

REQUEST FOR QUALIFICATIONS

AMERICAN RESCUE PLAN ACT (ARPA)

CONSULTANT SERVICES

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

- Project Development
- Public Notification & Involvement
- Project Eligibility
- Bidding
- Contracts/Wages
- 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 Town's processes with respect to ARPA compliance. Town of Trezevant anticipates utilizing consultant services throughout the life of the ARPA process.

To be considered, firms must submit a proposal to the Town of Trezevant, P.O. Box 100, Trezevant, TN 38258. All proposals must be received by the Town on or before 2 p.m. CST Tuesday, March 28, 2022, and the project name (ARPA 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 Town 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 Town of Trezevant'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 a contract with the Town.

Proposal shall be submitted to:

Town of Trezevant

P.O. Box 100

Trezevant, Tennessee 38258

Or electronically by email: cityrecorder@townoftrezevant.org

For additional details regarding this project, please contact Ms. Kathy Edwards at (731) 669-4831 or by email at cityrecorder@townoftrezevant.org.