



DEPARTMENT OF ADMINISTRATIVE  
SERVICES

# Milwaukee County

Date July 14, 2015

To All Interested Consultants

**Project:** War Memorial – Bird Cage Stair Curtain Wall

**Project No.:** O517-15467

**Subject:** REQUEST FOR PROPOSAL (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for planning and design for the replacement of the steel glazing curtain wall system that currently surrounds the existing “**Bird Cage Stairs**” at the Milwaukee County War Memorial Center. Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for conservation, waste management/recycling and the quality of indoor environment. The County will require that such strategies be explored in the design of this project.

## I. BACKGROUND

- **Location : War Memorial Center**  
**750 N. Lincoln Memorial Drive, Milwaukee, WI. 53202**  
**“Bird Cage Stair” is located in the Veteran’s Courtyard off Mason Street.**
- **History : The War Memorial Center was designed by renowned architect Eero Saarinen and constructed in 1957. Several Additions have occurred over time, but the original design has remained consistent to date. This is a unique building that reflects advanced engineering and design for it’s time. The bird cage stair is complete in its structural form of cast slabs on a reinforced concrete spine. This creates a floating effect with the stairs. A steel/glass curtain wall is hung from the slab. The original steel frame with single pane lites is ineffective in Wisconsin winters and is severely deteriorating due to rust jacking and condensation issues.**
- **Ownership/Departmental jurisdiction: The War Memorial Facility is owned by Milwaukee County and leased to The War Memorial Center. Any work on this project through Milwaukee County will need to be fully coordinated with and approved by the War Memorial Center.**
- **This project is included as part of the 5-year Development Agreement between Milwaukee County, The War Memorial Center and the Milwaukee Art Museum in which restoration and renovation of the facility has been the primary objective. This staircase is the structural centerpiece in the Veteran’s Courtyard and is prominent in the site, heart and minds of those that visit and work at the facility.**

## II. GENERAL PROJECT DESCRIPTION

**Adopted budget narrative:** The War Memorial Center glass and framing on the Birdcage Stairway is deteriorating quickly. The glass enclosure of this stairway is original (steel frames and single pane wired glass) and has failed. During periods of outside temperatures below freezing, ice forms on the glass, steps and frames making for an unsafe condition. When the ice melts the terrazzo stairs become very slippery, water migrates through the stairway to the space below causing ceiling damage. Rusting has caused damage to the terrazzo floor and cracked over half the panes of glass. The glass enclosure needs to be replaced with insulated glass and frames.

Subject: Request for Proposal  
Project: **Bird cage stair curtain wall**  
Project No.: **0517-15467**

**Project administration:** This project will be coordinated through Milwaukee County's DAS Division of Facilities Management , Architecture Engineering and Environmental Services group.

### III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type A, lump sum) (See attachment 3).

#### 1. GENERAL REQUIREMENTS

- **Planning** – review prior plans and details of site, visit site with County staff to review constraints.
- **Pre-Qualification of Manufacturers** - Work with several window manufacturer's through submission process to prepare full size mock-up of their proposal for system replacement with sample shop drawings. Manufacturer's must submit an estimate of total costs for system as well. A stipend of \$5,000 for each mock-up will be paid to the manufacturer by consultant for up to five mock-ups total. The County will reimburse the consultant for this work as a reimbursable item under the consultant agreement.
- **Design** – Prepare technical specifications and construction documents for bidding through Milwaukee County. Design of glazing system is expected to be done through manufacturer submittal process. The designer is expected to address and detail the structural support as will be required, details for coverings, HVAC louvres, special flashing, drainage from roof, electrical wiring, interior concrete patching, terrazzo repairs, ADA/code compliant rails, all details not included with glazing system and all coordination with City of Milwaukee for plan approval. It is expected that the design solution will be consistent with the original architecture and not decrease the amount of glazed area, while providing an insulated and watertight system. As the metal roof on the stair tower was replaced recently, it is expected it will remain undamaged and in place. Provide a minimum of two cost estimates during the design phase.
- **Construction Management** – Provide basic construction services as described below.

#### 2. BASIC SERVICES

1. The architectural / engineering consulting firm shall assemble a design project team to perform the scope of services and requirements outlined above.

##### 2. Design Development

Upon completion of review of previous design and record drawings, the architectural /engineering consultant shall proceed into the design development phase of the project. In the design development phase, the architectural / engineering consultant shall investigate and with Milwaukee County approval, select manufacturers that meet the qualifications. Each qualified manufacturer will be requested to submit a design and mock-up proposal. The required deliverables by consultant shall include but are not limited to:

- a). Design development documents shall include a minimum of:
  - Basis of Design Memo
  - Plans of the stairway
  - Preliminary details on finishes and structure
  - Manufacturer's mock ups, estimates and drawings
  - Preliminary construction estimate.
  - Preliminary construction schedule, based on War Memorial's operation.

##### 3. Final Design and Construction Documents

Subject: Request for Proposal  
Project: ***Bird cage stair curtain wall***  
Project No.: **0517-15467**

Upon review of design development documents and approval by Milwaukee County, War Memorial Center and Milwaukee Art Museum, the architectural / engineering consultant will proceed with construction documents. The required deliverables shall include but are not limited to:

- a). Construction documents:
  - Site plan
  - Existing and proposed plans
  - Construction details
  - Specifications (Including approved manufacturers for glazing system)
- b). Three sets of "in-progress" contract documents for review by Milwaukee County at 50% completion (construction drawings only). See the tentative project timetable below.
- c). Three sets of "in-progress" contract documents (three sets of construction drawings and specifications) for review by Milwaukee County at 90% completion. The 90% completion meeting will be the final review meeting before distribution of construction documents for bidding. This review meeting will include all parties involved, consultant, and all sub-consultants. See the tentative project timetable below.
- d). At the 90% completion review meeting the architectural / engineering consultant shall provide detailed cost estimate based upon the construction documents and an updated construction schedule..
- e). The architectural / engineering consultant shall provide final technical specifications, which follow the Uniform Format Construction Index of the Construction Specifications Institute (CSI). In the technical specifications, a minimum of three approved manufacturers will be listed for major material items or systems., The Owner (Milwaukee County) may require specification of a particular product or "approved equal" to maintain Milwaukee County standards.
- f). The architectural / engineering consulting firm shall provide final construction documents (technical specifications and construction drawings) to Milwaukee County in a reproducible format for printing (Milwaukee County will be responsible for document reproduction and distribution for bidding). The architectural / engineering consulting firm shall also provide Milwaukee County with a copy of the final construction documents in electronic format per Milwaukee County's Type A Consultant Agreement or other format approved by the Milwaukee County Project Manager.
- j). The architectural / engineering consulting firm shall be responsible for the accuracy of the design services performed and promptly make necessary revisions or corrections resulting from negligent acts, errors and/or omissions without additional compensation. The consulting firm shall be responsible for losses or cost to repair or remedy as a result of the consultant's negligent acts, errors or omissions.

#### 4. Bidding and Construction

- a). Attend Pre-Bid meeting.
- b). Document all information requested by bidders and any requested interpretation of bidding documents in writing to the owner.
- c). Any information needed to clarify any condition which might affect the cost of the work as bid shall be responded to by an Addendum sent out no later than five (5) days prior to the close of bids. Prepare and deliver master Addendum to Milwaukee County (AE&ES) for distribution.

(The following is proposed under "Construction Services")

- d). Attend Pre-Construction meeting and site visits during demo and installation.
- e). Answer Request for Information (RFI) submitted by the General Contractor with Milwaukee County review and approval.

Subject: Request for Proposal  
Project: **Bird cage stair curtain wall**  
Project No.: **0517-15467**

- f). Review and approve with Milwaukee County (AE&ES) all shop drawings, product data, and samples covering specified materials in the bidding documents.
  - g). On an as-needed basis, provide review and approval of submittals. Provide technical support by answering project-related questions throughout the construction process.
  - h). Prepare and submit punch list, substantial completion and acceptance documentation for the project.
  - i). Prepare as-built record drawings.
- o Design shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.
  - o ***Deliverables***

Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. A reports shall be provided during the course of the project. The report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption
- A description of any alternatives that were considered and compared using a life-cycle cost analysis
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges
- Description of equipment, systems or materials to be used that will reduce negative impacts on indoor air quality, e.g., low-VOC paints, coatings and adhesives
- Is there a goal for minimum % of materials containing recycled content?
- Plans for recycling construction waste and the goal for minimum % of waste to be recycled

The second part of report shall be provided before the project is considered substantially complete. This report shall provide more quantitative information, including but not limited to the following:

- Estimated energy savings (on an annual basis, in units of energy) resulting from the use of energy-efficient equipment or systems selected for this project, as compared to pre-construction conditions
  - Major materials that have significant amount of recycled content (provide approx quantities)
  - Quantity of construction waste recycled (in tons and in terms of % of the total construction waste generated)
- o ***Meetings and presentation requirements: It is expected that at 50% completion, the consultant will prepare a presentation with plans and manufacturer mock-ups available for viewing, estimates of costs and be available to answer questions.***

### 3 . QUALITY CONTROL

1. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and/or omissions in the services they are contracted to provide.

Subject: Request for Proposal  
Project: ***Bird cage stair curtain wall***  
Project No.: ***O517-15467***

#### 4. PROJECT TIMETABLE

- |     |   |   |
|-----|---|---|
| 1.  | <b><i>July 29, 2015</i></b>                   | Issue Request for Proposal  |
| 2.  | <b><i>August 6, 2015</i></b>                  | RFP Pre-proposal walk-thru  |
| 3.  | <b><i>August 19, 2015</i></b>                 | RFP Due   |
| 4.  | <b><i>August 27, 2015</i></b>                 | Selection Committee selects consultant.                           |
| 5.  | <b><i>Sept. 4, 2015</i></b>                   | Offer, negotiate and execute a contract with selected consultant. |
| 6.  | <b><i>Sept. 9, 2015(est.)</i></b>             | Design kick-off   |
| 7.  | <b><i>Oct. 16, 2015</i></b>                   | 50% Percent complete targets, Presentation of mock-ups.           |
| 8.  | <b><i>Nov. 6, 2015</i></b><br>ready documents | 90% Percent complete targets, Final deliverable dates, Print-     |
| 9.  | <b><i>Nov. 16, 2015</i></b>                   | Project advertised for bid  |
| 10. | <b><i>Dec. 9, 2015</i></b>                    | Bids due  |
| 11. | <b><i>Jan 4, 2015</i></b>                     | Anticipated Construction Start                                    |
| 12. | <b><i>March 21, 2016</i></b>                  | Anticipated Demolition and installation start date                |
| 13. | <b><i>May 6, 2016</i></b>                     | Anticipated Construction completion                               |

#### 5. PRE-PROPOSAL MEETING

***August 6, 2015 – 2:00 p.m. Optional pre-proposal meeting and walk-thru of site.  
Meet in War Memorial lobby  
750 N. Lincoln Memorial Drive, Milwaukee***

#### IV. RELATED WORK BY OTHERS

- ***Digital data cloud of existing stairs to be provided by Milwaukee County.***
- ***Milwaukee County will provide front end specifications and assemble project manual.***
- ***Milwaukee County will print, assemble and distribute bid documents.***

#### V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (see Attachment 5) and the following information:

- Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- Table of Contents:** Include an identification of the material by section and page number.
- Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- Organization's Experience:** (***this should be adjusted as required per project***) Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a

Subject: Request for Proposal  
Project: ***Bird cage stair curtain wall***  
Project No.: ***O517-15467***

separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with sustainable design, green buildings, or related work including but not limited to

- Recycled content and sustainable building product selection
- Waste reduction strategies
- Use of USGBC LEED rating system to guide project design

- E. Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal-In-Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
- F. Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- G. Project Approach:** Provide a description of architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- H. Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- J. DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is **25%** .
- K. Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
- L. Fee Proposal:** The fee for this project shall be clearly stated as a ***lump sum*** not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. Construction services as described will be in an Actual cost- Not to exceed amount.

## **VI. PROPOSAL EVALUATION**

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

## **VII. GENERAL REQUIREMENTS**

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.

Subject: Request for Proposal  
Project: **Bird cage stair curtain wall**  
Project No.: **0517-15467**

2. Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform with 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 are the only official method through which interpretation, clarification or additional information will be given.
5. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.
8. Addendums will be posted on Milwaukee County's website on the *Construction Bids and RFPs* page under the appropriate project. It is the proposer's responsibility to check the website for all addendums. We will not issue an addendum 48 hours prior to the time in which proposals are due.

Please return **three (3)** copies of your proposal no later than **2:00 P.M. on Wednesday, August 12, 2015**, to **Julie Bastin**, Project Manager, DAS – A/E&E/S, 633 W. Wisconsin Ave, Suite 1000 Milwaukee, Wisconsin, 53203 Telephone (414) 278-3948, FAX (414) 223-1366; email = julia.bastin@milwaukeecountywi.gov.

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,

---

Project Manager, Julie Bastin, P.E.

Attachments:

- 1) Project Vicinity Map (1 page)
- 2) Project Location Map (1 page)
- 3) Agreement type A
- 4) Proposal Preparation, Submission and Evaluation (5 pages)
- 5) Consultant Proposal Form (1 page)
- 6) DBE Instructions
- 7) Original Bird Cage Enclosure details

cc: G. High, DAS-FM                      Owner Dept. Representative  
G. Drent, DAS-FM                      Project Manager, DAS-FM                      B. Engel, CDBP  
Dave Drent, Director WMC