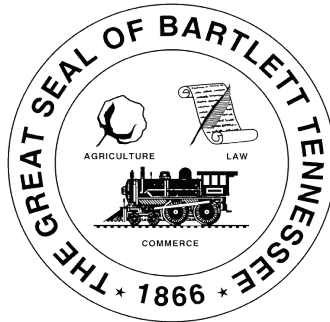


CITY OF BARTLETT

**6400 STAGE ROAD
BARTLETT, TENNESSEE 38134**

David Parsons, Mayor
Steve Sones, Chief Administrative Officer
Dick Phebus, Finance Director
Kim Taylor, Director of Planning



REQUEST FOR QUALIFICATIONS

RFQ FY2026-07-005

DUE: Friday, August 29, 2025, no later than 4:30 p.m. (CST)

ENGINEERING SERVICES

**Due Diligence for Property Evaluation as Required for
TNECD Site Development Grant Application, TVA
InvestPrep Grant Application and Select TN Property
Evaluation Program Application**

The City of Bartlett is requesting Statements of Qualifications for engineering services for Due Diligence relative to a proposed TNECD Site Development Grant Application, a TVA InvestPrep Grant Application, and a Select Tennessee Property Evaluation Program Application. The Statement of Qualifications should also include the ability to provide design services that may be necessary to implement projects, if funding is awarded.

A Statement of Qualifications must be submitted **no later than 4:30 P.M. (CST) on Friday, August 29, 2025**. Please include one (1) original, clearly marked, and four (4) copies of submittals labeled "**RFQ FY2026-07-005 ENGINEERING SERVICES TN Development Grants**" and addressed as follows:

**Mayor David Parsons
City of Bartlett
6400 Stage Rd.
Bartlett, TN 38134**

Respondents requesting additional information are to contact Kim Taylor at (901) 385-6417 or email ktaylor@cityofbartlett.org ***The deadline for submitting questions will be 4:30 p.m., Friday, August 22, 2025 (CST).*** These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Project Scope:

All Proposers shall provide professional civil, structural, and other specialty engineering services to provide Due Diligence relative to a proposed TNECD Site Development Grant Application, a Select Tennessee Property Evaluation Program Application, and a TVA InvestPrep Grant Application as needed to fulfill the requirements of the project.

Project Firm Qualifications:

The City of Bartlett will utilize the following criteria for the selection of a firm:

1. Specified experience or technical expertise of the firm in connection with the following types of services; Hydrologic\Wetland Delineation, Flood Plain Information, Air Quality Attainment Status, Rare, Threatened or Endangered Species Determination, Topographic and Boundary/Land Survey, Establishment of Developable Area, Easements, Preliminary Master Conceptual Plans, Preliminary Grading Plan, Transportation/Roadway Access and Improvements, Cultural Resources (Archeological Review, and Geotechnical Studies/Soil Analysis).
2. Ability to provide a detailed land survey and determine buildable area.
3. Ability to provide a preliminary grading plan of the general area which includes possible roadway improvements.
4. Ability to provide design services.
5. Ability to provide site photos.
6. Ability to provide records of performance on State and Federally funded projects.
7. Ability to provide records of performance for other communities with similar or like projects; including the quality of work, project scheduling and project completion time, budgeting and examples of any related

deliverables.

8. The capacity of the firm to perform the work within grant guidelines, the timeframe desired by the City of Bartlett (preferably within 90 days from the acceptance of the contract), considering the current and planned workload of the firm.
9. Familiarity of the firm with grant programs and eligibility regulations; and,
10. Familiarity with the local conditions.

Project Timeline

After proposals are received on August 29, 2025, the City of Bartlett plans to review proposals, select a consultant, and finalize the scope of the project with the selected consultant in approximately one month's time. The City of Bartlett seeks to have the due diligence phase of this project completed by December 31, 2025.

Statement of Qualifications

1. Firm Identification & Qualifications

Provide a brief description of the consultant's firm, size and organizational structure, number of full-time and part-time employees, areas of practice, and number of years the firm has been in the business of conducting the services described. Provide a brief description of the consultant's qualifications for this project including a short history of the consultant's experience. The firm's background, resources, and capabilities in the relevant areas shall be described.

2. Project Understanding

A demonstration of the consultant's understanding of the proposed grants and the various tasks/deliverables that must be submitted as part of the proposal. Also, items other than those listed in this RFQ may be required by the specific grant(s) and decided upon by the City with an agreement of the chosen consultant.

3. Technical Approach, Scope of Work, and Schedule

Provide a detailed description of the consultant's proposed technical approach and scope of services for the completion of the tasks identified in this request and/or with the consultant's knowledge of said grant applications. Submittals shall include a description of the process, with relevant subconsultants. The process description shall include a list of deliverables to be provided to the City of Bartlett. A preliminary schedule for completing the grant requirements shall be included.

4. Project Staffing

The proposal shall include information on how the consultant proposes to staff this project. This should include identification of the consultant's key project team members by name, field of expertise, years of experience, and specific responsibilities on the project.

ENGINEERING SERVICES
TNECD Site Development Grant Applications
Bid # : RFQ FY2026-07-057
Due: August 29, 2025

Interested engineering firms or individuals should submit one original Statement of Qualifications to Mayor David Parsons, Bartlett City Hall, 6400 Stage Road, Bartlett, TN 38134, by Friday, August 29, 2025, at 4:30 p.m.

Final Evaluation of Statement of Qualifications

Selection Process: A review committee will identify the most qualified submittals. Consultants may be interviewed to determine the most qualified firm. Fees will be negotiated and a contract required.