



Notice of Intent to Award

Solicitation Number	192236	Award Date	4/19/2022 11:21 AM CDT	
Solicitation Title	Cemetery Preservation Plan			
Buyer Name	Jonathan Meadows	Buyer Email	jonathan.meadows@nashville.gov	
BAO Rep	Trevor Hilton	BAO Email	trevor.hilton@nashville.gov	

Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	New South Associates	Company Contact	Theresa Hamby		
Street Address	1629 Fatherland Street				
City	Nashville	State	TN	Zipcode	37206

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

Right to Protest

Per MCL 4.36.010 – 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.

JLR Supervisor (Initial)

Michelle A. Hernandez Lane
Michelle A. Hernandez Lane
Purchasing Agent & Chief Procurement Officer

RFQ 192236 Cemetery Preservation Plan Evaluation Team/Review Board Score Sheet		
Offeror	New South Associates	Tennessee Valley Archaeological Research
Qualifications and Experience (40 Points)	36.00	33.00
Methodology and Approach (60 Points)	55.00	52.00
Total Evaluation Scores (100 Points)	91.00	85.00

Evaluation Comments

New South Associates	
Strengths	
<p>Proposal demonstrated extensive detail working with historic properties in Nashville, including cemeteries. Proposal clearly listed roles of prime and subcontractors and delegation of tasks for the scope of services. Proposal included a detailed breakdown of budget, including a very detailed breakdown of subcontractor budget. Project examples provided demonstrated extensive experience in projects of similar scope. Proposed project team and key staff members have a depth of industry qualifications and experience. Proposal was within budget specified in Evaluation Criteria.</p>	
Weaknesses	
<p>Description of team management and stakeholder coordination lacked detail. Description of firm's understanding of Metro Historical Commission's goals was generic and lacked details. Proposal failed to detail how all of the Secretary of the Interiors Professional Qualifications Standards were met or acknowledge that all recommendations will follow Secretary of the Interior Standards for Treatment of Historic Properties. Proposal detailed 2 sub-areas instead of the 4 sub-areas as outlined in the scope of services. Proposal lacked details on ability to manage problems that may occur in scope of service. Proposed benchmarking dates left large gaps of time in reporting. Implementation strategy lacked details. Timeline provided was generic and lacked details of process over time.</p>	

Tennessee Valley Archaeological Research	
Strengths	
<p>Offeror provided a detailed description of team management and stakeholder engagement. Proposal detailed offeror's ability to cooperate with local and state governments on projects. Proposal demonstrated experience working in Nashville historic locations. Demonstrated prior experience working with Metro. Example projects provided were very detailed. Proposal demonstrated offeror's ability to stay on budget in past projects. Proposal provided detailed resumes. Proposal provided detailed project summaries. The narrative provided for Methodology and Approach was well written and detailed. Provided detailed timeline for Phase 1's work. Provided a detailed description of how the firm handles unexpected problems.</p>	
Weaknesses	
<p>Proposal did not mention any prior experience in developing preservation plans for cemeteries. Proposer did not clearly demonstrate capacity to perform the scope of services. Proposal did not mention the SOI Standards for the Treatment of Historic Properties. Proposal demonstrated archeological preservation experience that was not related to the scope of service. Did not state role as prime or subcontractor in provided sample projects. Example projects provided were not directly related to the scope of services. Proposed budget exceeded available budget as detailed in the solicitation. Proposed failed to include a detailed budget breakdown. No subareas were mentioned in approach to project. Proposal mentioned number of cemeteries surveyed previously, but provided no details aside from total count. Proposed rate structure offered discounted services and did not clearly identify if rates were sustainable for subsequent phases of this project. Proposal did not demonstrate a dedicated staff to this project. Description of project kick-off activity lacked details.</p>	



Statement of M/WBE Utilization

Proposer's/Firm's Name: New South Associates, Inc	Proposer's Phone #: 770-498-4155 ext. 102
Solicitation Title: Cemetery Preservation Plan	Proposer's Email Address: jwjoseph@newsouthassoc.com
Solicitation #: 192236,4	Amount Self-performed: 100%
Proposer's/Firm's Ownership: WBE	Total Bid Amount: \$37,042.00
Proposed EBO Goal (%): 4 MBE% 8 WBE%	EBO Goal Met? (Y/N) NO

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		Code # UNSPS/NAICS	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
				Type (MBE or WBE)	* MBE/WBE Group Type *				
1	None			Select	Select				
2				Select	Select				
3				Select	Select				
4				Select	Select				
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) J. W. (Joe) Joseph, Director of Administration/Treasurer	J. W. Joseph	Date 4/4/2022
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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.

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Has Prime Complied with EBO Goal? **NO** If No, Good Faith Efforts Met? **YES**

BAO Representative: Trevor Hilton **Metro Buyer:** Jonathan Meadows **Project Manager:** Caroline Eller **Date:** 1/25/2022

Total MBE Subcontracting	0 %	\$0
Total WBE Subcontracting	0 %	\$0
Total MBE/WBE Participation:	0 %	\$0

BAO Notes: