Hazard Analysis Summary

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 Hazard Analysis Summaries for the Northeast Iowa Regional Planning Committee which encompasses the counties of Allamakee, Bremer, Butler, Chickasaw, Grundy, Hardin, and Howard (LEPC). 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 (11 counties total). The funding for this project will come from the 2013 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:
Darrell Knecht
Howard County Emergency Management Agency
124 South Park Place
Cresco, Iowa  52136

to arrive before 4:00 p.m. on June 14, 2013. 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:
Darrell Knecht
Howard County Emergency Management Agency
124 South Park Place
Cresco, Iowa  52136
Sealed Proposals
Proposals must be submitted in a SEALED envelope or carton, clearly marked with RFP NIRPC 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 LEPC 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 LEPC 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 Hazard Analysis Summary 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 LEPC
The LEPC reserves the right to award in part, or reject any and all proposals in whole or in part. The LEPC reserves the right to accept the non-lowest cost proposal.

Contract Term
All services must be rendered under this RFP on or before September 1, 2013. 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 and organize data (maps, Tier II reports, etc.) from each county to assemble a Hazard Analysis Summary utilizing DOT guidelines pertaining to such.
It is anticipated that the funding for this project will be provided by the Northeast Iowa Regional Planning Committee, primarily through the FFY 2013 Iowa Hazardous Materials Emergency Planning Grant Program (HMEP).
The scope of this standardization project includes acquisition of Tier II data, via the Iowa DNR HERE program and other sources (including local emergency management agencies), creation of maps, tables, and text based on Tier II data (as applicable), for (2) Hazard Analysis Summaries for each of the 11 Counties listed in this grant application for a total of 22. Any hazardous substance that is utilized or stored at a location is brought in and out via a transportation corridor of some form. This project will provide; route identification, hazard identification, vulnerability analysis (vulnerable facilities) of a transportation accident, and risk analysis of hazardous substances being transported in and out of these locations. This will also identify how (what methods) hazardous substances are transported in and out of these locations. This project will be done in compliance with DOT guidelines that cover Hazard Analysis Summary.

The finished product will be used to update / enhance individual County ESF10’s and / or a county’s Comprehensive All Hazard Response Plan, as well as be used by responders and the Hazmat team to train according to the findings of the summaries.

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 Hazard Analysis Summaries providing detail applicable to a community / county. The Contractor shall provide trained staff and equipment for the Hazard Analysis 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 Hazard Analysis Summary 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 Hazard Analysis Summary.

The Contractor will be responsible for the overall design and creation of the Hazard Analysis Summary while reaching the LEPC 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 September 1, 2013.

**Presentation of Results**
The Contractor will provide a formal presentation of the Hazard Analysis Summary to the NIREPC.

**Outcomes (Deliverables)**
The Northeast Iowa Regional Planning Committee plans to provide the results of these Hazard Analysis Summaries 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 September 1, 2013.

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.