



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

9/24/2020 | 8:14 AM CDT

Deirdre Dolgin
Roof Resources Inc.
9 Crosslink Ct.
Palm Coast FL 32137

Re: **RFQ 63168 Metro Wide Roof Consulting**

Dear Ms. Dolgin:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above **RFQ 63168 Metro Wide Roof Consulting**. This letter hereby notifies you of Metro's intent to award to **Roof Resources 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 Equal Business Opportunity (EBO) 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 **Jeremy Frye**, BAO Representative, at **615-862-6638** or at Jeremy.frye@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 Buyer **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,

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

RFQ# 63138 Metro Wide Roof Consulting Evaluation Team Score Sheet

Offeror	Roof Resources Inc.	Nashville Roof Consultants
Contract Acceptance	Yes	Yes
Capacity to Perform (30 Points)	28.00	24.00
Experience/Approach/Service Delivery (30 Points)	29.00	22.00
Diversity Practices Evaluation (10 Points)	0.00	0.00
Cost (30 Points)	24.00	30.00
Total Evaluation Scores	81.00	76.00

Evaluation Comments

Roof Resources Inc.
<p>Strengths</p> <p>Firm's proposal demonstrated firm's years of experience in the industry. Firm's proposal identified key team members to be used for Metro contract. Firm provided a detailed organizational chart. Firm's proposal provided detailed information for proposed software tool. Firm's proposal provided detailed information identifying potential risks and proposed risk mitigation processes. Firm's proposal provided a detailed project approach. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.</p>
<p>Weaknesses</p> <p>Firm's provided licenses and certifications lacked detail. Firm's proposal lacked details for implementing environmentally friendly practices, sustainability practices and LEED practices specific to Metro's policies. Firm's proposal failed to provide sufficient documentation or explanations to warrant points for diversity practices.</p>

Nashville Roof Consultants

Strengths

Firm provided requested licenses. Firm provided sample field report. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal demonstrates firm will heavily rely on Metro to provide database information, which is not acceptable to Metro. Firm's proposed software refers to Word, PDF and Excel files, which is not acceptable to Metro. Firm's proposal indicates minimal team member availability for Metro contract. Firm's proposal failed to provide dates, challenges and resolutions for reference projects. Firm's proposal lacked detail for total value of each listed reference project. Firm's experience, approach and service delivery lacked detail. Firm's proposed timeline for creation of design documents is not acceptable to Metro. Firm's proposal lacked detailed for identifying potential risks and proposed risk mitigation processes. Firm's proposed sustainability practices are not in alignment with Metro's policies, specifically the proposed reuse of materials. Firm's proposal failed to provide sufficient documentation or explanations to warrant points for diversity practices.

Enter Solicitation Title & Number Below	
Metro Wide Roof Consulting; RFQ# 63168	
Offeror's Name	Bids
Nashville Roof Consultants	\$6,109,602.19
Roof Resources Inc.	\$6,835,346.71

Certificate Of Completion

Envelope Id: 67E92B0E1F6D4BE38EC579FA542101C2	Status: Completed
Subject: Intent to Award - RFQ # 63168 Metro Wide Roof Consulting - Roof Resources	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

Record Tracking

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
9/21/2020 3:29:16 PM	prg@nashville.gov	

Signer Events

Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	Sent: 9/21/2020 3:34:59 PM Viewed: 9/24/2020 8:12:27 AM Signed: 9/24/2020 8:14:47 AM
Signature Adoption: Pre-selected Style Using IP Address: 99.203.97.128 Signed using mobile	

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
Christina Alexander christina.alexander@nashville.gov Security Level: Email, Account Authentication (None)	Sent: 9/24/2020 8:14:49 AM Viewed: 9/24/2020 8:16:11 AM

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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Signature	Timestamp

Notary Events

Signature	Timestamp

Envelope Summary Events

Status	Timestamps
Envelope Sent	9/24/2020 8:14:49 AM
Certified Delivered	9/24/2020 8:14:49 AM
Signing Complete	9/24/2020 8:14:49 AM
Completed	9/24/2020 8:14:49 AM

Payment Events

Status	Timestamps