

PUBLIC NOTICE

The City of Kingsport is requesting sealed Expression of Interest/Request for Qualifications from firms with the expertise to provide services for Asset Management Plan – Drinking Water, Sanitary Sewer and Stormwater. 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, October 8, 2026, and at that time will be publicly opened and the names of the submitters read aloud in Conference Room 436, 4th 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: 09/19/2026

Chris McCartt
City Manager



September 19, 2026

SUBJECT: Expression of Interest/Request for Qualifications (RFQ) for Asset Management Plan - Drinking Water, Sanitary Sewer, and Stormwater

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) hardcopies of the qualifications as well as one copy on a USB, 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, October 8, 2026. Mark the outside of the envelope "RFQ – Asset Management Plan for Utilities".

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 October 8, 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

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
Asset Management Plan – Drinking Water, Sanitary Sewer, and Stormwater

This project will be funded and is subject to the applicable laws and regulations associated with the terms of the Asset Management Plan Drinking Water 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 an Asset Management Plan that meets the requirements of the Tennessee Department of Environment and Conservation's (TDEC) Asset Management Plan guide and requirements.

PROJECT: ASSET MANAGEMENT PLAN – DRINKING WATER, SANITARY SEWER, AND STORMWATER

PROGRAM GOALS AND OBJECTIVES

This project aims to complete an Asset Management Plan for Drinking Water, Sanitary Sewer, and Stormwater that meets the requirements of the Tennessee Department of Environment and Conservation's (TDEC) Asset Management Plan Guide and requirements.

Key objectives of the program include:

- Asset Management Plan that meets all TDEC requirements under the ARP grant.
- Meet TDEC AMP template specifications, or similar.
- Identify critical drinking water, sanitary sewer, and stormwater assets per asset type.
- Estimate remaining useful life for all assets, as defined by TDEC.
- Risk assessment framework.

BACKGROUND

The City of Kingsport manages a regional water system that provides drinking water, sanitary sewer, and stormwater service to approximately 40,000 customers in a service area of over 120 square miles, serving the City of Kingsport along with portions of Sullivan County, Washington County, Hawkins County, Greene County, and Scott County, Virginia. The drinking water system includes a 29 million gallons per day rated capacity water treatment plant, over 800 miles of water lines, 22 tanks, 15 major pump stations, and 24 booster stations. The distribution system is divided into 17 pressure zones. The sanitary sewer system includes a 12 million gallons per day design capacity wastewater treatment plant, about 510 miles of gravity sewer lines, 55 miles of force main sewer lines, over 13,000 manholes, 101 lift stations, and 300 residential lift stations. The stormwater system includes 190 miles of storm sewer pipe, over 10,000 storm inlets, and 647 storm manholes. This includes private and public storm assets.

The locations and attributes of water and sewer mains, valves, hydrants, and other assets have historically been recorded on paper maps (until the early 2000's) and AutoCAD drawings (until 2019). Starting in 1996 the City began developing a geographic information system (GIS) that included water and sewer asset locations and attributes. The City's water, sewer, and stormwater operations manage and update map information through their asset management software OpenGov Enterprise Asset Management (EAM), also referred to as Cartegraph, which was adopted in 2015. Cartegraph works synergistically with the City's GIS to reconcile differences between databases and maintain consistent mapping information between both records.

The City's long-term approach to asset management is to utilize Cartegraph to both track task history on assets and aid operations staff in locating assets and planning work.

The City is seeking to utilize ARP funds to improve its asset management program by creating a comprehensive Asset Management Plan (AMP) that includes all elements from TDEC's guide and help with long-term full lifecycle management of all drinking water, sanitary sewer, and known stormwater assets. Though many assets are missing install dates, the City has a current ongoing project through August 2026 to digitize paper as-builts/plans and update Cartegraph with asset data.

Maps of the City's water infrastructure are available online on the City's website (KingsportTN.gov) under the Maps portion of the City Services tab.

SCOPE OF WORK

1. The scope includes drinking water and sanitary sewer assets, both horizontal and vertical, to include water treatment plant, wastewater treatment plant, pump and lift stations, booster stations, mains, valves, manholes, public service connections, and hydrants. For stormwater assets, scope will include known and mapped assets, excluding channels.
2. Inventory assets at the Water Treatment Plant and Wastewater Treatment Plant. This will include assets that have a value greater than \$5,000 and a useful life greater than 1 year. Most lines and valves exist already in the City's Cartegraph. Asset data collected should include make/model, size, material, serial number, and other attributes as applicable by asset type. Assets should be grouped by system.
3. Utilize digital records, staff interviews, neighborhood/parcel data, and other data as available to record or estimate install dates for major water distribution and sanitary sewer collection system assets. Any assumptions should be evaluated by the City.
4. Estimate remaining useful life for all included assets based on AWWA standards.
5. Develop a risk assessment framework to assess criticality for ongoing monitoring and review. Calculate likelihood and consequence of failure scores (LOF and COF) in order to assign asset criticality and ranking per asset type. Consequence of failure should utilize asset size, material, proximity to priority locations, and other consultant guided criteria for scoring. Use LOF and COF scores to determine critical

assets. Calculations for main drinking water pumps stations have been completed during a recent Water Pump Station Assessment.

6. Utilize asset management strategies to outline strategies for long-term financial planning and forecast for water, sanitary sewer, and stormwater assets. Document current capital planning processes and outline strategies for using asset management processes and Cartegraph for CIP planning.
7. Utilize the TDEC AMP templates for consolidation of asset data and analysis. TDEC approved alternative templates can be utilized. Separate templates should be utilized for drinking water, sanitary sewer, and stormwater assets.
8. Develop the first annual drinking water, sanitary sewer, and stormwater asset management plan. This should include templates for the City to continue the plan going forward. This effort should include charts and tables as needed. The plan should encompass all TDEC requirements according to their guide and minimum requirements checklist.
 - a. The AMP should be divided into the TDEC core components: Current State of the Assets, Level of Service, Critical Assets, Minimizing Life Cycle Costs – CIP, Long-Term Funding Plan. Incorporate results from the City’s most recent rate evaluation and include what is considered when evaluating rates. The plan must include a narrative on how the City will be planning to fill any data gaps over time that remain.
 - b. The narrative must also discuss how the City meets or plans to meet all items from TDEC’s AMP minimum requirements checklist.
 - c. The AMP must include a narrative on how the City implements its Capital Improvement Plan, which includes capital investments and O&M strategies. The narrative should include the City’s decision making process and funding for items output to the CIP.
9. Additional items that must be included in the AMP are Levels of Service (service expectations), Sustaining the entire system, Meter Testing and Changeout Program, IT Infrastructure, and Work Order System (Cartegraph).

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 create the City's Drinking Water, Sanitary Sewer, and Stormwater Asset Management Plan. This technical approach should identify methods utilized for handling incomplete asset attributes, creating the risk assessment framework, and identification of critical assets. 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. Timeline for completing the work. The grant through which consulting services will be funded requires project completion by **July 30, 2028**. 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 Asset Management Plan. 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

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.

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



STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	
EDISON SUPPLIER IDENTIFICATION NUMBER:	

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.

CONTRACTOR SIGNATURE

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

PRINTED NAME AND TITLE OF SIGNATORY

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.

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

☐ 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.

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

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:

Authorized Signature:

Date:
