

EVALUATION PANEL REPORT

Project: Warner Park Community Recreation Center Expansion
Location: 1625 Northport Drive
Aldermanic District: 12
RFP: 11040-0-2022-AM (Contract 9170)
Date: 6/17/22

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 consists of design and construction for an expansion to the Warner Park Community Recreation Center located at 1625 Northport Drive in Madison, WI. A 2017 study identified programming needs and various options for expansion. It is the current City preference to identify the Second Gymnasium Alternate (also known as the Upper Gym addition) in the Study as the preferred expansion option as the basis to begin the public engagement process.

It should be expressly understood that the initial design phases (primarily predesign and schematic design) will require extensive public engagement input, including but not limited to, City staff, facility users, elected officials, community partners, neighbors, and the general public.

The preliminary construction budget for this project is ~\$5M. Design is scheduled for 2022-2023, with an intended construction start of December 2023.

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

The full design scope includes the development and preparation of programming and conceptual plans, space designs, plans and specifications, preparation of bid documents, entitlement approval documents, assistance in the bid process, and construction and warranty phase administration for an addition, site improvements to stormwater management infrastructure, and upgrades and/or replacement as applicable for finishes, mechanical, electrical, plumbing, fire suppression, and technology systems in the existing facility that relate to the new addition.

The A/E design services for this contract shall include plans and specifications for site planning (as needed), landscaping, architectural design of interior and exterior spaces, finishes, MEP/FP/T (mechanical, electrical, plumbing, fire protection, and technology) systems design, construction specifications, and cost estimating.

B. Purchasing Details

3. 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 – on May 5, 2022. RFP respondents submitted questions about the RFP and Addendum 1 was issued on May 26, 2022. RFP responses were due to Purchasing on June 2, 2022.

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

4. RFP Respondents

Engberg Anderson Architects, Inc.
InSite Consulting Architects, LLC

Section 7. Evaluation Structure and Scoring (below) describes the process used to select a team.

5. Disqualifications

No firms were disqualified.

6. Evaluation Panel

The evaluation panel was comprised of 5 panelists. 4 panelists were City Staff from 2 Departments: Parks and Engineering, and 1 panelist was a stakeholder from Madison School and Community Recreation.

7. Evaluation Structure and Scoring

Evaluation for this RFP was conducted in one round. Panelists evaluated the teams based on their review of the initial proposal. Upon completion of this review, a single Respondent was selected as the 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 and administered by City Purchasing. See below for additional details.

Per instruction 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 include [3.3 Project Overview Qualifications](#) and [3.4 Technical Qualifications](#). Panelists followed Purchasing guidelines and predetermined grading scales for each evaluated deliverable. Further, the following deliverables were given a score based on City Purchasing guidelines; [3.5 Cost](#) and [3.2 Local Vendor Preference](#). Please note the RFP provided detailed instruction and grading scales for each evaluated deliverable.

Section C2 (below) shows the Round 1 scoring.

The panelists determined that an interview phase (Round 2) was not needed.

8. Evaluation Timeline

May 5	RFP is issued
May 25	Questions are due
May 26	Addendum to post answers is due
June 2	Response submissions are due
June 3	Distribute submissions to evaluation panel and first evaluation meeting
June 8	Scoring is due to City Purchasing
June 9	Score compilation is due and meeting with Purchasing to discuss score and Purchasing shares fee proposals
June 9	Evaluation panel reviews fee proposals and meets to make a selection
June 15	Communicate Intent to Award to the selected team
June 27	Results posted and resolution to Common Council for introduction
July 12	Introduce selection at Common Council
July 20	Referral/Recommendation at Board of Public Works
July 25	Referral/Recommendation at Finance
August 2	Action at Common Council

C. Summary of Evaluation

1. Recommendation

Engberg Anderson Architects, Inc.

Based on the scoring of the evaluation, the selection panel recommends that Engberg Anderson Architects, Inc. be approved as the consultant for the professional services required for the Warner Park Community Recreation Center Expansion Project.

2. Scoring Round 1

Section	Max Points	Engberg Anderson, Inc	InSite Consulting Architects, LLC
Technical Qualifications	35	25.10	26.30
Project Overview Qualifications	30	22.00	23.00

Cost	30	30.00	14.85
Local Vendor	5	0.00	5.00
Total	100	77.10	69.15

Notes:

1. The RFP proposal review is an opportunity to narrow down the field of candidates via an initial round of scoring primarily based on response to the RFP guidelines. In most cases, a smaller group of candidates moves to an interview round. In this case, it was determined that interviews (Round 2) were not necessary.
2. A full description of requested material and grading weights can be found in the associated RFP documents.
3. Please review section 4. Local Vendor Preference.

3. Fee Breakdown

Cost Evaluation	Engberg Anderson, Inc	InSite Consulting Architects, LLC
Basic Services	\$348,355	\$713,227
Additional Services	\$4,800	0
Total Cost	\$353,155	\$713,227
Total Hours	3,089	5,706
Average Cost per Hour	\$114.33	\$125.01
Cost Score	30.0	14.85

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.

<https://www.cityofmadison.com/finance/purchasing>

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

☐ Yes

☒ No

While Engberg Anderson is not considered a local vendor based on the criteria for the Local Vendor Preference program, the company does have a local office and has included other local sub-consultants on their team.