



## Request for Proposal (RFP)

Monday March 17<sup>th</sup>, 2025

Public Safety Facility

Clarksville, TN

### Construction Management Services

RFP Questions will be accepted until 3:00 pm Tuesday, March 25<sup>th</sup>, 2025

Answers will be sent to the entire group of bidders on Wednesday, March 26<sup>th</sup>, 2025

Proposals will be accepted until 3:00 pm on Thursday, April 3<sup>rd</sup>, 2025

*Any project questions or communication submitted to anyone other than Jordan Wyman and/or Nick Condon will be a disqualifying event for the proposer and the proposer's company.*

#### 1. Contents

- Introduction
- Background & Organizational Structure
- Project Team & Deliverables
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#### 2. Introduction to Project

Commonwealth Development Group Inc. "CDG", representing Montgomery County, Tennessee, is soliciting proposals from qualified firms for Construction Management services in the creation 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, County Fire Department Headquarters, and Emergency Management Agency, along with being one element 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 concept phase include, but are not limited to:

- An approximate 30,000 to 40,000 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)

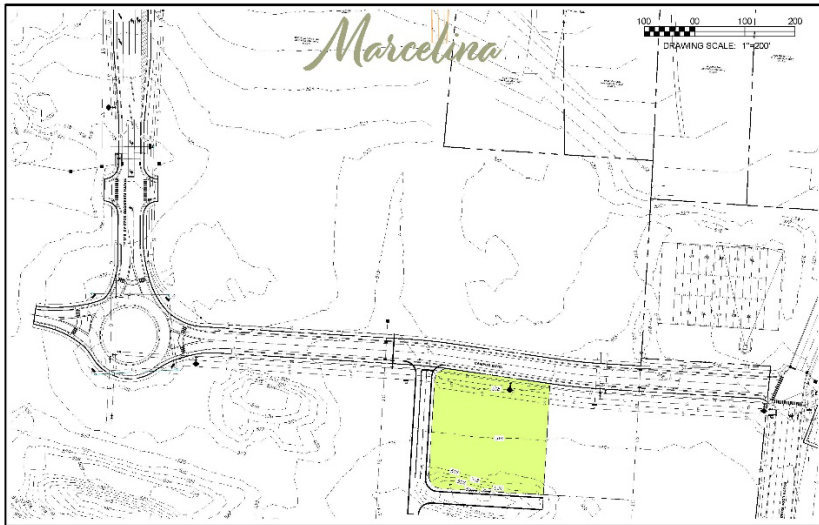
- Dining facility & full kitchen
- Offices for all agency staff required to report to this facility
- Fitness area
- Meeting & briefing spaces
- General living spaces

### 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, offices for emergency management, and the Montgomery County Sheriff's precinct. With full-time employees using the facilities, a new 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 **Yellow**:
  - Approximately 1 Acre in Clarksville, TN (Marcelina);
  - Multi-level
  - Lofted ceilings in main garage
  - Approximately 40 exterior parking spaces
  - Approximately 30,000-40,000 sq ft;
  - Currently no utilities run to/on site
  - Campus Blvd. currently constructed
  - Rated emergency shelter

#### **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 include hourly rates for the following list:

- Project executive, senior project manager, project engineer or assistant project manager, estimator, senior superintendent, superintendent, and assistant superintendent;
- The special inspection team will be procured separately from this RFP by the Owner Representative.

The construction management team, in collaboration with the project team, will be required to: confirm all project scopes and assess constructability, confirm manpower availability and feasibility for all project components, understand any external impacts, and take into consideration existing site conditions so they are addressed in preliminary scheduling, planned site access, and safety plans. The construction management 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 Predevelopment & Construction Program 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:
  - Cost
  - Schedule
  - Constructability
  - Quality
- Provide pricing assistance and other industry information;
- In consultation with the Project Team, prepare, provide, present, and maintain schedule of key milestones and potential critical path items;
- Prepare and present a budgetary cost estimate for the project by construction division and category with complete supporting details and lists of assumptions at each design milestone;
- Other relevant input and assistance to develop the project's program, budget, value engineering options, and timeline;
- Publicly bid all trade scopes, present proposals and a summary of proposal results, and recommend a firm for approval.
- The construction manager agent or advisor is prohibited from undertaking actual construction work on a project over which the construction manager agent or advisor coordinates or oversees the planning, bid, or construction phases of the project, except in instances when bids have been solicited twice and no bids have been submitted. If the construction manager agent or advisor can document that a good faith effort was made in each bid solicitation to obtain bids and no bids were received, then the construction manager agent or advisor may perform the construction work at a price agreed upon by the construction manager agent or advisor, the architect, and the owner of the project.

## 5. General Proposal and Construction Management (CM) Team Requirements

- **Introduction Letter**
  - Provide a breakdown of your firm or team with all contact information, phone, email, address, etc. Briefly explain the key elements of the proposed project and how your firm or team will contribute to those elements.
  
- **CM Team Overview**
  - Provide a short explanation of your firm's history, size, regional location, main areas of practice.
  
- **Team Qualifications**
  - Provide pertinent resume information for each staff member proposed for this specific project team.
  - Please include 3 past project references for both the Lead Project Manager and Lead Superintendent from clients that have worked with these team members.
  
- **Licenses and Insurances**
  - Provide copies of all required insurances and Tennessee licenses for all firms proposed. All insurance certificates should have the following levels of coverage(s);
    1. *General Liability Insurance* - in the amount of two million (\$2,000,000) dollars per occurrence, four million (\$4,000,000) general aggregate;
    2. *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 (\$100,000.00) dollars
    3. *Automobile Liability Insurance* - in the amount five hundred thousand (\$500,000.00) dollars
    4. CDG and their representatives shall be named as additional insured under the CM Team's insurance.
  
- **Similar Project History**
  - Provide a brief description of at least 3, but no more than 5, projects that are relevant, similar in scope and design that have been completed by the proposing firm;
  - Explain the construction objectives for each project, location, owner, year started, year completed, project cost, scope and photographs
  
- **References**
  - References from at least three, but no more than five (5), project owners will be required as a part of the CM team proposal. Include contact information for each reference.
  
- **Process and Schedule**
  - Describe how the CM team will approach the project from planning, management, and organization for a project of this caliber and scope. Provide a sample schedule, and a sample Pay Application SOV, in order to show a workable system for the implementation of your process and schedule from a recent project.
  
- **Proposed CM Fee Structure**
  - Construction General Conditions (GCs) - provide a list of potential items your firm proposes to include in project GCs and provide hourly rates for proposed staff positions that would likely be necessary to execute the project;

1. Provide a *draft* GC budget for a 15-month construction schedule (Precon excluded)
  - Construction General Requirements (GRs) - provide a list of potential items your firm proposes to include in project GRs, including anticipated cost (if known);
    1. *\*Please note:* all potential costs that are not part of Fee, Insurance, trade work, or GCs should be listed here;
  - Construction Management Services Fee - provide this fee as a percentage of the total construction budget;
  - Contractor Insurance proposed rate(s) as a percentage of the construction budget;
    1. General Liability Insurance - provide policy rate as a percentage of overall construction budget;
    2. Builder's Risk Insurance - provide policy rate as a percentage of overall construction budget;
    3. Subcontractor Default Insurance - provide policy rate as a percentage of overall construction budget;
    4. Proposed Preconstruction Fee breakout for the services described in this document;
      1. Some preconstruction tasks include but are not limited to: Initial cost estimate exercise based on concept drawings with narrative, cost estimate exercise for Design Development document, final Construction Document cost estimate, routine meetings for the next 6-9 months to coordinate construction related items, preliminary schedule, provide voluntary cost savings concepts, and attend meetings during the PreDevelopment phase.
- **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 the project manager/owner representative: CDG, Inc. at:
      1. Nick Condon - NCondon@CDGtn.com
      2. Jordan Wyman - JWyman@CDGtn.com
    - Each question, with an answer, will be sent to all who have acknowledged interest.
    - Questions will be accepted until 3:00 pm on Tuesday, March 25<sup>th</sup>, 2025;
    - Questions will be answered on Wednesday, March 26<sup>th</sup>, 2025;
    - *Any questions submitted to anyone other than Nick Condon or Jordan Wyman 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 **3:00 pm on Thursday, April 3<sup>rd</sup>, 2025**;
  - Proposals may be submitted via email to:  
**Elizabeth Black, Purchasing Agent - [mocobids@mcgtn.net](mailto:mocobids@mcgtn.net)**

If submitting by email, note that your submission will be marked at the time the email was received, not when it was sent, and the same submission deadlines apply. Be sure to put "RFP - Construction Management Services" in the subject line of the email.

- All mailed or hand delivered proposals must be in a SEALED envelope, clearly and legibly marked with the firm's name, address and "RFP - Construction Management Services" on the outside of the envelope. If submitting by mail, place sealed proposal inside another envelope for mailing. All hand submitted or mailed proposals must go to:
  - 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 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, rates, references, and other considerations. The Owner and Owner Representative reserves 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 selected firm will contract with the Owner via AIA Document A133 - 2019 and AIA Document A201 - 2017, 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);
- 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 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. Please do not hesitate to reach out **by email ONLY** and contact Nick & Jordan from CDG, as questions or clarifications arise.

After receiving your proposal, all proposals will be reviewed and evaluated based on all firms proposed experience, qualifications, rates, references, and other considerations. 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!

## Addendum Acknowledgement Form

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.

- A. Addendum Number \_\_\_\_\_ dated \_\_\_\_\_.
- B. Addendum Number \_\_\_\_\_ dated \_\_\_\_\_.
- C. Addendum Number \_\_\_\_\_ dated \_\_\_\_\_.

Proposer Signature: \_\_\_\_\_



# Montgomery County Government

## Purchasing

350 Pageant Lane  
Suite 101-E  
Clarksville, Tennessee 37041

Elizabeth L Black  
Purchasing Director

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

### **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:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106,%20Iran%20Divestment%20Act-July.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
<i>Printed Name and Title of Person Signing</i>	





*Montgomery County Government*

**Purchasing**

350 Pageant Lane  
Suite 101-E  
Clarksville, Tennessee 37041

Elizabeth L. Black  
Purchasing Director

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

**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

\_\_\_\_\_  
Phone



*Montgomery County Government*

**Purchasing**

350 Pageant Lane  
Suite 101-E  
Clarksville, Tennessee 37041

Elizabeth L. Black  
Purchasing Agent

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

\_\_\_\_\_  
**Contract Number**

**TITLE VI CONTRACT ASSURANCE**

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 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):

- \_\_\_ African American Owned Business
- \_\_\_ Women Minority Owned Business
- \_\_\_ Female Owned Business
- \_\_\_ Native American Owned Business
- \_\_\_ Hispanic Owned Business
- \_\_\_ Asian Owned Business
- \_\_\_ Disabled Owned Business
- \_\_\_ All Others

## 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: \_\_\_\_\_