

ROCKY TOP, TENNESSEE REQUEST FOR QUALIFICATIONS ADMINISTRATIVE SERVICES

The City of Rocky Top, Tennessee is requesting Statements of Qualifications from qualified firms for the following:

Professional Administrative Services in connection with the Appalachian Regional Commission (ARC) Program.

Proposals must be received by City of Rocky Top by 1:30 p.m. August 19, 2026. Proposals should be submitted to Mayor Templin, City of Rocky Top, 195 South Main Street P.O. Box 66, Rocky Top, Tennessee 37769, no later than 1:30 p.m. August 19, 2026. Proposals received after 1:30 p.m. August 19, 2026, will not be considered.

The firm, or firms, selected will assist with professional Administrative Services as may be required during the program timeframe. These services may include, but are not limited to, application preparation and project administration.

All proposals should be marked with the following language: **ADMINISTRATIVE
SERVICES STATEMENT OF QUALIFICATIONS FOR
CITY OF ROCKY TOP ARC PROGRAM**

Qualifications will be evaluated on the following factors:

- Specialized Experience or technical expertise of the firm in connection with the type of services to be provided.
- Past record of performance on State and Federally funded projects with the community and other clients including quality of work, timeliness, and cost control.
- Capacity of the firm to perform the work taking into consideration current and planned workload.
- Familiarity of the firm with the ARC Program.

City of Rocky Top will award a contract to the firm, or firms, deemed most qualified to provide Administrative Services as requested. The contract(s) will include scope and extent of work and other essential requirements.