



## **REQUEST FOR QUALIFICATIONS**

### **Engineer of Record Services**

### **Clarksville-Montgomery County Economic Development Council**

**Release Date:** July 2, 2025

**Submission Deadline:** August 22, 2025, by 2:30 PM CDT

**Decision Date:** September 17, 2025

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## **I. Introduction**

The **Clarksville-Montgomery County Economic Development Council (EDC)** is seeking qualifications from skilled engineering firms to serve as the Engineer of Record (EOR) for the organization for a five-year term beginning in 2026 and ending in 2031.

The CMC EDC is organized to develop, direct, and maintain economic development strategies to further and advance the general welfare and economic prosperity of Clarksville-Montgomery County and the surrounding area.

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## **II. Scope of Services**

The selected Engineer of Record will provide professional engineering services to support the EDC's economic development activities. Services may include but are not limited to:

- **Grant Project Advising**
  - Support EDC led projects funded by state and local grant projects, such the *Brownfield Redevelopment Area Grant (BRAG)* and similar initiatives. Provide strategic technical input, documentation support, and compliance advisement throughout the grant lifecycle.
- **Construction Phase Support**
  - Provide engineering consultation during construction, including coordination with contractors, oversight of technical implementation and field use resolution.

- **Due Diligence Documentation**

- Review and prepare due diligence reports, including geotechnical assessments, Phase I/II environmental site reviews, boundary and topographical surveys, and utility information analysis.

- **Agency Coordination**

- Work directly with local and state agencies to ensure alignment and compliance on infrastructure, permitting, and site-related engineering matters.

- **Infrastructure Planning**

- Provide design advisement for infrastructure layout, grading strategies, site access, transportation planning and stormwater considerations.

- **Construction Testing & CEI**

- Deliver or coordinate Construction Materials Testing and Construction Engineering & Inspection (CEI) services to verify quality assurance during site development.

- **Ongoing Technical Consultation**

- Acts as a trusted advisor to the EDC, offering guidance on engineering challenges, land development feasibility, site readiness, and investment planning.

- **Representation & Professionalism**

- Represent the EDC with integrity, technical excellence, and professionalism in meetings with stakeholders, partner agencies, and the public.

**Note:** If any of the services listed above will not be self-performed, the firm must clearly identify the proposed partner or subcontractor responsible for providing those services.

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### III. Term of Engagement

The successful firm will be contracted to serve as the Engineer of Record for a five-year period: **January 1, 2026 – December 31, 2031.**

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## IV. Proposal Submission Requirements

Firms interested in being considered must submit a written proposal that includes:

1. **Letter of Interest**
2. **Firm Overview** – Brief history, size, areas of specialization, and relevant experience.
3. **Team Qualifications** – Bios and credentials of key personnel who will be assigned to the EDC account.
4. **Relevant Project Experience** – Examples of site development or economic development projects completed in the last 5 years.
5. **Approach and Methodology** – How your team will support the EDC’s mission and objectives and project management.
6. **References** – Minimum of three (3) references from similar engagements.
7. **Proof of Licensure and Insurance**
8. **Fee Structure** – A proposed fee schedule and description of how billing will be managed.

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## V. Selection Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Relevant Experience in Economic Development	25%
Qualifications and Technical Expertise	20%
Project Understanding and Proposed Approach	20%
Past Performance and References	20%
Fee Structure and Cost Competitiveness	15%



## VI. Submission Instructions

All proposals must be received by **August 22, 2025**, no later than **2:30 PM CST**. Late submissions will not be considered.

Please submit your proposal via email or mail to:

**Janet R. Wilson**

Vice President of Urban Development

Clarksville-Montgomery County Economic Development Council

25 Jefferson Street, Suite 300

Clarksville, TN 37040

Email: [janetw@clarksville.tn.us](mailto:janetw@clarksville.tn.us)

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## VII. Questions and Clarifications

Questions regarding this RFP must be submitted in writing to Janet R. Wilson at the email address above no later than **July 17, 2025**. Responses will be shared with all interested parties by **July 24, 2025**.

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We appreciate your interest in partnering with the Clarksville-Montgomery County Economic Development Council to help shape the economic future of our community.