

**CITY OF BERLIN
COMPREHENSIVE PLAN EVALUATION TEAM
MINUTES
MAY 08 2025
CITY OF BERLIN, WISCONSIN**

PRESENT: Catrina Burgess-Mayor, Terry Przybyl, Kayla Reeves, and Tim Ludolph- Zoning Administrator

ALSO PRESENT: Jessi Balcom- City Administrator

The City of Berlin Evaluation Team meeting was called to order at 6:00 p.m. by Mayor Burgess.

The discussion was opened by allowing the Team members to express initial thoughts about the Comprehensive Plan Received.

For the proposals received, the Evaluation Team performed an Assessment of:

Relevant Experience and Qualifications of Key Team Members - Assessing the experience, skills and qualifications of involved personnel. Focus on relevant project experience, educational background, and other expertise.

Understanding of the Project and Depth of Knowledge - Evaluating the depth of the proposal's understanding of the goals, objectives, and challenges. Consider the knowledge and capacity to approach the problem.

Awareness of Schedule and Deliverables - Assessing ability to produce outcomes on schedule and an understanding of the deliverables. Consider any proven ability to deliver on expectations.

Overall Quality, Clarity, and Completeness – Considering the framework, writing quality, presentation, and how well all required information is provided.

Budget Management and Value - Evaluating the proposal's ability to stay within budget and prove reasonable given the scope.

The team had consensus the Becker and S.E.H. proposals were deficient in the ability to absolutely stay within the budget- having requirements under the optional upgrades, relied on implicit generalities for specifically requested understanding more than the others, and were generally not as orderly.

The discussion of the criteria found consensus in the proposals considered for interview and further review and the ones not recommended for further consideration. The Evaluation Team made voice votes to make recommendation to the Plan Commission to select Chastain and MSA for a follow up interview.

Burgess moved to adjourn at 6:29 pm. Ludolph concurred ending the Evaluation Team meeting.

Respectfully Submitted by Timothy Ludolph, Planning and Development Director