



## CITY OF ALBANY, OREGON

### REQUEST FOR PROPOSALS (RFP)

#### Regional HazMat Full-scale Rail Release Exercise

**Proposals Due by 2:30 p.m. (Pacific Time), Tuesday, February 13, 2024**

Notice is hereby given that the City of Albany ("City") is requesting proposals from qualified Contractors to provide services to develop and conduct a hazardous materials release full-scale exercise. The purpose of the exercise is to evaluate and improve coordination between emergency responders, and review procedures and coordination for response, warning, and evacuation of the immediate vicinity in the area of the accident.

The scope of services include:

- Exercise to be built around a hazardous materials transportation rail accident occurring at the railyard in Albany, Oregon.
- Develop the exercise, including all written documentation and evaluation materials.
- Conduct the exercise, including a Master Scenario Events List (MSEL) and injects.
- Conduct hot wash and after-action review.
- Provide After-Action Report and Improvements Report.
- Total exercise time should be no more than six hours, including pre-exercise discussion, exercise, hot wash, and wrap-up. An additional session for after-action review will be scheduled later.

This procurement is being made in accordance with 2 CFR § 200.320 and ORS 279B.060. The Contractor must comply with *Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.

Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at [diane.murzynski@albanyoregon.gov](mailto:diane.murzynski@albanyoregon.gov), and Kate Hennessy, Administrative Assistant/LEPC Information Coordinator, at [kate.hennessy@albanyoregon.gov](mailto:kate.hennessy@albanyoregon.gov).

Time is of the essence to acquire a qualified Contractor to provide the required services within the grant timeline. Proposal responses must be submitted electronically to Diane Murzynski, in the Finance Department, at [procurement@albanyoregon.gov](mailto:procurement@albanyoregon.gov), and received not later than 2:30 p.m., (Pacific Time), Tuesday, February 13, 2024, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "Regional HazMat Full-scale Rail Release Exercise". Proposals received after the closing date and

time will not be opened or reviewed. Proposals shall be valid for 120 days after opening unless otherwise specified.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 15TH DAY OF JANUARY 2024.

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB  
Contracts and Procurement Officer

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