

REQUEST FOR PROPOSALS

Region 6 Local Emergency Planning Committee Region 6 ESF-10 Update Project

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 firm or individual to provide the planning services required to update its comprehensive regional plan (i.e., 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:

Scott Hansen, EMA Coordinator
Benton County Emergency Management
213 2nd Avenue
Vinton, Iowa 52349-1775
Email: bentoncountyema@fmtcs.com
Phone: 319-472-4519

BACKGROUND INFORMATION

The Region 6 LEPC is a nine (9) 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 (5) of the highest populated counties in Iowa. These larger urban counties contain a large number of agricultural processing and heavy equipment manufacturing industries which transport chemicals to and from their facilities.

The Region 6 LEPC has successfully employed a contractor in the previous years to update the regional ESF-10. This includes each county's required specific information as appendices to the Basic plan.

PROJECT SCOPE

It is the intent of the Region 6 LEPC to update its nine member counties current 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 and transportation routes.
- Collection of the Tier II facilities/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.
- Preparation of a draft and final document for submission to the LEPC.
- One hard copy and one electronic copy will be provided to each of the nine counties in the Region 6 LEPC.

EXPECTATIONS

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

- That the contractor will work closely with each county's EMA Coordinator, GIS technician, and key businesses that house and/or transport hazardous materials to insure that each county's existing plan is accurately updated and uniformly formatted within the regional plan.
- That uniformity in standards, definitions, guidelines, protocols, and presentation will be established and adhered to throughout the Regional Hazardous Materials Plan.
- That 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.

The delivery date for the draft will be on or before June 11, 2019 to each member county and the final product will be due July 22, 2019. The contractor will be required to provide each LEPC member with an electronic copy of the regional plan as well as a hard copy 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, 2018 and must be completed with the project on or before July 22, 2019.

The applications will be reviewed prior to the regularly scheduled January 9, 2018 Region 6 LEPC meeting. Information from these RFP's will be used for a HMEP grant application for FY19. A formal decision will be made at a later meeting 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. Minimally, the proposal should address the following elements:

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 successful applicant will be required to sign and comply with federal contractual requirements for the duration of this project.

PAYMENT OPTIONS

The successful applicant shall receive payment upon completion of all identified performance measures, submission of a formal invoice, and approval by the Region 6 LEPC.

RFP DEADLINE

The submission deadline for this request is **1:00 pm Thursday January 4, 2018**. 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 Mike Ryan, LEPC Chair:

DELAWARE COUNTY EMERGENCY MANAGEMENT AGENCY
Courthouse – 301 E. Main St.
Manchester, Iowa 52057

Each prospective firm or individual must submit at least two (2) 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 Mike Ryan, LEPC Chair at delaware.co.ema@gmail.com prior to the aforementioned deadline. Voice verification of receipt for mailed, e-mailed or parceled submissions may be made by calling (563) 927-3723.