



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

6/24/2021 | 7:06 PM CDT

Brian Trotter  
HDR Engineering Inc.  
1201 C Market Street  
Chattanooga, TN 37402

Re: **RFQ # 109236, Community Development and Regulation (CDR) Process Analysis**

Dear Mr. Trotter:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 109236 for Community Development and Regulation (CDR) Process Analysis. This letter hereby notifies you of Metro's intent to award to HDR Engineering Inc., contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally, the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Evans Cline, BAO Representative, at 615-862-6137 or at [evans.cline@nashville.gov](mailto:evans.cline@nashville.gov).

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Scott Ferguson by email at [scott.ferguson@nashville.gov](mailto:scott.ferguson@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

*Michelle A. Hernandez Lane*  
MICHELLE A. HERNANDEZ LANE  
Purchasing Agent

Cc: Solicitation File, Other Offerors

**Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.**

**A. Right to Protest.** Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

Procurement Division

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

RFQ# 109236 Community Development and Regulation (CDR) Process Analysis				
Evaluation Criteria	Avero llc	ERNST & YOUNG	Gartner	HDR Engineering Inc
<b>Round 1</b>				
Licensing Requirements	Yes	Yes	Yes	Yes
Background Check Acceptance	Yes	Yes	Yes	Yes
Solicitation Acceptance	Yes	Yes	Yes	Yes
Contract Acceptance	Yes	Yes	Contract Exceptions	Contract Exceptions
ISA Questionnaire Completed and Terms Accepted	Yes	Yes	Yes	Yes
Qualifications and Experience (50 Points)	43	40	45	47
Methodology and Approach (50 Points)	28	39	46	45
<b>Round 1 Totals</b>	<b>71</b>	<b>79</b>	<b>91</b>	<b>92</b>
<b>Round 2</b>				
Live Presentation of Similar Project (50 Points)			43	44
Cost Criteria (50 Points)			22.18	50.00
<b>Round 2 Totals</b>			<b>65.18</b>	<b>94.00</b>
<b>Totals</b>	<b>71.00</b>	<b>79.00</b>	<b>156.18</b>	<b>186.00</b>

\* **Special Note** - Two of the suppliers, Avero llc and ERNST & YOUNG were notified after Round 1 that their offers were unacceptable.

**Strengths & Weaknesses**

**Avero llc**

**Strengths:** Firm described specifically the number of resources they will have dedicated to this project and what their roles will be.

**Weaknesses:** Firm did not adequately demonstrate in detail the team's (prime and sub level) knowledge and project experience in the provision of services related to the project. Firm did not adequately demonstrate in detail the team's (prime and sub level) capacity to perform work. Firm did not adequately provide experience on projects of similar scope. Firm did not describe your approach to organizational and process change management. Offeror did not adequately demonstrate in detail how the requirements and provisions of the scope of this project will be implemented. Firm did not demonstrate detail knowledge of the projects objectives and goals and existing conditions/assumptions. Firm did not demonstrate in detail efficient use of manpower, material resources, equipment and technology necessary for completely the project efficiently within the constraint outlined in the scope. Firm did not adequately describe the project management methodology that will be utilized. Firm did not adequately describe their approach to managing this project including identification of clearly defined project management process, task and deliverables. Firm did not provide their detailed approach to obtaining feedback from the development community external to Metro Government. Firm did not adequately describe specifically the number of resources they will have dedicated to this project and what their roles will be.

### **ERNST & YOUNG**

**Strengths:** Firm provided a detailed approach to obtaining feedback from the community external to Metro Government.

**Weaknesses:** Firm did not adequately demonstrate in detail the team's (prime and sub level) knowledge and project experience in the provision of services related to the project. Firm did not adequately demonstrate in detail the team's (prime and sub level) capacity to perform work. Firm did not provide resumes for key individuals that will perform work on the project. Firm did not adequately describe Firm did not adequately provide experience on projects of similar scope and lacked details such as dollar values of projects. Firm did not describe your approach to organizational and process change management. Offeror did not adequately demonstrate in detail how the requirements and provisions of the scope of this project will be implemented. Firm did not demonstrate detail knowledge of the projects objectives and goals and existing conditions/assumptions. Firm did not adequately describe the project management methodology that will be utilized. Firm did not adequately describe their approach to managing this project including identification of clearly defined project management process, task and deliverables. Firm did not provide their detailed approach to obtaining feedback from the development community external to Metro Government.

### **Gartner, Inc.**

**Strengths:** Firm provided detailed experience on projects of similar scope. Presentation of previous project demonstrated an effective approach to identify existing processes.

**Weaknesses:** Firm did not adequately demonstrate their team's (prime and sub level) capacity to perform work. Firm did not demonstrate detail knowledge of the projects objectives and goals and existing conditions/assumptions. Firm did not demonstrate in detail efficient use of manpower, material resources, equipment and technology necessary for completely the project efficiently within the constraint outlined in the scope. Firm did not adequately describe specifically the number of resources they will have dedicated to this project and what their roles will be. Presentation of previous project lacked details on project deliverables, project management approach and project scheduled/actual timeline.

### **HDR Engineering Inc**

**Strengths:** Firm demonstrated in detail the team's (prime and sub level) knowledge and project experience in the provision of services related to the project. Firm provided detailed experience on projects of similar scope. The firm described their approach to managing this project including the identification of clearly defined project management process, tasks and deliverables. Firms description of previous project contained process details and use of a process analysis tool used to document process and track changes.

**Weaknesses:** Firm did not clearly define their project team's organizational structure including defined responsibilities (prime and sub level) and location for duration of the project. Firm did not adequately describe their approach to organizational and process change management. Firm did not adequately identify potentials issues/challenges. Firm did not demonstrate in detail efficient use of manpower, material resources, equipment and technology necessary for completely the project efficiently within the constraint outlined in the scope. Firm did not adequately describe specifically the number of resources they will have dedicated to this project and what their roles will be. Firms description of a previous project did not contain enough details on a project of similar size and scope, challenges faced and how risk was mitigated and examples of project deliverables.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Community Development and Regulation (CDR) Process Analysis.; RFQ# 109236			40	10	50
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Gartner, Inc	\$3,873,500.00	\$0.00	22.18	0.00	22.18
HDR Engineering, Inc.	\$2,147,850.00	\$491,550.00	40.00	10.00	50.00

## Ferguson, Scott (Finance)

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**From:** Cline, Evans (Finance)  
**Sent:** Thursday, June 17, 2021 7:48 PM  
**To:** Ferguson, Scott (Finance)  
**Subject:** Fwd: RFQ 109236  
**Attachments:** 109236 Community Development and Regulation SBE assessment.pdf; 109236 Community Development and Reg CDR EBO assessment.pdf

Good evening. I've attached the final assessments. The awardee had one sub incorrectly listed as an SBE, so I have reduced the SBE dollar total to reflect this. Otherwise, there are no issues. The awardee was compliant with EBO requirements.

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**From:** Cline, Evans (Finance) <Evans.Cline@nashville.gov>  
**Sent:** Thursday, June 17, 2021 12:22 PM  
**To:** Wood, Christopher (Finance - Procurement)  
**Cc:** Frye, Jeremy (Finance)  
**Subject:** RFQ 109236

I have attached my final assessments for this solicitation for review before sending to the buyer. The only issue I spotted was that one of the three subs that was listed as an SBE did not have any SBE certification listed so I reduced the SBE dollars accordingly.

Evans Cline  
Contract Compliance Officer II  
Department of Finance  
Business Assistance Office  
Metropolitan Nashville Davidson County  
730 2nd Avenue South  
Nashville, TN 37210



## Statement of M/WBE Utilization

Proposer's/Firm's Name: <b>HDR, Inc</b>	Proposer's Phone #: <b>629.228.7506</b>
Solicitation Title: <b>Community Development and Regulation (CDR) Process Analysis</b>	Proposer's Email Address: <b>Kyle.Guthrie@hdrinc.com</b>
Solicitation #: <b>109236</b>	Amount Self-performed : <b>\$1,444,350</b>
Proposer's/Firm's Ownership: <b>Non-M/WBE</b> <input type="checkbox"/>	Total Bid Amount: <b>\$2,147,850</b>
<b>Proposed EBO Goal (%)</b> : <u>8</u> MBE% <u>8</u> WBE%	EBO Goal Met? (Y/N) <b>YES</b> <input type="checkbox"/>

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

				Certificate						
MBE/WBE Firm Name		MBE/WBE Firm Address		Type (MBE or WBE)		* MBE/WBE Group Type *		Code # UNSPS/NAICS		
				Description of Work		MBE/WBE Dollars (\$)		Percent of Total Contract		
1	Wilmot, Inc	3102 West End Ave, Suite 400 Nashville, TN 37203		615.385.1220/wilmot@wilmotinc.c	WBE	1	81100000	Assisting with conducting interviews and developing	WBE	20.3
2	Hoskins & Company CPAs	1900 Church Street, Nashville, TN 37203		615.321.7333/hoskins@hoskinsc	MBE	1	80000000	Client YTD Louisville Water Company \$10,000.00Ca	MBE	9.9
3					Select	Select				
4					Select	Select				
5					Select	Select				
6					Select	Select				
7					Select	Select				

*I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.*

Authorized Representative (Printed Name/Title/Signature) <b>Kyle Guthrie, Associate Vice President</b>	Date <b>06/11/2021</b>
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\*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal? <b>BAO Only YES</b>	<b>For Internal Office Use ONLY</b> If No, Good Faith Efforts Met? <b>BAO Only</b>
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**BAO Representative:** \_\_\_\_\_ **Date:** 6/17/21

<b>Total MBE Subcontracting</b>	9.9	%	\$	436,540
<b>Total WBE Subcontracting</b>	20.3	%	\$	211,950
<b>Total MBE/WBE Participation:</b>	30.2	%	\$	648,490



## EQUAL BUSINESS OPPORTUNITY PROGRAM FORM

Please complete this form to provide Metro with information regarding each individual or entity requesting information about the project or solicited for participation on the project. The list of subcontractors shall include those persons who did not actually submit a price quotation or bid, rather just requested information. Please contact the Business Assistance Office with any questions at 615-880-2814.

**Project Name** Community Development and Regulation (CDR) Process Analysis

**RFP/ITB Number** 109236

### Part I STATEMENT OF INTERESTED M/WBE SUBCONTRACTORS AND VENDORS

As part of our regular and customary good faith efforts to include MWBE subcontractors, suppliers and joint venturers, HDR \_\_\_\_\_ has contacted or was contacted by the following certified MWBEs related to our bid/proposal.

(Company Name)

<i>Business Name &amp; Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Date of Contact</i>	<i>Method of Contact</i>	<i>Who Initiated Contact?</i>	<i>UNSPS Code # for work to be performed</i>	<i>Information Requested</i>
Wilmot Inc		WBE ▼	04/01/21	Phone/Email	Kyle Guthrie	81100000	Interest in performing work and hourly rates
Hoskins & Company CPAs		MBE ▼	04/05/21	Phone/Email	Kyle Guthrie	80000000	Interest in performing work and hourly rates

### Part II STATEMENT OF BID/PRICE QUOTATION

This Statement shall include only those potential subcontractors not selected that actually submitted a bid or proposal for the project.

<i>Business Name &amp; Contact</i>	<i>Phone No</i>	<i>MBE/WBE Certificate Type</i>	<i>Dollar value</i>	<i>Estimated % of total contract value</i>	<i>UNSPS Code # for work to be performed</i>	<i>Work Requested To Be Performed</i>
Wilmot Inc; Tiffany Wilmot		WBE ▼	\$436,450.00	20.3%	81100000	Assist with conducting interviews and developing CDR Analysis specifically MWS. Public Works, & Parks
Hoskins & Company CPAs; Harvey Hoskins		MBE ▼	\$211,950.00	9.9%	80000000	Assist with conducting interviews and developing CDR Analysis specifically Trustee, Assocor

Name Kyle Guthrie

Title Associate Vice President

Date 06/11/2021

## BAO Small Business Assessment Sheet

**BAO Specialist:** Cline, Evans

**Contract Specialist:** Ferguson, Scott

6/17/2021

**Department Name:** Public Works

**RFP/ITB Number:** 109236

**Project Name:** Community Development and Regulation (CDR) Process Analysis

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
HDR Engineering, Inc.	\$2,147,850.00	\$491,550.00	yes	22.9	The prime is not an approved SBE and proposed Metro-approved SBE/SDV subs Lamar Dunn and Assoc, and Wilmot, Inc.