

EVALUATION PANEL REPORT

Project: 1902 Bartillon Dr Homeless Shelter
Location: 1902 Bartillon Dr
Aldermanic District: 12
RFP: 11045-0-2022-AM (Contract 9207)
Date: 7/08/22

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 a new, ~40,000 square foot homeless shelter (primarily focused on serving single men) development located at 1902 Bartillon Dr in Madison, WI. The site is owned by the City and had been previously developed (previous commercial use was a restaurant/bar), but the previous structure has been demolished. The previous structures foundation remains as do other site elements such as a parking lot, landscaping, a sand volleyball court, driveway, and utility connections. The preliminary construction budget for this project is ~\$16-17M.

It should be expressly understood that the initial design phases (primarily predesign and schematic design) will require extensive stakeholder input, including but not limited to, City of Madison staff, Dane County staff, 3rd party facility operator, persons with lived experience, elected officials, community partners, neighbors and general public.

Design is scheduled for 2022-2023, with an intended construction start of January 2024.

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 the building, site improvements to storm water management infrastructure and other general site improvements such as parking lots, landscaping, and outdoor occupied spaces.

The A/E design services for this contract shall include plans and specifications for site planning, landscaping, architectural design of interior and exterior spaces, finishes, MEP/FP/T (mechanical, electrical, plumbing, fire protection, and technology) systems design, kitchen and elevator 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 April 20, 2022. RFP respondents submitted questions about the RFP and Addendum 1 was issued on May 12, 2022. RFP responses were due to Purchasing on May 19, 2022.

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

4. RFP Respondents

1919 Architects P.C.
Continuum Architects + Planners SC
Dimension IV – Madison, LLC
Dorschner Associates Inc
Engberg Anderson Architects, Inc.
MSR Design

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 of Madison staff from 2 agencies: Community Development Division and Engineering, and 1 panelist was a staff member from Dane County, with whom the City is collaborating on this project.

7. **Evaluation Structure and Scoring**

Evaluation for this RFP was conducted in two rounds. Panelists evaluated the teams based on their review of the initial proposal (Round 1). Upon completion of this review, four Respondents were interviewed (Round 2). 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 which resulted in a 0-100 score for the proposals.

Each of the four Respondents that interviewed for Round 2 were provided an agenda with seven questions to answer in 60 minutes. An additional 30 minutes was used for a question and answer period. Respondents were evaluated based on their answers to these seven questions, the question and answer period and the general organization of their presentation. For Round 2, the reweighted proposal score (0-10), the cost score (0-30), local vendor preference (0 or 5) and the interview score (0-55) were combined in an overall 0-100 total score.

Section C2 (below) shows the Round 1 scoring.

Section C3 (below) shows the Round 2 scoring.

8. **Evaluation Timeline**

April 20, 2022	RFP is issued
May 6	Questions are due
May 12	Addendum to post answers is due
May 19	Response submissions are due
May 20	Distribute submissions to evaluation panel and first evaluation meeting
June 10	Scoring is due to City Purchasing
June 13	Score compilation is due and meeting with Purchasing to discuss score and Purchasing shares fee proposals
June 13	Evaluation panel meets and selects finalists for interviews
June 20-27	Evaluation panel interviews finalists (4)
July 1	Evaluation panel meets to finalize Best and Final Offer Questions for finalists
July 1	Purchasing emails finalists Best and Final Offer Questions and requests response by 7/7 noon.
July 8	Evaluation panel meets to review Best and Final Offer. Reference Checks. Followup questions.
July 11	Evaluation panel meets to select finalist
July 13	Results posted and resolution to Common Council for introduction
July 13	Communicate Intent to Award to the selected team
July 13	Communicate RFP Results to teams not awarded the RFP
July 19	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

Dimension IV – Madison, LLC

Based on the scoring of the evaluation, the selection panel recommends that Dimension IV – Madison, LLC be approved as the consultant for the professional services required for the 1902 Bartillon Dr Homeless Shelter Project.

2. Scoring Round 1 (Proposal)

Section	Max Points	1919 Architects	Continuum Architects	Dimension IV	Dorschner Associates	Engberg Anderson	MSR Design
Technical Qualifications	35	13.70	24.70	23.40	12.15	27.55	30.70
Project Overview Qualifications	30	16.80	20.95	20.60	15.00	23.30	26.90
Cost	30	26.58	30.00	28.23	22.15	27.10	15.47
Local Vendor	5	0.00	0.00	5.00	5.00	0.00	0.00
Total	100	57.08	75.65	77.23	54.30	77.95	73.07

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.
2. Cost is evaluated by Purchasing and not the Evaluation Panel. Evaluation Panel scores the proposal and turns scores into Purchasing prior to cost being shared with the Evaluation Panel.
3. A full description of requested material and grading weights can be found in the associated RFP documents.
4. Please review section 5. Local Vendor Preference. It should be noted that while all respondent teams include some consultants and sub consultant members that are locally based, they only qualify as local vendors if the primary (or lead) respondent does the majority of its business in Dane County.

3. Scoring Round 2 (Interview)

Section	Max Points	Continuum Architects	Dimension IV	Engberg Anderson	MSR Design
Interview	55	33.80	40.40	41.30	47.80
Proposal (0-65 – scaled)	10	7.02	6.77	7.82	8.86
Cost	30	30.00	29.08	26.95	18.95
Local Vendor	5	0.00	5.00	0.00	0.00
Total	100	70.82	81.25	76.07	75.62

Notes:

1. Proposal – In Round 1 the max proposal score was 65 (combined Technical and Overview Qualifications), with local vendor (5) and cost (30) resulting in a 0-100 score. Local Vendor and Cost scores are required to be carried into the Interview with their original weight. Therefore in Round 2 the proposal was reweighted to be 0-10 as follows [Proposal Score x (100/65) x (10/100)]. So for example a Proposal Score in Round 1 of 50 would be 7.69.
2. Please review section 5. Local Vendor Preference. It should be noted that while all respondent teams include some consultants and sub consultant members that are locally based, they only qualify as local vendors if the primary (or lead) respondent does the majority of its business in Dane County.

4. Fee Breakdown

Cost Evaluation	1919 Architects	Continuum Architects	Dimension IV	Dorschner Associates	Engberg Anderson	MSR Design
Basic Services	\$1,134,546	\$1,026,635	\$1,059,262	\$1,361,887	\$1,142,761	\$1,624,925
Additional Services	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$1,134,546	\$1,026,635	\$1,059,262	\$1,361,887	\$1,142,761	\$1,624,925
Total Hours	8,364	7,048	8,503	9,339	9,494	11,054
Average Cost per Hour	\$135.65	\$145.66	\$124.58	\$145.85	\$120.37	\$147.00
Cost Score	n/a	30.00	29.08	n/a	26.95	18.95

Notes:

1. Cost Score for vendors whom were not interviewed has been omitted.
2. Interviewed vendors cost scores are Best and Final Offer post Round 2 interview, not intitial costs from Round 1

5. 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

Dimension IV – Madison, LLC would have been the highest scoring vendor after Round 2 with (81.25) or without (76.25) the additional 5 points for local vendor preference.