



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

April 19, 2019

Andy George  
Cushman & Wakefield  
4560 Trousdale Drive, Suite 100  
Nashville, TN 37204  
Re: **RFQ # 1048719, Real Estate Appraisal Services**

Dear Mr. George:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 1048719 for Real Estate Appraisal Services. This letter hereby notifies you of Metro's intent to award to Cushman & Wakefield, 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 Jeremy Frye, BAO Representative, at 615-862-6638 or at [jeremy.frye@nashville.gov](mailto: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 Scott Ghee by email at [scott.ghee@nashville.gov](mailto:scott.ghee@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, reading "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

### Award Justification for 1048719 - Real Estate Appraisal Services

Solicitation Title & Number		RFP Cost Points		RFP SBE/SDV Points	Total Cost Points
RFQ 1048719 - Real Estate Appraisal Services		24		6	30
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Cushman & Wakefield	\$703,460.49	\$0.00	24.00	0.00	24.00
Neiman-Ross Associates, Inc.	\$786,155.51	\$786,155.51	21.48	1.37	22.85
Moffett-Revell LLC	\$845,214.42	\$845,214.42	19.97	1.47	21.44
Randy Button & Associates, Inc.	\$894,058.47	\$804,653.00	18.88	1.40	20.28
Huber & Lamb Appraisal Grp	\$958,000.00	\$0.00	17.62	0.00	17.62
Croft & Associates	\$3,445,460.80	\$3,445,460.80	4.90	6.00	10.90

	Croft & Associates	Moffett-Revell LLC	Neiman-Ross Associates, Inc.	Randy Button & Associates, Inc.	Huber & Lamb Appraisal Grp	Cushman & Wakefield
Cost Criteria (30 points)	10.9	21.45	22.85	20.28	17.62	24
Past Performance and References (15 points)	5	10	13	15	0	13
Capacity and Ability to Meet Scheduling Requirements (20 points)	0	20	20	20	18	20
Experience and Qualifications (35 points)	15	35	35	35	35	35
<b>Total (100 points)</b>	<b>30.9</b>	<b>86.45</b>	<b>90.85</b>	<b>90.28</b>	<b>70.62</b>	<b>92</b>

<b>Croft &amp; Associates</b> Strengths – Firm provided resumes. Firm stated that they are included on TDOT's list of approved appraisers. Weaknesses - Products/services listed were not of similar size and scope. Firm failed to provide the client name, address, email, and current telephone number as well as the description of services provided, time period of the project/contract, and the budgeted amount compared to the final billing amount for past projects. Firm failed to provide the "Capacity and Ability to Meet Scheduling Requirements" section. Firm's description of the proposed team, and the role to be played by each member of the proposed team lacked specific detail. Firm failed to provide the proposed team's organizational structure. Firm failed to identify subcontractors.
<b>Moffett-Revell LLC</b> Strengths – Firm demonstrated their understanding of the delivery requirements for this contract. Firm described in detail how their firm is structured to ensure timely delivery of the products/services. Firm identified their delivery concerns and how they plan to mitigate those concerns. Firm included a description of the proposed team, and the role to be played by each member of the proposed team. Firm provided the proposed team's organizational structure, interrelationships, and interactions. Firm included resumes. Weaknesses – Products/services listed were not of similar size and scope.
<b>Neiman-Ross Associates, Inc.</b> Strengths – Firm provided projects of similar size, scope, and complexity. Firm demonstrated their understanding of the delivery requirements for this contract. Firm described in detail how their firm is structured to ensure timely delivery of the products/services. Firm identified their delivery concerns and how they plan to mitigate those concerns. Firm included a description of the proposed team, and the role to be played by each member of the proposed team. Firm provided the proposed team's organizational structure, interrelationships, and interactions. Firm included resumes. Weaknesses – Firm failed to provide the budgeted amount and final billing amount of past products/services.
<b>Randy Button &amp; Associates, Inc.</b> Strengths – Firm provided projects of similar size, scope, and complexity. Firm demonstrated their understanding of the delivery requirements for this contract. Firm described in detail how their firm is structured to ensure timely delivery of the products/services. Firm identified their delivery concerns and how they plan to mitigate those concerns. Firm included a description of the proposed team, and the role to be played by each member of the proposed team. Firm provided the proposed team's organizational structure, interrelationships, and interactions. Firm included resumes. Weaknesses - N/A
<b>Huber &amp; Lamb Appraisal Grp</b> Strengths – Firm included a description of the proposed team, and the role to be played by each member of the proposed team. Firm provided the proposed team's organizational structure, interrelationships, and interactions. Firm included resumes. Weaknesses - Firm failed to provide "Past Performance and References" section. Firm's Capacity and Ability to Meet Scheduling Requirements section lacked specific detail.
<b>Cushman &amp; Wakefield</b> Strengths – Firm provided projects of similar size, scope, and complexity. Firm demonstrated their understanding of the delivery requirements for this contract. Firm described in detail how their firm is structured to ensure timely delivery of the products/services. Firm identified their delivery concerns and how they plan to mitigate those concerns. Firm included a description of the proposed team, and the role to be played by each member of the proposed team. Firm provided the proposed team's organizational structure, interrelationships, and interactions. Firm included resumes. Weaknesses - Firm failed to provide the budgeted amount and final billing amount of past products/services.

## BAO Small Business Assessment Sheet

BAO Specialist: Jeremy Frye

Contract Specialist: Scott Ghee

Date: 04/18/2019

Department Name: Real Property

RFP/ITB Number: 1048719

Project Name: Real Estate Appraisal Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Moffett-Revell LLC	\$ 845,214.42	\$ 845,214.42	No	100%	The prime is an approved SBE and will self- perform 100% of the work.
Neiman-Ross Associates, Inc.	\$ 786,155.51	\$ 786,155.51	No	100%	The prime is an approved SBE and will self- perform 100% of the work.
Randy Button & Associates, Inc.	\$ 894,058.47	\$ 804,653.00	No	90%	The prime is an approved SBE and will self- perform 90% of the work.
Cushman & Wakefield	\$ 703,460.49	\$ -	No	0%	The prime is not a SBE and will self-perform 100% of the work.