

EVALUATION PANEL REPORT

13099-0-2024-BP
Planning and Design Services – Regent Street
March 20, 2025

Introduction

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

1. KL Engineering, Inc.
2. Michael Baker International, 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. Due to the nature of this being funded federally, the only basis for scoring was the technical proposal. Vendors submitted pricing for review, however, it was not scored.

Below is a summary of the scoring:

Section	Max Points	KL Engineering	Michael Baker
Technical	100	84.92	78.75
Total	100	84.92	78.75

After the review of the scores, City staff reviewed the pricing. They had questions for KL Engineering based on their pricing and submission. After asking for questions and clarification, City staff and KL Engineering were able to come to an agreement with the scope and pricing.

Based on this, City staff were comfortable awarding this to KL Engineering, Inc.

2. Final Selection of the Panel: KL Engineering, Inc.
3. Evaluation Panel Meetings:

1/14/25	Distribution of Proposals
1/22/25	Discussion of proposals and review of scoring
2/14/25	Discussion of clarification on pricing and scope
3/20/25	Discussion of clarification on pricing and scope, determination of award