

EVALUATION PANEL REPORT

Project(s): Nine Springs Watershed Studies
Location: Nine Springs Watersheds
Aldermanic District: 10, 14
RFP: 9515
Date: 5/23/2024

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

Following the August 2018 storm event, the City of Madison embarked on a comprehensive, citywide watershed study program. Twenty-one of the twenty-two watershed studies are underway with the eight of the watershed studies fully complete. The study (Nine Springs Watershed Study) described in this Evaluation Panel Report will be the final (twenty-second) study to be completed. See Figure 1 for the locations of the watersheds.

2. The proposal review and selection process has followed the approach established in the selection of engineering consultants for previous studies.

3. Role of Watershed Studies

The watershed studies are complex hydrologic and hydraulic analysis that help identify the causes of flooding and identify potential solutions to reduce flood risk. All watershed studies include an extensive public outreach effort.

The scope of work is consistent with the scopes of all the other watershed study efforts.

The watershed study main webpage is found here: <https://www.cityofmadison.com/flooding/city-initiatives/watershed-studies>

B. Purchasing Details

1. Guidelines for RFP Evaluation

The watershed study projects require highly technical staff with expertise in hydrologic and hydraulic modeling, geographic information systems (GIS), and public outreach and education techniques. As such, Engineering utilizes the City's Competitive Selection process.

The projects will be more than \$100,000 and last longer than 1 year, therefore the competitive process outlined in the Purchasing Guidelines (<https://www.cityofmadison.com/employeeet-finance/documents/PurchasingGuidelines.pdf>), *Greater than 5 calendar/budget years or 1-5 years and averaging more than \$100,000 per year – PO, RFP, Purchase of Services Contract, and Council Resolution*, was used.

The City of Madison solicited proposals from qualified vendors through a Request for Proposals (RFP) process. The RFP and associated materials were posted on the City's webpage and two distribution networks, Bid Express and DemandStar, on Friday March 15, 2024. Prospective RFP respondents submitted questions about the RFP and responses were issued on Thursday, April 4, 2024. RFP responses were due to Engineering on Monday, April 15, 2024.

Section B5. Evaluation Structure and Scoring describes the process used to select the consultant team for each watershed study.

2. RFP Respondents

The list below shows the consultant teams that proposed for the study.

Firm A – Carollo Engineers, Inc

Firm B – CBS Squared, Inc

Firm C – Fehr Graham Engineering & Environmental

Firm D – Merjent, Inc

Firm E – MSA Professional Services

Firm F – Strand and Associates

3. Disqualifications

No firms were disqualified.

4. Evaluation Panel

The evaluation panel for each study was composed of three City Staff from the Engineering Division Storm Section. The evaluation panel was – Ryan Stenjem, Alaina Baker, and Grant Pokos. Each staff on the panel brings previous experience in the watershed program, including watershed study project management, extensive watershed modeling experience, previous RFP review, and stormwater project design. All members of the review panels have are currently involved with the watershed study program.

5. Evaluation Structure and Scoring

Per instruction within the Request for Proposals, respondents were asked to provide a proposal to be evaluated by the evaluation panel.

Panelists followed City Purchasing Guidelines when evaluating the proposals. A maximum of 100 points was available. Cost was assigned a weight of 30%, Local Preference was assigned a weight of 5% per Resolution [#05943](#), Project Understanding and Approach was assigned a weight of 25%, Project Team was assigned a weight of 20%, and Relevant Project Experience was assigned a weight of 20%. Please note the RFP provided detailed instruction and grading scales to each evaluated category. Each member of the review panel reviewed and scored each proposal for each study independently. Following completion of the individual review, the Review Panel met to discuss the proposals and develop the evaluation panel’s recommendation for the watershed study.

Evaluations were documented through a quantifiable scoring mechanism – see Section C of this document. The evaluation was conducted in a structured manner that facilitated object comparison between proposals. Individual scores of each panel member were averaged to create the Combined Score for each Proposer for each Watershed Study.

Section C1 shows the proposal scoring for each watershed study.

All proposals are available for review. Due to the large size of the documents, there were not included with this Evaluation Panel Report.

6. Evaluation Timeline

March 15, 2024	– RFP issued
April 1, 2024	– Questions from Consultants due
April 4, 2024	– Answers to Consultant questions and Addendum 1 posted
April 15, 2024	– Proposals due
April 16, 2024	– Distribute proposals to evaluation panel for review and scoring prior to evaluation meeting
May 1, 2024	– Evaluation panel meets to discuss proposals and scores
May 2, 2024	– Review of Evaluation by Managing Engineers and revisions based on review
May 6, 2024	– Notify selected team of Intent to Award
May 6, 2024	– Notify teams not selected; results posted

C. Summary of Evaluation Panel Findings

The Nine Springs watershed is located on the south side of the Madison. The watershed area drains to Nine Springs Creek and eventually Upper Mud Lake. Approximately 1,600 acres of the 6,500 acres of the watershed are within the City of Madison municipal boundary, with the remaining portion of the watershed in the City of Fitchburg and Town of Blooming Grove. This study will focus on areas within the City of Madison, with other areas only being modeled as needed to characterize stormwater flows into Madison or downstream restrictions to flows out.

The Nine Springs E-way environmental corridor comprises a significant amount of the watershed. Within Madison, the watershed’s conveyance system is primarily urban with curb and gutter and storm sewer. The age of the infrastructure varies and data regarding the infrastructure size, materials, and invert elevations is unknown in numerous locations. The interconnectedness of the storm sewer infrastructure, influences from the Nine Springs Creek floodplain, and proportion of watershed area outside of the City of Madison add complexity to the watershed study.

The selection process was very competitive as multiple respondents have previously worked on watershed studies as part of the watershed study program and there was a relatively small spread in the costs across the proposals.

1. Evaluation and Scoring

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

Firm Name	Project Understanding and Approach (25%)	Project Team (20%)	Relevant Project Experience (20%)	Proposal Cost	Cost Ranking (30%)	Local Preference (5%)	Overall Score
Carollo Engineers, Inc	94.33	89.67	90.33	\$ 159,963	97	0	88.54
CBS Squared Inc	82.67	76.00	75.00	\$ 157,798	98	0	80.22
Fehr Graham	73.33	83.33	85.00	\$ 165,000	94	0	80.07
Mergent	75.00	73.33	73.33	\$ 159,269	97	0	77.17
MSA	92.33	94.33	95.67	\$ 154,403	100	0	91.08
Strand & Assoc.	95.00	86.67	90.00	\$ 189,500	81	100	88.53

Notes:

1. Proposal review is the primary basis for evaluating the respondents (based on response to the RFP guidelines in Section 4)
2. Discussion among the panelists was held to share perspectives noted from the proposals during review 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.

2. Fee Breakdown

The table below shows the fee break down for each firm.

Firm Name	Proposal Cost
Carollo Engineers, Inc	\$ 159,962.61
CBS Squared Inc	\$ 157,798.00
Fehr Graham	\$ 165,000.00
Mergent	\$ 159,269.00
MSA	\$ 154,402.50
Strand & Assoc.	\$ 189,500.00

3. 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

4. Recommendation

Firm E

Based on the evaluation, scoring, and discussion, the evaluation panel recommends that MSA Professional Services be approved as the consultant for the professional services required for the Nine Springs Watershed Study.

5. Additional Proposal Discussion

Overall, all reviewers felt Firm E provided a thorough and comprehensive project approach, well qualified project team, and had the most relevant experience. Their team has strong top to bottom experience using the desired modeling software and has previous experience developing a model and watershed plan in the Nine Springs Watershed for portions of the watershed in the City of Fitchburg. This firm has also successfully delivered watershed study deliverables simultaneously for previous and current watershed studies for the City of Madison, including three completed studies and two ongoing studies. Finally, they also were the lowest cost among the proposing firms.


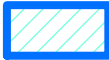

 Watershed Study Boundaries
 Nine Springs Watershed Study Area
 Municipal Limits

Figure 1

Nine Springs Watershed Study Area

