

**LOCAL EMERGENCY PLANNING COMMITTEE
Emergency Support Function 10 Standardization RFP**

Overview

This Request for Proposal (RFP) is not a contract and shall not be interpreted as such. Rather, this RFP only serves as the instrument through which proposals are solicited. The intent of this RFP is to seek proposals from contractor(s) who can create/develop a standardized Emergency Support Function – 10 (ESF-10) Oil and Hazardous Materials Plan for the Northeast Iowa Regional Planning Committee which encompasses the counties of Allamakee, Bremer, Butler, Chickasaw, Grundy, Hardin, and Howard (LOCAL EMERGENCY PLANNING COMMITTEE). For the purposes of this grant, we are using the Northeast Iowa Response Group (NIRG) jurisdictional boundaries which include the above counties with the addition of Black Hawk, Poweshiek, Tama and Winneshiek Counties. The funding for this project will come from the 2012 Hazardous Materials Emergency Planning (HMEP) Grant.

Scope of Services

The scope of services required is identified within the Description of Services.

Instructions to Contractors

By submitting a proposal, the contractor warrants that they have examined the specifications and have fully acquainted themselves with all conditions and restrictions pertaining to the work and the execution thereof. No claim for any extra or extension of time will be allowed for failure to observe this requirement. Failure to comply with a complete response can result in rejection of response.

Submission Deadline:

Proposals may be mailed or delivered in person to:

Roxane Warnell
Hardin County Emergency Management Agency
1201 14th Ave.
P.O. Box 171
Eldora, Iowa 50627

To arrive by 4:00 p.m. on March 15, 2012. Proposals received after that time, for any reason, will not be accepted and will be returned unopened. Postmark dates will not be considered as the basis for meeting any submission deadline.

Official Agency Contact:

All proposals/materials must be submitted to and communications shall be with:

Roxane Warnell
Hardin County Emergency Management Agency
1201 14th Ave.
Eldora, Iowa 50627
Office Telephone: (641) 939-8132
Email: rwarnell@hardincountyia.gov

Sealed Proposals

Proposals must be submitted in a SEALED envelope or carton, clearly marked with RFP NIREPC and the name and address of the contractor. Any material that is not so received may be opened as general mail, and result in invalidating the contractor's submission. Facsimile, electronic submissions or unsealed proposals will not be accepted.

Number and Submission of Proposals

Contractors shall submit ONE original paper copy of their proposal and six (6) copies of their proposal. Any proposal which is deemed incomplete or does not follow the prescribed format may not be considered.

Meetings with Contractors

At its discretion, the Local Emergency Planning Committee may convene meeting(s) with contractors in order to gain a more complete understanding of the proposals. The meeting may involve demonstrations, interviews, presentations, or site visits. If the Local Emergency Planning Committee decides a meeting is warranted, the Official Agency Contact will telephone Contractors to make an appointment.

Required Format for Proposals

All proposals must follow the required format below and address all requirements listed in the prescribed order. Failure to follow the required format may result in the disqualification of a proposal. Provide the information requested below:

- A. Contractor Information
 - Name of contractor
 - Business Location
 - Mailing Address
 - Telephone Number
 - E-Mail Address (If Available)

- B. Contractor's Representatives

The proposal must be signed by an authorized official. The proposal must also provide the name, title, address and telephone number of individuals with authority to bind the company, and for those who may be contacted to clarify the information provided.

C. Qualifications

Describe your experience, education and training, special knowledge, skills or abilities necessary to meet the required minimum qualifications of the RFP. Recommendations from past similar work are encouraged.

D. Proposal Pricing

Contractor shall specify costs per county and overall cost of completed ESF-10 Standardization project.

Affirmations Concerning Contract and Conditions

Include a written statement, signed by the Contractor, that the Contractor has read and accepts the RFP's conditions, the agency's standard contract, and conditions.

Conformity and Completeness of Proposals

To be considered acceptable, proposals must be complete and conform to all RFP instructions and conditions.

Stability of Proposed Costs

Any proposals from contractors must be valid for a period of 60 days from the due date of the proposals.

Rights Reserved to LOCAL EMERGENCY PLANNING COMMITTEE

The Local Emergency Planning Committee reserves the right to award in part, or reject any and all proposals in whole or in part. The Local Emergency Planning Committee reserves the right to accept the non-lowest cost proposal.

Contract Term

All services must be rendered under this RFP on or before July 15, 2012. The contract will not be extended for any period beyond the length of the original contract term.

Description of Services

Background

The Northeast Iowa Regional Planning Committee is concerned about the potential for a serious problem in the NIRG Region resulting from a hazardous materials transportation accident – road, rail, or air. Our objective is to retain a Contractor who has the expertise to gather, analyze and organize data sets such as spreadsheets, digital maps, Material Safety Data Sheets, SARA Tier II reports (Emergency & Hazardous Chemical Inventory), etc.) From each county to assemble into an Iowa Homeland Security/DOT approved Emergency Support Function - 10 Oil & Hazardous Materials (ESF-10).

It is anticipated that the funding for this project will be provided by the Northeast Iowa Regional Planning Committee, primarily through the FFY 2012 Iowa Hazardous Materials Emergency Preparedness Grant Program (HMEP).

The scope of this standardization project includes acquisition of SARA Tier II data, via the Iowa Department of Natural Resources HERE program and other sources (including local emergency management agencies), creation of maps, tables, and text based on Tier II data, for an overall standardized ESF-10 to be utilized in above named counties' Comprehensive Emergency Response Plans. Completed work will include overall ESF 10 information that applies to all counties, with subsections dedicated to each county described above. Upon completion, each county will receive one hard copy of the product and one electronic copy of the product. Two hard copies and one electronic copy will also be provided to the grant administrator for use by the Northeast Iowa Response Group.

For the purpose of the RFP, hazardous materials can be defined as any item or agent (biological, nuclear, incendiary, explosive, radiological, or chemical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Hazardous materials are defined and regulated in the United States primarily by laws and regulations administered by the U.S. Environmental Protection Agency (EPA), the U.S. Occupational Safety and Health Administration (OSHA), the U.S. Department of Transportation (DOT), and the U.S. Nuclear Regulatory Commission (NRC). Each has its own definition of a “hazardous material.”

Scope of Work

The Scope of Work is for a standardized Emergency Support Function - 10 providing overall detail applicable across the area and with county-specific information following, in the same product. The Contractor shall provide trained staff and equipment for the ESF-10 Standardization Project. The primary components, requirements, and specifications of the RFP for which a subsequent contract will be awarded will include:

- I. Project Management
- II. Data Acquisition/Map, Table, and Text Creation
- III. Assemblage of Final Product
- IV. Final Report and Presentation to NIREPC

Project Management

Project management shall encompass a number of activities, such as: planning, scheduling, and coordination; administrative support for data analysis, map, tables, and text development, assemblage of information, and final presentation of an Iowa Homeland Security/DOT approved product.

Data Acquisition/Map, Table, and Text Creation

Contractor will gather data from the Iowa Department of Natural Resources, Tier II reports, local emergency management coordinators, and other sources necessary to create an approved ESF-10 applicable to all participating counties.

Assemblage

Contractor will read, refer to, and comply with Iowa Homeland Security and Emergency Management and U.S. Department of Transportation Guidance for creating a standardized ESF-10 applicable for all counties listed above. Contractor may add, without cost, any other information the Contractor finds meaningful to the success of the ESF-10.

The Contractor will be responsible for the overall design and creation of the standardized ESF-10 while reaching the Local Emergency Planning Committee goal of collecting useful data.

Scheduling

The Contractor will coordinate the scheduling of data acquisition activities with the Official Agency Contact.

Coordination

The successful Contractor must be capable of assembling, directing, and managing team(s) that can work with local county officials.

Monitoring

Contractor shall provide project management to oversee monitoring operations and activities in the field.

Communication

The Contractor shall appoint a person whose responsibilities include reporting directly to the designated Official Agency Contact. The Contractor shall be available for communication at all times during the ESF Standardization Project contract period.

Project Timeline

The completed compliant project shall be presented to the NIREPC no later than July 15, 2012.

Presentation of Results

The Contractor will provide a formal presentation of the Standardized ESF-10 to the NIREPC.

Outcomes (Deliverables)

The Northeast Iowa Regional Planning Committee plans to provide the results of this Standardized Emergency Support Function - 10 to local officials to assist in their emergency preparedness planning activities. This information will also be submitted to Iowa Homeland Security for approval.

Submission of Documents

The Contractor will submit a final written report that contains the data, findings, maps, charts and spreadsheets with written descriptions of findings to the Northeast Iowa Regional Planning Committee.

All work must be completed on or before July 15, 2012.

The Contractor will make available a paper copy and an electronic copy for each county. Two additional printed copies and one electronic copy of the Standardized Emergency Support Function - 10 will be provided to the Northeast Iowa Regional Planning Committee for use by the Northeast Iowa Response Group. Reports shall include copies created in Microsoft Word/Excel format.

Payment to Contractor will occur following official approval of project product.

References:

Superfund Amendments and Reauthorization Act of 1986 (SARA).

On October 17, 1986, President Ronald Reagan signed into law the Superfund Amendments and Reauthorization Act of 1986 (SARA). This act amended the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), commonly known as Superfund.

A free-standing law, the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) was commonly known as SARA Title III. Its purpose is to encourage and support emergency planning efforts at the state and local levels and to provide the public and local governments with information concerning potential chemical hazards present in their communities.