MOUNT CARMEL

A place to put down roots

Request for Qualifications

Professional Wastewater Engineering Services

RFQ# 26-001

Due Date/Time:
December 9, 2026, at 4:30 pm EST

Town of Mount Carmel
100 E. Main Street
Mount Carmel, Tennessee 37645
(423) 357-7311

www.mountcarmeltn.gov

I. Project Summary

The Town of Mount Carmel ("Town") is requesting Statements of Qualifications from qualified engineering firms to provide professional wastewater engineering services for design services on work that may be financed by the Town or in whole or in part through the Tennessee Department of Environment and Conservation's (TDEC) Clean Water State Revolving Fund (CWSRF) Loan Program.

II. General Information

The Town of Mount Carmel is located in Hawkins County, Tennessee, and has a population of approximately 5,500 residents. The Town provides a variety of municipal services including police, fire, wastewater, parks and recreation, public works, and administrative support functions.

A seven-member Board of Mayor and Aldermen set policies for the operation of the Town. Both the Mayor and Aldermen are elected on a nonpartisan basis and serve staggered four-year terms. A Vice-Mayor is selected by the board, from the six aldermen currently serving. The Mayor and Board appoint a Town Manager.

The Town Manager is responsible for overseeing all departments and the day-to-day operations of the Town.

If additional information is required prior to submitting a statement, inquiries should be directed to Tyler Williams, Town Manager, 100 Main Street E., Mount Carmel, TN 37645; tyler.williams@mountcarmeltn.gov; (423) 849-1861.

III. Schedule

	Date
RFP Published	November 12, 2026
Proposals Due	December 9, 2026- 4:30 pm EST
Review and Selection	Mid-December
Anticipated Award	December 17, 2026

IV. Scope

Services may include, as authorized by the Town, project planning; system mapping; preliminary engineering or facilities reports; funding and environmental-review assistance; investigations; surveying; evaluation; design; permitting; bidding assistance; assistance with SRF, Davis Bacon, DBE, American Iron and Steel, and Buy American Build American compliance; construction administration and/or observation; startup; closeout; agency audits; document management; and other related wastewater engineering services. The exact project scope, schedule, and fee will be negotiated after selection and may be authorized in phases.

V. Qualifications/Experience

Firms should submit a concise statement describing: (1) firm and key-personnel qualifications; (2) relevant wastewater and TDEC SRF or comparable experience; (3) proposed approach and understanding; (4) capacity and availability; (5) representative projects and references; (6) proposed subconsultants; and (7) conflicts, debarment

status, and other material disclosures. The firm and responsible engineer must be authorized to practice in Tennessee prior to contract execution.

VI. Selection Process

The Town will evaluate responsive submittals based on specialized experience and technical competence (25%), comparable experience (20%), qualifications of key personnel and subconsultants (20%), understanding and approach (15%), past performance and references (10%), and capacity, availability, and location (10%). The Town may conduct interviews and reference checks.

This is a qualifications-based selection. Do not include fees, hourly rates, or other pricing information. The Town will rank firms and negotiate a detailed scope, contract terms, and fair and reasonable compensation with the highest-ranked firm. If an agreement cannot be reached, the Town may terminate negotiations and proceed to the next-ranked firm. Selection is subject to funding availability, required approvals, and execution of a written agreement.

VII. SRF and DBE Requirements

The selected firm and its subconsultants must comply with applicable CWSRF requirements, including 40 CFR Part 33 disadvantaged-business requirements, applicable good-faith efforts and recordkeeping, and other federal, state, local, and TDEC requirements incorporated into the agreement. The Town is an Equal Opportunity Provider and Employer and encourages minority-owned, women-owned, small, and disadvantaged business enterprises to participate.

VIII. Submission

Statements of Qualifications must be received by December 9, 2026, at 4:30 PM EST at Town Hall, ATTN: Tyler Williams, Town Manager, 100 Main Street E, Mount Carmel, TN 37645. Submit 4 hard copies. Content must be within a sealed envelope labeled as "RFQ 26-001: PROFESSIONAL WASTEWATER ENGINEERING SERVICES."

Late submittals will not be considered.

No submitted bids may be withdrawn for a period of sixty (60) days after the scheduled closing time for receipt of bids.

IX. Open Records

Please note that any and all documents submitted to the Town that are associated with this project are subject to the Tennessee Public Records Act. Access to the record is governed by the Tennessee Public Records Act and the policies of the Town and the Tennessee Comptroller Office of Open Records Counsel.

X. Reservation of Rights

The Town reserves the right, to reject any or all submittals, waive nonmaterial irregularities, request clarification, cancel or reissue this RFQ, and award no contract.

The Town is not responsible for response preparation costs.