

Doug Debusk

Johnny Honeycutt , Chairman

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The Water Commission
Telephone (423) 638-3148
Laura White, Superintendent
P.O. Box 368
Greeneville Tennessee 37744-0368

MEMORANDUM

FROM: Eric Frye, Greeneville Water Commission

DATE: May 24, 2024

RE: REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING & SURVEYING SERVICES

The Greeneville Water Commission is seeking assistance for engineering & surveying services. This project consists of providing a preliminary topo map of the property using the Tennessee State Library of LIDAR Data. After the preliminary topo map is generated, the selected firm will determine the areas best suited for business development sites. When the sites have been selected and approved a final topo map with one-foot contours will need to be collected and generated. This final Topo map will be used for the site grading plan and installation of stormwater collection systems and utilities. The site in question consists of approximately 327 acres for the preliminary topo map and is in Greene County being the portion of parcel Map 088 107.00 south of Edens Road.

The Greeneville Water Commission is soliciting statements of qualifications for engineering services to assist with design engineering and surveying. The agreement will include payment terms to be negotiated with the selected firm.

The Greeneville Water Commission and the engineer will enter into an agreement which shall detail the scope of services and the compensation for said services. The services to be provided will include, but not be limited to:

1. Provide a preliminary topo-map of the entire site.
2. Provide pre-development assistance to maximize the business spaces to be developed and provide stormwater infrastructure planning.
3. Assistance in implementing the construction project.
4. Providing reproducible plan drawings to the Greeneville Water Commission upon project completion.

Respondents will be evaluated based on the written materials submitted and according to the four factors described below.

Therefore, Statements of Qualifications should include:

- a. Specialized experience or technical expertise of the firm regarding engineering design and inspection services for the type of project being undertaken (25 points);
- b. Record of past performance on contracts with the Greeneville Water Commission and other clients, including quality of work, timeliness, and cost control (25 points);
- c. Capacity of the firm to perform the work within time limitations, taking into consideration the firm's current and planned workload (25 points); and
- d. Familiarity of the firm with the type of problems applicable to the proposed project (25 points).

Interested firms or individuals must submit qualifications by 10:00 am, June 7, 2024 to:

**Eric Frye
Greeneville Water Commission
516 North Main Street
Greeneville, TN 37745**

Please state "QUALIFICATIONS STATEMENT-ENGINEERING SERVICES SITE DEVELOPMENT" on the outside of the package.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development Act of 1968.