



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

September 11, 2018

Shirley Vaughn
Davey Resource Group Inc.
1500 North Mantua Street
Kent, Ohio 44240
Re: **RFQ # 1036670, Tree Inventory Services**

Dear Ms. Vaughn:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1036670 for Tree Inventory Services. This letter hereby notifies you of Metro's intent to award to Davey Resource Group Inc., 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 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.

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 Jerval Watson, BAO Representative, at 615-862-5461 or at Jerval.watson@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 Christina Alexander by email at Christina.alexander@nashville.gov Monday through Friday between 8:30am and 3:30pm.

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.

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

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Tree Inventory Services; RFQ# 1036670	28	7	35

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Davey Resource Group Inc	\$753,753.18	\$0.00	28.00	0.00	28.00
ArborPro Inc	\$804,781.52	\$27,000.00	26.22	7.00	33.22

**RFQ 1036670 - Tree Inventory Services
Evaluation Team Score Sheet**

Offeror	Davey Resource Group Inc	ArborPro Inc
Contract Acceptance Yes/No	Yes	Yes
ISA Questionnaire Completed Yes/No	Yes	Yes
Cost Criteria 35	28.00	33.22
Firm & Team Qualifications 25	25.00	17.00
Reference Projects 10	10.00	4.00
Project Approach/Process/Schedule & Risk Mitigation 30	29.00	7.00
Total Evaluation Scores	92.00	61.22

Evaluation Comments

Davey Resource Group Inc
Strengths
Firm provided detailed information for firm and team qualifications to include clearly identifying all relevant staff credentials for individuals who will be assigned to this project and a copy of TRAQ-certification for certified personnel collecting data in the field. Firm provided detailed information for reference projects to include four (4) tree inventory projects of similar size, scope and complexity. Firm provided detailed information for proposed managemnet plan, close out report and timeline for project approach and process.
Weaknesses
Firm lacked details for proposed "phoning in" quality control plan.

ArborPro Inc

Strengths

There were no strengths noted.

Weaknesses

Firmed lack details in providing team and firm qualifications. Firm proposed insufficient number of Arborists and TRAQ-certified team members for the size and scope of work for the project. Firm failed to identify sufficient staffing for this project. Firm only provided one (1) of the required four (4) reference projects of similar size, scope and complexity. Firm failed to provide management plan, identify potential disruptions and provide approach to minimize disruptions to perform work as described in this solicitation's scope of work. Firm's proposed quality control plan lacked details. Firm failed to place requested information in appropriate evaluation criteria section as described in instructions.

Alexander, Christina (Finance - Purchasing)

From: Watson, Jerval (Finance - Contract Compliance)
Sent: Friday, August 3, 2018 3:17 PM
To: Alexander, Christina (Finance - Purchasing)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RE: RFQ 1036670 Tree Inventory Services - BAO Compliance Review Request

Good Afternoon Christina -

I have reviewed the bid for RFQ# 1036670 Tree Inventory Services and I have confirmed that the bidder, has no SBE participation on this solicitation.

Please let me know if you need anything additional. – JW

Jerval Watson
Business Development Officer
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)615-862-5461; (F)615-862-6175



From: Alexander, Christina (Finance - Purchasing)
Sent: Monday, July 30, 2018 9:33 AM
To: Watson, Jerval (Finance - Contract Compliance)
Cc: Pittman, Genario (Finance - Procurement)
Subject: RFQ 1036670 Tree Inventory Services - BAO Compliance Review Request

Jerval,

RFQ 1036670 Tree Inventory Services closed, July 27, 2018, will you provide a Preliminary BAO Compliance Review.

See attached Bid Tab as a reference.

Thanks

Christina Alexander

Procurement Officer
Department of Finance
Procurement Division
Metropolitan Nashville Davidson County
730 2nd Avenue South, Ste. 101
Nashville, TN 37210
Office-615-862-6637