

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

11/11/2020 | 5:57 PM CST

Regina Jones  
Cost Recovery Solutions LLC  
P O Box 428  
New Carlisle OH 45344

**Re: RFQ 63179 Nashville Fire Hazardous Materials Cost Recovery**

Dear Ms. Jones:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above **RFQ 63179 Nashville Fire Hazardous Materials Cost Recovery**. This letter hereby notifies you of Metro's intent to award to **Cost Recovery Solutions 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 **Christopher Wood**, BAO Representative, at **615-862-6710** or at [Christopher.wood@nashville.gov](mailto: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 **Sandra Walker** by email at [Sandra.walker@nashville.gov](mailto:Sandra.walker@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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Enter Solicitation Title & Number Below			
RFQ 63179 - Nashville Fire Hazardous Materials Cost Recovery		Incentive Calculator	MACP
Offeror's Name	Bids	Cost Evaluation (25 Pt Max)	Total Cost Points (25 Pt)
Cost Recovery Corp	15.00%	25.00	25.00
Cost Recovery Solutions LLC	25.00%	15.00	15.00

**RFQ: 63179 - Nashville Fire Hazardous  
Materials Cost Recovery**

Offeror	Cost Recovery Corp	Cost Recovery Solutions LLC
COST (25 Points)	25.00	15.00
Methodology and Approach (20 Points)	7.00	20.00
Qualifications and Experience (20 Points)	5.00	12.00
Project Understanding (25 points)	5.00	15.00
Diversity Practices (10 Points)	0.00	0.00
	42.00	62.00

**Evaluation Comments**

Cost Recovery Corp
Strengths - N/A
Weaknesses - Offeror demonstration of how the requirements and provisions of the scope of this project would be implemented was vague and lacked specific detail; Offeror demonstration of knowledge of the project objectives/goals and existing conditions/assumptions, identify potential issues/challenges, your approach to minimizing any disruptions to performance, and present a comprehensive plan for completing the specified work in accordance with the scope was vague and lacked detail; Failed to provide a project management methodology; Overall Methodology and Approach lacked specific detail; Failed to describe in detail firm's years performing the scope of service; Team's knowledge and project experience in the provision of services related to the project lacked specific detail; Failed to provide project team's organizational structure; Failed to provide resumes of "key" individuals that will perform work on the project; Failed to provide dollar value of similar projects; Projects not of similar scope; Failed to provide specific reasons why their proposal was the most qualified and best choice to be awarded this contract; Failed to provide a business plan including a timeline that will ensure successful completion of these requested services and no response was provided to the Diversity Practices portion of the RFP.
Cost Recovery Solutions LLC
Strengths - Good overall Methodology and Approach; Detailed demonstration on how the requirements and provisions of the scope of this project will be implemented; Comprehensive and detailed response on knowledge of the project objectives/goals and existing conditions/assumptions, identify potential issues/challenges, their approach to minimizing any disruptions to performance and comprehensive plan for completing the specified work in accordance with the scope; Detailed team's knowledge and project experience in the provision of services related to the project; Project team's organizational structure; Detailed history and background and Detailed business plan and approach including a timeline that will ensure successful completion of the requested services.

Weaknesses- Firm's years performing the scope of service was vague. Offeror failed to specify how long they have been in business. Based upon the resumes and narrative provided, it is not clear that CRS has been in business at least 5 years as required in the RFP. Failed to provide a response to current litigation(s) where firm is a defendant; Type of project description was vague; CRS failed to disclose the scope/type of work performed for the references provided, which are significantly smaller in size than Nashville. Failed to provide a response to specific reasons why their proposal was the most qualified and best choice to be awarded. While offeror supplied a flow chart for the timeline, it failed to supply start/end dates or any specifics on time needed to complete each step. Offeror failed to discuss potential challenges/issues as well as how it would minimize disruption to performance. No response was provided to the Diversity Practices portion of the RFP.

## Certificate Of Completion

Envelope Id: BB1449742BEF446EB46C18EE70BFA54E

Status: Completed

Subject: Intent to Award - RFQ #63179 Nashville Fire Hazardous Materials Cost Recovery

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Procurement Resource Group

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

prg@nashville.gov

IP Address: 170.190.198.185

## Record Tracking

Status: Original

Holder: Procurement Resource Group

Location: DocuSign

11/10/2020 4:12:49 PM

prg@nashville.gov

## Signer Events

Michelle A. Hernandez Lane

michelle.lane@nashville.gov

Chief Procurement Officer/Purchasing Agent  
Metro

Security Level: Email, Account Authentication  
(None)

## Signature

*Michelle A. Hernandez Lane*

Signature Adoption: Pre-selected Style  
Using IP Address: 170.190.198.185

## Timestamp

Sent: 11/10/2020 4:16:42 PM

Viewed: 11/11/2020 5:57:04 PM

Signed: 11/11/2020 5:57:12 PM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Christina Alexander

christina.alexander@nashville.gov

Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 11/11/2020 5:57:12 PM

Viewed: 11/12/2020 7:36:03 AM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

11/10/2020 4:16:42 PM

Certified Delivered

Security Checked

11/11/2020 5:57:04 PM

Signing Complete

Security Checked

11/11/2020 5:57:12 PM

Completed

Security Checked

11/11/2020 5:57:12 PM

## Payment Events

## Status

## Timestamps