



Request for Proposal (RFP)

Bid#: 2026-0806

Thursday August 20th, 2026

Public Safety Facility

Clarksville, TN

Special Inspections and Material Testing

RFP Questions will be accepted until 2:00 pm on Wednesday, August 26th, 2026

Answers will be sent to the entire group of bidders by 2:00 pm on Thursday, August 27th, 2026

Proposals will be accepted until 2:00 pm on Thursday, September 3rd, 2026

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 Special Inspections 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 to provide Special Inspections and Material Testing services for the construction of a Public Safety Facility and may be referred to as the "PSF". This County Owned facility will be home to the First Sheriff Precinct and County Fire Department Headquarters, along with being first building that is part of a larger 300-acre private Town Center Marcelina project. The current design elements for consideration as the team progresses into the construction phase include, but are not limited to:

- An approximate 37,000 sq ft building
- Building Program for the following uses include:

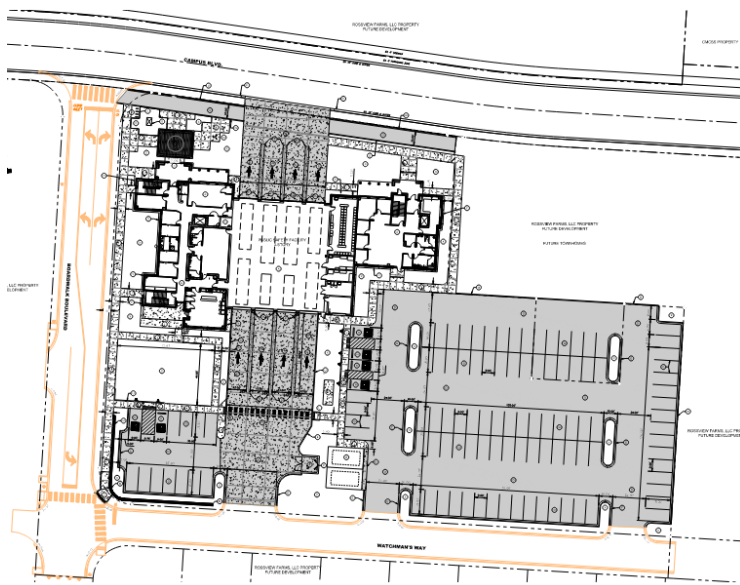
- Vehicle bays for Fire Department, emergency responders, and specialty Sheriff fleet vehicles
- Lodging for overnight crews (Fire Department)
- Dining facility & full kitchen
- Offices for all agency staff required to report to this facility
- Fitness area
- Meeting & briefing spaces
- General living spaces

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 an entirely new facility to house the emergency response services to support the new residents, schools, industries, and commercial retailers of East Montgomery County.

With the growth of the county, the transition from a volunteer fire department to a salaried department is underway, leading to the desire for an updated county owned facility. The new facility will serve as the headquarters for the Fire Department and the Montgomery County Sheriff's precinct. With full-time employees using the facilities, there is a requirement for better living accommodations and the opportunity to build a functionality-focused, top-tier facility.

Property Exhibit Facts:



- Proposed Lot and building footprint in:
 - Approximately 2 Acres in Clarksville, TN (Marcelina);
 - Multi-level
 - Lofted ceilings in main garage
 - Approximately 112 exterior parking spaces
 - Approximately 37,000 sq ft;
 - Currently no utilities run to/on site
 - Campus Blvd. currently constructed
 - Rated emergency shelter
 - Anticipated 3 shifts of 18 Firefighters

4. Project Team & Deliverables:

The overall project team for the proposed Public Safety Facility will include, but will not be limited to, the following positions. Please confirm the inclusion for the following staff :

- Principal Engineer, Project Manager, Field Engineer, administrative assistant;

The Special Inspections and Material Testing team, in collaboration with the project team, will be required to: confirm all specifications dictated by the project manual including but not limited to grading/structural fill/ proof roll/ utility backfilling, foundations, elevator slabs, slab-on-grade, elevated slabs, structural masonry, fireproofing, structural steel inspections, any laboratory testing, and coordination with design and construction team. The Special Inspections and Material Testing team will also be required to account for adequate plan coordination with CDG and their representatives. Such coordination could be meetings, conference calls, site visits, plan reviews, and/or design reviews.

The Public Safety Facility Special Inspection & Material Testing Expectations:

- Meet with Owner, Project Manager, and Design Team to gain a full understanding of the program, design concept, anticipated scope, quality expectations, and overall project knowledge;
- Attend scheduled project meetings with appropriate personnel to provide input with respect to:
 - Schedule
 - Constructability
 - Quality
- Issue timely & accurate reports of special inspections and material testing findings
- In consultation with the Project Team, prepare, provide, present, and maintain schedule of key milestones and potential critical path items;
- Other relevant input and assistance to develop the project's program, budget, value engineering options, and timeline;

5. General Proposal and Team Requirements

- **Cover Letter**
 - Provide a brief introduction letter stating your firm's understanding of the project requirements as outlined.
- **Scope of Services**
 - Provide the list of special inspections and material testing anticipated on the Montgomery County Public Safety Facility Project.

- **Licenses and Insurances**
 - Provide copies of all insurance and Tennessee licenses for all firms proposed.
- **Process and Schedule**
 - CDG understands that the special inspections and material testing schedule is driven by day-to-day construction milestones, so acknowledgement of the current drawing set is all that is currently required.
- **Requirements for Sealed Proposal Submissions**
 - The Request for Proposal (RFP) must include original signed documents of, Iran Divestment Form, Non-Boycott of Israel Form, Title VI Contract Assurance form, Non-Collusion Affidavit and any necessary Addenda Acknowledgement.
- **Questions**
 - Please send all questions to Elizabeth Black at:
Elizabeth Black, Purchasing Agent - mocobids@montgomerytn.gov
 - Each question, with an answer, will be sent to all who have acknowledged interest.
 - RFP Questions will be accepted until 2:00 pm on Wednesday, August 26th, 2026
 - Questions will be answered on Thursday, August 27th, 2026;
 - *Any questions submitted to anyone other than Elizabeth Black will be a disqualifying event for the proposer and the proposer's company.*

6. Proposal Submission and Project Acceptance

- Your completed proposal is to be submitted by **2:00 pm on Thursday, September 3rd, 2026**;
 - **IMPORTANT**- 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, "BID - RFP Special Inspections and Materials Testing".
 - Bids can be mailed or hand delivered to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Such bids/proposals delivered to other people, locations, or on another form will not be acceptable.
 - Electronic is an acceptable submission method via Bonfire portal at Bonfire Portal link located at: [Montgomery County, TN](#) .
 - 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 101-E, Clarksville, TN 37040 at the time of the submission deadline.
- All proposals will be reviewed and evaluated based on all firms proposed experience, qualifications, 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;

7. Conclusion

Our team at CDG greatly appreciates 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.

After receiving your proposal, all proposals will be reviewed and evaluated based on the listed categories within this request for proposal. The Owner and Owner Representative reserves the right to reject and/or request additional information for any and all proposals level and may choose to waive any formality to any lawful extent and in the best interest of the project.

Thank you!



Non-Boycott of Israel Act

TCA 12-4-1

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, it is certified by each supplier and each person signing on behalf of any supplier. In the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award.

Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges receipt of these affidavits and certifies that submittal in response to this solicitation is in full compliance with the listed requirements. Failure to give proper acknowledge to issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

Organization Representative/Designee:

Organization Name:

Address:

Date:



Certification of Non-inclusion

NOTICE: Pursuant to Divestment Act, Tenn. Code Ann. 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in 12-12-105. Inclusion on this list makes a person ineligible to contract with the State of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[LIST OF INELIGIBLE ENTITIES](#)

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 thereto 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.

Vendor Name (Printed) Address

By (Authorized Signature) Date Executed:

Printed Name and Title of Person Signing:



Montgomery County Government Purchasing

Elizabeth L. Black
Purchasing Agent
350 Pageant Ln.
Suite 101-E
Clarksville, TN 37040
Phone: (931) 648-5720

elblack@montgomerytn.gov

Contract Number

It is the policy of Montgomery County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please Print:

Contractor's Name

Street Address

City

State

Zip Code

Contractor's Phone Number

I, Name, hereby agree to abide by the aforementioned non-discrimination statement and included Title VI regulations.

Signature

Date

For Title VI compliance, we ask for voluntary disclosure of the following information:

Ownership Type (please check all that apply):

- ☐ Woman-Owned Business
- ☐ Woman Minority-Owned Business
- ☐ African American-Owned Business
- ☐ Native American-Owned Business
- ☐ Hispanic-Owned Business
- ☐ Asian-Owned Business
- ☐ Veteran-Owned Business
- ☐ Business Owned by a Person with a Disability
- ☐ Other Option: _____

Non-Collusion Affidavit

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

1. He/She is the _____ of _____, the firm that has submitted the attached proposal;
2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including tis affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham proposal in connection with the contract or agreement for which the attached proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Montgomery County or any person interested in the proposed contract or agreement; and
5. The proposal of service is outlines in the proposal is fair and proper and it not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

Signed: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____,

_____, Notary Public

My Commission Expires: _____

Proposer Initials: _____



Addenda Acknowledgment

The bidder acknowledges that they have received the following Addendum. The modifications to the bid documents noted therein have been considered and all costs thereto are included in the bid.

Company Name:_____

Bid/RFP Name:_____

Printed Representative Name:_____

Signature:_____

Addendum Number _____ **Date** _____

Addendum Number _____ **Date** _____

Addendum Number _____ **Date** _____



PURCHASING

Elizabeth L Black
Purchasing Director

350 Pageant Lane, Suite 101-E
Clarksville, Tennessee 37041

Email: elblack@mcgtn.net
Phone: (931) 648-5720

Prohibited Contract Clauses or Provisions

Montgomery County is not allowed to waive or limit liability, nor waive or limit the legal rights it would have under existing law to recover its losses under Tennessee law by contract. Powers to do so simply are not granted by the State to a county.

If through the statutory purchasing process, no acceptable supplies, materials, equipment and contractual services proposal is received, and the supplies, materials, equipment and contractual services are essential to the operation of Montgomery County, then and only then will Montgomery County consider a proposal with a limitation of liability, and then only “to the extent allowed by law”. While a proposal may be made with a limitation of liability, no proposal with a limitation of liability will be considered if other otherwise acceptable proposals contain no limitation of liability. Acceptance of any proposal with a limitation of liability will be rare and strictly scrutinized.

Generally, contract clauses in derogation of the County’s prohibitions are found in the list below and are not acceptable.

- Provisions requiring the County to pay taxes that we are exempt from paying under Tennessee law.
- Provisions requiring the County to pay cancellation fees, incidental or consequential damages, or punitive or exemplary damages. County is liable for actual damages only.
- Provisions requiring the County to pay punitive damages, attorney fees, collection costs, or costs of litigation.
- Provisions requiring the County to agree to assume the risk of liability which might otherwise fall on other parties are void as both an unauthorized attempt to abrogate sovereign immunity and an unauthorized attempt to lend the County’s credit (Tenn. Const. I, § 17; Tenn. Const. art. II, § 31).
- Provisions requiring the County to insure, guarantee, or indemnify or hold harmless the Vendor or any party from claims which may arise out of the Agreement or be brought by third parties (OAG 93-1, OAG No. 99-095, OAG 04-065).
- Provisions that limit or cap the total liability of any other party.

- Provisions requiring the County to purchase or obtain liability, property, or other insurance or a performance bond. The County self-insures its exposures in general liability.
- Provisions designating the governing law of a state other than Tennessee.
- Provisions designating the Venue for any claim brought against the County other than Tennessee.
- Provisions requiring confidentiality and nondisclosure that violate the Tennessee Open Records Act (T.C.A. § 10-7-101, *et seq.*). Except as otherwise provided by statute, all County records are public records and open to inspection by any citizen of this State (T.C.A. § 10-7-503).
- Provisions providing for a limitation of time in which the County may bring suit (T.C.A. § 28-1-113).
- Provisions limiting the Vendor's maximum liability. The County cannot waive its right to recover from the vendor what the law would provide under otherwise governing applicable legal principles. In part, it is impermissible for counties to agree to limitations on liability and indemnification clauses because it appropriates money and nullifies governmental immunity without the consent of the legislature. The general existing applicable law regarding duties and liability cannot be waived. Response proposals may be made with limitations of liability subject to the complete statement above.
- Provisions that simply attempt to restate the existing law.

The above is not an exhaustive list. Different contract clauses may set out prohibited duties and rights, and/or limitations/waivers differently.

All proposed contracts for Montgomery County's review must be delivered as a WORD document for use to exchange revisions.