



### Notice of Intent to Award

Solicitation Number	222244	Award Date	5/12/2022   3:15 PM CDT
Solicitation Title	Energy Management Program Design Services		
Buyer Name	Scott Ferguson	Buyer Email	scott.ferguson@nashville.gov
BAO Rep	Evans Cline	BAO Email	evans.cline@nashville.gov

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Brown and Caldwell	Company Contact	Kristine Montalto	
Street Address	220 Athens Way, Suite 500			
City	Nashville	State	TN	Zipcode 37228

Company Name		Company Contact		
Street Address				
City		State		Zipcode

Company Name		Company Contact		
Street Address				
City		State		Zipcode

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.  No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.  No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – 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.

\_\_\_\_ Supervisor (Initial)

*Michelle A. Hernandez Lane*  
 Michelle A. Hernandez Lane  
 Purchasing Agent & Chief Procurement Officer

RFQ# 222244 - Energy Management Program - Design Services	
Evaluation Criteria	Brown and Caldwell
<b>Round 1</b>	
Required Licensing	Yes
Contract Acceptance	Yes
Solicitation Acceptance	Yes
EBO Documentation	Yes
ISA Questionnaire Completed and Terms Accepted	Yes
Experience and Qualifications (35 Points)	32
Business Plan (30 Points)	25
Past Performance and References (35 Points)	32
<b>Totals</b>	<b>89.00</b>

### Strengths & Weaknesses

#### **Brown and Caldwell**

**Strengths:** Firm adequately demonstrated that firm's key individuals who will be involved in providing the services have specialized knowledge that will provide services required in the scope of work. Firm provided evidence of expertise/knowledge regarding Metro Water Service facilities as related to this project. Firm adequately described their policies for ensuring the project will be environmentally friendly. Firm provided 5 referenced projects of similar size and scope that were completed on time and on budget and adequately described their successes and quantifiable results.

**Weaknesses:** Firm did not adequately demonstrate their project team has broad knowledge of solar. Firm did not adequately describe projects where they collaborated with their subcontractors. Firm did not identify in detail potential risks associated with execution of this contract. Firm did not adequately describe how they addressed risks and challenges during 5 similar projects.

## Ferguson, Scott (Finance)

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**From:** Cline, Evans (Finance)  
**Sent:** Thursday, May 5, 2022 10:28 AM  
**To:** Ferguson, Scott (Finance)  
**Subject:** RE: RFQ# 222244 - Energy Management Program Design - Final BAO Review  
**Attachments:** 222244 Energy Management Program EBO Assessment A&E.pdf; 222244 Energy Management Program A&E SBE Assessment.pdf

Good morning. I have attached my assessments for review. The bidder acknowledged the EBO subcontractor goals and also acknowledged the SBE requirement. Of the five subs the bidder proposed for SBE credit, two are not currently approved SBEs. I think this can be resolved in negotiations, so there is no other issue of responsiveness that I see. This contract will require monitoring. Thank you.

Evans Cline  
Contract Compliance Officer 2  
Metro Dept of Finance  
Office of Minority and Women Business Assistance (BAO)  
Metropolitan Nashville Davidson County  
730 2nd Avenue South, 1<sup>st</sup> Floor  
PO Box 196300  
Nashville, TN 37219-6300  
(p) 615.862.6137

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**From:** Ferguson, Scott (Finance) <Scott.Ferguson@nashville.gov>  
**Sent:** Tuesday, May 3, 2022 1:10 PM  
**To:** Cline, Evans (Finance) <Evans.Cline@nashville.gov>  
**Cc:** Lane, Michelle (Finance - Procurement) <Michelle.Lane@nashville.gov>  
**Subject:** FW: RFQ# 222244 - Energy Management Program Design - Final BAO Review

Evans,

This RFQ closed on Friday, April 15, 2022 at 2:00PM Central. The minimally responsive offerors are below. Will you conduct BAO Final EBO Review? Please let me know if you need additional information.

Vendor:

Brown and Caldwell

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**From:** Cline, Evans (Finance) <[Evans.Cline@nashville.gov](mailto:Evans.Cline@nashville.gov)>  
**Sent:** Monday, April 18, 2022 10:04 AM  
**To:** Ferguson, Scott (Finance) <[Scott.Ferguson@nashville.gov](mailto:Scott.Ferguson@nashville.gov)>  
**Subject:** Re: RFQ# 222244 - Energy Management Program Design - Preliminary BAO Review

I have reviewed the bidder's documentation and they have acknowledged the EBO and SBE requirements and pledged to meet the goals. They also submitted all required documents. So they are fully responsive to the solicitation. Thank you.

Evans Cline

Contract Compliance Officer 2  
Metro Dept of Finance  
[Office of Minority and Women Business Assistance \(BAO\)](#)  
Metropolitan Nashville Davidson County Government  
[730 2nd Avenue South, 1st Floor; PO Box 196300](#)  
[Nashville, TN 37219-6300](#)  
(p) [615-862-6137](#)

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**From:** Ferguson, Scott (Finance) <[Scott.Ferguson@nashville.gov](mailto:Scott.Ferguson@nashville.gov)>  
**Sent:** Monday, April 18, 2022 9:52:07 AM  
**To:** Cline, Evans (Finance) <[Evans.Cline@nashville.gov](mailto:Evans.Cline@nashville.gov)>  
**Cc:** Lane, Michelle (Finance - Procurement) <[Michelle.Lane@nashville.gov](mailto:Michelle.Lane@nashville.gov)>  
**Subject:** RFQ# 222244 - Energy Management Program Design - Preliminary BAO Review

Evans,

This RFQ closed on Friday, April 15, 2022 at 2:00PM Central. The minimally responsive offerors are below. Will you conduct BAO Preliminary EBO Review? Please let me know if you need additional information.

Vendor:

Brown and Caldwell

Fyi,

I have scheduled the Evaluation Committee Meeting for Tuesday April 26th at 1:00PM Central.

Thanks!

***Scott Ferguson***  
Procurement Officer III

Department of Finance  
Procurement Division  
<https://www.nashville.gov/Finance/Procurement.aspx>

Metro Nashville Government  
730 2<sup>nd</sup> Avenue South, Ste. 101  
Nashville, TN 37210  
615-862-6670  
615-862-6179 - FAX  
e-mail: [Scott.Ferguson@Nashville.gov](mailto:Scott.Ferguson@Nashville.gov)

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## Statement of M/WBE Utilization **A&E ONLY**

Proposer's/Firm's Name: <b>Brown and Caldwell</b>	Proposer's Phone #: <b>770-673-3647</b>
Solicitation Title: <b>Energy Management Program - Design Services</b>	Proposer's Email Address: <b>fbunn@brwnncald.com</b>
Solicitation #: <b>222244</b>	Total Bid Amount: <b>Not Applicable</b>
EBO Goal (%): <u>6.00</u> MBE% <u>5</u> WBE%	EBO Goal Met? (Y/N) <b>Y</b>

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

#	MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	Certificate Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work
1	<b>Wilmot Inc.</b>	3811 Central Avenue Nashville, TN 37203	615.385.1220/wilmot@wilmotinc. 	<b>WBE</b>	<b>5</b>		<b>Food Waste, Solar</b>
2	<b>Cornerstone</b>	4701 Trousdale Drive Nashville, TN 37220	629.777.9002/chris@cei-engineer 	<b>MBE</b>	<b>4</b>		<b>Cost Estimating</b>
3	<b>Allworld</b>	60 N BB King Blvd Memphis, TN 38103	901.481.0357/brent@allworldmail 	<b>MBE</b>	<b>1</b>		<b>Technical/GIS/Engineering</b>
4	<b>Tegrah</b>	10162 Stinson Street Milan, TN	731.298.8587/kim@tegrah.com	<b>WBE</b>	<b>5</b>		<b>Technical/Engineering</b>
5	<b>MP &amp; F Strategic Communications</b>	611 Commerce Street Nashville, TN	615.259.4000/jbrantley@mpf.com	<b>WBE</b>	<b>5</b>		<b>Community Relations</b>
6				<b>Select</b>	<b>Select</b>		
7				<b>Select</b>	<b>Select</b>		

*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)	Date
<b>Robert Ash/Senior Vice President</b>  <b>Robert Ash</b>	<b>04/15/2022</b>

\*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.

<b>Has Prime Acknowledged EBO Goals Achievement?</b>	<b>Yes</b>	<b>For Internal Office Use ONLY</b>	<b>Yes</b>	
		<i>If No, Good Faith Efforts Met?</i>		

**BAO Representative :** Evans Cline **Metro Buyer:** Scott Ferguson

**Project Manager:** \_\_\_\_\_ **Date:** 05/05/22

**BAO Notes:**

Prime acknowledges they can achieve both M/WBE subcontracting goals. Consistent with the procurement code, actual dollar amounts and percentages will confirmed during contract negotiations.

**BAO SBE Assessment Sheet**

**BAO Specialist: Evans Cline**

**Contract Specialist: Scott Ferguson**

**Date: 5/4/22**

**Department Name: Metro**

**RFP/ITB Number: 222244**

**Project Name: Energy Management Program (A&E)**

**SBE/SDV  
Requirement  
Acknowledged?**

**Primary Contractor**

**Comments**

Primary Contractor	SBE/SDV Requirement Acknowledged?	Comments
Brown and Caldwell, Inc.	Yes	Proposer acknowledged the 12% SBE/SDV participation expectation over the life of the project as required by the solicitation. The prime is not an approved SBE and proposed the engagement of SBE contractors Wilmot Inc., Cornerstone Engineering, and Tegrah.