

## RFQ Fairgrounds Architect and Engineering Services

### Questions and Answers

#### Addendum #1

1/14/26

1. Will you please share the referenced Master Plan in its full form? See Link  
[https://www.dropbox.com/scl/fi/q105ep19texe1upsj0z0d/2025-12-18\\_MoCo-Fairgrounds\\_Master-Plan-Summary-Package\\_Final.pdf?rlkey=wjzalr4hvqntj22h96pugh7ap&dl=0](https://www.dropbox.com/scl/fi/q105ep19texe1upsj0z0d/2025-12-18_MoCo-Fairgrounds_Master-Plan-Summary-Package_Final.pdf?rlkey=wjzalr4hvqntj22h96pugh7ap&dl=0)
2. It is not clear if the professional liability at \$4 million is aggregate or per claim. The State of TN requires for projects with a MACC equal to or greater than \$20M but less than \$100M, the PLI shall be \$2M per claim, \$4M annual aggregate. Please elaborate. **-\$2M per claim is acceptable, as \$4M aggregate is the request for the RFQ.**
3. On page 4, it asks for \$4million in professional liability insurance. We do carry that, but we are an anomoly. It's not likely that many of the subconsultants we would include for MEP, etc. would carry that much...it's out of the norm for their lines of work. The rfq says that all firms must carry that much insurance...can that be changed so that it's the prime firm that carries that insurance amount? **– The RFQ request is for all prime firms.**
4. If the selection process is to include a short list process to interview, when do expect the firms still under consideration to be informed? **– within 7-10 business days.**
5. What do you expect the length of period between final selection for interviewing and interviews occurring being? **– within 7-10 business days.**
6. Will a traffic study need to be facilitated by the Architect or will this possible need be facilitated by the Civil Consultant or directly by the County? **– the traffic study is already complete at this time.**
7. Would you please provide the address of the site being considered for the Fairground Project? **– the property does not have an official address at this time, however when looking it up on Google Maps, use 195 Arkadelphia Road, Clarksville, TN 37040**
8. Item No. 4 of the RFQ identifies several specialized engineering disciplines, including lighting design, audio/visual, telecommunications, acoustics, and security. To better align the design approach with Montgomery County's long-term operational expectations, please clarify whether the Fairgrounds is anticipated to be operated directly by the County or by a third-party operator. **To be determined**

9. Additionally, can you please provide guidance on the desired level of system sophistication for these specialty systems? Specifically, should the design team anticipate robust but operationally straightforward systems aligned with County staff capabilities and existing contracts with their current (access control, security and technology) vendors? Or more complex, performance-driven systems typically associated with third-party or event-driven operations? **Systems are likely to align with similar systems that the county uses at their other facilities.**
10. Item No. 4 of the RFQ identifies the inclusion of a Landscape Architect as part of the design team. Given that the County has already procured a Civil Engineering firm that is developing the master plan and related site design documents, please clarify the County's expectations regarding the Landscape Architect's role. **No landscape architect required**
  - a. Specifically, should the Landscape Architect be proposed as a separate consultant under the Design & Engineering team responding to this RFQ, or does the County anticipate that landscape architectural services may be provided as part of, or coordinated through, the Civil Engineer's team? **No landscape architectural services required**
11. To support appropriate planning, phasing strategies, and alignment with the County's expectations, is overall and/or phased budget information available for the Fairgrounds Project that can be shared with proposers at this time? **Total budget of phase 1 will be \$10 Million dollars. Future phases to be determined**
12. Item No. 5 of the RFQ requests copies of all required Tennessee professional licenses. For purposes of this qualifications submission, may the County confirm whether providing applicable Tennessee license numbers for each proposed individual is acceptable, or if actual copies of each license certificate are required? **Actual copies are preferred. Actual licenses numbers are also acceptable**
13. Item No. 5 of the RFQ indicates that Montgomery County, Commonwealth Development Group (CDG), and their representatives are to be named as additional insureds. For purposes of this RFQ submission and any short-list interview process, may the County confirm whether standard certificates of insurance demonstrating current coverage are acceptable, with the understanding that any required additional insured endorsements would be provided by the selected firm(s) prior to contract award or execution? **Standard certificate of insurance proving coverage is required, the inclusion of additional insured firms will be a requirement upon selection**
  - a. Additionally, the RFQ outlines required minimum insurance coverages for the design team. For purposes of this qualifications submission, may the County confirm whether proposed team members are permitted to submit evidence of their current insurance coverage at the time of response, with the understanding that any required increases to meet the stated coverage limits would be secured by the selected firm(s) prior to contract award or execution? **Coverage limits at the approved value will be a requirement upon selection**

14. Please provide any available information regarding the evaluation process, including the anticipated composition of the selection committee and general evaluation criteria. **Evaluations will be conducted by the Purchasing Office, Mayor's Office and Owner's Representatives using criteria set forth in the RFQ.**
15. Please confirm whether proposers may elect to submit their response solely in digital form through Bonfire, with no hard-copy submission required. If hard-copy submissions are required, please confirm the number of physical copies to be submitted and whether a digital copy (such as a USB flash drive) is requested to accompany the hard-copy response **To be acceptable, all responses must be on the correct form, and each such response must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, prior to the response opening. Response envelopes must be sealed and clearly indicate the words, "RFQ – Fairgrounds Design & Engineering Services". Responses can be mailed to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Hand-delivered responses can be brought to the Purchasing Office at 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Such responses 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](http://www.montgomerytn.gov/purchasing) to view and respond to open bids. All responses must be received before the deadline. If also sending hard copies with USB drive- please include 2 hard copies and 1 USB.**
16. Has a budget rough order of magnitude been established for the project? **See response to question #10.**
17. Would you be able to provide any additional programming information or identify events expected to be held in each of the major buildings identified in the RFQ? **To be determined.**
18. What is the size of the main expo arena and how many patrons will the facility need to serve? **To be determined**
19. How many patrons do you expect to be able to serve in the outdoor arena? **To be determined**
20. Has the County established any milestone dates for the design and construction process and if so please provide if you are able to share the information? **Phase 1 Civil design scope anticipated to be completed March 2026**
21. Please clarify the contract you will expect the architect to use to contract with the owner. A133-2019 is an O CM contract. **The architecture firm will be contracted with the owner via the B133- 2019**
22. **Program:** Can more information be provided about the program requirements (size and more detailed description of buildings and other built structures or improvements)? **To be determined**
23. **Budget:** Can you provide budget information for the proposed elements included in Phase 1 and Future Phases? **See answer to question #10.**
24. **Introduction Letter:** The listing of the team and their contact information is also requested in **Design Team Overview**. Can you clarify if it is required in both

sections, or can we include consultant team info in just one section? **Only required in 1 section.**

25. **Design Team Overview & Team Qualifications** – There is overlap in the information requested in these two sections. As long as all info is provided, can we combine the response to these questions in one section and organize the content to most clearly provide info requested? **Yes**
26. **Consultants Insurances & Licenses:** Our signage consultant does not currently carry the levels of insurance required, and in most cases their insurance levels are acceptable to our clients. Advise if we can include their current limits and discuss if increasing this would be necessary for the project. **The RFQ request is for all prime firms.**
27. **References:** Can you clarify if you are just requesting reference contact information, or if you require letters of reference from the individuals? **We are only requesting the contact information for your firms references. No letter is required.**
28. **Process & Schedule:** What information are you looking for regarding “staff contribution” requirement. A listing of all (or just proposer) team members, hours/week, or percent commitment? **Please provide information describing which firms will be involved during the program and concept design phase.**
29. **Proposed Fee Structure:** Clarify that no information is required for the initial submission. **Correct, fee structure will be discussed once a firm is selected.**
30. **RFQ Correction – Landscape services are not required as part of this RFQ.**