

**REQUEST FOR QUOTATIONS FOR CONSULTING SERVICES  
FOR THE PREPARATION, COMPILATION, SUBMISSION AND FEMA  
APPROVAL OF THE BENTON COUNTY, IOWA MULTI-JURISDICTIONAL  
HAZARD MITIGATION PLAN UPDATE**

Benton County, Iowa is seeking competitive quotations for the preparation and compilation of a Benton County Multi-Jurisdictional Hazard Mitigation Plan Update hereafter described. Consultants qualified to perform the work are invited to submit competitive quotations.

**1. Description of the Work to be Performed.**

The work for which the County is seeking competitive quotations is generally described as follows:

The preparation, completion, submission, and approval of an update to the 2021 FEMA approved Multi-Jurisdictional Hazard Mitigation Plan for Benton County, Iowa. The approval shall include the governing jurisdiction(s) and FEMA. Quotations shall include a Scope of Services and Service Costs Proposal.

**2. Scope of Services and Service Costs proposal shall include the following:**

1. Benton County will not be using any Federal, State, or Local grant program for completion of this Plan Update.
2. Completion of a FEMA approved Multi-Jurisdictional Hazard Mitigation Plan Update, including all jurisdictions in Benton County, Iowa.
3. The quotation shall include the time period for completion of the project; however, the plan must be completed and submitted to HSEMD and FEMA no later than February 1, 2026.
4. The consultant will be responsible for conducting and attending all meetings necessary for completion of the plan.
5. Service Costs Proposal shall state the total lump sum amount.
6. Quotations shall include the experience of all consultants working on the project.
7. A minimum of two references are required.

**3. Time, Place and Manner for Filing Competitive Quotations.**

1. Proposals for the consulting services described above shall be filed in the following office: Benton County Auditor, P.O. Box 549, 111 E. 4<sup>th</sup> St., Vinton, Iowa, 52349 on or before 4:00 p.m. on March 19, 2025.
2. Proposals shall be filed by any of the following means:
  - United States Mail, appropriately stamped and addressed to
    - Benton County Auditor  
P.O. Box 549  
111 E. 4<sup>th</sup> Street

Vinton, Iowa, 52349

- In person at the address listed above; or
- By e-mailing them to the following address:  
[bcauditor@bentoncountya.gov](mailto:bcauditor@bentoncountya.gov)

3. Proposals received after the time and date stated above will not be considered.

The County reserves the right to reject any or all quotations. Action awarding the project shall be taken on March 25, 2025, at 9:30 a.m. at the Board of Supervisors meeting.