



City of Alcoa Purchasing

223 Associated Blvd. Alcoa, Tennessee 37701

(865) 380-4700 FAX (865) 380-4797

REQUEST FOR PROPOSALS

City of Alcoa Facilities Condition Assessment & Master Planning Study

The City of Alcoa (COA) invites qualified professional consulting firms to submit Request for Proposals (RFP) to provide consulting services associated with the creation of a Master Plan for the comprehensive evaluation of major City-owned facilities and associated infrastructure.

Proposals will be received until 2:00 p.m., Thursday, January 29th, 2026 at the offices of the City of Alcoa Purchasing Manager, 223 Associates Blvd., Alcoa, Tennessee. RFP's received by said time will be opened and reviewed for consideration.

The COA is not liable for incurred costs or expenses in the development of the proposed RFP.

The COA reserves the right to accept or reject any proposal, to accept a proposal containing variations from these specifications if the proposal so merits, to negotiate the proposal prior to acceptance, and to accept partial proposals.

The COA reserves the right to self-perform any work, as it sees fit, as a result of this RFP. Bidders shall make no assumption that work will be awarded based on this RFP. The COA will retain RFP submissions to establish a pool of pre-qualified firms for subsequent phases and future projects.

The COA reserves the right to waive any formality in any solicitation, to reject any or all proposals, and to accept the best proposal for the COA as determined by City Officials. The COA also reserves the right not to enter into any contract as a result of this RFP.

This solicitation has been developed in accordance with Title VI of the Civil Rights Act of 1964 which provides that no person shall, on the grounds of race, sex, age, national origin, or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Thank you in advance for your interest in doing business with the City of Alcoa.

Sincerely,

Ashley Hardyn,
Purchasing Manager

SCOPE OF WORK AND SPECIFICATIONS

**CITY OF ALCOA FACILITIES CONDITION ASSESSMENT
& MASTER PLANNING STUDY
RFP # 25102**



Date: Dec 2025

223 Associates Blvd
Alcoa, TN 37701

1) Purpose

The City of Alcoa is soliciting responses from qualified firms to perform a comprehensive Facilities Condition Assessment (FCA) of major City-owned facilities and associated infrastructure to develop a Master Plan. The intent is to assess the condition of critical building systems, identify opportunities for improvement, and a facility needs assessment with prioritized recommendations, cost analyses, and maintenance strategies. An energy usage audit and procurement strategies evaluation will be expected as part of the process to help determine opportunities to offset future improvement costs.

2) Background

The COA seeks a clear and current understanding of the conditions of their facilities. To meet this need, the COA is soliciting proposals from qualified vendors who are able to assist the COA in assessing the facilities currently within the scope of this RFP (Listed in section 3, "Facilities in Scope"), develop a prioritized capital plan, and provide benchmarks with data from other similar entities to support current and future capital funding decision making

3) Facilities in Scope

- City School Facilities
 - Middle School - 532 Faraday St, Alcoa, TN 37701
 - Intermediate School - 1325 Springbrook Rd, Alcoa, TN 37701
 - Elementary School - 1200 Springbrook Rd, Alcoa, TN 37701
 - High School - 1205 Lodge St, Alcoa, TN 37701
- Water Treatment Plant – 302 Sam Houston School Rd, Maryville, TN 37804
- Public Safety Building – 2020 N. Wright Rd, Alcoa, TN 37701
- Public Works Facility (Service Center) – 725 Universal Street, Alcoa, TN 37701
- City Hall (Municipal Building) – 223 Associates Blvd, Alcoa, TN 37701
- Fire Station 2 – 271 Joule Street, Alcoa, TN 37701

4) Schedule

All interested parties are invited, prior to submittal of RFP's, to conduct on-site investigations and data collection to evaluate existing conditions, and to understand any constraints which will affect their RFP. Meeting timetable is listed below:

- RFP Issue Date: Tuesday, December 9th, 2025
- **Mandatory** Pre-Proposal Meeting / Site Visit Schools: Monday, January 5th, 2026 @ 8am – Meet at the Employee Support Center located at 524 Faraday Street, Alcoa, TN 37701
- **Mandatory** Pre-Proposal Meeting / Site Visit Other COA Facilities: Tuesday, January 6th 2026 @ 8am – Route will be as follows: Meet at the Water Treatment Plant. Then we will go to the Public Safety Building, Public Works Facility (Service Center), City Hall (Municipal Building), Fire Station #2
- Deadline for Questions (RFI): Tuesday, January 20th, 2026 @ 2pm
- Addendum Issued (if needed): Friday, January 23rd, 2026 by EOD
- Proposal Due Date: [Date] by Thursday, January 29th, 2026 @ 2pm
- No contact period starting 48 hours before bid opening
- Evaluation Period: TBD
- Interviews (as needed)

5) Systems and Infrastructure to be Evaluated

- a) Roofing and Building Envelope
 - Roof Condition, lifespan, and replacement needs
 - Exterior walls, windows, and doors for integrity and efficiency
- b) Mechanical Systems
 - HVAC units, boilers, chillers, and controls
 - Plumbing systems and fixtures
- c) Lighting Systems
 - Interior and exterior lighting efficiency and code compliance
 - Recommendations for LED or smart lighting upgrades
- d) Safety Infrastructure
 - Fire suppression and alarm systems
 - Egress, emergency lighting, and ADA accessibility
 - General life-safety compliance
- e) Energy Usage
 - Benchmarking of current utility consumption (electric, gas, water)
 - Energy conservation opportunities and projected savings
- f) Utility Infrastructure
 - Condition of utility connections and distribution within facilities
 - Critical infrastructure supporting ongoing operations (electrical, water, sewer, gas, communications)
- g) Review and consolidate the existing facility/asset maintenance contracts
- h) Space Study (Alternative)
 - Evaluate current space usage and future space needs.

6) Deliverables

The Consultant shall, at a minimum, deliver:

- Asset Inventory - Baseline Condition Report: Detailed documentation of existing conditions for all systems and infrastructure
- Maintenance and Lifecycle Plan: Long-term maintenance strategies for each major system to extend service life
- Prioritization Matrix: Ranking of proposed projects by criticality, age, risk, safety, and cost-benefit
- Investment-Grade Audit: Comprehensive financial analysis including repair vs. replacement scenarios, projected cost savings, and funding considerations
- Presentation of Findings: Formal presentation to City leadership and/or the governing body

7) Submission Format

Responses shall, at a **minimum**, include the following **in this order**:

- Company Profile: History, capabilities, and relevant experience
- Project Team: Key personnel and roles, including resumes and certifications
- Relevant Experience: Comparable municipal or institutional facility evaluations [2 examples]
- Approach & Methodology: Proposed process for assessment and reporting
- References: At least three references for similar projects and corresponding reports generated
- Licenses, certifications in the State of Tennessee
- Comprehensive list of potential sub-contractors

8) Evaluation Criteria

The City will evaluate responses based on:

- Demonstrated experience with municipal and/or educational facilities
- Qualifications and certifications of key personnel
- Understanding of scope and methodology
- References from comparable projects

9) Insurance

The successful bidder shall assume all liability for operations relative to this contract. Minimum Insurance coverage of \$1,000,000 General Liability shall be acquired and maintained. Certificates of Insurance shall be submitted with proposal.

10) Submission Instructions

- It is **Preferred** that all RFP's are submitted in a PDF format via email as an attachment or link to coasealedbid@cityofalcoa-tn.gov.
- RFP's may also be submitted via U.S. Mail / UPS / FedEx, etc., or hand delivered. RFP's submitted on paper **Must** be accompanied by a USB containing all paper documents submitted.
- Deliver to:

City of Alcoa Purchasing
ATTN: Ashley Hardyn, Purchasing Manager
223 Associates Blvd
Alcoa, Tennessee 37701

- Subject line or sealed envelope shall be labeled with "*City of Alcoa Facilities Condition Assessment & Master Planning Study, RFP No. 25102, Proposal Enclosed.*"
- Proposals **MUST** be received by **Thursday, January 29th, 2026 @ 2pm**, with all applicable pages within this proposal package **SIGNED**; late or unsigned proposals will **NOT** be accepted.

11) Questions and Clarifications

All questions must be submitted in writing to Ashley Hardyn, Purchasing Manager at ahardyn@cityofalcoa-tn.gov.

12) Payment

The successful bidder shall be paid for this work in accordance with the unit prices quoted in the

following Bid Schedule
City of Alcoa

Facility	Approx. Sq Ft	Sq Ft Determined by Bidder	Unit Price	Total Cost	Est. Timeline
Water Treatment Plant	44,216		Price/Sq Ft		
Public Safety Building	34,000		Price/Sq Ft		
Public Works Facility (Service Center)	23,650		Price/Sq Ft		
City Hall (Municipal Building)	22,068		Price/Sq Ft		
Fire Station #2	3,900		Price/Sq Ft		
City Total	127,834		Price/Sq Ft		

Alcoa City Schools

Facility	Approx. Sq Ft	Sq Ft Determined by Bidder	Unit Price	Total Cost	Est. Timeline
Intermediate/Middle School	130,100		Price/Sq Ft		
Elementary	103,000		Price/Sq Ft		
High School	257,400		Price/Sq Ft		
School Totals	490,500		Price/Sq Ft		

 Company

 Company Address

 Bidder's Authorized Representative

 Representative's Signature

 Date

 Telephone

Iran Divestment Act

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to§ 12-12-106.



**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

Non-Boycott of Isreal Certification



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