

The City of Maynardville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering firm 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 project shall be accomplished in accordance with program guidelines. Responsibilities of the professional engineering firm include, but are not limited to:

Required Scope of Services

- Engineering design and working with administration during project from design to closeout.

Estimated Schedule for Performance of Work

- Design until project close out and audit.

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Maynardville, PO Box 217 Maynardville, TN 37807 Attn: Mayor Ty Blakely**. All letters of interest must be received by **City of Maynardville** on or before **1:00 PM EST/Local January 14th, 2025**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

The City of Maynardville will evaluate firms on the following criteria:

- Specialized Experience or technical expertise of the firm in connection with the type of services to be provided.
- Past record of performance on State and Federally funded projects with the community and other clients including quality of work, timeliness, and cost control.
- Familiarity of the firm with the Program.
- Familiarity with local conditions.
- Work experience with program
- Staff capabilities of primary engineer

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by The City of Maynardville.

The City of Maynardville adheres to the following federal/state requirements:

Disadvantaged Business Enterprise (DBE) Program

- 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.