



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

April 3, 2018

Brannon Vann  
Tennessee Documentation Services, LLC  
4005 Wetherburn Way  
Norcross, GA 30092

Re: **RFQ # 1023718, Photo Documentation Services**

Dear Mr. Vann:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1023718 for Photo Documentation Services. This letter hereby notifies you of Metro's intent to award to Tennessee Documentation Services, LLC, contingent upon successful contract negotiations.

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 Scott Ghee by email at [scott.ghee@nashville.gov](mailto:scott.ghee@nashville.gov) Monday through Friday between 8:30am and 3:30pm.

If the Procurement Nondiscrimination 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. Should you have any questions concerning this requirement, please contact Jerval Watson, BAO Representative, at 615-862-5461 or at [jerval.watson@nashville.gov](mailto:jerval.watson@nashville.gov).

Thank you for participating in Metro's competitive procurement process.

Sincerely,

A handwritten signature in blue ink that reads "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.

## Award Justification for RFQ 1023718 - Photo Documentation Services for Construction Projects

	Details Nashville, LLC	Tennessee Documentation Services, LLC
Cost (35 points)	25.65	35
Experience and Approach (50 points)	43	46
Technology (15 points)	15	15
<b>Total</b>	<b>83.65</b>	<b>96</b>

Solicitation Title & Number		RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 1023718 - Photo Documentation Services for Construction Projects		<b>28</b>	<b>7</b>	<b>35</b>

  

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Details Nashville, LLC	\$1,818,548.15	\$0.00	<b>25.65</b>	<b>0.00</b>	<b>25.65</b>
Tennessee Documentation Services, LLC	\$1,665,768.94	\$83,288.44	<b>28.00</b>	<b>7.00</b>	<b>35.00</b>

Details Nashville, LLC
<p>Strengths – Firm demonstrated that the firm has experience working with historical buildings. Uses online webb based state of the art platform SmugMug for document storage, viewing and cataloging and PlanGrid for photo documentation relative to building drawings.</p> <p>Weaknesses - Firm failed to demonstrate firm's relevant project experience in completed projects of similar size, duration and complexity. Did not provide portfolios that contained pre-site inspections, utility tunnels, develop assessments and documentation milestones throughout the project durations.</p>

Tennessee Documentation Services, LLC
<p>Strengths – Firm demonstrated that they have experience of similar size, scope and complexity with Metro and the State of Tennessee. Firm demonstrated experience working with historical buildings. Firm demonstrated ability to determine optimal photograph locations/perspectives. Uses online webb based state of the art platform Multivista for document storage, viewing and cataloging with timeline relative referencing.</p> <p>Weaknesses – Firm failed to provide a portfolio of completed projects of similar size, duration and complexity.</p>

## BAO SBE Assessment Sheet

BAO Specialist: Jerval Watson
Contract Specialist: Scott Ghee
Date: 02/28/2018

Department Name: general Services
RFP/ITB Number: 1023718

**Project Name: Photo Documentation Services for Construction Projects**

Primary Contractor*	Prime Bid Amount	Total Offered SBE (\$)	SBEs approved?	Total Approved SBE (\$)	SBE (%)	Comments
Tennessee Documetation Services, L	\$1,665,768.94	\$83,288.44	Yes	\$ 83,288.44	5.00%	<b>Subcontractor Aerial Innovations is a Metro approved SBE and WBE</b>

\*For ITBs, only apparent low bidder will be listed.