

Request For Proposals
Clay County, Illinois
Clay County Natural Hazard Mitigation Plan

Clay County is seeking proposals for professional services from qualified firms or individuals, to prepare the multi-jurisdictional Clay 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 in preparing 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 prepare 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 Preparing the Plan**
- **Schedule** showing milestone activities towards completing 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 Central Illinois will receive higher consideration.

Award & Length of Contract

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

Submissions

Proposals must be submitted to Steve Lewis, Clay County Emergency Services and Disaster Agency, P.O. Box 365 Flora, Illinois 62839, floraesda@florail.us no later than 10/09/2018, Electronic submissions are encouraged, but paper submissions are also acceptable.