



*City of Millersville*

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1246 Louisville Highway  
Millersville, TN 37072-3613

Phone: (615) 859-0880  
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April 23, 2024

## REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ADMINISTRATIVE SERVICES

City of Millersville is seeking assistance for administrative services needed for projects with funding from the American Rescue Plan (ARP) and subsequent implementation of projects.

City of Millersville is soliciting statements of qualifications for administrative services as described below. The agreement will include payment terms to be negotiated with the selected firm. Reimbursement for services will be contingent on the City of Millersville receiving ARP funding. If the application is not funded by the ARP, then no services beyond the application stage will be required. Therefore, neither the State nor the local governing body will be liable for any other expenditure.

With respect to preparation of the ARP projects, the administrator will assist the City of Millersville with development of the ARP application. If the project is not selected for funding, services end at this point.

The administrative services to be provided will include, but not be limited to:

1. Assist the City of Millersville through staff that is trained in the administration of Federal funds
2. Set up administrative record-keeping files that will be duplicated at the District
3. Developing an ARP application
4. Working with utilities and municipalities
5. Working with project engineers,
6. Assisting with bidding and awarding projects,
7. Financial management and pay requests, and
8. Required reporting

These services shall be carried out in accordance with the ARP schedule and requirements.

Respondents will be evaluated on the basis of the written materials submitted and according to the four factors described below. Therefore, Statements of Qualifications should include:

- a. Specialized experience or technical expertise of the firm regarding administrative services (25 points);
- b. Record of past performance on contracts with the City of Millersville and other clients,

- including quality of work, timeliness, and cost control (25 points);
- c. Capacity of the firm to perform the work within time limitations, taking into consideration the firm's current and planned workload (25 points); and
  - d. Familiarity of the firm with the type of problems applicable to the proposed project (25 points).

Interested firms or individuals must submit qualifications by **4:00pm, Tuesday, May 7<sup>th</sup>, 2024** to:

**Delores Farrell, 615-859-0880, [dfarrell@cityofmillersville.com](mailto:dfarrell@cityofmillersville.com)**

Please state "2022 ARP QUALIFICATIONS STATEMENT-ADMINISTRATIVE SERVICES" on the outside of the package.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity and the Civil Rights Act of 1964