

Ethanol Exercise

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 2 tabletop exercises and 2 full-scale exercises to test response capabilities to an ethanol transportation incident 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 2014 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:

Trisha Rooda
Poweshiek County Emergency Management Agency
4802 Barnes City Rd PO Box 166
Montezuma, Iowa 50171

to arrive before 4:00 p.m. on January 30th, 2014. 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:

Trisha Rooda
Poweshiek County Emergency Management Agency
4802 Barnes City Rd PO Box 166

Northeast Iowa Regional Emergency Planning Committee

Montezuma, Iowa 50171
Office Telephone: (641) 623-4357
Cell Phone: 641-990-1219
Email: ema@poweshiekcosherriff.com

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 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 tabletop and full scale and overall cost of completed Ethanol Exercise 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, 2014. 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 ethanol materials transportation accident ó road, rail, or air. Our objective is to retain a Contractor who has the expertise in ethanol-related transportation exercises.

It is anticipated that the funding for this project will be provided by the Northeast Iowa Regional Planning Committee, primarily through the FFY 2014 Iowa Hazardous Materials Emergency Planning Grant Program (HMEP).

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 ethanol exercises providing detail applicable to a community / county. These exercises will enhance the response capabilities of local fire, law, EMS, and the Northeast Iowa Response Group by providing them with a better knowledge of the transportation routes of hazardous materials in and out of ethanol facilities and traveling on our roadways in their respective counties. This enhanced responder capability and knowledge will translate into improved protection and safety for the citizens of the Counties/Communities involved. The Contractor shall provide trained staff and equipment for the ethanol exercises Project. Contractor must provide all paperwork for the 2 tabletop exercises and 2 full-scale exercises. The narrative, goals, objectives, and sign-in sheet for each individual exercise. The primary components, requirements, and specifications of the RFP for which a subsequent contract will be awarded will include:

- I. Project Management
- II. Hot Wash
- III. AAR Report

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.

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 contract period for these exercises.

Project Timeline

The completed compliant project shall be presented to the NIREPC no later than September 1, 2014.

Presentation of Results

The Contractor will provide an AAR for each individual exercise for each county.

Outcomes (Deliverables)

The Northeast Iowa Regional Planning Committee plans to provide the AAR of these ethanol exercises 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 AAR that complies with HSEEP for the table exercises and full-scale exercises.

All work must be completed on or before September 1, 2014.

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 table exercises and full-scale exercises 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.

