**City of**

**Dyersburg**

**425 West Court Street**

**P.O. Box 1358 731.288.7610 (phone)**

**Dyersburg, TN 38025-1358 731.286.7603 (fax)**

[**www.dyersburgtn.gov**](http://www.dyersburgtn.gov) **sball@dyersburgtn.gov**

TO: Grant Administration Professionals

FROM: Scott Ball, Recorder

City of Dyersburg, Tennessee

DATE: May 31, 2024

**RE: Request for Qualifications**

The City of Dyersburg, Tennessee is requesting Statements of Qualifications from firms interested in providing administrative services for a Lead Line Service Inventory Grant, ARPA TDEC Competitive Grant and a Connected Communities Facilities Grant. Duties to be performed by the firm will include assistance in application preparation as well as project administration in the event the project receives funding

An administrative services firm will be evaluated and selected based on the following criteria:

1) Specialized Experience or technical expertise of the firm in connection with the type of services to be provided.

2) Past record of performance on State and Federally funded projects with the community and other clients including quality of work, timeliness, and cost control.

3) Capacity of the firm to perform the work taking into consideration current and planned workload.

4) Familiarity with local conditions.

**SUBMISSION GUIDELINES**

This project is being supported with Treasury, Coronavirus State and Local Recovery Fund grant funding. Therefore, certain restrictions and other federal requirements attach to this opportunity. Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory based on race, color, sex, or national origin. We encourage all small and minority owned firms and women’s business enterprises to participate. The City of Dyersburg is an Equal Opportunity Employer.

1. The City of Dyersburg will receive proposals until 11:00am on June 20th, 2024 CST.
2. Proposals shall be submitted as a single PDF, if emailed, or in booklet form, if mailed or hand delivered. (Note: provide electronic PDF (USB Drive) with booklet.)
3. Shortlisted firms may be asked to interview.
4. Deliver Proposals addressed to: City of Dyersburg

Scott Ball

PO Box 1358

Dyersburg, Tn 38025

sball@dyersburgtn.gov