



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

January 17, 2018

Dan McVicker  
Norwood Properties, LLC  
5344 Stanford Drive  
Nashville, TN 37215

Re: **RFQ # 1027667, South Police Precinct Interior Renovation**

Dear Mr. McVicker:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1027667 for South Police Precinct Interior Renovation. This letter hereby notifies you of Metro's intent to award to Norwood Properties, 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 Christina Alexander by email at [christina.alexander@nashville.gov](mailto:christina.alexander@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](mailto: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.

Solicitation Title & Number

South Police Precinct Interior Renovation;  
RFQ# 1027667

RFP Cost Points

**35**

Offeror's Name

Total Bid Amount

RFP Cost Points

Norwood Properties LLC

\$59,915.00

**35.00**

**RFQ# 1027667 - South Police Precinct Interior Renovation  
Evaluation Team/Review Board Score Sheet**

<b>Offeror</b>	<b>Norwood Properties LLC</b>
<b>Contract Acceptance</b>	Yes
<b>ISA Questionnaire Completed (yes/no)</b>	Yes
<b>Cost Criteria (35)</b>	35
<b>Firm Qualifications (15)</b>	14.00
<b>Team Qualifications (15)</b>	15.00
<b>Reference Projects (10)</b>	9.00
<b>Project Approach &amp; Process and Project Risk/Risk Mitigation (25)</b>	25.00
<b>Total Evaluation Scores</b>	<b>98.00</b>

**Evaluation Comments**

<b>Norwood Properties LLC</b>
<b>Strengths</b>
<p>Firm provided detailed organizational chart with sufficient team experience and assigned responsibilities. Firm provided projects in similar size, scope and complexity with detailed information for firm's experience. Firm provided detailed project scheduling and approach. Firm provided a detailed plan addressing project risk mitigation.</p> <p>Firm provided Metro projects awarded within the past two (2) years. Firm acknowledged the urgency and importance of not disrupting the daily operations of business during construction and the importance of keeping the area free of dust and debris.</p> <p>Firm provided detailed project timeline. Firm demonstrated great detail for project approach, process and scheduling. Firm provided detailed safety plan for project schedule risk and risk mitigation.</p>
<b>Weaknesses</b>
<p>Firm did not provide proposed subcontractor information in firm qualifications. Firm failed to include email addresses for reference projects.</p>

## BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye
Contract Specialist: Christina Alexander
Date: 12/29/2017

Department Name: General Services/County Clerk Office
RFP/ITB Number: 1025689
Project Name: South Police Precinct Interior Renovation

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
<b>Norwood Properties LLC</b>	\$ 59,915.00	\$ 49,188.00	No	82.00%	The prime an approved SBE did not propose to use any additional SBE/SDV subs.
.....	\$ -	\$ -			
.....	\$ -	\$ -			
.....	\$ -	\$ -			

**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.

## PNP Compliance Results Form

Department Name: General Services/County Clerk Office RFP/ITB Number: 1027667 Procurement Name: South Police Precinct Interior Renovation		
Primary Contractor	PNP Compliant (Yes/No)	Determination Comments/% of Participation Proposed or Bid
Norwood Properties, LLC	Yes	Norwood Properties, LLC is compliant with the Procurement Nondiscrimination Program requirements having reached out to four certified MWBE firms: S.R.S. (MBE) accepted 1 %, Relevant Resources (MBE) accepted 1%, Trojan Labor (WBE) declined, and Cookville Glass (WBE) declined.

\*Denotes Contractor with whom follow up was required  
 Date: 12/29/2017  
 Metro Buyer :Christina Alexander  
 BAO Rep:Jeremy Frye