

## PUBLIC NOTICE

The City of Kingsport is requesting sealed Expression of Interest/Request for Qualifications from firms with the expertise to provide services for Lead and Copper Rule Improvements (LCRI) Water Services Line Inventory Update. The firms/person(s) must have experience in projects of this nature with other government entities.

Sealed requests will be received by the Procurement Manager, City of Kingsport, until 4:00 P.M., Eastern Time, July 30, 2026, and at that time will be publicly opened and the names of the submitters read aloud in Conference Room 436, 4<sup>th</sup> Floor, City Hall, 415 Broad Street, Kingsport, TN 37660.

By submission of a signed Expression of Interest/Request for Qualifications, the consultant certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

Documents for the above referenced request are available online at <https://www.kingsporttn.gov/city-services/purchasing/>. Interested parties may also contact the Procurement Department, City of Kingsport – Phone (423) 229-9419.

PUB1T: 06/27/2026

Chris McCartt  
City Manager



June 27, 2026

SUBJECT: Expression of Interest/Request for Qualifications (RFQ) for Lead and Copper Rule Improvements (LCRI) Water Service Line Inventory Update

Dear Submitter:

The City of Kingsport is currently interested in entering a contract with a firm for the above-mentioned project.

Firms desiring to be considered must submit one original and four (4) copies of the qualifications to the following address:

Procurement Manager  
City of Kingsport  
415 Broad Street  
Kingsport, TN 37660

Replies must be received no later than 4:00 P.M., Eastern Time, July 30, 2026. Mark the outside of the envelope "RFQ – LCRI Water Service Line Inventory Update".

All Requests for Qualifications received by the Procurement Manager shall be publicly opened in Conference Room 436, 4th Floor, City Hall, 415 Broad Street, Kingsport, TN at 4:00 PM Eastern Standard Time on July 30, 2026. Once all proposals have been opened, the Procurement Manager will announce only the names of the submitters.

Any cost incurred in preparation of this Request for Qualifications and in the interview phase will solely be the responsibility of the consultant.

No fee structure is requested at this time.

All Minority and Women-Owned contractors are encouraged to participate.

By submission of a signed Expression of Interest / Request for Qualifications, the submitter certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

Any additional information concerning this request may be obtained from the Procurement Department at (423) 229-9419 or email [brentmorelock@kingsporttn.gov](mailto:brentmorelock@kingsporttn.gov)

Sincerely,

A handwritten signature in blue ink that reads "Brent Morelock".

Brent Morelock, CPPO, CPPB  
Procurement Manager

Request for Qualifications  
City of Kingsport Utilities Department  
Lead and Copper Rule Improvements Water Service Line Inventory Update

This project will be fully funded and is subject to the applicable laws and regulations associated with the terms of the Lead Service Line Inventory (LSLI) Grant through the Tennessee Department of Environment and Conservation (TDEC). The City is issuing a Request for Qualifications (RFQ) from consulting firms to assist in completing a water service line inventory that meets the requirements of the Environmental Protection Agency's (EPA) and the Tennessee Department of Environment and Conservation's (TDEC) Lead and Copper Rule Improvements.

**PROJECT: LEAD AND COPPER RULE IMPROVEMENTS WATER SERVICE LINE INVENTORY UPDATE**

**PROGRAM GOALS AND OBJECTIVES**

This project aims to complete a water service line inventory that meets the requirements of the Environmental Protection Agency's (EPA) and the Tennessee Department of Environment and Conservation's (TDEC) Lead and Copper Rule Improvements.

Key objectives of the program include:

- Updating the Service Line Inventory for lines with an unknown material designation
- Develop and implement a TDEC approved statistical analysis method to minimize the need for physical verification methods
- Identify public and private service lines that require physical identification to validate methods
- Prepare solicitations for physical identification of water service lines
- Develop replacement plans for any lead or galvanized requiring replacement.
- Develop implementation plan for sampling requirements under LCRI
- Meet other requirements under LCRI

**BACKGROUND**

The City of Kingsport (City) has completed the initial inventory of the water distribution system, in accordance with the requirements of the LCRI. This inventory includes approximately **23,000** service lines for which the material is unknown. The city has secured funding to further update this inventory to reduce the number of unknowns. We are seeking professional services to develop and implement a methodology to correctly assign material designations to service lines currently listed as unknown. Due to the large number of unknown lines, the city prefers that the use of an approved method of statistical analysis be used to the maximum extent possible such that the need for more intrusive methods is minimized.

**SCOPE OF WORK**

1. Update the Service Line Inventory:

- Review the City of Kingsport's most recent Lead Service Line Inventory (LSLI) as submitted to TDEC in December 2025.
  - Based on an analysis of the service material makeup of Kingsport's system, develop a recommendation for further identifying the service lines for which material designation is currently unknown.
    - Prepare recommendations for incorporating method(s) of statistical analysis to minimize the need for physical verification methods.
    - Detail the proposed statistical analysis method(s) selected, including references to successful applications at other public water systems and the current regulatory status of the proposed method(s).
    - Include an estimate of the percentage of service lines that must be physically verified to validate the methodology.
  - If applicable, submit the proposed methodology to TDEC to secure TDEC written approval for utilizing the method to update the City of Kingsport's LSLI.
2. Implement the statistical analysis verification method proposed in (1):
- Perform analysis of Kingsport's distribution system in accordance with the TDEC-approved methodology proposed.
  - Identify the number and location of service lines on both the public and private side requiring physical identification to validate the methodology.
  - Prepare a GIS map illustrating the locations of lines to be physically verified such that the City of Kingsport can solicit bids for the work.
  - Update the LSLI GIS database to reflect new material designations upon completion of statistical analysis and physical verification methods.
3. Other Services:
- Assist the City of Kingsport in preparing solicitations for performing physical identification of water service lines for competitive bidding to contractors.
  - Prepare and submit documentation that meets TDEC requirements for environmental review if potholing or other ground-breaking activities are required.
  - If lead or galvanized requiring replacement service lines are identified, develop a replacement plan.
  - If lead or galvanized requiring replacement service lines are identified, prepare and submit preliminary engineering report (PER) for TDEC approval.
  - Develop new tier sites for compliance sampling under the LCRI; identifying locations and developing standard operating procedures from sampling process and customer communications.
  - Develop an implementation plan for school and childcare sampling requirements under the LCRI. Develop a standard operating procedure for sampling processes. Send sample kits and analyze samples as needed.
  - Develop communications templates related to requirements under the LCRI.
  - Provide grant administration assistance to comply with the requirements and documentation of the LSLI grant

### SUBMITTAL OF QUALIFICATIONS

All Qualification Statements should be organized into a single bound document and include the following information limited to the stated number of pages for each section:

1. Statement of Interest – The consultant shall submit a Statement of Interest detailing the firm's interest in providing professional services for the project scope described in Attachment

A. The letter should identify the primary office at which the services will be performed and should identify a single primary point of contact for the submittal and contact information. Limit to 1 page.

2. Project Team Information – The consultant shall submit the following:

- a. The Project Team key staff members as a personnel list or in an organizational chart format, and his or her role in the project. Subconsultants or partner firms should also be identified in this section. Limit to 1 page.
- b. Each team member's experience (resume) with similar projects. Limit to 1 page per team member.

3. Project Experience Information – The consultant shall submit the following:

- a. Information that the consultant considers relevant to demonstrate consultant has the necessary experience and expertise to complete the scope of services for the project. Limit to 5 pages.

4. Technical Approach – The consultant shall submit the following:

- a. Information outlining the methodology consultant will apply to refine the City of Kingsport's Lead Service Line Inventory. This technical approach should identify the use of statistical analysis to reduce the need for physical identification measures to confirm line material. This section should clearly describe previous applications of the proposed methodology and the status of regulatory acceptance of the methodology in the State of Tennessee. It should also describe the final deliverable and identify critical project milestones.
- b. The consultant's plan to secure regulatory approval of the proposed method identified in (a) as part of the project prior to implementation of the method. This should include the expected timeframe associated with gaining approval from TDEC, and other pertinent information including the consultant's experience and familiarity with TDEC primary points of contact.
- c. Timeline for completing the work. The grant through which consulting services will be funded requires project completion by **June 30, 2027**. Please include a detailed schedule for completing the scope of work included in the proposal.

5. Project Supplemental Information — The consultant shall submit the following:

- a. Any other information the City of Kingsport should consider when selecting a consultant for the LCRI Lead Service Line Inventory Update. Limit to 4 pages.

The total Qualification Statement submission shall be combined within a single bound document.

## SELECTION CRITERIA

All proposals will be reviewed and rated by a selection committee representing the City of Kingsport. Criteria for evaluation will include:

- 50% - Technical approach and methodology
- 20% - Relevant project experience with references
- 20% - Regulatory knowledge and TDEC coordination

- 10% - Capacity to perform the services within the established timeframe

## SUPPLEMENTAL CONDITIONS

### REQUIRED STATE OR GRANTEE CERTIFICATIONS

The following documents outline the required supplementary conditions to be completed and provided by the bidders with your RFQ response.

- [BYRD Anti-Lobbying Amendment Certification](#)
- [Iran Divestment Act Certification](#)
- [Debarment Certification](#)
- [Non-Boycott of Israel Certification](#)

### REQUIRED AND RECOMMENDED FEDERAL CONTRACT PROVISIONS

The following document outlines the required and recommended provisions that must be included in contracts funded in part or in whole with grant funding from the SLFRF.

[Required and Recommended SLFRF Supplemental Conditions for Contracts](#)



**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

### 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**  
**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>

## **Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(E) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations

and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(F) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(G) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(H) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must 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 must 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 non-Federal award.

(I) Domestic Preferences for Procurements - As appropriate and to the extent consistent with law, Supplier should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Company Name :

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Authorized Signature :

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Date :

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