



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

6/24/2021 | 6:50 PM CDT

Christina Rumbaugh
Smith Seckman Reid
2995 Sidco Drive
Nashville TN 37204

Re: **RFQ # 110219, Metro Wide Building Envelope Commissioning Services**

Dear Ms. Rumbaugh:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 110219 for Metro Wide Building Envelope Commissioning Services. This letter hereby notifies you of Metro's intent to award to Smith Seckman Reid, 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.clibe@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 Christina Alexander by email at christina.alexander@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
Phone: 615-862-6180
Fax: 615-862-6179

RFQ 110219 Metro Wide Building Envelope Commissioning Services Evaluation Committee Score Sheet				
Offeror	Nashville Roof Consultants	Smith Seckman Reid Inc	Technical Assurance Inc	Terracon
Contract Acceptance	Yes	Yes	Yes	Yes
Cost (40)	40.00	31.46	19.66	30.35
Qualifications and Capacity to Perform (30)	22.00	30.00	23.00	27.00
Project Approach and Experience (30)	23.00	28.00	23.00	28.00
Total Evaluation Scores	85.00	89.46	65.66	85.35

Evaluation Comments

Nashville Roof Consultants
Strengths
Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
Weaknesses
Firm's proposal lacked detail for design phase activities. Firm failed to provide an organizational chart. Firm's proposal failed to demonstrate a clear understanding of the scope of work for this solicitation. Firm failed to provide resumes for two (2) key team members. Firm's proposal lacked detail in project management and project engagement. Reference projects lacked detetails. Firm's proposal formatting was not titled or sectioned. No samples were submitted.

Smith Seckman Reid Inc

Strengths

Firm's proposal demonstrated a clear understanding of scope of work for this solicitation. LEED certification process. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal lacked detail for design phase activities. Response on how appropriate level of commissioning is determined lacked detail.

Technical Assurance Inc

Strengths

Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal demonstrated firm relies heavily on ABES for practice, site visits and services of Kristy Cobb, experience limited to roofing assessments. Failed to demonstrate team experience relevant to scope of work. Failed to demonstrate understanding of scope of work. Only one reference project was of similar size, scope and complexity. LEED documentation lacked detail.

Terracon

Strengths

Early design phase discussion. Demonstrated relevant team qualifications. Provided detailed reference projects. Demonstrated process of determining appropriate level of commissioning. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's organizational chart was unclear in terms of team member roles. Firm's LEED experience lacked detail.

Enter Solicitation Title & Number Below		
Metro Wide Building Envelope Commissioning Service; RFQ 110219		
		40
Offeror's Name	Bids	RFP Cost Points
Nashville Roof Consultants	\$6,245,371.13	40.00
Smith Seckman Reid Inc	\$8,170,343.05	31.46
Terracon	\$8,467,668.32	30.35
Technical Assurance Inc	\$12,073,373.17	19.66

BAO Small Business Assessment Sheet

BAO Specialist: Cline, Evans
Contract Specialist: Alexander, Christina
6/17/2021

Department Name: General Services
RFP/ITB Number: 110219

Project Name: Metro Wide Building Envelope Commissioning Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Smith Seckman Reid, Inc.	\$8,170,343.05	\$980,441.20	yes	12	The prime is not an approved SBE and proposed Metro-approved SBE/SDV subs Morgan & Morgan Inc, and Connico, Inc..



Statement of M/WBE Utilization

Proposer's/Firm's Name: Gregory J. Isaacs / Smith Seckman Reid, Inc.	Proposer's Phone #: 615-383-1113
Solicitation Title: Metro Wide Building Envelope Commissioning Services	Proposer's Email Address: gisaacs@ssr-inc.com
Solicitation #: 110219	Amount Self-performed : \$7,189,901.87
Proposer's/Firm's Ownership: Non-M/WBE <input type="checkbox"/>	Total Bid Amount: 8,170,343.05
Proposed EBO Goal (%) : 5.0 MBE% 5.0 WBE%	EBO Goal Met? (Y/N) YES

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	Phone/E-Mail	Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract	
1 Morgan & Morgan, Inc.	1812 Pearl Street, Nashville, TN 37203	615-329-1797 / MRGN1812@aol. 	MBE <input type="checkbox"/>	1	81100000 / 541990	Project Management, Construction Observations. Te 	\$571,924.02	7	
2 Connico Inc.	2594 n. Mount Juliet Road, Mount Juliet, TN 37112	615-972-6332 / connie.gowder@c 	WBE <input type="checkbox"/>	5	81100000 / 541990	Project Management, Cost-Benefit Analysis. LEED D 	\$408,517.16	5	
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) Greg J. Isaacs, PE, BECxP, CxA+BE Principal	 Date 04/12/2021
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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? YES	For Internal Office Use ONLY If No, Good Faith Efforts Met?	BAO Only
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BAO Representative: Evans Cline

Date: 06/17/21

Total MBE Subcontracting	7	%	§	571,924.02
Total WBE Subcontracting	5	%	§	408,517.18
Total MBE/WBE Participation:	12	%	§	980,441.20

Certificate Of Completion

Envelope Id: 0ED4042A572E414B9185C6FF40A89C88	Status: Completed
Subject: Intent to Award - RFQ #110219 Metro Wide Bldg Envelope Commissioning Services	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 15	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

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6/22/2021 1:51:24 PM	prg@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Michelle A Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	<i>Michelle A Hernandez Lane</i> Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 6/22/2021 1:53:55 PM Viewed: 6/22/2021 3:38:11 PM Signed: 6/24/2021 6:50:07 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events**Editor Delivery Events****Agent Delivery Events****Intermediary Delivery Events****Certified Delivery Events****Carbon Copy Events**

Carbon Copy Events	Status	Timestamp
Christina Alexander christina.alexander@nashville.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/24/2021 6:50:11 PM Viewed: 6/24/2021 7:25:39 PM

Electronic Record and Signature Disclosure:
Accepted: 6/24/2021 11:41:37 AM
ID: 2f2c3919-c643-45b2-bff8-9daa0c51d488

Witness Events**Notary Events****Envelope Summary Events**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/22/2021 1:53:56 PM
Certified Delivered	Security Checked	6/22/2021 3:38:11 PM
Signing Complete	Security Checked	6/24/2021 6:50:07 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	6/24/2021 6:50:11 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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