



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

August 3, 2020

Mr. Matt Hayes
Vice President
Alta Planning + Design, Inc.
711 SW Grand Avenue
Portland, OR 97214

Re: **RFQ # 49073 – Vision Zero Action Plan Consultant Services**

Dear Mr. Hayes:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above *RFQ # 49073 – Vision Zero Action Plan Consultant Services*. This letter hereby notifies you of Metro's intent to award to **Alta Planning + Design, 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 **Christopher Wood**, BAO Representative, at christopher.wood@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, **Terri Ray**, by email at terri.ray@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
Phone: 615-862-6180
Fax: 615-862-6179

RFQ 49073 – Vision Zero Action Plan Consultant Services
Scoring and Justification

Evaluation Criteria/ Offeror	AECOM Technical Services	Alta Planning + Design, Inc.	Toole Design Group, LLC	WSP USA Inc
Management Plan and Approach (35 points)	31.00	34.00	34.00	30.00
Team Structure, Qualifications, and Capacity (35 points)	29.00	32.00	30.00	28.00
Relevant Project Experience (30 points)	26.00	28.00	29.00	27.00
Total (100 points)	86.00	94.00	93.00	85.00

AECOM Technical Services

Strengths – Proposal demonstrated a variation of relevant experience on projects throughout the country. Proposal demonstrated experience on Tennessee Department of Transportation. Proposed project manager has experience working for a city, so this presents an internal understanding of the functionality of government. Proposed team structure demonstrated a need for roles focused on data communication and countermeasures. Proposed management plan and approach was engineering centric which also included an approach to drivers and passengers. Proposed management plan and approach mentioned other funding source options. Proposed management plan and approach mentioned council committee presentations which demonstrates the functionality of Metro. Management plan and approach included a very detailed manning schedule. Proposal demonstrated an acknowledgement of uncertainties for the scope of services.

Weaknesses – Proposal demonstrated infrastructure focused relevant project experience with limited experience focused on program development. Proposed team structure demonstrated an overall lack of understanding of Metro’s vision for this scope of services. Proposed team structure was fifty percent local firms and fifty percent non-local firms. Proposal demonstrated limited information related to data portal use for potential performance metrics. Proposal demonstrated limited creativity approach compared to other offerors.

Alta Planning + Design Inc.

Strengths – Proposal demonstrated relevant experience similar size, scope, and complexity. Proposal demonstrated experience with the urban design guide and work on Walk/Bike Nashville Program. Proposed team structure included equitable engagement role that is filled by an individual with extensive TDOT experience. Proposal demonstrated a unique value-added policy piece within the management plan and approach which impacts the equity outcome of the project. Proposal demonstrated an alternative approach to enforcement which is a central piece to project success. Proposal offered a living document that would re-evaluate annually.

RFQ 49073 – Vision Zero Action Plan Consultant Services
Scoring and Justification

Evaluation Criteria/ Offeror	AECOM Technical Services	Alta Planning + Design, Inc.	Toole Design Group, LLC	WSP USA Inc
Management Plan and Approach (35 points)	31.00	34.00	34.00	30.00
Team Structure, Qualifications, and Capacity (35 points)	29.00	32.00	30.00	28.00
Relevant Project Experience (30 points)	26.00	28.00	29.00	27.00
Total (100 points)	86.00	94.00	93.00	85.00

Alta Planning + Design Inc.

Weaknesses – Proposal provided a relevant project experience map that reflected vision zero projects; however, the project details lacked information to support similar complexity of work. Proposal demonstrated a smaller amount of Metro experience compared to other offerors. Proposed project manager experience failed to demonstrate vision zero experience. Proposal demonstrated the use of University of North Carolina for data development may result in Metro staff being utilized more than originally expected. Management plan and approach included a general manning schedule. Proposed team structure demonstrated limited local presence.

Toole Design Group, LLC

Strengths – Proposal demonstrated extensive relevant project experience of similar size, scope, and complexity. Proposal demonstrated an extremely detailed management plan and approach that was engineering heavily focused. Proposal demonstrated depth of technological resource available in the team structure.

Weaknesses – Proposal demonstrated a new collaboration that has not demonstrated relevant project experience working together. Proposed team structure demonstrated several staff members performing the same functions/tasks which could result in confusion related to responsibility. Proposed team structure included a communication consultant which lacked innovation and creativity on past Metro projects. Proposed team structure focused on being an engineering problem with an engineering solution. Proposal included some subcontractors whose expertise do not align with scope of services.

WSP USA Inc.

Strengths – Proposal acknowledged some key issues in Nashville such as the presence of large, established immigrant communities and Metro's existing body of safety and planning work across many departments. Proposed a compact team structure that only identified subconsultants where truly needed, meaning more efficiency in technical tasks. Proposed Team Structure represents a good mix of local and national expertise.

RFQ 49073 – Vision Zero Action Plan Consultant Services
Scoring and Justification

Evaluation Criteria/ Offeror	AECOM Technical Services	Alta Planning + Design, Inc.	Toole Design Group, LLC	WSP USA Inc
Management Plan and Approach (35 points)	31.00	34.00	34.00	30.00
Team Structure, Qualifications, and Capacity (35 points)	29.00	32.00	30.00	28.00
Relevant Project Experience (30 points)	26.00	28.00	29.00	27.00
Total (100 points)	86.00	94.00	93.00	85.00

Weaknesses – Proposal demonstrated limited relevant project experience of similar scope and complexity. Proposal demonstrated a new collaboration that has not demonstrated relevant project experience working together. Proposed project manager experience failed to demonstrated vision zero experience. Proposed team structure demonstrates the use of co-project managers. Proposal demonstrated limited details regarding the data management plan. Overall proposed management plan and approach was generic, and lack specific details related to Metro.

EBO Compliance Results Form

Department Name: Planning Commission

RFP/ITB Number: 49073

Vision Zero Action Plan Consulting Services

Primary Contractor	Met Established EBO Goals (Yes/No)	Determination Comments/% of Participation Proposed or Bid
AECOM Technical Services*	No	Proposer is compliant with the Equal Business Opportunity Program. They acknowledge M/WBE goals and that they can achieve as required by the Procurement Code. After review of firms proposed none are WBE certified. Proposed the engagement of Dugard Communications (MBE) and Booker (MBE). Good Faith Efforts were met through demonstration of their Good Faith Efforts Summary Sheets.
Alta Planning + Design, Inc*	No	Proposer is compliant with the Equal Business Opportunity Program. They acknowledged M/WBE goals and that they can achieve as required by the Procurement Code. After review of firms proposed none are WBE. Proposed the engagement of Culture Shift Team (MBE) and Fairpoint Planning (MBE). Good Faith Efforts were met through demonstration of their Good Faith Efforts Summary Sheets.
Toole Design Group, Inc	Yes	Proposer is compliant with the Equal Business Opportunity Program having acknowledge M/WBE goals and can achieve as required by the Procurement Code. Proposed the engagement of Hawkins Partners (WBE) and Varallo (MBE)
WSP USA, Inc*	No	Proposer is compliant with the Equal Business Opportunity Program. They acknowledged M/WBE goals and that they can achieve as required by the Procurement Code. After review of firms proposed none are WBE. Proposed the engagement of Dugard Communications (MBE), Culture Shift Team (MBE). Good Faith Efforts were met through demonstration of their Good Faith Efforts Summary Sheets.

*Denotes followup required

Date: 5/21/2020

Metro Buyer: Terri Ray

BAO Rep: Christopher S. Wood

BAO SBE Assessment Sheet

BAO Specialist: Christopher S. Wood

Contract Specialist: Terri Ray

Date: 05/21/2020

Department Name: Planning Commission

RFP/ITB Number: 49073

Project Name: Vision Zero Action Plan Consulting Services

SBE/SDV Requirement Acknowledged?

Primary Contractor

Comments

AECOM Technical Services	Yes	Proposer acknowledged the 20% SBE/SDV participation expectation over the life of the project as required by the solicitation. Proposed the engagement of SBE firm Booker.
Alta Planning + Design, Inc..	Yes	Proposer acknowledged the 20% SBE/SDV participation expectation over the life of the project as required by the solicitation. Proposed the engagement of SBE firm: Cultural Shift Team.
Toole Design Group, Inc.	Yes	Proposer acknowledged the 20% SBE/SDV participation expectation over the life of the project as required by the solicitation. Proposed the engagement of SBE firms: Hawkins Partners, Inc. and Varallo Public Relations.
WSP USA, Inc.	Yes	Proposer acknowledged the 20% SBE/SDV participation expectation over the life of the project as required by the solicitation. Proposed the engagement of SBE firms: Cultural Shift Team and BEAC.