

CITY OF CROSSVILLE

392 NORTH MAIN STREET
CROSSVILLE, TENNESSEE 38555~4275
TEL (931) 484-5113
FAX (931) 484-7713

September 4, 2026

Re: Notice of Request of Qualifications for Professional Engineering/Architectural Services 2024 Parks & Recreation Grant – City of Crossville

To whom it may concern,

The City of Crossville, Tennessee is requesting Statements of Qualifications from engineering firms for a FY 2024 Parks & Recreation Grant which was recently funded. Professional engineering services are needed to provide: preliminary engineering information including maps and concept plans as well as an opinion of probable cost for the application; if the project is funded, project design and construction phase services will be necessary to implement this project.

The City will utilize the following criteria for selection of the firm:

1. Specified experience or technical expertise of the firm in connection with the type of services to be provided;
2. Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control;
3. Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm;
4. Familiarity with the Parks & Recreation Program and eligibility requirements; and

The City of Crossville's evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion national origin, sex, creed, age, and disability.

The City is an Equal Opportunity Provider. The City encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit qualifications.

If you are interested in providing the required services, please send one copy of your Statement of Qualification to me at City of Crossville, Attn: City Clerk, 392 North Main Street, Crossville, Tennessee 38555 on or before 2:00 CST, September 22nd, 2026.

Sincerely,
The City of Crossville