



CUMBERLAND COUNTY  
EMERGENCY MANAGEMENT AGENCY  
166 COURTHOUSE SQUARE P.O. BOX 56  
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## **REQUEST FOR PROPOSALS CUMBERLAND COUNTY, ILLINOIS NATURAL HAZARD MITIGATION PLAN**

Cumberland County Emergency Management Agency is seeking proposals for professional services from qualified firms or individuals to create a multi-jurisdictional natural hazard 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 milestones of 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 South Eastern Illinois will receive higher consideration.

### **Award & Length of Contract**

Award of this contract is contingent upon Cumberland County receiving grant money to fund the plan. Creating the plan is anticipated to take between twelve and eighteen months once grant funding is approved.

### **Submissions**

Proposals must be submitted no later than September 30, 2020. Electronic submissions are preferred.

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