

EVALUATION PANEL REPORT

RFP 10084-0-2021-AM
Madison Senior Center Courtyard
January 4th, 2022

Introduction

The City of Madison solicited proposals from qualified vendors. The following proposed:

1. Design Studio Etc.
2. GRAEF-USA Inc.
3. Saiki Design Inc.

Please reference the RFP for additional information.

Summary of Evaluation Panel Activity

1. Panel members first conducted evaluations of proposals independently based on the pre-established criteria determined by the panel. Then, the panel met to discuss all qualitative and quantitative aspects of the proposals and overall ratings as a group. Purchasing staff rated the cost section of the proposals.

Below is a summary of the scoring:

Section	Max Points	Design Studio Etc.	GRAEF-USA Inc.	Saiki Design Inc.
Project Qualifications	30	12.75	13.25	13.00
Technical Qualifications	35	20.13	20.00	26.38
Cost	30	24.87	30.00	20.32
Local Vendor	5	0.00	0.00	5.00
Total	100	57.74	63.25	64.69

Based on the scoring, the panel felt comfortable selecting the top scoring vendor, as the awarded vendor.

2. Final Selection of the Panel: Saiki Design Inc.
3. Local Preference

Was the outcome of this bid changed by the local purchasing ordinance? ___ Yes X No

4. Evaluation Panel Meetings:

12/13/2021	Distribution of Proposals
12/31/2021	Discussion of proposals and question clarification
01/04/2022	Review of scoring and selection of winning vendor