

Jefferson County Emergency Management

Request for Proposals (RFP)

Issue Date

August 31, 2026

Proposal Deadline

September 14, 2026

Anticipated Contract Start Date

September 21, 2026

Maximum Contract Amount

\$60,000

Project Completion Deadline

January 31, 2028

Contact: *Tracy Hameau, Emergency Management Director*

Jefferson County Emergency Management

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Jefferson County Emergency Management is soliciting proposals from qualified consultants to develop a **Jefferson County Flood Mitigation Master Plan**.

The Master Plan will provide Jefferson County with a clear, countywide framework for documenting and managing flood mitigation and buyout-related parcels the County previously acquired. Through the Master Plan process, the consultant will evaluate flooding countywide, identifying high-risk areas, and determining where mitigation or resilience measures are needed including opportunities for hydrologic restoration. The consultant will compile available information on parcels, acquisitions, grants, costs, deeds, and property status; prepare mapping products; identify areas with recurring flood impacts; and assess relevant flood risk, drainage, watershed, and hydrologic conditions.

Using this information, the consultant will identify and prioritize planning-level flood mitigation opportunities and recommend future projects or project types intended to reduce flood risk and recurring flood damage. Recommendations may include structural, non-structural, nature-based, restoration, drainage, storage, acquisition, or open-space approaches, as appropriate.

This project is funded through the Wisconsin Emergency Management **Pre-Disaster Flood Resilience Grant (PDFRG)**. The scope is limited to assessment, planning, prioritization, and project

scoping activities. **This project does not include final engineering design, permitting, or construction.**

Project Goals

The Flood Mitigation Master Plan shall:

- Review flood mitigation or buyout-related parcels already purchased by Jefferson County
- Create maps showing the location of County-owned flood mitigation parcels by municipality and as a whole across Jefferson County
- Identify high-risk watersheds and sub-catchments contributing to repetitive funding
- Review watershed, drainage, and hydrologic conditions that contribute to flooding
- Identify the causes of recurring flooding, where feasible
- Assess and develop projects to reduce flood risk. These could include hydrologic restoration opportunities, such as wetland enhancement, streambank stabilization, and flow improvements to reduce impacts.
- Prioritize the important flood mitigation locations and projects to be focused on
- Identify potential future funding sources for recommended projects, including the Assessment Grant in 2027
- Support Jefferson County's hazard mitigation planning efforts
- Provide data and documentation to add to Jefferson County's Hazard Mitigation Plan
- Assist County with engaging stakeholders, including county departments and local municipalities, to validate findings and identify potential mitigation options

Scope of Work

The selected consultant shall provide the staff, expertise, analysis, and planning services necessary to complete the Flood Mitigation Master Plan.

Project Management

The consultant shall:

- Meet and coordinate with the Jefferson County Emergency Management Director; and if needed, with the project team (including Directors of Emergency Management, Planning and Development Department, Parks Department, and Land and Water Conservation Department) at the beginning of the project and throughout the planning process
- Prepare a work plan and project schedule
- Provide monthly progress updates to the Jefferson County Emergency Management Director
- Complete all work prior to January 31, 2028

Parcel Inventory and Records Review

The consultant shall:

- Review available County records for flood mitigation and buyout-related parcels and
- Review available grant files, deeds, purchase costs, parcel records, maps, and acquisition documentation
- Review the County's inventory of flood mitigation parcels and recommend any changes or updates
- Identify missing, incomplete, duplicate, or inconsistent records
- Prepare a summary of available records and records that need follow-up

Flood Risk and Watershed Review

The consultant shall:

- Identify recurring flood problem areas throughout Jefferson County
- Review historical flood information and available flood damage records
- Assess flood risks at a planning level
- Identify watersheds, drainage areas, and locations contributing to repeated flooding
- Review likely causes of flooding, such as inadequate drainage, culvert limitations, river overflow, erosion, or degraded hydrology
- The assessment will use HEC-HMS and HEC-RAS models calibrated with historical flood data, stream gauges, and LiDAR topography to simulate watershed hydrology and floodplain processes.

Mitigation Project Recommendations

The consultant shall:

- Develop planning-level mitigation project concepts for recurring flood problem areas
- Identify the priority locations for future mitigation work
- Consider structural, non-structural, and nature-based solutions
- Consider floodplain restoration, wetland restoration, drainage improvements, culvert improvements, flood storage, acquisition, and open-space strategies where appropriate
- Provide planning-level cost estimate ranges for recommended projects, where feasible
- Prioritize projects based on flood risk, likely benefit, feasibility, watershed value, and future funding potential
- Identify a strategy for the County to determine how to prioritize acquisition of any future flood-impacted properties
- Identify parcels with a high recreation value and provide strategies to enhance their use while still ensuring flood mitigation practices
- Identify priority mitigation locations based on discussions and policy direction from the County
- Identify potential restoration areas, flood storage areas, priority open space areas, and opportunity areas for future acquisitions and projects

- Identify opportunities to reduce flooding through drainage improvements, restoration, flood storage, open space, acquisition, or other appropriate strategies

Stakeholder Engagement

Implementation Roadmap

The consultant shall prepare an implementation roadmap that includes:

- Recommended mitigation projects
- Priority ranking of projects or locations
- Recommended next steps for Jefferson County
- Planning-level cost estimate ranges, where feasible
- Funding opportunities for strategy recommendation implementation
- Partnership opportunities for strategy recommendation implementation
- Information showing how recommendations support Jefferson County's hazard mitigation planning efforts

Required Deliverables

In its final plan, the consultant shall provide the following:

Deliverable	Description
Project Work Plan	Project schedule, milestones, data needs, and communication plan
Records Review Summary	Summary of available parcel, grant, deed, acquisition, and related records; identifies data gaps
Parcel Inventory	Inventory of Jefferson County flood mitigation or buyout-related parcels (County to provide)
Parcel Detail Summaries	Parcel-specific information, including available acquisition, grant, cost, deed, and status information (County to provide)

Deliverable	Description
Parcel Maps	Maps showing the location of County-owned flood mitigation or buyout-related parcels (County to provide)
Flood Risk Assessment	Assessment of recurring flood areas, affected assets, and contributing watersheds
Hydrologic and Watershed Review	Summary of drainage, watershed conditions, root causes, and restoration opportunities
Flood Problem Area Maps	Maps showing recurring flooding, drainage issues, erosion areas, and other priority locations
Mitigation Project List	Recommended planning-level projects to reduce flood risk
Priority Project List	Ranked list of high-priority mitigation locations and projects
Implementation Roadmap	Recommended actions, estimated costs where feasible, and potential funding pathways
Draft Flood Mitigation Master Plan	Draft plan for County review
Final Flood Mitigation Master Plan	Final plan revised in response to County comments
GIS Data and Maps	County-compatible GIS files, map files, data layers, metadata, and source information
Presentation Materials	Summary materials for County staff or leadership, if requested

Project Schedule

The consultant shall submit a detailed schedule with its proposal. The project must be completed before January 31, 2028.

Consultant Qualifications

Proposers should demonstrate experience with:

- Flood mitigation, flood resilience, watershed, hydrologic, or hazard mitigation planning
- GIS mapping
- Flood risk analysis
- Local government planning projects
- Flood buyout or acquisition documentation, parcel inventories, or post-acquisition planning
- Floodplain, drainage, watershed, or erosion assessments
- FEMA, Wisconsin Emergency Management, and hazard mitigation grant programs
- Records review and organization for public-sector clients

Proposal Requirements

Proposals shall include:

- Cover letter with firm name, primary contact, and authorized signature
- Description of the firm and relevant qualifications
- Description of the firm's understanding of the project
- Proposed technical approach and work plan
- Detailed schedule showing completion before January 31, 2027
- Project team, staff roles, resumes, and subconsultants, if applicable
- Examples of similar projects
- At least three client references
- List of proposed deliverables
- Detailed cost proposal (see below)
- Any exceptions to the County's proposed contract terms

Cost Proposal

The proposal must include a detailed cost proposal.

The cost proposal shall:

- Be organized by task
- Show staff positions, hourly rates, estimated hours, and direct expenses
- Identify all assumptions and exclusions
- Not use cost-plus-percentage-of-cost pricing

- Show a total cost that does not exceed **\$60,000**

Proposal Evaluation

Jefferson County may evaluate proposals using the following criteria:

Evaluation Criterion	Weight
Understanding of the project	20%
Technical approach and work plan	25%
Relevant flood mitigation, mapping, parcel inventory, and planning experience	20%
Qualifications of project staff	15%
Ability to meet necessary deadlines	10%
Cost reasonableness and completeness	10%

Jefferson County may request additional information, conduct interviews, negotiate with the selected consultant, reject any or all proposals, or make an award that is in the best interest of Jefferson County.

Submission Instructions

Submit proposals by email as a searchable PDF.

Requirement	Information
Submission Method	Email
Submission Email	thameau@jeffersoncountywi.gov

Requirement	Information
Proposal Deadline	September 14, 2026
Questions Deadline	September 14, 2026
Questions Contact	Tracy Hameau, Emergency Management Director
Proposal Format	Searchable PDF
Late Proposals	May be rejected

Contract Requirements

The selected consultant will enter into a Professional Services Agreement with Jefferson County.

The following conditions apply:

- The total contract amount shall not exceed **\$60,000**
- The project must remain assessment- and planning-focused
- Final engineering design is not included in this scope
- All work, final deliverables, and closeout materials must be completed no later than **January 31, 2028**
- Work may not begin until Jefferson County issues a Notice to Proceed
- The consultant must maintain records supporting all work performed and costs billed
- The consultant must comply with all applicable federal, state, and local requirements
- Deliverables must be provided in formats acceptable to Jefferson County
- Contract award may be contingent on grant requirements and County approval