

EVALUATION PANEL REPORT

Project: Lower Badger Mill Creek Pond Flood Mitigation Design
Location: 1251 & 1651 Meadow Road
Aldermanic District: 1
RFP: 9030
Date: 4/6/2021

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 project is for the design of the Lower Badger Mill Creek Pond system on Madison's far west side at 1251 and 1651 Meadow Road, Madison, WI. The primary goal of the project is to increase regional stormwater detention and reduce flooding impact. Additional project goals include maximizing the recreational and ecological benefits of the site. Project need is demonstrated by the rapid development of the Lower Badger Mill Creek watershed, which increases the amount of stormwater runoff generated during rain storms, as well as the increasing frequency of extreme flood events. The selected design team will carry out the design activities, through plan preparation and bidding, and help develop a Scope of Services for the design process. Design is scheduled for 2021, with construction planned to start in spring of 2022.

2. Role of Engineering Design Services

The full design scope includes reviewing and updating the existing hydrologic model, developing a sediment sampling and dredging plan, developing 30% construction documents and cost estimate, preparing permit applications and supporting application documents, presenting at a Public Information Meeting, providing geotechnical design services, developing 60% construction documents and cost estimate, composing a Basis of Design Report, developing 90% construction documents and cost estimate, developing final construction documents and final bidding documents, providing bidding services, providing consulting services during construction, and performing project management and administration tasks.

The engineering design services for this contract shall include plans, specifications, and estimates for the stormwater, grading, recreational, and restoration aspects of the site design.

B. Purchasing Details

3. Guidelines for RFP Evaluation

The City of Madison solicited proposals from qualified vendors through a Request for Proposals (RFP) process. The RFP and associated materials were posted on two distribution networks, VendorNet and DemandStar, on Friday, March 5, 2021. Prospective RFP respondents submitted questions about the RFP and responses were issued on Wednesday, March 24, 2021. RFP responses were due to Engineering on Monday, March 29, 2021.

Section B7. Evaluation Structure and Scoring describes the process used to select a team.

4. RFP Respondents

Firm A – SmithGroup
Firm B – Strand Associates
Firm C – Stantec

Section 7 – Evaluation Structure and Scoring describes the process used to select a respondent.

5. Disqualifications

No firms were disqualified.

6. Evaluation Panel

The evaluation panel was composed of four City Staff from the Engineering Division and two City Staff from the Parks Division.

7. Evaluation Structure and Scoring

Evaluation for this RFP was conducted in one round. Upon completion of review, evaluation, and discussion, a single respondent was selected as the evaluation panel's recommendation. 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.

Per instruction within the Request for Proposal, respondents were asked to provide a proposal to be evaluated by the panel. Panelists followed Purchasing guidelines and predetermined grading scales for when evaluating the proposals based on Project Understanding and Approach, Project Team, and Relevant Project Experience. Further, the following categories were scored based on City Purchasing guidelines: Cost and Local Vendor Preference. Please note the RFP provided detailed instruction and grading scales to each evaluated category.

Section C2 shows the proposal scoring.

8. Evaluation Timeline

- March 5th – RFP issued
- March 19th – Questions from Consultants due
- March 24th – Answers to Consultant questions posted
- March 29th – Proposals due
- March 30th – Distribute proposals to evaluation panel for review and scoring prior to evaluation meeting
- April 6th – Evaluation panel meets to discuss proposals and scores
- April 7th – Notify selected team of Intent to Award
- April 9th – Notify teams not selected; results posted
- May 4th – Resolution to Common Council for introduction

C. Summary of Evaluation

1. Recommendation

Firm B – Strand Associates

Based on the evaluation and scoring, the panel recommends that Strand Associates be approved as the consultant for the professional services required for the design of the Lower Badger Mill Creek Pond project.

2. Evaluation and Scoring

| Firm Name | Firm Contact | Project Understanding and Approach (0-20 pts) | Project Team (0-20 pts) | Relevant Project Experience (0-20 pts) | Comittment to RESJ (0-5 pts) | Proposal Cost | Cost Ranking (0-30 pts) | Local Preference (0-5 pts) | Overall Score |
|-------------------|----------------|---|-------------------------|--|------------------------------|---------------|-------------------------|----------------------------|---------------|
| SmithGroup | Dave Wolmutt | 15 | 18 | 15 | 3 | \$393,920 | 18 | 0 | 69.1 |
| Strand Associates | Justin Gutoski | 18 | 15 | 17 | 3 | \$239,380 | 30 | 5 | 87.6 |
| Stantec | Carl Broberg | 16 | 14 | 14 | 3 | \$251,410 | 29 | 0 | 74.9 |

Notes:

1. Proposal review is the primary basis for evaluating the respondents (based on response to the RFP guidelines in Section 3)
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.

3. Fee Breakdown

| Cost Evaluation | SmithGroup | Strand Associates | Stantec |
|---------------------|-------------------|-------------------|-------------------|
| Basic Services | \$ 379,738 | \$ 219,820 | \$ 249,080 |
| Additional Services | \$ 14,182 | \$ 19,560 | \$ 2,330 |
| Total Cost | \$ 393,920 | \$ 239,380 | \$ 251,410 |
| Total Hours | 2,494 | 1,592 | 1,779 |
| Avg. Cost per Hour | 157.9 | 150.4 | 141.3 |
| Cost Score | 18.2 | 30.0 | 28.6 |
| Optional Services | \$ - | \$ 13,950 | \$ 11,290 |

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