

Request For Proposals  
Mercer County, Illinois  
Update to Mercer County Natural Hazard Mitigation Plan

The Mercer County Office of Emergency Management is seeking proposals for professional services from qualified firms or individuals, to update the multi-jurisdictional Mercer County Natural Hazards Mitigation Plan (NHMP). The firm or individuals awarded a contract will be required to prepare an updated 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 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 task recommended to produce an updated, approved Plan
- **Recommended Approach for Updating the Plan**
- **Schedule** showing milestone activities to complete the Plan update
- **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 are preferred.

**Award & Length of Contract**

Award of this contract is contingent upon Mercer County receiving grant money to fund the Plan update. Updating the existing Plan is anticipated to take between twelve and eighteen months.

**Submissions**

Proposals must be submitted to Angie Litterst - Director, Mercer County Office of Emergency Management, 305 NW 7<sup>th</sup> Street, Aledo, IL 61231 or [angie.litterst@mchdept.org](mailto:angie.litterst@mchdept.org), no later than 4:30 pm, December 20<sup>th</sup>, 2021. Electronic submissions are encouraged, but paper submissions are also acceptable.