

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

3/29/2021 | 11:03 AM CDT

Christopher Mantle
Hodgson and Douglas LLC
507 Main Street
Nashville, TN 37206

Re: **RFQ # 23012, Fort Negley Master Plan and Design Services**

Dear Mr. Mantle:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 23012 for Fort Negley Master Plan and Design Services. This letter hereby notifies you of Metro's intent to award to Hodgson and Douglas LLC, 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.

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 Ferguson by email at scott.ferguson@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

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

RFQ# 23012 - Fort Negley Master Plan and Design Services						
Evaluation Criteria	HAWKINS PARTNERS, INC	Hodgson and Douglas, LLC	LOSE DESIGN	Nelson Byrd Wolz LLC	OJB Landscape Architecture	Stantec
Round 1						
Required Licensing	Yes	Yes	Yes	Yes	Yes	Yes
Contract Acceptance	Exceptions	Yes	Yes	Yes	Exceptions	Yes
Solicitation Acceptance	Yes	Yes	Yes	Yes	Yes	Yes
EBO Documentation	Yes	Yes	Yes	Yes	Yes	Yes
ISA Questionnaire Completed and Terms Accepted	Yes	Yes	Yes	Yes	Yes	Yes
Firm and Team Qualifications (35 Points)	30.60	33.20	29.60	28.40	31.00	25.80
Experience on Similar Projects(30 Points)	25.80	29.80	25.80	26.20	24.60	27.40
Project Approach and Methodology (35 Points)	29.40	35.00	25.80	31.80	32.60	26.40
Totals	85.80	98.00	81.20	86.40	88.20	79.60

Strengths & Weaknesses

HAWKINS PARTNERS, INC

Strengths: Firm demonstrated an understanding of Metro Parks overall mission and goals.

Weaknesses: Project Team composition lacked relevant historical resources and capacity. Previous projects not relevant to Fort Negley. Firm's previous projects lack of specialist team members related to historic sites. Description of implementation/design phase and overall approach and practices not adequate. Project Approach & Methodology lacked details regarding the implementation phase process.

Hodgson and Douglas, LLC

Strengths: The firm demonstrated how their expertise relates to the specific goals and potential of Fort Negley. The firm demonstrated a history of collaboration on previous projects. The firm's overall strategy and approach addressed all items in the scope of work and overall approach included a specific plan to deal with obstacles due to COVID-19.

Weaknesses: The composition of the project team and structure.

LOSE DESIGN

Strengths: The firm provided a detailed step by step plan of the tasks it would perform.

Weaknesses: Firm did not demonstrate an understanding of Metro Parks overall mission and goals. The firm's experience and qualifications on similar projects. Firm's previous projects lack of specialist team members related to historic sites. The firm's examples of previous projects did not include enough details about project budgets. The firm's general description of the implementation/design phase process did not provide insight into their team's overall approach and practices.

Nelson Byrd Wolz LLC

Strengths: The firm presented projects that were relevant to Fort Negley.

Weaknesses: The firm's project team lacked experience with natural resources and the local area. Firm's previous projects lack of specialist team members related to historic sites. The firm's subcontractor's lacked experience with similar projects. The firm's design approach did not include accommodations for challenges such as COVID-19.

OJB Landscape Architecture

Strengths: Firm provided a detailed step by step narrative of the proposed master plan.

Weaknesses: The firm's response did not demonstrate a firm understanding of Metro Parks overall mission and goals and alignment with their vision for Fort Negley. The firm did not adequately provide a compilation of projects that are relevant to Fort Negley. The firm did not provide an adequate general description of a typical implementation design phase process.

Stantec

Strengths: Firm's previous experience on project example "Trail of Tears"

Weaknesses: Firm did not demonstrate the prime firm's qualifications for site specific public park master planning. Firm's composition of the project team not relevant to current project. Firm did not provide a complete compilation of projects that are relevant to Fort Negley. Firm's design phase did not include an adequate plan to include community meetings.

Ferguson, Scott (Finance)

From: Cline, Evans (Finance)
Sent: Friday, March 5, 2021 2:59 PM
To: Ferguson, Scott (Finance)
Subject: RE: BAO assessments
Attachments: 23012 Fort Negley Master Plan EBO assessment A&E.pdf; 23012 Fort Negley Master Plan SBE assessment A&E.pdf

I have attached the assessments. EBO goals for the solicitation were MBE 4% and WBE 8%. SBE requirement for the solicitation was 14%. The prime pledged to meet all goals. Thanks.

From: Ferguson, Scott (Finance) <Scott.Ferguson@nashville.gov>
Sent: Friday, March 5, 2021 10:57 AM
To: Cline, Evans (Finance) <Evans.Cline@nashville.gov>; Wall, Brad (Finance - Procurement) <Brad.Wall@nashville.gov>
Subject: RE: BAO assessments

No worries! Good luck!

From: Cline, Evans (Finance) <Evans.Cline@nashville.gov>
Sent: Friday, March 5, 2021 10:29 AM
To: Ferguson, Scott (Finance) <Scott.Ferguson@nashville.gov>; Wall, Brad (Finance - Procurement) <Brad.Wall@nashville.gov>
Subject: BAO assessments

Good morning. I promise I have not forgotten about either of your assessments. ITS says my office computer has shut itself off again so I'm heading into the office to fix that. Assuming there aren't any other issues I will have your assessments sent to you both this afternoon. Thanks.

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A&E EBO Compliance Results Form**Department Name:** Parks**RFP/ITB Number:** 23012**Solicitation Name:** (A&E) Fort Negley Master Plan & Design Services

Primary Contractor	Acknowledge Established EBO Goals (Yes/No)	Determination Comments/% of Participation Proposed or Bid
Hodgson and Douglas LLC	Yes	Proposer is compliant with the Equal Business Opportunity Program having acknowledged M/WBE goals and can achieve as required by the Procurement Code. Proposed the engagement of Pillars Development and TRC Worldwide (MBEs) and Connico (WBE). Consistent with the Procurement Code, actual dollar amounts will be confirmed upon contract award.

*Denotes Contractor with whom follow up was required

Date: 3/5/2021**Metro Buyer:** Scott Ferguson**BAO Rep:** Evans Cline

BAO SBE Assessment Sheet**BAO Specialist: Evans Cline****Contract Specialist: Scott Ferguson****Date: 3/5/21****Department Name: Parks****RFP/ITB Number: 23012****Project Name: Fort Negley Master Plan and Design (A&E)****SBE/SDV
Requirement
Acknowledged?****Primary Contractor****Comments**

Hodgson and Douglas LLC

Yes

Proposer acknowledged the 14% SBE/SDV participation expectation over the life of the project as required by the solicitation. The prime is an approved SBE and proposed the engagement of SBE firms Pillars Development, Connico, McNeely Brockman Public Relations, and BDY Natural Science Consultants.