



Request for Qualifications (RFQ)

BID #: 2026-0102

Tuesday, January 6, 2026

Montgomery County Fairgrounds

Clarksville, TN

Design & Engineering Services

RFQ Questions will be accepted until 2:00 pm on Tuesday, January 13, 2026

Answers will be sent to the entire group of bidders by 2:00 pm on Wednesday 14, 2026

Responses will be accepted until 2:00 pm on Tuesday, January 20, 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, Project & Organizational Structure
- Project Scope & Deliverables
- Team and General Requirements
- Proposed Submission and Project Acceptance
- Conclusion

2. Introduction to Project

Commonwealth Development Group Inc. "CDG," representing Montgomery County, Tennessee, is soliciting responses from qualified Design & Engineering firms for 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(s), restrooms, green space(s), and support structures. The project's 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

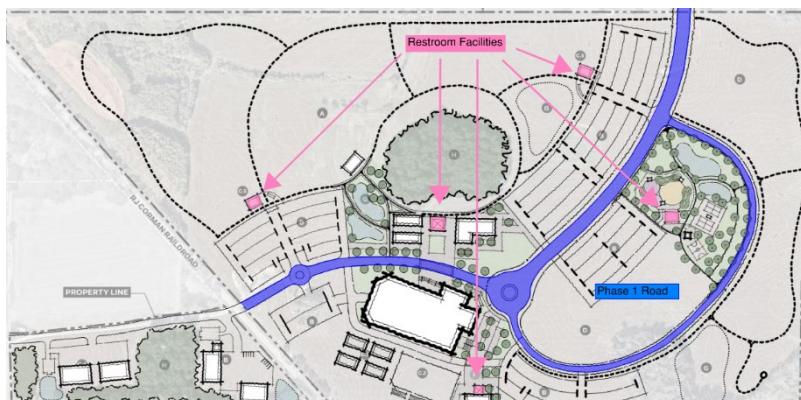
- B. Adequate Parking Spaces
- C. Internal Traffic Roadways
- D. Park with Greenway/Walking Trails

3. Background, Project, & 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. 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.

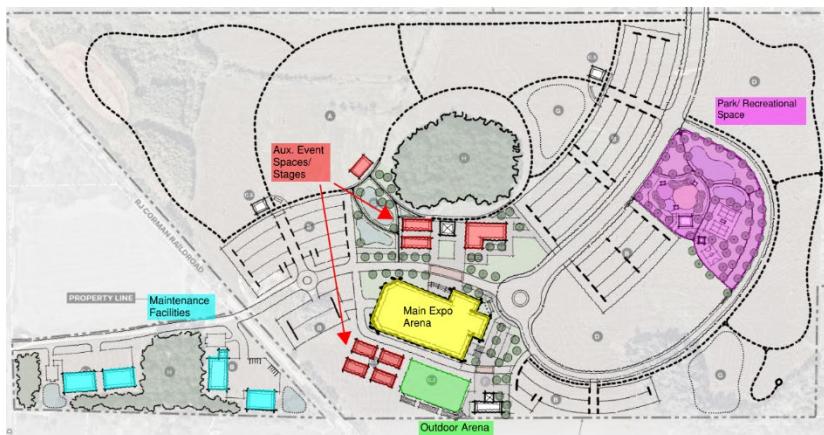
Property Master Plan Exhibit Facts:

Proposed Phase 1 Narrative:



Proposed Future Phases

- Fairgrounds Property: Approx. 152 Acres
- Approx. 5,000 parking spaces
- Restroom facilities and out-buildings proposed to be included
- Utilities & Mass Grading
- Road from Proposed Phase 1 and Intersection are in Blue



- Main Arena/ Event Center
- Park and additional recreational spaces
- Outdoor Arena
- Maintenance Facilities
- Auxiliary events spaces
 - Proposed outdoor stage
 - Covered event spaces
 - Potential auxiliary office/admin spaces
- Pedestrian Plaza

4. Project Scope & Deliverables:

The overall project team for the proposed Fairgrounds will include, but will not be limited to, the following positions:

- Architect, landscape architect, structural engineer, electrical engineer, lighting designer, audio/visual engineer, telecommunications engineer, acoustical engineer, mechanical & plumbing engineer, security consultant, and signage consultant
- The civil engineer and surveyor have been procured separately from this RFQ by the Owner.

- The Geotechnical and Special Inspection Team have been procured separately from this RFQ by the Owner.

The design team, in collaboration with the Project and Construction Management team, will be required to: confirm and document all project scopes and current conditions, confirm infrastructure availability and feasibility for all project components, understand any external impacts, and take into consideration existing site conditions so they are addressed by the design documents. The design team will also be required to account for adequate plan coordination with CDG, Montgomery County, and their representatives. Such coordination could be meetings, conference calls, site visits, plan reviews, and/or design reviews.

Design & Engineering Base Service Expectations:

- Meet with Montgomery County Officials and 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 preconstruction personnel to provide early and ongoing input with respect to: Cost, Schedule, Constructability, and Quality
- Develop a conceptual program and narrative together, including, but not limited to:
 - Initial sketches and 3-D models to visualize the project's form, function, and massing;
 - Understanding and communication of major material assumptions;
 - Documentation and communication of planning and feasibility;
 - Basic room-block floorplan with square footage assumptions/needs;
 - Basic building elevations;
 - Review site conditions and account for existing structures
- Site visit/evaluation(s), inclusive of physical survey and topographical survey
- Environmental considerations/study - if needed
- Study of grades and site utility access
- Articulate the relationships of surroundings, both natural and manmade structures
- Pedestrian & vehicular circulations and impact assessments
- Acknowledge understanding of project-related requirements, such as permitting and required Montgomery County reviews and other agency approvals
- Adhere to Owner and program goals
- Creation of SD, DD, and CD deliverables for the project:
 - Schematic Design (SD) includes, but not limited to:
 - Project summary and narrative;
 - Site analysis and code analysis;
 - Digital site plan including existing and proposed site elements;
 - Digital floor plans for every level (Revit or CAD) showing room arrangement, dimensions, placement of doors, windows, and major fixtures;
 - Multiple building sections;
 - All building exterior elevations;
 - Structural drawings and/or narrative;
 - Major MP&E systems drawings and/or narrative.
 - Design Development (DD) includes, but not limited to:
 - Drawings for: architectural, structural, MP&E, landscape, telecommunications, fire alarm, security, access control, fire protection (if applicable), and civil;
 - Project manual or specifications;

- Door, window, room finishes, equipment, and building code compliance schedules.
- Up to four (4) colored renderings for marketing purposes
- Construction Documents (CD) set includes, but not limited to:
 - Fully detailed set of drawings previously presented in the DD set that are legally binding, code-compliant based on local Authorities Having Jurisdiction requirements, and within the established construction budget;
 - Fully detailed project manual or specifications with installation methods, basis of design, manufacturers with approved alternates, and quality standards;
 - Up to four (4) colored renderings
- Complete materials summary for features and scope to assist in budgetary pricing
- Develop, prepare, and exhibit quality and complete presentation materials
- The design firm is required to maintain the budget expected through the execution of the Guaranteed Maximum Price with the construction management team
 - Any revisions to design to maintain this budget will be at the expense of the design team and will not incur further costs as change orders.

5. Team and General Requirements

All design team consultants, landscape architects, engineers, and architects must be registered and licensed to practice in the State of Tennessee. All design documents must be provided to the Owner and their consultants in PDF and REVIT/CAD formats, with coordination in any other applicable format as necessary.

- **Introduction Letter**
 - Provide a breakdown of the design team, starting with the lead architect or consultant, with contact information - phone, email, address, etc. Briefly explain the key elements of the proposed project and how the architect(s) and engineer(s) will contribute to those elements.
- **Design Team Overview**
 - On a single page, provide a summary list of all project participants. Include the name of the primary firm and each consultant, along with their area of responsibility and the name of each key staff member to be associated with the project. This page should include contact information for each firm serving as a design team consultant.
- **Team Qualifications**
 - For the firm, provide a short explanation of its history, size, regional location, main areas of practice. Provide the same information listed above for each partnering sub-consultant and include resumes and history for each staff member proposed as a team member for all firms.
- **Consultants' Insurances and Licenses**
 - Provide copies of all required insurance and Tennessee licenses for *all* firms 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 two million dollars (\$2,000,000);

3. *Workers' Compensation Insurance* - Bodily injury by accident 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);
4. *Automobile Liability Insurance* - in the amount of one million dollars (\$1,000,000);
5. Montgomery County, CDG, and their representatives shall each be named as an additional insured under the design 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 the proposing firm;
- Explain the design concepts for each project, location, owner, year started, year completed, project cost, scope, and 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 design team. Include contact information for each reference.

- **Process and Schedule**

- Describe how the lead design consultant will approach the project from planning, management, and organization for a project of this caliber and scope. Provide a flow chart to break down the program and concept design phase, and the staff contribution for the scope of work requested.

- **Proposed Fee Structure**

- Following the selection of the Design & Engineering team, representatives of CDG and Montgomery County may request to meet with the proposer(s) to develop a detailed scope of work (including all sub-consultant disciplines), organizational structures, preliminary budget outline, schedule, and a Not-to-Exceed fee structure for all required services, including but not limited to:
 1. Concept Design Package
 2. Schematic Design
 3. Design Development
 4. Construction Documents
 5. Bidding / Contracting
 6. Construction Administration (Travel Expenses included)

- **Requirements for Sealed Submissions**

- The Request for Qualifications (RFQ) 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(s).

- **Questions**

- Please send all questions to Elizabeth Black at:
 1. Elizabeth Black - MoCoBids@montgomerytn.gov
- Each question, with an answer, will be sent to all who have acknowledged interest.
- Questions will be accepted until 2:00 pm on Tuesday, January 13, 2026;
- Questions will be answered by 2:00 pm on Wednesday, January 14, 2026;
- Any questions submitted to anyone other than Elizabeth Black will not be answered.

6. Proposed Submission and Project Acceptance

- Your completed response is to be submitted by **2:00 pm on Tuesday, January 20, 2026**;
- **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 to view and respond to open bids. All responses must be received before the deadline.

**Elizabeth Black, Purchasing Agent
350 Pageant Lane, Suite 101-E
Clarksville, TN 37040**

- The owner is not responsible for any costs incurred in the production or delivery of responses. No late responses will be accepted.
- Responses 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 responses 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 responses to create a leveled review 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 firm/team be considered for selection;
- The selected firm will contract with the Owner via AIA Document B133 - 2019 Agreement Document, and will take direction from the Owner's Representative who will lead the entire Project Team (Design & Engineering, Construction Manager, Geotechnical, Commissioning, Special Inspections, and other associated firms required to complete the project);

7. Conclusion

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

Thank you!



PURCHASING
IRAN DIVESTMENT ACT

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 persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated with NY04_15.2025.pdf](#)

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



PURCHASING

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

Date

Organization Name

Address



Montgomery County Government Purchasing

Elizabeth L. Black
Purchasing Agent

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

350 Pageant Ln.
Suite 101-E
Clarksville, TN 37040

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, _____, 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 this 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 outlined in the proposal is fair and proper and it is 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: _____



PURCHASING

Elizabeth L Black
Purchasing Director

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

Email: elblack@mctn.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.