



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

9/1/2021 | 9:53 AM CDT

Civic Engineering and Information Technologies LLC  
Ms. Jennifer Ogden  
25 Lindsley Avenue  
Nashville TN 37210

Re: **RFQ # 111224, Program and PM Services for Maintenance and Management Program (A&E)**

Dear Ms. Ogden:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 111224 for Program and PM Services for Maintenance and Management Program (A&E). This letter hereby notifies you of Metro's intent to award to Civic Engineering and Information Technologies 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](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 Christina Alexander by email at [christina.alexander@nashville.gov](mailto: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](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

**RFQ 111224 Program and PM Services for Maintenance and  
Management Program (A&E)  
Review Board Score Sheet**

Offeror	Civic Engineering and Information Technologies Inc.	AECOM Technical Services	HDR Engineering Inc.
Contract Acceptance	Yes	Yes	Yes
Team Qualifications and Capacity to Perform Work (30 Points)	29.00	28.00	28.00
Business Plan and Approach (45 Points)	44.00	40.00	40.00
Experience on Similar Projects (25 Points)	24.00	23.00	22.00
<b>Total Evaluation Scores</b>	<b>97.00</b>	<b>91.00</b>	<b>90.00</b>

**Evaluation Comments**

Civic Engineering and Information Technologies Inc.
<b>Strengths</b>
Firm's proposal demonstrated firms years of extensive experience in the industry. Firm's proposal demonstrated prior experience in the project manager role for scope of work. Firm's proposal demonstrated firm's clear understanding standing of scope of work. Firm's proposal demonstrated firm's ability to access specialized inspection equipment. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.
<b>Weaknesses</b>
Firm failed to demonstrate in-house bridge designer. Firm failed to address public meetings. Firm's proposal lacked detail for performance measures.

### **AECOM Technical Services**

#### **Strengths**

Firm's proposal demonstrated experience in complex bridge work. Firm's proposed safety risk mitigation plan. Firm demonstrated previous team experience. Firm's proposal demonstrated previous roadway design experience. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### **Weaknesses**

Firm's proposal demonstrated firm has limited inspectors and is top heavy with engineers. Firm's proposal failed to demonstrate a clear understanding of the scope of work. Firm's proposal failed to address Metro Codes and Regulations. Firm's business plan lacked detail. Firm's emergency services lacked detail. Firm's project approach lacked detail. Firm's proposal focus on a TDOT project more so than that of a Metro project.

### **HDR Engineering Inc.**

#### **Strengths**

Proposed sustainability plan. Firm's proposal demonstrated team member's expertise in industry. Proposed project approach included asset management approach. Included graphics to illustrate proposed tasks. Firm's proposal demonstrated and provided all other required information with the exception of the weaknesses noted below.

#### **Weaknesses**

Firm failed to address management systems. Firm failed to address lost control to Metro. Firm's risk management lacked detail. Firm's business plan lacked detail, focused more on team qualifications. Firm's technology plan lacked detail. Firm failed to demonstrate pervious prime contracting experience. Firm failed to demonstrate previous team collaboration experience.

**BAO SBE Assessment Sheet**

<b>BAO Specialist:</b> JoeAnn Carr
<b>Contract Specialist:</b> Christina Alexander
<b>Date:</b> 08/17/2021
<b>Department Name:</b> Public Works
<b>RFP/ITB Number:</b> 111224
<b>Project Name:</b> Program and PM Services for Maintenance and Management Program (A&E)

**SBE/SDV**

Primary Contractor	Requirement Acknowledged?	Comments
Civic Engineering and Information Technologies Inc.	Yes	Proposer acknowledged the 7% SBE/SDV participation expectation over the life of the project as required by the solicitation. The prime is not an approved Metro-SBE and proposed the engagement of SBE firms; Booker Engineering, Inc., Logan Patri Engineering, Inc., and NuOrigin Systems, Inc.



## Statement of M/WBE Utilization **A&E ONLY**

Proposer's/Firm's Name: Civic Engineering and Information Technologies, LLC	Proposer's Phone #: 615-425-2000
Solicitation Title: Program and PM Services for Maintenance and Management Program (A&E)	Proposer's Email Address: info@civicinc.com
Solicitation #: 111224	Total Bid Amount: N/A
<b>EBO Goal (%)</b> : 7.00 MBE% 7.00 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	MBE/WBE Firm Address	Phone/E-Mail	Certificate Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work
1	Booker Engineering, Inc.	1706 Joe Pope Road, Thompson's Station, TN 37179	615-599-7351/bookerbee@bookerbee.com	WBE	5	81100000	Lighting Design
2	NuOrigin Systems, Inc.	128 Holiday Ct, Ste 126 Franklin, TN 37067	615-815-4488/Bimal.Shah@NuOrigin.com	MBE	3	81112205	Bridge/Culvert/Guardrail Program Information Technology Support
3	K.S. Ware & Associates, LLC	52 Lindsley Ave., Suite 101, Nashville, TN 37210	615-255-0702/rlong@kswarellc.com	WBE	4	81101514	Geotechnical Services, Materials Testing and CEI Services
4	Logan Patri Engineering	630 Southgate Ave Ste C Nashville, TN 37203	615-726-2902/rpatri@loganpatri.com	MBE	4	81100000	Emergency Structural Response
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) <b>Philip Nelson, Director of Engineering</b>	Date <b>06/24/2021</b>
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\*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	<b>For Internal Office Use ONLY</b> If No, Good Faith Efforts Met?	BAO Only
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**BAO Representative:** JoeAnn Carr

**Certificate Of Completion**

Envelope Id: 2AB85BBA459F4DB4AB0A0DDF26636604	Status: Completed
Subject: Intent to Award - UPDATED RFQ #111224 Program & PM Services for Maintenance & Management	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope 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
8/23/2021 2:02:59 PM	prg@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**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: 172.58.96.127  
 Signed using mobile

**Timestamp**

Sent: 8/23/2021 2:07:26 PM  
 Viewed: 8/25/2021 11:42:37 AM  
 Signed: 9/1/2021 9:53:14 AM

**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: 9/1/2021 9:53:19 AM  
 Viewed: 9/1/2021 10:28:32 AM

**Electronic Record and Signature Disclosure:**  
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**Witness Events**

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**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	8/23/2021 2:07:26 PM
Certified Delivered	Security Checked	8/25/2021 11:42:37 AM
Signing Complete	Security Checked	9/1/2021 9:53:14 AM
Completed	Security Checked	9/1/2021 9:53:19 AM

**Payment Events**

**Status**

**Timestamps**