

# Response to CRO# RFQ Waterline Inventory

*Prepared for the City of Crossville by TruePani Inc.*

Due October 18th, 2022, 2:00 PM CST  
Submitted to Joe Kerley, Water Plant Supervisor



## Cover Letter

October 18, 2022

To: City of Crossville  
392 N Main Street  
Crossville, TN 38555  
Attn: Joe Kerley

Dear Mr. Kerley,

Thank you for considering TruePani as a potential contractor for the City's Waterline Inventory. Our team has available capacity and technical expertise to support the City of Crossville in:

- Completing a Lead Service Line Inventory consistent with EPA and TDEC requirements
- Developing a replacement plan, as needed, for existing lead and galvanized (requiring replacement) service lines
- Conducting public outreach activities to achieve compliance with the Lead and Copper Rule Revisions (LCRR)

TruePani was founded by a team of engineers and communications professionals in 2016 with specialized expertise in lead in drinking water. Over the past six years, we have supported systems and states across the country to achieve compliance with various state and federal requirements related to lead in drinking water testing, remediation, and the LCRR.

Our team recognizes the challenges that water systems face in completing inventories, communicating with the community, replacing lead services lines, and developing sampling plans. We will work with you to navigate the ambiguity of the forthcoming Lead and Copper Rule Improvements and understand the recently released EPA guidance.

Respectfully,



Sam Becker, MPH  
Co-Founder, Civil Engineer, TruePani Inc.  
(865) 346-6737  
[sam@truepani.com](mailto:sam@truepani.com)

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## Firm Qualifications

TruePani, Inc. (“TruePani”), is an engineering, consulting, and communications firm specialized in providing comprehensive services related to lead in drinking water. Past clients include state, county, and municipal entities, school districts, non-profit and private organizations. TruePani's areas of expertise include:

- Drinking Water Sampling
  - “In-person programs” with trained TruePani field technicians
  - “Digital programs” where individuals with no prior sample collection experience are trained to collect drinking water samples
- Data Management
  - “Off the shelf” software solutions
  - Customized database and portal development work
- Lead and Copper Rule Revisions
  - Inventory development and identification of “unknowns”
- Project Management
- Communications

TruePani was established in 2016 by a team of civil and environmental engineers and is headquartered in Knoxville, TN. TruePani has worked with clients in 11 states and is one of the most experienced firms in the country as it relates to lead in drinking water projects and programs.

TruePani is 100% female owned and operated and disadvantaged business enterprise (DBE) certified (NAICS 541620 Environmental Consulting Services / NIGP 91843) through the Georgia Department of Transportation (GDOT), the Texas Department of Transportation (TXDOT), the Maine Department of Transportation (MaineDOT), the New York State Department of Transportation (NYSDOT), the Nevada Department of Transportation (NVDOT) the Indiana Department of Transportation (INDOT), the Connecticut Department of Transportation (CTDOT), and the California Department of Transportation (Caltrans).

An exceptional service commitment to clients centered around transparency, timely deliverables, and the highest quality of work is a primary objective of all TruePani projects.

As water systems complete service line inventories and replace lead lines, TruePani’s professionals are ready to assist with private and public side inventory development, sampling programs, replacement plans, and prompt communications.

As part of the water industry, TruePani recognizes the need for resources provided through organizations such as ASDWA and AWWA. TruePani is an active member of many industry organizations and has been invited to speak on panels and conduct presentations regarding lead in drinking water and LCRR nationwide.

## Scope of Work for Lead Service Line Inventory Development

As it relates to the City of Crossville’s “Waterline Inventory,” TruePani provides staff, technical expertise, and tools to complete all services outlined in the RFQ and assist the City in achieving compliance with the Lead and Copper Rule Revisions (LCRR) service line inventory requirements.

### Develop Initial Service Line Material Inventory

TruePani will begin developing the service line material inventory by understanding and assessing available data. This includes location data for each service line (rather than each customer), typically from the billing department, that can be used as a “primary key” for the inventory. TruePani will organize the inventory within a cloud-based database that has been set up based on Tennessee Department of Environment and Conservation (TDEC) and/or EPA templates.

Understanding TDEC requirements is essential to ensuring all data is collected, classified, and maintained in a manner that is appropriate for LCRR compliance. TruePani personnel take a “hands-on” approach to organizing, digitizing, and uploading it to the inventory database.

### Review and Compile Existing Records

During the development of the initial service line material inventory, TruePani will review and compile existing records (both digital and paper). Examples of records reviewed and compiled during the initial inventory could include:

- Staff knowledge
- Previous water main replacement projects, work orders, service orders
- Historical records (parcel data, plumbing records, utility purchasing records, tap/meter cards)
- Field data
- Existing GIS databases
- Verified service line material records
- Water test results from compliance sampling
- Water main size
- Water billing information
- Census data

### Verify Data

The reliability of the inventory is important for customer notification, creating replacement plans, and effective asset management. Taking steps to verify the accuracy of the existing data sources can save time in the future. To do this, TruePani recommends physically verifying several

randomly selected sites service lines where service line materials have been predicted based on existing records.

Physical verification methods typically include visual site inspections but could also include potholing/excavation (not recommended for galvanized lines). Once the selected locations have been physically verified, TruePani will evaluate the physical verification results against the existing service line material records. TruePani's approach follows the Minimum Service Line Verification Requirements provided by the Michigan Department of Environment, Great Lakes, and Energy as a basis for data verification.

## Service Line Material Database

TruePani will build the service line material inventory in cloud-based database called the Data Management System (DMS). The DMS is a centralized location where all data is organized. The DMS was developed by TruePani during past similar projects and is adapted based on client needs and primacy agency inventory templates.

Compared to an Excel file, DMS has faster loading times, can store more data, organizes different data types in various tables, and can integrate with external applications via application programming interface (API) connections. This allows the DMS to have capabilities (report generation, external communications, shipment tracking, etc.) beyond that of a simple database or Excel file.

The DMS will house the service line inventory, which is a catalog of all information on both private and public-side materials for all service line connections within a system. Users will be able to view service line material information and input new data from service line replacements and other capital improvement projects. As needed, all sample monitoring, communications, filter fulfillment, and lead service line replacement activities can be organized and tracked through the DMS.

All service line connections within the system are assigned a unique identifier used to link various data. For each connection, authorized personnel will be able to view the public and private service line materials, records used to determine the material, records of outreach/communications, records from visual inspections/site visits, and records of replacement activities.

These activities can be completed offline (outside of cellular service) and then synced back to the DMS if operating in rural areas. The DMS is built on top of an existing cloud-based database system to limit continued licensing costs. Data collected during inventories and stored within DMS can quickly be reconfigured for bulk upload to asset management systems.

Service line inventory data can be exported from the DMS in a format that matches the TDEC spreadsheet template. Data can also be uploaded to GIS; other mapping software can be used similarly.

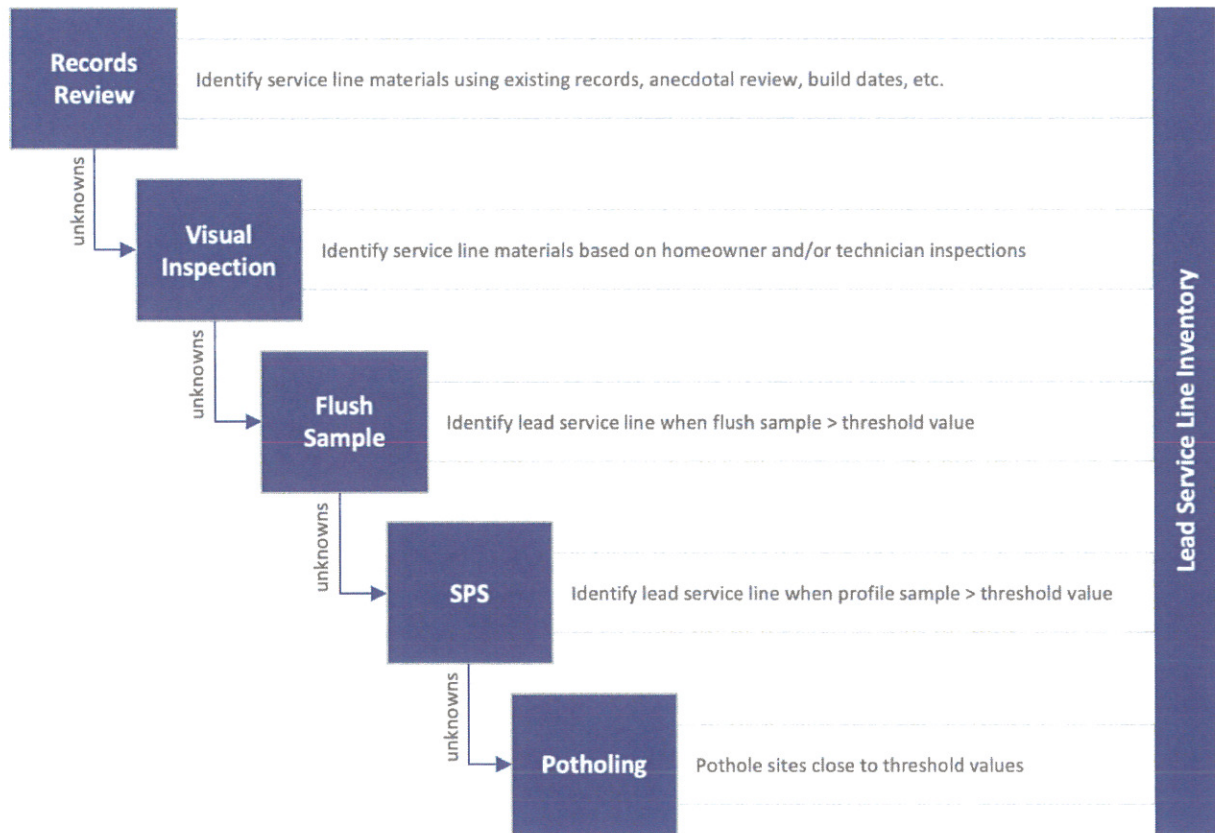
## Identification of Unknowns

After completing the initial records review and data verification, TruePani will work with the City to develop and implement strategies for identifying the material of unknown service lines. There are many strategies with varying effectiveness, cost, and time commitment. Effectiveness of strategies also varies regionally based on factors such as location of water meters, consumer engagement, and water chemistry.

TruePani develops standard operating procedures that outline the identification protocol for identifying unknowns. Since it is ultimately up to the primacy agency to decide what strategies are acceptable for identifying unknowns, TruePani will review existing guidance from TDEC and engage with the agency as needed for clarification on acceptable strategies.

The following proposed method utilizes a “stepwise approach” to identify and document the unknown service line pipe materials. The approach is designed to reduce unknowns while maximizing the return on investment for the cost associated with each “step” to reduce costs for the City. The approach reduces the number of unknowns using both interior and exterior techniques such as inspections by field staff, visual observations by homeowners, water quality sampling, and potholing (as applicable/necessary). As the steps process, the number of unknowns is reduced. The methods near the bottom of the stepwise approach are more expensive and time consuming and should be reserved for as few lines as possible. The stepwise approach provides a framework, but the strategy to identify unknowns for the City of Crossville will largely be influenced when reviewing and compiling existing records.

Past project experience has shown this stepwise approach to be 98% accurate at identifying the presence of LSLs, while also being less disruptive and less expensive than solely relying on potholing or test digs at each service connection.



Strategies for identifying unknown service line materials through public outreach could include:

- Utilizing TruePani’s award-winning “Locate Your Line” tool, a browser-based crowdsourcing tool for residents to conduct visual inspections and spatially associate the collected data
- Collection of sequential profile samples and/or fully flushed samples by a resident or by TruePani
- Visual inspections performed by TruePani personnel or water system personnel
- Written response forms or return postcard questionnaires
- Potholing
- Mailings to homeowners and/or residents with a response by postcard, QR code, URL, or primary contact
- Direct outreach through door-to-door canvassing, telephone calls and/or email communications
- Website updates and social media campaigns, public meetings, and postings in community centers
- Partnerships with local organizations to refine messaging, increase reach, identify localized challenges, and establish credibility



## Develop Communications Templates

The Lead and Copper Rule Revisions have increased the requirements and timing for customer communications. TruePani will develop a list of required communications and associated templates that can easily be updated to include utility or City branding to meet requirements of the LCRR inventory requirements.

Examples of communications could include notices on customer water bills, promotion of service line visual inspection tools, newsletters, Service line material notifications, and educational materials formatted for both print and digital distribution. During past projects, TruePani has developed communication strategies and notification templates that can easily be updated to include utility or City branding

TruePani will use the review and revision of current notifications during compliance sampling to develop an SOP for notifications as required by the LCRR (3 days and 24 hours, respectively). The DMS can be used to manage communications by automating emails and generating customized letters. TruePani can train the City of Crossville staff on using the tool to generate and mail letters from the templates developed during the project.

## Qualified Staff

### **Shannon Evanche**

Environmental Engineer, Project Manager

Shannon is responsible for overseeing the creation of initial project schedules, monthly invoices, and hosting project meetings with project partners. She is also the primary point of contact for clients throughout projects she manages. All reports, updates, and invoices will be provided by the Project Manager. Shannon brings six years of experience at TruePani in managing projects of similar size and scope. She holds extensive experience in customizing TruePani's approach for the individual needs of each of TruePani's clients. Shannon holds an MBA with a supply chain concentration from the University of Tennessee and a BS in Environmental Engineering from the Georgia Institute of Technology. Her previous experience includes working as a project manager for a civil engineering firm on water and wastewater treatment plant construction projects and as an engineer for a transportation firm in Atlanta, GA.

### **Sam Becker**

Civil Engineer, Data Manager

Sam is responsible for the organization, implementation, and upkeep of the service line inventory database. The Data Manager oversees development of the service line material inventory by leveraging staff knowledge, as-builts, GIS data, building code information, field investigations, and other data sources. Sam will work to develop standard operating procedures to streamline the data collection/records review process. Sam holds an MPH from the University of Michigan and a BS in Civil Engineering from the Georgia Institute of Technology.

### **Ayako Tischler**

Managing Consultant, LCRR Compliance Consultant

Ayako will provide technical expertise as it relates to the Lead and Copper Rule Revisions. Ayako has an extensive background in policy research and economics and engagement with regulatory agencies to build a robust knowledge base for best practices and emerging guidance. Ayako Tischler is a Managing Consultant at TruePani. Ayako has completed sample collection, inventory visits, and fieldwork at TruePani, where she also supports the implementation of lead testing programs and business development activities. Ayako holds a BA in Economics and BS in Environmental Studies from the University of Michigan.

### **Steven McDonough**

Environmental Associate, Inventory Technician

Steven is responsible for working with the Data Manager to organize and manage data collected during the initial data review into the inventory database framework. At TruePani, Steven has worked on creating and refining large- and small-scale project data sets, including investigating a

variety of public data sources such as census records, school and childcare licensing data, and public property records. Steven brings a background in GIS and sustainability consulting to TruePani. Steven holds a BS in Environmental Science from the University of Vermont.

**Victoria Jacobs**

Technical Communications, Outreach Coordinator

Victoria is responsible for overseeing outreach efforts and developing communication materials as needed. Victoria brings an abundance of experience communicating with residents about lead in drinking water and service line material inspections. She holds an AS in Communication from Georgia Highlands College and a BA in Technical Communication from Kennesaw State University.

## Featured Projects and Client References

### City of Martinez Lead Service Line Inventory

2022 – 2024

The City of Martinez, California selected TruePani through a competitive RFP process to develop their lead service line inventory that is required under the EPA’s Lead and Copper Rule Revisions. TruePani is responsible for completing the lead service line inventory for Martinez’s 10,000+ connections, developing a compliance and replacement plan, and designing the school and childcare sampling program.

TruePani is developing an initial inventory framework, organized in a database format, that will house all information examined during the initial review of historical data. TruePani will assist the City in preparing a plan to identify unknown service line materials, and will assist as needed in field verifications.

Upon completion of the initial service line inventory, TruePani will develop a plan for compliance with the revised Lead and Copper Rule requirements, including a list of updated Tier sites for compliance sampling and developing a strategy for lead service line replacements, should any be identified. Once the EPA has released additional guidance with the Lead and Copper Rule Improvements (LCRI), TruePani will develop a plan for the City to complete the school and childcare sampling requirements.

### Hawai’i Lead in Drinking Water Program

2021 – 2023

The Hawai’i Department of Health’s Safe Drinking Water Branch selected TruePani to design and conduct a state-wide program to reduce childhood lead exposure. The project involved meter and service line inspections, outlet inventories, and sample collection at 402 residential daycares, schools, and commercial child care centers across six islands.

TruePani was responsible for outreach, coordination, and communication of inventory and sampling schedules with the designated facility contacts. Despite participation in the program being voluntary, TruePani was able to maintain a 99% participation rate.

TruePani also created a customized database solution to support the project. Separate views were created for public facing results, with all reports published within five days of receiving results from the State of Hawai’i Department of Health Laboratories. Using the database solution, TruePani automated results emails to principals, maintenance staff, daycare providers, and other administrators.

**Project Reference:**



Michael Miyahira, Acting Chief  
State of Hawai'i Safe Drinking Water Branch  
(808) 586-4258 [michael.miyahira@doh.hawaii.gov](mailto:michael.miyahira@doh.hawaii.gov)

## New Hampshire Lead Reduction and Public Education Program 2021 – 2023

TruePani is providing data management, consulting, and communications services for the New Hampshire Department of Environmental Services for the state-wide “Get the Lead out of Drinking Water Program,” centered on assisting participants with identifying and remediating sources of lead in drinking water. TruePani provides technical assistance to water operators, school officials, child care facilities, state officials, and the general public on inventorying outlets, testing for lead at the point-of-use, communicating results to the general public, and identifying private-side service line materials through the use of the Locate Your Line tool.

Under New Hampshire’s Senate Bill 247 (“SB247”), all schools and licensed daycare facilities are required to test for lead and complete remediation for sources above the action level. TruePani was responsible for compiling and organizing all test results (23,000+ samples) and remediation data from the first round of the program into a database management system, which will be used as the central system for all subsequent rounds of testing in the State.

To build the inventory of participants and sample results, TruePani compiled dozens of existing data sources and developed a standard operating procedure to import the existing data into TruePani’s cloud-based database software. A high level of quality assurance was maintained throughout the process including QA/QC checkpoints and data validation.

The cloud-based database software was used to organize and visualize all data collected under the program and to automate all program communications, which include branded educational resources covering basic information on lead in drinking water, inventory and sampling instructions, results notification templates, remediation options, best practices, and funding availability.

All educational and instructional materials were developed specifically for the New Hampshire program and built upon the State’s previous messaging around lead in drinking water. Materials also include instructions for residents to visually inspect the private service line material to expediate identification of service lines that are presently unknown.

TruePani will continue to work with NHDES to increase public awareness of sources of lead in drinking water and best practices, with a contract goal of promoting the Get the Lead Out of Drinking Water program to 500,000+ residents in New Hampshire. The

cloud-based database also includes the ability to easily export data into a GIS-ready format, which the state will use to display a publicly available program dashboard.

**Project Reference:**

New Hampshire Department of Environmental Services  
Lea Anne Atwell, Program Manager  
Drinking Water & Groundwater Bureau  
(603) 271-6147  
[lea.a.atwell@des.nh.gov](mailto:lea.a.atwell@des.nh.gov)

## Nevada Lead Reduction and Remediation Program

2021 – 2024

The Nevada Division of Environmental Protection selected the services of TruePani through a competitive RFP process to design and manage their state-wide program to identify and correct sources of lead in drinking water at schools and childcare facilities. The scope of Nevada’s program includes a fully digital approach, where TruePani guides participants in sampling their own water sources through a step-by-step virtual training program, direct outreach by TruePani personnel, and an interactive web portal.

At the onset of the program, TruePani developed a prioritization strategy using publicly available data, including build date, age served, and median household income. A score was assigned to each potential participant indicating the relative risk of lead exposure in drinking water, so that more at-risk facilities could be reached at the start of the program while remediation funding may be more available.

An end-to-end communications program was created to explain the benefits of the testing program to participants, staff, parents, and guardians. Communications include automated, but personalized, emails and direct outreach via phone calls to provide information on the purpose of the program and encourage enrollment. Delivery of all communications is tracked through TruePani’s cloud-based database software to ensure they are on schedule.

Other communications include press releases, which are drafted by TruePani and included with results reports, to ensure accurate information is conveyed to the public. TruePani also operates a helpline which participants can call for general questions about the program, or technical questions about taking drinking water samples.

**Project Reference:**

Nevada Division of Environmental Protection  
Jennifer Carr, Deputy Administrator  
(775) 687-9302  
[jcarr@ndep.nv.gov](mailto:jcarr@ndep.nv.gov)

## Texas Lead Testing in Schools and Child Care Program

2022 – 2024

The Texas Commission on Environmental Quality selected TruePani through a competitive RFP process as the sole contractor to design and manage their Lead Testing in School and Child Care Program. The scope of Texas’s program includes a fully digital approach, where TruePani provides participants with resources to collect drinking water sample, including:

- A customized testing website to identify, organize, and display records
- An interactive web portal to complete program and training
- Fulfillment of sampling kits and laboratory analysis services
- Assistance with the development of an inventory and sampling plan
- Ongoing assistance through direct outreach, web, and phone services
- Public communication and media support (i.e., notification templates, press releases, etc.)

All 26,000+ schools and licensed childcare facilities in the State of Texas are eligible for the program, with priority placed on the most at-risk facilities. TruePani will provide initial and follow up kit fulfillment for all Participants.

The foundation for this effort is provided by the Water Infrastructure Improvements for the Nation (WIIN) Act, Section 2107. TruePani will initiate and implement activities to assist eligible school and child care facilities to train, test, and take action to reduce lead in drinking water.

## Pricing

Hourly rates and estimated hours for project milestones are listed below.

	Project Manager	Data Manager	LCRR Compliance Consultant	Inventory Technician	Outreach Coordinator
Develop Initial Service Line Material Inventory	30	50	5	50	0
Data Verification	15	10	5	30	50
Service Line Material Database	15	25	0	10	0
Identification of Unknowns	10	10	10	30	50
Communications	15	10	20	10	50
Hourly Rates	\$110/hr	\$110/hr	\$80/hr	\$80/hr	\$80/hr

The cost for TruePani to complete items outlined is not to exceed \$47,000.



CITY OF CROSSVILLE  
REQUEST FOR PROPOSAL

**THIS IS NOT AN ORDER**

**IMPORTANT: Read Instructions Carefully**

**RETURN QUOTATION TO:**

City of Crossville	<u>CRO# RFQ</u>	<u>Date Issued: 9/22/2022</u>
ATTN City Clerk/BIDS	<u>For more information, call:</u>	<u>To be opened date/hour:</u>
392 N Main St	Joe Kerley, (931)788-5515	10/18/2022, 2 p.m. CST
Crossville TN 38555	or email <a href="mailto:joe.kerley@crossvilletn.gov">joe.kerley@crossvilletn.gov</a>	

**NOTICE TO BIDDER:**

**THIS IS NOT AN ORDER.** Please enter unit prices, extensions, and amount for items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject any or all bids.**

<b>Bidder's Name</b>	<u>TruePani Inc.</u>
<b>Bidder's Address</b>	<u>618 S Gay St L6</u>
	<u>Knoxville, TN 37902</u>
	<u> </u>
<b>Bidder's Email</b>	<u>shannon@truepani.com</u>

**For further information, contact Joe Kerley, 931-788-5515  
or email: [joe.kerley@crossvilletn.gov](mailto:joe.kerley@crossvilletn.gov)**

**Please see information attached for specifications.**

**PLEASE SEE NEXT PAGE FOR INSTRUCTIONS**

**IMPORTANT INSTRUCTIONS TO BIDDERS**

1. Each Request for Quote should be in a SEPARATE SEALED ENVELOPE and have typed/noted on the envelope the **CRO#, ITEM, OPENING DATE, and TIME.**
2. All submissions must be sealed and properly marked as indicated in this packet. No electronic submissions will be accepted.
3. Specifications used in this request for proposal are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER's consideration of proposals on comparable quality. All bidders state brand name and catalog number of product proposed.
4. All prices quoted should be on a delivered prepaid basis to the F.O.B. destination shown in the shipping instructions.
5. Insert time discount terms, in any, in space provided. Discounts are computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
6. The City of Crossville, a municipality, is exempt from sales tax with respect to materials that it purchases for municipal projects; however, the contractor who installs, applies, or otherwise uses such materials, is liable for the use tax of those materials.
7. Unless otherwise indicated, quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

This offer is for 120 calendar days from the date the bid is opened.

NOTICE: PROPOSALS WILL BE REJECTED UNLESS SIGNED IN INK

SIGNED BY:  \_\_\_\_\_

Print Name: Shannon Evanchec

Firm: TruePani Inc.

Address: 618 S Gay St L6

City: Knoxville

State: TN ZIP: 37902

Date: 10/10/22 Phone: (724) 584-7192

EMAIL: shannon@truepani.com

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items proposed, a contract shall thereby be created with respect to the items accepted.

# PUBLIC NOTICE

## TITLE VI OF THE 1964 CIVIL RIGHTS ACT

**“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”**

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Leah Crockett  
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.



Authorized Signature

TruePani Inc.

Company

Shannon Evanchec

Print Name

Please return to: City of Crossville  
392 N. Main Street  
Crossville, TN 38555

## IRAN DIVESTMENT ACT

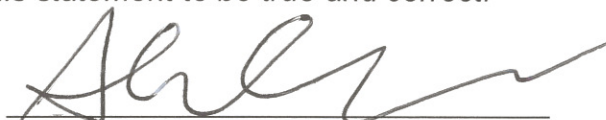
In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

*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 hereto 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 T.C.A. § 12-12-106.*

*I affirm, under the penalties of perjury, this statement to be true and correct.*

10/10/2022

Date



Signature of Bidder

TruePani Inc.

Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

## REQUEST FOR QUALIFICATIONS

The City of Crossville seeks to retain the services of a professional engineering firm to inventory our waterline systems, in regards to the lead and copper rule revisions. The City is requesting a firm with the ability to do the following:

- a) Develop an initial service line material inventory
- b) Review and compile existing records
- c) Verify all data
- d) Establish a service line material database
- e) Develop and implement strategies to identify unknown
- f) Develop communication templates

**Qualified and interested firms are requested to submit five (5) hard copies and one (1) electronic copy, on flash media, of their Statement of Qualification by 2 PM CT Tuesday, October 18, 2022, to:**

**City Clerk/RFQs  
City of Crossville  
392 N. Main St.  
Crossville, TN 38555**

**Questions regarding the project may be submitted to:**

**Joe Kerley  
Water Plant Supervisor  
[joe.kerley@crossvilletn.gov](mailto:joe.kerley@crossvilletn.gov)**