

**Madison Suburban Utility District (MSUD)**

**Request for Qualifications for Engineering Services**  
**RFQ- Water Utility District Asset Management Plan**

**Due Date:** May 26, 2026

**Issued By:**

MSUD

Director of Operations

721 Myatt Dr.

Madison, TN 37115

## **SECTION I - GENERAL INFORMATION**

### **A. INTRODUCTION**

Madison Suburban Utility District (MSUD) is seeking a qualified engineering firm to develop an asset management plan for its Water Utility District System (“the System”). The Asset Management program must meet or exceed all elements of the Asset Management Plan standard template (per the Tennessee Asset Management Plan Guide ([https://www.tn.gov/content/dam/tn/environment/arp/documents/arp\\_tn-amp-guide.pdf](https://www.tn.gov/content/dam/tn/environment/arp/documents/arp_tn-amp-guide.pdf)) and attached to this bid package). This project is being funded by the Tennessee Department of Environment and Conservation (TDEC), under the State Water Infrastructure Grants (SWIG) program’s Asset Management Plan (AMP) Grant. The project must meet all requirements of the grant program. Proposals must contain evidence of the engineering firm’s specific experience and qualifications in project management and development of asset management plans for other local governments or utilities. Evidence of other abilities or disciplines directly related to the proposed services should also be provided for consideration.

#### **Project Goals**

Establish a strategic and proactive plan for management of the System that shall:

- Meet TDEC AMP template specifications.
- Enable staff to quickly assess existing conditions of assets in the system
- Optimize existing operations and maintenance procedures
- Optimize use of available capital investment funds
- Identify resource needs (e.g., equipment, staffing, funding, technology)

#### **Background and Preliminary Scope of Services**

Overall asset management for the system is implemented by MSUD Employees. The Utility currently relies upon a GIS-based map of Utility-owned assets. It is anticipated that the selected firm will conduct records review, field survey work, and the use of ground penetrating radar will be necessary to locate the physical location of some assets. At its conclusion, the consultant shall develop procedures and tools enabling MSUD to maintain and update the AMP as a living document, including integration with GIS and work order systems.

#### **Additional Deliverables**

The completed Asset Management Plan (AMP) shall be consistent with the minimum data elements required by the July 2023 Tennessee AMP Guide/AMP Minimum Requirements Checklist. The final product shall include:

- i. The Five Core AMP Components:
  - a. Component 1: Current state of the Assets – Inventory and Condition Assessment:
    - i. \*Inventory
    - ii. \*Digital Map of System: 85% of system assets are mapped in a GIS platform
    - iii. Asset Condition: Assess or estimate the physical condition of each asset, including useful

life, maintenance history, likelihood of failure, and remaining service life. 50% of assets include condition, age, a material data. Develop a system for tracking ongoing maintenance efforts to extend asset life where possible and incorporate this into the AMP's continuous update cycle.

b. Component 2: Level of Service

- i. Establish level-of-service goals that consider customer expectations, regulatory compliance, and system performance.
- ii. Clearly define performance metrics for the level of service, both at the system and asset levels, ensuring that expectations for service reliability and regulatory standards are met.
- iii. Measure actual performance against defined service levels and include procedures to adjust asset management strategies as needed to meet these goals.

c. Component 3: Critical Assets

- i. Identify and rank critical assets by evaluating the likelihood of failure and the consequences of failure, considering factors such as redundancy, regulatory impact, and potential public health concerns.
- ii. Use a scoring system to prioritize critical assets, ensuring those with the highest risk are addressed first in maintenance and capital planning.

d. Component 4: Minimizing Life Cycle Costs – \*Capital Improvement Plan

- i. Update existing CIP that includes detailed project descriptions, cost estimates, expected benefits, and funding sources. Each project should be justified by its ability to reduce risk, improve service reliability, or meet regulatory standards.
- ii. The CIP should include a long-term assess renewal and replacement schedule based on condition assessments and criticality rankings.

e. Component 5: Long-term Funding Plan – \*Rate evaluation

ii. Fiscal Sustainability Plan

- a. \*Organizational Structure
- b. Plan of Operations
- c. Operations and Maintenance manual
- d. Water and Energy Conservation Efforts

iii. \*Meter Testing and Changeout Program

iv. \*IT Infrastructure

v. \*Work Order System

(items with an asterisk denote there is already a level of the item already in use at MSUD)

## B. QUALIFICATIONS

Engineering firms submitting qualifications must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements. Applicants must provide proof that they are

registered on SAM.gov; a screenshot showing the firm's debarment status and UEI number from SAM.gov should be submitted in the proposal package.

### **C. SUBMISSION REQUIREMENTS**

Consultants should organize Proposals into the following Sections:

- General Information
- Professional Qualifications of Key Personnel
- Past Performance and References
- Statement of Conflicts (see form attached)
- Supplemental Required Certifications (see forms attached)

**Statements of Qualifications must include the following in their response:**

- General Information - A brief history of the proposing entity, including general background, knowledge of water systems, and experience working with relevant agencies such as the Tennessee Department of Environmental and Conservation (TDEC).
- Key Personnel - Resumes of the key personnel assigned to the project and a staff plan that details the personnel by skill levels, duties and or roles, and estimates the number of hours needed to satisfy the requirements of the RFQ.
- Past Performance - A narrative description of past performance by key personnel assigned to the project and their recent, relevant projects that demonstrate the likelihood of success in performing the requirements of this RFQ. Examples provided should be similar in scope and complexity.
- References - Provide reference for the examples of past projects highlighted, including name, address, telephone number, and e-mail address of the point of contact.
- Supplementary Required Certifications – Complete all attached certification forms required to fulfill the obligations of the grant contract which provides the funding for this project

### **D. EVALUATION CRITERIA**

MSUD leadership and staff will evaluate each firm's qualifications to ensure that the most qualified firm is selected and the final award of the contract will be subject to negotiation of fair and reasonable compensation. Price will not be used as a selection factor and should not be included with the qualifications package submitted.

The statement of qualifications must include names and qualifications of the team to be used on the project; substitutions must be approved in advance. The Statement of Qualifications should give a history and references to satisfy the Utility regarding the firm's qualifications. Utility may make reasonable investigations deemed necessary and proper to determine the ability of each firm to perform the work, and each firm shall furnish to the Utility all information for this purpose that may be requested. The Utility reserves the right to reject any offer if the evidence submitted by, or investigation of, the firm fails to satisfy that it is properly qualified to carry out the obligations as described within this RFQ.

Responses to this RFQ will be evaluated by a selection panel comprised of key staff from the MSUD.

This solicitation is for engineering professional services and will be a qualifications-based procurement. Cost/fees for services will not be reviewed during this evaluation process. Only after the evaluation committee has scored and recommended a top firm as the most qualified for this project, the Utility Manager will solicit a price proposal with the top firm. All proposals submitted may be subject to clarifications and further negotiation. Final award of the contract will be subject to successful negotiation of fair and reasonable compensation.

## **E. QUESTIONS AND CLARIFICATIONS**

All questions regarding this Request for Qualifications (RFQ) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFQ. All questions must be submitted **May 11<sup>th</sup>, 2026, at 4:00 p.m.**, and should be e-mailed to – Jim Wade, [JWWade@MSUD.net](mailto:JWWade@MSUD.net).

Should any prospective consultant be in doubt as to the true meaning of any portion of this RFQ, or should the consultant find any ambiguity, inconsistency, or omission therein, the consultant shall make a written request for an official interpretation or correction by the due date above.

## **F. DEADLINE FOR SUBMISSIONS**

All proposals are due and must be delivered to Madison Suburban Utility District on, or before, **May 26<sup>th</sup>, 2026, at 4:00 p.m.** (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each respondent must submit (1) digital copy of the proposal by e-mail to**  
[JWWade@msud.net](mailto:JWWade@msud.net)

Qualification statements will be accepted until close of business at **4:00 p.m. on May 26<sup>th</sup>, 2026**, at Madison Suburban Utility District Office. All proposals received on or before the due date will be reviewed by the evaluation panel. No immediate decisions will be rendered.

Madison suburban Utility District reserves the right to select or reject any consulting firm that it deems to be in the best interest to accomplish the project specified. The Utility reserves the right to waive defects and informalities of the qualification statements.

## **G. TYPE OF CONTRACT**

A Professional Services Agreement (PSA) will be negotiated immediately following evaluation and selection of a qualified firm. The Utility will consider Professional Services Agreements proposed by the engineering firm selected. This RFQ and the selected consultant's response thereto shall constitute the basis of the scope of services in the contract by reference.

## **H. PROPOSAL PROTEST**

All proposal protests must be in writing and filed with the MSUD Director of Operations within five (5) business days of the award action. The consultant must clearly state the reasons for the protest. The Director will provide the consultant with the appropriate instructions for filing the protest. The protest shall be reviewed by the Utility Director of Operations or designee, whose decision shall be final.

## **I. SCHEDULE OF ACTIVITIES**

It is expected that the Selection Process will proceed as follows:

<b>Activity/Event</b>	<b>Anticipated Date</b>
Advertisement of RFQ	April 20 <sup>th</sup> , 2026
Written Question Deadline	May 11 <sup>th</sup> , 2026
Proposal Due Date	May 26 <sup>th</sup> , 2026
Selection	June 18 <sup>th</sup> , 2026
Work complete	October 1 <sup>st</sup> , 2027

The above schedule is for information purposes only and is subject to change at the Utility's discretion. Failure to meet milestones may result in contract termination or withholding of payment.

## **SECTION II - ATTACHMENTS**

### **A. EVALUATION SCORECARD**

### **B. SUPPLEMENTAL REQUIRED CERTIFICATIONS**

- 1) BYRD Anti-Lobbying Amendment Certification
- 2) Iran Divestment Act Certification
- 3) Debarment Certification
- 4) Non-Boycott of Israel Certification
- 5) Other required contract clauses under 2 CFR Part 200 Appendix II

Attachment A: Sample Scorecard	
<b>Demonstrated Understanding of Regulatory Requirements (Max 30 points)</b>	<b>Max Points</b>
Experience with ARPA, SWIG, and applicable TDEC regulations	10
Experience with GIS mapping of utility assets in a large sized area and incorporating data into GIS tools.	5
Experience with analyzing GIS data to formulate a plan for asset management/ replacement.	10
Experience with MSUD Projects	5
<b>Total</b>	<b>30</b>
<b>Specific Experience on Similar Projects (Max 20 points – 5 points for every similar project)</b>	
<b>Total</b>	<b>20</b>
<b>Overall Project Approach (Max 25 points)</b>	
Availability	15
Experience with asset management plan development projects	5
Pre-determined plan for project	5
<b>Total</b>	<b>25</b>
<b>Strength of Team Credentials (Max 25 points)</b>	
Identification of team members, their experience, and responsibilities	15
Track record of the team's ability to complete similar projects	10
<b>Total</b>	<b>25</b>
<b>Total Points:</b>	<b>100</b>

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## STATE OF TENNESSEE

### BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

#### **APPENDIX A, 44 C.F.R. PART 18 \_ CERTIFICATION REGARDING LOBBYING \_ REQUIRED FOR CONTRACTS OVER \$100,000** *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal 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.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name and Title</b>	<b>Phone Number / Email Address</b>



**STATE OF TENNESSEE  
IRAN DIVESTMENT ACT CERTIFICATION**

<b>SUBJECT CONTRACT NUMBER(S):</b>	
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	
<b>EDISON SUPPLIER IDENTIFICATION NUMBER:</b>	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

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**CONTRACTOR SIGNATURE**

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

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**PRINTED NAME AND TITLE OF SIGNATORY**

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**DATE**



**STATE OF TENNESSEE**  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION**  
**AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name</b>	<b>Phone Number / Email Address</b>

I am unable to certify to the above statements. Explanation is attached.



**STATE OF TENNESSEE**  
**NON-BOYCOTT OF ISRAEL CERTIFICATION**

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name</b>	<b>Phone Number / Email Address</b>