

CITY OF McKENZIE  
McKENZIE, TENNESSEE

# REQUEST FOR QUALIFICATIONS

## AMERICAN RESCUE PLAN ACT (ARPA) CONSULTANT SERVICES

McKenzie, Tennessee seeks to retain the services of a professional consultant firm to advise the City on complying with all ARPA Grant requirements. City of McKenzie 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 eligibility, provide guidance, review and recommendations of City of McKenzie processes with respect to ARPA compliance. City of McKenzie anticipates utilizing consultant services throughout the life of the ARPA process. To be considered, firms must submit a proposal to the City of McKenzie Mayor's Office, 2470 Cedar Street, McKenzie, TN 38201. All proposals must be received by the City of McKenzie's Mayor's Office on or before 4 p.m. CST on Friday, May 27, 2022. 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 City of McKenzie and experience of the team.
3. Method of Approach — Firm's approach to working with similar projects.
4. Understanding of Requested Services and Experience with Comparable Cities.

City of McKenzie'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 a contract with City of McKenzie. Proposals will be submitted to:

Jill Holland, Mayor  
2470 Cedar St. / PO Box 160  
McKenzie, TN 38201

Or electronically by email: [jill.holland@cityofmckenzie.com](mailto:jill.holland@cityofmckenzie.com)

For additional details regarding this project, please contact Jill Holland, Mayor at 731-352-2292.