

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

11/30/2020 | 9:59 AM CST

Wendall Pennington
Pennington and Associates, Inc.
161 McGee Lane
Cookeville, TN 38501

Re: **RFQ #73161, Macroinvertebrate Taxonomy Services**

Dear Mr. Pennington,

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ #73161, Macroinvertebrate Taxonomy Services. This letter hereby notifies you of Metro's intent to award to **Pennington and Associates, 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 **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 Buyer **Brad Wall** by email at brad.wall@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 #73161 - Macroinvertebrate Taxonomy Services			
	Pennington and Associates, Inc.	Robert Chadwick Fitch	SynTerra
Contract Acceptance	Accepted Contract Without Exceptions	Accepted Contract Without Exceptions	Accepted Contract Without Exceptions
Cost (45 points)	43.00	45.00	38.70
Experience and Qualifications (40 Points)	37.00	29.00	24.00
Project Approach and Process (15 Points)	15.00	9.00	12.00
Total (100 Points)	95.00	83.00	74.70

Pennington and Associates, Inc.

Strengths - The offeror has the most experience providing macroinvertebrate taxonomy services of semi-quantitative samples in comparison to the other offerors. The offeror has experience working with Metro and their reference projects were of similar scope as to what Metro is seeking to procure in the resulting contract. The offeror has the ability and resources to provide macroinvertebrate taxonomy services to meet the needs of a client the size of Metro; specifically, they analyze on average 2,000 benthic macroinvertebrate samples annually. The offeror provided a detailed description of their processes and procedures upon arrival of samples and said they will return samples to Metro Water Services no later than 90 days or a time frame agreed on by both parties from the date of receipt of samples.

Weaknesses - The offeror failed to provide a statement regarding the successes of their reference projects along with any problems encountered and resolutions. The offeror failed to specifically state whether they were the prime or subcontractor for work performed on their reference projects.

Robert Chadwick Fitch

Strengths - The reference projects submitted were of similar scope as to what Metro is seeking to procure in the resulting contract. The offeror said they are confident in providing a turnaround time for macroinvertebrate taxonomy samples within 90 days to Metro Water Services.

Weaknesses - Riverside Environmental Consulting and ECOS Environmental Consulting, LLC don't have the minimum of five (5) years in business performing macroinvertebrate taxonomy services. Upon review of the references, Metro contacted Steve Krotzer (listed as the point of contact) and was informed the reference projects submitted by Riverside Environmental Consulting were completed as an employee of the Alabama Power Company and not as a contractor. The offeror's description of their resources necessary to provide macroinvertebrate taxonomy services lacked specific detail. The offeror didn't provide their own specific internal process for providing macroinvertebrate taxonomy services of samples.

SynTerra

Strengths - The reference projects submitted were of similar scope as to what Metro is seeking to procure in the resulting contract. The offeror has the resources necessary to provide macroinvertebrate taxonomy services to meet the needs of a client the size of Metro. The offeror stated they will return samples to Metro Water Services no later than three months after samples are received and sooner if needed.

Weaknesses - The prime contractor SynTerra has limited experience in providing macroinvertebrate taxonomy services of semi-quantitative samples. The proposed subcontractor Reece Environmental Consulting who will be performing the macroinvertebrate taxonomy services of semi-quantitative samples has less than five years of experience. The offeror failed to provide copies of certifications for macroinvertebrate identification to the Genus level for the key individuals on the project team. The offeror didn't provide their own specific internal process for providing macroinvertebrate taxonomy services of samples.

Enter Solicitation Title & Number Below		
Macroinvertebrate Taxonomy Services; RFQ #73161	Min. SBE/SDV Requirement	Total Cost Points
	13.00%	45.00
Offeror's Name	Bids	RFP Cost Points
Pennington and Associates, Inc.	\$33,750.00	43.00
Robert Chadwick Fitch	\$32,250.00	45.00
SynTerra	\$37,500.00	38.70

BAO Small Business Assessment Sheet

BAO Specialist: Cline, Evans

Contract Specialist: Wall, Brad

11/2/2020

Department Name: Water

RFP/ITB Number: 73161

Project Name: Macroinvertebrate Taxonomy Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement?	SBE (%)	Comments
Pennington and Associates, Inc.	\$33,750.00	IDIQ	Yes	13% Requirement	The prime is not an approved SBE and has acknowledged 13% SBE/SDV requirement over the life of the project.