



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Casey Estanislao
Hastings Architechture Associates, LLC
225 Polk Avenue, Suite 100
Nashville, TN 37203

Re: **RFQ # 110240, Leadership in Energy and Environmental Design (LEED) Consulting Services**

Dear Ms. Casey Estanislao:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 110240 for Leadership in Energy and Environmental Design (LEED) Consulting Services. This letter hereby notifies you of Metro's intent to award to Hastings Architechture Associates, LLC, 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 Sierra Washington, BAO Representative, at (615) 880-2783 or at sierra.washington@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 Jonathan Meadows by email at jonathan.meadows@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 110240 Leadership in Energy and Environmental Design (LEED) Consulting Services
Evaluation Team/Review Board Score Sheet**

Offeror	Hastings Architecture Associates, LLC	Southface
Qualifications and Capacity (30 Points)	29.00	17.00
Project Approach and Experience (30 Points)	30.00	15.00
Cost (40 Points)	35.14	40.00
Total Evaluation Scores (100 Points)	94.14	72.00

Evaluation Comments

Hastings Architecture Associates, LLC
Strengths
Proposal demonstrated good approach in managing the projects efficiently and expertly. Proposal provided projects of similar scope and complexity. Proposal demonstrated ability to integrate the LEED activities into the design and construction phase. Proposal listed qualified individuals with unique qualifications and LEED experience.
Weaknesses
Company overview was generalized and lacked detail.

Southface
Strengths
Proposal included a very large dedicated staff with detailed explanation of relevant experience.
Weaknesses
Company overview was generalized and lacked detail. Overall proposal was generic and lacked details specific to Metro, which demonstrated a lack of understanding of the requirements of the scope of service. Proposal did not clearly define the Senior LEED AP assigned to this project. Staffing Matrix did not clearly define organizational structure. Project Approach and Experience document pages 5 through 10 were blank. Proposal did not provide requested project examples.

Solicitation Title & Number	SBE/SDV Participation Requirement	RFP Cost Points
RFQ 110240; LEED Consulting Services	12%	40
Offeror's Name	Total Bid Amount	RFP Cost Points
Southface	\$1,613,977.29	40.00
Hastings Architecture, LLC	\$1,836,960.99	35.14



Statement of M/WBE Utilization

Proposer's/Firm's Name: HASTINGS Architecture, LLC	Proposer's Phone #: 615.329.1399
Solicitation Title: Leadership in Energy and Environmental Design (LEED) Consulting Services	Proposer's Email Address: eweeks@hastingsarchitecture.com
Solicitation #: 110240	Amount Self-performed : 0
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: 346,000
Proposed EBO Goal (%): 5 MBE% 5 WBE%	EBO Goal Met? (Y/N) YES

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	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
				Type (MBE or WBE)					
1	Hawkins Partners, Inc.	1900 Church St. Ste. 402, Nashville, TN 37203	615.255.5218	WBE	5	541320	LEED Landscape Documentation	\$91,848	5%
2	Morgan & Morgan	1812 Pearl Street, Nashville, TN 37203	615.329.1797	MBE	1	5413	LEED Technical Consultant Services (Construction P	\$91,848	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) David A. Bailey, Principal		Date 05/05/2021
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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? BAO Only	For Internal Office Use ONLY	If No, Good Faith Efforts Met? BAO Only
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BAO Representative: _____ Date: _____

Total MBE Subcontracting	5	%	\$ 91,848
Total WBE Subcontracting	5	%	\$ 91,848
Total MBE/WBE Participation:	10	%	\$ 183,696

BAO Small Business Assessment Sheet

BAO Specialist: Sierra Washington
Contract Specialist: Jonathan Meadows
Date: 06/17/2021

Department Name: General Services
RFP/ITB Number: 110240

Project Name: Leadership in Energy and Environmental Design (LEED) Consulting Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Hastings Architecture, LLC.	\$1,836,960.99	\$312,348.00	YES	17%	The prime is not an approved SBE and proposed the utilization of Daylighting Innovations \$73500 / 4%, Power Management Corporation \$147000 / 8%, and Hawkins Partners, Inc. \$91,848 / 5%.