

Request For Proposals
Effingham County, Illinois
Effingham County Natural Hazard Mitigation Plan Five-Year Update

Effingham County is seeking proposals for professional services from qualified firms or individuals, to update the multi-jurisdictional Effingham County Natural Hazards Mitigation Plan (NHMP). The firm or individuals awarded a contract will be required to prepare an updated NHMP and conduct all necessary work needed to receive approval by the Illinois Emergency Management Agency (IEMA) and the Federal Emergency Management Agency (FEMA).

Proposal Content & Evaluation

Each proposal should describe how FEMA requirements will be fulfilled to update the Plan. All proposals must include the following components:

- **Organization overview** which includes the name(s) of all individuals who will conduct the work to research and update the NHMP including their office location, and a summary of their experience with preparing these types of Plans
- **Scope of Work** which describes each recommended task recommended to produce a Plan which can be approved by IEMA/FEMA, how the jurisdictions and public will be involved in the process to develop the Plan, and how the Risk Assessment and Vulnerability Assessment will be conducted.
- **Schedule** showing milestone activities to complete the Plan update
- **Cost estimate**
- **Resumes** of the individuals who will be conducting the work

Applicants who have success in obtaining IEMA/FEMA approval of these Plans, and knowledge of weather, hydrology, topography and other technical information about Central Illinois will receive higher consideration.

References

Each proposal is expected to include the names and contact information of three (3) references.

Award & Length of Contract

Award of this contract is contingent upon Effingham County receiving grant money to fund the Plan update. After a contract is awarded, work is expected to take approximately eighteen months to complete.

Submissions

Proposals must be submitted to Pamela Jacobs, Emergency Manager, Effingham County Emergency Management Agency, 311 Miracle, Effingham, Illinois (ema@co.effingham.il.us) no later than, July 20th 2018. Electronic submissions are encouraged, but paper submissions are also acceptable.