



CITY OF ALBANY, OREGON REQUEST FOR PROPOSALS (RFP)

Linn-Benton Counties Emergency Response Plan (ERP) Update and Tabletop Exercise

Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, February 14, 2023

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals from qualified contractors for two Projects, 1) to conduct an update of the Linn-Benton Counties Emergency Response Plan for the Mid-Valley Local Emergency Planning Committee (LEPC), and 2) to develop and facilitate a tabletop exercise of the newly revised Emergency Response Plan. The purpose of the exercise is to evaluate and improve coordination between emergency responders, and review procedures and coordination for response, warning, and evacuation at a location in Benton County.

The scope of services for Project 1 includes:

- Review and update current ERP for conformity with applicable federal and state guidelines for emergency planning
- Identify routes used to transport Extremely Hazardous Substances (EHS) to the facility; identify chemicals present at the sites
- Review and refine current plume models and escape routes
- Evaluate and rank EHS facilities in terms of risk
- Enhance regional coordination with public and private sector responders and identify public education and outreach opportunities

The scope of services for Project 2 includes:

- Develop the exercise, including all written documentation and evaluation materials
- Conduct the exercise according to Homeland Security Exercise and Evaluation Program (HSEEP) standards, including a Master Scenario Events List (MSEL) and injects
- Conduct hot wash and after-action review; Provide After-Action and Improvements Reports

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*.

The Request for Proposals may be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>. The City will post all addenda on the City website. Prospective proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net, and Kate Hennessy, Administrative Assistant at kate.hennessy@cityofalbany.net.

Proposal responses must be submitted to Diane Murzynski, in the Finance Department, at procurement@cityofalbany.net, not later than 2:00 p.m., (Pacific Time), Tuesday, February 14, 2023. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line shall include the project name "Linn-Benton Counties ERP Update and Tabletop Exercise".

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 16TH DAY OF JANUARY 2023.



Diane M. Murzynski, NIGP-CPP, CPPO, CPPB
Purchasing Coordinator

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