

QSP 2020-8049;
Emergency Preparedness Plan Development
for TPS Properties
ATTACHMENT A: SCOPE OF WORK

1.0 REQUEST FOR PROPOSALS

Touchstone Property Services, Inc. (TPS), an instrumentality of Cincinnati Metropolitan Housing Authority (TPS), is soliciting requests for proposals from qualified contractors (Offeror) to develop an updated Emergency Preparedness Plan and perform fire drills for various TPS properties. This request for proposals is not an offer to buy and should not be assumed as such.

2.0 SCOPE OF WORK (SOW)

TPS is seeking proposals from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor and materials necessary to develop an updated Emergency Preparedness Plan for various TPS-managed properties. Additionally, the proposal should provide for performing fire drills at the properties identified in Attachment G. (TPS reserves the right to add or delete from this property list.) Typically, TPS coordinates fire drills with the Fire Department, but lack of availability of the Fire Department necessitates the solicitation of contractors.

TPS currently manages 113 scattered sites properties (47 of which are single family homes), 266 senior/disabled units, a 190-unit high rise building, and a 100-unit low rise building. All the properties are located throughout Hamilton County, Ohio.

TPS intends to select one Contractor to produce an Emergency Preparedness Plan and perform fire drills for TPS, although TPS reserves the right to create a “pool” of Contractor(s). The actual number of pool participants chosen will depend on the number of qualified quotes received. A Contractor may choose not to provide both the Emergency Preparedness Plan and performance of fire drills (see Attachment B-Fee Submittal Form).

TPS will provide the awarded contractor(s) a point of contact for each property with whom they can work to answer questions which may arise in the course of producing the plans and/or to coordinate the fire drills.

2.1 GENERAL REQUIREMENTS:

- 2.1.1** Contractor(s) shall perform Emergency Preparedness Plan and fire drills services on an as-needed basis.
- 2.1.2** The contractor must be willing to work during normal business hours, which are 8:00 AM to 4:40 PM.
- 2.1.3** If Contractor(s) shall need to visit any of the properties or the main office, they shall reduce to a minimum any inconvenience to the employees, residents, and other visitors.

QSP 2020-8049;
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for TPS Properties

- 2.1.4 If applicable, Contractor(s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this QSP or any resulting contract.
- 2.1.5 Contractor(s) shall ensure all plans comply with all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer's instructions.
- 2.1.6 The plan must consist of evacuation plans in the event of fire, tornadoes or other disasters. Contractor will work cooperatively with local first responders to develop the best route to ensure resident and staff safety.
- 2.1.7 Identify mechanical systems that need to be engaged or disengaged in the event of an emergency. Plans should provide diagrams of their location and explain how these systems work and what to do in the event of an emergency.
- 2.1.8 Contractor will provide training to staff and residents on the plan. Contractor will be required to participate in resident and community meeting to discuss the recommendation and methodology.
- 2.1.9 Contractor will provide contact information for local emergency services and personnel.
- 2.1.10 Contractor(s) shall only utilize employees experienced in producing the Emergency Preparedness Plans and performing fire drills.

3.0 COVID-19 REQUIREMENTS FOR ON-SITE WORK

If applicable, Contractors entering TPS occupied work sites (buildings, properties, etc.) must wear PPE including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery. Contractor is to practice social distancing while on site.

In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

TPS will issue badges to individual Contractor employees with their picture.

4.0 PERFORMANCE STANDARDS

- 4.1 For each time the Contractor fails to perform services per this QSP, the Contractor's fee may be reduced 10% for that service.

**QSP 2020-8049;
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- 4.2** The Contracting Officer may waive the fee reductions at his discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.