



### Notice of Intent to Award

Solicitation Number	346269	Award Date	6/27/2023   2:46 PM CDT	
Solicitation Title	Construction Projects Photo Documentation Services			
Buyer Name	Daniel Drumwright	Buyer Email	Daniel.Drumwright2@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	Tennessee Documentation Services, LLC	Company Contact	Christine.Neely		
Street Address	284 Medlock Bridge Road Suite 100				
City	Peachtree Corners	State	GA	Zipcode	30092

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.

MLL Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

**RFQ 346269 Construction Projects Photo Documentation Services  
Evaluation Team/Review Board Score Sheet**

<b>Offeror</b>	Tennessee Documentation Services, LLC
<b>Contract Acceptance</b>	Yes
<b>Qualifications and Capacity to Perform (30 Points)</b>	24.00
<b>Project Approach and Experience (30 Points)</b>	25.00
<b>Cost (40 Points)</b>	40.00
<b>Total Evaluation Scores</b>	<b>89.00</b>

**Evaluation Comments**

**Tennessee Documentation Services, LLC**

**Strengths**

Provided detailed information related to experience, successes, and years of service. Provided narrative of documented success in construction photography. All previous work example of similar size, scope and complexity of work being requested. Provided detailed organizational chart depicting key individuals and defining specific roles. Ample relative experience in in the described services. Provided detailed approach regarding to responding to requests within time requirements. Provided all requested project references. Detailed company's understanding of the project and project approach to perform work. Good information provided for how work request will be handled and executed. Resumes included detailed information related to qualifications to complete work.

**Weaknesses**

Failed to illustrate organizational structure on Work Chart. Lack of detail regarding experience in providing digital photography construction documentation using advanced indexing/navigation systems. Lack of detail on individual project experience on Resumes. Lack of detail regarding proposed technology for supporting the requested services.

Solicitation Title & Number			RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
RFQ 346269 Construction Projects Photo Documentation Services			32	8	40
Offeror's Name	Total Bid Amount	SBE/SDV Participation Amount	RFP Cost Points	RFP SBE/SDV Points	Total Cost Points
Tennessee Documentation Services, LLC	\$796,370.37	\$79,637.04	32.00	8.00	40.00

## BAO Small Business Assessment Sheet

<b>BAO Specialist:</b> Trevor Hilton
<b>Contract Specialist:</b> Daniel Drumwright
<b>Date:</b> 06/22/2023

<b>Department Name:</b> General Services
<b>RFP/ITB Number:</b> 346269

**Project Name:** Construction Projects Photo Documentation Services

Primary Contractor*	Prime Bid Amount	Total Proposed SBE (\$)	SBE Subs approved?	SBE (%)	Comments
Tennessee Documentation Services	\$796,370.33	\$79,637.04	Yes	10%	The prime is not a metro approved SBE and plans to utilize the following metro approved SDV subcontractor: <b>Aerial Innovations Southeast.</b>



## Statement of M/WBE Utilization

Proposer's/Firm's Name: Tennessee Documentation Services, LLC	Proposer's Phone #: 615-943-2844
Solicitation Title: Construction Project Photos Documentation Services	Proposer's Email Address: b.vann@multivista.com
Solicitation #: 346269	Amount Self-performed : \$716,733.33
Proposer's/Firm's Ownership: <b>Non-M/WBE</b>	Total Bid Amount: \$796,370.37
<b>Proposed EBO Goal (%)</b> : 7 <u>    </u> MBE% 10 <u>    </u> WBE%	EBO Goal Met? (Y/N) <b>NO</b>

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 #	Description of Work	MBE/WBE Dollars (\$)	Percent of Total Contract
						Type (MBE or WBE)				
1	Aerial Innovations Southeast	202 S 17th Street, Nashville, TN 37206		615-415-7397		WBE	5	Exterior Photogaphy	\$79,637.04	10
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)	Date
<b>Christine Neely, Administrative &amp; Finance Director</b>	
<i>Christine Neely, Administrative &amp; Finance Director</i>	06/05/2023

\*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.

<b>For Internal Office Use ONLY</b>
Has Prime Complied with EBO Goal? <input style="width: 100px;" type="text" value="NO"/> If No, Good Faith Efforts Met? <input style="width: 100px;" type="text" value="YES"/>

**BAO Representative:** Trevor Hilton      **Metro Buyer:** Daniel Drumwright      **Project Manager:** Ava EISaghir      **Date:** 05/25/23

<b>Total MBE Subcontracting</b>	0 _____ %	\$ 0 _____
<b>Total WBE Subcontracting</b>	10 _____ %	\$ 79,637.04 _____
<b>Total MBE/WBE Participation:</b>	10 _____ %	\$ 79,637.04 _____

**BAO Notes:**

**Metropolitan Government of Nashville and Davidson County**

**Subcontractor Report** (List all proposed subcontractors, subconsultants, or suppliers regardless of their ownership status. SBE/SDV Primes should not enter their participation on this form, rather should enter it in the attributes section of the lines tab of their response.)

Note: MBE = Minority-owned business, WBE = Woman-owned business, SBE = Small business, SDV = Service Disabled Veteran-owned business, DBE = Federal Disadvantaged businesses

Your Firm's Name: **Tennessee Documentation Services, LLC dba Multivista Tennessee**  
 Solicitation Title: **Construction Projects Photo Documentation Services**  
 Solicitation Number: **346269,2**  
 Date: **5/30/2023**

Subcontractor (Firm Name)	Address	City	St	Zip	Contact Name	Email	Phone #	MBE	WBE	SBE	SDV	DBE	OTHER	Work to be Performed	Estimated Dollar Value	Estimated % of Total Contract
aerial innovations southeast	202 S. 17th Street	Nashville	TN	37206	Wendy Whittemore	<a href="mailto:wendy@aerialsoutheast.com">wendy@aerialsoutheast.com</a>	615.650.2002	No	Yes	Select	Select	Select	Select	Monthly Executive Summary Slideshow and exterior photography	\$79,637	10.00%
								Select	Select	Select	Select	Select	Select			
								Select	Select	Select	Select	Select	Select			
								Select	Select	Select	Select	Select	Select			

## METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

## M/WBE SUBCONTRACTORS GOOD FAITH EFFORTS

## SUMMARY SHEET

<b>THIS DOCUMENT MUST BE ACCURATELY COMPLETED, SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL</b> (Due with Bid Submission if Applicable)			
<b>Project Name:</b> Construction Project Photo Documentation Services		<b>Project Number:</b> 346269	
<b>Company Name:</b> Tennessee Documentation Services, LLC	<b>Date Submitted:</b> 06/05/2023	<b>Total Contract Value:</b> \$796,370.37	
<b>Address:</b> 95 White Bridge Road, STE 503, Nashville TN 37205		<b>Federal Tax ID#</b> 35-2515519	
<b>Contact Person:</b> Brannon Vann	<b>Email:</b> b.vann@multivista.com	<b>Phone #:</b> 615-943-2844	
<b>GOOD FAITH EFFORTS SUMMARY SHEET</b>			
<b>Number</b>	<b>Bidder Action(s)</b>	<b>BAO Only</b>	
1.	<p><b>Solicitation and written notice to available and certified MWBEs:</b> Soliciting specific individual MWBEs whose availability as potential sources of goods or services can be reasonably ascertained. This measure includes sending letters or making other personal contacts with specific certified MWBEs including those that the Bidder has contracted with in the past as well as other MWBEs with which the Bidder may be unfamiliar, but whose identities can be ascertained from a directory of certified MWBEs maintained by the BAO.</p> <p>The written notices contain:</p> <ol style="list-style-type: none"> <li>I. Enough information about the plans, specs, and terms &amp; conditions of the solicitation;</li> <li>II. A contact person knowledgeable of the project documents available to answer questions about the condition of the contract;</li> <li>III. Information regarding the Bidder's bonding requirements;</li> <li>IV. The deadline for submission of price quotations.</li> </ol>	Pass	

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone/Email	Type of Business	Type of Work/Service(s) Solicited	How Business was contacted (i.e. email, phone, letter, etc.?)	Response to Solicitation (i.e. will submit bid, no response, not interested)	Bid/Quote Amount	Company Selected (Write Yes or NO)
Aerial Innovations Southeast, 202 S. 17th Street, Nashville, TN 37206, Wendy Whittemore, 615-650-2002, wendy@aerialsoutheast.com	WBE	exterior progressions and slideshow	Phone and email	will submit bid	\$79,637.04	YES
	Select					Select

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<b>GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST</b>			
<b>Number</b>	<b>Bidder Action(s)</b>	<b>BAO Only</b>	
2.	<b>Meetings:</b> Attended or held informational meetings to update potential subcontractors or vendors of subcontracting or supply opportunities.	Fail	

**List all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone Number/Email	Description of Meeting Notices for M/W/SDVEs	Date M/W/SDVE Attended, if applicable



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Number	Bidder Action(s)	BAO Only
3.	<b>Unbundling.</b> Divided the contract, in accordance with normal industry practice, into small, economically feasible segments that could be performed by MWBEs. Under no circumstances, however, shall a bidder segment work solely for the purpose of utilizing MWBEs as subcontractors where such segmentation is not in accordance with common and accepted industry practices relating to the utilization of other firms as subcontractors.	Pass

**What Scope of Project Was Divided?**

1. Monthly Slideshow/Exterior Photography	2.
3.	4.
5.	6.

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4.	<b>Rejection:</b> Provided a written explanation for rejection of any potential subcontractor or vendor to the Bidder, including the name of the firm awarded the subcontract or supply agreement.	N/A

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

M/WBE Firm Name/Address/Contact Person/Phone Number/Email	Description of Proposed Work	Reason for Rejection

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5.	<b>Non-discrimination:</b> Providing a non-discriminatory work site. Maintaining a work environment free of harassment, intimidation and coercion at all construction sites, offices and other facilities at which the Bidder's employees are assigned to work. The Bidder shall specifically ensure that all labor supervisors, superintendents, and other on-site supervisory personnel are aware of and carry out the Bidder's obligation to maintain a non-discriminatory work environment.	Pass

**For each training, list the type of training and date.**

Type of Training	Date of Training
Diversity Best Practices - Thrive Learning	02/20/2021

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6.	<b>Community and Other Organizational Services Support:</b> Advertising in trade publications of general circulation in the Program Area. The advertisement shall identify and describe the specific subcontracting or other opportunity in reasonable detail.	N/A

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Publication Name	Date of Publication	Please provide copy.

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7.	<b>Assistance: Bonding/Lines of Credit/Insurance:</b> Providing reasonable assistance to a MWBE in need of equipment, supplies, bonding, letters of credit and/or insurance.	N/A

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name/Address/Contact Person/Phone Number/Email	Type of Assistance

## METROPOLITAN GOVERNMENT OF NASHVILLE - DAVIDSON COUNTY

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8.	<b>Database Utilization</b> Accessed all reasonable and available means to include, but not limited to the following examples: <a href="https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx">https://www.nashville.gov/Finance/Procurement/Business-Assistance-Office/SMWBE-Lists-and-Forms.aspx</a> or <a href="https://nashville.diversitycompliance.com/">https://nashville.diversitycompliance.com/</a>	Pass	

**For each MBE/WBE firm contacted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Database Accessed	Date of Access	Results
<a href="https://flynashville.diversitycompliance.com">https://flynashville.diversitycompliance.com</a>	05/25/23	no response
Nashville - EBO Reporting System (diversitycompliance.com)	05/15/23	Found WBE
<a href="http://www.nashvillehispanicchamber.com/contact-us--subscribe.html">http://www.nashvillehispanicchamber.com/contact-us--subscribe.html</a>	05/25/23	no response

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**GOOD FAITH EFFORTS SUMMARY SHEET CHECKLIST**

Number	Bidder Action(s)	BAO Only
9.	<b>Mentor Protégé' Relationship/Technical Assistance:</b> Providing reasonable technical assistance to a MWBEs to ameliorate any deficiencies of technical knowledge or advance skill, where such assistance is undertaken by the Bidder to facilitate the MWBE's successful participation on a project or contract.	N/A

**For each MBE/WBE firm assisted, list the name(s) and all information requested below related to the above project. If additional space is required, this form may be duplicated.**

Company Name	Type of Assistance	If Mentor Protégé' Agreement Reached, Please Provide Copy.

It is hereby certified that the above firms were contacted and offered an opportunity to respond on the above project. We further certify that the above statements are a true account of all firms' responses to our solicitation. Copies of all bids and/or quotes will be made available upon request.

Signature: Christine Neely Print Name: Christine Neely Title: Finance Director