



MEMORANDUM

Council Agenda
Item No. X. F
9/27/2022

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Concurrence with the Oklahoma City Water Utilities Trust in ratifying and approving Addenda Nos. 1 through 5 and approving a Professional Services Agreement with Jacobs Engineering Group, Inc. (C239004), Risk and Resilience Assessment, Emergency Response Plan, and Business Continuity Plan, estimated cost \$2,332,159.

Purpose:

To award a Professional Services Agreement with Jacobs Engineering Group, Inc. for a Risk and Resilience Assessment, Emergency Response Plan, and Business Continuity Plan.

Background:

The project will be built upon a three-phased approach including the development, update, and review of the Risk and Resilience Assessment (RRA), Emergency Response Plan (ERP), and Business Continuity Plan (BCP).

Phase 1 – Development of the RRA to comply with America's Water Infrastructure Act (AWIA) of 2018 and to meet all requirements of the Environmental Protection Agency (EPA). The RRA considers hazards due to terrorism, naturally occurring events, supply chain dependencies, product contamination and proximity to dangerous sites. It is a general approach, expressly designed to be used by the staff and management of infrastructure facilities to examine the organization's resiliency and ability to maintain operations in the face of a catastrophic event. Due to the AWIA of 2018, the EPA has made the RRA a federal requirement to be completed for municipal utilities organizations every five years.

The RRA assesses critical Utilities Department facilities to determine potential vulnerabilities and recommended strategies to eliminate or mitigate potential concerns. The RRA will be performed using a systematic approach methodology called Risk Analysis and Management for Critical Asset Protection. This methodology is an all-hazard risk and resilience management process for critical infrastructure. Its purpose is to identify and prioritize investments in preparedness of critical infrastructure, including protection (avoiding adverse events and their consequences) and resilience (continuing to function during or rapidly returning to full function after such events).

In coordination with the Information Technology Department and The City of Oklahoma City (City) Auditors Office, the RRA will include an assessment of the security of the City's information technology infrastructure, networked systems, and technology resources.

Recommendations will be provided to address any noted concerns. Per federal and state law, the vulnerability assessments and resulting recommendations remain confidential but will be addressed by management as a part of the normal course of operations.

Phase 2 – As part of the AWAI of 2018, federal EPA requirement, all municipal utilities are to review and update the ERP in conjunction with the RRA every five years.

This phase will include an update that will comply with current EPA and National Incident Management Systems standards. The ERP addresses facility emergencies that will be managed primarily by the Utilities Department in cooperation with the City's Emergency Management Office.

This phase will include a comprehensive review of the previous ERP and development of an updated version that meets all federal requirements. This will include training and exercises that are deemed vital to assess and continually improve utility security and response planning. ERP training aids Utilities personnel in the familiarization with ERP content and how to use the ERP effectively in an emergency event. These exercises will include table-top participation of personnel to an emergency scenario and provide personnel with an opportunity to activate their ERP and determine the effectiveness of their plan. Exercises will be conducted in compliance with the Federal Emergency Management Agency, Homeland Security Exercise and Evaluation Program.

Phase 3 – The BCP will include an assessment of current departmental systems and protocols to determine areas that could potentially be compromised, leading to a disruption of operations within the Utilities Department. The goal of the BCP is to develop practical response systems that ensure the continuation of essential services to the residents of Oklahoma City and the continuity of work for Utilities Department employees in an emergency or catastrophic event.

This phase will include a comprehensive review of the Utilities Department's current response protocols in an emergency and determine any potential for disruptions. This will include the development and implementation of a Utilities Department communication plan and training on response protocols in the event of a loss of facility, equipment, and/or staff. The BCP will result in clear systems to be implemented that will enable the Utilities Department to continue to serve the citizens of Oklahoma City in an event that would normally cripple the organization and/or disrupt services.

On November 24, 2021, the Oklahoma City Water Utilities Trust solicited proposals from firms for the RRA, ERP, and BCP. Five firms submitted proposals. The selection committee evaluated proposals and recommended negotiations with the top ranked proposer, Jacobs Engineering Group Inc. Since protected critical infrastructure is being evaluated as part of the contract being negotiated, a confidentiality agreement was executed on June 21, 2022.

Estimated Cost:

\$2,332,159

Notification:

Addendum No 1. was issued to prospective bidders on December 22, 2021

Addendum No 2. was issued to prospective bidders on February 11, 2022

Addendum No 3. was issued to prospective bidders on February 23, 2022

Addendum No 4. was issued to prospective bidders on February 25, 2022

Addendum No 5. was issued to prospective bidders on February 28, 2022

Source of Funds:

OCWUT–Water Trustee Account–Water Trust Operations–Water Administration–Professional Services–Other (360-3010-3901100-06010-52040046)

OCWUT–Sewer Trustee Account–Sewer Trust Operations–Sewer Administration–Professional Services–Other (360-3510-3801100-07010-52040046)

OCWUT–Solid Waste Trustee Account–Solid Waste Trust Operations–Solid Waste Administration–Professional Services–Other (360-3375-370110-08010-52040046)

Review:

Utilities Department

Recommendation: Concur with the Oklahoma City Water Utilities Trust in ratifying and approving the addenda and approving the professional services agreement.