



COUNTY OF McHENRY  
PURCHASING DEPARTMENT  
2200 N SEMINARY AVENUE  
WOODSTOCK, IL 60098



## RFP 22-4916 Natural Hazard Mitigation Plan Consultant

The County of McHenry EMA is looking for a qualified firm to provide Consulting Services to Update the Multi-Jurisdictional Natural Hazards Mitigation Plan.

**Please See Full Specifications Below.**

Contact Information:

Geoffrey Bauernfeind, Procurement Specialist

E-mail: [purchasing@mchenrycountyil.gov](mailto:purchasing@mchenrycountyil.gov)

CC E-mail: [gwbauernfeind@mchenrycountyil.gov](mailto:gwbauernfeind@mchenrycountyil.gov)

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden. **ELECTRONIC COMMUNICATIONS REQUIRED.**

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### SCHEDULE OF EVENTS

February 27, 2022	Bid or Request Available on County Website
March 07, 2022	Vendor Questions Submitted no later than 4:00 PM (CST) Submitted by E-Mail to <a href="mailto:purchasing@mchenrycountyil.gov">purchasing@mchenrycountyil.gov</a>
March 10, 2022	Vendor Questions Answered no later than 4:00 PM (CST) Posted to the County Website as an Addendum <a href="https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps">https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps</a>
March 17, 2022	<b>Submissions Due to <a href="mailto:purchasing@mchenrycountyil.gov">purchasing@mchenrycountyil.gov</a> no later than 9:00 a.m. (CST) (PDF and/or Excel sheet emailed, 20mb limit/email)</b> <a href="https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps">https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps</a>

## DESCRIPTION OF WORK AND SPECIFICATIONS

### **Consulting Services to Update the Multi-Jurisdictional Natural Hazards Mitigation Plan**

Table 1: Overview of Tasks and Deliverables

Task	Electronic Deliverables
Task 1: Conduct Project Management	Monthly project status updates
Task 2: Organize Resources	Provide guidance regarding planning committee, setting preliminary goals and objectives and meeting schedule
Task 3: Gather and Analyze Data for Risk Assessment	First Draft of Natural Hazard Risk Assessment
Task 4: Develop Mitigation Projects & Prioritization	First Draft of Mitigation Strategy
Task 5: Complete Multi-Hazard Mitigation Draft Plan & Final Adoption	Final Draft of Completed Plan
Task 6: Grant Options	Perform investigation of grant options

The following paragraphs briefly summarize the work involved with each of these six major tasks.

#### ▪ **Task 1: Conduct Project Management**

The objective of this task is to establish and maintain clear communication and diligent attention throughout the project to ensure that the outcomes meet the expectations of McHenry County.

The Project Team will conduct a project kick-off meeting to introduce the team to key McHenry County staff and members of the McHenry County Natural Hazard Mitigation Planning Team. The kick-off meeting will identify the expectations and responsibilities of each team for a smooth planning process.

The Project Manager will provide monthly project status updates to the Chair of the McHenry County Natural Hazard Mitigation Planning Team. The first draft of each section of the plan and the final draft of the plan will be provided to the chair for distribution among members of the McHenry County Natural Hazard Mitigation Planning Team for review and comment. The comments will be incorporated into the final draft of the plan.

The Project Team will maintain specific requirements for quality assurance/quality control. These include detail checking and independent technical review of each major deliverable. These elements of the project are included in the task and will be provided by the Project Team.

The Project Management task includes project administration, monthly invoicing, and regular telephone conference with the chair of the McHenry County Natural Hazard Mitigation Planning Team as needed. Project administration will involve assigning experienced Project Team staff to the project.

▪ **Task 2: Organize Resources**

The Project Team will meet with the McHenry County Natural Hazard Mitigation Planning Team to discuss:

- FEMA’s requirements for mitigation plans
- County resources, studies, maps, plans to be included in the mitigation plan
- The Project initiation meeting with communities, townships, and any other bodies that the County deems appropriate
- The schedule for the remainder of the planning process
- Preliminary goals and objectives

The successful vendor will provide a draft schedule, a presentation to be given to the remainder of the planning team, a questionnaire regarding resources and a list of resources that the participants should provide. The Chair of the McHenry County Natural Hazard Mitigation Planning Team will proceed with contacting participants and schedule a site, time, and location for all meetings.

▪ **Task 3: Gather and Analyze Data for Risk Assessment**

The Project Team will gather relevant planning documents as well as data provided by Federal and State agencies such as FEMA, the National Weather Service, and the Illinois Department of Natural Resources to thoroughly analyze the natural hazards that threaten the safety of lives and structures in McHenry County. Using information provided by the County, the team will estimate potential losses to structures and infrastructure attributed to natural hazards such as tornadoes, flooding, ice storms, etc.

The Project Team will write the first draft of the Risk Assessment section of the Multi-Jurisdictional Natural Hazard Mitigation Plan and submit it to the Chair of the McHenry County mitigation Planning Team for review and comment. The Project Team will incorporate the comments into the final draft of the plan.

▪ **Task 4: Develop Mitigation Projects & Prioritization**

The Project Team will attend a public meeting of the McHenry County Natural Hazard Mitigation Planning Team to present the findings of the risk assessment as well as to begin developing mitigation strategies that will effectively protect residents and business owners from losses due to natural hazards.

Based on the successful vendor’s experience in developing successful natural hazard mitigation plans as well as the knowledge of the McHenry County Natural Hazard Mitigation Planning Team and those interested citizens who attend the public meeting, the team will write the first draft of the natural hazard mitigation strategy. The natural hazard mitigation strategy will propose actions that the County will implement to reduce the likelihood that a natural hazard will result in a natural disaster. The draft document will be submitted to the Chair of the McHenry County Natural Hazard Mitigation Planning Team for review and comment. The Project Team will incorporate the comments into the final draft of the plan.

▪ **Task 5: Complete Multi-Hazard Mitigation Draft Plan & Final Adoption**

The Project Team will write a complete final draft of the multi-jurisdictional natural hazard mitigation plan for McHenry County. The plan will include a risk assessment and mitigation strategy as well as a process for maintaining the plan so that it continues to be a useful document for the rapidly growing and urbanizing county.

The plan will be submitted to the Chair of the McHenry County Natural Hazard Mitigation Planning Team for review and comment. In addition, the final draft plan will be presented in a public forum for review and comment. Comments will be reviewed, and final modifications will be incorporated into the plan by the Project Team before the plan is submitted to the Illinois State Hazard Mitigation Officer for a compliance review. When FEMA determines that the plan is approvable, the McHenry County Mitigation Planning Team will present the plan to the county board for formal adoption.

- **Task 6: Investigate Grant Options**

The Project Team will investigate grant options to fund this project. In addition, the Project Team will investigate grant options for future disaster relief utilizing their mitigation plan.

**Estimated Costs:** This project should be completed on a fixed fee basis. Estimated costs are to be given for each task as requested.

**Time to Complete:** This project shall be completed within a one (1) year period after receipt of purchase order.

## **REQUEST FOR PROPOSALS (General Terms and Conditions)**

### **DEFINITION**

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

### **RECEIPT and HANDLING of PROPOSALS**

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing contractors.

### **EVALUATION of PROPOSAL**

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

### **EVALUATION CRITERION**

- |                  |   |
|------------------|---|
| 0-30 points      | Response to General Compliance with Requirements of this RFP. Provide a general response to all General Requirements listed within. Any deviations or inability to provide service according to these General Requirements must be provided in this response. |
| 0-40 points      | Response to Statement of Qualifications and/or examples of prior work. Provide a response to each Specification as listed in the Description of Work.   |
| 0-5 points       | References  |
| 0-25 points      | Cost Proposal   |
| Total 100 points |   |

### **NEGOTIATIONS**

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Contractor.

### **NOTICE of UNACCEPTABLE PROPOSAL**

When the Evaluation Committee determines a contractor's proposal to be unacceptable, such contractor shall not be afforded an additional opportunity to supplement its proposal.

**PROPOSAL PRICING FORM**

Task	Fixed Cost Associated with Task
Task 1: Conduct Project Management	\$
Task 2: Organize Resources	\$
Task 3: Gather and Analyze Data for Risk Assessment	\$
Task 4: Develop Mitigation Projects & Prioritization	\$
Task 5: Complete Multi-Hazard Mitigation Draft Plan & Final Adoption	\$
Task 6: Grant Options	\$
<b>TOTAL FOR ALL 6 TASKS</b>	<b>\$</b>

**Exceptions or Considerations:**

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**REFERENCES**

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**CERTIFICATONS AND SIGNATURE PAGE**

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County’s Website  Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended June 1, 2021  Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County’s website.  Yes
- I acknowledge to have read, understand, and agree to any and all **Addenda** provided for this Bid or Request as posted on McHenry County’s website.  Yes
- I acknowledge there to be  FIVE ( 5 ) **Mandatory Pages** , including the W-9 to be completed and/or submitted for my Bid or Submission to be considered.  Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.  Yes
- Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and this Bid or Request  Is Subject to,  Is NOT Subject to the Illinois Prevailing Wage Act.  Yes
- I acknowledge this Bid or Request  Requires,  Does NOT Require a **Bid Bond**  Yes
- I will include my **W-9 as a Mandatory Page** Requirement for this Bid or Request and in addition, under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: \_\_\_\_\_
- I am doing business as a (please indicate one):  Sole Proprietorship  
 Corporation: State of Incorporation: \_\_\_\_\_  
 Partnership  
 Other \_\_\_\_\_

▪ State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:

Name and Title: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Title: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



**THIS PAGE IS MANDATORY – Please Return with Submission**

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from Due Date in order to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Witness Printed Name and Title: \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_