



CITY OF ALBANY, OREGON REQUEST FOR PROPOSALS (RFP)

HMEP FY 2020-21 Grant for Harrisburg Full-Scale Exercise

Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, September 28, 2021

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 full-scale exercise. The purpose of the exercise is to evaluate and improve coordination between emergency responders, review procedures and coordination for response, warning, and evacuation of the immediate vicinity in downtown Harrisburg, Oregon, and evaluate the LEPC's Emergency Response Plan. Funding for this project will be from a \$20,000 grant received from the Oregon State Fire Marshal's Office.

The scope of services the contractor must provide includes the following:

- 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
- Include 30 to 40 participants in the exercise
- Build the exercise around a hazardous materials transportation rail accident occurring in downtown Harrisburg, Oregon, next to the Harrisburg Fire Department
- Plan the exercise to be no more than four hours, including pre-exercise discussion, exercise, hot wash, and wrap-up. An additional session will be scheduled later for after-action review

The request for proposals can be downloaded from the City of Albany website at <https://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. Inquiries concerning the scope of services should be directed to Kate Hennessy, Mid-Valley LEPC Information Coordinator, kate.hennessy@cityofalbany.net, 541-704-2332.

Time is of the essence to acquire a contractor to develop and conduct a hazardous material full-scale exercise by the project completion date of July 15, 2022, to comply with grant requirements. Proposal responses must be submitted to procurement@cityofalbany.net, not later than 2:00 p.m., (Pacific Time), Tuesday, September 28, 2021. 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 "HMEP FY 2020-21 Grant for Harrisburg Full-Scale 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 23RD DAY OF AUGUST 2021.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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