

ADDENDUM No. 1

RFP No. 21-22

Occupational Health and Safety Consultant

Due: August 11, 2021 at by 2:00 P.M. (local time)

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance
- Attachment D - City of Ann Arbor Living Wage Declaration of Compliance
- Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: The training requested in this RFP appears to be directed at your public works department. Is this correct and how many employees are on the Public Works department?

Answer 1: The city's Safety Unit manages a comprehensive safety program which includes safety training for all city employees including office staff as well as employees who work in the field. Due to the nature of the work and comparative risk for field staff versus office staff, a significant portion of the safety training is targeted towards our staff working in the field.

Currently there is 267 city employees designated as "field" work status in our learning management system. Note: this does not include Police, Fire, part-time or temporary employees.

The selected vendor may be required to provide training to all city staff.

Question 2: Is there an expectation that training may be needed by departments other than the public works department (police, fire/ems, parks and recreation, etc.)?

Answer 2: The city's police and fire departments manage their own training programs independent from the Safety Unit; however, on occasion safety training will include or require coordination with Police and Fire.

Question 3: This RFP identifies the need for the city to improve its electrical safety program and specifically compliance with NFPA 70E Arc Flash requirements. Has the City completed an NFPA 70 E Arc Flash survey or completed a personal protective equipment assessment?

Answer 3: Currently each city unit has its own electrical safety program. The Safety Unit is looking to develop a citywide electrical safety guideline in order to improve consistency and to ensure we remain up to date with industry standards and regulatory requirements in our unit specific programs. Although city employees rarely perform live electrical work, when necessary city units rely on both arc flash studies and the NFPA 70E “table method” for determination of arc flash hazards and PPE requirements.

Question 4: Does the City employ safety management professionals or a safety department? If so can you outlined the number of safety professionals employed by the City and how the City safety department is structured?

Answer 4: The city has a Safety Unit comprised of a Senior Safety Compliance Specialist, Safety Unit Office Manager and Safety Unit Manager. In addition, each city unit has a Safety Training Liaison that helps to facilitate safety training.

Question 5: In an effort to better understand the historic safety performance of the City, can you share a 3-5 years of workers' compensation loss run for the city in electronic format that includes the injured worker's department, cause of loss, body part injured and description of incident and incurred loss values. Employee names or other employee identifiable information is not needed and should be removed.

Answer 5: An electronic copy of the city's workers' compensation loss run report may be provided to the selected vendor. Identifiable and other sensitive information may be redacted from these reports.

Question 6: Would the city support an assessment the status of the City's current safety and risk management efforts early in any consulting engagement to identify the strengths of current efforts and opportunities for improvement?

Answer 6: Although not specifically requested in the RFP, vendors may propose additional services for consideration.

Question 7: Is there interest in running certified OSHA 10 or 30 hour training programs to support the training needs of the City?

Answer 7: Yes.

Question 8: What metrics will the City use to evaluate the effectiveness of the vendor selected for this RFP? What metrics does the city use to measure safety performance and is there a desire to improve the safety performance of the City?

Answer 8: The city's Safety Unit continually tracks leading and lagging indicators such as loss run reports, incident investigations, risk assessments and safety training attendance and completion percentages. However, it is not expected these metrics will be specifically applied to determine the vendor's performance. The selected vendor will be evaluated for their quality of training, effective communication, quality of written reports, and the ability to work effectively with the various city units.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.