

City of Maynardville, Tennessee
Request for Qualifications
Consultant Services

The City of Maynardville will be accepting statements of qualifications from qualified firms for the following:

CONSULTANT Services in connection with a combination of State, Local and/or Federal Funds including, but not limited to, Housing and Urban Development (HUD) Community Grants

The city is requesting qualification-based proposals for the following consultant services:

- Project Selection
- Public Notification & Involvement
- Project Eligibility
- Bidding
- Contract/Wages
- Project Management
- Financial/Accounting Management/Reporting

The consultant's role will be to provide strategic recommendations, with eligibility, provide guidance, review, and recommendation of the City's processes with respect to HUD compliance.

To be considered, firms must submit a proposal to the City of Maynardville, Attn: Mayor Ty Blakely, 125 Johnson Road (PO Box 217), Maynardville, TN 37807. All proposals must be received by the City of Maynardville Mayor's Office on or before 1:00 p.m. EST, Tuesday, January 14th, 2025, and the project name (HUD 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 the city and experience of each team member.
3. Method of Approach – Firm's approach to working with similar projects
4. Understanding of Requested Services and Experience with Comparable Municipalities.

The City of Maynardville is an Equal Opportunity Provider and Employer. The city encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit qualifications.

The City of Maynardville will award a contract to the qualified firm, or firms, whose statement of qualifications has the highest number of cumulative points issued by the City and determined to be the most advantageous to the City. The contract will include scope and extent of work and other essential requirements.

HUD's [DBE Program](#) applies to all HUD Assistance Agreements and requires recipients who procure goods and/or services to: employ the good faith efforts, document their efforts and maintain DBE forms and other documentation from the prime contractor, and [report their procurement and DBE activities](#) even if there isn't anything to report.

The City of Maynardville reserves the right to reject any and all proposals.