



Hamilton County Emergency Management

100 South Jackson Street

McLeansboro IL

Phone 618.643.3744 Fax 618.643.5114 Email hcema@hamiltonco.us

Request For Proposals

Hamilton County, Illinois

Hamilton County Natural Hazard Mitigation Plan

Hamilton County is seeking proposals for professional services from qualified firms or individuals, to create a multi-jurisdictional Hamilton County Natural Hazards Mitigation Plan (NHMP). The firm or individuals awarded a contract will be required to prepare a Plan 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 create 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 create the NHMP including their office location, and a summary of their experience with preparing these types of Plans
- **Scope of Work** which describes each task recommended to produce an approved Plan
- **Recommended Approach for creating the Plan**
- **Schedule** showing milestone activities to complete the Plan
- **Cost estimate**
- **Three references**

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

Award & Length of Contract

Award of this contract is contingent upon Hamilton County receiving grant money to fund the Plan. Creating the Plan is anticipated to take between twelve and eighteen months.

Submissions

Proposals must be submitted to:

Hamilton County Emergency Management Agency

John N. Taylor – EMA Director

100 S. Jackson Street

McLeansboro, IL 62859

or

hcema@hamiltonco.us

no later than September 10th, 2018. Electronic submissions are encouraged, but paper submissions are also acceptable.