REQUEST FOR PROPOSALS

Region 6 Local Emergency Planning Committee
A Regional Commodities Study Project

The Region 6 Local 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 contract with a qualified individual or firm to provide the planning and analysis services required to complete a nine-county commodity flow study related to the following modes of transportation: road, waterway, and rail. This study is expected to provide critical information needed to expand the scope and effectiveness of the Local Emergency Planning Committee's nine (9) county Regional Hazardous Materials Response Plan(s) (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 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. Interested parties may request additional information regarding this RFP by contacting:

Dean Vrba, EMA Coordinator
Benton County Emergency Management Agency
213 2ND Avenue
Vinton, Iowa 52349-1775

Email: 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 (i.e., Benton, Cedar Clayton, Clinton, Jackson, Delaware, Jones, Buchanan and Fayette) bordered by five (5) 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.

The Regional Commodity Flow Study will identify and quantify hazardous (i.e., EHS) substances that are transported along the major highway, railway and river transportation routes of nine counties in northeast and east central Iowa. The collection of commodity flow information related to hazardous materials is expected to provide a clear picture of the potential threat posed by the transport of these substances within the Region, as well as provide the LEPC guidance in preparing for and responding to future hazmat disasters.

The Region 6 LEPC last completed a Commodity Flow Study in 2020-2021. It is the LEPC's intent in completing this study to strengthen the Region's planning and response capabilities through the collaborative development of a regional commodity flow study regarding hazardous materials as defined in the 2024 Emergency Response Guidebook. Specifically, this study will, through visual aids (e.g., maps charts and/or graphs) and written text a) identify and classify hazardous commodities being transported through the Region; b) identify the transportation routes most likely to be used to transport specific hazardous substances; c) determine the types of unique transportation containers used in the transport of these materials; d) assess the potential impact of hazardous substances released along the identified transportation routes, especially high population areas and key vulnerable facilities.

PROJECT SCOPE

It is the intent of the Region 6 LEPC to develop a Regional Hazardous Materials Commodity Flow Study to guide its member counties in coordinating and responding to transport related hazardous materials incidents within the Region. Transportation Research Board's Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies is designed to support risk assessment, emergency response preparedness, resource allocation, and analyses of hazardous commodity flows across jurisdictions. This Guidance needs to be followed for all hazardous materials commodity flow survey (HMCFS) projects funded with HMEP grant program funds. To view this guidance or to order it, please refer to the link: https://nap.nationalacademies.org/catalog/14559/guidebook-for-conducting-local-hazardous-materials-commodity-flow-studies. As envisioned, this project will include, as a minimum, completion of the following tasks:

- **Collection, analysis and categorization of survey and published data related to the transport of Tier II (i.e., EHS) hazardous substances within the nine LEPC member counties, including but not limited to information regarding:**
    - **the identification and classification of hazardous commodities being transported throughout Region IV.**
    - **the identification of transportation routes most likely to be used to transport specific hazardous substances.**
    - **the determination of the types of unique transportation containers used in the transport of these materials.**
    - **the assessment of the potential impact of hazardous substances released along the identified transportation routes, especially high population areas and key vulnerable facilities.**
- **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.**
- **Creation of a regional 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.**
- **Creation of an Executive Summary highlighting the findings and conclusions, and operational issue.**
- **Preparation of regional and individual county base and aerial maps showing the relative location of each Tier II corridor (i.e., roads, rail and rivers) and impact zones within the Region.**
- **Preparation of a draft and final document for submission to the LEPC.**
- **Flow of Hazardous Materials through the Roads and Highways.**
- **Existing Data Overview:**
    - **Acquire information on incident and accident information for the study area; previous CFS, local, state and federal data on hazardous materials transportation, information maintained by local hazardous materials facilities and carriers, trade, environmental, and social advocacy organizations, and printed maps, etc.).**
    - **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).**
    - **Identify facilities in the jurisdiction that receive, produce and transport hazardous materials, identify the transportation routes and the chemicals transported.**

- **Evaluate existing data such as flow of commodities, hazardous materials, hazard class, traffic corridors, hazard traffic origin/destination, hazardous materials transported, etc. through the jurisdiction.**

- **Analyze existing data and evaluate new data needs.**

- **New Data Collection**

  - **Interview local emergency responders, emergency managers, etc. to determine priority survey locations, transportation corridors, volume, frequency and time of shipments, and content of hazardous materials transport, etc.**

  - **Develop strategies for field data collection in collaboration with LEPCs/emergency managers/local subject matter experts.**

- **Develop a Survey Plan**

  - **Survey locations – maps and target survey sites, determine how the data collection sites will be chosen based on consultation with locals.**

  - **Dates, times, and duration of surveys.**

  - **Develop project data collection methods, count intervals, describe precision, efficiency, and accuracy.**

  - **Data collection of main targets:**

    - **Overall truck traffic passing through the study area.**

    - **Local movement of hazardous materials by container type and configuration.**

    - **Local movements by hazard class and division and UN NA number.**

    - **Total movement and peak transportation times of the day.**

    - **Total movement and peak transportation by day of the week.**

    - **Placard count per site and per traffic direction – east/west/north/south or turning movements at intersections.**

    - **Routes and/or locations with highest placard counts.**

    - **Shipment sizes and packing methods, specific materials, and shipment origin and destination.**

    - **Identification of top ranked 30 chemicals transported through local roads and highways.**

  - **Data Collection Strategy**

    - **Use appropriate statistical methods to determine sample size per segment of a road. The confidence level for sample size must be equal to or great than 90% and the margin of error for sample size must be less than 5%.**

    - **Count Intervals – things to be considered**

      - **Starting count intervals on the 30-minute or hour can ease data analysis for differences in traffic patterns by time of day.**

- **Using count intervals in even fractions of an hour simplifies the extrapolation of counting segments into 1-hour periods; 1-hour counts are preferred, and 30-minute is a secondary option.**

- **Conducting at least 1-hour or 30-minute counts reduces the effects of traffic variation while providing sufficient timeframes for recording traffic counts.**

- **Longer count durations are possible, but they should be recorded in separate 30-minute or 1-hour segments.**

  - **Determine what resources will be needed for field data collection**

  - **Determine the data elements that will be collected during the survey (type of vehicles, no of vehicles, placard ID, hazard class, etc.) – develop the survey form**

  - **Determine:**
    - **Number of data collection sites per road or per highway segment.**

    - **Sample size based on statistical requirements and availability of resources.**

    - **Number of observations to be collected at a collection site during a 24 hour period to determine the peak traffic.**

    - **Number of observations to be collected at a collection site during the peak hours to determine flow of hazardous materials/commodities (collect at least six 1-hour samples per day per location for each traffic direction. Use appropriate intervals to spread the data collection throughout the day.**

    - **Number of days will be spent on data collection per location to determine the variation of hazardous materials traffic through the day of the week (collect data for at least 5 days a week).**

    - **Schedule data collection - times of the day, days of the week, times of the year, etc.**

    - **Submit data collection strategy/plan, survey form to the Region 6 LEPC for review and approval before data collection begins.**

- **Data Validation:**

  Validate collected field data to ensure that the collected field data meets the data requirements of the HMCFS objectives. Check if precision of collected data match data requirements and what other information might help meet the HMCFS objective data requirements. Verify:

  - **If the collected data are appropriately documented.**

  - **If there are data outliers or questionable values.**

  - **Were the data collected at similar locations consistent; and**

  - **If the information is consistent across different sources (existing and new data from interviews, databases, surveys, etc.). Assess the need for new data collection and data refinement and address any issues.**

- **Rail Road**

  - **Analyze data on train derailments and chemical releases, depicts in tables**

  - **Analyze data on roadway-rail grade crossings, determine vulnerable locations**

- **Include summary of hazardous incidents involving trains**
- **Estimates peak hour of traffic through the rail traffic corridor, list in tables**
- **List top 30 hazardous chemicals passing through the study area by the railroads in the region**

- **Pipeline**
  - **Provide relative breakdown of hazardous materials shipped through pipelines by total volume**
  - **Evaluate past accidents and trends**
  - **Identify pipeline corridors and vulnerable areas**
  - **Provide a summary of yearly volume of hazardous materials shipped via pipeline**

- **Hot Spots**
  - **Identify hot spots**
  - **Identify areas and facilities along major traffic routes that are at a higher level of risk**
  - **Geographical areas where a spill or release could create significant risk to the population**
  - **Evaluate potential impact on critical facilities along the traffic corridor due to a hazardous materials release**
  - **Evaluate impact of a spill or release on environmentally sensitive areas and bodies of water that are sources of drinking water**
  - **Evaluate risks at rail grade crossing**
- **Identify Emerging Risk Sources:**
  - **Identify potential issues arising from community changes that could elevate risk and vulnerability along emergency routes**
  - **Consider traffic growth exceeding capacity**
  - **Development of future critical facilities along the traffic corridor**
  - **Identify growth of population requiring special consideration**
  - **Likelihood of spill event based on past experience and worst-case scenarios**
  - **Potential increase in hazardous materials transportation**
  - **Number of major roadway transport corridors included in the Commodity Flow Survey**
- **Conclusion and Recommendations**
  - **Consider variability of local needs and conditions, assumptions and limitations, make recommendation.**
  - **Need for new data in the future, gaps observed**
  - **Describe of regional emergency response capacity, on and off facility sites, public and private**

- **Identify community coordinators and facility emergency coordinators responsible for developing and implementing the emergency plans**
- **Outline of emergency release notification procedures in effect and recommend improvements**
- **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.**
- **Describe local emergency equipment assets and facilities and the persons responsible for them**
- **Outline existing evacuation and sheltering in-place plans and recommend changes as may be appropriate**
- **Recommend training programs for emergency responders (based on local need, identified hazards, and probable response timelines)**
- **Recommend methods and schedules for exercising emergency response plans**
- **Suggest ways to effectively integrate the above into the all-hazards community Emergency Operations Plan (EOP)**
- **Recommend maintenance of the plan**

- **Resources**

  Text, matrices, lists, tables, charts, graphs, maps, etc. for different materials classifications, modes, and network segments, including all existing data sources, reports, statistics, and documents that were used, glossary, acronyms, and references.

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 transport and/or store hazardous materials to insure that each county's existing Hazardous Materials Response Plan can be accurately updated and uniformly formatted within the regional plan.**
- **that uniformity in standards, definitions, guidelines, protocols, and presentation will be established in conformity with the existing Regional Hazardous Materials Response Plan and adhered to throughout the Regional Commodity Flow Study.**
- **that the project will be completed on time and within budget.**

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:**
  - **Comprehensive General Liability Insurance:**
  - **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.**

- **The awarded contractor must provide an insurance certificate to the county indicating such coverage.**

- **Workers' Compensation Insurance: Statutory coverage.**

- **The awarded bidder shall provide the county with a Certificate of Insurance evidencing the coverage required above. Bidder must provide certification of insurance before commencing work in connection with the contract. Failure to provide and continue in force such insurance shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.**

DELIVERABLES

The contractor shall provide the LEPC with a regional commodities flow study that includes county-specific corridor and hazardous materials transport information, including but not limited to a) a general site map showing the relative location of each Tier II corridor and potentially high impact zones within the Region; 2) an inventory of each Tier II chemical, as defined by the 2024 Emergency Response Guidebook, transported through each corridor; and 3) 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).

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. There will be electronic versions, in Microsoft Word format, of the report provided on 2 individual USB thumb drives.

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.

The selected contractor must be available to begin work on the project by October 1, 2025, and must be completed with the project as of September 8, 2026*. (*Dependent on grant funding, this Project may need to be completed over two years, with four counties due September 2026, and five counties due September 2027).

The applications will be reviewed prior to the regularly scheduled January 14, 2025, Region 6 LEPC meeting. Information from these RFP's will be used for a HMEP grant application for FY26. 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 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 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 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.**

Bidders are required to supply each item identified on this list in the order specified to qualify for the evaluation process.

NO	ITEM DESCRIPTION	NO. OF COPIES
1	Cover letter signed by an authorized individual to bind their proposal	1
2	Provide a narrative of your company's qualifications and experience	1
3	List key personnel that will be assigned to this contract – person's name, title, years of experience, and any other relevant qualifications	1
4	Project Timetable	1
5	Cost of your firm's professional services	1
6	Provide references as described in section 1.14. References must be provided for all companies under the contract	1
7	Identify any sub-contracts (if applicable) that will provide services under your proposal	1
8	Any exceptions to the RFP requirements, including areas that may be subject to negotiation.	1

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.

RFP DEADLINE

The submission deadline for this request is 1:00 PM, Thursday January 9, 2025. Submissions received after this time and date will not receive consideration.

PAYMENT OPTIONS

The successful applicant shall have the option of receiving payment upon completion of all identified performance measures, or quarterly based upon submission and acceptance of progress reports related to the approved Scope of Work.

DELIVERY INSTRUCTIONS

RFP submissions must be delivered prior to the aforementioned deadline at the office of Patti Ruff, LEPC Chair:

CLAYTON COUNTY ENVIRONMENTAL
600 Gunder Road, Suite 12
Elkader, Iowa 52043

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 to Patti Ruff, LEPC Chair at *pruff@claytoncountyia.gov* prior to the above deadline. Voice verification of receipt for mailed, e-mailed or parceled submissions may be made by calling (563)-245-2451.