare for the staging of these emergency drills; to include the permission for use of sites, the commitment of cooperation at drill time from key Newberg officials necessary to stage the drill, and the commitment of cooperation from outside businesses, institutions, and government entities to be involved in a drill.
- D. These drills will be conducted sometime after the completion of this project, and will be implemented by a representative delegated by the City at that time.

**8. Write and publish a new City of Newberg Emergency Preparedness Plan.**

- A. Collate all of the data gathered in work component pieces (numbers 1-6 above).**
- B. Using the model Emergency Preparedness Plan as developed by the Federal Emergency Management Agency, write the new Plan.**
- C. Publish the new document, making personal copies for all necessary and interested City of Newberg departments, plus additional copies for the appropriate Yamhill County officials. Extra copies of the Plan, as determined by the City, will be published for presentation at the Newberg Public Library and for further distribution as the City deems necessary.**

# Contractor Qualifications

The paragraphs below are intended to relate how Roger Gano's qualifications and work experiences relate to the proposed work components identified for this project in the Categories of Professional Services as outlined in the RFP, Section 2.2.

## EMERGENCY SERVICES:

I have been actively involved in the Newberg Fire Department for 30+ years, rising through the ranks from basic firefighter to my current position as Battalion Chief. For the past 20 years I have performed in the capacity of Duty Officer for one week each month, responsible for the management of all emergency incident scenes as well as attending to single-response calls for public service issues (smoke detector checks, smell of smoke in a residence, illegal burning enforcement, etc.). I have been involved in the writing and reviewing of fire department SOGs; I have served on committees fostering intergovernmental relations between local government and fire agencies; and I have attended two one-week classes on the *Incident Command System* (one week on campus at the National Fire Academy); I am certified by DPSST to teach *ICS* in Oregon and have taught classes in Yamhill and Washington County; I am certified to teach Medic First Aid classes to the community, and have done so for the past five years. I have been actively involved in Newberg Fire's Rescue Standby program for 29 years and on the standby ambulance duty roster since 1996. I also spent almost 1½ years as Fire Chief/District Administrator for the Gaston Rural Fire District, from 1996 to 1997.

## MEETING FACILITATION:

My meeting facilitation experience does not directly relate to the preparation of Emergency Operations Plans; however, pertinent experience has been garnered through private sector work. I was solely responsible for siting four new insurance agent offices in the Southwest Portland area. This work involved finding suitable sites, meeting with property owners, preparing lease agreements, negotiating with contractors for office site build-outs, coordinating with utility providers and equipment installers, ordering furniture and materials to outfit the offices, and ensure that all was ready by a date set by the company for the agents to walk in and begin business. All of this work was performed solo, and with minimal supervision.

## RESEARCH AND DATA GATHERING:

Pertinent experience in this category can be reviewed in the form of a document (*Compost Marketing Study*) researched and co-authored by me and a representative from CH<sub>2</sub>M for the City of Newberg in 1987, as the new wastewater treatment facility was coming on-line. This document presented avenues for the City to use in disposing of the end product out of the new waste composting facility. Research and data gathering experience could also be credited under the private sector work experience referenced above.

I have also had extensive exposure to research and data gathering in the preparation of a Length of Service Award Program (LOSAP) for the Newberg Volunteer Fire Department. This program, first proposed by me over 10 years ago with its inclusion in NFD's 10-year strategic plan, was finally adopted in June, 2002. This LOSAP is a compilation of the best aspects of several other department's plans. It tracks individual member involvement in areas such as attendance at fire calls, meetings, and drills, plus participation in social/community activities and emergency medical service, all through a complex series of inter-related spreadsheets.

Finally, I have been actively involved in writing specifications for three fire department vehicles: a staff car, a rescue vehicle, and a water tender; and I introduced the Newberg Volunteer Fire Department to the budgeting process and have served as unofficial budget officer for the past 10 years.

#### **COMMUNITY HAZARD ANALYSIS:**

As a lifetime resident of Newberg, I believe I am well qualified to identify and inventory the community hazard areas within the Newberg area. My extensive fire service background will assist me in identifying specific risks associated with each site, and my documentation expertise, as outlined in the LOSAP discussions above, proves an ability to present this community hazard data in a format suitable for inclusion in the new City Plan.

#### **EOP DESIGN AND DEVELOPMENT:**

Personal experiences have not included preparation of EOPs; however, I believe the experiences listed above can be verified and will prove my ability at meeting the tasks listed in the detailed work components section of this proposal.

#### **TECHNICAL SUPPORT SERVICES:**

My work experiences include over 10 years as a monthly magazine publisher. I am an accomplished typist, and well versed in the processes necessary to write and publish a business document such as Newberg's updated Emergency Operations Plan. The weekly briefings proposed in my Personal Profile page will not only keep City officials updated on the progress of the data collection, they will also help keep me on-track with the expectations of the City in what is expected in the final document.

#### **OTHER SUPPORT SERVICES:**

The work experiences covering this category have all been referenced above.

#### **SUPPORT OF PUBLIC AGENCY INVOLVEMENT:**

My background in intergovernmental relations, through time as an elected official and a public administrator, has afforded many opportunities at building cooperation and collaboration on many tasks. Specific examples include participation in an unsuccessful Yamhill County Communications Levy project to bring 800mhz communications to all of the county;

participation on intergovernmental committees overseeing public access television, emergency communications services, and public water supplies; and participation at the state level on a League of Oregon Cities Budget and Finance Committee, charged with reviewing proposed legislation affecting finances at the municipal level.

# Similar Projects

While this contractor does not have experience in writing any other Emergency Operations Plans, the list below summarizes those projects referenced in other sections of this proposal.

1. Participation in the Newberg Fire Department as a Battalion Chief, Rescue Standby officer, and second-out ambulance volunteer. I have developed a LOSAP during this time, participated in writing vehicle specifications, attained certifications to teach fire-EMS topics, and serve as an unofficial budget officer for the volunteer association.
2. Fire Chief/District Administrator for the Gaston Rural Fire District for almost 1½ years. While employed in the position, I served on several intergovernmental relations committees.
3. Elected official with the City of Newberg for 18½ years. During this time I served on a county-wide communication levy committee. During this time period I also researched and co-authored a Compost Marketing Study for the newly on-line wastewater treatment facility.
4. City Administrator for the City of Durham, OR, for 3½ years. During this time I served on several intergovernmental relations committees.
5. Served as Project Manager in the siting, development and opening of four new insurance agent offices in the Southwest Portland area.
6. For over 10 years I served as Editor/Publisher for a monthly statewide business magazine. This job included writing and editing articles for the publication, creating advertisement copy and selling advertising space in the magazine, creating specific instructions for the publication of the magazine, maintaining updated circulation data, and handling all financial aspects necessary to keep the magazine in operation.

# Pertinent References:

The following individuals have consented to allowing their names to be placed here as reference contacts for various past projects and work performances as presented by Roger Gano.

## FIRE SERVICE:

Elmer Christensen  
Retired Newberg Fire Chief  
Contact: (503) 538- 6239

Stan Gaibler  
Retired fire Captain, chair of rural Board  
Contact: (503) 538-4872

Al Blodgett  
Division Chief  
Contact: (503) 538-5283

Jill Dorrell  
Past Volunteer President  
Contact: (503) 538-0596

Jeff Johnson  
Fire Chief, Tualatin Valley Fire/Rescue  
Contact: (503) 649-8577

John Stock  
Fire Chief, City of Dundee  
Contact: (503) 554-8442

## INTERGOVERNMENTAL RELATIONS:

Elvern Hall  
Retired Newberg Mayor  
Contact: (503) 538-2847

Jeff Johnson  
Fire Chief, Tualatin Valley Fire/Rescue  
Contact: (503) 649-8577

Marilyn Eide  
Retired Mayor, City of Durham  
Contact: (503) 684-5672

## PRIVATE INDUSTRY:

Susan Olberding Schibel  
Newberg insurance agent  
Contact: (503) 538-3159

Teresa Barnard  
Lake Oswego insurance agent  
Contact: (503) 636-5644

Janet Meulemans  
Retired insurance executive  
Contact: (503) 678-2661

# BUDGET: Contract Emergency Planning Services

| Project Component                                                                          | Est. Component End Date | Person Assigned | Est. Hours To Complete | Hourly Rate | Est. Non-Labor Costs | Est. Total Project Cost |
|--------------------------------------------------------------------------------------------|-------------------------|-----------------|------------------------|-------------|----------------------|-------------------------|
| Interact with City officials to ID current weaknesses and to develop new response policies | 29-Aug                  | Gano            | 70                     | \$40.00     |                      | \$2,800.00              |
| Contact local businesses and institutions for info to include in new City plan             | 5-Sep                   | Gano            | 40                     | \$40.00     | \$250.00             | \$1,850.00              |
| Develop inventory of Newberg for community hazard analysis                                 | 3-Oct                   | Gano            | 80                     | \$40.00     | \$100.00             | \$3,300.00              |
| Interact with County officials to ID areas of mutual concern for inclusion in Newberg plan | 17-Oct                  | Gano            | 140                    | \$40.00     | \$200.00             | \$5,800.00              |
| Update appendices to Newberg plan                                                          | 17-Oct                  | Gano            | 50                     | \$40.00     | \$75.00              | \$2,075.00              |
| Work with County & other jurisdictions in updating MCI/MIP inventories and procedures      | 24-Oct                  | Gano            | 35                     | \$40.00     | \$75.00              | \$1,475.00              |
| Write model emergency scenarios for City staff to practice after plan update               | 31-Oct                  | Gano            | 35                     | \$40.00     |                      | \$1,400.00              |
| Write new City plan                                                                        | 14-Nov                  | Gano            | 80                     | \$40.00     |                      | \$3,200.00              |
| Publish new City plan                                                                      | 21-Nov                  | Gano            | 35                     | \$40.00     |                      | \$1,400.00              |
| Project wrap-up                                                                            | 28-Nov                  | Gano            | 30                     | \$40.00     |                      | \$1,200.00              |

Total Estimated Hours: 595

Signed: \_\_\_\_\_

Total Estimated Non-Labor Costs: \$700.00

Date: July 23, 2003

Total Project Costs Not To Exceed: \$24,500

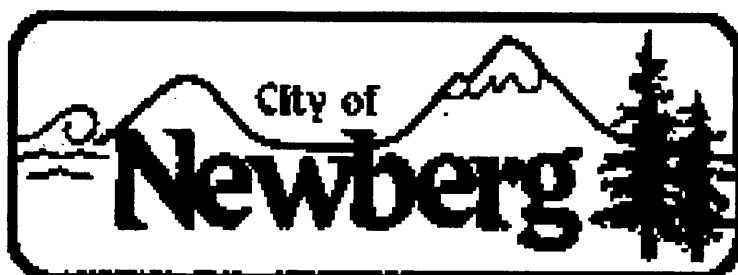
# **CITY OF NEWBERG, OREGON**

## **FIRE DEPARTMENT**

### **REQUEST FOR PROPOSALS**

**For an  
EMERGENCY SERVICE PROFESSIONAL**

**For  
CONTRACT EMERGENCY PLANNING SERVICES**



**JULY 2003**

**For information regarding this proposal,  
contact:**

**Michael B. Sherman  
Fire Chief  
503-537-1230**

**Exhibit "B"**  
**REQUEST FOR PROPOSAL**  
**to Consultant Agreement**  
between Roger Gano and City of Newberg  
*(total pages: 15)*

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**APPENDIX A:**                OEM Emergency Planning Grant to the City of Newberg Fire Department  
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**ADVERTISEMENT**  
**REQUEST FOR PROPOSALS**  
**For an**  
**EMERGENCY SERVICES PROFESSIONAL**  
**For**  
**CONTRACT EMERGENCY PLANNING SERVICES**

Notice is hereby given that the City of Newberg Fire Department requests proposals from Emergency Service Professionals (**ESP's**) to provide contract emergency planning services. The **ESP** must be capable of performing services in all of these specialties: (1) emergency "All Hazards" planning, (2) facilitation and data gathering services, (3) community hazard analysis, (4) community emergency operation plan design and compilation, (5) technical support services (developing recommendations for emergency operations and training), (6) other support services necessary to complete a complete City of Newberg Emergency Operation Plan update, (7) support of public agency involvement processes.

Original, signed submittals must be received no later than, **3:30 p.m., Wednesday, July 23, 2003** at the office of the Fire Chief, Newberg Fire Department, 414 E. Second Street, Newberg, Oregon 97132. Faxed or emailed submittals will not be accepted. Submittals received after the designated time and date will not be accepted.

The City of Newberg reserves the right to reject any and all submittals and to waive any and all formalities in the best interest of the City.

Copies of the Request for Proposals are available by contacting the Newberg Fire Department, at (503) 537-1230, 8:00 AM to 5:00 PM, Monday through Friday.

PUBLISHED:                      July 9, 2001 and July 12, 2003  
                                                 *Newberg Graphic*

                                                 July 13, 2003  
                                                 *The Oregonian*

## SECTION 1 GENERAL INFORMATION

The City of Newberg Fire Department (**NFD**) has received a State of Oregon Office of Emergency Management (**OEM**) grant for emergency planning services. The City intends to select an Emergency Services Professional (**ESP**) to complete grant's stated goals, objectives, and performance measures shown on Appendix A – OEM Grant Proposal *Program Narrative* pages 1-7. The City is seeking Proposals from **ESP**'s to provide contract emergency planning services.

**NFD** seeks an **ESP** contractor with skills in the following specialties:

- (1) emergency "All Hazards" planning,
- (2) facilitation and data gathering services,
- (3) community hazard analysis,
- (4) community emergency operation plan design and compilation,
- (5) technical support services (developing recommendations for emergency operations and training),
- (6) other support services necessary to complete a City of Newberg Emergency Operation Plan update,
- (7) support of public agency involvement processes.

**NFD** believes that the **ESP** contractor will need to allocate between 20-30 hours per week for approximately four months for on-site meetings, data gathering, scheduling, coordination with other agencies, and the writing and rewriting the new **EOP**. Other **EOP** related documents that shall be updated as part of the **EOP** will be the City's Emergency Resource Manual and the **NFD** Multiple Injury Plan. **NFD** will provide a work site located at the main fire station (414 E. Second Street, Newberg, OR), telephone service, internet service, and lap top computer with printer for use during the project.

The project must begin prior to August 1, 2003, and must be completed before November 28, 2003. This includes all **OEM** required reporting.

The City expects to conduct a final review of proposals from up to three (3) Emergency Services Professionals (**ESP**'s) with the skills listed in each of the above categories, regardless of the total number of packets submitted.

The City will negotiate a Professional Services Agreement with the selected finalist that will include the Plan-of-Action for completing the **EOP** update goals, objectives, and performance measures within the **OEM** grant proposal. The Professional Services Agreement will identify the type of services, scope of work, fee, schedule, products and terms of payment for services.

Proposals must be submitted no later than **3:30 p.m. on Wednesday, July 23, 2003.** For

more specific information on submittal requirements, see Section 3.

## **SECTION 2 NATURE OF WORK**

### **2.1 INTRODUCTION**

The selected **ESP** will provide emergency planning services for completion of the Oregon Emergency Management (**OEM**) grant for updating the City of Newberg Emergency Operations Plan (**EOP**).

This work involves emergency "All Hazards" planning, community hazard analysis, agency plan coordination, meeting facilitation, **EOP** document design and development, final document preparation, public presentations, and related emergency planning as needed by the City. All work products will be reviewed by the Newberg Fire Chief, Michael B. Sherman, for accuracy and completion.

The City views its relationships with consultants as partnerships to assist the City in the successful completion of projects. Consulting professionals are expected to participate with the City and its allied public partners in resolving issues and providing cooperative agency relationships.

All Emergency Services Professional (**ESP**) contract work must be done in accordance with Appendix A – *OEM Grant Proposal Program Narrative* pages 1-7 and the associated Appendix B - *OEM Intergovernmental Agreement* between OEM and the City of Newberg. This project is funded with federal or State funds and therefore needs to fully comply with federal, State, and local standards.

Billings shall be submitted immediately after the completion of each Plan-of-Action milestone and no billing will be accepted after November 28, 2003. Quarterly reports of progress, complying with **OEM** requirements, shall be completed by the **ESP** for submission to **OEM** by the Newberg Fire Chief, prior to filing deadlines.

### **2.2 CATEGORIES OF PROFESSIONAL SERVICES**

**NFD** seeks **ESP** services in the following areas. Respondents shall submit statement of qualifications for each category.

#### **(1) EMERGENCY SERVICES**

The **ESP** must have at least 20 years in the field of emergency services, preferably fire protection or emergency management. Services in this category shall include, but not be limited to, review and revision of emergency operations, development of related standard operating guidelines (**SOG**'s), creation of needed **EOP** appendices and/or annexes, coordination between different emergency disciplines and agencies, establishment of emergency training schedules, understanding of the Incident Command System (**ICS**), and other related emergency planning services. Services in this category may also include investigations, analyses, and reports on the City of Newberg emergency operations in support of developing and/or designing options for an "All Hazards" **EOP**, City Emergency

Resource Guide, and a Multiple Injury Plan (MIP). This may include analyses related to identification and recommendations for correction of existing unacceptable emergency preparedness practices.

**(2) MEETING FACILITATION**

Services in this category shall include, but not be limited to, coordination, scheduling, leading, and facilitating group meetings necessary for the revision of **EOP** documents, procedures, appendices, and/or annexes. Thorough minutes of all meetings will be obtained by the **ESP** and submitted to the Newberg Fire Chief on a regular basis.

**(3) RESEARCH AND DATA GATHERING**

Services in this category shall include, but not be limited to, in-depth research; solicitation of data needed for updating the City EOP, Emergency Resource guide, and Multiple Injury Plan; review of documents; and personal interviews. The **ESP** must have a demonstrated history of successful research endeavors.

**(4) COMMUNITY HAZARD ANALYSIS**

Services in this category shall include, but not be limited to, the complete review of Newberg Area community hazards to determine potential risk associated with different types of major emergencies. This will include the gathering of data of all existing structures and facilities within the community, collation of that data into a usable format, and determining the risk associated with those facilities.

**(5) EOP DESIGN AND DEVELOPMENT**

Services in this category shall include, but not be limited to, complete review and design selection for the updated **EOP** and the development of all the **EOP** components necessary to complete the **OEM** grant goals, objectives, and performance measures. The design and development will take into consideration the appropriate emergency response to the community hazards identified in #4 above.

**(6) TECHNICAL SUPPORT SERVICES**

Services in this category shall include, but not be limited to, the word processing, organization, presentation, and analysis skills necessary to make appropriate recommendations, schedule training, and develop and finalize a professional **EOP** update.

**(7) OTHER SUPPORT SERVICES**

Services in this category shall include, but not be limited to, all other services necessary to complete the Plan-of-Action to comply with the **OEM** grant.

**(8) SUPPORT OF PUBLIC AGENCY INVOLVEMENT**

Services in this category shall include, but not be limited to, supporting, encouraging, facilitating, and enhancing the cooperation, collaboration, and input of all affected public agencies. It is imperative that the **ESP** have the skills to promote and accomplish high profile public agency involvement in the revision and update of the City of Newberg **EOP**.

### **2.3 EOP UPDATE PROJECT PLAN-OF-ACTION**

The **ESP** shall develop and submit, to the City for inclusion in the final Professional Services Agreement, a proposed Plan-of-Action to accomplish the goals, objectives, and performance measures in the OEM grant that shall include but are not limited to the following:

1. Personnel assigned to the project
2. Hours of work to complete the project
3. Schedule for project completion which includes dates for completion of each major component.
4. Compliance with the **OEM** grant, **OEM/City** Intergovernmental Agreement, and local, state and federal laws and regulations
5. Detailed description of each component of work
6. Detailed description of the process of incremental progress reporting to **NFD**
7. Detailed description of the process that will be used for project documentation

### **2.4 SERVICES TO BE PROVIDED BY THE CITY**

The City will provide the following services in support of project completion:

1. Project progress review
2. Project coordination between the **EOP** contractor and the City.
3. Assistance with agency and department coordination as needed
4. Temporary worksite with telephone and internet service (0800 to 1700 hours, Monday through Friday w/the exception of holidays)
5. Meeting rooms as necessary
6. Some minor clerical support (message taking, work site layout, meeting room scheduling, etc.)
7. On-site laptop computer, printer, paper, and ink (0800 to 1700 hours, Monday through Friday w/the exception of holidays)
8. **NFD** staff member to provide timely response to any questions and to be reasonably available for any meetings requested by the **EOP** contractor. (0800 to 1700 hours, Monday through Friday w/the exception of holidays)

## SECTION 3 SUBMITTALS

### 3.1 PROCEDURE FOR SUBMISSION OF PROPOSALS

Proposals shall be prepared in a bound, 8.5" x 11" format with a cover page that states a minimum of the date; a title of "Proposal for an Emergency Services Professional to Provide Contract Emergency Planning Services"; and the name of the firm or individual responsible for the proposal.

Proposals shall not exceed twelve (12) typed or computer printed, single-spaced, single-sided pages using no smaller than twelve (12) point fonts and one (1) inch margins. The title page, backing, and Mylar clear cover are not counted in the total pages of the proposal.

Proposals shall include a single "Introduction" page which will serve as an introduction to the firm or individual(s) and why they feel their background is appropriate for the project.

Proposals shall include a single "Project Work Components" page that lists all project work components and total project cost. This page must be signed and dated by a principal owner of the firm, the firm's authorized representative, or the individual(s) responsible for the proposal. Following this page, up to a total of no more than four (4) pages are to be devoted to a detailed description of each work component and how the **ESP** will approach successful completion of each component.

Proposals must include a statement of qualifications (**SOQ's**) for each of the Categories of Professional Services (section 2.2), requested in this **RFP**. This section is not to exceed three (3) pages. The **SOQ's** must directly reference the individual or individuals assigned to this project. The **SOQ's** shall only include references to similar work and/or experience that the person(s) assigned to this project have substantially participated in. **Do not list work or experience of the firm for which those assigned to this project have not been a substantial participant.**

Proposals shall include a single-page listing of similar projects that the individual(s) assigned to this project have been significantly involved in over the last ten years. An additional page can be used to list references that would be able to verify that involvement.

Proposals shall include a single-page, detailed budget that clearly breaks out all the costs for the completion of each of the project work components, projected completion date for each component, and the person assigned as the responsible party to complete each component. The cost breakdown shall include projected hours of labor necessary for completion of each project work component and the hourly rate for that labor. In addition, the cost breakdown shall include additional projected non-labor costs to complete each component. This page must be signed and dated by a principal owner of the firm, the firm's authorized representative, or the individual(s) responsible for the proposal.

Each responding firm and/or individual shall submit three (3) copies of their proposal.

Proposals will be received until the time and date shown below:

**Proposals are due by 3:30 p.m. on Wednesday, July 23, 2003**

If your submittal is **mailed**,  
it must be addressed to:

Michael B. Sherman, Fire Chief  
City of Newberg Fire Department  
414 E. Second Street  
Newberg, Oregon 97132

If your submittal is **hand delivered**,  
it must be brought to:

The Main Fire Station  
City of Newberg Fire Department  
414 East Second Street  
Newberg, Oregon 97132

**\*\*\*Where it will be date and time stamped\*\*\***

All proposals must be sealed in an opaque envelope or appropriate packaging. The name and address of the **ESP** contracting firm or individual(s) must appear on the outside of the envelope. It is required that each proposal clearly lists the respondent's e-mail address and fax number.

Phone, verbal, computer e-mail, or FAX proposals will not be considered.

The proposal must be physically received by the City of Newberg Fire Department by the deadline. Receipt by another department is not sufficient.

Any proposal that is modified or received at the location designated in the solicitation after the exact time specified for receipt will not be considered and/or will be returned unopened. It is the sole responsibility of the offering **ESP** contracting firm or individual(s) to ensure receipt by the City of their proposal by the specified time at the specified location.

### **3.2 COSTS INCURRED**

The City of Newberg is not liable for any costs incurred by the **ESP** in the preparation or presentation of the proposal.

### **3.3 CONTENT OF PROPOSALS**

The proposals shall include the information requested in each of the items identified in the following table and in the order indicated.

There are a maximum number of pages and minimum text font size permitted for each item of information. A proposal with font size less than 12 and/or exceeding twelve (12) single spaced, single-sided pages with one (1) inch margins will be considered non-responsive and the proposal will not be considered.

Each proposal will be judged on the completeness and quality of content, and as a demonstration of the **ESP** qualifications and ability to communicate and follow direction.

The items of information to be included in each proposal, maximum rating points, and page limitations are shown on the chart below. An explanation of each item appears immediately following the chart.

| CONTENT AND EVALUATION CRITERIA                        | MAXIMUM NO. OF PAGES | MAXIMUM RATING SCORE |
|--------------------------------------------------------|----------------------|----------------------|
| 1. Cover Page                                          | 0                    | 0*                   |
| 2. Introduction                                        | 1                    | 10                   |
| 3. Project Work Components                             | 1                    | 10                   |
| 4. Detailed Description of Work Component and Approach | 4                    | 25                   |
| 5. Assigned Individual(s) qualifications               | 3                    | 30                   |
| 6. Similar Projects                                    | 1                    | 10                   |
| 7. References                                          | 1                    | 5**                  |
| 8. Budget                                              | 1                    | 10***                |
| <b>TOTALS</b>                                          | <b>12</b>            | <b>100</b>           |

\* Even though this is not scored, this page must be included for further consideration

\*\*Appropriately submitting references to verify involvement in similar projects will be scored between 0 and 5 points. Actual reference testimony will influence the final score for section 6. Similar Projects.

\*\*\* The total budget, thoroughness, accuracy, and budget detail will be used to score this section, but the total budget must be under the **OEM** grant amount to be considered further.

**NOTE:** Each proposal will initially be reviewed and screened by the project selection team based upon the criteria in the above table. Firms/individuals may be excluded from further consideration if the number of pages in each section is not correct, the proposal budget exceeds the allotted **OEM** grant funds, or if the firm's/individual's background and project history is not considered to be appropriate for the project. Up to three (3) finalists may be asked to attend interviews with the project selection team for final selection, if that becomes necessary.

1. Cover Page

Provide a cover page that includes a minimum of: the date; a title of "**Proposal for an Emergency Services Professional to Provide Emergency Planning Services**"; and the name of the firm or individual responsible for the proposal

2. Introduction

Provide a clear description of the firm and/or individuals assigned to this project and why they are well suited for this type of work. Other items that may be discussed in the Introduction are:

- A) Ability to establish and maintain functional, productive working relationships.
- B) Accessibility for interaction with City staff in Newberg.
- C) Availability for meetings, field work, and other combined efforts.
- D) Internal procedures and/or policies for quality assurance and cost control.
- E) Success in creating collaborative efforts among public agencies and departments
- F) Long term client/ESP relationships.

3. Project Work Components

Provide a single page listing all proposed project work components with the total price of the project included. This page must be signed and dated.

4. Detailed Description of Work Component and Approach to the Project

Thoroughly describe each proposed work component that is believed necessary to successfully complete the goals, objectives, and performance measures within the OEM grant. Also, include the reasoning behind each selected component and the ESP's approach to successful completion of each component.

5. Assigned Individual(s) Qualifications

Provide a statement that portrays how the qualifications and experience of the firm's assigned personnel relate to the proposed project work components and the Categories of Professional Services in section 2.2.

6. Similar Projects

One of the City's interests will be the commitment of the ESP during the life of the project. The ESP's demonstrated commitment to other similar projects and the success with accomplishing those projects will be a consideration in selecting the ESP.

7. References

Provide at least one reference that can verify the proposed ESP's involvement in each "similar" project listed. In addition, provide current contact information for each reference.

8. Budget

Provide single page statement of costs for services to complete each proposed work component that include the following:

- Assigned Personnel and Position titles
- Billing rate for each position with total estimated hours for completion
- Non-Salary Costs (e.g., travel, mileage)

In developing the salary costs, consider the fact that the City does not compensate consultants for travel salary costs.

## SECTION 4

### EVALUATION OF ESP CONTRACTORS

#### 4.1 APPLICABLE LAWS AND REGULATIONS

The **ESP** evaluation and selection process will be carried out in accordance with the State of Oregon public contracting rules.

#### 4.2 EVALUATION PROCESS

A project selection team will be appointed to review the proposals.

The responding firms/individuals receiving the highest scores may be invited to be interviewed by the project selection team.

#### 4.3 SCHEDULE

A tentative schedule appears below:

|                                   |                                                                            |
|-----------------------------------|----------------------------------------------------------------------------|
| July 9 &12, 2003<br>July 13, 2003 | RFP Advertising ( <i>Graphic</i> )<br>RFP Advertising ( <i>Oregonian</i> ) |
| July 23, 2003                     | Proposals Due                                                              |
| July 24, 2003                     | Initial Project Team Screening                                             |
| July 28, 2003                     | Finalists Interviews (if necessary)                                        |
| On or Before July 31, 2003        | Award Professional Services Contract to the selected <b>ESP</b>            |

#### 4.4 RIGHT TO AWARD OR REJECT

The City expressly reserves the following rights:

1. To reject any and/or all irregularities in the proposals.
2. To reject any and/or all the Proposals or portions thereof.
3. To select any proposal that, in the opinion of the City, is in the best interest of the City.
4. To base the **ESP** award with due regard to quality of available professional services, qualifications, experience, compliance with **RFP** specifications, and other such factors as may be necessary in the circumstances

#### **4.5 PROFESSIONAL SERVICES AGREEMENT**

Following City acceptance of an **ESP's** proposal, **NFD** staff will recommend a Professional Services Agreement to the City Manager, including the type of services, scope of work, plan-of-action, fee, schedule, products, and terms of payment. Following City Manager approval, **NFD** and **ESP** will execute the Professional Services Agreement.

#### **4.6 PAYMENT FOR SERVICES AND PROJECT COMPLETION**

The City will pay the **ESP** for services performed based on approved rates, scope of work, and plan-of-action. The City will make monthly progress payments within thirty (30) days following receipt of proper invoices. All work on this project must comply with local, state, and federal laws as well as the attached **OEM** Intergovernmental Agreement. All goals, objectives, and performance measures included in the **OEM** grant attached shall be successfully completed prior to November 28, 2003. No work shall be conducted after that date and a final invoice shall be received by the City within one week of that date.

Payments for the extra work category will only be made when authorized in advance and in writing by the City.

#### **4.7 COMPUTER EQUIPMENT**

Provide a statement that verifies that the firm's/individual's computer equipment and services are compatible with current City computer equipment and software.

The selected **ESP's** computer services and submittals must be compatible with current City equipment. The City has largely converted to the Microsoft NT, version 4.0, environment and uses the following software:

- Word processing with Microsoft Word 2000 and XP.
- Financial tracking and other spreadsheets with Microsoft Excel 2000 and XP.
- Scheduling with Microsoft Project 2000.
- The City's computer aided design system consists of a windows based environment utilizing Windows NT, AutoCAD 2000.
- The City's geographical information system consists of a windows based environment utilizing Windows NT, ArcView 3.2, and ArcInfo 7.2.1.

PROPOSAL

For An

**EMERGENCY SERVICES  
PROFESSIONAL**

To Provide

**EMERGENCY  
PLANNING  
SERVICES**

---

Submitted by:

**Roger D. Gano**

July 23, 2003



# PERSONAL PROFILE

**Roger D. Gano**

## Qualifications for bidding on City of Newberg project:

**RELATIONSHIPS:** With over 30 years in the fire service, 21 years in government service, and 20 years working in the private sector, I have developed innumerable contacts in the public and private sectors which have proven valuable many times over in projects and tasks I have undertaken. Several of those contacts are listed in this document as references to my accomplishments.

**ACCESSIBILITY FOR INTERACTION:** This project will be my primary focus for the duration. As a resident of Newberg, I am just five minutes away from the office established for this project, and will devote a minimum of 35 hours per week to the completion of this project. The majority of time spent will be in Newberg and immediately available for interaction with any and all City staff working on pieces of the project.

**AVAILABILITY FOR MEETINGS & FIELD WORK:** As stated above, this project will be my primary focus; regular briefings will keep the City updated on the status of project work components, scheduled meetings, and pending field work. These briefings will maximize my ability to meet all obligations and expectations throughout the duration of the project.

**PROCEDURES/POLICIES FOR QA AND COST CONTROL:** Over the course of this project, I will strive to establish weekly update briefings with interested City officials. During these briefings, quality assurance and cost control measures will receive priority attention.

**CREATING COLLABORATIVE EFFORTS:** Past government experience has afforded many opportunities at developing collaborative efforts; from pulling various agencies together for a county-wide communications levy, to working on county cooperative committees and statewide special interest committees. These collaborative efforts have fostered my development of relationships, as mentioned above.

**LONG TERM CLIENT/ESP RELATIONSHIP:** Newberg is my home. I look forward to fostering the relationships garnered through this project to continually improve the City's readiness and ability to meet any and all emergency situations that may arise.

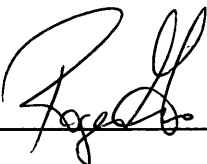
# Proposed Work Components

Following are the work components identified to complete the specific project for the City of Newberg:

1. Interact with City of Newberg officials to identify weaknesses in the current plan, and to develop new response policies.
2. Contact local businesses and institutions for information to include in the new City of Newberg Emergency Plan.
3. Develop a comprehensive inventory of sites in Newberg for inclusion in a Community Hazard Analysis section of the new City Plan.
4. Interact with Yamhill County officials to identify areas of mutual concern for inclusion in the new City Plan.
5. Collect and write updates to Appendices to Newberg's Emergency Plan.
6. Work with Yamhill County and local jurisdictions in updating the available inventories for any Mass Casualty Incident and/or Multiple Injury Plan.
7. Write up to three model emergency scenarios for City of Newberg staff to practice after completion of the Plan update.
8. Write and publish new City of Newberg Emergency Preparedness Plan.

The above work components will be completed no later than November 28, 2003, by Roger D. Gano, at a cost not to exceed \$24,500.

Signed:



---

Date:

July 23, 2003

# **Detailed Points Of Proposed Work Components**

A detailed action plan is here presented for each of the Work Components identified as necessary to complete the updating of the City of Newberg's Emergency Preparedness Plan.

- 1. Interact with City of Newberg officials to identify weaknesses in the current plan, and to develop new response policies.**
  - A. Schedule and conduct meetings with all affected City staff responsible for input to the City's Plan.
  - B. Identify areas of weakness in the current plan; develop strategies for building ownership in the Plan and strengthening the weaknesses to create a viable Plan understood and ready to use by all participants.
- 2. Contact local businesses and institutions for information to include in the new City of Newberg Emergency Plan.**
  - A. Any emergency that may occur in Newberg will affect one or more of the City's private businesses or institutions. This work component will identify those business and institutions most likely to be affected, or those businesses or institutions that may be able to offer assistance in mitigating any emergency.
  - B. Schedule meetings with those businesses/institutions in order to solicit input from those businesses/institutions; ascertain levels of expected cooperation from these entities in any emergency situation; and request copies of individual emergency preparedness plans for inclusion with Newberg's new plan.
  - C. Identify and develop contact lists with representatives from Willamette-Pacific Railroad and the Oregon Department of Transportation. Ensure that these two agencies are allowed input into the new Plan, and that appropriate information from their Emergency Plans is incorporated into Newberg's new Plan.
- 3. Develop a comprehensive inventory of sites in Newberg for inclusion in a Community Hazard Analysis section of the new City Plan.**
  - A. Coordinate with City Development Director, City Planner, City Building Official, Public Works Superintendent, City Manager, and Fire Chief in identifying sites in and around the City that deserve special attention in a Community Hazard Analysis section of the Plan.
  - B. Identify, by site, the specific hazards noted for each site in this inventory.

- 4. Interact with Yamhill County officials to identify areas of mutual concern for inclusion in the new City Plan.**
  - A. Meet with Yamhill County officials to review the County's level of participation in the present Plan, and determine appropriate levels of participation to be included in the new Plan.
  - B. Assist Yamhill County in any/all ways necessary to assure the County's readiness to participate with Newberg in any emergency.
  - C. Meet with interested Dundee officials for input on areas of mutual concern that need addressing in Newberg's new Plan.
- 5. Collect and write updates to Appendices to Newberg's Emergency Plan.**
  - A. Review appendices in current Plan.
  - B. Determine what appendices need adoption in new Plan.
  - C. Gather data for new appendices and publish for inclusion in Plan.
- 6. Work with Yamhill County and local jurisdictions in updating the available inventories for any Mass Casualty Incident and/or Multiple Injury Plan.**
  - A. Review County-wide Mass Casualty Incident/Multiple Injury Plan with a Yamhill County Fire Defense Board delegation.
  - B. Gather input on MCI/MIP from the County Sheriff's office.
  - C. Determine areas of this Plan that need updated.
  - D. Collect data (including updated list of available resources) for inclusion in updated MCI/MIP.
- 7. Write up to three model emergency scenarios for City of Newberg staff to practice after completion of the Plan update.**
  - A. Create three comprehensive emergency scenarios that will utilize and test the key officials involved in City of Newberg emergency operations.
  - B. Draft written documentation involving various key officials' roles in each emergency situation.
  - C. Logistically prepare for the staging of these emergency drills; to include the permission for use of sites, the commitment of cooperation at drill time from key Newberg officials necessary to stage the drill, and the commitment of cooperation from outside businesses, institutions, and government entities to be involved in a drill.
  - D. These drills will be conducted sometime after the completion of this project, and will be implemented by a representative delegated by the City at that time.

**8. Write and publish a new City of Newberg Emergency Preparedness Plan.**

- A. Collate all of the data gathered in work component pieces (numbers 1-6 above).
- B. Using the model Emergency Preparedness Plan as developed by the Federal Emergency Management Agency, write the new Plan.
- C. Publish the new document, making personal copies for all necessary and interested City of Newberg departments, plus additional copies for the appropriate Yamhill County officials. Extra copies of the Plan, as determined by the City, will be published for presentation at the Newberg Public Library and for further distribution as the City deems necessary.

# Contractor Qualifications

The paragraphs below are intended to relate how Roger Gano's qualifications and work experiences relate to the proposed work components identified for this project in the Categories of Professional Services as outlined in the RFP, Section 2.2.

## EMERGENCY SERVICES:

I have been actively involved in the Newberg Fire Department for 30+ years, rising through the ranks from basic firefighter to my current position as Battalion Chief. For the past 20 years I have performed in the capacity of Duty Officer for one week each month, responsible for the management of all emergency incident scenes as well as attending to single-response calls for public service issues (smoke detector checks, smell of smoke in a residence, illegal burning enforcement, etc.). I have been involved in the writing and reviewing of fire department SOGs; I have served on committees fostering intergovernmental relations between local government and fire agencies; and I have attended two one-week classes on the *Incident Command System* (one week on campus at the National Fire Academy); I am certified by DPSST to teach *ICS* in Oregon and have taught classes in Yamhill and Washington County; I am certified to teach Medic First Aid classes to the community, and have done so for the past five years. I have been actively involved in Newberg Fire's Rescue Standby program for 29 years and on the standby ambulance duty roster since 1996. I also spent almost 1½ years as Fire Chief/District Administrator for the Gaston Rural Fire District, from 1996 to 1997.

## MEETING FACILITATION:

My meeting facilitation experience does not directly relate to the preparation of Emergency Operations Plans; however, pertinent experience has been garnered through private sector work. I was solely responsible for siting four new insurance agent offices in the Southwest Portland area. This work involved finding suitable sites, meeting with property owners, preparing lease agreements, negotiating with contractors for office site build-outs, coordinating with utility providers and equipment installers, ordering furniture and materials to outfit the offices, and ensure that all was ready by a date set by the company for the agents to walk in and begin business. All of this work was performed solo, and with minimal supervision.

## RESEARCH AND DATA GATHERING:

Pertinent experience in this category can be reviewed in the form of a document (*Compost Marketing Study*) researched and co-authored by me and a representative from CH<sub>2</sub>M for the City of Newberg in 1987, as the new wastewater treatment facility was coming on-line. This document presented avenues for the City to use in disposing of the end product out of the new waste composting facility. Research and data gathering experience could also be credited under the private sector work experience referenced above.

I have also had extensive exposure to research and data gathering in the preparation of a Length of Service Award Program (LOSAP) for the Newberg Volunteer Fire Department. This program, first proposed by me over 10 years ago with its inclusion in NFD's 10-year strategic plan, was finally adopted in June, 2002. This LOSAP is a compilation of the best aspects of several other department's plans. It tracks individual member involvement in areas such as attendance at fire calls, meetings, and drills, plus participation in social/community activities and emergency medical service, all through a complex series of inter-related spreadsheets.

Finally, I have been actively involved in writing specifications for three fire department vehicles: a staff car, a rescue vehicle, and a water tender; and I introduced the Newberg Volunteer Fire Department to the budgeting process and have served as unofficial budget officer for the past 10 years.

#### COMMUNITY HAZARD ANALYSIS:

As a lifetime resident of Newberg, I believe I am well qualified to identify and inventory the community hazard areas within the Newberg area. My extensive fire service background will assist me in identifying specific risks associated with each site, and my documentation expertise, as outlined in the LOSAP discussions above, proves an ability to present this community hazard data in a format suitable for inclusion in the new City Plan.

#### EOP DESIGN AND DEVELOPMENT:

Personal experiences have not included preparation of EOPs; however, I believe the experiences listed above can be verified and will prove my ability at meeting the tasks listed in the detailed work components section of this proposal.

#### TECHNICAL SUPPORT SERVICES:

My work experiences include over 10 years as a monthly magazine publisher. I am an accomplished typist, and well versed in the processes necessary to write and publish a business document such as Newberg's updated Emergency Operations Plan. The weekly briefings proposed in my Personal Profile page will not only keep City officials updated on the progress of the data collection, they will also help keep me on-track with the expectations of the City in what is expected in the final document.

#### OTHER SUPPORT SERVICES:

The work experiences covering this category have all been referenced above.

#### SUPPORT OF PUBLIC AGENCY INVOLVEMENT:

My background in intergovernmental relations, through time as an elected official and a public administrator, has afforded many opportunities at building cooperation and collaboration on many tasks. Specific examples include participation in an unsuccessful Yamhill County Communications Levy project to bring 800mhz communications to all of the county;

participation on intergovernmental committees overseeing public access television, emergency communications services, and public water supplies; and participation at the state level on a League of Oregon Cities Budget and Finance Committee, charged with reviewing proposed legislation affecting finances at the municipal level.

# Similar Projects

While this contractor does not have experience in writing any other Emergency Operations Plans, the list below summarizes those projects referenced in other sections of this proposal.

1. Participation in the Newberg Fire Department as a Battalion Chief, Rescue Standby officer, and second-out ambulance volunteer. I have developed a LOSAP during this time, participated in writing vehicle specifications, attained certifications to teach fire-EMS topics, and serve as an unofficial budget officer for the volunteer association.
2. Fire Chief/District Administrator for the Gaston Rural Fire District for almost 1½ years. While employed in the position, I served on several intergovernmental relations committees.
3. Elected official with the City of Newberg for 18½ years. During this time I served on a county-wide communication levy committee. During this time period I also researched and co-authored a Compost Marketing Study for the newly on-line wastewater treatment facility.
4. City Administrator for the City of Durham, OR, for 3½ years. During this time I served on several intergovernmental relations committees.
5. Served as Project Manager in the siting, development and opening of four new insurance agent offices in the Southwest Portland area.
6. For over 10 years I served as Editor/Publisher for a monthly statewide business magazine. This job included writing and editing articles for the publication, creating advertisement copy and selling advertising space in the magazine, creating specific instructions for the publication of the magazine, maintaining updated circulation data, and handling all financial aspects necessary to keep the magazine in operation.

# Pertinent References:

The following individuals have consented to allowing their names to be placed here as reference contacts for various past projects and work performances as presented by Roger Gano.

## FIRE SERVICE:

Elmer Christensen  
Retired Newberg Fire Chief  
Contact: (503) 538- 6239

Stan Gaibler  
Retired fire Captain, chair of rural Board  
Contact: (503) 538-4872

Al Blodgett  
Division Chief  
Contact: (503) 538-5283

Jill Dorrell  
Past Volunteer President  
Contact: (503) 538-0596

Jeff Johnson  
Fire Chief, Tualatin Valley Fire/Rescue  
Contact: (503) 649-8577

John Stock  
Fire Chief, City of Dundee  
Contact: (503) 554-8442

## INTERGOVERNMENTAL RELATIONS:

Elvern Hall  
Retired Newberg Mayor  
Contact: (503) 538-2847

Jeff Johnson  
Fire Chief, Tualatin Valley Fire/Rescue  
Contact: (503) 649-8577

Marilyn Eide  
Retired Mayor, City of Durham  
Contact: (503) 684-5672

## PRIVATE INDUSTRY:

Susan Olberding Schibel  
Newberg insurance agent  
Contact: (503) 538-3159

Teresa Barnard  
Lake Oswego insurance agent  
Contact: (503) 636-5644

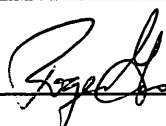
Janet Meulemans  
Retired insurance executive  
Contact: (503) 678-2661

# BUDGET: Contract Emergency Planning Services

| Project Component                                                                          | Est. Component End Date | Person Assigned | Est. Hours To Complete | Hourly Rate | Est. Non-Labor Costs | Est. Total Project Cost |
|--------------------------------------------------------------------------------------------|-------------------------|-----------------|------------------------|-------------|----------------------|-------------------------|
| Interact with City officials to ID current weaknesses and to develop new response policies | 29-Aug                  | Gano            | 70                     | \$40.00     |                      | \$2,800.00              |
| Contact local businesses and institutions for info to include in new City plan             | 5-Sep                   | Gano            | 40                     | \$40.00     | \$250.00             | \$1,850.00              |
| Develop inventory of Newberg for community hazard analysis                                 | 3-Oct                   | Gano            | 80                     | \$40.00     | \$100.00             | \$3,300.00              |
| Interact with County officials to ID areas of mutual concern for inclusion in Newberg plan | 17-Oct                  | Gano            | 140                    | \$40.00     | \$200.00             | \$5,800.00              |
| Update appendices to Newberg plan                                                          | 17-Oct                  | Gano            | 50                     | \$40.00     | \$75.00              | \$2,075.00              |
| Work with County & other jurisdictions in updating MCI/MIP inventories and procedures      | 24-Oct                  | Gano            | 35                     | \$40.00     | \$75.00              | \$1,475.00              |
| Write model emergency scenarios for City staff to practice after plan update               | 31-Oct                  | Gano            | 35                     | \$40.00     |                      | \$1,400.00              |
| Write new City plan                                                                        | 14-Nov                  | Gano            | 80                     | \$40.00     |                      | \$3,200.00              |
| Publish new City plan                                                                      | 21-Nov                  | Gano            | 35                     | \$40.00     |                      | \$1,400.00              |
| Project wrap-up                                                                            | 28-Nov                  | Gano            | 30                     | \$40.00     |                      | \$1,200.00              |

Total Estimated Hours: 595

Signed: \_\_\_\_\_



Total Estimated Non-Labor Costs: \$700.00

Date: July 23, 2003

Total Project Costs Not To Exceed: \$24,500