



Request for Proposal (RFP)

BID #: 2025-0905

Friday, September 26, 2025

Montgomery County Fairgrounds

Clarksville, TN

Geotechnical Engineering Services

RFP Questions will be accepted until 2:00 pm on Tuesday, October 7, 2025

Answers will be sent to the entire group of bidders by 2:00 pm Thursday, October 9, 2025

Proposals will be accepted until 2:00 pm on Tuesday, October 14, 2025

Any project questions or communication submitted to anyone other than Elizabeth Black will be a disqualifying event for the proposer and the proposer's company.

1. Contents

- Introduction
- Background & Organizational Structure
- Project Team & Deliverables
- General Proposal and Geotechnical Engineering Team Requirements
- Proposal and Project Acceptance
- Conclusion

2. Introduction to Project

Commonwealth Development Group Inc. "CDG," representing Montgomery County, Tennessee, is soliciting proposals from qualified firms for Geotechnical Engineering services in the creation of a County Fairgrounds and may be referred to as the "Fairgrounds Project." The project will be constructed in phases as funds become available to the county. Initial phases will likely include roadways, utilities, parking, event lawn, restrooms, and support structures. The projects' future phases may include, but are not limited to:

- A. Proposed Facilities:
 - a. Main Event Building
 - b. Outdoor Arena
 - c. Expo Area with Support Buildings
 - d. Maintenance Facilities
- B. Adequate Parking Spaces
- C. Internal Traffic Roadways
- D. Park with Greenway / Walking Trails

3. Background & Organizational Structure

Montgomery County lies approximately 50 miles northwest of Nashville. With the rapid growth of this area, it has been decided to construct a Fairgrounds just east of I-24 (Site Survey Attached). The new Fairgrounds is intended to revitalize the agricultural interests of this area and will reflect Montgomery County's commitment to community recreation, entertainment, economic growth, and families.

Property Master Plan Exhibit Facts: Proposed Phase 1 Footprint in **Blue**:



- Fairgrounds Property: 151.36 Acres
- Approximately 5,000 parking spaces
- Approximately 236,000 sq ft of Building and Outdoor Arena Space
- Utilities & Mass Grading
- Road from Proposed Phase 1 and Intersection are in Blue

4. Project Team & Deliverables:

The Geotechnical Engineering firm will be required to: perform standard site geotechnical evaluation, assess current conditions and any external impacts, and advise on existing site conditions so they are addressed by the design & construction teams. The Geotechnical Engineering firm will also be required to account for adequate plan coordination with Montgomery County, TN, and their representatives. Such coordination could be meetings, conference calls, site visits, plan reviews and / or design reviews.

Geotechnical Engineering Expectations:

- Meet with CDG, in order to gain a full understanding of the current and future programmatic goals and any other relevant project knowledge;
- Attend scheduled project meetings with appropriate personnel to provide early and ongoing input with respect to:
 - Cost
 - Schedule
 - Constructability
 - Quality
- Site visits and field exploration;
- Site inspections and monitoring;
- Soil analysis and testing;
- Clarifications and interpretations of samples;
- Slope stability, analysis, and evaluation;
- Geotechnical investigations, studies, analysis;
- Foundation analysis and recommendations;
- Environmental Site Assessment;
- Preparation of planning phase studies, evaluations, reports, and assist in designs;
- Cost estimating assistance.

5. General Proposal and Team Requirements

Your firm must be registered and licensed to practice in the State of Tennessee.

- **Introduction Letter**
 - Provide a breakdown of the engineering team starting with the Principal Engineer, Senior Project Manager, and field techs needed, including contact information - phone, email, address, etc. Briefly explain the key elements of the proposed project and how the engineers will contribute to those elements.
- **Team Overview**
 - On a single page, provide a *brief* list of all project participants. Include the name of each key staff member to be associated with the project. This page should include contact information for each staff member anticipated to assist with this project.
- **Team Qualifications**
 - For the firm, provide a short explanation of its history, size, regional location, main areas of practice and staff members proposed to be a part of this Geotechnical Engineering team. Provide the same information listed above for any partnering sub-consultant and include resumes and history for each staff member proposed as a team member for all firms.

- **Consultants' Insurance and Licenses**
 - Provide copies of all required insurance and Tennessee licenses for each firm proposed. All insurance certificates should have the following levels of coverage(s);
 1. *Professional Liability Insurance* - in the amount of four million dollars (\$4,000,000);
 2. *General Liability Insurance* - in the amount of one million dollars (\$1,000,000.00);
 3. *Worker's Compensation Insurance* - with statutory limits required by the State of Tennessee or other applicable laws and *Employer's Liability Insurance* with limits of no less than one hundred thousand dollars (\$100,000.00);
 4. *Automobile Liability Insurance* - in the amount of one million dollars (\$1,000,000.00);
 5. CDG, and their representatives shall be named as additional insureds under the Geotechnical Engineering team's insurance.

- **Similar Project History**
 - Provide a *brief* description of at least three (3), but no more than five (5), projects that are relevant, similar in scope, and design that have been completed by each firm proposed.
 - Explain the basic longevity for each project: location, owner, year started, year completed, project cost, scope, and necessary photographs. Identify, if any, which proposed firms worked on the above, described projects together.

- **References**
 - References from at least three (3), but no more than five (5), project owners will be required as a part of the proposal. Include contact information for each reference.

- **Proposed Fee Structure**
 - Following the selection of a Geotechnical Engineering team, representatives of CDG and Montgomery County, TN will meet with the successful firm(s) to develop a detailed scope of work, organizational structures, preliminary budget outline, preliminary schedule, and a Not-to-Exceed fee structure for all required services.
 - Please provide a full rate sheet of all services offered, including exploratory sample borings, underground utility location, soil testing, travel fees, reimbursables, and any other unit fees that will pertain to the project, as you understand it currently which will be showing up on future invoices.

- **Questions**
 - Please send all questions to Elizabeth Black at: **MoCoBids@MCGTN.net**
 - Each question, with an answer, will be sent to all who have acknowledged interest.
 - Questions will be accepted until 2:00 pm on Tuesday, October 7, 2025.
 - Questions will be answered by 2:00 pm on Thursday, October 9, 2025.
 - *Any questions submitted to anyone other than Elizabeth Black will be a disqualifying event for the proposer and the proposer's company.*

6. Proposal and Project Acceptance

- Your completed proposal is to be submitted by **2:00 pm on Tuesday, October 14, 2025**;
- **To be acceptable**, all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be sealed and clearly indicate the words, "**RFP - Fairgrounds Geotechnical Eng Services**". Bids can be mailed to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Hand delivered bids can be brought to the Temporary Purchasing Office at 350 Pageant Lane, Suite 402, Clarksville, TN 37040. Map included. Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. Electronic is an acceptable submission method via Bonfire. Vendor may register on Bonfire at www.montgomerytn.gov/purchasing to view and respond to open bids. All bids must be received before the deadline.
 - The owner is not responsible for any costs incurred in the production or delivery of proposals. No late proposals will be accepted.
 - Proposals will be publicly opened at the Montgomery County Purchasing Office, 350 Pageant Lane, Suite 402, Clarksville, TN 37040 at the time of the submission deadline.
- All proposals will be reviewed and evaluated based on all firms proposed experience, qualifications, rates, references, and other considerations. The Owner and Owner Representative reserve the right to reject and/or request additional information for any and all proposals to create a leveled bid process and may choose to waive any formality to any lawful extent and in the best interest of the project;
- Be prepared for in-person interviews, should your proposal be considered for selection;
- The honoring of the rates, costs, fees, and all other information in the RFP response must be the intent of the responder.

7. Conclusion

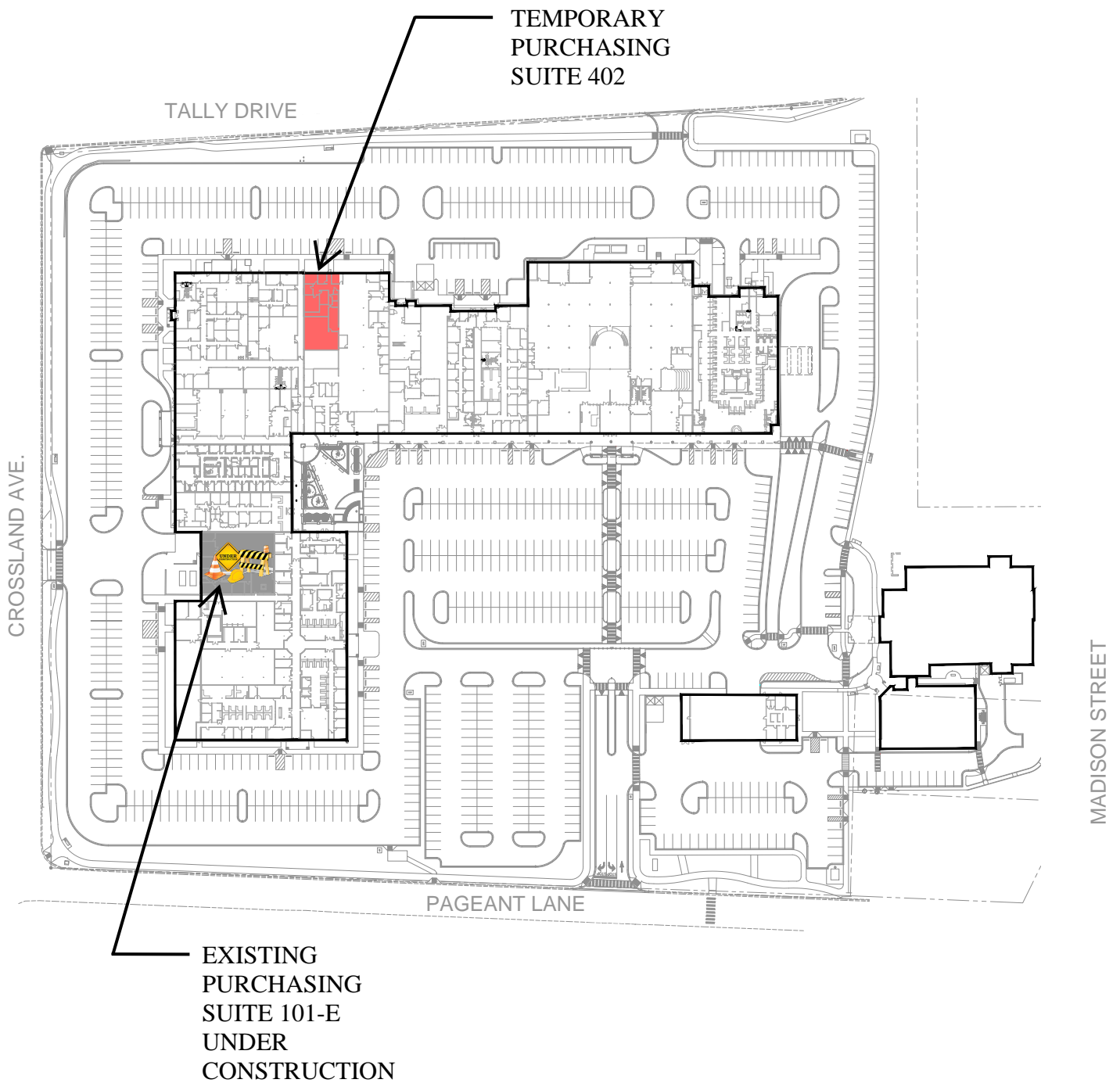
Our team at Montgomery County and CDG greatly appreciate the time and effort you will put into responding, during this RFP process. We recognize the hours that will go into a full RFP Response and look forward to the meetings and decisions to come. Please do not hesitate to reach out **by email ONLY** and contact Elizabeth Black, as questions or clarifications arise.

Thank you!

MAP TO BID OPENING

Bids delivered by hand will be received at Montgomery County Purchasing at 350 Pageant Lane, Clarksville, TN 37040 in TEMPORARY SUITE 402.

Refer to Instructions to Bidders for Bids sent via mail or email.



NEW INTERSECTION TO BE CONSTRUCTED WITH FAIRGROUNDS PHASE 1

FAIRGROUNDS PROPERTY

Guthrie Highway

Nick Dattilo Property
Vol. 855, pg 574

Kenneth Hedgepeth Property
Vol. 860, pg 1355

Kirby Stephens Property
Vol. 958, pg 2848

Kurt Kuipers Property
Vol. 1004, pg 1693

Nicholas Miskow Property
Vol. 922, pg 926

Michael Chan Property
Vol. 940, pg 2853

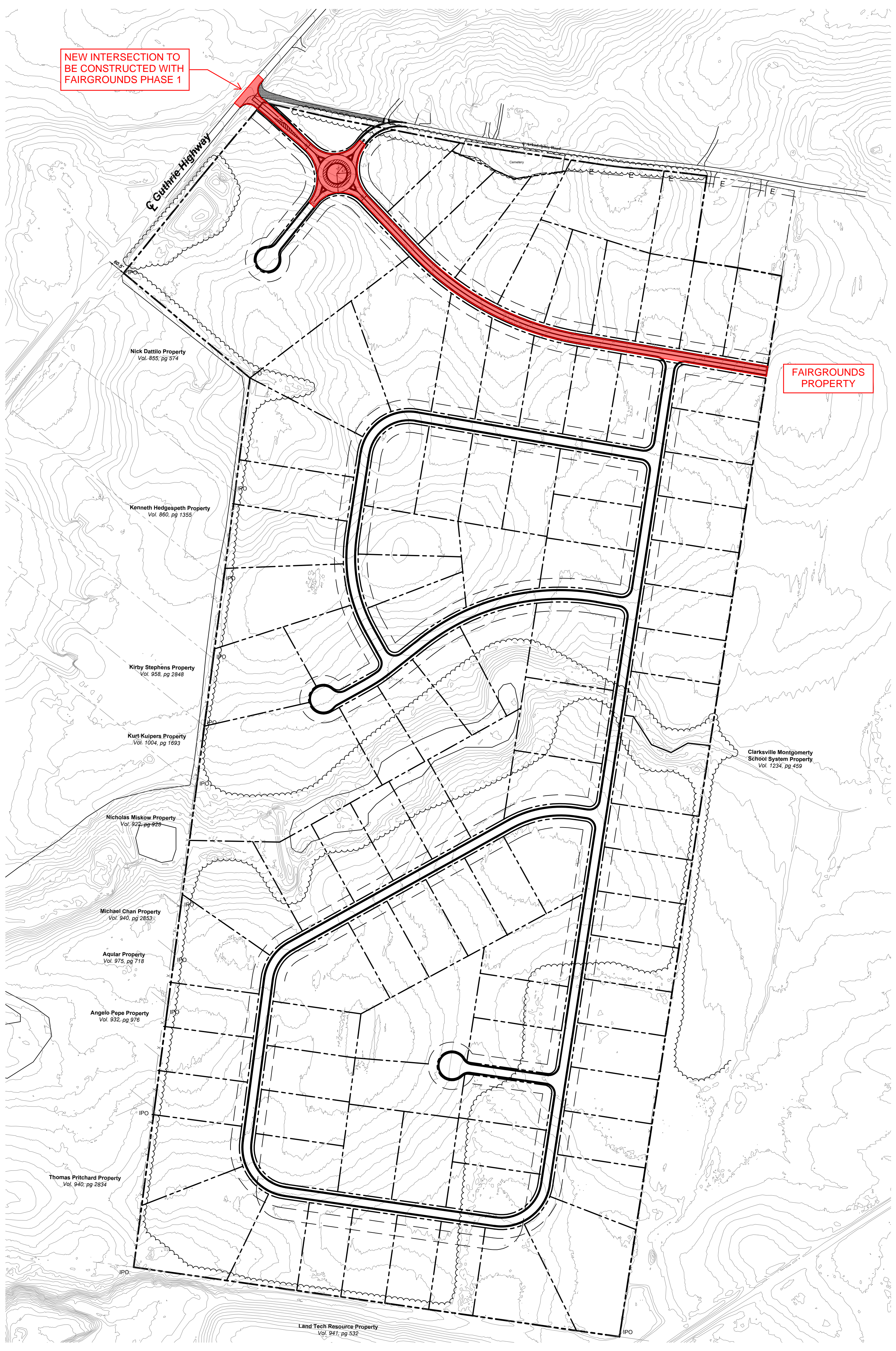
Aquilar Property
Vol. 975, pg 718

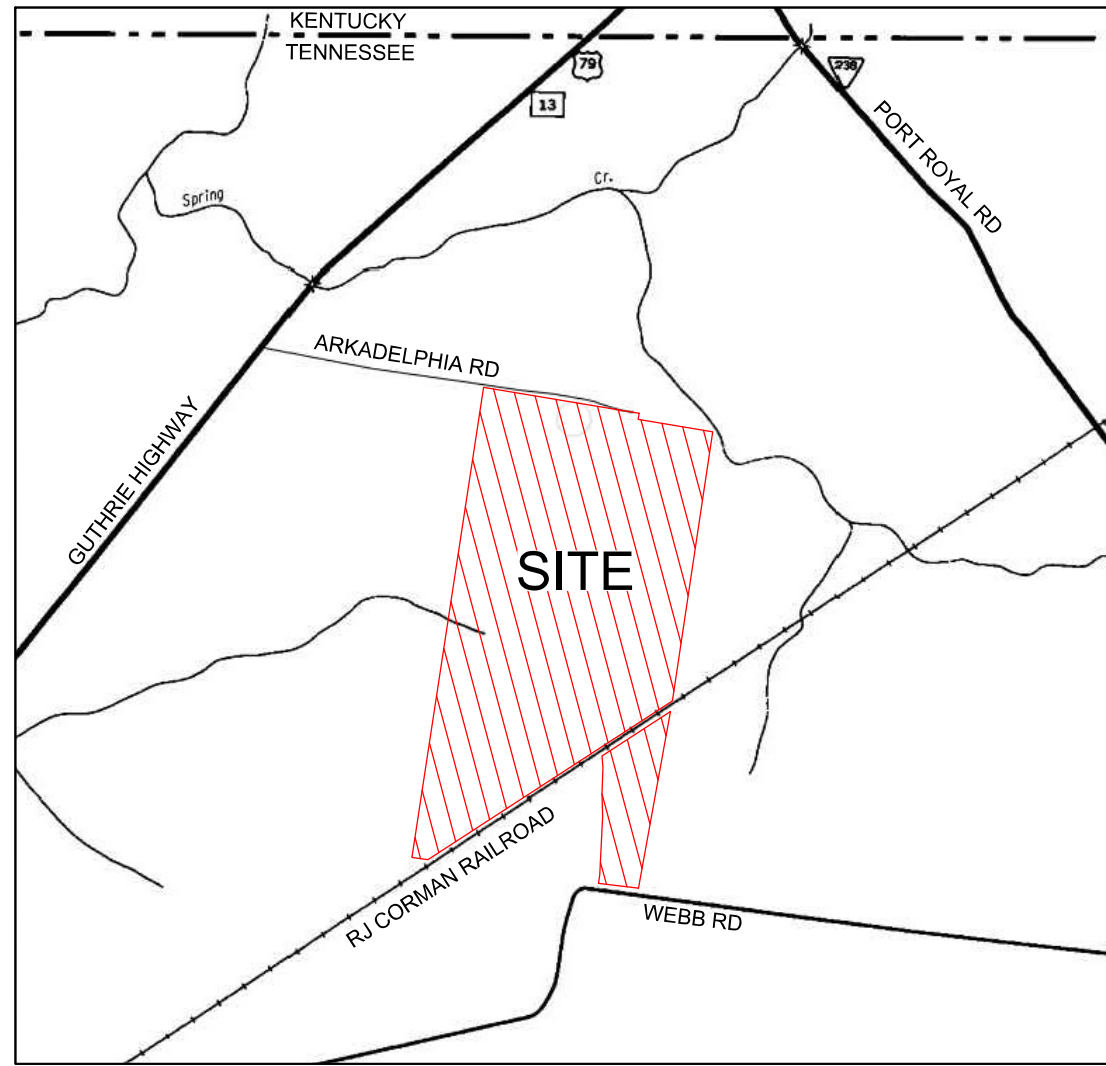
Angelo Pepe Property
Vol. 932, pg 976

Thomas Pritchard Property
Vol. 940, pg 2834

Land Tech Resource Property
Vol. 941, pg 532

Clarksville Montgomery
School System Property
Vol. 1234, pg 459



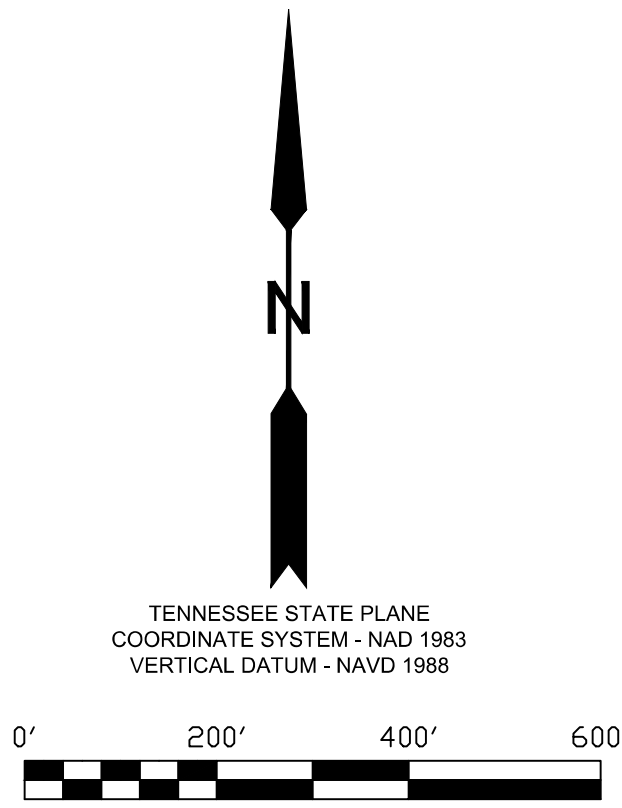


VICINITY MAP - NOT TO SCALE

LINE	BEARING	DISTANCE
L1	S 09°30'44" W	49.92'
L2	N 81°57'41" W	133.58'
L3	N 08°46'42" E	73.07'
L4	N 01°28'13" W	186.33'
L5	N 02°17'19" E	217.73'
L6	N 04°37'12" W	74.19'
L7	N 04°37'04" W	19.84'
L8	S 80°26'09" E	13.99'

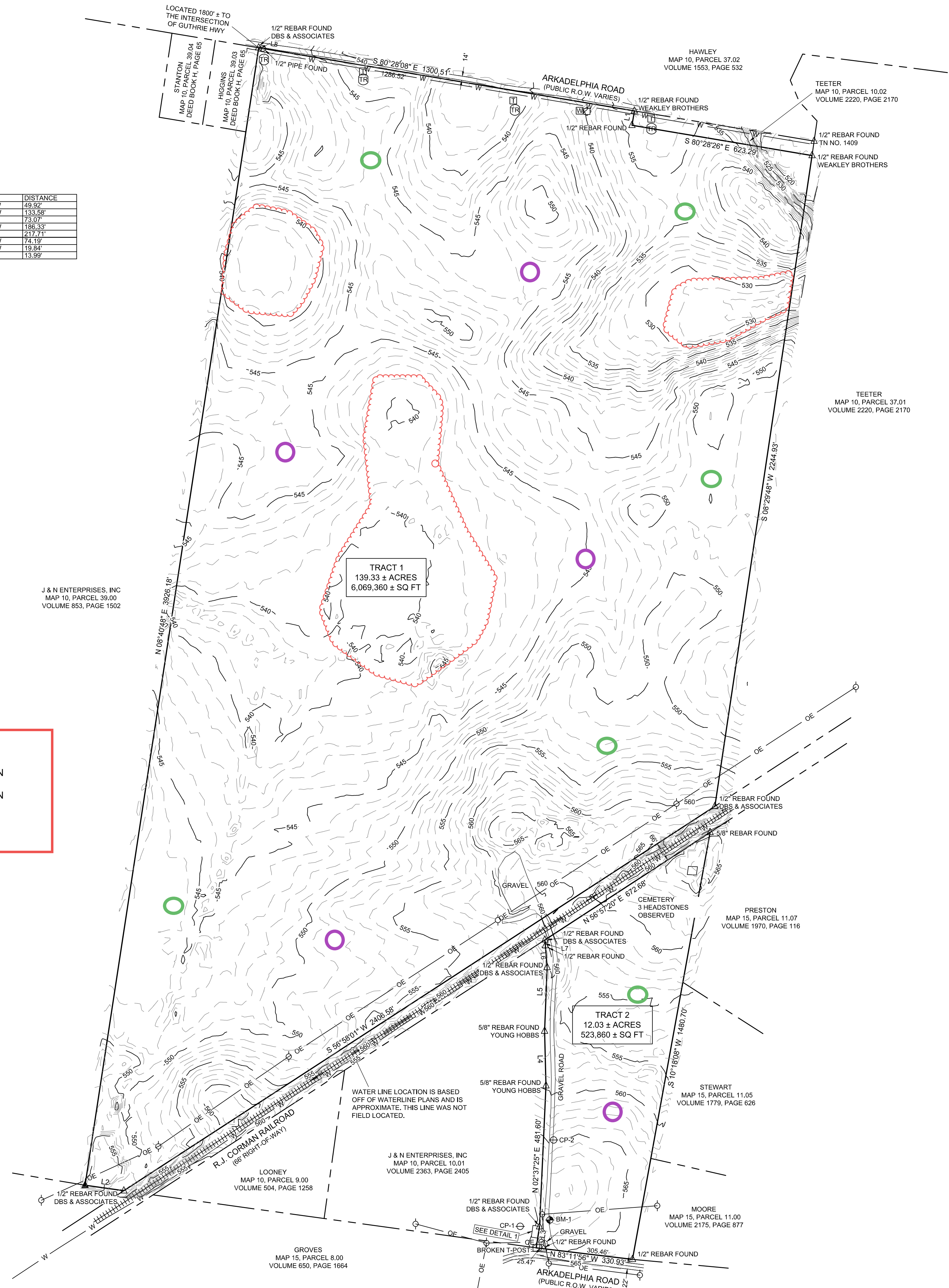
LEGEND	
	PROPERTY LINE
	PROPERTY ADJOINER LINE
	CENTERLINE OF ROAD
	OVERHEAD ELECTRIC LINE
	DOMESTIC WATER LINE
	RAILROAD
	5/8" REBAR W/ LI SMITH CAP SET
	REBAR FOUND (AS NOTED)
	PIPE FOUND (AS NOTED)
	BROKEN T-POST
	BENCHMARK
	CONTROL POINT
	POWER POLE
	TRANSFORMER
	JUNCTION BOX
	ELECTRIC METER
	COMMUNICATIONS PEDESTAL
	FIRE HYDRANT
	WATER METER

RED BUBBLE - KARST INVESTIGATION AREAS
 PURPLE CIRCLE - SUGGESTED BORING LOCATION
 GREEN CIRCLE - SUGGESTED TEST PIT LOCATION

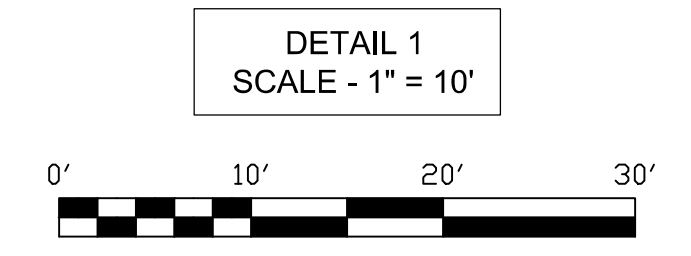
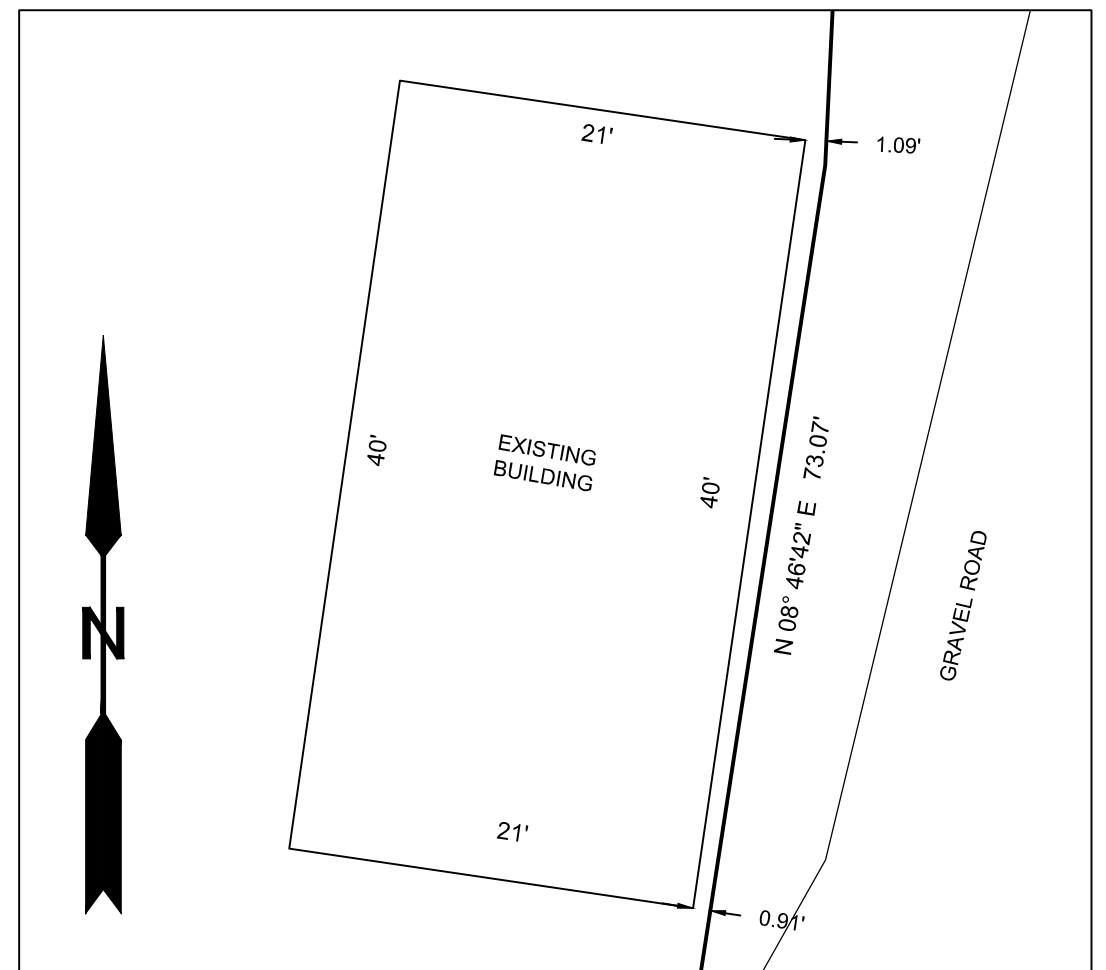


CONTROL POINTS				
NAME	NORTHING	EASTING	ELEVATION	MATERIAL
BM-1	835567.42	1615438.51	567.20'	5/8" REBAR
CP-1	835545.66	1615337.03	N/A	MAG NAIL
CP-2	835840.61	1615451.26	N/A	5/8" REBAR

TENNESSEE STATE PLANE COORDINATE SYSTEM - NAD 1983
 VERTICAL DATUM - NAVD 1988



- SITE DATA**
- A. SOURCE OF TITLE
VOLUME 2343, PAGE 2574
OWNER: DOUBLE J PARTNERS
TAX MAP 15, PARCELS 10.00 & 10.02
CITY OF CLARKSVILLE
ROBERTSON COUNTY, TENNESSEE
AREA = TRACT 1 - 139.33 ± ACRES
TRACT 2 - 12.03 ± ACRES
TOTAL - 151.36 ± ACRES
FIELD SURVEY DATE: FEBRUARY 21, 2025
 - B. THIS SITE LIES WITHIN ZONE X, AREAS OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS INDICATED ON FEMA NFIP FIRM MAPS NUMBER 47125C0115D AND 47125C025D BEARING AN EFFECTIVE DATE OF MARCH 18, 2006.
 - C. LOCATIONS OF UNDERGROUND UTILITIES ARE APPROXIMATE, AND ARE BASED UPON VISIBLE EVIDENCE, MARKINGS BY 811 FROM TICKET NO. 250363935, 250363954, AND 250363976 AND SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.
 - D. THERE IS A CEMETERY APPARENT ON THIS PROPERTY AND ARE SHOWN HEREON. THE CEMETERY WAS NOT LISTED ON ANY TENNESSEE HISTORIC CEMETERY MAPS.
 - E. NO CERTIFICATION IS MADE HEREIN AS TO THE PRESENCE OF UNDERGROUND STORAGE TANKS.
 - F. HORIZONTAL POSITIONS BASED ON STATIC GPS OBSERVATION.
HORIZONTAL POSITIONS ARE TENNESSEE STATE PLANE COORDINATE SYSTEM, NAD 83.
VERTICAL POSITIONS ARE NAVD 88.
 - G. NO EVIDENCE OF RECENT STREET OF SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED IN THE PROCESS OF CONDUCTING FIELDWORK.
 - H. NO OBVIOUS, APPARENT ENCROACHMENTS WERE ENCOUNTERED IN THE COURSE OF THIS SURVEY.
 - I. CURRENT ZONING IS AG - AGRICULTURAL DISTRICT. ZONING TAKEN FROM THE CLARKSVILLE, TENNESSEE ZONING ORDINANCE SECTION 3.3.



- I, THOMAS A. YOUNG, TN RLS # 2265, HEREBY CERTIFY THAT:
- (1) THIS PLAT ACCURATELY REPRESENTS MONUMENTATION AND GROUND EVIDENCE OBSERVED DURING THE PROCESS OF THIS SURVEY. THIS SURVEY WAS PERFORMED USING THE LATEST RECORDED DEEDS AND OTHER DOCUMENTATION FOUND BY THIS OFFICE.
 - (2) THIS SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. THERE WERE NO VISIBLE DISCREPANCIES, OVERLAPPING IMPROVEMENTS, OR ROADWAYS OBSERVED, EXCEPT AS SHOWN HEREON. RECORDED EASEMENTS SHOWN ON THIS PLAT WERE DISCOVERED DURING THE ORDINARY RESEARCH PROCESS. THIS PROPERTY HAS FRONTAGE ON A PUBLIC ROADWAY, EXCEPT AS SHOWN HEREON.
 - (3) THE GLOBAL NAVIGATION SATELLITE SYSTEMS (GNSS) PORTION OF THIS SURVEY WAS PERFORMED TO THE FEDERAL GEODETIC CONTROL COMMITTEE, GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2, STANDARDS FOR GEODETIC NETWORKS (95% CONFIDENCE).
 - (4) THIS IS A CATEGORY I SURVEY AND THE RATIO OF PRECISION OF THE CLOSED TRAVERSE IS IN EXCESS OF 1:10,000 USING TOTAL STATION SURVEY EQUIPMENT BY THE METHOD OF RANDOM TRAVERSE. THIS SURVEY WAS PERFORMED IN COMPLIANCE WITH THE CURRENT TENNESSEE MINIMUM STANDARDS OF PRACTICE.
 - (5) THIS SURVEY WAS PERFORMED UNDER MY SUPERVISION AND IS CORRECT TO MY KNOWLEDGE, EXPERTISE, AND BELIEF.

CSDG
FAIRGROUNDS PROPERTY
TRACT ON ARKADELPHIA ROAD
CLARKSVILLE, ROBERTSON COUNTY, TENNESSEE

REVISIONS	
NO.	DESCRIPTION



BOUNDARY TOPOGRAPHIC SURVEY 1 of 1

L.S. L.L. Smith and Associates, Inc.
 LAND DEVELOPMENT | INFRASTRUCTURE DESIGN
 SURVEYING SERVICES

302 North Caldwell Street, Paris, TN 38242, 731-644-1014 | www.lsmith.com
 475 Metropark Drive, Suite 212 Nashville, TN 37211 | 615-265-0280

DRAWN BY: KAF CHECKED BY: TAY SCALE: 1" = 100'
 PROJECT #: ROBERTSON PARCEL 10.00/250070 DATE: 02/26/2025