



**CITY OF MADISON  
ENGINEERING DIVISION  
210 Martin Luther King Jr. Blvd., Rm. 115  
Madison, WI 53703**

**DATE:** February 18, 2021

**TO:** Engineering Division Engineers and Architects

**From:** Robert F Phillips, City Engineer

**RE:** Request for proposals for Consulting Services approved by the Common Council, Final Selection

Engineering Staff,

Many of you are involved in the selection of consulting engineers, architects and other consulting services.

In order to insure proper selection of consultants, we are implementing the following:

1. The selection panel for the consultants shall include a minimum of two design professionals familiar with the technical aspects of engineering or architectural services or in the case of work involving other services, familiar with that type of service. For projects involving City Engineering and a City agency client, City Engineering and the agency must be in agreement with the panel makeup. Purchasing recommends 3 to 5 people on the panel. Purchasing prefers an odd number of people on the panel and that someone from outside the agency be on the panel.
2. Consultant selections shall be reviewed and approved by a Principal Architect 2, Principal Engineer 2, Deputy City Engineer, Deputy Division Manager, or the City Engineer. No consultants shall be informed of our selection, verbally or otherwise, until such time as those reviews have taken place. Best and final offer generally happens prior to the final selection made.
3. The resolution authorizing execution of the contract shall be reviewed by one of the above managers and that manager shall be listed as the drafter of the resolution.
4. Sponsors shall be obtained for the resolution and those sponsors shall be provided the scoring and cost data for the consultants who responded to the request for proposals (RFP) prior to agreeing to sponsor. Any unique circumstances shall be disclosed to the potential sponsor.
5. The evaluation report including the scores for the various consultants and the cost of services shall be attached in Legistar to the resolution authorizing the agreement.

Sincerely,

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Robert F. Phillips, P.E.  
City Engineer

**CC:** Mary Richards, Purchasing Manager