



**Notice of Intent to Award**

Solicitation Number	361291	Award Date	1/26/2024   12:16 PM CST
Solicitation Title	NECAT Studio A&E Design Services		
Buyer Name	Christina Alexander	Buyer Email	christina.alexander@nashville.gov
BAO Rep	Sierra Washington	BAO Email	sierra.washington@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	Gresham Smith	Company Contact	Amy Hardin	
Street Address	222 2nd Ave., S., Ste. #1400			
City	Nashville	State	TN	Zipcode 37201

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 361291 NECAT Studio A&E Design Services

### Review Board Score Sheet

Offeror	Gresham Smith	RIOS Inc	Smith Gee Studio LLC
Contract Acceptance	Yes	Yes w/exceptions	Yes w/exceptions
Experience and Qualifications (50 Points)	48.00	46.00	44.00
General Management Plan (50 Points)	48.00	46.00	44.00
Total Evaluation Scores	<b>96.00</b>	<b>92.00</b>	<b>88.00</b>

### Evaluation Comments

Gresham Smith
<b>Strengths</b>
Proposal demonstrated firm's detailed process to perform scope of work. Proposal demonstrated proposed consultant's detailed plan for acoustics, lighting and infrastructure. Proposal demonstrated firm's proposed proactive approach to adhere to Metro's budget constraints. Proposal Demonstrated firm's proposed team experience with coordination with Metro to complete the project.
<b>Weaknesses</b>
Proposal demonstrated limited civil engineering experience for proposed staff. Proposal demonstrated low availability for project manager for focused work in the beginning of the project. Proposal demonstrated unclear deliverables that lacked detail. Proposal provided disputes and claims unrelated to subject matter. Proposal's minimize risk section lacked detail.

**RIOS Inc**

**Strengths**

Proposal demonstrated firm's experience building production studios. Proposal demonstrated firm's innovative design

**Weaknesses**

Firm noted contract exceptions. Reference projects provided were not of similar size and scope and lacked detail. Proposed key personal does not have a local presence. Firm is not licensed in TN as requested in RFQ. Proposal failed to demonstrate firm's local code, permitting, and climate experience. Proposal demonstrated West Coast experience. Firm's proposed general management plan lacked detail. Firm's organizational chart was unclear and lacked detail. Firm's proposed time of involvement was not acceptable to Metro.

**Smith Gee Studio LLC**

**Strengths**

Proposal demonstrated proposed consultant's experience in and detailed plan for acoustics. Proposal demonstrated firm's design aesthetics experience.

**Weaknesses**

Firm noted contract exceptions. Proposal lacked detail demonstrating firm's experience and qualifications. Reference projects provided lacked detail. Proposal demonstrated firm's limited experience in studio design, lighting, and production infrastructure. Reference projects provided for prime, not of similar size and scope. Firm's proposed general management plan lacked detail.

Enter Solicitation Title & Number Below	
NECAT Studio A&E Design Services; RFQ 361291	<b>Deemed Responsive</b>
Offeror's Name	
Gresham Smith	<b>Yes</b>
RIOs Inc	<b>Yes</b>
Smith Gee Studio LLC	<b>Yes</b>

**BAO SBE Assessment Sheet**

BAO Specialist: Sierra Washington

Contract Specialist: Christina Alexander

Date: 01/17/2024

Department Name: General Services

RFP/ITB Number: 361291

Project Name: NECAT Studio A&amp;E Design Services (20% SBE/SDV Requirement)

Primary Contractor:	SBE/SDV Requirement Acknowledged	Comments
Gresham Smith	Yes	Proposer acknowledged 20% participation requirement of SBE/SDV over life of the project as required by the solicitation. Proposed to utilize the following Metro-approved SBEs; DF&H Services, DHS Lighting Design, Connico, and PWP Structural Engineering.



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

Proposer's/Firm's Name: Gresham Smith	Proposer's Phone #: 615.770.8629
Solicitation Title: NECAT Studio A&E Design Services	Proposer's Email Address: amy.hardin@greshamsmith.com
Solicitation #: 361291,1	Total Bid Amount: N/A
<b>EBO Goal (%)</b> : 15.00 MBE% <b>10</b> WBE%	EBO Goal Met? (Y/N) <b>Y</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 Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work
1	Voltair Consulting Engineers	4235 Hillsboro Pike, Suite 300, Nashville, TN 37215	407.720.6131/rwinston@voltairinc.com	MBE	1	541330	Mechanical Engineering, Plumbing Engineering, Fire Protection Engineering
2	DF&H Services	P.O. Box 120371, Nashville, TN 37212	615.390.6131/angela@dfhservice.com	WBE	5	541330	Electrical Engineering
3	DHS Lighting Design	P.O. Box 23983, Nashville, TN 37202	615.596.3001/danny.streit@dhsldg.com	WBE	5	541490	Lighting Design
4	Connico	2594 N Mt. Juliet Rd., Mt. Juliet, TN 37122	615.527.7003/jrterry@connico.com	MBE	4	541611	Cost Estimation
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>Jeff Kuhnhen/Project Executive</b>	Date <b>12/13/2023</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.

<b>Has Prime Acknowledged EBO Goals Achievement?</b>	Yes	<b>For Internal Office Use ONLY</b> <i>If No, Good Faith Efforts Met?</i>	BAO Only
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**BAO Representative :** Sierra Washington      **Metro Buyer:** Christina Alexander

**Project Manager:** Ava Elsaghir      **Date:** 01/17/24

**BAO Notes:**

Prime acknowledges they can achieve both M/WBE subcontracting goals. Consistent with the procurement code, actual dollar amounts and percentages will be confirmed during contract negotiations.

**Certificate Of Completion**

Envelope Id: 8074E4C8A31E4815AAB2C97F65B8BA64	Status: Completed
Subject: Intent to Award - RFQ # 361291 for NECAT Studio A&E Design Services	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Christina Alexander
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	christina.alexander@nashville.gov
	IP Address: 170.190.198.185


**Record Tracking**

Status: Original	Holder: Christina Alexander	Location: DocuSign
1/22/2024 11:21:44 AM	christina.alexander@nashville.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 1/22/2024 11:23:39 AM Viewed: 1/24/2024 12:34:08 PM Signed: 1/26/2024 11:05:34 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 1/26/2024 11:05:35 AM Viewed: 1/26/2024 12:16:39 PM Signed: 1/26/2024 12:16:46 PM
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**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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	1/22/2024 11:23:39 AM
Certified Delivered	Security Checked	1/26/2024 12:16:39 PM
Signing Complete	Security Checked	1/26/2024 12:16:46 PM
Completed	Security Checked	1/26/2024 12:16:46 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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