Request for Information

RFI

Cuyahoga County Emergency Operations Center

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Confidentiality
All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Introduction and purpose of the RFI
With this RFI we request information from your agency or organization. The same information will be gathered from various interested parties and will be used to evaluate who can meet the specifications for an Emergency Operations Center build.

Abbreviation and terminology
OEM – Office of Emergency Management
EOC – Emergency Operations Center
CECOMS – Cuyahoga Emergency Communications System

RFI procedure
- To answer this RFI please respond with a description of your ability to meet the requirements of the EOC
- Contact person listed below is available for assistance in case that is needed.
- The answers to this RFI will be evaluated by staff from different functions in Cuyahoga County.

How to deliver the answer
Send the attached form in word-format (format unchanged) by email to Vallerie Propper at vpropper@cuyahogacounty.us

Contacts
For questions regarding this RFI, you are welcome to contact:
Vallerie Propper
Assistant Deputy Chief of Staff, Justice Services
216-443-3761
vpropper@cuyahogacounty.us

Timeframe
Please submit the RFI to Vallerie Propper by: March 30, 2012
Cuyahoga County

Cuyahoga County, through the efforts of the Office of Emergency Management, works in tandem with community partners and stakeholders to provide support and response to natural and man-made disasters. The Office also supports preparedness efforts at the County and jurisdictional levels in the form of planning, training, and operations.

The Cuyahoga County Department of Public Safety and Justice Services is soliciting Requests for Information (RFI) from government, non-profit, and private agencies and organizations interested in building and partnering with Cuyahoga County to construct the Cuyahoga County Emergency Operations Center.

**Statement of Need**

The Office of Emergency Management is dedicated to building a state-of-the-art Emergency Operations Center (EOC) for use by all of Cuyahoga County. Currently, the OEM relies on the City of Cleveland’s EOC when EOC activation is necessary. In order to formalize this partnership, the OEM and City of Cleveland Office of Emergency Management have drafted a Memorandum of Understanding that outlines the roles and responsibilities that attach when the EOC is shared with County OEM. While this is a suitable temporary arrangement, the OEM cannot rely on the City of Cleveland EOC indefinitely.

One of the most significant benefits of building a new EOC is the ability to co-locate the OEM, EOC, and CECOMS, in the same building. This gives OEM staff the ability to activate the EOC while maintaining access to files, software, and equipment that is stored in OEM offices. In addition the EOC will have state-of-the-art technology which will enhance communication capabilities between on-scene responders, dispatchers, and EOC staff. Finally, co-location significantly increases information sharing and situational awareness between agencies, and positions Cuyahoga County to be a leader in emergency management.

**Eligibility**

To be eligible to answer this RFI, agencies and organizations can be non-profit, governmental, or private entities.
The EOC must meet the following requirements:

General (a total of at least 21,000 square feet for the entire EOC)

- 20-30 year long term lease
- Ability to share mechanics with the owner of the property / space (HVAC, UPS, Generator, Elevator)
- Build out, Construction, or Rehab of a current facility or Development of a new facility
- 1 Loading Dock
- 1 core room, temperature controlled
- 1 Kitchen
- 1 Male and 1 Female locker room with a minimum of 15 lockers each including bathroom facilities
- 1 set of dorms to sleep approximately 10 employees
- 1 set of public restrooms
- A minimum of 100 number of parking spaces
- Accessibility to major highways
- Outside of a pre-identified flood zone
- Outside of downtown Cleveland
- Wireless internet capabilities
- Secured access
- Video Surveillance

OEM Administration (approximately 3,500 square feet)

- 1 Administrative Assistant Counter
- 1 Administrative Office
- 3 Manager Offices
- 10 Workstations
- 1 Storage Supply Room
- 1 Records / File Room

Emergency Operations Command Center – Command (approximately 10,000 square feet)

- An EOC floor of at least 5,500 square feet
- 3 Breakout Rooms
- 1 Command Room / Executive Policy Room (with divider)
- 1 Joint Information Center (JIC)
- 1 Media Briefing Room (approximately 2,300 square feet)
- 1 Amateur Radio Area
Cuyahoga Emergency Communications System Area – (approximately 6,000 square feet)

- 1 Dispatch Center
- 1 Storage Supply Room
- 1 Administrative Assistant Counter
- 1 Supervisor Office
- 1 911 Coordinator Office
- 1 Manager’s Office

**Requested Information**

If interested:

- Please provide a detailed explanation of your ability to meet each requirement stated above for the development of the Cuyahoga County Emergency Operations Center.
- Please provide detailed information regarding what support your agency or organization would need from Cuyahoga County to facilitate this development.
- Limit your response to 10 pages