

**REQUEST FOR PROPOSALS  
FOR  
GRANT ADMINSTRATIVE SERVICES**



**CITY OF LAKELAND, TENNESSEE  
ENGINEERING OFFICE  
10001 U.S. HIGHWAY 70  
LAKELAND, TN 38002**

**February 2022**

**REQUEST FOR PROPOSALS  
GRANT ADMINISTRATIVE SERVICES  
CITY OF LAKELAND, TENNESSEE**

**I. Purpose**

The City of Lakeland, Department of Engineering, requests proposals from qualified professional consultants to provide grant administrative services. The selected consultant will provide administrative services for various federal, and state funded grants for wastewater system improvements including, but not limited to State Revolving Fund (SRF) and American Rescue Plan Act (ARPA).

**II. Scope of Services**

The Consultant shall be capable of providing any and all of the following services related to State or Federal Grant programs:

1. Project Selection
2. Public Notification & Involvement
3. Project Eligibility
4. Bidding Services
5. Contracts and Wages
6. Project Management
7. Financial/Accounting Management and Reporting

**III. Proposal Requirements**

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed while supplying these services. In addition, the Consultant should demonstrate the qualifications necessary to successfully complete this project. To assist in the evaluation process, please include the following information in the proposal:

**1. Introduction**

Proposal shall include basic information relative to the firm.

**2. Qualifications and Experience**

Proposal shall detail the Consultant's experience relating specifically to Federal and State funded grants for municipal infrastructure projects. Include a listing of relevant work, within the past three years, which would indicate experience. This listing shall include a description of the work, project budget, and the approximate date the work was completed.

**3. Qualifications and Experience of Key Staff**

Proposal shall identify key individuals assigned to this contract and include the function and/or responsibility of each of the identified individuals. Experience summaries of the key individuals must be provided, with emphasis on previous experience on similar projects in

similar roles. Resumes of these key individuals should be included as an appendix to the proposal.

#### **IV. Consultant Selection Procedure**

An evaluation committee will review and rank each proposal based on the following criteria:

1. Responsiveness to project description
2. Overall experience of the firm
3. Performance on similar projects
4. Specific experience of the proposed staff

Selection of the consultants may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each firm to set up a date for the interview. The interview process will allow the firms to better educate City staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Consultants deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Consultant. Lakeland reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of City of Lakeland. This solicitation of proposals in no way obligates Lakeland to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

#### **V. Proposal Submittal**

All consultants who wish to be considered for Grant Administrative Services shall submit a proposal by **Thursday, March 17, 2022 at 2:00pm** to:

Lakeland City Hall  
Engineering Department  
10001 U.S. Highway 70

Lakeland, TN 38002  
Phone: (901)-867-5418

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for Grant Administrative Services". Include five (5) copies of the proposal.

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Questions regarding the RFP should be directed to:

Emily Harrell, P.E.  
City Engineer  
(901) 867-5418  
[eharrell@lakelandtn.org](mailto:eharrell@lakelandtn.org)