

# Town of Hornbeak

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204 South Main Street  
P.O. Box 265  
Hornbeak, TN 38232

## **REQUEST FOR QUALIFICATIONS (RFQ) – ARPA ENGINEERING SERVICES**

The Town of Hornbeak is pleased to announce an exciting opportunity for qualified ENGINEERING firms to provide services related to with its Coronavirus State and Local Fiscal Recovery Fund (SLFRF) of the American Rescue Plan Act (ARPA). We invite your esteemed organization to participate in our RFQ process and demonstrate your expertise in delivering outstanding engineering solutions.

### **Project Overview:**

The Engineering firm will assist in the design, the development of engineering reports, plans, specifications and bid documents; and on-site inspection of the construction activities and any other Engineering Services as may be required during the program timeframe. These activities will need to adhere to the grant guidelines and Uniform Guidance provided in CFR 200.

### **RFQ Submission:**

Qualifications will be evaluated on the following factors:

- Specified experience or technical expertise of the firm in connection with the type of services to be provided (40%)
- Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control (30%)
- Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm (30%)

To be evaluated properly, the following must be addressed in detail:

Qualifications - Availability of qualified personnel and capacity of the firm to carry out professional engineering services.

Experience - Experience and technical expertise of the firm and its personnel as well as information regarding projects previously undertaken, including the types and cost of projects.

Scope of Services - Summarize scope and type of services understanding of program and tasks.

**RFQ Submission Deadline:**

Kindly submit your qualifications no later than 5:00 PM CST, April 11, 2024, sent to the Hornbeak City Hall at hornbeakcityhall@gmail.com or 204 South Main Street, P.O. Box 265, Hornbeak, TN 38232.

Please ensure that your submission is clearly marked as "ENGINEERING SERVICES STATEMENT OF QUALIFICATIONS FOR THE TOWN OF HORNBEAK ARPA FUNDS."

**Selection Process:**

A selection committee will thoroughly evaluate the submitted qualifications and select the organization that best aligns with the project's or service's requirements and demonstrates exceptional expertise and experience. The chosen organization will be contacted for further discussions or negotiations.

The Town of Hornbeak is an Equal Opportunity Provider and Employer. We encourage all qualified organizations, including minority-owned businesses and woman-owned businesses, to actively participate in this RFQ process. The Town of Hornbeak is committed to fostering diversity and inclusivity.

Should you have any inquiries or require further information, please do not hesitate to contact us at hornbeakcityhall@gmail.com.

We look forward to receiving your qualifications and considering your organization as a potential collaborator for this significant project or service. Thank you for your interest and attention.

Warm regards,

Betty Walley  
Mayor  
Town of Hornbeak

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