



## **Madison Water Utility**

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# **MEMORANDUM**

Date: May 28, 2013

To: Water Utility Board

From: Al Larson  
Principal Engineer

Re: **Paterson Street Operations Center Reconstruction**  
**Recommendation to the Board for Architectural Services**

### **Background**

The Paterson Street Operations Center has been in need of repair and upgrade for many years. Current conditions do not permit effective efficient work and are a potential workplace safety issue. Design documents were developed in 2005 to replace the office and shop area with the intent to start construction in 2006. Budget cuts dictated by the Mayor's office delayed the construction of the project. The Utility is planning to restart the project and work toward construction in the spring of 2014.

Development in the East Washington Avenue corridor and long term planning has resulted in the current office and shop property being designated for construction of a parking garage. This plan will allow Utility operations to continue at the current location throughout construction. The reconstruction project will look at putting Utility operations to the east of the existing vehicle storage building and possibly relocating some of the current functions to an expansion of the Olin Avenue site.

### **Request for Proposal (RFP) and Advertising**

A request for architectural programming and design services was prepared for the project. The RFP was electronically transmitted on March 26, 2013 to the standard engineering firm distribution list including 59 individuals working for over 30 different companies. The RFP was also transmitted to over 20 architectural firms in the Madison area. The RFP was posted on the Utility web page and it was advertised on two separate days in the Wisconsin State Journal.

### **Proposals**

Three proposals were received on April 17, 2012 and distributed that same day to a review committee of five Water Utility employees with expertise and knowledge of the project.

General Manager Tom Heikkinen, Al Larson from Engineering, Brian Boettcher from Vehicle Maintenance, Dan Rodefeld from Operations, Tom Rosemeyer from Field Operations.

### **Review**

The proposals were all reviewed and rated independently by each member of the committee. The committee then met on Tuesday May 7<sup>th</sup>. The proposals were evaluated on two main categories:

1. Project Understanding
  - a. Why the project is needed
  - b. Public Participation needs
  - c. Schedule
  - d. Understanding of the Madison process
2. Project Qualifications
  - a. Project Team
  - b. Work Experience
  - c. Project Management
  - d. Cost controls
  - e. Work samples
  - f. Madison approval process

The proposals were ranked as follows:

	#1	#2	#3	#4	#5
Mead and Hunt	1	1	1	1	1
Dorschner Assoc	3	3	2	3	3
Shulfer Arch.	2	2	3	2	2

Submitted Hours and Costs are as follows:

	Hours	Costs
Mead and Hunt	5,736	\$620,000
Dorschner Assoc	5,440	\$549,000
Shulfer Arch.	3,499	\$452,000

### **Recommendation**

Based on the information submitted, Mead and Hunt was judged by all reviewers to be the most qualified Firm for this project. They have recent and very relevant experience with utility maintenance facility design and construction. Projects listed include: Administration, Operations and Maintenance facility – WK Kellogg Airport, Battle Creek, MI; Vehicle Maintenance and Storage, Washington County – West Bend, WI; Public Works Facility and Parks and Recreation Building, Forestry and Public Works Division – Waukesha, WI; and Vehicle Maintenance and Storage, Dane County Highway Department – Springfield Township, WI. Mead and Hunt also have extensive knowledge of the Madison review, permitting, and approval system. They have a comprehensive public participation group and have wide experience in public engagement.

Mead and Hunt provided a comprehensive description of the project and a detailed work plan that clearly demonstrated their understanding of the projects, the challenges that we will face in completing the project, and all of the tasks needed to gain approval and acceptance of the project by the regulating authorities and the neighborhood.

The costs and projected hours submitted by Mead and Hunt with their proposal further reinforced their depth of understanding of the project and the challenges of developing a project that will meet the Utility's needs. While their proposal included the highest projected hours, it was supported by the detail provided in the work plan and the anticipated effort to complete this complicated project.

Following a comprehensive evaluation of all materials submitted the committee unanimously recommends that Mead and Hunt be retained for project development, design and construction services for the reconstruction of the Paterson Street Operations Center.