

REQUEST FOR PROPOSALS

Region 6 Local Emergency Planning Committee Region 6 ESF-10 Update Project Federal Fiscal Year '24

The Region 6 Local Emergency Planning Committee (hereafter also referred to as the LEPC) requests proposals from firms or individuals with emergency management and hazardous materials planning and response experience. The LEPC intends to contract with a qualified individual or firm to provide the planning services required to update its Regional Hazardous Materials Response Plan (ESF-10). An interested party or parties may request consideration for this project by submitting a proposal to the Region 6 LEPC as outlined herein. The Region 6 LEPC has successfully utilized contractors for over ten years to update the regional ESF-10.

ADVERTISEMENT OF THIS PROPOSAL

In addition to directly soliciting interested parties, a formal Request for Proposals (RFP) shall be posted on the Iowa Emergency Management Association website for a minimum of four weeks and until the RFP submission deadline.

Interested parties may request additional information regarding this RFP by contacting:

Jodi Freet, EMA Coordinator
Cedar County Emergency Management
400 Cedar Street
Tipton, Iowa 52772
Email: ema@cedarcounty.iowa.gov
Phone: 563-886-3355

BACKGROUND INFORMATION

The Region 6 LEPC is a nine county regional organization whose purpose is to improve the hazardous materials planning and response capabilities of its members. The membership of the LEPC includes mostly rural counties (Benton, Buchanan, Cedar, Clayton, Clinton, Delaware, Fayette, Jackson, and Jones) bordered by five of the highest populated counties in Iowa. These larger urban counties contain a large number of agricultural processing and heavy manufacturing industries which transport chemicals to and from their facilities.

PROJECT SCOPE

This project is for the required annual update to the LEPC's Regional Hazardous Materials Response Plan (ESF-10) which would include as a minimum, completion of the following tasks:

- Review with LEPC members any known changes to our Tier II/EHS facilities, transportation routes, and identified chemical products and their planning zones.
- Collection and Identification of the Tier II facilities and transportation corridors located within the region as well as the school, day care, group home, and other populated special facilities residing within the planning zone associated with each Tier II facility/transportation corridor.
- Update with GIS topographical maps showing each Tier II/EHS facility, its planning zone boundary, and the current special facilities within the zone that would be impacted by a hazardous materials incident at the Tier II facility.
- Update emergency response and contact information associated with each identified Tier II/EHS facility

and impacted special facilities.

- A draft document will be completed and electronically submitted in PDF format to the Region 6 LEPC Chair by **May 9, 2024** for review at the May 14, 2024 LEPC meeting. Any recommendations for changes to this draft will be submitted to the contractor by May 28, 2024.
- The final document will be completed and electronically submitted in PDF format to the Region 6 LEPC Chair by **June 14, 2024** for review/approval at the July 9, 2024 LEPC meeting.
- One paper copy and one PDF copy on a USB Flash Drive of the entire document will be provided to the Emergency Manager in each of the nine counties of the Region 6 LEPC.

EXPECTATIONS

At a minimum, the LEPC expects that this project will result in the following:

- The contractor will attend a maximum of three Region 6 LEPC meetings when requested, with a thirty day notice. Attendance may be virtual or in person at the contractor's discretion.
- The contractor will work closely with each county's EMA Coordinator, GIS technician, and key businesses that house and/or transport hazardous materials, to ensure that the existing Regional ESF-10, including each county's appendices, is accurately updated and uniformly formatted.
- Uniformity in standards, definitions, guidelines, protocols, and presentation will be established and adhered to throughout the Regional ESF-10 document.
- The project will be completed on time and within budget.

DELIVERABLES

The contractor shall provide the LEPC with an updated regional ESF-10 that includes county-specific facility/transportation corridor information, including but not limited to:

- a general location map showing the location of each Tier II site within the region
- each Tier II site's chemical inventory
- each site's response and contact information
- a GIS aerial map showing each facility, its planning zone, and all impact-sensitive special facilities
- each impact-sensitive special facility's contact information.
- Draft document delivery date of **May 9, 2024**.
- Final document delivery date of **June 14, 2024**.

The contractor will be required to provide each LEPC County's Emergency Manager:

- Their county specific plan
- The entire regional plan
- A PDF copy on a USB Flash Drive
- A three-hole punched printed copy using named tabs to separate each Section, Attachment and Appendix of the document.

SELECTION PROCESS

The LEPC intends to evaluate all proposals through the review of applicant qualifications, experience, expertise, project approach, implementation approach, timeline and project costs. The goal of the evaluation process will be to select the firm/consultant/organization that is best capable of performing the requirements of the project and of meeting the needs of the LEPC.

The selected contractor must be available to begin work on the project **October 1, 2023** and must be completed with the project on or before **June 14, 2024**.

The applications will be reviewed prior to the regularly scheduled March 14, 2023 Region 6 LEPC meeting. Information from these RFP's will be used for a HMEP grant application for FY24. A formal decision will be made at a later meeting (typically July) and all applicants will be notified of the decision via e-mail. All decisions and selections of the LEPC shall be final and not subject to appeal. It should also be noted the LEPC maintains the right to reject any and all proposals submitted to it for consideration.

Please do not attempt to contact any staff or officials of the Region 6 LEPC outside of this RFP selection process.

REQUIRED SUBMISSION INFORMATION

Proposals shall be made based on the information contained in this Request for Proposals. The proposal must follow the format as outlined below:

1. Project approach
2. Recommended Scope of Work
3. Proposed level of effort (i.e., proposed hours and costs) required to accomplish the Scope of Work
4. Anticipated timeline for completion of the Scope of Work
5. Credentials of the staff who will work on the project
6. Estimated total cost of the project, including the costs of updating response and contact information, GIS mapping of facilities and surrounding areas, printing and distribution of documents, travel, etc.
7. Any exceptions to the RFP requirements, including areas that may be subject to negotiation.

SUBMISSION OF ADDITIONAL INFORMATION

Additional information concerning the firm or individual consultant may be submitted in support of the selection process. Information may include references, brochures, educational information, organizational data, and summaries of previous work, etc. It is requested that this information be kept brief and concise. Please keep the submittal of additional materials to one inch or less in thickness and formatted to standard letter size (i.e., 8 1/2 x 11) paper.

FEDERAL CONTRACT EXECUTION REQUIREMENTS

The approved contractor will be required to sign and comply with federal contractual requirements for the duration of this project.

PAYMENT OPTIONS

The approved contractor will receive one payment upon completion of all identified performance measures, approval by the Region 6 LEPC, and after formal Plan approval by the Iowa Homeland Security Emergency Management Department. The approved contractor will submit a formal invoice along with a copy of the signed

contract to the Region 6 LEPC Chair for approval and processing.

RFP DEADLINE

The submission deadline for this request is 3:00 pm, Monday, February 20, 2023. Submissions received after this time will not receive consideration.

DELIVERY INSTRUCTIONS

RFP submissions must be received prior to the aforementioned deadline at the office of the LEPC Chair:

Patti Ruff
Clayton County Env. Health & Zoning
600 Gunder Rd. Suite 12
Elkader, Iowa 52043

Each prospective firm or individual must submit at least two hard copies of their proposal before the above deadline. Additionally, an electronic PDF file of the RFP response document must be submitted via e-mail to Patti Ruff, LEPC Chair at pruff@claytoncountyia.gov prior to the aforementioned deadline. Voice verification of receipt for mailed, e-mailed or parceled submissions may be made by calling (563) 245-2451.