

## MEMORANDUM

TO: GoDBE

FROM: Chris Myers, General Manager

DATE: July 16, 2024

RE: REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR  
ENGINEERING SERVICES

The Glen Hills Utility District (Utility) is seeking assistance for engineering services for EPA State and Tribal Assistance Grant (STAG) funds and subsequent implementation of that program. The project will involve **water line rehabilitation and looping of water lines**.

The Glen Hills Utility District is soliciting statements of qualifications for engineering services to assist the Utility with preliminary engineering, design engineering, and inspections of this project in compliance with EPA program requirements. The agreement will include payment terms to be negotiated with the selected firm. Reimbursement for services will be contingent on the Utility receiving funding.

If the engineering firm is selected, the Utility 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. Designing improvements and construction engineering.
2. Preparation of the construction bid package in conformance with applicable state and federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
3. Assist in conducting the preconstruction conference.
4. Field staking, on-site supervision of construction work, and preparing inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
6. Providing reproducible plan drawings to the Utility upon project completion.
7. Conducting final inspection and testing.

These services shall be carried out in accordance with the STAG schedule and requirements established by Greene County.

Respondents will be evaluated on the basis of 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 Utility 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 either electronically or by mail by 2:00 p.m., **August 15, 2024** to:

**Chris Myers**  
**General Manager**  
**Glen Hills Utility District**  
**2710 Newport Highway**  
**Greeneville, TN 37743**  
**[glenhills@comcast.net](mailto:glenhills@comcast.net)**

Please state "2022 STAG QUALIFICATIONS STATEMENT-ENGINEERING SERVICES" on the outside of the package.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity and the Civil Rights Act of 1964.