

MILWAUKEE COUNTY

DEPARTMENT OF ADMINISTRATIVE SERVICES



REQUEST FOR PROPOSAL (R.F.P.)

Project Name: Planimetric Polygon Processing Services

Project No.: 1199-14007

Issue Date: April 4, 2014

Key Proposal Dates and Contact Information	
Contact Name	William Shaw
Contact Email	william.shaw@milwaukeecountywi.gov
Phone	(414) 278-2176
Questions Due:	3:00 p.m. CST on April 18, 2014
Proposals Due:	2:00 p.m. CST on May 16, 2014
Evaluation of Proposals:	Completed by May 30, 2014
Contract Execution (anticipated):	June 30, 2014

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

THIS PAGE CONTAINS RFP UPDATE NOTIFICATIONS

REV #	DATE	PAGE REFERENCE	SECTION OR PART
1199-14007.1	4/22/2014	APPENDIX C	AMMENDMENT 1

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
DIVISION OF ECONOMIC DEVELOPMENT (ED)
2711 W WELLS ST. 3RD FLOOR
MILWAUKEE, WI 53208

REQUEST FOR PROPOSAL – Planimetric Polygon Processing Services

PROPOSAL SUBMISSION REQUIREMENTS

This RFP is issued on behalf of Milwaukee County DAS- ED, which is the sole point of contact during the procurement process.

Sealed proposals for furnishing services as specified below will be received in the Office of DAS- ED, 2711 W Wells St., 3rd Floor, Milwaukee, WI 53208 no later than 2:00 p.m. on: May 16, 2014

ALL PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED

PROPOSAL SUBMISSION:

One (1) original and three (3) copies of the technical proposal, and **one original and one copy of the cost/financial proposal** are to be submitted in **SEPARATELY SEALED ENVELOPES** to **DAS- ED** no later than **2:00 p.m. May 16, 2014**

The **two separate proposal envelopes** must be identified in the lower left corner as follows:

Planimetric Polygon Processing Services – Technical Proposal, RFP 1199-14007 Proposal
Due Date: **May 16, 2014**

Planimetric Polygon Processing Services – Cost Proposal, RFP 1199-14007 Proposal
Due Date: **May 16, 2014**

Any Proposal received in an envelope not properly and clearly marked as specified above may result in the proposal being rejected. **It is the vendor's responsibility to comply with the above in order to assure its consideration.**

FAX RESPONSES WILL NOT BE ACCEPTED – ALL FAXES RECEIVED WILL BE REJECTED.

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

A. CLARIFICATIONS – If additional information is needed to interpret the specifications/requirements, **WRITTEN QUESTIONS MUST BE RECEIVED NO LATER THAN THE TIME/DATE AND ADDRESS TO THE PERSON ON THE COVER PAGE.**

No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for their proposal at this time.

Additionally, the County prohibits communication initiated by the respondent to any County official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision is made.

B. CONTENTS OF PROPOSAL – All attachments, additional pages, addenda or explanations supplied by the vendor with this proposal will be considered as part of the proposal response.

If an oral presentation/interview is required of the selected finalists, it shall be at the respondent's expense. However, **an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.** Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

C. NONCONFORMING TERMS AND CONDITIONS – A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as non-responsive. Milwaukee County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

D. ALTERNATE PROPOSALS – An alternate proposal is viewed by the county as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same respondent, which differs in some degree from its prime proposal.

The County may consider or reject any or all alternate proposals submitted.

E. RESERVATIONS – This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. DAS-ED reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of Milwaukee County to do so.

F. NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS – No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the proposal or contract.

G. AMENDMENT OF PROPOSALS –

By County: Requests for Proposals may be amended by DAS-ED in response to clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be posted to the Milwaukee County Website, at: <http://www.county.milwaukee.gov/ConstructionBidsandR23075.htm> **it is the responsibility of the prospective vendors to check this website for any future amendments, questions, revisions, etc., prior to the Proposal Due Date and return with the response. RFP's that do not return amendments may be rejected.**

By Vendor: Proposals may only be amended after receipt by DAS-ED by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the **Proposal Due Date** unless requested by DAS-ED.

H. WITDRAWALS OF PROPOSALS – Proposals may be withdrawn only in total, and only by written request to DAS-ED Division prior to the time and date scheduled for **Proposal Due Date**.

I. OTHER CONSIDERATIONS – Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.



Milwaukee County

DEPARTMENT OF ADMINISTRATIVE SERVICES

April 22, 2014

To All Interested Consultants

Project: Planimetric Polygon Processing Services
Project No.: 1199-14007
Subject: REQUEST FOR PROPOSAL (R.F.P.)

The Milwaukee County Department of Administrative Services (DAS) is requesting proposals for professional services necessary to perform work required to produce a digital database containing County-wide Planimetric polygon feature data. Polygons will be produced from previously classified linework representing specific Planimetric features of which these include paved/unpaved airfield, paved sidewalk, paved/unpaved driveway, paved/unpaved parking and paved/unpaved road shoulder. The product(s) of this effort are expected to conform to National Map Accuracy Standards (NMAS) at a scale of one-inch equals one hundred feet (1" = 100') and must be directly compatible with existing [ESRI GIS software](#) at the county.

I. BACKGROUND

Planimetric Map Replacement Project

Milwaukee County recently completed a Planimetric Map Replacement Project. The outcome of this project was to update Planimetric features within selected areas located throughout Milwaukee County. Planimetric features located within selected areas comprising 19.1 sq. mi. of total area as shown in Figure 1 below were identified for update due to changes that occurred between 2005 (the date of the last Planimetric map revision) and 2010 (the most recent aerial photography available to the project). Over 4,000 discrete areas having one or more of the following Planimetric feature subtypes were included in this update:

- Edge of Pavement/Curb
- Paved Public Sidewalk of width $\geq 5'$
- Driveways
- Trails
- Railroad Centerlines
- Utility Poles and Towers
- Buildings
- Bridges
- Fences
- Wooded Areas
- Hydrographic Features
- Annotation Lettering

Note: instructions for accessing Planimetric Map Replacement project data are available [here](#),

Map Replacement Project – Area Polygons

Map Replacement Project feature linework is topologically configured to form polygons. Each of these features linework was used to generate polygons which were then delivered as part of the project. Polygons were created for the following features within each of the update areas:

- Paved Roads

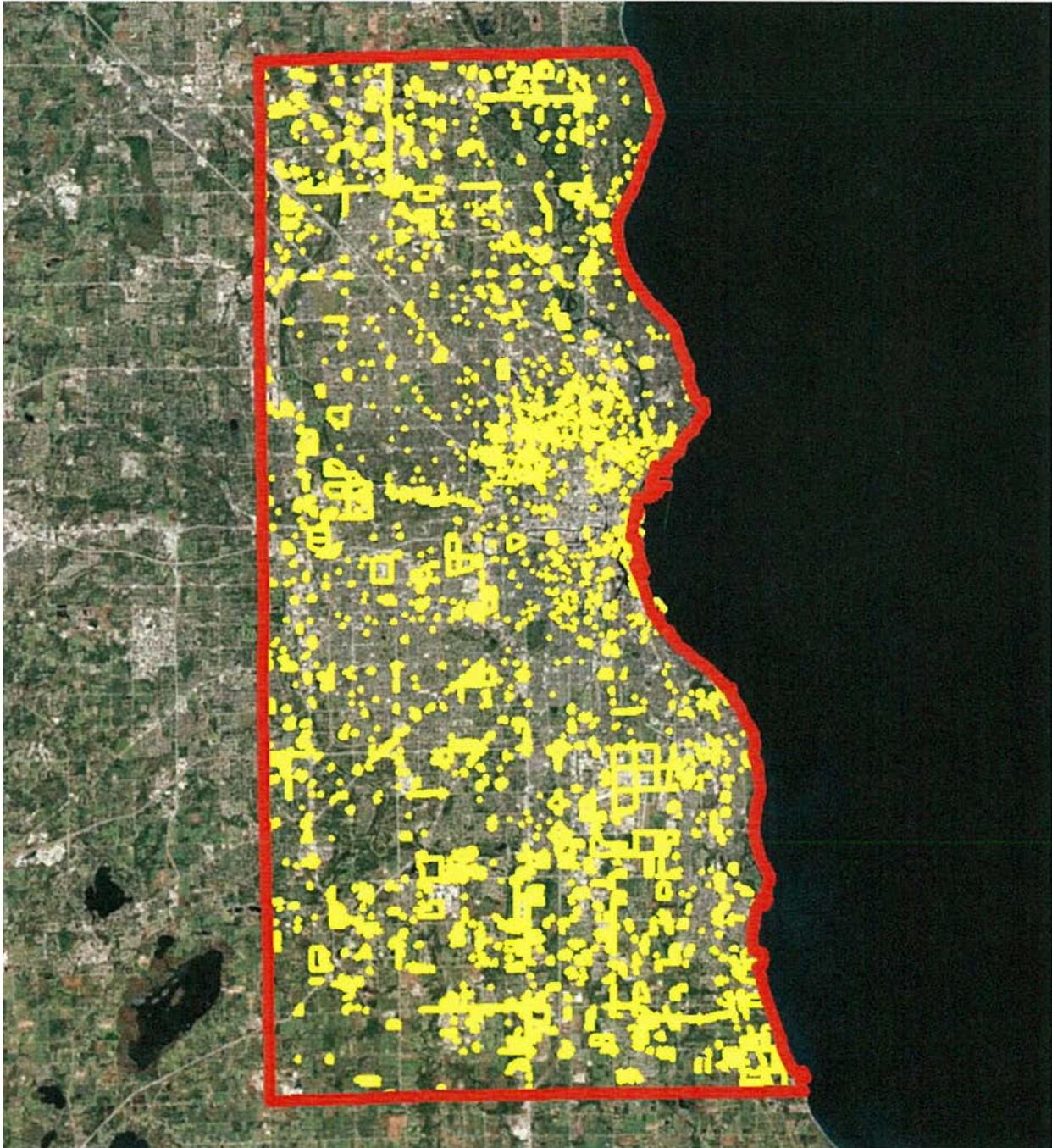
Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

- Paved Parking
- Sidewalk of width $\geq 5'$
- Buildings
- Bridges

Map Replacement Project – County-wide Polygons

In addition to feature polygons generated in each of the selected update areas, polygons representing paved road, building and bridge features were generated county-wide.

Figure 1: Planimetric Map Replacement Change Areas

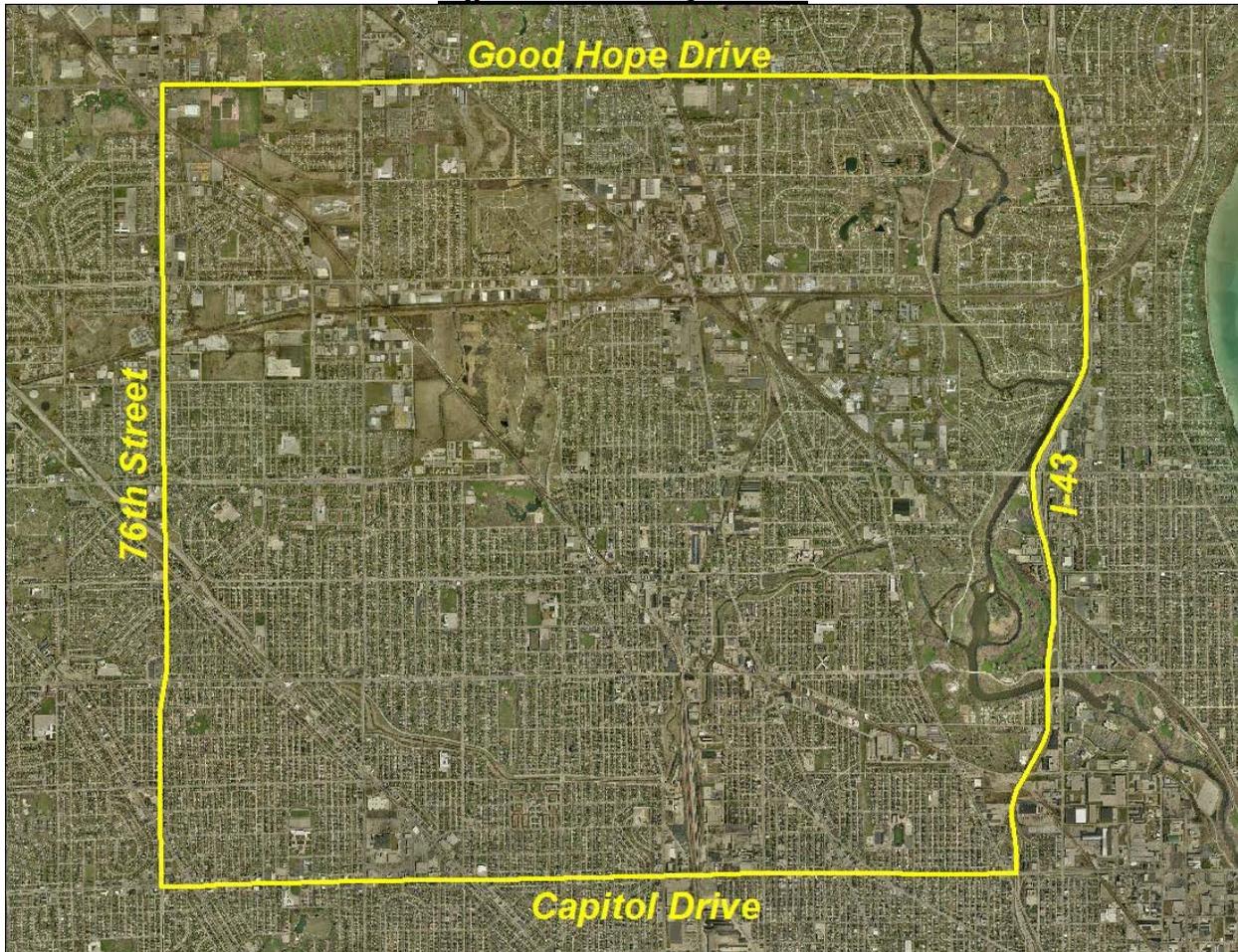


Map Replacement Project - Planimetric Polygon Pilot

Milwaukee County recently completed a Polygon Pilot Project. The intent of the Polygon Pilot project was to determine the effort necessary to create a more complete set of countywide polygon features from existing Milwaukee County Planimetric line features. The resulting polygon data set included the following feature types: paved sidewalk, paved/unpaved driveway, paved/unpaved parking and paved/unpaved road shoulder. The Pilot Project procedures were applied to an approximate 18 Square Mile Area bounded by the following roads as shown in Figure 2 below:

North Boundary: Good Hope Road
East Boundary: Interstate 43
South Boundary: Capitol Drive
West Boundary: 76th Street

Figure 2: Pilot Project Area



Pilot Project Size, Density and Percentage Assessment

The Pilot Project Area that was completed is approximately 18.2 square miles in size. The overall mapping area for Milwaukee County is approximately 242.4 square miles. Therefore based solely on land area the Pilot Project represented approximately 7.5% of the total County. However, the average feature density of the Pilot Project area is significantly higher than the average density of the overall County, so it is expected that the actual percentage of the total work that was completed in the Pilot Project is greater than 7.5%.

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

In order to obtain a better estimate of the percentage of the overall work that was completed in the Pilot Project, two spatial queries were performed:

- 1) What percentage of all Buildings are in the Pilot Project Area
- 2) What percentage of all Transportation Lines are in the Pilot Project Area

Both queries resulted in a percentage value of 11.3%. Therefore, based on this information, it is estimated that the Pilot Project work that has been completed represents approximately **11%** of the work that will be required to complete the minimum required scope of work as described below in more detail.

County-wide Polygon Scoping

In preparing a response for this RFP successful bidders must consider the following scope of work alternatives:

- 1) Minimum Scope
- 2) Additional Feature Scope
- 3) Enhanced Polygon Scope

The three scope of work alternatives are discussed in more detail in the following paragraphs. (NOTE: Each of the three scopes of work requires generating polygons for buildings, roads and bridges in addition to the features listed within each scope and a County-wide polygon data set was previously produced that includes these three feature types..

Alternative 1: Minimum Scope

Under this alternative, County-wide polygons will be created for feature subtypes that were produced in the Pilot Project (listed at the beginning of this Section). This work would produce polygons for approximately 98% or more of these features.

Alternative 2: Additional Feature Scope

Under this scope alternative, the initial work will be identical to the Alternative 1 Minimum Scope of work described above. The difference is that an additional set of features will become candidates to be included. These features represent Bleachers, Golf Course, Ruins/Foundations, Cemeteries, Pools, Tanks/Silos, Airfield Pavement, Water Bodies, Tree Lines, Marsh, Athletic Fields, Piers, Concrete Pads/Slabs and Open Storage Areas among others. This work would produce polygons for approximately 98% of these features or greater.

Alternative 3: Enhanced Polygon Scope

Under this scope, the initial work will be identical to either Alternative 1 or Alternative 2 scope of work described above. The difference is that after the initial process is completed, a further inspection of the remaining linework would be processed for the approximately 2% of features that were not created as polygons. This work is expected to cover 99% of the polygons defined by the Milwaukee County Planimetric linework.

II. GENERAL PROJECT DESCRIPTION

The project area for the County includes the entirety of Milwaukee County as shown on this [project area map](#). The area covers approximately 242 sq. miles of contiguous urbanized area located in Southeastern Wisconsin on the western shore of Lake Michigan. The project is further specified to include a complete set of Planimetric line work whereby the vendor will be responsible for generating polygons representing specified Planimetric features in a manner described herein.

Vendor selection preference will be given to qualified vendors who can provide the listed product deliverables within the time frame specified. Selection will be based on a combination of the overall quality and technical approach of the proposed services and individual deliverable unit pricing.

Note that all data products developed by the selected vendor as a result of the work performed under contract award(s) related to this RFP remain copyright protected by Milwaukee County. Instructions for accessing Planimetric Polygon Processing Services data are available [here](#),

III. SCOPE OF CONSULTANT SERVICES

It is anticipated that this project will include but is not limited to the following; however, vendors must identify all services, software and hardware required by the County to fully comply with the requirements of this RFP, notwithstanding errors or omissions in any of the requirements.

A. GENERAL

These products and specifications set forth the requirements of Milwaukee County for mapping services in the performance of transforming existing digital Planimetric line features into area (polygon) features, some of which having shared boundaries e.g., representing two-dimensional adjacent areas e.g., a building, a parking lot, a sidewalk etc.

B. DIGITAL ORTHOPHOTOGRAPHY

The Contractor shall perform work as may be necessary and specified in SECTION III-D utilizing existing digital orthophotography of Milwaukee County, Wisconsin, an area of approximately 242 square miles in extent, as shown on the sketch map [herein](#). The digital orthophotography images were prepared in such a manner as to be compatible with existing Planimetric maps prepared to National Map Accuracy Standards for one-inch equals one hundred feet (1"= 100') scale mapping.

Digital orthophoto files - 100-foot scale, six-inch ground-sample-distance ([GSD](#)) digital color orthophoto files are referenced to the Wisconsin State Plane Coordinate System, South Zone, North American Datum of 1927, and are rendered in both MrSid and/or "native" GeoTIFF raster format.

The digital orthophoto files are available in MrSid compressed file configurations representing both township and countywide area coverages. Optionally orthophoto data is organized into native format .tif "tiles" covering an area of 10,000 grid feet by 10,000 grid feet in size, yielding approximately 90 whole or partial, color, six-inch pixel, [digital orthophoto image files](#).

C. DIGITAL PLANIMETRIC MAPPING

1. General

The Contractor shall perform the work specified in SECTION III-D utilizing existing digital Planimetric feature classes maintained in ESRI Geodatabase format meeting National Map Accuracy Standards for one inch equals one hundred feet (1"= 100') scale mapping of Milwaukee County, Wisconsin. Existing Planimetric data was compiled using aerial photography collected in spring of 2010. The existing Planimetric linework was compiled to meet the specification described in SECTION III-D. Instructions for accessing existing Planimetric features, metadata and Ortho-rectified imagery are available [here](#).

2. Existing Planimetric Feature Class Data

The existing digital feature classes show correctly the following information:

- a. All Planimetric details, such as pavements, curbs, paved sidewalks appurtenant to public streets, highways, and other public ways having a width of five feet or

greater, driveways, trails, centerlines of railway tracks, power and telephone line poles and towers, buildings, fences, wooded areas, and other identifiable features, are shown in their correct positions and orientation within the tolerances of these specifications

- b. All hydrographic features, such as marshes, lakes, streams, watercourses, and drainage ditches, are shown in their correct positions and orientation within the tolerances of these specifications. Hydrographic features having a width of five feet or greater are represented as shoreline and shown as double lines.
- c. Lettering as furnished by Milwaukee County relative to the names of the salient geographic features. The names of all state and county trunk highways, public streets, and major streams and lakes are included as annotation class features in the digital Geodatabase files.

D. DIGITAL PLANIMETRIC POLYGON PROCESSING

1. General

The Contractor shall apply polygon processing procedures to the existing digital Planimetric feature classes in ESRI File Geodatabase format meeting National Map Accuracy Standards for Milwaukee County, Wisconsin. For the purpose of interpreting these standards within the context of the digital feature classes, the “publication scale” of these digital maps shall be one inch equals one hundred feet (1” = 100’). The area to be considered for polygon processing, totaling approximately 242 sq. miles of Milwaukee County, is shown on the sketch map included [here](#). The Contractor shall prepare polygon features utilizing methods capable of producing the specified results.

The Contractor shall provide copies of the digital Planimetric polygon features to Milwaukee County for review and editing to determine compliance with the standards and specifications set forth herein. Upon completion of this review, Milwaukee County will advise the Contractor of any revisions needed to bring the digital Planimetric polygon features into full compliance with the applicable standards and specifications. The Contractor will revise the features requested and return the corrected features to Milwaukee County.

2. Planimetric Feature Data to be polygonalized

The digital features shall show correctly the following information:

- a. All Planimetric polygons, such as pavements, curbs, paved sidewalks appurtenant to public streets, highways, and other public ways having a width of five feet or greater, driveways, and towers, buildings, wooded areas, and other features contained in the county’s digital Planimetric files, shall be shown in their correct positions and orientation within the tolerances of these specifications
- b. Hydrographic features having a width of five feet or greater such as marshes, lakes, streams, and watercourses, are shown in their correct positions and orientation within the tolerances of these specifications.

3. Digital Geodatabase Feature Class Organization and Specifications

The Contractor shall organize the digital features in such a manner as to enable the plotting of digital Planimetric maps similar in appearance to this example [Planimetric feature map](#) prepared by Milwaukee County using polygon data produced as part of the polygon pilot described in Section I.

- a. The digital Planimetric features shall be referenced to the Wisconsin State Plane Coordinate System, South Zone North American Datum of 1927. The features

shall be organized into an ESRI File Geodatabase folder. The Geodatabase file will contain a complete set of feature classes including subtypes as described [here](#).

- b. The ESRI File Geodatabase digital polygon features shall be organized in such a manner that individual feature classes and subtypes, can be selectively retrieved, manipulated, and displayed, either singly or in combination with other data types. The polygons within the file structure shall be as listed in Planimetric Polygon Processing Services Features & Scope included [here](#). The list is made up of columns that describe the name and type of the features to be included in the Scope of Work Alternatives identified in Section I County-wide Polygon Scoping.
- c. The digital Planimetric polygon feature classes in ESRI File Geodatabase format shall be prepared allowing that all polygonal features reflect a seamless transition with surrounding features e.g., road alignments, parking and driveway etc. and are further prepared with the following enhancements:

1. **Hydrography Features**

Water polygons depicting open water features greater than five feet in width such as lakes, ponds, and streams are topologically continuous. Water lines depicting single line water features consistently less than five feet in width such as streams, watercourses, and drainage ditches shall remain as simple lines.

2. **Transportation Features**

The road features represent the edge of pavement or roadway for a paved or unpaved road. Paved road and unimproved road line segments that are broken or “clipped” for creation of openings for driveways shall be incorporated into topologically correct Planimetric polygon feature classes. The combination of paved and unimproved road features and “clipped” paved and unimproved road line segments form a continuous, connected road edge without gaps or openings for driveways, and are to be used in forming a closed polygon feature.

3. **Clipped Features**

Certain features in the digital Planimetric feature classes are inserted such that these line segments represent trimmed or “clipped” surfaces for the placement of other line features or the placement of text. For example, road edges may be clipped for the creation of openings for driveways. As previously mentioned, all clipped features have been inserted and are uniquely identified within the digital feature classes, such that the “clipped” segments are to be used in combination with appropriate features to form closed polygon areas or otherwise create continuous, connected line features. Examples of features that may necessitate the creation of “clipped” line segments include paved and unimproved roads.

4. **Closeable Features**

Selected features in the digital Planimetric feature classes were inserted in such a way that they are closed and connected line segments and are amenable to the formation of closed polygons. For example, water lines and shorelines were connected such that they are capable of forming polygons for open water features. Similarly, paved and unimproved roads-with the addition of appropriate “clipped” line segments – are capable of forming closed polygon features. Refer to Table 1 [here](#) to identify features designated with a TYPE of “Line/Area” for a complete list.

- d. The Contractor shall collaborate with Milwaukee County to establish a correct format and procedures for the transfer and delivery of the ESRI File Geodatabase. The Contractor shall also provide listings of the names of the files included on any delivered media.
- e. All computer software used by the Contractor in the preparation and transfer of the digital feature classes shall be capable of maintaining the full mathematical precision of the horizontal control survey information described under Section III.B, D 3, and H.2, of these contract specifications. This may require the use of computer software written to support double precision.
- f. The Wisconsin State Plane Coordinate System, South Zone, shall be utilized as the coordinate system for the encoding of all File Geodatabase features class data elements.

4. Processing and Quality Assurance of the Digital Planimetric Polygonal Feature classes

The following procedures shall be employed in the development of the final digital Planimetric polygonal feature classes.

- a. Milwaukee County shall conduct office editing of the Planimetric polygonal map data.
- b. Milwaukee County shall visualize existing line data to validate representative polygons to those features identified in Planimetric Polygon Processing Services Features & Scope included [here](#) and further identified in [Table 1](#) as having both line and area properties i.e., all features having a TYPE designation of "Line/Area" when combined with clipped line features form closed area polygons.
- c. At the conclusion of the review, Milwaukee County shall provide error and omission findings to the Contractor.
- d. The Contractor shall revise the digital feature classes to reflect the comments received for Milwaukee County.
- e. The Contractor shall provide the corrected digital features to Milwaukee County.
- f. The digital Planimetric features shall be further verified by Milwaukee County to determine compliance with the digital specifications.
- g. Should the digital Planimetric polygon features be found by Milwaukee County to meet all applicable specifications, Milwaukee County shall notify the Contractor of acceptance by Milwaukee County of the digital Geodatabase features.
- h. Should the digital Planimetric polygon features be found by Milwaukee County to require further revisions to comply with the specifications, Milwaukee County shall so notify the Contractor.
- i. The Contractor shall then follow the procedures noted in paragraphs d through h above as may be necessary to produce and deliver to Milwaukee County the final digital Planimetric polygonal Geodatabase feature classes as set forth in paragraph g above.

H. PRECISION AND ACCURACY STANDARDS

- 1. The digital Geodatabase shall be prepared to meet National Map Accuracy Standards at the scale of one inch equals on hundred feet (1" = 100').
- 2. The existing digital Planimetric data is certified that ninety percent of all well-defined Planimetric features are able to be plotted so that their position in the digital Geodatabase is accurate to within 1/30 of an inch of their true coordinate position and no point is more than 1/20 of an inch from its true position at the map scale

specified herein.

IV. SCHEDULE

Describe, first in summary, then in detail, the project plan recommended by your firm to insure timely data delivery within six (6) months of final contract execution. This plan should highlight all milestones and deliverables. Note: the anticipated contract execution date specified in the table included on page 1 of this document.

V. INTEGRATION/INTERFACE REQUIREMENTS

Contractor must provide all integration and interface software and/or services necessary to assure the proposed data is compatible with ESRI ArcGIS File Geodatabase format.

VI. GENERAL REQUIREMENTS

- A. For work that is to be performed at the Milwaukee County systems facility locations, the County can provide office space and workstations (PC's). Normal working hours are 8:00 a.m. – 4:30 p.m. Monday – Friday.
- B. Payment terms will be negotiated with a minimum of 5% retained until Milwaukee County has accepted the final deliverables.
- C. All subcontractors must be identified in the proposal response. If Sub-Contractors are used, Milwaukee County will consider the proposing contractor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such sub-contractor arrangements. The Prime Contractor will be fully responsible for the actions, errors, and omissions of the sub-contractor. The successful bidder shall cause appropriate provisions of its proposal to be inserted in all subcontracts ensuing to ensure fulfillment of all contractual provisions by subcontractors.
- D. The successful professional service provider shall comply with Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE*) firms on all USDOT and Milwaukee County funded professional service contracts. In accordance with this Milwaukee County policy and US DOT requirements, the consultant/service provider shall ensure that DBEs have an opportunity to participate in this project/contract. The efforts employed by the consultant/service provider should be those that one could reasonably expect a consultant/service provider to take if the consultant/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. **This project has a DBE participation goal of 5% of the total contract amount.** For a list of Milwaukee County certified DBEs, go to <http://www.county.milwaukee.gov/IntergovernmentalRel12281.htm> and do a DBE search. For additional assistance, contact the Community Development Business Partners (CDBP) at (414) 278-5248.
- E. The County shall be entitled to request the removal of individuals working on this project for any of the following grounds, provided such request be in writing and shall specify the reasons for the County's dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the County or causes the County to commit additional

* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by Milwaukee County.

- resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) lack of compatibility with County staff; or (iv) violation of County rules or policies. Upon such written request, the County and CONTRACTOR shall decide on a course of action to cure any such problems or policy violations as in (iv). In the event CONTRACTOR does not cure the problem within seven (7) days from the date of notice, CONTRACTOR shall remove such person and shall promptly provide a qualified replacement. The County will be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County.
- F. The vendor is responsible for ensuring that any substitute personnel have comparable skills and experience. The County reserves the right to interview substitute personnel prior to commencement of activity on the project.
 - G. Contractor and Milwaukee County agree not to offer, promise or engage in employment with Contractor or County personnel and/or contractors from the staff of other contractors for a period of six (6) months from the completion of the assignment and/or during the time that the assignment is in progress.
 - H. The successful consultant must be an Equal Opportunity Employer.
 - I. The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
 - J. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
 - K. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part: "No person may offer to give to any County Officer or employee or his/her immediate family, and no County Officer or his/her immediate family may solicit or receive anything of value pursuant to an understanding that such officers or employees vote, official action or judgment would be influenced thereby."
 - L. Contractor during the period of this agreement shall not hire, retain or use for compensation any member, officer, or employee of the County or any person who, to the knowledge of Contractor, has a conflict of interest.
 - M. For a period up to three years after completion of the Agreement, Consultant shall permit the authorized representatives of County, after reasonable notice, to inspect and audit all data and records of Consultant related to this Agreement. Consultant must obtain prior written Milwaukee County approval for all subcontractors and/or associates to be used in performing any of the obligations described in this Agreement. There must be a written contractual agreement between the Prime Consultant and its County-approved subcontractors and/or associates, which binds the subcontractor to the same audit Agreement terms and conditions as the Prime Consultant.

VII. STANDARDS OF PERFORMANCE AND ACCEPTANCE

Deliverables for Planimetric Polygon Processing Services data must meet the minimum specifications included within the SECTION III: SCOPE OF CONSULTANT SERVICES.

VIII. REQUEST FOR PROPOSAL PROCESS

Technical Proposal Format

In order for an evaluation committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted according to the following format. The proposals should be double sided. The proposal should be prepared simply and economically, providing

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

straightforward and concise information as requested. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

Milwaukee County reserves the right to reject any proposal not properly formatted. Vendors proposing shall be required to submit (1) original unbound, clearly marked and identified as such, and three (3) bound copies of their proposal no later than 2:00 P.M. on Monday, May 16, 2014 to:

DAS – ED/MCAMLIS
Attn: William Shaw, Project Manager
City Campus
2711 W. Wells Street, 3rd Floor
Milwaukee Wisconsin 53208

Proposals should be identified in the lower left corner as follows:

Planimetric Polygon Processing Services – Technical Proposal, RFP 1199-14007
Opening Date: May 16, 2014 (the Technical Proposal *must not* contain any cost information).

Each copy of the response shall be separate and apart from other copies, bound (with the exception of the original) and identified in such a manner as to specifically identify the entire response as a complete entity.

The format is presented below along with the minimum information that should be contained in each section. Each section should be clearly identified and contain all of the information necessary to meet the minimum information required without reference to any other part of the proposal. **The responses should emphasize services and experiences that most closely match those requested by Milwaukee County.** While the vendor should provide enough information to fully respond to each section, proposals should be as concise as possible.

Responsiveness will be measured by the vendor's response to the requirements in each paragraph to this RFP. Merely "parroting" back the RFP requirements may deem the response as non-responsive, except in those cases where a simple yes or no response is applicable. The vendor's response must demonstrate an understanding of the requirements. This might be done by providing what was asked for, or citing how the vendor achieved the requirements through its normal business practices.

Transmittal Letter: Include a cover letter summarizing your understanding of the RFP. Indicate who will be the respondent's authorized representative; give name, title, address, e-mail address, phone and fax. The person identified shall be empowered to make binding commitments for the respondent.

Tab 1. Furnish information on your firm, including such information as size of the firm, lines of business, management and technical expertise, financial position, and years in business. Also describe any unique approaches or techniques developed and used by the firm that would give it an advantage in this engagement. **Financial viability of the firm will be a factor when determining the final award.**

Note: The following information shall be provided to Milwaukee County, within five (5) days of request.

1. Formal certification on respondent's stationary signed by the owner or authorized officer of the company indicating the proposing firm has not filed for bankruptcy in any form, nor is there any current intention of filing any type of bankruptcy proceedings. In the event a respondent has or is considering filing bankruptcy of any type, provide a written explanation of such filing, complete with history and current status.
2. The selected Consultant may be required to submit audited or sworn to accuracy financial statements for the respondent's last two (2) fiscal years within five (5) days of said request. Please state in your proposal response if your company can or cannot provide this information.

Tab 2. Describe your experience and involvement in up to three similar engagements. Provide 3 business references that can attest to your ability to provide the skills and services proposed. Please provide the name of each referenced firm, contact person, telephone number, fax number, e-mail address, and project description and approximate beginning and ending dates of your involvement for these references.

Tab 3. Provide information on your personnel, including any sub-consultant(s) handling this project listing pertinent experience and technical specifications. The format of individual resumes for key personnel should be as follows:

- a. Name and position title
- b. Total years' experience with current firm and others
- c. Education (degree, major, institution, year)
- d. Summary of pertinent experience and qualifications
- e. Identify the number of engagements involved in or completed by the personnel who will be involved with the Milwaukee County project.

In addition, the hourly rate for each individual should be listed in the Cost Proposal only.

Tab 4. Respond in detail to the *Part III: SCOPE OF CONSULTANT SERVICES*.

Tab 5. Respond in detail to *Part IV: SCHEDULE*. Describe, first in summary, then in detail, the project plan recommended by your firm to insure timely Planimetric feature data delivery. This plan should highlight all milestones and deliverables included for each stage of the vendors delivery plan.

Tab 6. Describe your firm's response to the list of general requirements. (Reference Part VI: *GENERAL REQUIREMENTS*) including but not limited to specific attention to Item D.

Tab 7. Indicate any exceptions you are taking to the terms and conditions, contractual and other requirements defined in the RFP. If exceptions are taken, cite the paragraph involved, the exception taken, and state alternate language acceptable to the respondent. Vendor's wholly substituting their agreement will not be considered by Milwaukee County.

Tab 8. Indicate any exceptions you are taking to the terms and conditions, contractual and other requirements defined in the Appendix B pertaining to the

M I L W A U K E E C O U N T Y
D E P A R T M E N T O F A D M I N I S T R A T I V E S E R V I C E S
E C O N O M I C D E V E L O P M E N T D I V I S I O N
P R O F E S S I O N A L S E R V I C E C O N T R A C T

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

If exceptions are taken, cite the paragraph involved, the exception taken, and state alternate language acceptable to the respondent. Vendor's wholly substituting their agreement will not be considered by Milwaukee County.

Cost Proposal Format

Complete and submit the cost proposal documents and attach them to the signature page. One (1) original unbound (identified as such) and one (1) bound copy of the cost proposal, along with the signature page and any signed amendments issued in conjunction with the RFP, must be submitted in a sealed envelope separate from the Technical Proposal no later than 2:00 p.m. CST on May 16, 2014 to:

DAS – ED/MCAMLIS
Attn: William Shaw, Project Manager
City Campus
2711 W. Wells Street, 3rd Floor
Milwaukee Wisconsin 53208

The proposal must be identified in the lower left corner as follows:

**Planimetric Polygon Processing Services – Cost Proposal, RFP 1199-14007 Opening
Date: May 16, 2014**

REIMBURSABLES, UNDEFINED OR ADD-ON COSTS SUCH AS TRAVEL, POSTAGE, TELEPHONE CALL, ETC. ARE NOT ACCEPTABLE AND MUST BE INCLUDED IN THE FIXED FEES REQUESTED AS PART OF THIS PROPOSAL.

Pricing is requested in the following categories:

1. Scope of Consultant Services
 - a. Minimum Scope (cost of each feature, Lump Sum Total Cost)
 - b. Additional Feature Scope (cost of including each feature, Lump Sum Total Cost)
 - c. Enhanced Polygon Scope (cost to enhance each feature included in the Minimum, Additional scopes including features represented in both scopes, Lump Sum Total Cost)
2. Other Costs; i.e., long term licensing, etc. if applicable

Vendors are to provide a firm fixed fee for each of these categories, with a delineation of the components included in your pricing. Please do NOT use “TBD” (to be determined) or similar annotations in cost details in your response.

Vendors are required to submit price/cost data in the format provided [here](#). Vendors are responsible for the mathematical accuracy of the data submitted.

IX. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible vendor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of Milwaukee County.

Evaluation Criteria:

Experience of Firm in related projects, 15%
including unique approaches/techniques

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

Response to Overall Scope of Work	60%
Cost	25%

X. PROPOSAL DATES

Questions Due:	3:00 p.m. CST April 18, 2014
Amendment Issued:	No later than Close of Business on April 25, 2014
Proposals Due:	2:00 p.m. CST on May 16, 2014
Evaluation of Proposals:	Completed by May 30, 2014
Contract Execution (anticipated):	June 30, 2014

Appendices:

- A. Cost Proposal/Signature Page Form (1 page)
- B. MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES ECONOMIC DEVELOPMENT DIVISION PROFESSIONAL SERVICE CONTRACT

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

**APPENDIX A
Cost Proposal/Signature Page**

**Request For Proposal Planimetric Polygon Processing Services
Project No. 1199-14007**

The submission of a proposal shall be considered as a representation that the respondent has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of the contract.

The proper submission of this form by the respondent will be considered as a respondent's offer to enter into a contract in accordance with the provisions herein set forth.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Contractor's technical and price proposals and any other written offers/clarifications made by the Contractor and accepted by the County, will be incorporated into the entire contract between the County and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto.

Acceptance will take place only upon award by the Department of Administrative Services, execution of this document by the proper County officials, and delivery of the fully executed contract to the Contractor. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful vendor. The contract may be amended only by written agreement by the Contractor and Milwaukee County.

ATTACH YOUR COST PROPOSAL DOCUMENTS TO THIS FORM AND RETURN THE ORIGINAL AND ONE COPY IN ACCORDANCE WITH THE INSTRUCTIONS AS NOTED IN THE RFP.

Contractor (to be signed by the person authorized to legally bind your firm to this contract) All proposal conditions and prices submitted shall remain firm for 270 calendar days following opening.	
Respondent's Firm _____	Ph No. () _____
Address: _____	Fax No. () _____
City, State & Zip: _____	Email: _____
By: _____ (Manual Signature Required)	Name: _____ (Typed or Printed)
Title: _____	Date: _____
Witness: _____ (Witness to Respondent's Authorized Signature)	Name: _____ (Witness Typed or Printed)
Title: _____	Date: _____

Subject: Request for Proposal
Project: Planimetric Map Maintenance Services
1199-14007

APPENDIX B

M I L W A U K E E C O U N T Y DEPARTMENT OF ADMINISTRATIVE SERVICES
ECONOMIC DEVELOPMENT DIVISION
PRIME CONSULTANT Contract

FOR

PROFESSIONAL SERVICES

PROFESSIONAL SERVICE CONTRACT

[INSERT BUSINESS NAME].

This Contract between Milwaukee County, a Wisconsin municipal body corporate (hereinafter called "County"), represented by its Department of Administrative Services - Economic Development/MCAMLIS, and **[INSERT BUSINESS NAME]** (hereafter called "Contractor"), as represented by **[NAME]**, [(xxx) xxx-xxxx], is entered into on _____, 2014.

1. SCOPE OF SERVICES.

Contractor shall specifically perform all of the tasks and achieve the objectives set forth in its proposal, dated _____, 20__, which is attached hereto as Exhibit A and incorporated herein by reference, and the County Request for Proposal, dated _____, 20__, which is attached hereto as Exhibit B and also incorporated herein by reference. If there is a variance between the Contractor's proposal and the County's request for proposal, the latter shall be controlling, unless otherwise provided for in writing.

2. STAFFING.

Contractor's employees listed below are to be assigned to the project and work the approximate hours listed below:

	<u>Name</u>	<u>Position</u>	<u>Est. Hours</u>
a.		Project Manager	
b.			
c.			
d.			

Contract shall not replace [List name] as Project Manager without the prior approval of the County. If the successor to said [Project Manager] cannot be mutually agreed upon, the County shall have the right to terminate this Contract upon thirty (30) days' notice. Any replacement of other listed personnel shall be by persons of equal qualifications, which shall be attested to by Contractor. [List name] Project Manager shall be required to give this contractual obligation top priority.

Contractor represents that its employees and subcontractors possess the necessary skill, expertise, and capability, including sufficient personnel with the necessary qualifications, to perform the services required by this Contract. Contractor shall provide, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be the employees of, or have any other contractual relationship with, the County.

3. DATES OF PERFORMANCE.

Contractor shall begin work within 30 days after execution of this Contract, which work shall be completed on or before December 31, 2014.

4. COMPENSATION.

The total compensation to Contractor for services performed under the Contract shall not exceed \$_____ unless agreed to by County in writing. State Prompt Pay Law, Section 66.285, does not apply to this Contract. As a matter of practice, the County attempts to pay all invoices in 30 days.

5. BILLING.

Contractor shall provide County with monthly billings, which shall include, but not be limited to, the following:

a. Monthly invoices: **Attachments “A-1” & “A-2”** for “Basic Services Compensation” and **Attachments “A-1”, “A-2” and “A-3”** for approved “Additional Services”. All costs submitted on these attachments shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to the Agreement. Except for documentation specifically required by the attachments, all other supporting documentation shall not be submitted but shall be clearly identified and readily accessible as specified herein under Section 7, AUDIT AND INSPECTION OF RECORDS.

b. **Monthly Invoices and Retainage** the County will make payments to Contractor within thirty (30) days of invoice approval on the basis of monthly billings prepared by the Contractor and approved by the County. Payments will be made on the basis of ninety five percent (95%) of the approved statement. No retainage, however, shall be withheld for reimbursable expenses.

c. **Progress Payment limitations** Progress payments for basic services shall total no more than the following percentages of total basic compensation payable.

1 (delivery task plan TAB 5)	Percent (%)
2	Percent (%)
3	Percent (%)

d. **Final Payment** Progress payments for basic services shall total no more than the following percentages of total basic compensation payable.

Final payment shall be made after the following have been accomplished:

- .1 County is in receipt of "Record Documents".
- .2 County is in receipt of CONSULTANT's invoice labeled "Final Billing".
- .3 County has determined that CONSULTANT has performed the obligations under this Agreement.

e. Final payment shall be the release of the five percent (5%) retainage, held by Owner from partial payments for performance under this Agreement.

f. Upon notification from the County to the Contractor that the obligations under this Agreement have been completed, the Contractor shall within 30 calendar days submit for payment a final invoice for any remaining unpaid charges. Should the Contractor fail to respond within the 30 days, the County will assume no additional charges have been incurred. The County will transmit to the Consultant notice of termination of this Agreement with a check for any remaining retainage

6. OWNERSHIP OF DATA.

Upon completion of the work or upon termination of the Contract, it is understood that all completed or partially completed data, drawings, records, computations, survey information, and all other material that Contractor has collected or prepared in carrying out this Contract shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of County.

No reports or documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor.

7. AUDIT AND INSPECTION OF RECORDS.

Contractor shall permit the authorized representatives of County, after reasonable notice, to inspect and audit all data and records of Contractor related to carrying out this Contract for a period up to three years after completion of the Contract. The prime consultant must obtain prior written Milwaukee County approval for all subconsultants and/or associates to be used in performing its contractual obligations. There must be a written contractual agreement between the prime consultant and its County approved subconsultant and/or associates which binds the subconsultant to the same audit contract terms and conditions as the prime consultant.

8. AFFIRMATIVE ACTION.

The Contractor assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Contractor assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Contractor assures that it will require that its covered suborganizations provide assurances to the Contractor that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as required by 14 CFR Part 152, Subpart E, to the same effect.

9. DISADVANTAGED BUSINESS ENTERPRISE.

The Contractor shall comply with Milwaukee County Ordinance Chapter 42 and CFR 49 part 23, which has an overall goal of seventeen percent (17%) participation of certified disadvantaged, minority and/or women business enterprise (DBE) on professional service contracts. In accordance with this, the Contractor shall ensure that DBE's have the maximum opportunity to participate in this project. The specific goal for this project is Five percent (5%).

The following are **BID FORMS** to be included with the bid / proposal submission based upon the proposed participation plan. These documents will become part of the executed agreement with Milwaukee County and are included as Attachment B.

[Certificate of Good Faith Efforts \(DBE-01\) Attachment B Page 1 through 6](#)
[Subcontractor / Subconsultant / Supplier Information Sheet \(DBE-02\) Attachment B Page 7](#)
[Commitment to Contract with DBE Firm \(DBE-14\)](#)

The following are **TRACKING FORMS** to be included with applications for payment or invoices submitted to Milwaukee County for payment. These documents are required for payment processing, as detailed in this section of the contract and included as Attachments B

[DBE Utilization Report \(DBE-16\) Attachment B Page 8 through 9](#)
[DBE Payment Certification \(DBE-18\) Attachment B Page 10 through 12](#)

10. NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS.

In the performance of work under this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex, or handicap, which shall include, but not be limited to, the following:

Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.

Contractor will post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the non-discriminatory clause.

Contractor agrees to strive to implement the principles of equal employment opportunity through an effective Affirmative Action program, and has so indicated on the Equal Employment Opportunity Certificate attached hereto as and made a part of this Contract. The program shall have as its objective to increase the utilization of women, minorities and handicapped persons, and other protected groups, at all levels of employment, in all divisions of Contractor's work force, where these groups may have been previously under-utilized and under-represented. Contractor also agrees that in the event of any dispute as to compliance with the aforesaid requirements, it shall be its responsibility to show that it has met all such requirements.

When a violation of the non-discrimination, equal opportunity or Affirmative Action provisions of this section has been determined by County, Contractor shall immediately be informed of the violation and directed to take all action necessary to halt the violation, as well as such action as may be necessary to correct, if possible, any injustice to any person adversely affected by the violation, and immediately take steps to prevent further violations.

If, after notice of a violation to Contractor, further violations of the section are committed during the term of the Contract, County may terminate the Contract without liability for the uncompleted portion or any materials or services purchased or paid for by the Contractor for use in completing the Contract, or it may permit Contractor to complete the Contract, but, in either event, Contractor shall be ineligible to bid on any future contracts let by County.

11. INDEMNITY.

Contractor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, County, and its agents, officers and employees, from and against all loss or expense including costs and attorney's fees by reason of statutory benefits under Workers Compensation Laws, or liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of Contractor, or its (their) agents which may arise out of or are connected with the activities covered by this Contract.

Contractor shall indemnify and save the County harmless from any award of damages and costs against County for any action based on U.S. patent or copyright infringement regarding computers programs involved in the performance of the tasks and services covered by this Agreement.

12. INSURANCE.

The Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. The Contractor may effect and maintain any insurance coverage, including, but not limited to, Worker's Compensation, Employers Liability and General Contractual, Profession and Automobile Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance provisions.

The Contractor shall provide evidence of the following coverages and minimum amounts:

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Wisconsin Workers' Compensation or Proof of All States Coverage	Statutory (waiver of subrogation)

Employer's Liability	\$100,000/500,000/100,000
Commercial or Comprehensive General Liability	
Bodily Injury and Property Damage	\$1,000,000 Per Occurrence
(incl. Personal Injury, Fire Legal, Contractual & Products/Completed Operations)	\$1,000,000 General Aggregate
Professional Liability	\$1,000,000 Per Occurrence \$1,000,000 Aggregate
Automobile Liability	
Bodily Injury & Property Damage	\$1,000,000 Per Accident
All Autos-Owned, non-owned and/or hired Uninsured Motorists	Per Wisconsin Requirements

Milwaukee County will be named as an additional insured for General, Automobile, Garage Keepers Legal and Environmental Impairment Liability, as respects the services provided in this Contract. Disclosure must be made of any non-standard or restrictive additional insured endorsement, and any use of non-standard or restrictive additional insured endorsement will not be acceptable. A certificate indicating the above coverages shall be submitted for review and approval by the County for the duration of this Contract.

Coverages shall be placed with an insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. Additional information as to policy form, retroactive date, discovery provisions and applicable retentions shall be submitted to County, if requested, to obtain approval of insurance requirements. Any deviations, including use of purchasing groups, risk retention groups, etc., or requests for waiver from the above requirements shall be submitted in writing to the County for approval prior to the commencement of activities under this Contract.

The insurance requirements contained within this Agreement are subject to periodic review and adjustment by the County Risk Manager.

A.1. Compliance with Governmental Requirements.

Contractor shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by Federal and State Laws.

A.2. Professional Liability – Additional Provisions.

Contractor agrees to provide additional information on their professional liability coverages as respects policy type, i.e. errors and omissions for consultants, architects, and/or engineers, etc.; applicable retention levels; coverage form, i.e. claims made, occurrence; discover clause conditions, and effective retroactive and expiration dates, to the County Director of Risk Management and Insurance as may be requested to obtain approval of coverages as respects this section.

It is understood and agreed that coverages which apply to the services inherent in this Contract will be extended for two (2) years after completion of all work contemplated in this project if coverage is written on a claims-made basis.

The Contractor shall certify and make available loss information from any Insurer as to any claims filed or pending against any and all professional liability coverages in effect for the past five (5) years, if requested.

The Contractor shall certify to inform the County of any claims filed for errors and omissions that may be covered under professional coverages pursuant to the work within ten (10) days of notice of the occurrence or claim filing, whichever is sooner.

Deviations and waivers may be requested in writing based on market conditions to the County Director of Risk Management and Insurance. Approval shall be given in writing of any acceptable deviation or waiver to the Contractor prior to the Contractor effecting any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the Contractor.

It is understood that the Contractor will obtain information on the professional liability coverages of all subcontractors in the same form as specified above for review of the County.

13. PERMITS, TAXES, LICENSES.

Contractor is responsible for procuring, maintaining and paying for all necessary federal, state, and local permits, licenses, fees and taxes required to carry out the provisions of this Contract.

14. TERMINATION BY CONTRACTOR.

Contractor may, at its option, terminate this Contract upon the failure of the County to pay any amount which may become due hereunder for a period of forty five (45) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

15. TERMINATION BY COUNTY FOR VIOLATIONS BY CONTRACTOR.

If the Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, the County shall there upon have the right to terminate it by giving thirty (30) days written notice of termination of contract, specifying the alleged violations, and effective date of termination. It shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation prior to the end of the thirty (30) day period. In the event of termination, the County will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

16. UNRESTRICTED RIGHT OF TERMINATION BY COUNTY.

The County further reserves the right to terminate the Contract at any time for any reason by giving Contractor thirty (30) days written notice of such termination. In the event of said termination, the Contractor shall reduce its activities hereunder as mutually agreed to, upon receipt of said notice, and turn over all work product to the County. Upon said termination, Contractor shall be paid for all services rendered through the date of termination. This section also applies should the Milwaukee County Board of Supervisors fail to appropriate additional monies required for the completion of the Contract.

17. INDEPENDENT CONTRACTOR.

Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between County or its successors or assigns and Contractor or its successors or assigns. In entering into this Contract, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

18. SUBCONTRACTS.

Assignment of any portion of the work by subcontract must have the prior written approval of County.

19. ASSIGNMENT LIMITATION.

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

20. PROHIBITED PRACTICES.

- A. Contractor during the period of this contract shall not hire, retain or utilize for compensation any member, officer, or employee of County or any person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

21. NOTICES.

All notices with respect to this Contract shall be in writing. Except as otherwise expressly provided in this Agreement, a notice shall be deemed duly given and received upon delivery, if delivered by hand, or three days after posting via US Mail, to the party addressed as follows:

To Contractor:	To County:
	Department
Attn.:	Attn.:
Address	Address
Address	Address

Either party may designate a new address for purposes of this contract by written notice to the other party.

22. MISCELLANEOUS.

This Contract shall be interpreted and enforced under the laws and jurisdiction of the State of Wisconsin. This Contract constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. Contractor acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local or federal law, rules and regulations and orders.

23. AUTHORIZATION.

The authority to enter into this Agreement is granted pursuant Milwaukee County Code of Ordinances 56.30.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day, month and year first above written.

[Business Name]

By: _____ Date: _____
Name, Title

Department of Administrative Services,
Division of Economic Development

By: _____ Date: _____
Teig Whaley-Smith, Director

Approved as to adequacy of funds (with submitted Form 1684 R4):

By: _____ Date: _____
Comptroller

Approved with regards to County Ordinance Chapter 42:

By: _____ Date: _____
Community Business Development Partners

Reviewed by:

By: _____ Date: _____
Risk Management

Approved for execution:

By: _____ Date: _____
Corporation Counsel

By: _____ Date: _____
County Executive

Milwaukee County
Department of Administrative Services, Economic Development Division

INVOICE FOR CONSULTING SERVICES

(Lump Sum Contract Form)

Invoice # _____

DATE _____
PROJECT TITLE **Planimetric Polygon Processing Services**
PROJECT NUMBER **1199-14007**
CONSULTANT _____

SERVICES FOR THE MONTH ENDING: _____

- 1.) BASIC SERVICES (Attach Form A-2):

- 2.) REIMBURSABLE EXPENSES (Attach Form A-2):
(Attach itemization and back-up copies of all charges)

- 3.) ADDITIONAL SERVICES (Attach Form A-3):
(Attach itemization for each service by name, classification, direct salary rate
x O.H. factor x man hours)

TOTAL THIS MONTH:

LESS: Retainage @ 5% (On Items 1. & 3. Only).

CURRENT PAYMENT DUE

(Attach continuation sheet, A-2, on job status)

Approved for billing: _____
Approved for Milwaukee County
Department of Administrative Services
Economic Development Division:

Consultant

Signature

Signature

Title

Date

CONSULTANT: _____

Basic Services	Fee limit Per Phase/or Totals	Previously Billed	Billed This Month	Percent complete(%)	Total Billed To Date	Retainage To Date	Balance to Completion
Task							
Task							
Task							
Sub Total							
Additional Services (itemize) INCR. _____							
Sub-Total							
Totals							

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES, ECONOMIC DEVELOPMENT DIVISION**

INVOICE FOR ADDITIONAL CONSULTING SERVICES ONLY

Invoice # _____

(One FORM "A-3"/Ea. Increase/Billing)

Fee Incr. # _____

Fee Incr. Total \$ _____

DATE _____
 PROJECT TITLE **Planimetric Polygon Processing Services**
 PROJECT NUMBER **1199-14007**
 CONSULTANT _____
 SERVICES FOR THE MONTH ENDING: _____

1.) **CONSULTANT LABOR** (Refer to approved Manpower Direct Salary Rate & O.H. Factor Schedule)

Name	Classification	Direct Sal. Rate\Hr.	OH Factor	Man Hrs	Cost
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____
_____	_____	\$ _____	X _____	X _____	= _____

Sub-total

2.) **SUBCONSULTANTS**
 (Attach itemizations in same form as above)

Sub-total

3.) **REIMBURSABLE EXPENSES:**
 (Attach itemization and backup copies of all charges)

Sub-total

TOTAL THIS MONTH:

LESS: Retainage @ 5% (On Items 1. & 2. Only).

CURRENT PAYMENT DUE
 (Attach continuation sheet on job status)

Approved for billing: _____

Approved for Milwaukee County
 Department of Administrative Services
 Economic Development Division:

 Consultant

 Signature

 Signature

 Title

 Date



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

CERTIFICATE OF GOOD FAITH EFFORTS

The intent of this certification is to document the good faith efforts implemented by the contract bidder/proposer in soliciting and utilizing certified firms to meet this project's participation goal. This certificate will assist Milwaukee County in determining whether the bidder/proposer has implemented comprehensive good faith efforts.

Failure to demonstrate good faith efforts to meet the assigned participation goal to the satisfaction of Milwaukee County could result in the rejection of the bid/proposal.

I, _____, do hereby acknowledge that I am the _____ of _____, who has been identified as a bidder/proposer on the following Milwaukee County Project:

Project No.	Project Title	Total Contract Amount	DBE Percentage	
			Goal	Pledged

Provide a brief summary on why you believe your firm is unable to meet the participation goal on this project. (Attach additional pages if necessary)

I hereby certify that I have utilized comprehensive good faith efforts to solicit and utilize certified firms to meet the participation goal of this contract, as demonstrated by my responses to the following questions:

A. Identifying Contractible Work Items

Bidder/Proposer is encouraged to select portions of work to be contracted in a manner that will increase the likelihood of meeting the participation goal. In selecting work to be contracted, bidder/proposer will consider, where appropriate, breaking down contracts into economically feasible units to facilitate small business participation.

1. Which portion(s) or section(s) of the contract, in terms of the nature of work, was/were selected to be contracted to certified firms (or broken down into economically feasible units to facilitate participation)?

B. Notifying Certified Firms of Contracting Opportunities

2. In the table below, indicate which certified firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Include copies of written solicitations to certified firms. (Attach additional pages if necessary)

Certified Firm Contacted	Date of Written Notification	DBE (Yes/No)	Date of Follow-up Telephone Call

3. Identify publications in which announcements or notifications were placed and published, if any. Include a copy of each announcement or notification.

Published Announcement/Publication (please describe)	Date

4. Identify minority and/or women’s associations or organizations that received written notifications, including dates of notifications. Provide name of person and date of follow-up call. If no follow-up calls made, explain why not. Include copies of letters sent.

Association/Organization	Date of Notification	Contact Person	Date of Follow-Up Call

5. Were the services of Milwaukee County’s Community Business Development Partners Department (CBDP) used to assist in the recruitment of certified firms?

Yes _____ No _____

Contact was made by: Telephone _____ Correspondence _____

Date contacted: _____ Person Contacted: _____

C. Providing Certified Firms With Assistance

6. Explain any efforts undertaken to provide certified firms with adequate information about project scope of work and requirements of the contract.

7. Describe any efforts undertaken to assist certified firms in obtaining lines of credit or insurance required by Milwaukee County and/or the contractor/consultant.

8. Describe any other efforts initiated to provide special assistance to certified firms interested in participating in the project.

D. Soliciting Proposal/Quotes From Interested Certified Firms

Bidder/Proposer must solicit quotes in good faith with interested certified firms. Quotes, proposals and/or bids, from interested certified firms shall not be rejected without sound justification.

9. Indicate, in the table below, which certified firms submitted quotes on the contract. Also, if any quotes of certified firms were rejected, provide a brief explanation as to why. Include copies of all quotes received for this project. (Attach additional pages if necessary)

Name, Phone & Address of Contact Person at Certified Firm	Work Quoted and Explanation for Rejecting Quotes

10. Please include all other comments you want Milwaukee County to consider. (Attach additional pages if necessary)

NOTE: The information requested as set forth above is the minimum information required by Milwaukee County's Community Business Development Partners Department (CBDP) and CBDP may request the bidder/proposer to submit information on other actions taken to secure participation of certified firms in an effort to meet the contract goal.

AFFIDAVIT OF CERTIFICATION

The undersigned, having been first duly sworn, affirms that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: _____

Authorized Representative

Subscribed and sworn to before me:

This _____ day of _____, 20 ____.

Notary Public

My commission expires _____, 20 ____.

GUIDANCE CONCERNING GOOD FAITH EFFORTS

When Milwaukee County assigns a participation goal, a bidder/proposer shall, in order to be responsive, make good faith efforts to meet this published goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet or exceed the goal by documenting commitments for participation by certified firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts toward that end. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve the participation goal, which, by their scope, intensity and appropriateness to the objective; could reasonably be expected to obtain sufficient participation, even if they were not fully successful.

Any situation in which Milwaukee County has assigned a participation goal on a contract requires the use of the good faith effort mechanism delineated herein. CBDP will make a fair and reasonable judgment as to whether a bidder/proposer that did not meet the goal made adequate good faith efforts according to these guidelines. It is important to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain participation sufficient to meet the participation goal. Mere pro forma efforts are not good faith efforts to meet the contract requirements. CBDP determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

The following is a list of types of actions, which Milwaukee County will consider as part of the bidder/proposer's good faith efforts to obtain participation of certified firms. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:

1. Soliciting, through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices), the interest of all certified firms who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the certified firms to respond to the solicitation. The bidder/proposer must determine with certainty that the certified firms are interested by taking appropriate steps to follow up initial solicitations.
2. Selecting portions of the work to be performed by certified firms in order to increase the likelihood that the participation goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate participation, even when the prime contractor/consultant might otherwise prefer to perform these work items with its own forces.
3. Providing interested certified firms with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. Negotiating in good faith with interested certified firms.
 - a. It is the bidder/proposer's responsibility to make a portion of the work available to certified firms and to select those portions of the work consistent with the available certified firms, so as to facilitate participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of certified firms that were considered; a description of the information provided regarding the plans and specifications for the work selected for contracting; and evidence as to why additional agreements could not be reached for certified firms to perform the work.
 - b. A bidder/proposer using good business judgment would consider a number of factors in negotiating with subcontractors, including certified subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, **the fact that there may be some additional costs involved in finding and using certified firms is not in itself sufficient reason for a bidder/proposer's failure to meet the participation goal, as long as reasonable.** Also, the ability or desire of a bidder/proposer

to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Bidders/Proposers are not, however, required to accept higher quotes from certified firms if the price difference is excessive or unreasonable.

5. Not rejecting certified firms as being unqualified without sound reasons based on a thorough investigation of their capabilities. The bidder/proposer's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the bidder/proposer's efforts to meet the project goal.
6. Making efforts to assist interested certified firms in obtaining lines of credit or insurance as required by Milwaukee County or the bidder/proposer.
7. Making efforts to assist interested certified firms in obtaining necessary resources or related assistance or services.
8. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of certified firms.

In determining whether a bidder/proposer has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract goal. For example, when the apparent successful bidder/proposer fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder/proposer could have met the goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average participation obtained by other bidder/proposers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH DBE

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No.: _____ PROJECT TITLE: _____

TOTAL CONTRACT AMOUNT \$ _____ DBE Goal: _____

Name & Address of DBE(*)	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract

(* Separate commitment form must be completed for each DBE firm)

Bidder/Proposer Commitment (To be completed by firm committing work to DBE)

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm _____ (Phone No. _____), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CBDDP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Signature of Authorized Representative Name & Title of Authorized Representative Date

Subscribed and sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public State of _____ . My Commission expires _____.

[SEAL]

* Only firms certified as DBEs (within qualifying NAICS codes) by the State of Wisconsin UCP *prior to bid/proposal opening* will be credited on this contract

DBE Affirmation (To be completed by DBE Owner/Authorized Representative)

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by _____.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CBDDP.
- I affirm that approval from CBDDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

Signature of Authorized DBE Representative Name & Title of Authorized DBE Representative Date

FOR CBDDP USE ONLY

Commitment number ____ of ____ **Project Total:** (A) _____ (V) \$ _____ **Total %** _____

Verified with: _____
Authorized Signature
Date



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH DBE

ADDITIONAL INFORMATION & REQUIREMENTS:

1. The Directory of Certified DBE firms eligible for credit toward the satisfaction of this project's DBE goal will be found at the following link, and can be searched by Name and/or NAICS code.
<https://app.mylcm.com/wisdot/Reports/WisDotUCPDirectory.aspx>
2. **CONTRACT ADJUSTMENTS:** Prime contractor/consultant shall maintain the approved DBE participation level during the term of the contract with Milwaukee County to include additional work on the contract, e.g., use of allowance, change orders, addendums, extra work, etc. Contract adjustments shall include proportional DBE participation.
3. **WRITTEN CONTRACTS WITH DBEs:** CBDP requires that prime contractors/consultants enter into contract, directly or through subcontractors, with the DBE(s) specifying the work to be completed and the dollar amount as indicated in this form. Agreements must be submitted to CBDP within 7 days of receipt of the Notice-To-Proceed, or execution of the Purchase Order. By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract. VIOLATION OF THE TERMS OF THIS AFFIDAVIT IS GROUNDS FOR TERMINATION OF YOUR CONTRACT.
4. **SUBSTITUTIONS, DBEs SUBCONTRACTING WORK, TRUCKING FIRMS:** The prime contractor/consultant must submit written notification of desire for substitution to the DBE affected, and forward a copy to CBDP, specifying the reason for the request. Any DBE so notified has five (5) business days to provide written objection/acceptance to the prime making the notification. The "right to correct" must be afforded any DBE objecting to substitution/termination for less than good cause as determined by CBDP. Approval must be obtained from CBDP prior to making any substitutions. DBE contractors are also required to notify and obtain approval from CBDP prior to seeking to subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, only the commission or fee will be counted for DBE crediting.
5. **REQUESTS FOR PAYMENT:** Contractor/Consultant must indicate on the Continuation Sheet (AIA form G703) the work being performed by DBEs by either a) placing the word "DBE" behind the work item or b) breaking out the work done by DBEs at the end of the report. Prime contractor/consultant shall notify DBEs of the date on which they must submit their invoices for payment.
6. **DBE UTILIZATION REPORTS:** A DBE Utilization Report (DBE-16) must be submitted with each request for payment for the period's activity, even if no activity takes place during the period being reported. Payments will be withheld from all prime contractors/consultants not in compliance.

If you have any questions on forms or related to Milwaukee County's DBE Program, please contact
CBDP Compliance Team / cbdpcompliance@milwcnty.com / 414.278.4747



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS
MILWAUKEE COUNTY**

DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION REPORT

SUBMIT WITH EACH PAYMENT REQUEST/INVOICE

PAYMENT/INVOICE # _____

NAME OF FIRM _____ TELEPHONE NO. (____) _____

ADDRESS _____ CITY _____ STATE ____ ZIP CODE _____

PROJECT TITLE _____ PROJECT # _____

TOTAL CONTRACT \$ AMT _____ TOTAL CONTRACT PAYMENT \$ _____ CONTRACT % COMPLETE _____

TOTAL DBE CONTRACT \$ AMT _____ TOTAL DBE PAYMENT \$ _____ DBE % COMPLETE _____

COUNTY PROJECT/CONTACT PERSON _____ TELEPHONE NO. (____) _____

REPORT FOR THE PERIOD FROM: _____ TO: _____ 20 _____ FINAL REPORT: () Yes () No

List all DBE firms utilized in connection with this Project, even if not used during this reporting/billing period.

NAME OF DBE FIRM	DBE CONTRACT \$ AMOUNT	DBE WORK/SERVICE(S) PERFORMED	AMOUNT DUE TO DBE FOR THIS PERIOD	TOTAL PAYMENTS TO DATE	REMAINING BALANCE

Prepared by: _____ **Approved by:** _____
(Name & Title) (Name & Title)



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

(This report must be submitted with each payment application)

1. Prime contractor's registered company name.
2. Prime contractor's business telephone number.
3. Prime contractor's business address, City, State and Zip Code for prime contractor's place of business.
4. Name/title of County Project
5. Project number as stated in the Bid Announcements and Specifications.
6. Total dollar amount of contract awarded prime contractor by Milwaukee County, Payments to Prime year to date, and % contract being completed.
7. Total DBE subcontract dollar amounts (all DBEs), Total payment made to all DBEs, and % of total prime's contract.
8. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
9. Telephone number of the above County representative.
10. The period and year for which payments are being reported.
11. The line next to Final Report is to be checked only when the final payments have been made to all DBE subcontractors.
12. The name(s) of DBE firm(s) having received payment in the preceding month or period.
13. Total dollar amount of the work subcontracted to the listed firm(s).
14. The work or service performed by the listed DBE firm(s).
15. The dollar amount of payments made to each DBE subcontractor for the period being reported.
16. The total dollar amount paid to each DBE subcontractor to date (cumulative). As an example--if the report covers the first payment to a DBE subcontractor, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subcontractor to date.
17. Remaining balance of the subcontract to the listed DBE firm(s).
18. Prime contractor's staff that actually prepared the report.
19. Prime contractor's officer or personnel authorized to review and approve the DBE Utilization Report.

THIS REPORT MUST BE SUBMITTED WITH EACH PAYMENT APPLICATION



COMMUNITY BUSINESS DEVELOPMENT PARTNERS
MILWAUKEE COUNTY

CONTRACT CLOSE-OUT
DBE PAYMENT CERTIFICATION

Prime Contractor/Consultant must attach this form to the request for final payment in order to receive payment.

County Department Issuing Contract/Project: _____

Prime Contractor/Consultant: _____

DBE Firm: _____

Project No.: _____ Project Name: _____

Complete Section A if full payment has been made.

Complete Section B if full payment will be made upon receipt of final payment from Milwaukee County.

***SECTION (A) DBE FIRM COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$_____ total payment for work on the above referenced Milwaukee County project or contract.

Date _____, 20__

(DBE Contractor/Consultant Signature)

(Print Name & Title)

***SECTION (B) BOTH PRIME CONTRACTOR/CONSULTANT AND DBE FIRM COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE FIRM AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$_____ and will pay the balance of \$_____ to _____ upon receipt of payment from Milwaukee County for work on the above referenced project or contract.

Date: _____, 20__

(Prime Contractor/Consultant Signature)

(Print Name & Title)

(DBE Contractor/Consultant Signature)

(Print Name & Title)

Subject: Request for Proposal
Project: Planimetric Map Maintenance Services
1199-14007

APPENDIX C
AMMENDMENT 1: QUESTIONS AND ANSWERS



Amendment No.1

April 22, 2014

Milwaukee County

Department of Administrative Services

April 22, 2014

Amendment No.1

RFP No. 1199-14007
Planimetric Polygon Processing Services
Due Date: 5/16/2014 @ 2pm CST

Notice to Proposers:

A Request for proposal was provided to you. Please note the following:

Q1. Is the work required to be completed on site with Milwaukee County's current GIS infrastructure, or can the work be done remotely?

- There are many opportunities to complete this work using offsite resources and the County actually prefers this option as part of the accepted solution. The work can be performed at a location of the vendors choosing in so far as there is a mutually agreeable method of preparing and delivery of intermediate/final products as specified in:

III. SCOPE OF CONSULTANT SERVICES (D.3.d) the Contractor shall collaborate with Milwaukee County to establish a correct format and procedures for the transfer and delivery of the ESRI File Geodatabase....