



*City of Arts & Innovation*

# City Council Memorandum

*City of Arts & Innovation*

**TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 3, 2026**

**FROM: FIRE DEPARTMENT WARDS: ALL**

**SUBJECT: APPROVE THE RIVERSIDE URBAN AREA SECURITY INITIATIVE PROFESSIONAL CONSULTANT SERVICES AGREEMENT FROM REQUEST FOR PROPOSAL (RFP) NO 2506 WITH TETRA TECH OF PASADENA, CA, TO PROVIDE CONTINUITY OF OPERATIONS (COOP) WORKSHOPS TO SMALL BUSINESS AND NON-PROFITS TO BE COMPLETED BY JULY 10, 2026, FOR A CONTRACT AMOUNT OF \$105,000, WITH A CHANGE ORDER AUTHORITY OF \$25,340, FOR A TOTAL AMOUNT NOT TO EXCEED \$130,340**

## **ISSUES:**

Approve Professional Consultant Services Agreement from Request for Proposal (RFP) No 2506 with Tetra Tech of Pasadena, CA, to provide Continuity of Operations (COOP) workshops to small business and non-profits to be completed by July 10, 2026, for a contract amount of \$105,000, with a change order authority of \$25,340, for a total amount not to exceed \$130,340 through the Urban Area Security Initiative (UASI) grant.

## **RECOMMENDATIONS:**

1. Approve the Professional Consultant Services Agreement from RFP No. 2506 with Tetra Tech of Pasadena, CA, to provide Continuity Of Operations Plans (COOP) workshops to small business and non-profits to be completed by July 10, 2026, for a contract amount of \$105,000, through the Urban Area Security Initiative (UASI) grant FY 2023;
2. Approve change order authority of \$25,340 for optional additional term through the Urban Area Security Initiative (UASI) grant FY 2024 to be completed by end of May 2027; and
3. Authorize the City Manager, or designee, to execute the agreement and make minor non-substantive changes.

## **BACKGROUND:**

The Department of Homeland Security (DHS) offers the Riverside Urban Area Security Initiative (RUASI) program to enhance regional preparedness in high-threat, high-density areas and provides funding opportunities every fiscal year. With support from federal homeland security grant programs, RUASI engages stakeholders in the Riverside/San Bernardino urban areas to improve local capacity to prepare for, protect against, respond to, and recover from catastrophic

incidents. Riverside is seeking a qualified individual or company to provide educational sessions in three geographic areas, ensuring that participants leave with a structured work plan to complete their COOP. The vendor will also offer post-workshop assistance and develop informational content for an online resource page.

## **DISCUSSION:**

The Riverside Fire Department (RFD), Office of Emergency Management (OEM), manages the Riverside Urban Area Security Initiative grant for the City of Riverside.

The City of Riverside Fire Department OEM sought a qualified vendor to design and deliver workshops to help small businesses and non-profits create a Continuity of Operations Plan (COOP) within the Riverside Urban Area Security Initiative area of responsibility. The chosen vendor will hold educational sessions in three geographical regions throughout the region, ensuring participants develop a structured framework to complete their COOP. The City selected one firm for these services.

Proposals were requested from companies that have a demonstrated the ability to perform the tasks identified in the Request for Proposal (“RFP”).

Request for Proposal (RFP) No. 2506 was posted on the City’s online bidding system, Planet Bids, on September 17, 2025, seeking prospective bidders to provide a Tabletop and Full-Scale Counter Terrorism Exercise.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	1240
Vendors who downloaded the RFP	46
Proposals received	8

RFP 2506 closed on October 8, 2025, with a total of 8 responses. Seven (7) responses were found to be responsive and responsible, and one (1) vendor was found non-responsive for not meeting the minimum requirements of the RFP. Under the guidance of the purchasing department, three (3) City staff members evaluated the proposals, which resulted in Tetra Tech, Inc ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

### **Round 1**

Evaluation Criteria	Total Points
Workshop Approach and Curriculum	30%
Experience & Qualifications (Proven track record in COOP)	25%
Online Content Strategy	10%
Post-Workshop Support	10%
References	5%
Cost Proposal	20%

## Evaluation Results by Points

Vendor	Location	Total Cost	Total Points	Rank
<b>Tetra Tech, Inc.</b>	<b>Pasadena, CA</b>	<b>\$105,000</b>	<b>871.03</b>	<b>1</b>
Hagerty Consulting, Inc.	Evanston, IL	\$115,330	830.26	2
The Resiliency Initiative, Inc.	Los Angeles, CA	\$92,414	826.67	3
Arroyo West LLC	South Pasadena, CA	\$100,000	713.16	4
Coordinated Consulting Services	Beaverton, OR	\$116,945	693.05	5
Facility Engineering Associates, PC	Fairfax, VA	\$116,000	692.66	6
Active Analysis Consulting, LLC (The CP Journal)	Boulder, CO	\$99,570	668.96	7
*Jacob Green & Associates, Inc.	Tustin, CA	\$147,975	N/A	8

\*Non-responsive

Through a competitive evaluation process on Planet Bids, Tetra Tech, Inc. was selected as the awardee to facilitate the Continuity of Operations plans and workshops. Riverside Fire Department OEM requests City Council approval for funding this project.

Purchasing Resolution 24101 Section 508 states that, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

The Purchasing Manager concurs that the recommended actions comply with the Purchasing Resolution 24101.

### **FISCAL IMPACT:**

The total fiscal impact of the agreement is \$130,340, which includes a change order authority of \$25,340. The funding for the cost is available in the funds and accounts as listed in the table below.

Fund	Program	Account	Amount
UASI	UASI FY 2023-Communications	9180810-440450	\$105,000
	UASI FY 2024-Communications	9182410-440450	\$25,340
<b>Total</b>			<b>\$130,340</b>

Prepared by:  
Approved by:

Mark Annas, Emergency Services Administrator  
Steve McKinster, Fire Chief

Certified as to  
availability of funds: Julie Nemes, Interim Finance Director  
Approved by: Mike Futrell, City Manager  
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. RFP 2506 Award Recommendation
2. Professional Consultant Services Agreement