

RFP EVALUATION PANEL REPORT

Project: South District Police Station and Property & Evidence Storage Facility
Location: 2120 Fish Hatchery Rd.
Aldermanic District: 13
RFP: RFP #14030-0-2025-BP (Contract #9671)
Date: January 28, 2026

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 project consists of design and construction administration for the South District Police Station and Property & Evidence Storage Facility, including site development work, located at 2120 Fish Hatchery Road in Madison, Wisconsin.

The multi-story project will co-locate and combine a new South District Police Station along with a new centralized Property & Evidence Storage and Forensics Facility into one site location.

The newly constructed facility will replace multiple property and evidence storage locations throughout the city, and it will replace the existing South District Police Station on Hughes Place. Existing property storage locations include the City-County Building, Fairchild Building, Vehicle Impound Facility, and 1st Street Facility.

The goal of the project is to consolidate services into a single site multi-story building with vehicle storage that provides a fully functional South District Police Station and a Property and Evidence Storage Facility. The multi-story property storage facility will provide office space, property and evidence storage, impounded vehicle and abandoned bicycle storage, forensic services, a large vehicle processing area, and similar spaces, and safe, convenient customer access.

Upon completion of the proposed South District Police Station and a Property and Evidence Storage Facility at 2120 Fish Hatchery Road, the existing south district police station on Hughes Place will be demolished and redeveloped by CDA for a housing development.

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

The scope of this project is for the provision of architectural and engineering design services including pre-design and programming, schematic design, design development, construction documents, bidding, construction administration, and warranty phase services, including equipment planning services and audio/visual equipment design services, for the South District Police Station and Property & Evidence Storage Facility, including site development work, located at 2120 Fish Hatchery Road in Madison, Wisconsin.

The A/E design services for this contract shall include plans and specifications for site planning and civil engineering, landscaping, structural design, architectural design of interior and exterior spaces, finishes, mechanical/electrical/plumbing/fire protection/communications/technology systems design, construction specifications, cost estimating, and similar required services. The design is required to achieve a LEED Silver rating (Leadership in Energy and Environmental Design).

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, addenda, 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 – 2025/2026

Aug 05	RFP is issued
Aug 06	Addendum 1 posted
Aug 20	Optional A/E Site Visit of existing facilities
Aug 21	Addendum 2 posted
Sep 05	Questions Due
Sep 11	Addendum 3 posted
Sep 19	Proposals Due
Oct 03	Evaluation meeting #1. Distribute submissions to Evaluation Panelists
Nov 03	Scoring is due to City Purchasing
Nov 04	Evaluation meeting #2. Panel discussed technical scores, local preference scoring, and fee proposal scoring. The Panel selected the top three (3) finalists.
Dec 11	Questions and interview format sent to three (3) finalists
Jan 07	Revised project timeline sent to three (3) finalists
Jan 12	Finalist interviews
Jan 14	The Panel selected the final candidate based on top score

3. Original RFP Respondents (7)

1. Boarman Kroos Vogel Group, Inc. (BKV Group)
2. Engberg Anderson, Inc.
3. FGM Architects Inc.
4. Hammel, Green and Abrahamson, Inc. (HGA)
5. Stone Group Architects Inc.
6. Wold Architects and Engineers
7. Zimmerman Architectural Studios

4. Evaluation Panel

The evaluation panel was comprised of a total of six (6) panelists. The panelists were tasked with scoring the technical requirements of the RFP proposal and included the following: Two (2) panelists from City Engineering-Facilities Management, three (3) panelists from the Madison Police Department, and one (1) panelist from the Parks Division.

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 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 recommended the three (3) highest scoring Finalists move on to Round 2 of the evaluation process.

ROUND - 2

The three Finalists were provided with six (6) specific criteria that needed to be addressed during their interview presentation. The Panelists evaluated each Finalist team on how well they did or did not address the criteria, how well they responded to questions by the Panelists after their presentation, and how well the overall presentation went.

Panelists evaluated and scored each Finalists interview and submitted their scoring evaluation to Purchasing. Purchasing weighted and averaged all of the interview scores along with the original Round 1 scores.

Panelists then reviewed the consolidated scoring provided by Purchasing and recommended one Finalist as noted in section C1 below.

C. Summary of Evaluation

1. Scoring Round 1

	Max Points	BKV	Engberg	FGM	HGA	Stone Group	Wold	Zimmerman
Technical	65	38.84	54.63	49.06	36.52	39.52	40.86	45.69
Cost	30	30	25.46	23.48	21.88	23.04	27.70	24.67
Local Vendor	5	0	0	0	0	0	0	0
Total	100	68.84	80.09	72.54	58.40	62.56	68.56	70.36
Ranking			1	2				3

Notes:

1. The RFP proposal review is an opportunity to narrow the field of candidates via an initial round of scoring primarily based on response to the RFP guidelines. A smaller group of Finalists then moved on to an interview round.
2. A full description of requested material and grading weights can be found in the associated RFP documents.
3. Please review Section 4, below regarding Local Vendor Preference.

2. Scoring Round 2

	Max Points	Engberg	FGM	Zimmerman
Technical (Round 1)	65	54.63	49.06	45.69
Presentation (Round 2)	65	53.25	46.15	48.00
Cost	60	60	55.34	58.14
Local Vendor	10	0	0	0
Total	100	167.88	150.54	151.83
Ranking		1	3	2

3. Fee Breakdown

Cost Evaluation	Engberg	FGM	Zimmerman
Basic Services of Scope	\$2,443,800	\$2,649,800	\$2,522,195
Total Hours	13,605	13,272	16,227
Average Cost per Hour	\$179.62	\$199.65	\$155.43
Purchasing Cost Score	60	55.34	58.14

4. 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

5. Recommendation

Based on the scoring and evaluation outlined above the selection Panel recommends that Engberg Anderson, Inc. be approved as the consultant for the professional services required for the South District Police Station and Property & Evidence Storage Facility project.