

# REQUEST FOR PROPOSALS

## Clinton County Emergency Management Radiological Emergency Planning Project State Fiscal Year 2025 & 2026

The Clinton County Emergency Management Agency (hereafter referred to as CCEMA) requests proposals from firms or individuals with emergency management and radiological emergency planning experience. CCEMA intends to contract with a qualified individual or firm to provide the planning services required to update its Radiological Emergency Response Plan (RERP) and Standard Operating Procedures under the RERP (SOPs). An interested party or parties may request consideration for this project by submitting a proposal to CCEMA as outlined herein.

### ADVERTISEMENT OF THIS PROPOSAL

In addition to directly soliciting interested parties, a formal Request for Proposals (RFP) shall be posted on the Iowa Emergency Management Association website and the Clinton County, Iowa website for a minimum of three weeks and until the RFP submission deadline.

Interested parties may request additional information regarding this RFP by contacting:

Chance Kness, EMA Coordinator  
Clinton County Emergency Management  
PO Box 2957  
Clinton, IA 52732  
Email: [kness@clintoncounty-ia.gov](mailto:kness@clintoncounty-ia.gov)  
Phone: 563-242-5712

### BACKGROUND INFORMATION

Clinton County, Iowa is a Radiological Risk County and as such must maintain Radiological Emergency Response Plans meeting FEMA guidelines. CCEMA is the lead agency for Radiological Emergency Preparedness functions for the entirety of Clinton County, Iowa.

### PROJECT SCOPE

This project is for the review of the Radiological Emergency Response Plan and associated SOPs which would include as a minimum, completion of the following tasks:

- Review of the current Clinton County RERP, SOPs and attachments for functionality, consistency, and adherence to the FEMA Program Manual for Radiological Emergency Preparedness and NUREG 0654. NOTE: This review does not include re-formatting, re-structuring unless otherwise noted, or rewriting of the RERP and SOPs. The RERP and SOPs have also been reviewed recently and regularly.
- Preparation of checklists for positions within the Clinton County Emergency Operations Center. These checklists shall encompass all-hazards functions as well as Radiological Response specific functions.
- Transition of the Hostile Action Based Annex of the Radiological Plan to being one of the Standard Operating Procedures.
- One Microsoft word copy and one PDF copy on a USB Flash Drive of all documents will be provided to the Clinton County Emergency Management Coordinator.

## **EXPECTATIONS**

At a minimum, CCEMA expects that this project will result in the following:

- The contractor will attend a minimum of two in-person meetings when requested, at mutually agreed upon dates and times. Additional virtual or in-person meetings will be at the contractor's discretion.
- The contractor will work closely with the county's EMA Coordinator.
- Uniformity in standards, definitions, guidelines, protocols, and presentation will be established and adhered to throughout the RERP and SOPs.
- The project will be completed on time and within budget.

## **DELIVERABLES**

The contractor shall provide CCEMA with an updated RERP and SOPs, with changes including but not limited to:

- The Hostile Action Base Annex transitioned to an SOP
- A checklist for each EOC position
- Deliverable Timeline
  - Draft of RERP and SOP general review, delivery date of **July 21, 2025**.
  - Any recommendations for changes to this draft will be submitted to the contractor by July 31, 2025.
  - Draft of EOC Position Checklists, delivery date of **September 1, 2025**.
  - Any recommendations for changes to this draft will be submitted to the contractor by September 22, 2025.
  - Final document delivery date of **October 20, 2025**.

## **SELECTION PROCESS**

CCEMA intends to evaluate all proposals through the review of applicant qualifications, experience, expertise, project approach, implementation approach, timeline and project costs. The goal of the evaluation process will be to select the firm/consultant/organization that is best capable of performing the requirements of the project and of meeting the needs of CCEMA.

The selected contractor must be available to begin work on the project **June 23, 2025** and must be completed with the project on or before **October 20, 2025**.

The applications will be reviewed on April 17<sup>th</sup> 2025. A formal decision will be made and all applicants will be notified of the decision via e-mail. All decisions and selections of CCEMA shall be final and not subject to appeal. It should also be noted CCEMA maintains the right to reject any and all proposals submitted to it for consideration.

The terms of the final written agreement executed between Clinton County EMA and the successful Contractor will be drawn from this RFP.

## **REQUIRED SUBMISSION INFORMATION**

Proposals shall be made based on the information contained in this Request for Proposals. The proposal must follow the format as outlined below:

1. Project approach
2. Recommended Scope of Work
3. Proposed level of effort (i.e., proposed hours and costs) required to accomplish the Scope of Work
4. Anticipated timeline for completion of the Scope of Work
5. Credentials of staff who will work on the project
6. Estimated total cost of the project, including the costs of distribution of documents, travel, etc.
7. Any exceptions to the RFP requirements, including areas that may be subject to negotiation.

## **SUBMISSION OF ADDITIONAL INFORMATION**

Additional information concerning the firm or individual consultant may be submitted in support of the selection process. Information may include references, brochures, educational information, organizational data, and summaries of previous work, etc. It is requested that this information be kept brief and concise. Please keep the submittal of additional materials to one inch or less in thickness and formatted to standard letter size (i.e., 8 1/2 x 11) paper.

## **PAYMENT OPTIONS**

The approved contractor will receive one payment upon completion of all identified performance measures. Project completion shall be determined by the Emergency Management Coordinator. The approved contractor will submit a formal invoice along with a copy of the signed contract to CCEMA for approval and processing.

## **RFP DEADLINE**

The submission deadline for this request is **1:00 pm Thursday April 17th, 2025**. Submissions received after this time will not receive consideration.

## **DELIVERY INSTRUCTIONS**

RFP submissions must be received by email, prior to the deadline at the CCEMA Office:

Chance Kness, EMA Coordinator  
Clinton County Emergency Management  
PO Box 2957  
Clinton, IA 52732  
Email: [kness@clintoncounty-ia.gov](mailto:kness@clintoncounty-ia.gov)  
Phone: 563-242-5712

Each prospective firm or individual must submit an electronic PDF file of the RFP response document via e-mail. Voice verification of receipt for e-mailed submissions may be made by calling (563) 242-5712.