



October 25, 2024

SUBJECT: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONSULTANT

To whom it may concern:

Putnam County, Tennessee requests statements of qualifications from consultants to provide services on an Appalachian Regional Commission (ARC) project to complete a feasibility study for land the county recently purchased on Tennessee Avenue. The county has plans to construct a state-of-the-art fairgrounds, an expansive event and event center, a dynamic visitor's bureau, and a monumental arena. The selected firm will be in charge of preparing the study that will focus on the arena and event center. Qualifications should be received on or before Friday, November 8, 2024, by 12 p.m. (local time.)

Electronic copies should be sent to: mackerman@ucdd.org

Each submission will be evaluated according to the following criteria:

- Specialized experience or technical expertise of the firm.
- Past performance record on contracts with the community as well as other clients
- Capability of firm to perform the work within time limitations.
- Familiarity with the type of problems applicable to the project.
- Familiarity with local conditions.

The firm selected must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Community Development Act of 1968.

Thank you for your interest in the needs of our community.

I look forward to your reply.

Sincerely,

Randy Porter
Mayor of Putnam County