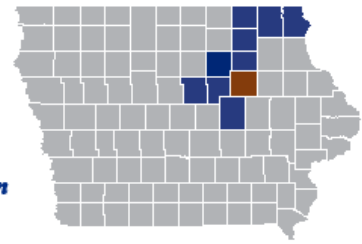


Northeast Iowa Regional Emergency Planning Committee

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Howard – Tama – Winneshiek **Black Hawk***



REQUEST FOR PROPOSALS

Northeast Iowa Regional Emergency Planning Committee LEPC Hazardous Materials Commodities Study Project

The Northeast Iowa Regional Emergency Planning Committee (hereafter also referred to as the LEPC) requests proposals from firms or individuals with emergency management, commodities mapping, and hazardous materials planning and response experience.

The LEPC intends to sign a contract with a qualified individual or firm to provide the planning and analysis services required to complete a ten-county Hazardous Materials Commodity Flow Study related to the following modes of transportation: road and rail. This study is expected to provide critical information needed to expand the scope and effectiveness of the LEPC member Hazardous Materials Response Plans (i.e., ESF-10).

An interested party or parties may request consideration for this project by submitting a proposal to the LEPC as outlined herein.

ADVERTISEMENT OF THIS PROPOSAL AND PROJECT CONTACT

In addition to directly soliciting interested parties, a formal Request for Proposals (i.e., RFP) shall be posted on the Iowa Emergency Management Association website and forwarded to other coordinators across the state. Interested parties may request additional information regarding by contacting:

Corey Snitker, Coordinator
Allamakee County Emergency Management Agency
Northeast Iowa Regional Emergency Planning Committee Chair
877 Highway 9
Waukon, Iowa 52172

Email: allamakeecountyema@allamakeecounty.iowa.gov

Phone: (563) 568-4233

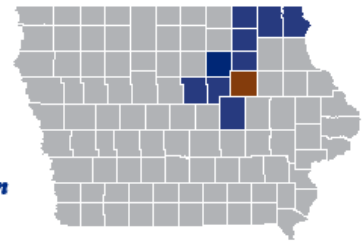
BACKGROUND INFORMATION

The Northeast Iowa Regional Emergency Planning Committee LEPC is a ten-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 which contain a mix of agricultural services, manufacturing industries, and storage facilities who transport chemicals to and from their facilities in addition to extensive railroad presence and transportation infrastructure.

The LEPC is currently composed of the following counties in alphabetical order: Allamakee, Black Hawk, Bremer, Butler, Chickasaw, Grundy, Hardin, Howard, Tama, and Winneshiek. While Black Hawk County is a stand-alone LEPC, they are non-voting members of the Northeast Iowa Regional Emergency Planning Committee and will be included in this study.

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The LEPC last completed Commodity Flow Study was done in 2011.

PROJECT GUIDANCE

The Transportation Research Guidebook's Hazardous Materials Cooperative Research Program (HMCRP) Report 3: Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies updates the U.S. Department of Transportation's Guidance for Conducting Hazardous Materials Flow Surveys and is designed to support risk assessment, emergency response preparedness, resource allocation, and analyses of hazardous commodity flows across jurisdictions.

All modes of transportation, all classes and divisions of hazardous materials, and the effects of seasonality on hazardous materials movements are discussed in the guidebook.

This Guidance needs to be followed for all Hazardous Materials Commodity Flow Survey projects funded with Hazardous Materials Emergency Preparedness (HMEP) grant program funds.

PROJECT SCOPE

It is the intent of the LEPC to fund development of a Hazardous Materials Commodity Flow Study to aid its member counties in planning, coordinating, and responding to transportation related hazardous materials incidents within the LEPC Region.

The Commodity Flow Study will identify and quantify hazardous (i.e., EHS) substances regarding hazardous materials as defined in the 2024 Emergency Response Guidebook that are transported along the major highway routes and railway routes of the LEPC counties.

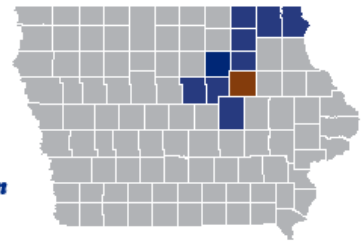
This collection of commodity flow information related to hazardous materials will provide an enhanced picture of the potential threat posed by the transportation of these substances within the LEPC Region, as well as provide the LEPC guidance in preparing for and responding to potential future hazardous material disasters in relation to their ESF-10 Hazardous Materials and other response plans.

This study will strengthen the LEPC's planning, training, resource, and response capabilities regarding hazardous materials, specifically through visual aids (e.g., maps charts, graphs, etc.) and written text providing the following study expectations:

1. Identify and classify hazardous commodities being transported through the LEPC Region.
2. Identify the transportation routes most likely to be used to transport specific hazardous substances.
3. Determine the types of unique transportation containers used in the transport of these materials.
4. Assess the potential impact of hazardous substances released along the identified transportation routes, especially high population areas and key vulnerable facilities.

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PROJECT OBJECTIVES

The LEPC objectives related to the Commodity Flow Study are:

1. Increased hazardous material awareness.
2. Identification of hazardous commodities being transported.
3. Identification of hazardous material routes.
4. Identification of hazardous material transportation containers use for transportation.
5. Improve comprehensive hazardous materials emergency planning capabilities.
6. Identify recommended resources for hazardous material emergency response.
7. Identify recommended hazardous material focused training and exercise needs.

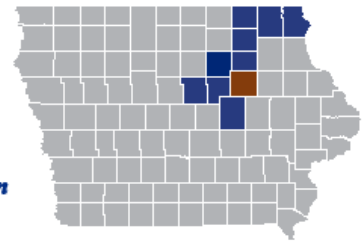
PROJECT TASKS

As envisioned, this project will include, as a minimum, completion of the following tasks:

1. Overall. Conduct the collection, analysis, and categorization of survey and published data related to the transport of Tier II (i.e., EHS) hazardous substances within the LEPC member counties, including but not limited to information regarding:
 - a. The identification and classification of hazardous commodities being transported throughout the LEPC Region.
 - b. The identification of transportation routes which are most likely to be used to transport specific hazardous substances.
 - c. The determination of the types of unique transportation containers used in the transport of these materials.
 - d. The assessment of the potential impact of hazardous substances released along the identified transportation routes, especially high population areas and key vulnerable facilities.
 - e. Current emergency response protocols, plans, training, and resources and recommendations for improvements in each.
2. Conduct Data Collection.
 - a. Acquire data on incident and accident information for the study area; previous Commodity Flow Studies, local, state, and federal data on hazardous materials

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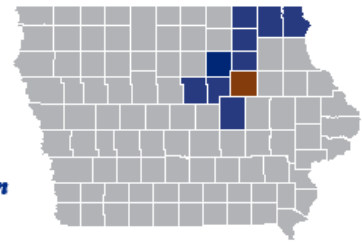


transportation, information maintained by local hazardous materials facilities and carriers, trade, environmental, and social advocacy organizations, and printed maps, etc.

- b. Electronic databases and reports: databases and reports that have information about transportation networks, commodity movements, system performance (traffic) levels, historical incident and accident occurrences and locations.
 - c. Identify facilities in the jurisdiction that receive, produce and transport hazardous materials, identify the transportation routes, and the chemicals transported.
 - d. Evaluate data such as flow of commodities, hazardous materials, hazard class, traffic corridors, hazard traffic origin/destination, hazardous materials transported, etc. through the LEPC Region.
3. Conduct Data Validation. Validate collected field data to ensure that the collected field data meets the data requirements of the Hazardous Materials Commodity Flow Study objectives. Check if precision of collected data match data requirements and what other information might help meet the Hazardous Materials Commodity Flow Study objective data requirements.
4. Railroad Data Analysis.
- a. Analyze data on train derailments and chemical releases, depict them in tables.
 - b. Analyze data on roadway-rail grade crossings, determine vulnerable locations.
 - c. Include summary of hazardous incidents involving trains.
 - d. Estimates peak hour of traffic through the rail traffic corridor, list in tables.
 - e. List of the top 30 hazardous chemicals passing through the study area by the railroads in the LEPC Region.
5. Hot Spot Identification and Evaluation.
- a. Identify areas and facilities along major traffic routes that are at a higher level of risk.
 - b. Geographical areas where a spill or release could create significant risk to the population.
 - c. Evaluate potential impact on critical facilities along the traffic corridor due to hazardous materials release.
 - d. Evaluate impact of a spill or release on environmentally sensitive areas and bodies of water that are sources of drinking water.
 - e. Evaluate risks at rail grade crossing.

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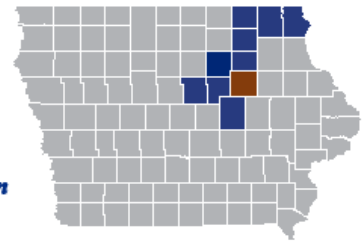


6. Identify Emerging Risk Sources.
 - a. Identify potential issues arising from community changes that could elevate risk and vulnerability along emergency routes.
 - b. Consider traffic growth exceeding capacity.
 - c. Development of future critical facilities along the traffic corridor.
 - d. Identify growth of population which requires special consideration.
 - e. Likelihood of spill events based on previous experience and worst-case scenarios.
 - f. Potential increase in hazardous materials transportation.
 - g. Number of major roadway transport corridors included in the Commodity Flow Survey.

7. Conclusions and Recommendations.
 - a. Consider variability of local needs and conditions, assumptions and limitations, make recommendation.
 - b. Need for new data in the future, gaps observed.
 - c. Description of regional emergency response capacity, on and off facility sites, public and private.
 - d. Identify community coordinators and facility emergency coordinators responsible for developing and implementing the emergency plans.
 - e. Outline of emergency release notification procedures in effect and recommend improvements.
 - f. Describe the probable affected areas and populations by anticipated releases of Extremely Hazardous Materials (EHSs); how information can be used including identification of most frequent or greatest threats, needs for additional intelligence, etc.
 - g. Describe local emergency equipment assets and facilities and the people responsible for them.
 - h. Outline existing evacuation and sheltering-in-place plans and recommend changes as may be appropriate.
 - i. Recommend training programs for emergency responders (based on local need, identified hazards, and probable response timelines).
 - j. Recommend methods and schedules for exercising emergency response plans.

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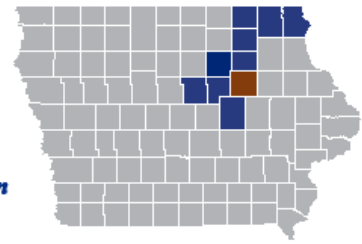
- k. Suggest ways to effectively integrate the above into the all-hazards community Emergency Operations Plan (EOP).
- l. Recommend maintenance of the plan.
- m. Establishment of uniform impact standards and vulnerability zones along identified hazardous material transport corridors based upon the location of high population areas and such vulnerable facilities as hospitals, schools, day care facilities, nursing homes, etc.

PROJECT DOCUMENTATION

1. Create a Draft and Final LEPC document with a generic introduction, specific operational components of each member county and county-specific data appendices of each member county. Each member county will receive this specific information for all counties in the study.
2. Prepare regional and individual county base and aerial maps showing the relative location of each Tier II corridor, road and rail, and the impact zones within the LEPC.
3. In completing this project, the contractor also will be required to provide each LEPC member county with a hard copy version. This report should be printed on quality paper, in color and with a durable, quality binding and covers.
4. There will be electronic versions, in Microsoft Word format, of the report provided on two individual USB thumb drives.
5. Final LEPC document at a minimum should include:
 - a. Cover page, including title, data, jurisdictions covered, and authorship.
 - b. List of entities involved in Hazardous Materials Commodity Flow Study project, including core team, project team, key personnel, volunteers/data collectors, contractors, etc.
 - c. Table of contents and lists of figures and tables.
 - d. Situation overview, e.g., an executive summary of Hazardous Materials Commodity Flow Study information.
 - e. Main document should consist of the following:
 - 1) Purpose, e.g., Hazardous Materials Commodity Flow Study objectives.
 - 2) Scope, e.g., jurisdiction, modes, and network segments that are included.
 - 3) Background information, e.g., previous Hazardous Materials Commodity Flow Study information, geographical and environmental information about jurisdiction and communities; critical facility locations, etc.

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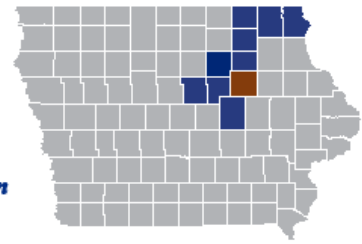
- 4) Methodology, e.g., overview of data collection methods, sampling, and precision.
 - 5) Hazardous Materials Commodity Flow Study outcomes, e.g., text, matrices, lists, tables, charts, graphs, maps, etc.—for different materials classifications, modes, and network segments, as applicable.
 - 6) A general site map showing the relative location of each Tier II corridor and potentially high impact zones within the Region.
 - 7) An inventory of each Tier II chemical, as defined by the 2024 Emergency Response Guidebook, transported through each corridor.
 - 8) GIS aerial maps showing each member county’s Tier II corridors, high impact zones adjacent to these transport corridors, and key impact-sensitive facilities within each high impact zone.
 - 9) Assumptions and limitations, e.g., a Hazardous Materials Commodity Flow Study is a snapshot of hazardous materials commodity flow in a community at specific times and locations—does the hazard analysis assume that those variations are consistent with other times and/or locations.
 - 10) Conclusions and recommendations, including identification of most frequent or greatest threats, needs for additional intelligence, etc.
 - 11) References, including all existing data sources, reports, statistics, and documents that were used. References should include author, performing agency, title, report or series volume and number, publication date, publisher, and other information as applicable.
- f. Additional information can be included in appendices including hazardous material transportation regulations and requirements, images, and other information (such as sampling forms or schedules) not included in main body of the Hazardous Materials Commodity Flow Study document.
 - g. Whenever possible, provide data collected utilizing a visual representation (images, charts, tables, graphs).

EXPECTATIONS

1. At a minimum, the LEPC expects that this project will result in the following:
 - a. That the contractor will work closely with each LEPC Emergency Management Coordinator, GIS technician, and key businesses that transport and/or store hazardous materials to ensure that each county’s existing Hazardous Materials Response Plans can be accurately updated and uniformly formatted with other LEPC members’ plans.

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- b. That uniformity in standards, definitions, guidelines, protocols, and presentations will be used throughout the LEPC Commodity Flow Study to allow conformity for existing Regional Hazardous Materials Response Plans to utilize and follow for potential revisions and updates.
 - c. That the project will be completed on time and within budget.
2. Insurance. The awarded bidder will be required to purchase and maintain Comprehensive General Liability Insurance during the life of the contract with limits of not less than those set forth below:
- 1) Comprehensive General Liability Insurance at a minimum of bodily injury liability limits of \$500,000 each occurrence, property damage liability of \$100,000 each occurrence, and \$100,000 aggregate with respect to those coverages subject to an aggregate limit.
 - 2) The awarded contractor must provide an insurance certificate to the county indicating such coverage and provide certification of insurance before commencing work in connection with the contract.
 - 1) Workers' Compensation Insurance carried at statutory coverage.
 - 2) The awarded bidder shall provide the county with a Certificate of Insurance evidencing the coverage required above and provide certification of insurance before commencing work in connection with the contract.
- a. Failure to provide and continue in force such insurance requirements shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

PROJECT CONDITIONS

The LEPC has been awarded funds through the Hazardous Materials Emergency Preparedness (HMEP) grant to conduct the LEPC Hazardous Materials Commodities Flow Study. The maximum award amount awarded through the HMEP grant for this project shall not exceed \$38,485.93 and is the maximum amount the LEPC can fund this project.

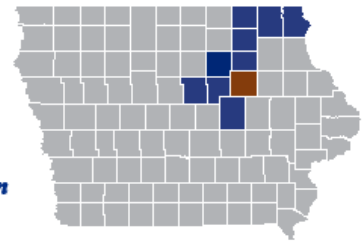
PROJECT TIMELINE

Project will commence upon signature of contract by both parties.

1. The study will be allotted approximately 12 months to complete the project to include publishing a draft and final Commodity Flow Study document.
2. Contractor will provide monthly project updates to the LEPC Project Manager by the 10th of each month once the project commences until the final documentation is provided to the LEPC.
3. Project must be completed no later than 31 July 2027.

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4. The following timeline is provided for the Hazardous Materials Commodity Flow Study to be conducted and completed within the parameters of the HEMP grant funding period:
 - a. RFP submission deadline: No later than 4:00 PM, Friday 19 June 2026.
 - b. Contractor selection notification: Monday 6 July 2026
 - c. Study Start: No Later than Monday 3 August 2026.
 - d. Draft Study Plan to LEPC for review: No later than Friday 14 May 2027
 - e. Final Study Plan published and provided to LEPC: No later than Friday 31 July 2027

PAYMENT

The successful applicant shall be paid quarterly based upon submission and acceptance of monthly progress reports related to the approved Scope of Work during each quarter. This will align payments with the grant's quarterly progress report and requests for reimbursement requirements and standards.

An invoice showing the amount of work performed and amount due for each quarter will be submitted by the 10th of the month invoices are due. The final invoice must be received no later than 10 August 2027. The following are the months per quarter, and the month invoices are due for that quarter:

1. 2026: July, August, September: 10 October 2026
2. 2026: October, November, December: 10 January 2027
3. 2027: January, February, March: 10 April 2027
4. 2027: April, May, June: 10 July 2027
5. 2027: July: 10 August 2027

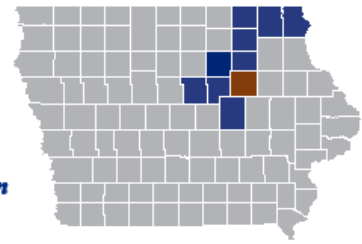
REQUIRED SUBMISSION INFORMATION

Proposals shall be made based on the information contained in this Request for Proposals. Minimally, the proposal should address the following elements:

1. Cover letter signed by an authorized individual to bind their proposal.
2. Provide a narrative of your company's qualifications and experience.
3. List of key personnel that will be assigned to this contract: person's name, title, years of experience, and any other relevant qualifications.
4. Provide references with references provided for all companies under the contract.

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5. Project approach.
6. Recommended Scope of Work.
7. Proposed level of effort (i.e., proposed hours and costs) required to accomplish each key element of the Scope of Work.
8. Anticipated timeline for completion of the Scope of Work.
9. Estimated total cost of the project.
10. There may need to be proposed exceptions to the RFP requirements as outlined specifically in the Project Tasks and Project Documentation sections. This would include areas that may be subject to negotiation or unable to be accomplished due to any expected or potential limitations of what can be accomplished based on the project maximum award amount listed in this RFP. This can be reflected in the recommended scope of work and the proposal itself.

Bidders are required to supply each item identified on this list in the order specified to qualify for the evaluation process. Only one (1) printed copy of the proposal needs to be submitted.

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. Contracts entered for services pursuant to this request shall abide by all clauses included in 2 CFR Appendix II to Part 200. Nonfederal entities and contractors are subject to debarment and suspension regulations implementing EO 12549, EO 12689 and 2 CFR Part 180. Vendor must not be identified as debarred.

REQUEST FOR PROPOSALS DEADLINE

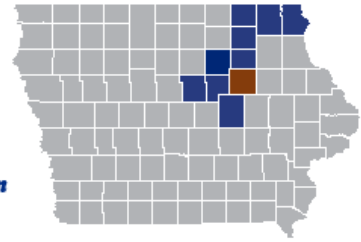
The submission deadline for this request is **4:00 PM, Friday 19 June 2026**. Submissions received after this time and date will not receive consideration.

SUBMISSION OF ADDITIONAL REQUESTS FOR INFORMATION REGARDING THE REQUEST FOR PROPOSALS

Additional information or questions regarding the RFP should be submitted in an email format to the

Northeast Iowa Regional Emergency Planning Committee

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Project Contact listed below. All answers, as provided by the LEPC, will be submitted to all prospective firms or individuals in an email when the said interested parties have provided the Project Contact a contact email if considering the project.

A response email verifying receipt of the questions will be provided to the requestion entity.

Corey Snitker, Coordinator
Allamakee County Emergency Management Agency
Northeast Iowa Regional Emergency Planning Committee Chair
Email: allamakeecountyema@allamakeecounty.iowa.gov

DELIVERY INSTRUCTIONS

RFP submissions must be delivered prior to the RFP deadline at the office of Corey Snitker, Northeast Iowa Regional Emergency Planning Committee Chair:

Corey Snitker, Coordinator
Allamakee County Emergency Management Agency
877 Highway 9
Waukon, Iowa 52172

Each prospective firm or individual must submit one (1) hard copy of their proposal before the above deadline. Additionally, an electronic PDF file of the RFP response document must be submitted via e-mail prior to the above deadline. Voice verification of receipt for mailed, emailed or parceled submissions may be made by calling.

Email: allamakeecountyema@allamakeecounty.iowa.gov
Phone: (563) 568-4233

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 plan on time and within budget, and of meeting the needs of the LEPC.

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 reject any and all proposals submitted to it for consideration. Please do not attempt to contact any staff or officials of the LEPC outside of this RFP selection process.

Contractor selection notification will be no later than **6 July 2026**.