

REQUEST FOR QUALIFICATIONS (RFQ)
Civil Engineering Services
Soil Borings & Subsurface Investigation
Stewart-Houston Industrial Park - 45-Acre Tract
Funded by the Tennessee Site Development Grant Program (TNECD)

1. INTRODUCTION

The Stewart-Houston Industrial Development Board (IDB) is requesting Statements of Qualifications from qualified civil engineering firms licensed in the State of Tennessee to provide professional engineering services for subsurface investigation, soil borings, and geotechnical evaluation for a 45-acre tract located within the Stewart-Houston Industrial Park in Stewart County, Tennessee.

The selected firm must demonstrate experience with local government projects, economic and community development funding programs, site design for industrial development, and interpretation of geotechnical underground borings and related data.

This project is funded through a Tennessee Site Development Grant administered by the Tennessee Department of Economic and Community Development (TNECD). Procurement and contracting shall comply with all applicable State of Tennessee laws, grant contract requirements, and professional services procurement standards.

2. PROJECT BACKGROUND

The Stewart-Houston Industrial Park is a regional industrial recruitment asset serving Stewart and Houston Counties. The 45-acre tract is targeted for mass grading and pad preparation to enhance marketability and competitiveness for advanced manufacturing and industrial prospects.

TNECD has awarded funding to conduct subsurface investigations and soil borings to determine development feasibility and grading requirements prior to construction-phase funding.

3. PROCUREMENT METHOD

This procurement is being conducted as a **Qualifications-Based Selection (QBS)** process for professional engineering services in accordance with:

- Tennessee Code Annotated governing professional services procurement
- Tennessee Site Development Grant requirements
- Applicable state grant compliance provisions

Firms will be evaluated based on qualifications. Fee negotiations will occur with the highest-ranked firm.

4. SCOPE OF SERVICES

The selected firm shall provide professional engineering services related to subsurface investigation, soil borings, testing, and engineering analysis for the subject site, including, but not limited to:

A. Subsurface Investigation

- Development of a borings plan appropriate for a 45-acre industrial tract
- Utility coordination (811 locate)
- Soil borings across the site (quantity and depth recommended by the firm)
- Standard Penetration Testing (SPT)
- Soil classification in accordance with ASTM standards
- Groundwater identification

B. Laboratory Testing

- Soil classification testing
- Moisture-density relationships
- Atterberg limits
- Grain size analysis
- Additional tests as needed to support mass grading and pad development

C. Engineering Analysis & Report

- Sealed engineering report documenting subsurface conditions, findings, and recommendations
- Soil stratification
- Bearing capacity recommendations
- Mass grading and earthwork recommendations
- Cut/fill suitability
- Compaction standards
- Unsuitable soil identification
- Groundwater considerations
- Preliminary foundation recommendations for industrial development
- Pavement design recommendations (if applicable)

D. Coordination

- Coordination with IDB and its representatives
- Participation in one findings review meeting

5. DELIVERABLES

The selected firm shall provide:

- Draft report (PDF)
- Final signed and sealed report (PDF and 2 hard copies)
- Boring logs
- Laboratory results
- Digital boring location file (if available)

6. MINIMUM QUALIFICATIONS

Respondents must demonstrate:

- Active Tennessee Professional Engineer (PE) license
- Experience with industrial or large commercial site development (25+ acres preferred)
- Experience supporting mass grading and site development projects
- Experience with local government or publicly funded projects
- Familiarity with economic and community development funding requirements
- Demonstrated capability in interpreting geotechnical borings, subsurface investigations, and related engineering data
- Familiarity with Middle Tennessee / Highland Rim soil conditions
- Ability to mobilize within 30 days of Notice to Proceed

7. SUBMISSION REQUIREMENTS

Statements of Qualifications shall include:

1. Firm profile and contact information
2. Project understanding and technical approach
3. Recommended borings plan and methodology
4. Relevant project experience (minimum 3 similar projects)
5. Project team and resumes

6. Proposed schedule
7. Separate sealed fee proposal (lump sum with breakdown)
8. Proof of Tennessee PE licensure
9. Certificate of insurance
10. Completed required certifications (see Section 9)

8. SELECTION CRITERIA

Qualifications will be evaluated based on:

- Relevant experience (30%)
- Technical approach (25%)
- Project team qualifications (20%)
- Understanding of industrial site readiness (15%)
- Schedule and responsiveness (10%)

The Stewart-Houston IDB reserves the right to request interviews.

9. GRANT COMPLIANCE REQUIREMENTS

The selected firm must:

- Maintain records for a minimum of five (5) years
- Allow inspection and audit by the State of Tennessee
- Comply with all applicable state laws and grant contract requirements
- Not begin work prior to issuance of a written Notice to Proceed

10. SCHEDULE

- RFQ Issued: March 31, 2026
- Questions Due: April 23, 2026
- SOQs Due: April 30, 2026
- Ranking & Selection: May 1, 2026
- Notice to Proceed: TBD

12. SUBMISSION DEADLINE

Statements of Qualifications must be received no later than:

April 30, 2026, 1:00 PM CST

Submissions may be mailed to:

Houston County Courthouse

Stewart-Houston IDB

Attn: Howard Spurgeon

P.O. Box 366

4725 E Main St

Erin, TN 37061