



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
HMEP FY 2018-19 Grant for Harrisburg Tabletop Exercise
Proposals Due by 2:00 p.m. (local time), Friday, April 19, 2019

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 tabletop 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 the area of the accident, and release and evaluate the LEPC's Emergency Response Plan.

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

- Develop exercise, including all written documentation and evaluation materials
- Conduct exercise, including a Master Scenario Events List (MSEL) and injects
- Conduct hot wash and after-action review
- Provide after-action report and improvements report
- Exercise includes 20 to 30 participants
- Exercise to be built around a hazardous materials transportation rail accident occurring in downtown Harrisburg, Oregon, next to the Harrisburg Fire Department
- Total exercise time is less than four hours, including pre-exercise discussion, exercise, hot wash, and wrap-up. An additional session for after-action review will be scheduled later.

The Request for Proposals may be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

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 M. Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522. Inquiries concerning the scope of services should be directed to Kate Hennessy, Mid-Valley LEPC Information Coordinator, kate.hennessy@cityofalbany.net, 541-704-2332.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (local time), Friday, April 19, 2019 addressed to the City of Albany, Finance Department, Attention: Diane M. Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

Time is of the essence to acquire a contractor to provide services to develop and conduct a hazardous materials tabletop exercise by the project completion date of September 30, 2019 to follow grant requirements.

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 25TH DAY OF MARCH 2019.

Handwritten signature of Diane M. Murzynski in cursive.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

PUBLISH: Albany Democrat-Herald, on Monday, March 25, 2019
Daily Journal of Commerce, on Monday, March 25, 2019