

JOHN COOPER, MAYOR

DEPARTMENT OF FINANCE

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

2/8/2021 | 9:20 AM CST

Amanda Kehayes
Facility Diagnostics LLC
105 Waverly Place
Lebanon TN 37087

Re: **RFQ # 98185, Commissioning Services**

Dear Ms. Kehayes:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 98185 for Commissioning Services. This letter hereby notifies you of Metro's intent to award to Facility Diagnostics 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 Joe Ann Carr, BAO Representative, at 615-880-2338 or at 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 Christina Alexander by email at christina.alexander@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 98185 Commissioning Services Evaluation Committee Score Sheet

Offeror	Facility Diagnostics LLC	TLC Engineering Solutions Inc.
Contract Acceptance	Yes	Yes
ISA Questionnaire	Yes	Yes
Cost (40 Points)	40.00	31.57
Qualifications and Capacity to Perform (30 Points)	29.00	29.00
Project Approach and Experience (30 Points)	27.00	27.00
Total Evaluation Scores	96.00	87.57

EBO Program was not applicable to this solicitation

Evaluation Comments

Facility Diagnostics LLC
Strengths
Firm's proposal demonstrated firm's understanding of scope of work. Firm's proposal demonstrated firm's knowledge of LEED certification process. Firm's proposal provided detailed approach for managing projects to include detailed sequencing for daily operations. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
Weaknesses
Firm's proposal lacked detail identifying proposed team members. Firm's organizational chart was unclear in identifying team structure. Firm's proposal failed to address enhanced commissioning services. Firm's proposal lacked detail for LEED documentation efforts.

TLC Engineering Solutions Inc.

Strengths

Firm's proposal demonstrated firm's understanding of the importance of early design involvement. Firm's organizational chart provided detailed information. Firm's proposed communications protocol provided detailed information. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

Weaknesses

Firm's proposal failed to demonstrate proposed project lead's experience for scope of work services. Firm's narrative lacked detail for distribution of tasks. Firm's proposal failed to address important tasks related to OPR and BOD documents required for LEED. Firm's proposal failed to provide explanation of enhanced commissioning services.

Solicitation Title & Number		Total Cost Points
Commissioning Services; RFQ# 98185		40
Offeror's Name		Total Cost Points
TLC Engineering Solutions	\$9,250,000.00	31.57
Facility Diagnostics LLC	\$7,300,000.00	40.00

BAO Small Business Assessment Sheet

BAO Specialist: JoeAnn Carr

Contract Specialist: Christina Alexander

Date: 02/01/2021

Department Name: General Services

RFP/ITB Number: 98185

Project Name: Commissioning Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	Acknowledged SBE Requirement ?	SBE (%)	Comments
Facility Diagnostics LLC	\$7,300,000.00	\$7,300,000.00	Yes	100.00%	The proposed prime is a Metro-approved SBE which proposes to self-perform 100% of the work and has acknowledged the SBE program participation expectations and consequences of misrepresentation of the project.

Certificate Of Completion

Envelope Id: CADB4D7695154C3598649ACF45F8B6F2	Status: Completed
Subject: Intent to Award - RFQ #98185 Commissioning Services	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

Record Tracking

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
2/2/2021 12:06:27 PM	prg@nashville.gov	

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro	<i>Michelle A. Hernandez Lane</i> Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 2/2/2021 12:10:18 PM Viewed: 2/2/2021 1:48:10 PM Signed: 2/8/2021 9:20:23 AM
Security Level: Email, Account Authentication (None)		

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: 2/8/2021 9:20:24 AM Viewed: 2/8/2021 9:26:06 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	2/2/2021 12:10:18 PM
Certified Delivered	Security Checked	2/2/2021 1:48:10 PM
Signing Complete	Security Checked	2/8/2021 9:20:23 AM
Completed	Security Checked	2/8/2021 9:20:24 AM

Payment Events	Status	Timestamps
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