

# **REQUEST FOR PROPOSALS**

## **Region 6 Local Emergency Planning Committee Regional Capabilities Assessment/Gap Analysis Project Federal Fiscal Year '27**

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 and analysis services required to complete a nine county Capabilities Assessment/Gap Analysis of Hazardous Materials Response Capabilities and the Identification and Prioritization of training and equipment. This study is expected to provide critical information needed to expand the scope and effectiveness of the LEPC's nine county 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.

### **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 two weeks and until the RFP submission deadline.

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

Dean Vrba, EMA Coordinator  
Benton County Emergency Management  
213 2<sup>nd</sup> Avenue  
Vinton, Iowa 52349-1775  
Email: [ema@bentoncountyema.com](mailto:ema@bentoncountyema.com)  
Phone: 319-472-4519

### **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 will include two phases. Phase I will identify the current level of Hazardous Material training and response equipment inventory for each responding agency in the Region 6 LEPC counties. Phase II will use the completed 2026 Region 6 LEPC Commodity Flow Study, the current Region 6 LEPC ESF-10, and the information gathered in Phase I to provide guidance in identifying planning, training and equipment needs. It is the LEPC's intent in completing this study to strengthen the Region's planning, training, and response capabilities. This study will allow us to provide guidance to emergency responders, hazmat teams and elected officials regarding specialized planning, training and response equipment needs within the Region, and suggest specific preventative measures required to effectively respond to transportation-related hazardous substance emergencies.

- Phase I:
  - The contractor will collect the current hazmat training levels and a complete inventory of hazmat

response equipment for each response discipline (Hazmat Teams, Fire, EMS, Law, Public Works, EMA) in Region 6 LEPC. The contractor will create and use an online survey tool to collect this information, as well as a paper copy of the survey. At a minimum, the training portion of the survey will require names of all responders from Hazmat Operations through Incident Commander to provide the date of their original certification and proof of annual Refreshers. The equipment and supplies portion should include firefighting foam gallons/type, decon equipment, hazmat suits by type, trucks, trailers, and any other specialized hazmat response equipment. The contractor will meet with Region 6 LEPC members to further define the training levels and resource categories for a transportation hazmat incident. The EMA Coordinator from each county will assist with the contact information of the response disciplines for their jurisdictions.

- A draft Phase I document will be completed and electronically submitted in PDF format to the Region 6 LEPC Grant Manager by **March 1, 2027**, for review at the March 9, 2027, LEPC meeting. Any recommendations for changes to Phase I will be submitted to the contractor by March 19, 2027.

- **Phase II**

- The contractor will use the completed 2026 Region 6 LEPC Commodity Flow Study to develop a Hazard Analysis/Risk Assessment to identify the hazardous commodities that most likely will be responded to and identify the hazardous materials that, if released, will have the greatest catastrophic impact in the Region 6 LEPC counties.
- The contractor will collaborate with the local responders and hazmat teams that cover our Region to develop a comprehensive training, and equipment needs document for each local response agency and hazmat team, grouped by county, in the Region 6 LEPC. The contractor will also work with the County Emergency Managers to identify any planning gaps in our current ESF-10. This Phase II document will list the planning, training and equipment needs for response to those identified commodities.
- The contractor will combine the Phase I and Phase II portions of this project, including a Table of Contents and Executive Summary, into one document with each county's information as an Appendix. Additionally, a summary presentation in PowerPoint format with instructor notes will be provided as a means of presenting this project to our responders and officials. This draft combined Phase I/Phase II document will be completed and electronically submitted in PDF format to the Region 6 LEPC Grant Manager by **July 1, 2027**, for review at the July 13, 2027, LEPC meeting. Any recommendations for changes will be submitted to the contractor by August 1, 2027.
- The final combined Phase I and Phase II document will be completed and electronically submitted in PDF format to the Region 6 LEPC Grant Manager by **September 1, 2027**, for review/approval at the September 14, 2027, LEPC meeting.
- Following approval, the completed capabilities assessment/gap analysis project, including the presentation Powerpoint, will be provided to each LEPC County's Emergency Manager as a PDF copy on a USB Flash Drive, as well as a three hole punched printed copy in a three ring binder using named tabs to separate each Section, Attachment and Appendix of the document.

## **EXPECTATIONS**

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

- The contractor will attend (in-person or virtual as determined by the LEPC), a maximum of three Region 6 LEPC meetings when requested, with a thirty day notice, and will work closely with each county's EMA Coordinator, hazmat team and first response disciplines.
- Uniformity in standards, definitions, guidelines, protocols, and presentation will be established in conformity with the existing Regional Hazardous Materials Response Plan (ESF-10) and adhered to throughout the Regional Capabilities Assessment/Gap Analysis Study.

- The project will be completed on time and within budget.

## **DELIVERABLES**

The contractor shall provide the Region 6 LEPC with a regional capabilities assessment/gap analysis that includes county-specific information organized in Appendices, including but not limited to:

- Collection of the current hazmat training levels and a complete inventory of hazmat response equipment for each response discipline, including hazmat teams, in Region 6 LEPC. (Reference Project Scope, Phase I)
- Identification of the hazardous commodities that most likely will be responded to in the Region 6 LEPC counties, as well as hazardous materials that, if released, will have the greatest catastrophic impact in the Region 6 LEPC counties. (Reference Project Scope, Phase II)
- A training and equipment list for each hazmat team and response discipline, for both current and identified needs, grouped by county in Appendices, needed to respond to those identified commodities within Region 6 LEPC. (Reference Project Scope, Phase II)
- Phase I draft delivery date of **March 1, 2027**.
- Combined Phase I and Phase II draft delivery date of **July 1, 2027**.
- Combined Phase I and Phase II final document delivery date of **September 1, 2027**.

The contractor will be required to provide the completed capabilities assessment/gap analysis project, including the presentation Powerpoint, to each LEPC County's Emergency Manager as a PDF copy on a USB Flash Drive, as well as a three hole punched printed copy in a three ring binder 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 on time and within budget, and of meeting the needs of the LEPC.

The selected contractor must be available to begin work on the project **October 1, 2026**, and must be completed with the project as of **September 1, 2027**.

The applications will be reviewed at a special Region 6 LEPC meeting scheduled for December 30, 2025. Information from these RFP's will be used for a HMEP grant application for FY27. 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 that the LEPC maintains the right to accept, negotiate to modify, or 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 each key element of 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
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 successful applicant will be required to sign and comply with federal contractual requirements for the duration of this project.

### **PAYMENT OPTIONS**

The approved contractor may receive pro-rated payments of the total amount bid upon completion of each Phase identified in the approved Scope of Work, after formal approval by the Region 6 LEPC of the accepted contract outlining the payment structure and amount. The approved contractor will submit a formal invoice for each Phase and payment will be made after approval by the Region 6 LEPC.

### **RFP DEADLINE**

The submission deadline for this request is **5:00 PM, Monday December 29, 2025**. Submissions received after this time and date will not receive consideration.

### **DELIVERY INSTRUCTIONS**

Each prospective firm or individual must submit their proposal via email to Dean Vrba, LEPC Grant Manager at [ema@bentoncountyma.com](mailto:ema@bentoncountyma.com) prior to the above deadline. A verification email will be sent when a proposal is received. If there are any questions, please email or call (319)-472-4519.