

## EVALUATION PANEL REPORT

**Project:** Metro Transit Hanson Road Satellite Bus Facility Remodel  
**Location:** 3829 & 3901 Hanson Rd.  
**Aldermanic District:** 17  
**RFQ:** 11031-0-2022-BP (Contract 9085)  
**Date:** 7/6/22

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 to remodel the Metro Transit Hanson Road Satellite Bus Facility located at 3829 and 3901 Hanson Rd. in Madison, WI. The existing 1-story buildings were previously used by FedEx as a warehouse shipping and distribution center. This facility was purchased by the City of Madison in July 2021. Building 3901 was constructed in 2005 and 2009 and has approximately 132,201 square feet. Building 3829 was constructed in 2014 and has approximately 59,167 square feet. Both buildings are located on a 37.88 acre site.

Building improvements at this facility are needed to support the purchase of new articulated buses that will be used for the implementation of the Bus Rapid Transit (BRT) project. It needs to be designed and remodeled for bus storage, bus wash and fueling, and bus maintenance that will support the sixty foot (60ft) all-electric articulated buses. Improvements are also needed to provide support spaces for drivers such as locker rooms, restrooms, lounge, driver training, and for administration staff and buildings & grounds.

The preliminary construction budget for this project is ~\$14M. Design is scheduled in 2022, with bidding in early 2023 and an intended construction start of April/May 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 remodeling and building additions including site improvements to storm water management infrastructure if needed, and upgrades and/or replacement as applicable for interior finishes, mechanical, electrical, plumbing, fire suppression, and technology systems in the existing facility that relate to remodeling.

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 RFQ evaluation

Please note that because Federal Transit Authority (FTA) funds are being utilized for this project, the City of Madison solicited proposals from qualified vendors through a Request for Qualifications (RFQ) process, in lieu of the Request for Proposal (RFP) process that is traditionally used for professional services contracts. The RFQ documents, addenda, tabulations, and related announcements were posted on two distribution networks – VendorNet and DemandStar – on April 11, 2022. RFQ respondents submitted questions about the RFQ and answers were posted on April 26, 2022. A building tour of the existing facility was held on May 2, 2022 for interested candidates. RFQ responses were due to Purchasing on May 9, 2022.

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

#### 4. RFQ Respondents

Bloom Companies  
Engberg Anderson Architects, Inc.

July 6, 2022

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. 3 panelists were from City Engineering and 2 panelists were from Metro Transit.

**7. Evaluation Structure and Scoring**

Evaluation for this RFQ was conducted in two rounds. Panelists evaluated the teams based on their review of the initial proposal for Round 1. Upon completion of this review, interviews were conducted with top two scoring firms for Round 2. Following the interviews of Round 2 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 Qualifications, Respondents were asked to provide a series of deliverables, a portion of which were evaluated by the Panel. Criteria used to evaluate deliverables included the following.

- Experience, Organization, and Resources of the Firm
- Case Studies
- Other Firms and Subconsultants on the Team
- Team Member Roles and Responsibilities
- Design Delivery Approach
- Approach to Equipment Planning
- Project Challenges

Panelists followed Purchasing guidelines and predetermined grading scales for each evaluated deliverable. The RFQ provided detailed instruction and grading scales for each evaluated deliverable.

Section C2 (below) shows the Round 1 and Round 2 scoring.

**8. Evaluation Timeline**

April 11	RFQ Issue
April 21	Questions Due
April 26	Answers Posted
May 2	Candidates Building Tour
May 9	RFQ Due
May 11	Evaluation Team Meeting #1
May 20	Evaluation Team Meeting #2
June 9	Interview Engberg Anderson, Inc.
June 10	Interview InSite Consulting
June 16	Evaluation Team Meeting #3
June 21	Engberg Anderson, Inc. Pricing Due
June 30	Pricing negotiated and approved and selection of Engberg Anderson, Inc.
July 12	Introduce selection at Common Council
July 20	Referral/Recommendation at Board of Public Works
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 Metro Transit Hanson Road Satellite Bus Facility Remodel project.

## 2. Scoring Round 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. Please note that because Federal Transit Authority (FTA) funds are being utilized for this project, there was no City of Madison Purchasing process of including pricing or local vendor preference as part of the scoring criteria. Per FTA requirements pricing was requested and negotiated after a vendor was preliminarily chosen.

Below is a summary of the scoring:

Section	Max Points	Bloom	Engberg	InSite	LHB	OPN
Technical	100	61.20	82.70	81.30	60.40	69.60

Notes:

1. The RFQ proposal review is an opportunity to narrow down the field of candidates via an initial round of scoring primarily based on response to the RFQ guidelines. In most cases, a smaller group of candidates moves to an interview round.
2. A full description of requested material and grading weights can be found in the associated RFQ documents.
3. Please review section 4. Local Vendor Preference.

## Scoring Round 2

After an initial review, the panel wished to have virtual interviews with the top two scoring vendors: Engberg Anderson, Inc. and InSite Consulting Architects. Both firms presented, and the below is a summary of the second round of scoring.

Section	Max Points	Engberg	InSite
1 <sup>st</sup> Round Technical Questions	10	8.27	8.13
Interview Questions	90	74.10	70.30
Total	100	82.37	78.43

Being the top scoring vendor, Engberg Anderson, Inc. was asked to provide pricing for their services. The panel reviewed the pricing and hours submitted, and felt it was appropriate and in line with industry standards for this building type and complexity. Based on this evaluation, the panel felt comfortable awarding the RFQ to Engberg Anderson, Inc.

## 3. Fee Breakdown

Cost Evaluation	Engberg Anderson, Inc
Basic Services	\$1,059,320
Total Hours	8,861
Average Cost per Hour	\$119.55

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. Please note that because FTA funds were being used, there was no local vendor preference as part of the scoring criteria.

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

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

☐ Yes

☒ No