



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

December 6, 2019

Robert Hutcheson  
Sessions Paving Co.  
511 Union Street # 300  
Nashville, TN 37219

Re: RFQ 9015 Madison Park Tennis Court Rehabilitation

Dear Robert Hutcheson

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ 9015 Madison Park Tennis Court Rehabilitation. This letter hereby notifies you of Metro's intent to award to Sessions Paving Co, 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 Evans Cline at 615-862-6371 or at [Evans.Cline@nashville.gov](mailto:Evans.Cline@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, Daniel Drumwright, by email at [Daniel.Drumwright2@nashville.gov](mailto:Daniel.Drumwright2@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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 9015 Madison Park Tennis Court Rehabilitation	28	7	35

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount Proposed	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Sessions Paving Co.	288,680.00	0.00	28.00	0.00	28.00

**RFQ # 9015- Madison Park Tennis Court  
Rehabilitation**

<b>Offeror</b>	<b>Sessions Paving Co.</b>
<b>Cost Criteria (35 Points)</b>	28.00
<b>Qualifications and Experience (35 Points)</b>	28.00
<b>Project Approach and Process (15 Points)</b>	12.00
<b>Project Schedule (10 Points)</b>	10.00
<b>Risk Management (5 Points)</b>	3.00
<b>Total Evaluation Scores</b>	<b>81.00</b>

**Evaluation Comments**

**Sessions Paving Co.**

**Strengths - Good overall project approach and process, Good overall Qualifications and Experience, Project Gantt Chart provided specific detail and effective scheduling of the project.**

**Weakness - Failed to provide a plan on how the vendor would coordinate with Metro Parks throughout the project process, Failed to provide work structure for previous projects, lack of details pertaining to previous projects (experience), and only provided one resume for one key member of the vendor's team, and Overall risk management information was boiler plate and not project specific.**

## BAO Small Business Assessment Sheet

**BAO Specialist:** Cline, Evans

**Contract Specialist:** Daniel Drumwright

11/26/2019

**Department Name:** Metro Parks

**RFP/ITB Number:** 9015

**Project Name:** Madison Park Tennis Court Rehabilitation

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Sessions Paving Co.	\$1,110,512.63	\$0.00	N/A	0%	The prime is not a Metro-approved SBE and did not propose any additional Metro-approved SBE/SDV subs.