

**Request for Proposal  
For:**

**HVAC System Replacement  
MARTIN LUTHER KING JR.  
Community Center  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205**

**Project Number: P202-13610**



DEPARTMENT OF ADMINISTRATIVE SERVICES

# Milwaukee County

Donald Tyler • DIRECTOR of ADMINISTRATIVE SERVICES  
Gregory High • DIRECTOR of ARCHITECTURAL, ENGINEERING, & ENVIRONMENTAL

April 16, 2013

Project: HVAC Replacement  
MARTIN LUTHER KING JR. – COMMUNITY CENTER  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205-2117

Project Number: P202-13610

Subject: **Request for Proposal**

Re: To all interested consultants:  
Enclosed is a Request for Proposals (RFP) to provide professional engineering design services.

## INTRODUCTION

Milwaukee County Department of Administrative Services is requesting proposals for professional engineering design services to complete design and construction documents for public bidding to execute replacement of the existing HVAC system with a new HVAC system with DDC controls at the Martin Luther King Jr. – community center. A summary of basic engineering design services will include, site verification and documentation of the existing HVAC system, schematic design thru construction documents for the HVAC replacement system, and construction administration (coordination and on-site observation) of Work.

As part of the consultant's basic engineering design services, include investigation of energy saving alternatives to the replacement of the existing HVAC system. Also as part of the basic engineering design services the consultant will on behalf of Milwaukee County apply for any applicable Focus on Energy incentives.

Sincerely,

Philip J Schmidt, AIA  
Architectural, Engineering, & Environmental Services  
Project Manager

## **BACKGROUND**

### Project location:

Martin Luther King Jr. – community center  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205-2117

### History:

The King Park Community Center is part of the Milwaukee County Parks, Central Region, and is located within King Park at 1531 West Vliet, Milwaukee WI 53205. The community center was constructed in 1975, with an addition of a weight training facility in 1986.

### Adopted Budget:

An appropriation is budgeted for the replacement of the heating, air conditioning and ventilation system at the Martin Luther King Jr. Community Center. Financing will be provided from general obligation bonds that were appropriated for this 2013 recommended capital improvement project. The construction budget for this project (exclusive of planning and engineering cost) is approximately \$1,375,000.

## **GENERAL REQUIREMENTS OF ENGINEERING CONSULTANT**

The qualified consulting firm shall have professional plumbing engineers, mechanical engineers, and electrical engineers, in addition to the primary mechanical engineer with expertise in all-water heating systems to form an interdisciplinary project team who currently maintains professional licenses in the State of Wisconsin. Major areas of practice shall include:

- Boiler and Chiller Plants
- Building Automation Systems
- Direct Digital Control Specifications
- Heat Recovery and Energy Conservation
- Indoor Air Quality Design
- Instrumentation and Control for HVAC
- Testing, Adjusting, and Balancing for HVAC

Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services.

## **EXISTING BUILDING DESCRIPTION**

### Existing Building:

The building is a one story with a full basement; approximately 57,112 square foot structure constructed in 1975 and is used to provide recreational facilities to the local community. From the basement floor to the roof level the building envelope is a reinforced concrete masonry unit with an exterior stucco veneer above grade. The building roof is a modified bitumen roof membrane system with interior roof drains. The interior structural support walls are concrete masonry units on a reinforced concrete strip footing foundation. The floor structure for the first floor is pre-cast concrete and at the basement floor is slab-on-grade. The roof structure is a metal roof deck on open-web steel joist.

Existing HVAC System:

The existing HVAC air distribution system consist of six (6) Air Handling Units (AHU) and multiple exhaust fans. AHU-1, AHU-2, and AHU-3 are located in the Entry Level Mechanical Room. AHU-4 and AHU-5 are located in the lower level Mechanical Room. AHU-1 is a constant volume system serving the Gymnasium. AHU-2 is a constant volume system serving the Auditorium. AHU-3 is a multizone system (four zones) serving a Senior Citizens Lounge, Child Service, interior offices and exterior offices all located on the entry level. AHU-4 is a multizone system (seven zones) serving locker rooms, Teen Center, Art Studio, and classrooms all located on the lower level along with a billiards room, art classroom, and entry lobby located on the main level. AHU-4 utilizes the corridor as the return path. AHU-5 is a constant volume system serving the Exercise Room. AHU-6 is a constant volume system with a return-exhaust fan serving the Weight Room addition. AHU-1, 2, 3, 4, and 5 are original equipment dated 1974. AHU-6 is original equipment dated 1992.

A dedicated Direct Expansion (DX) Air Cooled Condensing Unit (ACCU) provides cooling for each AHU. ACCU-1, 2, 3, 4, and 5 are located on the roof above the Entry Level Mechanical Room. ACCU-6 is located on the south corner of the Gymnasium roof. ACCU-1 is dated 2001. ACCU-2 and ACCU-3 are original equipment dated 1974. ACCU-4, 5 and 6 are dated 1992.

The existing hydronic heating system consists of single natural gas fired boiler and base mounted constant flow supply pump with 100% backup. The boiler and pumps are original equipment dated 1974. The boiler and pumps are located in the Lower Level Mechanical Room. This system provides heat for all six (6) air handling units, various cabinet unit heaters, unit heaters, convectors, finned tube radiation, etc.

The existing control system is pneumatic.

Original Martin Luther King Jr. – community center drawings:

To view or to purchase copies of the original drawings as noted below, are at the office of Architectural, Engineering, & Environmental Services. A division of the Milwaukee County Department of Administrative Services located in the City Campus building during normal business hours (8:00 AM to 3:30 PM) Monday thru Friday.

- 1974 Martin Luther King Jr. – Community Center  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205  
Original Date: April 11, 1974  
Architect: Adkins Jackels Associates, Inc.
- 1986 MLK – Weight Room Addition  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205  
Original Date: July 23, 1986  
Architect: Pujara Wirth Torkes, Inc.

## **PROJECT SCOPE DESCRIPTION**

The Consultant shall base their proposal on the following scope of work:

1. Perform heating and cooling calculations in accordance with the Wisconsin Commercial Building Code to verify replacement equipment sizes.
2. Remove and replace four (4) existing constant volume air handlers with new constant volume air handlers. Provide dry bulb economizer control for new air handlers.
  - a. Provide access panels and clean all existing ductwork that is to be reused.
  - b. AHU-6, serving the weight room, shall be capable of controlled dehumidification.
3. Remove and replace two (2) existing multi-zone air handlers and duct distribution with new variable air volume air handlers, variable air volume boxes, supply air ductwork and a fully ducted return. Provide dry bulb economizer control for new air handlers. Consultant is to determine appropriate zoning with input from Building Owner and Users.
4. Remove and replace existing Return-Exhaust Fan with new.
5. Remove and replace existing Exhaust fans with new. Provide access panels and clean all existing ductwork that is to be reused.
6. Remove existing roof air entry enclosure serving AHU-1, AHU-2, and AHU-3. Repair roof opening to match adjacent roofing and roof structure. Provide individual roof air intakes for AHU-1, AHU-2, and AHU-3.
7. Consultant shall review the area well serving AHU-4 and AHU-5 and determine the required extension to eliminate vehicle exhaust fume intake.
8. Remove and replace six (6) existing air-cooled condensing units with new modular chiller with system control panel and split air-cooled condensers. Provide new chilled water distribution piping and two (2) base mounted system pumps with one system pump acting as 100% backup. System pumps and chiller shall be variable flow. Provide a buffer tank to prevent equipment over-cycling. Provide required equipment room ventilation, refrigeration monitoring and equipment shutoffs.
9. Remove existing hot water boiler, venting (boiler stack / chimney) and pumping system. Replace with two (2) non-condensing, high efficiency, modulating, separated combustion, gas fired hot water boilers with boiler sequencing control panel along with dedicated inline boiler pumps and two (2) base mounted system pumps with one system pump acting as 100% backup. System pumps shall be variable flow. Boiler venting and combustion air shall terminate above roof.
10. Remove the existing pneumatic control system and replace with a Direct Digital Control (DDC) system. Controls shall be capable of being accessed offsite through a standard Internet browser. Consultant shall verify seat licenses, if required, which will be provided under construction contract.
  - a. Provide full DDC control for the following:
    - i. Air Handling Units
    - ii. Return-Exhaust Fan
    - iii. Pumps
    - iv. Exhaust Fans / Ventilation Fans
    - v. Variable Air Volume Boxes
    - vi. Chiller

- b. Provide supervisory DDC control for the following:
  - i. Boilers
  - ii. Air Cooled Condensers
  - iii. Zone Level Sensors
  - iv. Cabinet Unit Heaters
  - v. Unit Heaters
  - vi. Convectors
  - vii. Finned Tube Radiation
11. Include all architectural, structural, electrical and plumbing work to facilitate the HVAC design.
12. The engineering consultant shall design the HVAC replacement system to minimize (if possible to eliminate) any interruption in the operation of the existing HVAC system. Include an HVAC phasing schedule showing minimal outage of the existing HVAC system. Public use of the Martin Luther King Jr. – community center is planned during the installation of the new HVAC replacement system.

### **SCOPE OF CONSULTANT SERVICES**

The consultant shall provide complete and comprehensive engineering / architectural design services, which will include verifying and documenting existing HVAC equipment, identifying existing HVAC problems and system failures, design a new HVAC replacement system based on the above project scope, prepare construction documents (plans and specifications) for public bidding of the HVAC replacement system, code review for compliance with local, state and federal regulations and construction administration.

The selected consultant shall provide construction documents identifying demolition and removal of the existing HVAC system, installation of HVAC replacement system, and specifications (project manual) of new HVAC equipment. AE&ES will make Contract Documents available to qualified bidders. During the bidding phase the selected consultant shall submit construction documents to State and Local agencies for required plan approvals, prepare necessary addenda, conduct an on-site pre-bid conference, review equipment substitutions, and review submitted bids. Construction administration services shall also be provided by the selected consultant per Milwaukee County Type "A" agreement.

Construction documents and required heating and cooling calculations shall be stamped and signed by the responsible engineer with their Wisconsin Registration Seal(s). Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services. A description of requirements for the selected consultant services follows:

### **CONSULTANT REQUIREMENTS:**

- A. The engineering consulting firm shall assemble a design team with members having an established experience in variable air volume air handlers, variable air volume boxes, gas fired hot water boilers, air-cooled condensing units with multiple stages of cooling and Direct Digital Control (DDC) system. If personnel are not available within the primary firm the selected consulting firm shall augment their project team with sub-consultants to meet the major "area of practices" stated above.
- B. Facilitate a project kick-off meeting and be prepared to attend periodic meetings to review the project status with the project team or other invitees as necessary to address planning and design issues.
- C. Provide a project design schedule denoting key milestone dates, deadlines, and timelines starting from the project kick-off meeting to when bids are due.

- D. Submit a minimum of three sets of (but not limited to) design development drawings, construction drawings, specifications, and pertinent product data as required for each project review meeting.
- E. A minimum of two (2) cost estimates shall be required. One preliminary cost estimate due at the design development review meeting and a second cost estimate due at the 90% contract document review meeting. This estimate will be used to evaluate bids submitted during the bidding phase.
- F. Basic Design Services at the Schematic Design Phase:
- 1) Verification and documentation of existing HVAC equipment, ductwork, piping, and pneumatic controls.
  - 2) Review and verify the design program provided by the Owner with the Martin Luther King community center staff to ensure it meets their current needs.
  - 3) Prepare a schematic design for HVAC replacement system meeting the program requirements; including major equipment selections, duct layout, piping layout, and determine appropriate zoning.
  - 4) Schematic design review meeting.
- G. Basic Design Services at the Design Development Phase:
- 1) Detailed layout of new equipment (constant volume air handlers, variable air volume boxes, gas fired hot water boilers, and air-cooled condensing units) in the existing building layout.
  - 2) Verify existing electrical service is adequate to support new equipment selected.
  - 3) Verify existing roof structure is adequate to support new roof top air-cooled condensing units. If existing roof structure is inadequate, solutions on how to support new roof top equipment loads.
  - 4) Detailed ductwork and piping layout within the existing building layout.
    - a. Document any conflicts that occur with the new HVAC replacement system and existing building layout. Solutions on how to resolve these conflicts.
    - b. Architectural drawings needed to modify existing building conditions as required to install the HVAC replacement system.
  - 5) The consultant shall prepare a preliminary cost estimate base on design development drawings.
  - 6) The selected consultant shall be responsible for taking meeting minutes, writing, and distributing meeting minutes to all project team members.
  - 7) Design development review meeting.
  - 8) Review project schedule, status of milestone dates and report status of project timeline.
- H. Basic Design Services at Construction Document Phase:
- 1) Upon completion and approval of design development drawings, the selected consultant shall proceed to developed construction documents detailing and specifying the new HVAC replacement system (see project scope description above).
  - 2) Technical specifications (project manual) to follow the Uniform Format Construction Index of the Construction Specifications Institute (CSI). In the technical specifications a minimum of three approved manufacturers shall be listed for major material items or systems.
  - 3) Additional items required in the Construction Document Phase:
    - a. Three sets of "in-progress" contract documents for review by Milwaukee County at 50% completion (construction drawings only). See Project Timetable.

- b. Three sets of “in-progress” contract documents (construction drawings and specifications) will be needed 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 County departments involved, consultant, and all sub-consultants. See Project Timetable.
  - 4). At the 90% completion review meeting provide a cost estimate, this detailed cost estimate shall be based upon the final construction documents.
  - 5). Review, respond, and incorporate comments from the 90% review meeting into the final construction documents.
  - 6). The selected consultant shall be responsible for taking meeting minutes, writing, and distributing meeting minutes to all project team members.
  - 7). The selected consulting firm shall provide final construction documents (project manual and construction drawings) to Milwaukee County in a reproducible format for printing (Milwaukee County will be responsible for reproduction and distribution for bidding). The selected consulting firm shall also provide Milwaukee County with a copy of the final construction documents in electronic format.
  - 8). The selected consulting firm shall be responsible for submitting final construction documents to all State and Local agencies for all plan review and approvals required.
  - 9). The selected consulting firm shall be responsible for the accuracy of the services performed and promptly make necessary revisions or corrections resulting from negligent acts, 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.
- I. Basic Services Provide at Bidding Phase:
- 1) Document all information requested by bidders and interpretation of bidding documents in writing to the owner.
  - 2) Attend pre-bid meeting, log attendance, tour site, and take minutes of pre-bid meeting.
  - 3) Any information needed to clarify any condition, which might affect the cost of the work bid, shall be answered 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 reproduction and mailing.
  - 4) Coordinate with AE&ES all advertisement for bids. AE&ES will prepare and place advertisement for bids.
  - 5) Review submitted bids for conformance with County bidding requirements and reviewing contractor’s qualifications pertaining to exterior façade repairs. Make recommendations as to award contract.
- J. Basic Services Provide at Construction Administration Phase:
- 1) Attend Pre-Construction meeting.
  - 2) Answer Request for Information (RFI) submitted by the General Contractor. If required and approved by Milwaukee County prepare a Construction Bulletin to answer Request for Information by the Mechanical Contractor. Prepare and deliver all Construction Bulletins to Milwaukee County (AE&ES) for reproduction and mailing.
  - 3) Review and approve with Milwaukee County (AE&ES) all shop drawings, product data, and samples covering specified materials in the bidding documents.
  - 4) Review the mechanical contractor’s application for payment and determine that amounts invoiced are in reasonable agreement with the Schedule of Value and invoiced amounts.

- 5) The selected consultant shall provide construction administration; coordination and on-site observation of the work in compliance with Wisconsin Stats. Chapter 443, compliance with Contract Documents, and determine quality and acceptability of materials provided.
- 6) The selected consultant shall be on-site for construction observation a minimum of ten times (not including final on-site punch list observation). On-site observation shall be equally spaced for the duration of construction and shall correspond with scheduled contractor construction meetings.
- 7) Upon notification by the contractor that work is complete the selected consultant shall be on-site to observe completed construction and verify its compliance with the contract documents. Consultant shall note any work that is non-compliant, prepare, and submit a punch-list to AE&ES for distribution to the contractor.
- 8) Consultant shall verify that testing, adjusting, and balancing procedures on each system has occurred in accordance with the detailed procedures outlined in the specifications and meets referenced standards.
- 9) Consultant shall verify (on-site) the corrected work and completion of the punch-list items. Review required report description of temperature control operation and note any deficiencies found.
- 10) Consultant shall verify substantial completion and acceptance documentation for the project.

#### QUALITY CONTROL

- A. Milwaukee County Department of Administrative Services is required by Milwaukee County policy to monitor and track quality control of design and construction projects.
- B. Milwaukee County Department of Administrative Services will track, categorize and identify reasons for changes to the bid documents during construction. The quality control procedures established and practiced by the selected consultant is expected to result in minimal changes in construction due to contract documents errors and/or omissions in the bid documents.
- C. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the bid documents.

#### PROJECT TIMETABLE

a.	First Advertisement - RFP	Monday	04/22/2013
b.	Second Advertisement – RFP	Monday	04/29/2013
c.	Pre-Proposal Meeting	Tuesday	05/07/2013
d.	Proposals Due	Monday	05/13/2013
e.	Tentative Contract Awarded	Monday	05/20/2013
f.	Schematic Design Review	Wednesday	06/12/2013
g.	Design Development Review	Wednesday	07/10/2013
h.	50% Contract Document Review	Wednesday	07/24/2013
i.	90% Contract Document Review	Wednesday	08/14/2013
j.	Final Contract Documents	Tuesday	08/20/2013
k.	Department Approval & Signatures	Tuesday	08/27/2013
l.	Printing & Document Distribution for Bidding	Wednesday	09/04/2013

#### ADDITIONAL SERVICES

1. The selected Architect/Engineering consulting firm may be required to provide additional services. Additional services, if required, shall be based on Additional Services Rate Itemization listed in Section 4.2 of the attached Consultant Agreement.

#### PRE-PROPOSAL MEETING

1. The Pre-Proposal Meeting will conform to Milwaukee County's Proposal Preparation, Submission, and Evaluation Guidelines. The Pre-Proposal Meeting and site visit is scheduled for Tuesday; May 07, 2013 at 2:00 PM. It will be held at the Martin Luther King JR – community center with a tour of the existing facility:

Martin Luther King Jr. – community center  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205-2117

#### PROPOSAL CONTENT

**A. Cover:**

Shall include the project name, project number, project location, consultant's, address, telephone number, fax number, proposal date, etc...

**B. Table of Contents:**

Shall identify by section and page number the material include in the proposal submitted.

**C. Letter of Transmittal:**

The letter of transmittal shall include the name and description of the organization submitting the proposal. Also briefly state the submitter's understanding of the service to be provided.

**D. Experience:**

Include a list of similar projects that your organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five, giving a brief description of each project, staff participation, and sub-consultants used. Also include any similar projects that your organization has done with Milwaukee County.

**E. Project Organization and Staff Experience:**

Include an organizational chart of the project team, including the relationship of the sub-consultants to be used for this project. On the organizational chart state the Principal-In-Charge of this project along with their professional registration number in the State of Wisconsin. Clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge. Provide a resume of each individual involved in the project, and a description of their related experience including time contributed in this capacity on past projects. 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 duty. The Department of Administrative Services also reserves the option to select an Alternate Principal-In-Charge.

**F. Sub-Consultants:**

Indicate the names and addresses of consultants and/or associates proposed in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state there past experience in the field.

**G. Project Approach:**

Provide a brief description of how this project will be handled by your consulting firm from design development through substantial completion. List methods that will be used to identify items or areas of façade deficiencies.

**H. Scheduling:**

Provide a bar chart of the project schedule; indicate a sequence, timetable, and relationship to tasks, which are necessary to complete the project. Submit an alternate schedule if the proposed schedule couldn't be met.

**I. Constant Effort:**

Include a spreadsheet / matrix listing the names, classifications, hourly rates, and relationship of tasks, which are necessary to complete the project as, described in this Request for Proposal.

**J. DBE Requirements:**

Milwaukee County's policy is to achieve 25% Disadvantaged Business Enterprise (certified DBE firms) participation in the professional services work to be performed. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work performed by them. For assistance, contact the DBE office at (414) 278-5248.

**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 (actual cost or lump sum) not-to-exceed fee, for these basic services as detailed in this document.
- Reimbursable expenses for this project shall be clearly stated as a (actual cost or lump sum) not-to-exceed dollar amount for reimbursable items as described in the proposal should be clearly stated as a separate amount of the fee proposal. See attached Type "A" Agreement – Guidelines For Reimbursable Expenses for additional information.
- Additional services will be made on an actual cost not-to-exceed basis and shall not be included in the fee proposal.

**PROPOSAL EVALUATION / CONSULTANT SELECTION**

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for 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.

**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. Bidders 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 to all attached documents. All proposals should use this Request for Proposal and its attachments as the sole basis for the proposal. The issuances of a written addendum are the only official method through which interpretation, clarification or additional information will be given.

Request for Proposal HVAC system replacement  
MARTIN LUTHER KING JR. – COMMUNITY CENTER  
Project Number: P202-13610

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.

Please return five (5) copies of your proposal no later than **2:00 PM on Monday; May 13, 2013** to:

Project Manager: Philip J Schmidt  
Address: Architectural, Engineering, Environmental Service  
City Campus  
2711 West Wells Street  
Milwaukee, Wisconsin 53208  
Telephone: (414) 278 – 4936  
Fax: (414) 233-1366  
E-mail: phillip.schmidt@milwcnty.com

Please direct any questions regarding this Request for Proposal (RFP) in writing at the above address, FAX number or E-mail address.

Sincerely,

---

Philip J Schmidt, AIA  
Project Manager

**ATTACHMENTS:**

1. Project Location Map
2. Proposal Preparation, Submission and Evaluation Guidelines
3. Consultant Proposal Form
4. Type "A" agreement for Milwaukee County Professional Services.

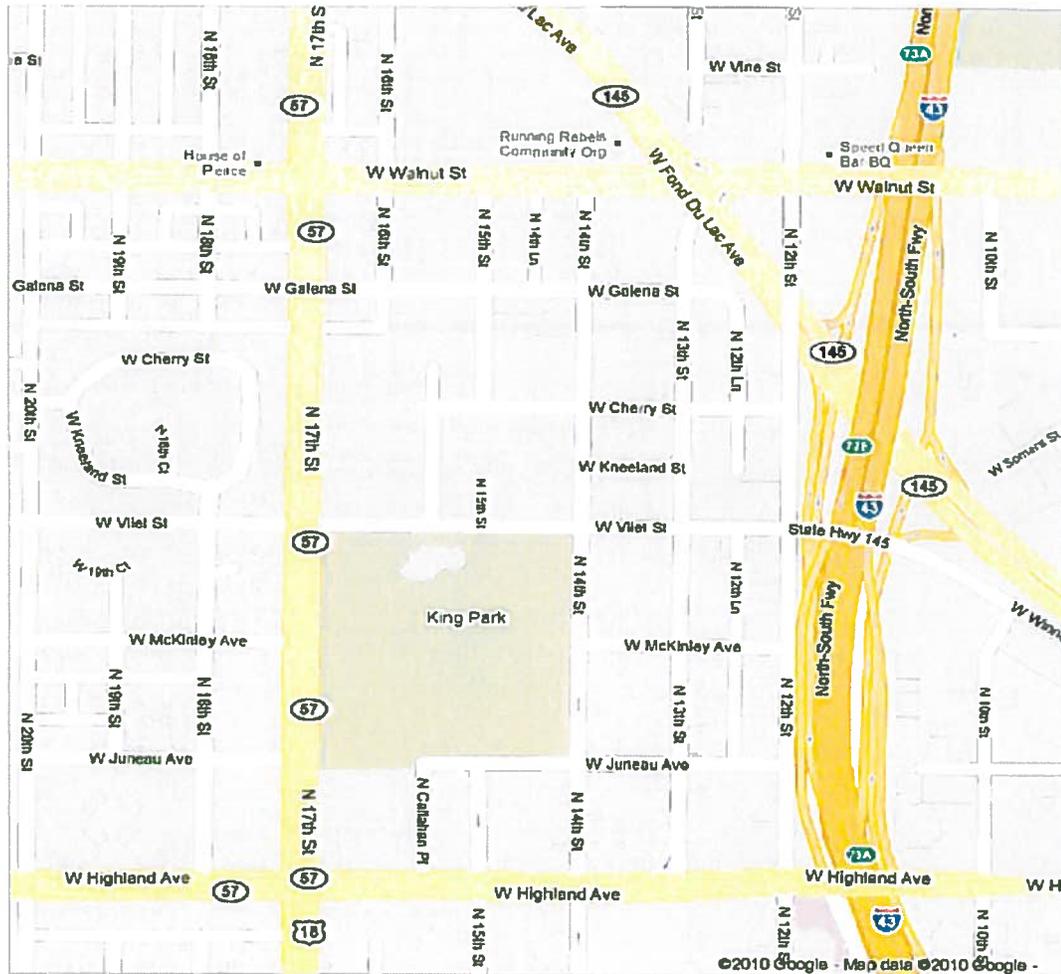
Cc: Greg High, DAS-FM  
Gary Drent, DAS-FM  
Jill Organ, Parks  
Gene Andrzejak, Parks  
Dayton Davenport, Parks  
Project Manager, DAS-FM  
Mark Phillips, CDBP

# ATTACHMENT: ONE

Project: HVAC System Replacement  
**MARTIN LUTHER KING JR. – COMMUNITY CENTER**  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205

Project Number: P202-13610

Subject: **Project Location Map**



**MARTIN LUTHER KING JR. – COMMUNITY CENTER**  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205

## ATTACHMENT: TWO

Project: HVAC System Replacement  
**MARTIN LUTHER KING JR. – COMMUNITY CENTER**  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205

Project Number: P202-13610

Subject: **PROPOSAL Preparation, Submission and Evaluation**

## **PROPOSAL PREPARATION, SUBMISSION & EVALUATION**

### **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 artwork, 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 the 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;
- 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; and
- D. Copies of any current license, registration or certification required in RFP;
- 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. The person signing the offer must initial erasures or other changes. 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 this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. 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

Following a list of general criteria, which will be used to evaluate the proposals:

**SAMPLE CRITERIA**

- 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: 35%
- d. Fee and hourly rates. Weight: 15%.

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 Owner.

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
- 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 sub consultant)
- 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 sub consultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
TASK	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						

TOTAL FEE

# ATTACHMENT: THREE

Project: HVAC System Replacement  
**MARTIN LUTHER KING JR. – COMMUNITY CENTER**  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205

Project Number: P202-13610

Subject: **Consultant Proposal Form**

Request for Proposal

HVAC System Replacement  
MARTIN LUTHER KING JR. – COMMUNITY CENTER  
Project Number: P202-13610

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES DIVISION

PROJECT:  
**HVAC System Replacement**  
**MARTIN LUTHER KING JR. – COMMUNITY CENTER**  
**Project Number: P202-13610**

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed sub consultants)  
LUMP SUM OR ACTUAL COST - "NOT TO EXCEED" fee:  
\$ \_\_\_\_\_  
( \_\_\_\_\_ )

II. REIMBURSABLE EXPENSES  
ACTUAL COST: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

IV. PRINCIPAL IN CHARGE  
Name of Principal \_\_\_\_\_  
Architect or Engineer's Registration No. in Wisconsin \_\_\_\_\_  
Other Registration No. In Wisconsin \_\_\_\_\_  
Flat hourly rate for principal \_\_\_\_\_

Participation of Disadvantaged Business Enterprises is waived for this project.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **ATTACHMENT: FOUR**

Project: HVAC System Replacement  
**MARTIN LUTHER KING JR. – COMMUNITY CENTER**  
1531 West Vliet Street  
Milwaukee, Wisconsin 53205

Project Number: P202-13610

Subject: **Type “A” agreement for Milwaukee County Professional Services**