

INVITATION TO SUBMIT STATEMENTS OF QUALIFICATIONS

The Town of Atoka is seeking statements of qualifications from entities who can assist the Town of Atoka in the General Grant Administration and Project Management Services related to the Town of Atoka's grant awards and loans. These awards and loans include, but are not limited to, the Tennessee Department of Environment and Conservation Division of Water Resources State Water Infrastructure Grants Program – **Regionalization**, Tennessee Department of Economic & Community Development – **Infrastructure Planning Grant** and Tennessee Department of Environment and Conservation **Clean Water State Revolving Fund**.

Scope of Work

Administration of the grants includes:

- Knowledge and understanding of the Town of Atoka and its accounting processes.
- Familiarity with grant management systems
- Technical assistance for procurement according to federal guidelines
- Maintaining timelines and deliverables
- Reporting as required
- Submission of requests for reimbursements
- Project management guidance
- All other technical assistance, as requested

Response Requirements

Respondents will be evaluated based on the written materials submitted and according to the five factors described below. Therefore, Statements of Qualifications should include the following and will be scored accordingly:

- 1) Listing of recent projects and clients in subject field of similar scope and scale (20 points)
- 2) Listing of all funded projects including grants written and administered in the past five years with status noted (20 points)
- 3) Staff capability and availability to immediately begin project planning efforts (20 points)
- 4) Resumes of key personnel expected to be involved in the project (20 points)
- 5) Located in Tipton or Shelby County and familiarity with the Town of Atoka (20 points)

If you have any questions, please feel free to contact Marc Woerner, Town Administrator, at [**mwoerner@townofatoka.com**](mailto:mwoerner@townofatoka.com) or 901-837-5300.

Interested firms should submit (3) hard copy statements to: Marc Woerner, Town Administrator, **by April 12, 2024 at 3:00 PM Central Standard Time** at the Atoka Town Hall, 334 Atoka-Munford Avenue, Atoka, TN 38004.

Please state "2024 TOWN OF ATOKA QUALIFICATIONS STATEMENT-GRANT ADMINISTRATION SERVICES" on the outside of the package OR subject of email.

Bidders must also include signed copies of each of the following with their submission: 1. Iran Divestment Act Certification 2. Non-Boycott of Israel Certification 3. BYRD Anti-Lobbying Amendment Certification 4. Debarment Certification.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development Act of 1968.