

**TOWN OF WOODBURY**  
**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**

September 12, 2023

The Town of Woodbury seeks to retain the services of a qualified engineering firm to provide services related to projects being funded by the Coronavirus State and Local Fiscal Recovery Fund of the American Rescue Plan (ARPA) funding.

**Project Overview:**

The requested engineering services may include the investigation, planning, design, construction, and other services necessary for project completion. ARPA projects could consist of drinking water, and/or wastewater projects. These activities will need to adhere to the grant guidelines established by the Tennessee Department of Environment and Conservation for grants being funded by ARPA and to the Uniform Guidance provided in 2 CFR Part 200 for projects funded by federal funds.

**RFQ Submission:**

Qualifications will be evaluated on the following factors:

- Specified experience or technical expertise of the firm in connection with the type of services to be provided (40%)
- Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control (30%)
- Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm (30%)

To be evaluated properly, the following must be addressed in detail:

- Qualifications – Availability of qualified personnel and capacity of the firm to carry-out professional engineering services.
- Experience – Experience and technical expertise of the firm and its personnel as well as information regarding projects previously undertaken, including the types and cost of projects.
- Scope of Services – The Engineering firm, or firms, selected will assist in the design, the development of engineering reports, plans, specifications, an asset management plan, and bid documents; and on-site inspection of the construction activities and any other Engineering Services as may be required during the program timeframe.

**RFQ Submission Deadline:**

Kindly submit your qualifications no later than **September 27, 2023**, addressed to:

Mr. Shane Gannon  
Public Works Manager  
Town of Woodbury  
101 West Water Street  
Woodbury, TN 37190

Submissions received after that time will not be considered. Please ensure that your submission is clearly marked as "ENGINEERING SERVICES STATEMENT OF QUALIFICATIONS FOR **“THE TOWN OF WOODBURY ARPA FUNDS.”**

**Selection Process:**

A selection committee will thoroughly evaluate the submitted qualifications and the **Town of Woodbury Board of Mayor and Aldermen** will award a contract to the engineering firm deemed most qualified to provide services as requested. The chosen firm will be contacted for further discussions and negotiations to permit the parties to enter into a contract for engineering services which will include the scope and extent of work and other essential requirements.

The Town of Woodbury is an Equal Opportunity Provider and Employer. The Town of Woodbury encourages minority-owned business enterprises and woman-owned business enterprises to submit qualifications.

**The Town of Woodbury reserves the right to reject any and all submissions.**

Questions can be directed to:

Mr. Shane Gannon  
Public Works Manager  
615-563-4221  
[sgannon@dtccom.net](mailto:sgannon@dtccom.net)  
Town of Woodbury  
101 West Water Street  
Woodbury, TN 37190