

**Request for Qualifications (RFQ)
Recovery Engineering Support Services**

**Joint Economic Development Board of Unicoi County, Inc.
P.O. Box 628, Erwin, TN 37650**

January 14, 2025

Erwin and Unicoi County, TN experienced the worst natural disaster on record from Hurricane Helene due to flooding along the Nolichucky River on September 27, 2024. Great progress has been made in the recovery efforts in the past three months; however, there remains an enormous amount of work to be done to recover and build the community back better, stronger, and more resilient.

The Joint Economic Development Board of Unicoi County, Inc. anticipates receiving an Appalachian Regional Commission assistance grant as well as has the potential to receive funding from the Economic Development Administration (EDA), the Community Development Block Grant (CDBG), and other state and Federal funding sources and is looking for a qualified consulting engineering firm with prior experience in FEMA flood recovery and support services to assist the community with planning and rebuilding infrastructure damaged by Hurricane Helene. Desired firm will be able to provide multiple facets of civil engineering support services including bridge and roadway repairs, repair / replacement of damaged utilities, technical assistance, design guidance, and problem-solving solutions addressing day-to-day problems that arise.

Scope of Engineering Services:

- Assistance, as requested, with the review of Town, County, or Utilities Public Assistance Categories of Work for Permanent Work (Categories C, D, E, F, and G).
- Assistance, as requested, with the review of Town, County, or Utilities planned projects, including providing technical expertise as requested to assist with the overall control of all agency recovery across the extents of the County. This will include assistance with overall master development and coordination of all project listing, master budgeting, master scheduling and overall compliance. This will be in conjunction with the FEMA consultants hired by Erwin Utilities, the Town of Erwin and Unicoi County.
- Assist, as requested, with the review of technical and legal documents, including standards, bylaws and ordinances as necessary for FEMA compliance and delivery of recovery projects as necessary.
- Assistance, as requested, and review of documentation and record keeping of work completed in response and recovery to the flood declaration, including recommendations on reporting procedures that would enhance current practice.
- Assistance, as requested, with FEMA Project Worksheet development and revisions from a technical aspect, as requested by the agencies, including any alternative and/or improved projects.
- Coordination, as requested, with the selected FEMA consultants on the review of all FEMA related reimbursement requests to assure payment by the State of Tennessee (TEMA), and any other technical, FEMA and/or TEMA assistance, as requested by the agencies.
- Assistance with identifying and applying for any additional grants that would further the resilient recovery or provide match funding.
- Assist with review of current land use plan and provide recommendations and updates to the plan.

Qualifications must include:

- Staff available to assist
- Hourly rates
- Experience on similar projects
- Certificate of Insurance
- Tennessee Contractors License
- Title VI of the Civil Rights Act of 1964 Training Certificate
- Available Start Date

Respondents will be evaluated on the basis of the written materials submitted and according to the four factors described below.

1. Specialized experience or technical expertise of the firm regarding engineering services (25 points);
2. Record of past performance on contracts with the Town of Erwin, Unicoi County, and Erwin Utilities Authority and other clients, including quality of work, timeliness, and cost control (25 points);
3. Capacity of the firm to perform the work within time limitations, taking into consideration the firm's current and planned workload (25 points); and
4. Familiarity of the firm with the type of problems applicable to the proposed project (25 points).

Qualifications should be submitted electronically via email to:

- Austin Finch, Economic Development Director at afinch@e-u.cc

Deadline to submit is Monday, February 10, 2025, at 12:00 PM Eastern.

Please contact Austin Finch at (423) 735-4578 or afinch@e-u.cc with any questions concerning this RFQ.