

Tri-County Regional Planning Commission

July 5, 2022
Solicitation for
Statement of Qualifications

For multi-jurisdictional all-hazards mitigation planning and floodplain management services in the Tri-County region of Peoria, Tazewell, and Woodford counties in Illinois.



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**Tri-County Regional Planning Commission
Notice to Consulting Firms
Multi-Jurisdictional All-Hazards Mitigation Plan**

Tri-County Regional Planning Commission (TCRPC), a regional planning agency serving the Tri-County region of Peoria, Tazewell, and Woodford Counties in Illinois, seeks to work with a consultant on behalf of at least 23 jurisdictions throughout the region to update the region's 2019 Tri-County Hazards Mitigation Plan and 2018 Peoria County, Illinois Multi-Hazard Mitigation Plan. TCRPC requests statements of qualifications from interested firms to provide all-hazards mitigation planning and floodplain management services in the Tri-County region. The update will include 23 jurisdictions, of which three (3) are counties, 16 are communities, and the remaining four (4) are other types. Statements of qualifications will be accepted until 4:00 pm, Friday, July 22, 2022. Qualifications received after that date and time will not be considered. TCRPC staff will review all qualifications and award a contract to one firm. Two (2) paper copies and one (1) digital copy of the statement of qualifications shall be provided.

Procedures & General Requirements

Submittal Procedure:

All Statements of Qualifications shall be sealed and identified as **Multi-Jurisdictional All-Hazards Mitigation Plan RFQ Response** and submitted to:

Ms. Reema Abi-Akar, Planner III
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, Illinois 61602
rfp-rfq@tricityrpc.org

Statements of Qualifications are due by 4:00pm, Friday, July 22, 2022. No statements received after that date and time will be considered by TCRPC. Please supply two (2) physical copies and one (1) digital PDF copy.

Selection Procedure:

TCRPC reserves the right to accept or reject any or all Statements of Qualifications. All submittals become the property of TCRPC upon receipt. All Statements of Qualifications shall be evaluated according to the following factors on a 100-point scale:

1. **(25 points) Experience and Technical Competency:** The consultant's response should reflect qualifications and experience necessary to successfully develop and execute a Scope of Services. Reviewers will also assess the applicability and relevance of the consultant's experience and previous projects.
2. **(25 points) Familiarity with All-Hazards Mitigation and Floodplain Management Plans:** The consultant's response must demonstrate a level of familiarity with the proposed project and an understanding of the planning challenges posed by the project.
3. **(25 points) Record of Success:** The consultant's response should demonstrate success on similar projects and provide examples of similar work.
4. **(25 points) References:** The consultant's response should include at least three (3) references, with contact information.

All submittals will be reviewed by a committee made up of representatives from TCRPC and participating jurisdictions. All statements of qualifications will be scored and ranked; however, TCRPC IS NOT bound to select the highest-scoring submittal. TCRPC reserves the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

Schedule:

This is a time-specified project, and if the selected firm cannot meet set timeframes for the project, then TCRPC has the right to negotiate with a subsequent firm.

Peoria County's plan must be approved by IEMA and FEMA by October 11, 2023. Therefore, to ensure sufficient review and approval times, **all consultant work for Peoria County's plan must be completed by April 1, 2023.**

Tazewell and Woodford's plan timelines are less stringent; however, for the sake of consistency, their completion and approval times should closely follow Peoria's.

Budget:

In Tri-County’s Multi-Jurisdictional All-Hazards Mitigation grant application, TCRPC allocated \$88,351 for consultant services for all-hazards mitigation planning for at least all jurisdictions listed below, plus floodplain management services for Peoria County.

Tri-County staff submitted a pre-application for the Hazard Mitigation Grant Program on September 30, 2022, and a subsequent full application on February 28, 2023. Tri-County is currently awaiting approval by IEMA & FEMA. **This budget is dependent on the grant award, if funded.**

Contract:

Contract discussion will follow award selection. Once the consultant is chosen, TCRPC will enter into a contract for professional consulting services. This will be based on a fixed price to the selected consultant for the Scope of Services listed in this RFQ, in the section titled “Abbreviated Scope of Services.” Incremental payments to the consultant will be made at the completion of major tasks with a “not to exceed” contract amount. Ten (10) percent of the contract price will be held as final payment upon delivery of the final products. The exact payment schedule will be negotiated and determined as part of the contract.

TCRPC is not liable for any costs incurred by a consultant in responding to this Request for Qualifications or for any costs associated with discussions required for clarification of items related to this RFQ. The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

Compliance with Laws:

The selected firm agrees to be bound by all applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the contract.

Statement of Qualifications Contents:

The Statement of Qualifications shall address the following items:

1. The name, address, telephone number, e-mail, and website of the branch office where the work would be performed;
2. The name and address of the branch offices or subsidiary firms;
3. A brief history of the firm;
4. Qualifications for the team members to be assigned to the work;
5. Narrative description for at least three (3) comparable projects completed by the firm, or by key team members, in the last five (5) years; and
6. Three (3) business references from these projects, including client’s name and telephone number.

Questions:

TCRPC staff will answer all questions related to this RFQ until 4:00 PM CDT on Tuesday, July 19, 2022, after which time no additional questions will be answered. Questions should be addressed in writing to rfp-rfq@tricountyrpc.org. All questions and answers will be posted publicly at <https://tricountyrpc.org/rfp-rfq/>.

Project Specifications

Available Information:

Over the years, Tri-County has funded three consultant-led hazard mitigation processes and plan documents. The first was in 2004, when Tri-County developed its first regional hazard mitigation plan. This plan, known as the [Heart of Illinois Project Impact](#), covered the cities of Peoria and Pekin (the two largest cities in the region) and the unincorporated areas of Peoria, Tazewell, and Woodford counties.

From there, the number of participating jurisdictions began to grow. The [2010 Tri-County Natural Hazard Mitigation Plan](#) included more jurisdictions, and [the 2017-2019 Update](#) broadened the scope to include others such as the Greater Peoria Sanitary District, while Peoria County opted out. Finally, this new 2022-2023 plan will bring Peoria County back in, along with others still, and continue to enable communities to develop mitigation strategies that can help reduce their residents' risk of injury, casualty, and property damage from similar disasters.

Just ahead of the Tri-County 2017-2019 update, in 2018, Peoria County produced a separate plan called the [Peoria County, Illinois Multi-Hazard Mitigation Plan](#), which served as both the county's hazard mitigation plan as well as its floodplain management plan under Activity 510 Floodplain Management Planning of the Community Rating System (CRS). Both hazard mitigation and floodplain management plans must be updated every five years.

An important note: This plan update process will combine Tri-County's past efforts with Peoria County's past efforts. Therefore, the Peoria County plan section of this update will also include floodplain management planning, as listed in the previous paragraph, to ensure that that jurisdiction can uphold its existing floodplain management strategies. While the update process will include all jurisdictions together, the final deliverable will be three plans, one for each county, that are appropriate and effective for the next five years.

Abbreviated Scope of Services:

Peoria County and Tri-County will update their multi-jurisdictional multi-hazard mitigation plans to comply with 44 CFR §201.6(d)(3). The Mitigation Advisory Committee(s) (MACs) will be reassembled to assist the Commission and the work of the selected consultant(s) through the following tasks.

Task 1 – MAC Formation: Hazard mitigation advisory committee(s) will be re-formed consisting of county and municipal staff, the general public, and representatives from agriculture, business, industry, schools, healthcare, emergency services, insurance, and utilities. The committees will meet two to four times to update the plans.

Task 2 – Public Involvement: Early and ongoing public involvement activities will be conducted to provide multiple opportunities for the public to provide input. In addition to holding MAC meetings open to the public, other public outreach methods (such as social media, press releases, and local jurisdictional websites) will be used to encourage input.

Task 3 – Coordination: The counties and participating jurisdictions will identify existing plans, ordinances, and activities currently being implemented that impact or might potentially impact hazard mitigation.

Task 4 – Risk Assessment, GIS & Vulnerability Analysis: Information from multiple federal, state, and local sources will be used to update the hazard profiles. The committees will inventory their critical facilities, infrastructure, etc. so that the vulnerable assets can be updated and estimates of future potential dollar losses to vulnerable structure can be calculated. GIS maps will be updated/prepared features.

Task 5 – Mitigation Strategy: Specific mitigation projects and activities for each participating jurisdiction will be identified, screened, and organized by these categories: education and awareness, local plans and professional services from qualified firms or regulations, natural system protection, and structure and infrastructure projects. The status of existing and ongoing mitigation actions will be evaluated and the committees will review and re-evaluate the method used to prioritize mitigation actions. The mitigation goals developed for the previous plans will be discussed at the committee meetings so that ample input can be gathered to update the goals to meet the current needs of the counties following a review of existing plans, ordinances, and the updated risk assessment.

Task 6 – Draft Plan Update: Portions of the draft plans will be presented at each committee meeting that describes the previous tasks – public involvement/planning process, risk assessment, goals, and mitigation actions. The Mitigation Strategies will describe the responsible organization(s), priority, and estimated costs and benefits for each mitigation action. Responsibility for how the plans will be updated will be described in the Plan Maintenance Section. The draft plans will be publicized through the news and social media. The Mitigation Planning Committees and the public will review and comment on the draft plans at a public forum prior to their submittal to IEMA & FEMA.

Task 7 – Finalize Plan Update & Adoption: Comments from IEMA and FEMA will be used to revise the plans as needed to secure Approval Pending Adoption (APA) letters from FEMA. Once the APA letters are secured, the Counties and all participating jurisdictions will have the opportunity to pass resolutions formally adopting the plan updates. Copies of each resolution proclaiming a jurisdiction's adoption of the plans will be provided to IEMA/FEMA to obtain the Final Approval Letter for the plan updates.

Post-Adoption Activity – Following adoption, Tri-County staff will review the plans annually, if not more frequently, and updated every five years to maintain interest in mitigation and encourage implementation of the mitigation actions identified in the plans.

The 2022-2023 **Multi-Jurisdictional All-Hazards Mitigation Plan** Update will include participation from at least the following 23 confirmed jurisdictions (Referencing 2020 Decennial Census Data):

See next page for chart.

Jurisdiction	Participant in 2010 Plan?	Participant in 2019 plan?	Participant in current plan?	2020 Population
Bartonville (village)	No	Yes	Yes	5,945
Chillicothe (city)	Yes	Yes	Yes	6,128
Creve Coeur (village)	No	No	Yes	4,934
East Peoria (city)	Yes	Yes	Yes	22,484
El Paso (city)	No	No	Yes	2,756
Eureka (city)	No	Yes	Yes	5,227
Germantown Hills (village)	No	Yes	Yes	3,412
Greater Peoria Sanitary District	No	Yes	Yes	N/A
Hanna City (village)	No	Yes	Yes	1,253
Morton (village)	No	Yes	Yes	17,117
Pekin (city)	Yes	Yes	Yes	31,731
Pekin Park District	No	No	Yes	N/A
Peoria (city)	Yes	Yes	Yes	113,150
Peoria County	Yes	No	Yes	35,400*
Peoria Heights (village)	Yes	Yes	Yes	5,908
Peoria Park District	No	No	Yes	N/A
Roanoke (village)	No	Yes	Yes	1,960
Tazewell County	Yes	Yes	Yes	24,676*
Tri-County Regional Planning Commission	Yes	Yes	Yes	N/A
Tremont (village)	No	Yes	Yes	2,277
Washington (city)	Yes	Yes	Yes	16,071
West Peoria (city)	No	No	Yes	4,263
Woodford County	Yes	Yes	Yes	14,957*
Total population:				319,649

* Population of the unincorporated area

Deliverable:

The contract will result in the following deliverables:

- Three completed hazard mitigation plans, one for each county (Peoria, Tazewell, and Woodford), that serve as an update to the 2019 Tri-County Natural Hazard Mitigation Plan and 2018 Peoria County, Illinois Multi-Hazard Mitigation Plan listed in this RFQ, in the section titled “Abbreviated Scope of Services.”
- The Peoria County plan update will include both hazard mitigation planning and floodplain management under Activity 510 Floodplain Management Planning of the Community Rating System (CRS), to serve as an update to its 2018 Peoria County, Illinois Multi-Hazard Mitigation Plan.