

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

11/12/2020 | 2:30 PM CST

Elizabeth Goodwin  
CBRE Heery Inc.  
535 Marriott Drive, Suite 625  
Nashville, TN 37214

**Re: RFQ# 71159, Product Support Services – Staff Augmentation**

Dear Ms. Goodwin:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ# 71159, Product Support Services – Staff Augmentation. This letter hereby notifies you of Metro's intent to award to **CBRE Heery 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 **JoeAnn Carr**, BAO Representative, at **615-880-2338** or at [JoeAnn.Carr@nashville.gov](mailto:JoeAnn.Carr@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 **Scott Ferguson** by email at [scott.ferguson@nashville.gov](mailto: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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

RFQ# 71159 - Project Support Services - Staff Augmentation	
Evaluation Criteria (Max Points)	CBRE Heery Inc.
Contract Acceptance	Yes
Solicitation Acceptance	Yes
ISA Questionnaire Completed and Terms Accepted	Yes
BAO Documentation	Yes
Experience and Qualifications (30 Points)	29
Project Approach (35 Points)	33
Cost Criteria (35 Points)	35
Total (100 Points)	97.00
Strengths & Weaknesses	

### **CBRE Heery Inc.**

**Strengths:** The firms listed placements is aligned with the requested positions requested on this solicitation. The firm demonstrated the ability and capacity to perform the scope of services. Firm described an understanding of the nature of the scope of services. Firm described the functional approach in providing the services including but not limited to the recruitment qualifications and credentials; the process to address performance issues; the elements of a successful placement including how often, evaluation criteria, etc.

**Weaknesses:** Firm did not provide a complete description of staff augmentation services provided. Firm did not clearly identify principal that will be assigned to the account.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Program Support Service - Staff Augmentation, RFQ# 71159			35	0	35
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
CBRE Heery Inc.	\$33,009,743.08	\$8,672,942.00	35.00	0.00	35.00
* 22nd Century Technologies, Inc is non-responsive, they did not submit complete EBO documentation or ISA Questionnaire					
* Abacus Service Corporation is non-responsive, they did not submit complete EBO documentation					

## Ferguson, Scott (Finance)

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**From:** Carr, Joe Ann (Finance - Contract Compliance)  
**Sent:** Tuesday, November 3, 2020 9:16 AM  
**To:** Ferguson, Scott (Finance)  
**Cc:** Wood, Christopher (Finance - Procurement); Frye, Jeremy (Finance)  
**Subject:** RFQ#71159 Final EBO Determination and SBE Assessment  
**Attachments:** Bid Tab - RFQ# 71159.pdf; 71159 Program Support Services SBE.pdf; 71159 EBO Utiliation.pdf

Scott,

Please accept this BAO final assessment for the referenced RFQ#. The prime is compliant with EBO program as they propose to meet the assigned, EBO subcontracting goals The prime has acknowledged the 10% SBE requirement over the life of the project. **This contract will require monitoring in the B2G system.**

Regards,  
Department of Finance  
JoeAnn Carr  
Office of Minority and Women Business Assistance (BAO)  
Metropolitan Nashville Davidson County Government  
<https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office.aspx>  
730 2<sup>nd</sup> Avenue South, 1<sup>st</sup> Floor  
PO Box 196300  
Nashville, TN 37219-6300  
(v) 615.880.2338 (f) 615.862.6175  
[Register for Business Opportunities Today!](http://www.nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx)  
<http://www.nashville.gov/Finance/Procurement/iProcurement-and-iSupplier.aspx>



## Statement of M/WBE Utilization

Proposer's/Firm's Name: CBRE   Heery, Inc.	Proposer's Phone #: 615-975-9968
Solicitation Title: Project Support Services---Staff Augmentation	Proposer's Email Address: elizabeth.goodwin@cbre.com
Solicitation #: 71159	Amount Self-performed : \$17,634,982.17
Proposer's/Firm's Ownership: Non-M/WBE	Total Bid Amount: \$33,009,743.08
Proposed EBO Goal (%): 12 MBE% 6 WBE%	EBO Goal Met? (Y/N) YES

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

MBE/WBE Firm Name			Certificate Type	* MBE/WBE	Code #	Description of Work	MBE/WBE	Percent	
MBE/WBE Firm Address			Phone/E-Mail	(MBE or WBE)	Group Type *	UNSPS/NAICS	Dollars (\$)	of Total Contract	
1	Morgan & Morgan, Inc.	1812 Pearl Street, Nashville, TN 37203	615-329-1797/mrgn1812@aol.com	MBE	1	80101604	Building Automations Manager/Technician, Facility C	\$8,672,942.05	26.27%
2	Civic Engineering & Information Technologies, Inc.	25 Lindsley Ave, Nashville, TN 37210	615-425-2000, nelsonp@civicinc.com	WBE	5	41114200, 81101528	Stormwater Specialist, Surveyor	\$2,155,095	6.53%
3	Luster National, Inc.	400 Galleria Pkwy, Suite 1500, Atlanta, GA 30339	770-365-3342, rluster@luster.com	MBE	1	801615	FEMA Specialist, Major Maintenance Specialist/Tech	\$2,444,193	7.40%
4	Allworld Project Management, LLC.	60 N. B.B. King Blvd., Memphis, TN 38103	901-502-5894	MBE	1	80101604	Mechanical Inventory Specialist	\$788,449	2.39%
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
Robert Chomiak, Senior Managing Director	09/01/2020
Robert Chomiak	

\*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?	YES	For Internal Office Use ONLY	BAO Only
		If No, Good Faith Efforts Met?	

BAO Representative: JoeAnn Carr

Date: 11/02/20

Total MBE Subcontracting	36.06	%	\$ 11,905,584
Total WBE Subcontracting	6.53	%	\$ 2,155,095
Total MBE/WBE Participation:	42.59	%	\$ 14,060,679

## BAO Small Business Assessment Sheet

BAO Specialist: JoeAnn Carr
Contract Specialist: Scott Ferguson
Date: 11/01/2020

Department Name: General Services
RFP/ITB Number: 71159
Project Name: Project Support Services---Staff Augmentation

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement ?	SBE (%)	Comments
CBRE Heery Inc.	\$ 33,009,743.08	\$ 8,672,942.05	Yes	26.27%	The prime is not an approved Metro SBE and acknowledged the 10% SBE requirement over the life of the contract.. Proposed to utilize Morgan & Morgan, Inc.@ 26.27%