



## Legislation Text

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**DATE:** March 27, 2019

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Kristine Tallent, Assistant City Administrator / CFO  
Emily Hunter, Planning and Sustainability Director  
Brian Wilcox, Purchasing Manager

**SUBJECT:**

\*Consideration Of Procurement Award To JLD Preservation Consulting, LLC Of Nashville, Tennessee In The Total Amount Of \$7,950 For Hincheyville Historic District National Register Listing Update Consulting Services For The Planning And Sustainability Department (Purchasing Office Procurement Solicitation No. 2019-006; \$10,000 To Be Budgeted In 110-84950-41700 For Fiscal Year 2020; Contract No. 2019-0103)

**Purpose**

The purpose of this procurement is to purchase Hincheyville Historic District National Register listing update consulting services for the Planning and Sustainability Department.

**Background**

Following are excerpts from the "Background and context" portion of the City's Request for Proposals:

The Hincheyville Historic District National Register documentation was completed in 1981. The main purpose of the proposed update is to reevaluate the district's period of significance so as to identify additional contributing structures. The update will also allow for an emphasis on the identification of accessory structures, which are continually threatened by development pressure. At the conclusion, the City seeks to formally request that the National Register listing be amended to reflect the results of the resources inventory.

The update to the National Register nomination will be used to inform the public of the long-term benefits of historic preservation, including an increased awareness and appreciation for the importance of Franklin's history and heritage; encouragement of rehabilitation and restoration of historic structures; and promotion of the use of historic buildings and landmarks for the education and public welfare.

This project has been funded in part by the State of Tennessee, Tennessee Department of Environment and Conservation, Tennessee Historical Commission through the Federal Preservation Grant program.

The City published on February 14, 2019 a Notice to Proposers in the *Williamson Herald* for Hincheyville Historic District National Register listing update consulting services. In addition, solicitation documents were sent on or about the same date directly to three (3) potential proposers known or thought to be interested in this solicitation. Proposals from two (2) service providers were publicly opened at the submittal opening held on March 19, 2019. A tabulation of the proposals received for this solicitation is attached.

Using evaluation criteria included in the request for proposals, the proposal evaluation team, consisting of three City staff from the Planning and Sustainability Department, scored highest the proposal submitted by JLD Preservation Consulting, LLC of Nashville, Tennessee. The evaluation criteria included in the request for proposals consisted of (a) competency, experience and qualifications (30%), (b) unique strengths of the proposer/proposal (10%), (c) thoroughness and quality of proposal (10%), (d) methodology and approach; pricing and payment clarity (10%), (e) schedule (10%), and (f) fee for proposed products and services (30%). The proposal evaluation team scored the JLD Preservation Consulting proposal top for 70% of the eligible points for the evaluation criteria included in the request for proposals.

A reference check by staff for JLD Preservation Consulting has yielded favorable feedback.

#### **Financial Impact**

The proposal ranked highest by the proposal evaluation team, from JLD Preservation Consulting is in the total amount of \$7,950 for the proposed services and deliverables. Per the approved grant application, the project budget is \$10,000, including \$4,000 of City funding, to be budgeted in the Planning Department budget for fiscal year 2020 out of the General Fund. The proposal amount for the proposal from JLD Preservation Consulting is \$2,050 (20.5%) under budget.

#### **Options**

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals.

#### **Recommendation**

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2019-0103, the proposal ranked highest by the proposal evaluation team, from JLD Preservation Consulting of Nashville, Tennessee, in the total amount of \$7,950 for the proposed services and deliverables, and award this procurement to this proposer. Purchasing Manager Brian Wilcox is of the opinion that the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2019-0103 has been prepared for execution by the City Administrator and is attached pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the bid from and award the procurement to JLD Preservation Consulting.