



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

June 19, 2020

Carol Croft  
Croft & Associates  
352 Lynn Drive  
Nashville, TN 37211

Re: **RFQ #20012, Right-of-Way & Easement Acquisition Services**

Dear Carol:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #20012, Right-of-Way & Easement Acquisition Services. This letter hereby notifies you of Metro's intent to award to **Croft & Associates**, 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**, BAO Representative, at **(615) 862-6137** 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 **Brad Wall** by email at [Brad.Wall@Nashville.gov](mailto:Brad.Wall@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

**RFQ #20012 - Right-of-Way & Easement Acquisition Services**

	<b>Croft &amp; Associates</b>	<b>Maser Consulting P.A.</b>	<b>W.D. Schock Company, Inc. dba The LTL-Schock Group</b>
Contract Acceptance	Accepted with no exceptions	Contract Exceptions	Accepted with no exceptions
Cost (35 points)	25.50	29.14	16.60
Experience, Team Structure, and Qualifications (30 Points)	30.00	30.00	28.00
Management Capacity, Plan & Approach, and Risk Mitigation (35 Points)	33.00	32.00	31.00
<b>Total (100 Points)</b>	<b>88.50</b>	<b>91.14</b>	<b>75.60</b>

**Croft & Associates**

**Strengths** - The offeror has over thirty (30) years of experience providing right-of-way/easement acquisition services. The offeror has significant experience providing right-of-way/easement acquisition services for Metro. The offeror clearly defined the roles and responsibilities to be performed by each team member. The offeror provided a detailed organization chart. The offeror's team has experience performing services on Tennessee Department of Transportation (TDOT) projects. The offeror's reference projects were of similar size, scope, and complexity. The offeror has structured their team to have depth at every position to allow for extra capacity to perform Metro's requested services. The offeror provided detailed information on the major tasks and sub-tasks that will need to be accomplished to fulfill the contract requirements. The offeror's identification of potential risk associated with the execution of this contract and their description on how to mitigate the proposed risk was detailed.

**Weaknesses** - The offeror didn't provide a specific quality assurance plan.

**Maser Consulting P.A.**

**Strengths** - The offeror has been in business for thirty-six (36) years. The offeror clearly defined the roles and responsibilities to be performed by each team member. The offeror provided a detailed organization chart. The offeror's team has experience performing services on state, federal, and local projects, including the Tennessee Department of Transportation (TDOT). The offeror's reference projects were of similar scope and complexity. The offeror provided detailed information on the major tasks and sub-tasks that will need to be accomplished to fulfill the contract requirements. The offeror's quality assurance plan outlined a clear process that will be conducted to ensure satisfactory performance. The offeror provided a well-defined description on how their team is structured to provide timely delivery of services when requested by Metro.

**Weaknesses** - The offeror's identification of potential risk associated with the execution of this contract lacked detail. The offeror took contract exceptions.

**W.D. Schock Company, Inc. dba The LTL-Schock Group**

**Strengths** - The offeror has over thirty (30) years of experience. The offeror's team has experience performing services on Tennessee Department of Transportation (TDOT) and Metro Nashville Airport Authority (MNA) projects. The offeror's reference projects were of similar size, scope, and complexity. The offeror's quality assurance plan outlined a clear process that will be conducted to ensure satisfactory performance.

**Weaknesses** - The offeror's roles and responsibilities to be performed by each team member were not as clearly defined when compared to other proposals. The offeror's information on their major tasks and sub-tasks that will need to be accomplished to fulfill the contract requirements were not as clearly defined when compared to other proposals. The offeror's identification of potential risk associated with the execution of this contract lacked detail.

**Note:**

SVN/The Genesis Group was deemed non-responsive to the solicitation.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Right-of-Way & Easement Acquisition Services; RFQ # 20012			28	7	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Croft & Associates	\$15,760,000.00	\$15,444,800.00	18.50	7.00	25.50
Maser Consulting P.A.	\$10,410,500.00	\$2,520,000.00	28.00	1.14	29.14
W.D. Schock Company, Inc. dba The LTL-Schock Group	\$18,230,228.00	\$1,350,000.00	15.99	0.61	16.60

Note: SVN/The Genesis Group was deemed non-responsive to the solicitation.



# Statement of M/WBE Utilization

Proposer's/Firm's Name: Croft and Associates, LLC	Proposer's Phone #: 615-678-5674
Solicitation Title: Right-of-Way and Easement Acquisition Services	Proposer's Email Address: carol@croftandassociates.net
Solicitation #: 20012	Amount Self-performed : TBD
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: TBD
<b>Proposed EBO Goal (%)</b> : 7 <b>MBE%</b> 12 <b>WBE%</b>	EBO Goal Met? (Y/N) <b>NO</b>

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

	MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	Certificate	* MBE/WBE	Code #	Description of Work	MBE/WBE	Percent
				Type (MBE or WBE)	Group Type *	UNSPS/NAICS		Dollars (\$)	of Total Contract
1	Civic Engineering and Information Technologies, Inc.	25 Lindsley Avenue, Nashville, TN 37210	615-425-2000/info@civinc.com	WBE	5	80130000	R.O.W. Management, Project Management, Right-of- +	TBD	11
2	Varallo Public Relations, LLC	640 Spence Lane #122, Nashville, TN 37217	615-367-5200/deb@varallopr.com +	WBE	5	80130000	Public Relations Services	TBD	1
3				Select	Select				
4				Select	Select				
5				Select	Select				
6				Select	Select				
7				Select	Select				

I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.

Authorized Representative (Printed Name/Title/Signature)	Date
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\*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Complied with EBO Goal? <b>NO</b>	<b>For Internal Office Use ONLY</b>	If No, Good Faith Efforts Met? <b>YES</b>
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BAO Representative: Evans Cline

Date: 06/04/20

Total MBE Subcontracting	0 %	\$ 0
Total WBE Subcontracting	12 %	\$ 1,891,200
Total MBE/WBE Participation:	12 %	\$ 1,891,200

## BAO SBE Assessment Sheet

**BAO Specialist:** Cline, Evans

**Contract Specialist:** Wall, Brad

4/20/2020

**Department Name:** Public Works

**RFP/ITB Number:** 20012

**Project Name:** Right-of-Way and Easement Acquisition Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Croft and Associates	\$15,760,000.00	\$15,444,800.00	Yes	98	Croft and Associates is a Metro-approved SBE and has proposed Metro-approved SBEs Varallo Public Relations, LLC @ 1% and Civic Engineering and Information Technologies, Inc. @ 11%.