

RFP EVALUATION PANEL REPORT

Project: Utility Materials Handling Site
Location: 7404 Siggelkow Road, McFarland, WI 53558
Aldermanic District: 16
RFP: 14073-0-2025-TJ (Contract 9748)
Date: Dec. 18, 2025

This Evaluation has been reviewed and approved by a Principal Architect 2, Principal Engineer 2, Deputy City Engineer, Deputy Division Manager, or the City Engineer. ☒ Yes ☐ No

A. Project Details

1. Background Information

The new Public Works Utility Materials Handling site will be located on an approximate 35-acre parcel, south of the Yahara Golf Course on Siggelkow Road and east of Interstate highway I-39/90. The current disposal site on Sycamore Road is running out of fill area. This new site will be designed to allow for efficient and effective long-term disposal of clean soils from utility repair operations and dredge sediments from pond maintenance operations.

This contract will provide programming and design of the parcel with a Site Operations Plan that allows for maximum efficient storage on the site. This contract will also provide design of the new utility disposal site, to include separate locations for disposal of soils from repair operations and disposal of pond dredging sediments, roadways, a cold storage building for site equipment, a truck scale, security and fiber optic extension to the site. The Utility Materials Handling Site will be used only by City of Madison Engineering Sanitary Sewer, Stormwater and City of Madison Water Utility. There will be no public access or use.

The current funding available for this project is \$2,530,000 in the Sewer Utility Adopted Capital Budget (Munis #13599). Further budget requirements will need to be reviewed during pre-design and requested in 2026 for 2027 construction. Design is scheduled to begin in mid-February of 2026 and is expected to go out for bid in January of 2027. Construction is estimated to begin in the second quarter of 2027 and be completed by the end of Dec 2027.

2. Role of Architecture and Engineering Services (A/E)

The A/E design services for this contract shall include a site operations plan, plans and specifications for site planning, landscaping, architectural design of cold storage building, EP/T (electrical, plumbing and technology) systems design, fiber route extension to the site, construction specifications, and cost estimating. The A/E scope shall be for all design phases, preparation for bidding, construction administration and the warranty phase.

B. Purchasing Details

1. Purchasing guidelines for RFP evaluation

The City of Madison solicited proposals from qualified vendors through a Request for Proposals (RFP) process. The RFP, tabulations, awards and related announcements were posted on two distribution networks – VendorNet and DemandStar. The RFP format, scoring and awarding was overseen by City of Madison, Finance-Purchasing.

2. RFP Response and Evaluation Timeline

2025

Oct 21	RFP is issued
Nov 05	Questions Due
Nov 18	Proposals Due
Nov 19	Evaluation meeting #1. Distribute submissions to Evaluation Panelists
Dec 10	Scoring is due to City Purchasing
Dec 11	Evaluation meeting #2. Panel discussed technical scores and fee proposal scoring.

2026

Jan 13	Referral/Recommendation at Common Council
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Jan 14 Referral/Recommendation at Board of Public Works
Jan 20 Referral/Recommendation at Finance Committee
Jan 27 Action at Common Council

3. Original RFP Respondents (2)

1. Dimension IV Madison Design Group
2. Strang, Inc.

4. Evaluation Panel

The evaluation panel was comprised of a total of five panelists. The panelists were tasked with scoring the technical requirements of the RFP proposal and included the following: (2) panelists from City Engineering-Facilities Management, (1) panelist from City Engineering – Stormwater, (1) panelist from City Engineering – Operations and (1) panelist from City of Madison Water Utility.

5. Evaluation Structure and Scoring

Evaluations were documented through a quantifiable scoring mechanism – see Section C of this document. The evaluation was conducted in a structured manner and administered by City Finance’s Purchasing Unit. See below for additional details.

ROUND - 1

Per instructions within the Request for Proposal, Respondents were asked to provide a series of deliverables, a portion of which were evaluated by the Panel. Evaluated deliverables included in the RFP in Section 5. Scope of Work and Required Information. Panelists followed Purchasing guidelines and predetermined grading scales for each evaluated deliverable as detailed in section 5.2 Required Information and Content of Proposals.

Panelists independently evaluated and scored the technical qualification and information section of each proposal and submitted their scoring evaluation to Purchasing where all the Panelist scores were averaged and weighted for evaluation for each of the Respondents. Purchasing scored the following deliverables based on City Purchasing guidelines: 5.3 Cost Proposal and 5.4 Local Vendor Preference. Results were then provided to the Panelists based on Section 5.5 Basis for Selection.

The panelists met to discuss all qualitative and quantitative aspects of the proposals and overall ratings as a group. The panelists decided that moving on to an interview stage was not necessary as they felt the high scoring team provided a much clearer and complete proposal and the point spread was sufficient. Panelists then recommended the Finalist as noted in section C1 below.

C. Summary of Evaluation

1. Scoring Round 1

Section	Max Points	Dimension IV Madison Design Group	Strang
Technical	65	50.50	43.50
Cost	30	30.00	29.62
Local Vendor Preference	5	5.00	5.00
Total	100	85.50	78.12

Notes:

1. A full description of requested material and grading weights can be found in the associated RFP documents.
2. Please review Section 3, below regarding Local Vendor Preference.

2. Fee Breakdown

Cost Evaluation	Dimension IV Madison Design Group	Strang
Basic Services of Scope	\$364,488	\$369,215
Total Hours	2414	2145
Average Cost per Hour	\$150.99	\$172.15
Purchasing Cost Score	30.00	29.62

3. Local Preference

The City of Madison has adopted a Local Preference Purchasing Policy (RES-07-00421, FILE ID 05943) granting a scoring preference to local suppliers. Only suppliers who meet the criteria and are registered as of the bid's due date will receive preference.

Was the outcome of this bid changed by the local purchasing ordinance?

☐ Yes

☒ No

4. Recommendation

Based on the scoring and evaluation outlined above, the selection Panel recommends that Dimension IV Madison Design Group be approved as the consultant for the professional services required for the Utility Materials Handling Site project.