

REQUEST FOR QUALIFICATIONS

September 10, 2024

The City of Eagleville, Tennessee, an equal opportunity, affirmative action employer seeks to retain the services of project development, project planning, grant writing, and grant administrative services for the Tennessee Department of Environment and Conservation Division of Water Resources-American Rescue Plan Collaborative Grants-State Water Infrastructure Grants Program.

Certain restrictions may be applicable with projects funded under a grant contract with the State of Tennessee, Department of Environment and Conservation. The project shall be accomplished in accordance with TDEC and U.S. Treasury guidelines.

Statements of Qualifications will be evaluated based on 100% cumulative percentage of the following criteria:

- 20% • Experience and Qualifications of Firm: Background on firm and capabilities, history, services offered, provide qualifications of the individual(s) or firm for project team. For services not provided in-house, include firm profiles for subconsultant firms.
- 25% • Relevant Experience: Listing of all funded projects including grants written and administered in the past five years with status noted.
- 20% • Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control. Statements of Qualifications response to include references contact information.
- 15% • Demonstrated ability to meet schedules: Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.
- 20% • Familiarity with the ARP program and eligibility requirements, experience with government-funded projects.

The City encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, and all other qualified firms to participate in this request for qualifications. Firms can submit (sealed) Statements of Qualifications to the City of Eagleville City Hall by mailing three (3) hard copies to 108 S. Main St., P.O. Box 68, Eagleville, TN 37060 – Attn: Ms. H. Riggins no later than 12:00 pm (CST) on Friday, September 20, 2024. Hard copies should be labeled Request for Qualifications – ARP. In addition to the hard copies, a PDF copy should be emailed to hriggins@eaglevilletn.gov. Questions can be directed to Ms. Riggins at (615) 274-2922 ext. 3 or at the email address previously listed.