

Scope of Work:

ARMADA will facilitate Exercise Planning Conferences in conjunction with the Exercise Planning Team and the City of Columbus. The Planning Conferences will be conducted as face-to-face meetings, with the option of making them Webinars if that is more conducive to Exercise Planning Team members' schedules. The Exercise Planning Team will assist ARMADA with developing a realistic scenario for the Tabletop and Functional Exercises. The scenario will likely include a weather event involving heavy rainfall over an extended period of time resulting in initial warnings, alerts and notifications at Griggs and Hoover Dams. The weather event will lead to a catastrophic failure at O'Shaughnessy Dam.

Detailed tasks and deliverables associated with developing and facilitating one Workshop, as well as designing, conducting and evaluating one Tabletop Exercise and one Functional Exercise are outlined in Exhibit 3-1 below.

Tentative Project Schedule**Workshop & Tabletop Exercise Dates**

- 1st Choice: Wednesday June 8, 2011
- 2nd Choice: Wednesday May 25, 2011
- 3rd Choice: Tuesday May 17, 2011

Functional Exercise Dates

To be scheduled approximately 3 months after the completion of the tabletop exercise

Task	Task Name	Sub Task	Sub Tasks / Deliverables
1.0	Work Plan, Kickoff Meeting, and Document Review	1.1	Develop and submit a detailed written work plan including staffing and timeline for completion of deliverables.
		1.2	Conduct a Kickoff Meeting with the City of Columbus to review the workplan, discuss project details, and answer any questions.
		1.3	Review documents for inclusion in exercise. Documents will include: Target Capabilities as well as current emergency operations plans, policies and procedures.
2.0	Workshop and Tabletop Exercise (TTX) Planning Conferences and Documentation	2.1	Secure location and schedule 1 Workshop/Tabletop Exercise for June 2011.
		2.2	Conduct a Workshop Initial Planning Conference (IPC) with selected representatives.
		2.3	Conduct a TTX IPC with the Exercise Design Team.
		2.4	Send out invitations to participants for the TTX.
		2.5	Utilize current plans and additional information to develop appropriate scenario.
		2.6	Develop Workshop Materials (PowerPoint's, Student Handouts, Etc), TTX Materials (SITMAN, PowerPoint, Controller/Evaluator Handbook, Evaluation Guides, Participant Feedback Forms, etc) and submit for review/approval to Exercise Planning Team.
		2.7	Conduct a TTX Final Planning Conference (FPC) incorporating Workshop information as appropriate to finalize documentation and complete any additional tasks prior to the exercise.
3.0	Conduct and Evaluate One Workshop and One TTX	3.1	Develop and conduct Controller/Evaluator briefing prior to the exercise.
		3.2	Conduct one 2 hour Workshop and one Not to Exceed 4 hour TTX in June 2011.
		3.3	Facilitate hot wash directly following the exercise.
		3.4	Draft After Action Report and Improvement Plan and submit to Exercise Planning Team for comment.
		3.5	Conduct an After Action Conference to review AAR/IP with exercise participants.
		3.6	Incorporate recommendations from AAC and provide finalized AAR/IP to the Exercise Planning Team for approval.
		3.7	Prepare and distribute the AAR/IP electronically to the City of Columbus. (NTE 30 days following TTX)
4.0	Functional Exercise (FE) Planning	4.1	Secure location and schedule 1 Functional Exercise (FE) for September 2011.
		4.2	Conduct an FE IPC with the Exercise Planning Team.

	Conferences and Documentation	4.3	Send out invitations to participants for the FE.
		4.4	Utilize current plans and additional information to develop appropriate scenario.
		4.5	Conduct a Mid-Term Planning Conference to develop MSEL.
		4.6	Develop FE Materials (EXPlan, MSEL, Controller/Evaluator Handbook, Evaluation Guides and Participant Feedback Forms, etc.) and submit for review/approval to Exercise Planning Team.
		4.7	Conduct an FE FPC to finalize documentation and complete any additional tasks prior to the exercise.
5.0	Conduct and Evaluate One FE	5.1	Develop and conduct Controller/Evaluator, Simcell staff and player briefings prior to the exercise.
		5.2	Conduct one not to exceed 4 hour FE in September 2011.
		5.3	Facilitate hot wash via conference call/Go to Webinar directly following the exercise.
		5.4	Draft After Action Report and Improvement Plan for FE and submit to Exercise Planning Team for comment.
		5.5	Conduct an After Action Conference to review AAR/IP with exercise participants.
		5.6	Incorporate recommendations from AAC and provide finalized AAR/IP to the Exercise Planning Team for approval.
		5.7	Prepare and distribute the AAR/IP electronically to the City of Columbus. (NTE 30 days following FE)