

MADISON SUBURBAN UTILITY DISTRICT  
REQUEST FOR QUALIFICATIONS (RFQ)

GIS MAPPING OF THE REMAINING MSUD ASSETS AND SERVICE AREA  
FOR  
LEAD AND COPPER SERVICE LINE INVENTORY AND REPLACEMENT

RFQ ISSUANCE DATE -  
December 10, 2024

I. NAME OF SOLICITING PUBLIC BODY

Madison Suburban Utility District  
721 Myatt Dr  
Madison, TN 37115

MSUD.net

II. SCOPE and PURPOSE

The Madison Suburban Utility District (MSUD) is seeking statements of qualification (SOQ's) from qualified firms to complete the GIS mapping of MSUD assets. MSUD is located in Middle Tennessee and provides water and sewer service to over 30 square miles of mostly suburban

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and some rural areas northeast of Nashville. In partnership with Tennessee Department of Environment and Conservation (TDEC) with the support of federal funds through the Lead Service Line Inventory Grant, MSUD intends to map remaining MSUD assets in the district and incorporate the LSLI findings into the map. We will then use the map to identify areas of interest which will then be prioritized to conduct service line replacement where needed.

The selected firm will need to deliver the completed system map in a relatively short time frame due to deadlines related to the LSLI Grant funds. All work must be completed by November 30, 2025. Payment for services shall be made based on work completed in each section of the scope of services. The scope of services will include, but may not be limited to, the following:

- Surface GPS Locating
- As-needed sub-surface utility locating
- Analysis of LSLI results to provide areas of interest that may require replacement.
- Incorporating all collected data and points into MSUD's existing GIS system.

### III. INSTRUCTIONS TO FIRMS

A. The SOQ and questions related to the SOQ shall be submitted to:

Jim Wade

Director of Operations, MSUD

721 Myatt Dr

Madison, TN 37115 JWWade@msud.net

Phone 615-868-3201 ext 206

Questions must be in writing and should be emailed to the contact information above. Any contact with MSUD except in writing will be a basis for disqualification. All responses to inquiries will be in writing and will be provided to all prospective firms

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who have received an RFQ from MSUD. Questions from firms must be received by noon on Tuesday, December 17, 2024 to ensure that the answers can be sent and received by the prospective firms for their consideration prior to the date SOQ's are due.

- B. All SOQ's must clearly indicate the legal name, address and telephone number of the submitting party and should be mailed or hand-delivered to the address above. All SOQ's shall be received by 4:00 P.M. Central Time, Monday, January 6, 2025. Any SOQ received after this time and date may not be considered. The firm has the sole responsibility to have its SOQ submitted to and received by MSUD by the foregoing deadline.
- C. The firm must submit comprehensive information that demonstrates and provides evidence that the firm has the capabilities, professional expertise, and industry experience to perform the easement acquisition services described in this RFQ.
- D. As a guideline, MSUD anticipates the following timetable for selection:

Date of Activity	Event
December 10, 2024	Request For Qualifications Issued
December 17, 2024	Questions Deadline - Noon
January 6, 2025	SOQ's Due Prior to 4:00 p.m. Central Time
January 7 - January 10, 2025	Evaluations and Interviews, if Necessary
January 14, 2025	Selection of Firm

F. Selection Process

- Review of SOQ's:

Using the criteria given in items (1) through (4) described in the Evaluation Criteria in Section V below and with emphasis on professional competence, MSUD shall review

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all SOQ's received to determine those firms who are fully qualified, responsible, and suitable to provide the services set forth by this Request for Qualifications.

- Discussions and Interviews:

MSUD reserves the option to hold one or more discussions and interviews with one or more of the firms who have been deemed to be qualified, responsible, and suitable to provide the services set forth by this Request for Qualifications. Such discussions and interviews shall gather additional information, review qualifications, expertise and experience pertinent to the services described by this Request for Qualifications.

- Evaluation and Ranking:

Using all of the information developed during the qualifications review and discussion, MSUD shall select the firm according to the evaluation criteria given below in Section V.

#### IV. SOQ REQUIREMENTS

All interested firms submitting must include a statement of qualifications and provide resumes of those staff that would actually be performing services for MSUD. It must be demonstrated that the personnel included as a part of the qualifications possess the capabilities, professional expertise, training and experience to ensure they are qualified to perform the services.

The written SOQ, which should be as concise as possible, should address items (1) through (4) of the criteria described in the Qualifications Evaluation Criteria set forth in Section V. Each firm submitting an SOQ shall include a statement that the qualified personnel listed in their SOQ will be contributing to the GIS mapping services for MSUD. Please note that experience with GIS mapping and analysis will be given greater weight.

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The SOQ shall include references from at least three (3) entities - preferably utility systems - where similar services have been provided in the past five (5) years. In addition to demonstrating relevant experience, the SOQ should provide a short narrative outlining the firm's typical approach for implementing similar projects and its current availability.

## V. EVALUATION CRITERIA

Evaluation criteria for each SOQ shall include consideration of the following factors:

1. Demonstrated understanding of regulatory requirements (1 page max, or included with other sections) related to federal grants and any experience working on MSUD projects. If the firm does not have direct experience with MSUD projects or GIS mapping, the SOQ must demonstrate the firm has experience successfully working with local/federal government(s) on similar projects.
2. Specific experience on similar projects – list and include brief descriptions of the firm's prior work on similar projects.
3. Overall project approach (3 pages max) – the firm's ability to begin work immediately is of primary importance since the grant has strict deadlines. A description of the firm's plan for the project and any specific prior experience on GIS mapping of water systems and analysis of water system GIS data. Emphasis should be placed on aspects of the project approach that have been successful in preventing project delays.
4. Strength of team credentials - specifically identify team members\*, their experience, and responsibilities in providing a complete GIS map of the MSUD system and analysis of the complete data.

\* Resumes may be provided in an appendix and not included in the page count.

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The SOQ's will be reviewed by an Evaluation Committee who will score each SOQ and make recommendations to MSUD. Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority/women-owned firms are encouraged to respond to all advertisements by MSUD.

MSUD reserves the right to reject any and all SOQ's, to waive any informality in the SOQ's, and negotiate changes in the scope of services to be provided. All submitters will be advised in writing when a selection has been made.

## VI. OTHER

1. Special Notice on Iran – By submission of a SOQ, each submitter and each person signing on behalf of any submitter, certifies, under penalty of perjury, that to the best of its knowledge and belief, it is not on the list created pursuant to T.C.A. § 12-12-106, which can be viewed at the below link:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_with\\_NY06-07-23.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_with_NY06-07-23.pdf)  
[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_with\\_NY06-07-23.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_with_NY06-07-23.pdf)

2. Legal Compliance – In the performance of a contract that results from this RFQ, the firm must comply with the following: (i) all applicable state, and local

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regulations, codes, and laws; and (ii) all applicable Federal law, regulations, executive orders, Treasury policies, procedures, and directives. In addition, MSUD will require the firm to certify that it is a drug-free workplace and has not been engaged in any litigation directly involving actions of the firm beyond the scope of providing professional services in the past five (5) years.

3. Conflict of Interest – Appointed officials, or employees of MSUD may not seek to acquire, be a party to, or possess a financial interest in, this contract if (i) the appointed official, or employee is an employee of the administrative unit that supervises the award of this contract; or (ii) the appointed official, or employee has the power to take or withhold official action so as to affect the award or execution of the contract. Non-controlling ownership in stock of publicly held companies or ownership of mutual funds shall be considered as a financial interest.
4. Termination – In the case of default by the firm, or for any reason whatsoever, MSUD may procure the services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
5. Lobbying – The firm certifies that ~~no~~ federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

6. No Reimbursement for Costs – The firm acknowledges and accepts that any costs incurred from the firm’s participation in this RFQ shall be at the sole risk and responsibility of the firm.
  
7. Debarment – By submitting a proposal the firm certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Tennessee or the Federal Government (SAM.Gov), and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Tennessee or the Federal Government.
  
8. Scoresheet – The Evaluation Committee will use the following scoring method:

<b>Demonstrated Understanding of Regulatory Requirements (Max 30 points)</b>	<b>Max Points</b>	<b>Your Score</b>
<b>Experience with federal grants, SRF, or ARPA funding</b>	<b>10</b>	
<b>Experience with GIS mapping of utility assets in a large sized area and incorporating data into existing GIS tools.</b>	<b>10</b>	
<b>Experience with analyzing GIS data to formulate a plan for asset replacement.</b>	<b>5</b>	
<b>Experience with MSUD Projects</b>	<b>5</b>	

<b>Total</b>	<b>30</b>	
<b>Specific Experience on Similar Projects</b>		
<b>(Max 20 points – 5 points for every similar project)</b>		
<b>Total</b>	<b>20</b>	
<b>Overall Project Approach (Max 25 points)</b>		



<b>Availability</b>	<b>15</b>	
<b>Experience with water transmission main projects</b>	<b>5</b>	
<b>Pre-determined plan for project</b>	<b>5</b>	
<b>Total</b>	<b>25</b>	
<b>Strength of Team Credentials (Max 25 points)</b>		
<b>Identification of team members, their experience, and responsibilities</b>	<b>15</b>	
<b>Track record of the team's ability to complete similar projects</b>	<b>10</b>	
<b>Total</b>	<b>25</b>	
<b>Total Points:</b>	<b>100</b>	