

## Request for Proposals

The City of Martin, Tennessee is requesting proposals for on-going work in connection with the water infrastructure funding allocation from the American Rescue Plan Act (ARPA) administered through TDEC. Grant administration services are needed to advise the City on complying with grant requirements, submit a proposal, complete reporting, submit invoices, and complete other tasks as necessary to implement the project(s) in the proposal throughout the life of the grant process.

**The following criteria will be utilized in selection of the grant administrator:**

### **1. Relevant Experience**

Provide examples of relevant experience in connection with Water Improvement projects and the administration of other grants.

### **2. Qualifications and Availability of the Project Team**

Outline the assigned project team and the experience of each team member.

### **3. Understanding & Approach to Delivering Professional Services**

Outline the familiarity and understanding of the requested service and the approach to delivering the required services successfully.

## **RESPONSE REQUIREMENTS**

The City of Martin will receive proposals until **August 5, 2022 at 4:00 p.m.** local time. Qualifications shall be submitted via email as a single PDF attachment no later than the stated due date.

Submit to: **Brad Thompson, [bthompson@cityofmartin.net](mailto:bthompson@cityofmartin.net)**

*The evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability.*