



DEPARTMENT OF ADMINISTRATIVE
SERVICES

Milwaukee County

June 22, 2016

To: All Interested Consultants

Subject: REQUEST FOR PROPOSAL (RFP)

Project: Washington Park Bandshell Renovation

Project No.: P618-16625 (P61802) Ramp, HVAC, Boiler & Dehumidifier
P618-16624 (P61801) Repair & Maintenance, Exhaust Ventilation

Proposal Due: July 25, 2016 – 2:00 pm

The Milwaukee County Department of Administrative Services (DAS) and the Milwaukee County Department of Parks, Recreation and Culture are requesting proposals for professional consulting services to provide estimating, programing, schematic design, design development, construction document, bidding, and construction administration services for the renovation of the Washington Park Bandshell. The Bandshell is located in Washington Park, located at 1859 N. 40th Street, Milwaukee, Wisconsin 53208.

I. BACKGROUND

1. The Washington Park was originally constructed in 1870. The Washington Park Bandshell, originally known as the Blatz Temple of Music is part of Milwaukee County Department of Parks, Recreation and Culture and is located within Washington Park. The building is a one story, 9,400 square foot structure with a basement, built in 1938. It contains an open air amphitheater, dressing rooms, equipment room, office and storage areas. Two concrete pylons, or towers, flank the amphitheater and formerly housed audio equipment. A seating area for the audience that includes steel supported wood benches is located directly in front of the amphitheater and orchestra pit. The building exterior envelop is concrete and granite with a reinforced concrete backup system. The building interior walls and ceiling are painted concrete. The floor covering is VCT and unfinished sealed concrete. The interior doors are wood with wood frames. The stairs to the basement are reinforced concrete with a steel hand rail.
2. The current facility received a cursory facilities assessment by a Milwaukee County

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facilities assessment team in 2004. The report reflects deficiencies in several areas including: exhaust ventilation system, exterior and interior accessibility, doors and hardware, interior finishes, lighting, stage electrical, boiler, pavement surface, flooring, pedestrian paving, and stage deck surface.

II. GENERAL RENOVATION PROJECT DESCRIPTION

1. The general scope for the **Washington Park Bandshell renovation** project will include the following:

- New Exit lights
- Replace selected existing exterior doors and frames
- Paint all existing doors and frames
- HM Door, Frame, Hardware, Double, (2)3' wide
- Orchestra Pit- Block door opening, concrete infill floor at pit
- Stage Electric Receptacles 20' o.c.
- Stage Left/ Stage Right- Provide new Privacy screens, 8' h
- Stage Left/ Stage Right- Seal cracks (allowance)
- Stage Left/ Stage Right- Concrete deck coating
- Restrooms (Grd Level)- Paint M&W restrooms
- Restrooms (Grd Level)- Lights over entry doors
- Restrooms (Grd Level)- Repair pavement at door
- Lighting- New T8 lighting throughout building
- Replace Boiler, AHU, Piping, & (6) unit heaters
- Dehumidifiers- Portable industrial (new)
- Ramp- Access to stage level, exterior
- Asphalt New pavement- north of bandshell
- Asphalt New pavement- south of bandshell
- Restroom Exhaust- New fans for (6) restrooms
- Control Rm Exhaust- New fans for (2) control rooms
- General Exhaust- New rooftop exhaust fans
- Paint- Basement walls and ceilings
- Paint- First Floor walls and ceilings (stage not included)
- Abatement
- Restrooms privacy screens, 8' h
- Paper Towel dispenser – women's restroom
- Restrooms trap protection
- Restrooms Mirrors
- Bike racks (3): pad, footing, etc
- Restroom faucets (ADA compliant, motion sensor)

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2. Implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for water 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.

III. CONSTRUCTION COST BUDGET

1. The total conceptual construction cost budget for the project is approximately **\$167,000 for P618-16625 (P61802) and \$536,000 for P618-16624(P61801)**. See IV(3) for details.
2. After the Consultant Team completes the Programming Phase services, including estimates of probable construction costs, the Milwaukee County Architectural and Engineering Staff, along with the Milwaukee County Department of Parks Staff, will select which renovation scope items will proceed into the Schematic Design Phase, based upon the identified priorities and construction cost budget.

IV. 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 "C" Agreement. (A copy of the Type "C" Agreement is attached).

1. GENERAL REQUIREMENTS

- a. The Prime Consulting Firm shall assemble a Design Project Team to complete building assessment, report preparation, cost estimating, repair and/or replacement design, construction document, bidding, and construction administration services necessary to complete the selected renovations to the Washington Park Bandshell. If "in-house" staff personnel are not available, the Prime Consulting firm shall augment their Project Team with design sub-consultants, which may include, but are not limited to, the following services: civil engineering, architectural, structural, electrical, HVAC and plumbing.
- b. The Design Project Team must have experience similar to this type of projects.
- c. The Prime Consulting Firm shall schedule, attend, and facilitate a project design kick-off meeting and be prepared to attend periodic meetings to review the project status with the County's Project Team and other invitees as necessary to address planning and design issues.
- d. Design work shall incorporate into the project, to the best extent possible,

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Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Certification is not being purchased.

- e. Submit a total of three (3) sets of various reports, manuals, and plans for review and comment at each level of project development.
- f. Provide agency coordination for all plan reviews and permits required. Consultant Firm shall submit applications and pay plan review fees as a Reimbursable Expense.
- g. Assist in identifying qualified Contractors for bidding.

2. BASIC SERVICES

- a. The **Programming Phase** of this project shall be per Articles 3.1 of the Type "C" Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
 - i. conducting site visits to assess and document existing conditions,
 - ii. preparing a written report identifying:
 - 1. location and extent of proposed renovations,
 - 2. component repair/ replacement,
 - 3. developing construction cost estimates for each component repair/ replacement.
- b. The **Schematic Design Phase** of this project shall be per Articles 3.2 of the Type "C" Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
 - i. investigating relevant product manufacturers, materials, warranties, and design alternatives that are applicable to the building renovations,
 - ii. exploring strategies to incorporate energy conservation elements into the design of the renovated areas,
 - iii. preparing schematic design option drawings for the renovation items,
 - iv. preparing an updated estimate of probable construction costs, and
 - v. submitting the Schematic Design Phase documents for the Owner's review.
- c. The **Design Development Phase** of this project shall be per Article 3.3 of the Type "C" Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
 - i. field verification and documentation of existing conditions,
 - ii. developing AutoCAD design drawings for the renovations, based on the selected schematic design options, showing relevant dimensions and details,
 - iii. finalizing selection and obtaining Owner approval of proposed materials and finishes,
 - iv. providing an updated estimate of probable construction costs, and

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- v. submitting the Design Development Phase documents for the Owner's review.
- d. The **Contract Documents Phase** of this project shall be per Article 3.4 of the Type "C" Consultant Agreement for Professional Services. In addition, the required deliverables shall include the following:
 - i. submitting three (3) sets of construction drawings and one (1) set of technical specifications for review by Milwaukee County at approximately 80% complete,
 - ii. submitting three (3) sets of construction drawings and one (1) set of technical specifications for final review by Milwaukee County at 100% completion,
 - iii. submitting one final full-size paper copy of drawings and specifications after all final revisions are completed based on Milwaukee County comments,
 - iv. submitting a pdf of the stamped and signed drawing cover sheet, and
 - v. submitting a final estimate of probable construction costs.
- e. The **Bidding Phase** of this project shall be per Article 3.5 of the Type "C" Consultant Agreement for Professional Services.
- f. The **Construction Phase** of this project shall be per Article 3.6 of the Type "C" Consultant Agreement for Professional Services. In addition, the required scope of services shall include the following:
 - i. attending one (1) preconstruction meeting and twice a month construction progress meetings. (Milwaukee County Staff will facilitate these meetings and will also prepare and distribute meeting notes, and
 - ii. conducting twice a month on-site observations of the work, and preparing and distributing written Field Notes for each site visit.
- g. The **Post-Construction Phase** shall include, upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Consultant Team shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

3. INVOICING

- a. Although services will be under a single contract agreement, there must be two separate invoices for specific portions of work based upon the funding source. Invoices shall be identified by the project number and delineate the time and material for each respective project.
- b. The projects are:
 - i. **P618-16625 (P61802)** Washington Park Bandshell Boiler, Dehumidifiers and Ramp:
Replace boiler, AHU, piping and (6) unit heaters
Dehumidifiers- new portable industrial grade

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Ramp – Access to stage level, exterior.

- ii **P618-16624 (P61801)** Washington Park Bandshell Repairs and Maintenance:
Remainder of work described under II. GENERAL RENOVATION PROJECT DESCRIPTION, Item 1 with the exception of work described in P618-16625(P61802) above.

V. QUALITY CONTROL

- a. The Milwaukee County Department of Administrative Services is required by County policy to monitor and track quality control of design and construction projects.
- b. The Milwaukee County Department of Administrative Services; Facilities Management Division; Architectural, Engineering, & Environmental Services Section will track, categorize and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the Consultant Team are expected to result in minimal changes in construction due to contract document errors and/or omissions in the Bid Documents.
- c. Milwaukee County reserves the right to request partial or full reimbursement from the Consultant Team for change orders resulting from errors and omissions in the services they are contracted to provide.

VI. PROJECT TIMETABLE

- **June 30, 2016** Issue Request for Proposal (RFP)
- **July 12, 2016** Pre-Proposal Meeting & Building Tour – 2:00 pm – Washington Park Bandshell
- **July 25, 2016** Proposal Due - 2:00 pm – Milw. County AE&ES Section Office 633 West Wisconsin Avenue – 10th Floor
- **August 4, 2016** Milwaukee County Selection Committee Selects Consultant
- **August 25, 2016** Negotiate and Execute a Contract with Prime Consultant
- **October 5, 2016** Schematic Design & Design Development
- **November 14, 2016** Construction Document Completion
- **December 5, 2016** Construction Bidding and Contract Negotiations
- **December 12, 2016** Anticipated Construction Start
- **June 19, 2017** Anticipated Construction Completion

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VII. PRE-PROPOSAL MEETING & BUILDING TOURS

July 11, 2016 – 2:00 pm – Washington Park Bandshell

VIII. RELATED WORK BY OTHERS

1. Milwaukee County AE&ES Section will provide AutoCAD files of Washington Park Bandshell. Available DWG files include floor plans and exterior elevations. Consultant Team shall verify accuracy of AutoCAD plans with existing building construction.
2. Milwaukee County DAS will provide hazardous material removal if encountered on the project site.
3. The Consultant shall recommend to the Owner the obtaining of any additional special investigations, surveys, tests, analysis, and reports beyond the scope of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type “C” agreement, as may be necessary for the proper execution of the Consultants services.
4. Milwaukee County AE&ES Section will prepare the “front end” contract documents with coordination assistance from the Consultant Team. Technical specifications shall be prepared by the Consultant Team. Milwaukee County will also assemble the Project Manual, print the contract documents, advertise the project, and distribute the contract documents for bidding.
5. The Consultant Team shall prepare the Submittals Log which is part of Section 01330 – Submittal Procedures.

IX. PROPOSAL CONTENT

The Proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (see Attachment 1) and the following information:

1. **Cover:** Include project number, project name, project location, Prime Consultant's name, address, telephone number, FAX number, e-mail address, and proposal date.
2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Cover Letter:** Include the name and description of the Consultant Team submitting the proposal briefly stating the proposer's understanding of the services to be provided. Proposers shall acknowledge the receipt of any amendments to the Request for Proposal.

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4. **Organization Description:** Include a brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification, or registration.
5. **Organization's Experience:** Include a list of similar projects that the organization has participated of in the past ten (10) years. Experience in the repair and renovations on historic buildings is preferred. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
6. **Team 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 historic restoration experience including time contribution in this capacity to past projects, and qualifications.
7. **Alternate Principal-in-Charge:** Include the name of an alternate Principal-in-Charge in the event that the originally declared Principal-in-Charge is not able to fulfill their duties. Milwaukee County DAS-FM also reserves the option to select an Alternate Principal-in-Charge.
8. **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.
9. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is **25%**. The proposal must list names and addresses of the DBE firms used, the tasks performed by them, and the percentage of the work performed by them. For assistance, contact the Milwaukee County Community Business Development Partners (CBDP) office at 414-278-5248. (Milwaukee County Forms DBE-02 and DBE-14, which are included in the attached Type "C" Agreement, are to be submitted with the Proposal). All proposed DBE Firms must be Milwaukee County certified at the time that the proposal is submitted. If Consultant Team does not propose to meet the 25% goal, the Certificate of Good faith Efforts (Milwaukee County Form DBE-01, which is attached) must be included with the Proposal, or the Proposal may be considered unresponsive.

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10. **Project Approach:** Provide a description of the approach your Team proposes to use for this project. Include 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.
11. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent on each required task to complete the project as described in this RFP.
12. **Scheduling:** Provide a bar chart form schedule indicating a sequenced timetable, with relationship of tasks, which are necessary to complete the project, based on the schedule provided in this RFP. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the Consultant Team cannot meet the proposed schedule.
13. **Quality Control:** Submit a contract document "Quality Control Plan", indicating the names of the individuals who will be completing the quality control reviews at each phase of the design project. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
14. **Fee Proposal:** The fee for this project shall be clearly stated, as a not-to-exceed sum fee for all required services, on the attached 'Consultant Fee Proposal Form'. A dollar amount for reimbursable items as described in the Proposal should also be clearly stated on the 'Consultant Fee Proposal Form'.

X. PROPOSAL EVALUATION

See Section XV of the Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize that 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.

XI. 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.
2. The successful 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

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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 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.
5. Proposals must respond to each component as listed in Section IX Proposal Content, in order, as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document. Limited use of 11" x 17" foldout pages is acceptable.
7. All costs for preparing a proposal, attending the pre-proposal meeting, attending a 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.
8. With the signing and submission of a Proposal, the submitting Consultant certifies that the standard terms and conditions of the Consultant Agreement for Professional Services Type "C" (which 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.

XII. PROPOSAL SUBMISSION REQUIREMENTS

1. Submit five (5) copies of the Proposal in a single envelope. Envelope must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Envelopes that are not properly identified or received after the time and date noted above will be rejected.
2. Please submit copies of the Proposal no later than **2:00 P.M. on Monday July 25, 2016** to Amir Adam Architect - Project Manager, 633 West Wisconsin Avenue, 10th Floor Milwaukee, Wisconsin, 53208 (Telephone: (414) 278-4260; email: amir.adam@milwaukeecountywi.gov).

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Please direct any questions regarding this RFP to Amir Adam at the above address, via telephone or email.

Sincerely,

Amir Adam, Architect
Project Manager

Attachments: (or available on County website)

- 1) Consultant Fee Proposal Form (1 page)
- 2) Proposal Preparation, Submission and Evaluation Guidelines (4 pages)
- 3) DBE-01 Certificate of Good Faith Efforts (6 pages)
- 4) Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services - Type "C" Agreement (47 pages)
- 5) Original Plans for References only, not "AS BUILT".

cc: Greg High - DAS-FM
Vijay Mehta - DAS-FM
William Banach - Principal Architect, DAS-FM
Brian Engel - DAS-CBDP

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Attachment 1

CONSULTANT FEE PROPOSAL FORM

I. BASIC SERVICES (Include services of all needed Subconsultants)

P618-16625 (P61802) Ramp, HVAC, Boiler & Dehumidifier
"Not-To-Exceed" SUM fee:

\$ _____
(_____)

P618-16624 (P61801) Repair & Maintenance, Exhaust Ventilation
"Not-To-Exceed" SUM fee:

\$ _____
(_____)

II. REIMBURSABLE EXPENSES

P618-16625 (P61802) Ramp, HVAC, Boiler & Dehumidifier
"Not-To-Exceed" SUM fee

\$ _____
(_____)

P618-16625 (P61802) Ramp, HVAC, Boiler & Dehumidifier
"Not-To-Exceed" SUM fee

\$ _____
(_____)

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III. ADDITIONAL SERVICES (Include services of all needed Subconsultants)

P618-16625 (P61802) Ramp, HVAC, Boiler & Dehumidifier
"Not-To-Exceed" SUM fee:

\$ _____
(_____)

P618-16624 (P61801) Repair & Maintenance, Exhaust Ventilation
"Not-To-Exceed" SUM fee:

\$ _____
(_____)

GRAND TOTAL FEE FOR BOTH:
"Not-To-Exceed" SUM fee:

\$ _____
(_____)

IV. PRINCIPAL-IN-CHARGE

Name of Principal: _____

Architect or Engineer's Wisconsin Registration No.: _____

Other Wisconsin Registration No.: _____

Flat Hourly Rate for Principal \$ _____

Firm Name

Authorized Signature

Title

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Date

Attachment 2

PROPOSAL PREPARATION, SUBMISSION & EVALUATION GUIDELINES

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by Milwaukee County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the site, statement of work, and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

A. Name of the offeror;

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- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;
- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements;
- D. Copies of any current license, registration or certification required in RFP; and
- E. If the offeror is a partnership or joint venture, names of general partners or joint ventures.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer.

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Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to the Request for Proposal in their proposal Cover Letter. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

The following list of general criteria will be used to evaluate the Proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 30%
- d. Fee and hourly rates. Weight: 15%.
- e. Quality and responsiveness of DBE participation. Weight: 5%

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Milwaukee County.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates

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- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

XVII. Sample Constant Effort Spreadsheet

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSE S	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

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TOTAL FEE