



**REQUEST FOR QUALIFICATION (RFQ)**  
**Engineer of Record Services**  
**Clarksville-Montgomery County Industrial Development Board**

**Release Date:** July 2, 2025

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

**Decision Date:** September 17, 2025

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## **I. Introduction**

The **Clarksville-Montgomery County Industrial Development Board (IDB)** is seeking proposals from qualified 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 IDB is a public-private partnership dedicated to fostering economic development and job creation in Clarksville and Montgomery County, Tennessee. We work closely with industries including advanced manufacturing, automotive, food processing, logistics, and high-tech sectors to attract and retain quality employers in our region. Our mission is to facilitate investment and development that enhances the long-term economic vitality of our community.

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## **II. Scope of Services**

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

- Advising on state and local **Site Development Grant** projects
- Participating in **prospect site visits** and presenting technical data
- Reviewing and preparing **due diligence documentation**, including geotechnical, environmental, and utility information
- Coordinating with local and state partners on engineering-related items
- Providing **technical guidance** on infrastructure development, grading, and access planning
- Representing the IDB and community with professionalism and technical excellence
- **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.**

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



Final selection will be made by the Clarksville-Montgomery County Industrial Development Board at its **September 10, 2025** meeting.

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## **VI. Submission Instructions**

All proposals must be received by **August 22, 2025**, no later than **4:00 PM CST**. Late submissions will not be considered.

Please submit your proposal via email or mail to:

**Josh Ward**

Vice President of Industrial Development  
Clarksville-Montgomery County IDB  
25 Jefferson Street, Suite 300  
Clarksville, TN 37040  
Email: [joshward@clarksville.tn.us](mailto:joshward@clarksville.tn.us)

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## **VII. Questions and Clarifications**

Questions regarding this RFP must be submitted in writing to Josh Ward 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 Industrial Development Board to help shape the economic future of our community.