



### Notice of Intent to Award

Solicitation Number	239244	Award Date	8/18/2022   11:33 AM CDT
Solicitation Title	Church Street Park Activation		
Buyer Name	Scott Ferguson	Buyer Email	scott.ferguson@nashville.gov
BAO Rep	Jeremy Frye	BAO Email	jeremy.frye@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	Nashville Downtown Partnership	Company Contact	Tom Meise	
Street Address	150 4th Avenue North, Suite G-150			
City	Nashville	State	TN	Zipcode 37219

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# 239244- Church Street Park Activation		
Evaluation Criteria	Nashville Downtown Partnership	Victoria Franklin dba Dear Music, Inc.
<b>Round 1</b>		
Solicitation Acceptance	Yes	Yes
Contract Acceptance	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes
Methodology and Approach (40 Points)	37	20
Qualifications and Experience (50 Points)	45	16
Diversity Practices (10 Points)	0	0
<b>Totals</b>	<b>82.00</b>	<b>36.00</b>

### Strengths & Weaknesses

#### Nashville Downtown Partnership

##### **Methodogy and Approach (40 Points)**

**Strengths:** Firm's response addressed everything we requested except for the weakness listed below.

**Weaknesses:** Firm did not adequately describe the project methodology that would be utilized.

##### **Qualifications and Experience (50 Points)**

**Strengths:** Firm's response addressed everything we requested except for the weakness listed below.

**Weaknesses:** Firm did not adequately demonstrate their firm's years performing the scope of services. Firm did not demonstrate in detail the team's sub levels capacity to perform work.

##### **Diversity Practices (10 Points)**

**Strengths:** No strengths were noted.

**Weaknesses:** Firm's response did not address anything we requested in the RFP.

#### Victoria Franklin dba Dear Music, Inc.

##### **Methodology and Approach (40 Points)**

**Strengths:** No strengths were noted.

**Weaknesses:** Firm did not describe in detail how much they are committing to donate as their in kind contribution. Firm did not describe how they will ensure they will be able to fund the activities they propose to provide. Firm did not demonstrate in detail how the requirements and provisions of the scope of the project will be implemented. Firm did not demonstrate in detail knowledge of the project objectives/goals and approach to minimizing any disruptions in performance, and present a comprehensive plan for completing the specified work in accordance with the scope. Firm did not adequately describe the project methodology that will be utilized. Firm did not adequately describe their approach to managing this project. Firm did not demonstrate in detail their efficient use of manpower, material resources, equipment for completing the project efficiently within the constraint outlined in the scope.

##### **Qualifications and Experience (50 Points)**

**Strengths:** Firm clearly defined their project team's organizational structure including defined responsibilities (prime and sub level) and location for the duration of the project.

**Weaknesses:** Firm did not demonstrate in detail their firm's years performing the scope of services. Firm did not demonstrate in detail the team's sub levels capacity to perform work. Firm did not address the question regarding listing all current litigation(s) in which their firm is defendant. Firm did not provide detailed experience on a minimum of three (3) projects of similar scope.

##### **Diversity Practices (10 Points)**

**Strengths:** No strengths were noted.

**Weaknesses:** Firm's response did not address anything we requested in the RFP.

## **Ferguson, Scott (Finance)**

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**From:** Frye, Jeremy (Finance)  
**Sent:** Monday, August 8, 2022 9:57 AM  
**To:** Ferguson, Scott (Finance)  
**Cc:** Lane, Michelle (Finance - Procurement)  
**Subject:** RFQ#239244 Church Street Park Activation Final BAO Assessment

Hi Scott,

Please accept this as my final assessment for the referenced RFQ#. The EBO Program and SBE/SDV were not applicable. The awardee did not propose any Subcontractor utilization and this contract **will not require monitoring in B2GNow**.

Best,

Jeremy R. Frye  
Contract Administrator  
Department 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) 615-862-6638 (f) 615-862-6175