



Committee of the Whole Meeting – April 5, 2021 Staff Responses to Council Questions

Before each Committee of the Whole or City Council meeting, questions that have been posed by the City Council relating to [the agenda](#) for that evening will be posted to the City's website. Below are the responses to this week's questions.

3. Items of Business

- a. Consider Draft Resolution Authorizing Acceptance of a Proposal to Bind Coverage for Property, Inland Marine, General Liability, Automobile, Employment Practices, Law Enforcement, Public Officials', Crime, Cyber, Excess Liability, and Workers' Compensation Insurance Coverage Effective May 1, 2021.**

Q: What carrier did Liberty Mutual replace in 2019, and what was the date of the packet when this information was provided to the council?

A: Liberty Mutual replaced Chubb in 2019, this was presented and discussed at the [March 25, 2019 Committee of the Whole meeting](#).

- a. Consider Draft Resolution Authorizing the Acceptance of a Proposal from Baxter & Woodman, Crystal Lake, IL for the Water System Risk and Resilience Assessment and Emergency Response Plan Update at a cost not to exceed \$27,300.**

Q: What were the estimated fees for the five other submittals received to perform the Water System Risk & Resilience Assessment?

A: The other proposals ranged from \$32,117 to \$79,995. Baxter & Woodman's proposal was a not to exceed proposal of \$27,300.

Q: Typically consulting proposals specify the number of hours, staffing levels, and the fee per hour by level. Where is this information provided?

A: This information was provided by Baxter & Woodman in their original submittal. A copy of the fee breakdown is attached.

Q: What information or expertise will be provided that Geneva could not perform or evaluate in-house?

A: Baxter & Woodman and their wholly-owned subsidiary, Concentric Integration, bring a third-party perspective to provide an impartial comprehensive review of the City's systems. Baxter & Woodman has developed a customized template that meets all of the same requirements as the USEPA's Vulnerability Self-Assessment Tool (VSAT) that serves to provide the City with a strategic planning tool instead of a percentage-based score of resiliency. Baxter & Woodman has completed Risk and Resilience Assessment on more than 50 water utilities across four states, and brings the experiences of these reports and water systems to the City's benefits to review its existing policies and procedures.

Q: Where is a copy of the Request for Proposal referred to in the executive summary?

A: All requests for bids and proposals are posted to the [City's website](#) and available for approximately one year following the closing date.

No Public Comments submitted

DELIVERABLE Title	SUB-DELIVERABLE Title	PM \$ 180	PE \$ 140	PE \$ 120	PM Conc \$ 175	PE-Conc. \$ 110	SECT. \$ 120	MILES/ UNITS \$ 0.535	TOTAL HOURS	SUBDEL COST	DEL COST
Phase 1 - Data Collection											
Project Management	Project Management	2	2						4	\$ 640	\$ 640
Project Meetings	Kickoff Meeting (x2)	3	3	3				210	9	\$ 1,432	
	System Analysis Meeting (x2)	4	4	4		2			14	\$ 1,980	
	Report Meeting (x2)	4	4	4					12	\$ 1,760	\$ 5,172
System Analysis	Research Existing Information		5	10					15	\$ 1,900	
	Site Visit and Evaluate Existing Information	4	5	5		5			19	\$ 2,570	\$ 4,470
Phase 2 - Risk and Resilience Assessment											
Threat Analysis	Determine Threats		1	1					2	\$ 260	
	Cybersecurity RRA		10	5		5			20	\$ 2,550	
	Prioritize Risk		1	3					4	\$ 500	
	Prepare Asset and Threat Inventory		1	3					4	\$ 500	\$ 3,810
Risk & Resilience Assessment Report	Report		15	20					35	\$ 4,500	
	Submit Risk & Resilience Assessment Report			1					1	\$ 120	\$ 4,620
Phase 3 - Emergency Response Plan											
Emergency Response Plan	Develop ERP		10	10					20	\$ 2,600	
	Meet with ERP Committee	3	3	3					9	\$ 1,320	
	Report		15	20					35	\$ 4,500	
	Submit ERP			1					1	\$ 120	\$ 8,540
											Total
Subtotal-Hours		20	79	93	0	12	0		204		
Subtotal - Hourly Costs		\$ 3,600	\$ 11,060	\$ 11,160	\$ -	\$ 1,320	\$ -				Labor Subtot. \$ 27,140
Expenses - Mileage								210			\$ 112
Total Budget Fee (Design + Expenses + Consultant costs)										TOTAL	\$ 27,300