



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

March 15, 2018

David Currey
Encore Interpretive Design
936 Currey Road
Nashville, TN 37217

Re: **RFQ # 1030664, Fort Negley Park Cultural Landscape Report**

Dear Mr. Currey:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1030664 for Fort Negley Park Cultural Landscape Report. This letter hereby notifies you of Metro's intent to award to Encore Interpretive Design, 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 Brad Wall by email at brad.wall@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 Jeremy Frye, BAO Representative, at (615) 862-6638 or at jeremy.frye@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.

RFQ # 1030664 - Fort Negley Park Cultural Landscape Report

Evaluation Team Score Sheet

Offeror	WLA Studio	Encore Interpretive Design
Contract Acceptance	Accepted Contract as Presented	Accepted Contract as Presented
Cost Criteria (35 Points)	28.00	30.17
Project Approach and Experience (45 Points)	31.00	42.00
Risk Mitigation and Capacity (20 Points)	15.00	17.00
Total Evaluation Scores (100 Points Total)	74.00	89.17

WLA Studio

Strengths

Detailed description of the firm's experience in creating Cultural Landscape Reports (CLR's). Detailed overview of the firm and the number of years in business. Detailed demonstration of at least five (5) years' experience performing work of similar size, scope, and complexity.

Weaknesses

Description of the firm's understanding of the project and how the firm will perform the scope of work lacked details. Lacked details in describing how the firm would complete the scope of work in a timely manner. Description of how the firm would manage the workload lacked details. Description of how work for Metro will be prioritized given current projects and obligations lacked details.

Encore Interpretive Design

Strengths

Detailed description of the firm's understanding of the project and how the firm will perform the scope of work. Detailed description of how the firm would complete the scope of work in a timely manner. Detailed overview of the firm and the number of years in business. Overall team proposed had a high level of experience and well diversified to meet the complexity of the scope of work. Detailed description of how the firm would manage the workload. Firm provided a detailed heat stressed program. Risk mitigation plan was detailed.

Weaknesses

Description of the firm's experience in creating Cultural Landscape Reports (CLR's) lacked details. Description of how work for Metro will be prioritized given current projects and obligations lacked details.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Fort Negley Park Cultural Landscape Report; RFQ # 1030664			28	7	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
WLA Studio	\$144,790.00	\$0.00	28.00	0.00	28.00
Encore Interpretive Design	\$175,000.00	\$37,500.00	23.17	7.00	30.17

PNP Compliance Results Form

Department Name: Historical Commission RFP/ITB Number: 1030664 Procurement Name: Fort Negley Park Cultural Landscape Report		
Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
Encore Interpretive Design	Yes	Encore Interpretive Design is compliant with the Procurement Nondiscrimination Program requirements having reached out to three certified MWBE firms: Ashworth Environmental Design-(WBE) accepted \$11,000 (6.2%), Nashville Natives-(MBE) accepted \$1,000 (.57%), and Beard Property Maintenance-(MBE) accepted \$1,000 (.57%)

*Denotes Contractor with whom follow up was required
 Date: 03/12/2018
 Metro Buyer: Brad Wall
 BAO Rep: Jeremy Frye

BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye
Contract Specialist: Brad Wall
Date: 03/14/2018

Department Name: Historical Commission
RFP/ITB Number: 1030664
Project Name: Fort Negley Park Cultural Landscape Report

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Encore Interpretive Design	\$ 175,000.00	\$ 37,500.00	Yes	21.42%	The prime is an approved SBE and will self-perform \$20,500 (11.71%) propose to use Ashworth Environmental Design \$11,000 (6.2%) and Ardent Geotechnical Consultant \$6,000 (3.42%)
	\$ -	\$ -			
	\$ -	\$ -			
	\$ -	\$ -			

Column Headings

Shaded cells in columns E and G are formula driven and should not be changed

White cells with text are fields that you can edit.

Gray cells with bold text contain formulas that can not be changed.