

EVALUATION PANEL REPORT

Project: Material Compaction Testing, Soils Investigations, Drilling and Well Construction, Asphalt Pavement Testing & Concrete Testing
Location(s): Citywide
Aldermanic District(s): All
RFP: 11101-0-2022-BG
Date: 2/23/2023

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

This contract is for the geotechnical services performed on various City of Madison administered projects. The projects occur throughout the City of Madison at differing times, schedules, and durations. Each project may require different geotechnical services to be performed, based on the type of construction included with the projects. This contract is for one calendar year, and contains a total not to exceed cost per year with the mutual option of four extensions (maximum).

2. Role of Engineering Purchase of Services

The geotechnical services performed as part of this contract are necessary to ensure the City of Madison receives accurate information to ensure a high-quality, long lasting final product once construction has been completed. The consultant works with various City Departments to meet their needs during the pre-design, design, and construction phases of projects. The consultant also serves as an additional resource to investigate and evaluate geotechnical issues that occur outside of defined projects.

B. Purchasing Details

1. Guidelines for RFP Evaluation

The City of Madison solicited proposals from qualified vendors through a Request for Proposal (RFP) process. The RFP and associated materials were posted on two distribution networks, VendorNet and DemandStar, on Tuesday, November 15, 2022. RFP responses were due to Purchasing on Tuesday, December 13, 2022.

Section B5. Evaluation Structure and Scoring describes the process used to select a team.

2. RFP Respondents

Firm A – CGC Inc. (pricing for all items)
Firm B – Soils and Engineering Services Inc. (pricing for all items)
Firm C – GESTRA Engineering (pricing for select items)

3. Disqualifications

No firms were disqualified.

4. Evaluation Panel

The technical evaluation panel was composed of three City Staff from the Engineering Division and one City Staff from the Water Utility. The cost evaluation was performed by Purchasing. The final evaluation and determination panel was composed of two City Staff from the Engineering Division and one City staff from Purchasing.

5. Evaluation Structure and Scoring

Evaluation for this RFP was conducted in one round. The technical evaluation panelists each performed their evaluation independently, then submitted the scores to Purchasing. Purchasing used the evaluation criteria in the RFP to compile the individual technical scores and consultant's proposed costs. The final recommendation was based on the combination of those scores.

Section C2 shows the proposal scoring.

6. Evaluation Timeline

November 15th, 2022	– RFP issued
November 22nd, 2022	– Questions from Consultants due
November 30th, 2022	– Answers to Consultant questions posted
December 13th, 2022	– Proposals due
December 13th, 2022	– Distribute proposals to technical evaluation panel for individual review and scoring
December 23rd, 2022	– Final evaluation panel meets to discuss proposals and combined scores
January 4th, 2023	– Notify selected team of Intent to Award
January 4th, 2023	– Notify teams not selected; results posted
March 7, 2023	– Resolution to Common Council for introduction

C. Summary of Evaluation Panel Findings

1. Recommendation

Firm A – CGC Inc.

Based on the combination of the technical evaluation and proposed costs, the panel recommends that CGC Inc. be approved as the consultant for the professional services required for the Citywide geotechnical services on various projects in the City of Madison.

2. Evaluation and Scoring

The combined scoring of the panel can be found in the chart below.

	<u>CGC</u>	<u>Soils & Engineering</u>	<u>GESTRA</u>
Project Team (10%)	9	7	6
Company Capability (15%)	14	12	9
Approach (20%)	19	14	10
Experience (20%)	20	16	12
Cost (30%)	30	19	28
Local Vendor (5%)	0	5	0
Total	92	73	65

Notes:

1. Proposal review is the primary basis for evaluating the respondents (based on response to the RFP guidelines)
2. Discussion among the final determination panelists was held to compare the results of the technical evaluation, review partial and full costs, and to deliberate over selecting a firm to recommend.
3. A full description of requested material and grading weights can be found in this resolution's associated RFP documents.

3. Fee Breakdown

The table below shows the fee break down for each firm. The consultants were allowed to submit pricing for all items or individual items within Schedule A or Schedule B. Costs were determined by comparing the 11 most used items in Schedule A and B for the previous 5 years. For partial submittals, costs were determined by comparing the 6 most used items for the previous 5 years.

	<u>CGC</u>	<u>Soils & Engineering</u>	<u>GESTRA</u>
6 main items	\$183,340	\$297,175	\$198,725
11 main items	\$344,242	\$434,231	N/A

4. Local Preference

The City of Madison has adopted a local preference purchasing policy 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.

www.cityofmadison.com/business/localPurchasing

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

☐ Yes

☒ No

5. Additional Proposal Discussion

Overall, all reviewers felt Firm A had a thorough and comprehensive project approach, solid project team, and very relevant experience. This firm has successfully performed the work required as part of this contract for the prior 20+ years. They were the lowest cost and have a proven record of meeting the City of Madison's needs in a timely and cost-effective manner.