

**REQUEST FOR QUALIFICATIONS  
ERWIN UTILITIES AUTHORITY  
FLOOD RECOVERY SUPPORT**

**10/11/2024**

Erwin Utilities Authority is requesting proposals from qualified engineering firms to assist the Utility with defining recovery activities and coordinate with State and Federal partners to prioritize recovery projects and maximize federal funding. The project will be divided into phases with Phase 1 including assessing infrastructure and operations damages, determining necessary repairs and associated costs, and identifying mitigation opportunities related to the water system, wastewater system, and wastewater treatment plant. The selected firm may also be requested to assist the Utility with design of one or more of the identified recovery projects under Phase 2 which will include design, permitting, and construction administration services water system, wastewater system, and wastewater treatment plant. It is anticipated that Phase 2 tasks will be more fully defined after Phase 1.

Interested firms should submit a Statement of Qualifications by email to:

Noe'l Bailey  
Executive Assistant, Erwin Utilities Authority  
244 Love Street, Erwin, TN 37650  
[nbailey@e-u.cc](mailto:nbailey@e-u.cc)  
423-743-1822

At a minimum, all proposals should include the following information:

1. Firm experience on similar flood recovery projects and wastewater treatment design. The proposal should include a description and contact person for projects similar in size and scope to this one.
2. Qualifications of the employees who will be assigned to the project. The project manager and other key team members should be identified. If sub-consultants are to be used for any portion of the work, they also should be identified, and their qualifications included.
3. Proof of licensure to provide engineering services in the State of TN.
4. A project schedule for the estimated duration of the engineering work with key dates for presentations and deliverables shown.
5. A brief description of the project approach to be used by the firm should be included.
6. Firms past work experience with State and Federal grants and any associated compliance and

financial administration. *Specific experience with dealing with federal procurement guidelines under 2 C.F.R. §200.317-326 is desired.*

Erwin Utilities Authority reserves the right to select the firm that best meets its needs for this project and to negotiate a final scope of work that reflects the work to be completed.

## **REQUIRED SCOPE OF WORK**

### **A. MEETINGS WITH FEDERAL, STATE AND UTILITY STAFF**

The consultant shall attend a project kickoff meeting with federal, state, and Utility staff to discuss the overall approach to the design effort. Coordination with the FEMA, USACE, EPA and TDEC will be crucial for this effort. The consultant shall attend meetings with federal and state agencies throughout the project, provide guidance to the Utility on agency policy and procedures, and advise on project development and mitigation opportunities. The consultant shall also coordinate with relevant agencies from whom approvals and permits are required to implement projects such as Pre-Construction Notification Permits, Erosion and Sediment Control Plans, etc.

## PHASE 1

### **B. PROJECT DEVELOPMENT**

Preparation of Site Inspection Reports including Damage Description and Dimensions, development of the Scope of Work, and collection of the necessary supporting documentation for each project, in compliance with FEMA requirements. Preparation of Hazard Mitigation Proposals and necessary supporting documentation for each identified project, when warranted, in compliance with FEMA requirements. Identification of alternate or additional funding opportunities outside of FEMA's Public Assistance Program, for establishing more resilient facilities.

## PHASE 2

### **C. DESIGN SERVICES**

Preparation of Preliminary Engineering Reports and Environmental Reports that may be required based on funding agencies determined above. Preparation of civil site design, construction plans, permit applications, specifications and bid documents, advertisements for bids, receipt and review of bids and bonds, consultation with Utility leadership concerning the selection of contractor(s), and construction contract documents. Geotechnical, Mechanical/Electrical/Plumbing, Structural Engineering, and

Architectural support services as required to support the projects determined above.

#### D. CONSTRUCTION MANAGEMENT SERVICES

The consultant must include services for construction management of the project through a final checklist and certification that the project is complete. This shall include monthly progress meetings and on-site inspection services to be provided by the consultant during the term of construction.

#### ADDITIONAL REQUIREMENTS

The successful firm as selected by the Utility will be expected to execute a contractual agreement with the Utility to provide the herein described professional services. Statements received will be reviewed and further information may be solicited from the firms demonstrating the most-qualified credentials.

For questions regarding the Request of Qualifications, please contact Noe'l Bailey at [nbailey@e-u.cc](mailto:nbailey@e-u.cc) or (423) 743-1822.

***The deadline for submission is midnight on Wednesday, October 16th, 2024.***

The Utility will negotiate with the firm that is determined to be most qualified to complete all phases of the project. Failure to reach a contract agreement will result in the termination of negotiations with the selected firm, and the reopening of negotiations with the second-ranked firm. Proposing firms are solely responsible for the cost of preparing qualifications and for the cost of negotiations. The Utility will not reimburse any cost through federal or state funds incurred before the execution of a professional services contract.