



### Notice of Intent to Award

Solicitation Number	229252	Award Date	8/22/2022   7:30 AM CDT
Solicitation Title	Metro Nashville District Energy System (MNDES) Project Admin. Consulting Services		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Sierra Washington	BAO Email	sierra.washington@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	Thermal Engineering Group, Inc.	Company Contact	Daniel Coyle		
Street Address	105 Hazel Path Court, Unit #2				
City	Hendersonville	State	TN	Zipcode	37075

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.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

## RFQ# 229252 MNDES Project Administration Consulting Services Evaluation Committee Score Sheet

Offeror	Thermal Engineering Group, Inc.
Contract Acceptance	Yes w/exceptions
Cost (30 Points)	30.00
Management Summary	Yes
Business Plan (35 Points)	26.00
Corporate Experience, Qualifications and Project References (35 Points)	30.00
<b>Total Evaluation Scores</b>	<b>86.00</b>

### Evaluation Comments

Thermal Engineering Group, Inc.
<b>Strengths</b>
<p>Proposal provided detailed role responsibilities for proposed key team members, and identifying core team members. Proposal demonstrated firm's understanding of scope of work. Proposal demonstrated a detailed plan for firm's new customer process. Proposal demonstrated firm's experience for performing scope of work. Firm provided a detailed risk assessment plan to include pedestrian traffic details. Firm provided reference projects of similar size, scope, and complexity. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.</p>
<b>Weaknesses</b>
<p>Proposal lacked detail for quality assurance plan, public relations, and communications between system operator and system advisory board. Firm's functional requirements lacked detail relating to cost saving to Metro. Proposal focused on past practices with Metro, and lacked detail for future actions/improvements. Business plan lacked detail for tasks and subtasks. Firm failed to address rate setting, capital budget, and operating budget requests for information. Firm's description of related corporate experience lacked detail.</p>

Enter Solicitation Title & Number Below		
Metro Nashville District Energy System (MNDES) Project Administration Consulting Services; RFQ 229252		
		<b>30</b>
Offeror's Name	Bids	RFP Cost Points
Thermal Engineering Group, Inc.	\$1,996,994.86	<b>30.00</b>

## BAO Small Business Assessment Sheet

<b>BAO Specialist:</b> Sierra Washington
<b>Contract Specialist:</b> Christina Alexander
<b>Date:</b> 07/26/2022

<b>Department Name:</b> General Services
<b>RFP/ITB Number:</b> 229252

**Project Name:** Metro Nashville District Energy System (MNDES) Project Administrator Consulting

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement?	SBE (%)	Comments
Thermal Engineering Group, Inc.	\$376,300.00	\$19,800.00	YES	5%	The prime is an approved SBE and proposed the utilization of the following SBE subcontractor: Pomeroy Marketing Communications at 5.26% for public relations, as well as website design and content.



## Statement of M/WBE Utilization

Proposer's/Firm's Name: Thermal Engineering Group, Inc.	Proposer's Phone #: 6152642611
Solicitation Title: Metro Nashville District Energy System (MNDES) Project Administrator Consulting	Proposer's Email Address: dcoyle@thermalegi.com
Solicitation #: 229252	Amount Self-performed :
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: \$376,300
<b>Proposed EBO Goal (%)</b> : 8 MBE% 7 WBE%	EBO Goal Met? (Y/N) <b>NO</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		Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
				Type (MBE or WBE)	* MBE/WBE Group Type *				
1				Select	Select				
2				Select	Select				
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>Daniel P Coyle, President</b>	Date <b>06/24/2022</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.

<b>Has Prime Complied with EBO Goal?</b> <b>NO</b>	<b>For Internal Office Use ONLY</b>	<b>If No, Good Faith Efforts Met?</b> <b>YES</b>
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**BAO Representative:** Sierra Washington      **Metro Buyer:** Christina Alexander      **Project Manager:** \_\_\_\_\_      **Date:** 07/26/22

<b>Total MBE Subcontracting</b>	0 _____ %	\$ 0 _____	
<b>Total WBE Subcontracting</b>	0 _____ %	\$ 0 _____	
<b>Total MBE/WBE Participation:</b>	0 _____ %	\$ 0 _____	

**BAO Notes:**

## METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

## M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

## SUMMARY SHEET

**THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL****(Due with Bid Submission if Applicable)**

<b>Project Name:</b> Metro Nashville District Energy System (MNDES) Project Administrator Consulting		<b>Project Number:</b> 229252	
<b>Company Name:</b> Thermal Engineering Group, Inc.		<b>Date Submitted:</b> 06/24/2022	<b>Total Contract Value:</b> \$376,300.00
<b>Address:</b> 105 Hazel Path CT STE 2 Hendersonville, TN 37075		<b>Federal Tax ID#</b> 62-1460556	
<b>Contact Person:</b> Daniel P Coyle	<b>Email:</b> dcoyle@thermalegi.com	<b>Phone #:</b> 6152642611	

**GOOD FAITH EFFORTS SUMMARY SHEET**

Number	Bidder Action(s)	BAO Only
1.	<p><b>Solicitation and written notice to available and certified MWBEs:</b> Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ol style="list-style-type: none"> <li>I. Enough information about the plans, specs, and terms &amp; conditions of the solicitation;</li> <li>II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract;</li> <li>III. Information regarding the Bidder's bonding requirements;</li> <li>IV. The deadline for submission of price quotations.</li> </ol>	Pass

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
Varallo Public Relations 640 Spence Lane STE 122 Deborah Valallo, Deb@varallo.com, 6153675200	WBE	PR & Website content and management	email & phone	elected not to bid	n/a	NO
Kinnard & Assoc. PO Box 17542 Nashville, TN 37217, Rhea Kinnard, 6159418396, kinn@aol.com	MBE	PR & Website content and management	email, phone & meeting	submitted bid	\$27,000	NO

See additional Page 8 with third and fourth contact info.

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
2.	<b>Meetings:</b> Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	Pass

**List all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable
Kinnard & Assoc., PO Box 17542 Nashville, TN 37217 Rhea Kinnard 6159418396, kinn@aol.com	reviewed scope and project requirement	06/01/2022

METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
3.	<b>Unbundling.</b> Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	Pass

**What Scope of Project Was Divided?**

1. public relations	2. website content development
3.	4.
5.	6.



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<b>GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST</b>			
<b>Number</b>	<b>Bidder Action(s)</b>	<b>BAO Only</b>	
4.	<b>Rejection:</b> Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	Pass	

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection
Varallo Public Relations 640 Spence Lane STE 122, Deborah Varallo, Deb@varallopr.com 6153675200	PR & website content development	no proposal offered
Kinnard & Assoc., PO Box 17542 Nashville, TN 37217, Rhea Kinnard 6159418396 kinn@aol.com	PR & website content development	Price too high
MOJO Marketing + PR; M Jones, 1100 10th Ave N, Nashville, TN 37208, 6153071438, mhjones@mojomktg.com	PR & website content development	Price too high

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Number	Bidder Action(s)	BAO Only
5.	<b>Non-discrimination:</b> Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Pass

**For each training, list the type of training and date.**

Type of Training	Date of Training
reviewed and discussed relevant company policie	06/16/2022

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
6.	<b>Community and Other Organizational Services Support:</b> Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	N/A

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Publication Name	Date of Publication	Please provide copy.
None; insufficient time	N/A	N/A

## METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

## M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

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<b>GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST</b>			
Number	Bidder Action(s)	BAO Only	
7.	<b>Assistance: Bonding/Lines of Credit/Insurance:</b> Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	N/A	

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance
Varallo Public Relations, 640 Spence Lane STE 122, Deborah Varallo, Deb@varallopr.com 6153675200	did not require bonds, letter of credit or insurance
Kinnard & Assoc., PO Box 17542, Nashville, TN 37217, Rhea Kinnard 6159418396, kinn@aol.com	did not require bonds, letter of credit or insurance
MOJO Marketing + PR, M Jones, 1100 10th Ave N., Nashville, TN 37208, 6153071438, mhjones@mojomktg.com	did not require bonds, letter of credit or insurance

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
8.	<b>Database Utilization</b> Accessed all reasonable and available means to include, but not limited to the following examples: <a href="https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx">https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx</a> or <a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	Pass

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Database Accessed	Date of Access	Results
Metro MWBE PR contractors	06/09/22	selected all listed and made contact
Metro MWBE PR contractors	6/13/22	selected local firms not too narrowly focused.

## METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
9.	<b>Mentor Protégé' Relationship/Technical Assistance:</b> Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	N/A

**For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.
Kinnard & Assoc.	meeting to review requirements and discuss technical aspects of the services we will provide to Metro	none

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature: \_\_\_\_\_ Print Name: Daniel P Coyle Title: President


**Certificate Of Completion**

Envelope Id: D9C6BDAD917A4788BE14500A548A0CD3	Status: Completed
Subject: Intent to Award - RFQ # 229252 for MNDES Project Admin Consulting Services	
Source Envelope:	
Document Pages: 14	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Christina Alexander
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	christina.alexander@nashville.gov
	IP Address: 170.190.198.185

**Record Tracking**

Status: Original 7/27/2022 10:28:21 AM	Holder: Christina Alexander christina.alexander@nashville.gov	Location: DocuSign
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)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 7/27/2022 10:29:50 AM Viewed: 8/1/2022 3:49:00 PM Signed: 8/22/2022 7:29:59 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 8/22/2022 7:30:00 AM Viewed: 8/22/2022 7:30:18 AM Signed: 8/22/2022 7:30:34 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	7/27/2022 10:29:50 AM
Certified Delivered	Security Checked	8/22/2022 7:30:18 AM
Signing Complete	Security Checked	8/22/2022 7:30:34 AM
Completed	Security Checked	8/22/2022 7:30:34 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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