

**CITY OF MUNFORD
REQUEST FOR QUALIFICATIONS
ARPA/TDEC CONSULTANT SERVICES**

The City of Munford seeks to retain the services of a professional consultant firm to advise the city on complying with all ARPA/TDEC Grant requirements. The City is requesting qualification-based proposals for the following ARPA/TDEC consultant services:

- Project Selection
- Public Notification & Involvement
- Project Eligibility
- Bidding
- Project Management
- Financial/Accounting Management/Reporting

The consultant's role will be to provide strategic recommendations, verify eligibility, provide guidance, review, and recommendation of the City's processes with respect to ARPA/TDEC compliance. The city of Munford anticipates utilizing consultant services throughout the life of the ARPA/TDEC process.

To be considered, firms must submit a proposal to the City of Munford. All proposals must be received by the Recorder's office on or before 4:00 pm CST Friday, September 2, 2022, and the project name (ARPA/TDEC Consultant Services) should be referenced on the submittal.

The proposal will be evaluated based on the following factors:

1. Consultant's Capabilities/Experience/References for the requested services.
2. Project Team – Personnel who would work with the City and experience of each team member.
3. Method of Approach – Firm's approach to working with similar projects.
4. Understanding of Requested Services and Experience with Comparable Municipalities.

The City's evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. All firms submitting proposals must be willing and capable to immediately enter into the contract with the City.

Proposal shall be submitted to:

Sherry Yelvington, City Recorder
1397 Munford Avenue
Munford, Tennessee 38058
Or electronically by email to: syelvington@munford.com

For additional details regarding this project, please contact Sherry Yelvington, City Recorder at 901-837-5955 or by email at syelvington@munford.com