

HUNTSVILLE UTILITY DISTRICT, TENNESSEE
REQUEST FOR QUALIFICATIONS
ASSET MANAGEMENT PLAN GRANT CONSULTANT SERVICES

The Huntsville Utility District, Tennessee seeks to retain the services of a professional consultant firm to advise the Utility District on complying with all AMP Grant requirements. The Utility District is requesting qualification-based proposals for the following AMP consultant services:

- Project Development
- Project Management
- Financial/Accounting Management/Reporting

The consultant's role will be to provide strategic recommendations, provide project and financial management, offer guidance, review, and recommendation of the Utility District's processes with respect to AMP Compliance.

To be considered, firms must submit a proposal to the Huntsville Utility District Office Manager, 300 Larry Crowley Way (PO Box 208) Huntsville, TN 37756. All proposals must be received by the Huntsville Utility District Office Manager on or **before 4:00 p.m. EST Friday, March 14, 2025**, and the project name (AMP Consultant Services) should be referenced on the submittal.

The proposal will be evaluated based on the following factors:

1. Consultant's Capabilities/Experience/References for the requested services.
2. Project Team – Personnel who would work with the Utility District and experience of each team member.
3. Method of Approach – Firm's approach to working with similar projects.
4. Understanding of Requested Services and Experience with Comparable Municipalities.

The Huntsville Utility District 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. All firms submitting proposals must be willing and capable to immediately enter a contract with the Utility District.

Proposal shall be submitted to:

Bridget Hamlett, Office Manager
300 Larry Crowley Way (PO Box 208)
Huntsville, Tennessee 37756
Or electronically by email: bridgeth@huntsville-utility.com

For additional details regarding this project, please contact Bridget Hamlett, Office Manager at (423) 663-3550 or by email at bridgeth@huntsville-utility.com.