



City of Bridgeport, West Virginia
Office of Emergency Management
Request for Proposal (RFP)
Emergency Operations Plan (EOP) Update

I. Purpose

The City of Bridgeport, West Virginia is soliciting proposals from qualified firms or individuals to perform a comprehensive update of the City's Emergency Operations Plan (EOP). This update will include a full review of the existing plan, a detailed gap analysis, and the development of a new Recovery Annex designed to streamline disaster recovery and enhance alignment with FEMA's Public Assistance Program requirements.

All updates must ensure full compliance with FEMA's *Comprehensive Preparedness Guide (CPG) 101 Version 3.1*.

II. Scope of Work

The selected consultant shall:

1. Review and Gap Analysis

- Conduct a full review of the current Bridgeport Emergency Operations Plan.
- Identify gaps, inconsistencies, and outdated elements in accordance with CPG 101 v3.1.
- Assess functional annexes, hazard-specific appendices, and command structure elements for operational accuracy and efficiency.

2. Development of Recovery Annex

- Develop a comprehensive Recovery Annex as a new component of the EOP.
- The annex should address recovery operations including:
 - Damage assessment protocols.
 - Documentation and tracking of recovery expenses.
 - Procedures to streamline FEMA Public Assistance reimbursement.



- Coordination roles and responsibilities across departments.
- Short-term and long-term recovery priorities.

3. Plan Integration and Finalization

- Ensure that all changes and additions integrate seamlessly into the existing EOP.
- Conduct stakeholder review meetings to validate updates.
- Provide a final deliverable in both editable and print-ready formats.

III. Deliverables

- Written gap analysis report summarizing findings from the EOP review.
- Draft and final versions of the updated EOP with the integrated Recovery Annex.
- Stakeholder meeting facilitation and revision cycle based on feedback.
- Compliance checklist demonstrating adherence to FEMA CPG 101 v3.1.

IV. Proposal Requirements

Each proposal shall include:

- **Detailed Work Plan:** Timeline with clearly defined milestones and estimated completion dates for each phase of the project.
- **Cost Summary:** Breakdown of costs, including labor, materials, travel (if applicable), and any other direct or indirect charges.
- **Qualifications and Experience:** Summary of relevant project experience, qualifications of key personnel, and references from similar work.

V. Submission Instructions

All proposals must be received no later than **August 15, 2025**. Proposals should be mailed or delivered to:



Timothy Curry

Director of Emergency Management

City of Bridgeport

515 W. Main Street

Bridgeport, WV 26330

Questions regarding this RFP or requests for an electronic copy of the current Emergency Operations Plan may be submitted via email to: tcurry@bridgeportwv.gov

Late submissions will not be considered. The City of Bridgeport reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposal process.

VI. Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of the project scope and objectives.
- Clarity and feasibility of proposed timeline.
- Cost-effectiveness and value.
- Relevant experience and past performance.
- Compliance with FEMA guidance and planning standards.

Issued By:

City of Bridgeport Office of Emergency Management

Date: July 7, 2025