



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

February 12, 2020

Kelsey Vines
Smith Seckman Reid Inc.
2995 Sidco Dr
Nashville, TN 37204

Re: **RFQ# 9007, Building Energy Modeling Services**

Dear Ms. Vines:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 9007, Building Energy Modeling Services. This letter hereby notifies you of Metro's intent to award to **Smith Seckman Reid 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 **Cierra Rowe**, BAO Representative, at **(6154)-862-6136** or at **Cierra.rowe@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 **Jonathan Meadows** by email at **jonathan.meadows@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
Phone: 615-862-6180
Fax: 615-862-6179

Solicitation Title & Number	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 9007: Building Energy Modeling Services	28	7	35

Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Smith Seckman Reid Inc	\$3,746,908.92	\$599,505.00	28.00	7.00	35.00
TLC Engineering for Architecture	\$4,194,217.29	\$251,653.04	25.01	2.94	27.95

Notes:

Advanced Energy Engineering & Design, Inc. deemed Non-Responsive

**RFQ# 9007 - Building Energy Modleing Services
Evaluation Team/Review Board Score Sheet**

Offeror	Smith Seckman Reid Inc	TLC Engineering for Architecture Inc
Cost (35 Points)	35	28
Project Approach and Process (35 Points)	31	27
Experience and Qualifications (30 Points)	29	26
Total Evaluation Scores (100 Points)	95	81

Evaluation Comments

Smith Seckman Reid Inc
<p>Strengths Offeror provided detailed explanation of software to be used in the energy modeling process. Offeror gave several examples of requested LEED certified projects. Offeror detailed specific team members to projects for Metro. Offeror kept documents within requested limits.</p>
<p>Weaknesses Offeror lacked demonstration of Net Zero experience. Provided generalized information on energy modeling process, lacked organization-specific detail past the initial phase. Lacked detail on energy conservation and how energy saving was prioritized. Lacked explanation on how energy loads changed designs. Offeror lacked detail on new construction experience</p>

TLC Engineering for Architecture Inc
<p>Strengths Offeror provided detailed explanation of software to be used in the energy modeling process. Offeror demonstrated past Net Zero Experience. Offeror provided details on energy conservation and prioritization measures. Offeror gave detail on how energy loads effected designs. Offeror presented detailed description of new construction experience.</p>
<p>Weaknesses Proposal lacked requested examples of projects where the firm developed energy models during the design phase. Proposal lacked detail on organization-specific processes on building energy modeling. Insufficient information provided on specific members on projects for Metro. Offeror did not give information specific for approach to Metro's project requirements. Documents submitted exceeded size limit.</p>

From: [Rowe, Cierra \(Finance\)](#)
To: [Meadows, Jonathan \(Finance - Purchasing\)](#)
Cc: [Frye, Jeremy \(Finance\)](#)
Subject: RE: BAO Compliance review request for RFQ #9007, Building Energy Modeling Services
Date: Thursday, January 23, 2020 3:40:16 PM
Attachments: [9007 Building Energy SSR EBO.pdf](#)
[9007 Building Energy SSR SBE.pdf](#)
[9007 Building Energy TLC SBE.pdf](#)
[9007 Building Energy TLC EBO.pdf](#)
[9007 Building Energy TLC GFE Sheets.pdf](#)

Jonathan,

I reviewed the bid tab and provided documentation. Both Smith Seckman Reid Inc and TLC Engineering for Architecture Inc. are compliant with the requirements of the solicitation. Please accept this as my final EBO and SBE assessments for the referenced RFQ.

Sincerely,

Cierra Rowe

Contract Compliance Officer

[Office of Minority and Women Business Assistance \(BAO\)](#)

Department of Finance

Metropolitan Nashville Davidson County Government

730 2nd Avenue South, 1st Floor; PO Box 196300 Nashville, TN 37219

(p) 615-862-6136 (f) 615-862-6175

From: Meadows, Jonathan (Finance - Purchasing) <Jonathan.Meadows@nashville.gov>
Sent: Friday, January 17, 2020 10:42 AM
To: Rowe, Cierra (Finance) <Cierra.Rowe@nashville.gov>
Subject: BAO Compliance review request for RFQ #9007, Building Energy Modeling Services

Cierra.

Based on the outcome of the consensus scores from the evaluation committee meeting (1/17/2020) and the cost criterion for **RFQ# 9007, Building Energy Modeling Services, Smith Seckman Reid Inc** and **TLC Engineering for Architecture Inc** received a score that resulted in the evaluation committee requesting to issue an intent to award. These offerors were responsive and responsible to the solicitation.

Will you review the applicable documents for **Smith Seckman Reid Inc** and **TLC Engineering for Architecture Inc** to determine if the applicable BAO compliance requirements have been fulfilled for **RFQ # 9007, Building Energy Modeling Services**?

In addition, for reference purposes, attached are the bid tab and evaluation scores.

Thank you,

Jonathan Meadows

Procurement Officer II

Procurement Division

Department of Finance

Metropolitan Nashville Davidson County

730 2nd Avenue South, Ste. 101

Nashville, TN 37210

Office- 615-862-6672