

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council (MARC) on behalf of the Mid America Local Emergency Planning Committee representing jurisdictions and agencies in Wyandotte, Johnson, and Leavenworth counties in Kansas seeks to hire an experienced planner to assist in conducting a hazard vulnerability analysis, as outlined in the scope of work for a Hazard Vulnerability Analysis (HVA) provided by KDEM counties, with a focus on vulnerability. This has not been done in several years due to funding limitations. The project will be informed by the Mid-America Regional Hazardous Materials Emergency Preparedness Plan (RHMEPP), last updated in 2026. Results of community engagement meetings conducted to update the RHMEPP will also be available for this project.

B. BACKGROUND

The Mid America Regional Council provides support to the Mid America LEPC that brings together public and private agencies in the three-county area covering Wyandotte, Johnson, Leavenworth, and their mutual aid partners to understand the hazards in the community, and to conduct an analysis of community vulnerabilities from these hazards.

A team comprised of LEPC members from fire service, emergency management, and other relevant agencies, and MARC Emergency Services will work with the chosen contractor to complete a hazard vulnerability analysis, informed by the 2026 Regional Hazardous Materials Emergency Preparedness Plan (RHMEPP), the 2024 Kansas Region L Hazard Mitigation Plan, and the 2025 regional Threats and Hazard Identification and Risk Assessment (THIRA). The contractor will be completing the assigned activities under the LEPC leadership and MARC Emergency Services staff guidance. Participating agencies will help provide in kind match.

Anticipate the participation of 10 or more individuals including representatives from Johnson, Leavenworth, and Wyandotte Counties.

C. SCOPE OF SERVICES

Task 1. Conduct kick off meeting for the project.

Task 2. Hazard Identification: the Contractor will use existing hazards information from the following plans, to ensure a list of hazards identified. The hazards identified will include, but not be limited to, those included in these plans. The information should include pertinent maps as applicable:

1. [Kansas Region L Hazard Mitigation Plan](#) dated October 2024.
2. 2026 Regional Hazardous Materials Emergency Preparedness Plan (RHMEPP), in draft format but expected to be published September 2026.
3. 2025 Threat and Hazard Identification and Risk Assessment (THIRA)

Task 3. From the hazards identified, complete the following tasks to characterize EHS within the community:

1. Identify the top ranked 10 facilities with EHS chemicals in the community:

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- a. List facility name, address, maps, longitude/latitude, and emergency contacts.
- b. List chemicals on site, characterize by:
 - i. Chemical Abstract Service (CAS) #, physical state, type of hazard (explosive, reactive, toxic, etc.).
 - ii. Maximum quantity stored at a time, amount in largest or interconnected vessels.
 - iii. Type and design of container (size and shape) and condition of storage.
- c. Identify transportation routes (on a map) for transporting chemicals, frequency of shipments, form of shipments, and quantity of shipments.
- d. Depict evacuation routes in the event of a chemical release.
- e. Additional facilities contributing or subjected to additional risk due to their proximity to facilities.

Task 4. Vulnerability Analysis: Determine vulnerability of population, property, essential services, and environment from information obtained from hazard identification and community profile, focus on hazards that present greatest risk. Use tables and maps as needed to illustrate results. Assess the following:

1. Estimate vulnerable zones for the top 10 locations with reported EHS and depict on a map.
2. Assess vulnerability based on threat from EHS present at the facility and safeguards present -- such as chemical detection devices, alerting systems, shelter in place, etc.
3. Estimate impact on life (population, animal, endangered species, etc.) in the event of a release.
4. Identify impact on critical facilities within the vulnerable zone.
5. Determine impact on the environment within the vulnerable zones.
6. Determine impact on essential services within the vulnerable zones.
7. Determine impact on response organizations and equipment within the vulnerable zones.
8. Determine vulnerabilities from other technological hazards that were identified in the hazard identification process.
9. Determine vulnerability of population, property, and environment based on potential natural incidents such as flood, tornado, earthquake, storms, severe winter weather, excessive heat, etc.; historical data, forecasts and trends.
10. Determine vulnerability based on historical data on terrorism, civil disorder and any unrest or unlawful use of force, data sources such as homeland security data, and subjects of interest.
11. Determine vulnerability based on historical data on infectious diseases, FAD, biological agents, insects, etc.

Task 5. Risk Analysis. Evaluate risk using the following methods:

1. Describe risk assessment methodologies. Collect chemical risk information (e.g. from EPA's Chemical Emergency Preparedness and Prevention Office), unusual environmental conditions, assess population and properties that could be at risk. Present data in the form of tables. Describe the following:

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- a. Risk rating methods for:
 - i. Chemical Hazards.
 - ii. Natural Hazards.
 - iii. Other Hazards such as Civil Hazards and Vector Hazards.
 - b. Describe models and algorithms used in risk analysis.
2. Estimate risks for each hazard category using risk ratings and prioritizes risk based on conservative estimates and worst-case scenarios. Present data in tables for each hazard categories:
 - a. Prioritize and rate to 10 facilities based on EHS present in the facility, historical accident records, and probability of release based on observation at the facility.
 - b. Estimate probability that a release will occur and any unusual environmental conditions.
 - c. Rate the severity of consequence to life/damage to property/damage to environment, if an actual release were to occur; rank high, medium, low, or use numeric ratings based on appropriate technical consideration.
 - d. Assess risk due to other technological hazards that were identified in the hazard identification process.
 - e. Develop Cascading Hazard Risk Matrix, showing potential secondary risks from primary sources to reflect local conditions. Presents data in tables.
 - f. Assess potential risks for natural events such as flood, drought, wildfire, severe weather, earthquake, landslide, etc.; analyze other unique risk factors that might affect neighboring entities.
 - g. Assess potential Civil Hazards risks from historical and other data sources such as homeland security data, law enforcement data, suspected targets within the jurisdiction, etc.
 - h. Assess Vector Hazard risks from agricultural, ecological, FAD, infectious disease, historical data, etc.

D. PROJECT DELIVERABLES

Key deliverable of this project will include:

- A plan which assembles information concerning hazards, vulnerability, and risk. This plan should:
 - Identify highest threat and recommend response actions.
 - Identify any gaps observed in data collection
 - Establish a time period for which the plan is valid
 - Recommend maintenance of the plan.
- The plan should include, but not be limited to, the following elements: state/county maps and tables, historic site maps, contingency maps and tables, references, acronyms, and glossary

E. TIME OF PERFORMANCE

Term - Contractor shall begin performing the Services on EXECUTION OF CONTRACT and shall work diligently to complete the project to the satisfaction of MARC, in accordance with the terms provided herein, NO LATER THAN DECEMBER 16, 2026.

F. COMPENSATION AND BUDGET

The level of funding for this project will be based on the scope of work and is not expected to exceed \$30,971.

G. PROPOSAL SUBMITTAL REQUIREMENTS

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals, or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers containing descriptions of scientific and technological innovations in which it has a proprietary interest or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law. To be eligible for consideration, one electronic copy (PDF) of the proposal must be received by MARC no later than **5 PM CDT on September 25, 2026**. Late submittals will not be considered. Please submit proposals to Mike Hudson (mhudson@marc.org) and John Davis (jdavis@marc.org).

It is the responsibility of the person submitting a proposal by email to ensure that the proposal has been received by the appropriate MARC staff and is not blocked by a spam filter or rejected because of large attachments. To confirm receipt, you may contact John Davis jdavis@marc.org or Mike Hudson (mhudson@marc.org).

The following items must be addressed in all proposals (please limit to no more than 8 pages plus attachments A & B, if applicable):

1. **SCOPE OF WORK:** MARC staff has developed a general outline of work tasks associated with the Scope of Work and objectives. Respondents must provide a scope of work including specific methodologies and/or approaches that will be used to complete this project.

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- A. The name and address of the contracting firm, together with the name, telephone, and e-mail address of the primary contact person for purposes of this proposal
 - B. See Attachments A&B
2. **CONTRACT PRICE:** Proposals should indicate the cost of services to be provided broken down by 1. Hazard identification and documentation, 2. Development of the HVA, and 3. Total costs.
3. **QUALIFICATIONS:** Proposals should indicate the qualifications of the proposer in planning and execution appropriate to this project. A brief narrative (two pages maximum) regarding the contractor's capabilities to carry out this project, including areas of expertise to which the contractor may have access. Proposals should also include:
 - A. A listing of similar projects undertaken within the last five (5) years, by proposing contractor, showing contract amounts and description of work performed
 - B. Resumes of key professionals and staff who will be assigned to this project
 - C. References
4. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal the company's Affirmative Action Plan (see *Attachment A*).
5. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (*Attachment B*).
"Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" is a certification that the proposer is not on the U.S. Comptroller General's Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.

H. SELECTION PROCEDURE

The selection committee will review the responses received against the criteria and determine if follow-up telephone interviews are desired. If interviews are warranted, they will be scheduled the week of September 28, 2026.

MARC reserves the right to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject all responses received as a result of this Request or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of

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monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted because of the Request for Proposal.

MARC reserves the right to suggest to any or all proposers to the Request for Proposals that such proposers form into teams of firms or organizations deemed to be advantageous to MARC in performing the Scope of Work. MARC will suggest such formation when such relationships offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter any suggested relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

I. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor will be evaluated according to the following factors, in order of priority:

- A) Specialized experience and technical competence of the contractor and assigned staff relative to the scope of work and task requirements outlined in this RFP.
- B) Understanding the nature of the project
 - 1) Understanding the proposed scope of work
 - 2) Understanding the required elements
 - 3) General understanding of the regional nature of the project
 - 4) General organization and clarity of the proposal
- C) References reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities.
 - 1) Quality of final product
 - 2) Ability to meet work schedules.
 - 3) Responsiveness to client input
- D) Project cost, schedule of persons
 - 1) Project schedule and timeliness of products
 - 2) Total project cost

J. INTERVIEW/PRESENTATION

The project selection team may require a virtual interview/ presentation from contractors submitting a proposal.

K. CONTRACT AWARD

MARC will notify the selected candidate by telephone and email. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, MARC will notify, via email, the candidates who are not selected.

L. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 801 Pennsylvania, Suite 400, Kansas City, MO 64105. Protests should be made immediately upon the occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receiving the protest, MARC's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

M. PROCUREMENT SCHEDULE

The following is a tentative schedule for the Contractor selection process:

Activities	Schedule
RFP issued	September 4, 2026
Proposals Due	September 25, 2026 (5pm CDT)
Interviews as needed	TBD (if needed)
Selection	October 2, 2026
Contract Execution	Immediately after contract negotiation
Project Completion	December 16, 2026

ATTACHMENT A: AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. The date plan was adopted.
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals.
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and ensuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and timetables)

ATTACHMENT B: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.