

DATE: APRIL 3, 2013

NO. _____

**REQUEST FOR PROPOSAL
FOR
CALVIN MOODY PARK COMMUNITY BUILDING
&
PARK RENOVATION**

MILWAUKEE COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURE
PROJECT NUMBER WP191-11437



April 3, 2013

Ref. No. _____

All Interested Architectural/Engineering Consultants.

Project Title: Calvin Moody Park Community Building:
Project No.: WP191-11437 Design a New Community Building

Subject: **Request For Proposals (RFP) To Provide Professional Architectural and Engineering Design Services:**

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to provide architectural planning, *design and consulting services necessary to construct a new community building, open air picnic structure, lighted parkways, Helios exercise station and improved green spaces for gathering and field sports in Calvin Moody Park in Milwaukee, Wisconsin. The project site is located at 2200 W. Burleigh Street, in Milwaukee, Wisconsin*

I. BACKGROUND

The scope of work will include the demolition of the 22,844 square foot brick masonry, indoor swimming pool facility, which was constructed in 1978, and adjacent wading pool. The demolition work will be done under a separate contract with Milwaukee County, and this work is anticipated to be complete in advance of the proposed contract to hire an Architect/Engineering Consultant per this RFP. After demolition is complete the following amenities will be installed: an outdoor splash pad with a small playground, a 3000 square foot community building, an open air picnic structure, lit parkways, a Helios exercise station, and improved green space for gatherings and field sports. The project will also include reconstruction of the parking lot and relocation of the lit basketball courts. Plantings will also be provided to buffer active areas in the park from abutting neighbors and space will be set aside for a community garden. The connections to both the Auer Avenue School and the COA Goldin Center will be improved, while access to parking will be moved from the adjacent alley to increase visibility. Milwaukee County staff envisioned a solution similar to the image in Figure 1 on the next page of this RFP. Figure 2 is a vicinity map of Calvin Moody Park in Milwaukee.

Your services will include Schematic Design through Construction Administration by way of this RFP. The objectives of this design project include the following:

- **Location:** Calvin Moody Park serves a residential neighborhood and is bound on the north by West Auer Avenue, on the south by West Burleigh Street, on the east by an alley one block west of North 21st Street, and on the west by an unnamed driveway east of North 24th Street.
- **History:** The Moody Park pool building closed in 2001 and over time it has become a rundown neighborhood nuisance that attracts vandals and promotes criminal behavior. Moody Park provides ample outdoor recreation areas for three full court basketball courts, a tennis courts, a baseball/softball field, as well as free-play areas. The park provides
- **Ownership and Departmental Jurisdiction:** Moody Park, under the direction of Mr. James Keegan, (Acting) Director, is owned, operated, and maintained by the Milwaukee County Department of Parks, Recreation and Culture.
- **Adopted Budget Item Reference:** WP191 Moody Pool Renovations

MOODY PARK RENOVATION



Figure 1

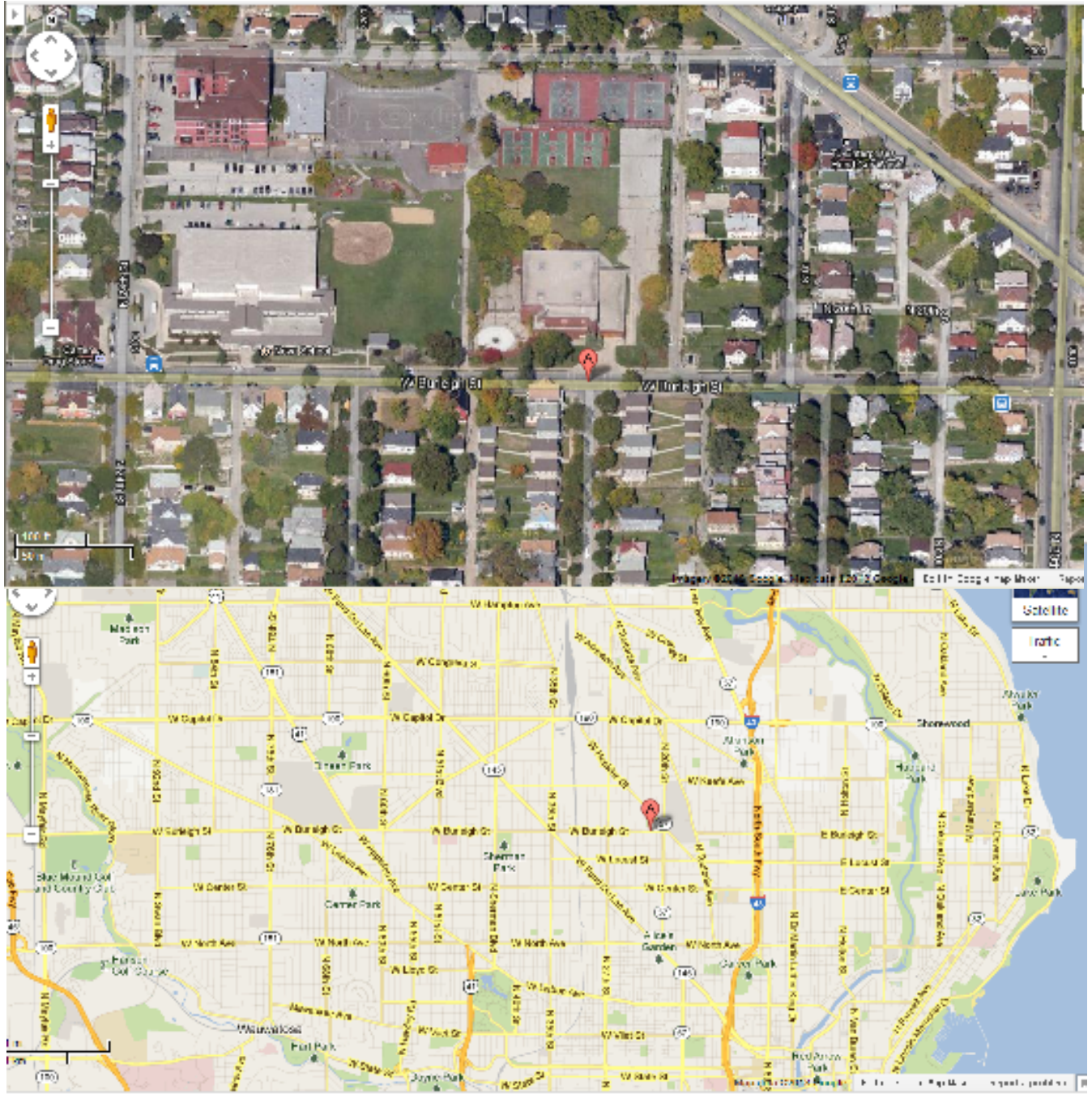


Figure 2 VICINITY MAP OF CALVIN MOODY PARK

MILWAUKEE COUNTY - CALVIN MOODY PARK

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Department of Parks, Recreation and Culture
2200 W. Burleigh Street
Milwaukee, WI



Figure 3

View from W. Auer Avenue looking southeast at Calvin Moody Park. A residential neighborhood is located on the north side of W. Auer Avenue and east of the site on N. 21st Street.



Figure 4

View from northeast corner of W. Auer Avenue looking to the southwest at Calvin Moody Park overlooking existing tennis courts with Calvin Moody Pool Building on the horizon. To the north side of West Auer Avenue is a residential neighborhood served by this recreation center and park.



Figure 5

View from W. Burleigh Street looking west with Calvin Moody Park to the north. The pool building is scheduled to be raised by Milwaukee County before design work begins on a new community building and other renovations of the park. To the south of W. Burleigh Street is residential neighborhood served by Calvin Moody Park.

II. GENERAL PROJECT DESCRIPTION

- **Adopted Budget Narrative:** The proposed site for a new community building at 2200 West Burleigh Street in Milwaukee, WI was once the location of the Moody Pool Building, a 22,844 square foot brick masonry, indoor swimming pool facility, which was constructed in 1978. The building was closed in 2001 and became a target for vandalism and criminal activity that threatened the stability of the neighborhood. After numerous community meetings that included the Department of Parks, Recreation and Culture and County Board Officials a decision was made to demolish the dilapidated pool building and constructing a new 3,000 square foot community building. Accompanying the new community building will be the following: an outdoor splash pad with a small playground, an open air picnic structure, lit parkways, a Helios exercise station, and improved green spaces for gatherings and field sports. The project will also include reconstruction of the parking lot and relocation of the lighted basketball courts. Landscaping via plantings will be provided to buffer active areas in the park from abutting residences. Space will be set aside for a community garden. The project will also include reconstruction of the parking lot and relocation of the lit basketball courts. Plantings will also be provided to buffer active areas in the park from abutting neighbors and a space will be set aside for a community garden. The connections to both the Auer Avenue School and the COA Goldin Center will be improved, while access to parking will be moved from the adjacent alley to increase visibility.
- **Adopted Budget:** Estimated Construction Budget \$1,370,000
Estimated Total Project (*Including all anticipated soft and construction costs*) \$1,654,920
- **Project Administration:** This project is administered by the Department of Administrative Services-Facilities Management, Architecture, Engineering and Environmental Services Section in Milwaukee County. A project managing architect under the supervision of the county Principal Architect, will be responsible for manage all activities on this project.

III. SCOPE OF CONSULTANT SERVICES

1. General Requirements

Based upon the Schematic Design Phase solution, the Architect/Engineer will be responsible for the preparation of Construction Bidding Documents, Bidding, and Bid Negotiation assistance, and limited Construction Phase Services, which may include Shop Drawing review, review of manufacturer's materials and products submittals, review of samples, review of color selections and review of proposed substitution submittals from the Contractor.

The Architect/Engineer is required to assure the Owner that the result of the Contractor's work is in strict accordance with the plans and specifications, which are a part of the Contract Documents for Construction.

The Architect/Engineer shall revise the original Contract Documents, including the plans and
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specifications, as required, to produce Record Documents of the construction work, which will be given to the Owner after certification of Substantial Completion.

The successful Architect/Engineer 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) (copy will be emailed upon request).

Attached, please find a copy of Milwaukee County Department of Administrative Services – Facilities Management - Stipulated Sum (Lump Sum) Standard Prime Consultant Agreement for Professional Services (Type “A” Agreement). The scope of services will be divided into the six (6) phases. In addition to the scope of basic services specified in Article 3: Basic Services of the attached Agreement for each of those six (6) phases, include the services below as a part of those basic services:

2. Basic Services:

- **Program Phase:** From interviews, research, and study of the Owner’s needs, the Architect/Engineer shall prepare a program and an estimate of probable construction costs for the project. Elements of the program shall include a full description of:
 - 1) Exterior and interior functional areas and spaces of the Project, with technical and equipment requirements on each;
 - 2) Consideration of opportunities to achieve LEED Certifications levels of sustainable design and construction methods and practices.
 - 3) Consideration of opportunities to incorporate public art into the project.
 - 4) Comparisons between existing and proposed facilities and systems;
 - 5) Diagrams to describe proposed circulation and relationships between functional areas and departments;
 - 6) Description of provisions for future changes and growth;
 - 7) Narrative of the rationale for proposed program and prioritized options to maintain project budget.

Upon completion of the written and approved Program, the Architect/Engineer shall submit three draft copies for Project Manager and Owner review. After review, the Consultant shall incorporate necessary corrections and additions into the Final Report and submit three copies to Owner for approval.

- **Schematic Design Phase:** The Architect/Engineer shall meet with the Department of Administrative Services – Facilities Management, the Department of Parks, Recreation and Culture [Owner]. Visit the project site and verify that the site survey, site program, and site analysis documents prepared by Milwaukee County Department of Administrative Services – Facilities Management-Architect/Engineering Section and the Department of Parks, Recreation and Culture are in reasonable compliance with existing site conditions.

Review and verify the design program provided by the Owners and revise or update the program as necessary to meet the Owners current needs and expectations for the new community building and picnic structure.

Prepare Schematic Design that meets the program requirements. The Schematic Design shall include as necessary, studies consisting of drawings and other documents illustrating the scale and relationship of the project components, including the envelope, structure, interior building

finishes and materials as may be appropriate for a completed, operational, functioning building. Upon approval by the Owner of the Schematic Design documents and a Statement of Probable Construction Cost submitted by the Architect/Engineer, this phase of services will be complete.

- **Design Development Phase:** The Architect/Engineer shall prepare more detailed drawings and other data relating to building appearance and structure, mechanical and electrical systems, construction materials and finishes, and other essentials. The Architect/Engineer shall submit an updated Statement of Probable Construction Cost. When the Owner approves these documents, this phase will be complete.
- **Construction Documents Phase:** Prepare drawings and specifications describing, in technical detail, the construction contract work to be done – materials, equipment, workmanship, and finishes required for the civil, landscape, architectural, structural, mechanical and electrical work – and related site work, utility connections, and special equipment installations. The Architect/Engineer will also assist the Owner in preparing information for bidders, bidding, and proposed contract forms, should alternates, unit prices or other special conditions be applicable, and Conditions of the Contract covering responsibilities during construction. The Architect/Engineer will advise the Owner of any adjustments to previous Statements of Probable Construction Cost, as well. When the Owner approves these documents, this phase will be complete.
- **Bidding Phase:** Advise the project manager and the Owner about qualifications of prospective contractors. Assist, as may be required, in obtaining bids.
- **Construction Phase:**
 - 1) Prepare supplementary drawings
 - 2) Review the Contractor's Schedule of Values; review of fabricators' and suppliers' shop drawings, material samples and equipment, and other required submissions.
 - 3) Make periodic visits to the Project Site to review the progress and quality of Work to determine if the Work is proceeding in accordance with the Contract Documents.
 - 4) Review of the Contractor's applications for payment, determination that amounts invoiced are in reasonable agreement with schedule of values and invoiced amounts.

In addition to the documentation requirements for each phase of work as noted in the attached agreement for professional services, the Architect/Engineer will be required to provide a zip disk in Microsoft Word 2000 format, containing all relevant project documents they prepared during each phase of the project. Those documents will include all correspondence, transmittals, etc. to Milwaukee County, other agencies, and sub-consultants.

3. Quality Control

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

4. Project Timetable:

The schedule shown below is based on the extent of basic design services up to Construction Administration:

1. Friday, 4/25/13 RFP completed:

2.	Thursday, 5/9/13	Proposals due:
3.	Monday, 6/3/13	Select Architect/Engineer:
4.	Wednesday, 6/19/13	Architect/Engineer agreement signed and Notice to Start Issued
5.	Thursday, 5/1/14	Begin A/E Construction Administration:
6.	2/28/14	Final deliverable dates, Print-ready documents
7.	5/2/14	Anticipated Contractor Construction Start
8.	8/21/15	Anticipated Construction Completion

5. Pre-Proposal Meeting

Tuesday, 4/23/13 Mandatory Pre-Proposal Meeting, at 10:00 a.m. at City Campus Building
(2711 W. Wells Street, Room 252, Milwaukee, WI 53208)

IV RELATED WORK BY OTHERS:

- Milwaukee County will provide topographic surveys of the project site as may be required by the Architect/Engineer to describe existing site conditions and determine proposed design and construction solutions.
- Milwaukee County will provide hazardous material removal if encountered on the project site.

V PROPOSED CONTENT:

Each proposal shall contain a description or information in the following areas:

- 1) **Cover:** Include project number and name, project location, proposal title (Proposal for Professional Services), Architect/Engineer's name(s), address(es), telephone number(s), FAX number(s), etc., proposal date, etc.
- 2) **Table of Contents:** Include a clear identification of the material by section and by page number.
- 3) **Letter of Transmittal:** Limited to two pages, briefly state the bidder's understanding of the service to be provided and a positive commitment to perform the services as defined in the RFP.
- 4) **Organization Description:** 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) **Design team experience:** Prior experience in the design of small outdoor recreational facilities and inner-city neighborhood centered community buildings is very desirable. The Architect/Engineer(s) should have experience in similar types of projects as well as a track record in practicing sustainable design. Include a list of similar projects your organization has participated or worked on in the past five (5) years. Attach a separate sheet for each project, up to three (3) maximum, giving a brief description of each project and the organization's participation.
- 6) **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 Architect(s) and Engineer(s)

Registration Number(s) 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, a brief description of their qualifications and related experience including time contribution in this capacity on past projects.

- 7) **Alternate Principal-In-Charge:** Include the name of a 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 in this project. State in what capacity they would be used and the approximate percentage of the total services they would provide. Also state their past experience in their area of expertise.
- 9) **Project Approach:** Provide a description of the architectural design, engineering, environmental, and public involvement problems you anticipate in this project and how you propose to overcome them.
- 10) **Scheduling:** Provide a bar chart form schedule indicating a sequenced, time table, with relationship, which are necessary to complete the project, based on the schedule as noted in Section IV - Project Schedule, of this RFP.
- 11) **DBE Requirements:** Milwaukee County's policy is to achieve twenty-five percent (25%) Disadvantaged Business Enterprise 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. The work must be done by certified DBE firms, with the goal of selecting work which will enhance and further the DBE's experience in the design through construction administration process. For assistance, contact the DBE office at 278-5248.
- 12) **Equal Opportunity Employer:** The Architect/Engineer and all associated consultant(s) must be an Equal Opportunity Employer. Proof of this must be indicated in that section of the Proposal.
- 13) **Fee Proposal:** The fee for this project shall be clearly stated as a lump sum for basic services as detailed in this document. Progress payments for those services will be made as stated in the attached professional services agreement. Include a copy of Attachment B-1" of the attached professional services agreement in this part of the proposal to indicate the direct salary rates, fixed overhead rates, etc. for any additional services that may be required.

VI PROPOSED SUBMISSION REQUIREMENTS AND FORMAT:

- The Proposal must be submitted by Thursday, May 9, 2013 at 2:00 P.M. to:
Milwaukee County Department of Administration-Facilities Management
Architecture, Engineering, and Environmental Services
City Campus Building
2711 W. Wells Street, Room 223.
Milwaukee, Wisconsin 53208
Phone: (414) 278-4870; FAX: (414) 223-1366; e-mail: TBD

Attention: Walter L. Wilson, FAIA, NCARB
Principal Architect

- Each envelope must be identified with the submission date, RFP number, project number and title, and name and address of the submitting party. Envelopes which are not properly identified or received after the time and date as noted in Section VIII - A, above will be rejected.
- Proposals must respond to each component as listed in Section VII - 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.
- The proposal must be submitted in a single bound 8-1/2" X 11" document.
- In order to expedite the Agreement award process, each Prime Consultant is to completely fill in and include the attached Stipulated (Lump Sum) Standard Prime Consultant Agreement for Professional Services Type "A" Agreement. Insurance forms as required per the agreement will be required from the successful consultant only. This is to be included in the Fee Proposal envelope.

VII PROPOSAL EVALUATION / CONSULTANT SELECTION:

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.

- A. Proposals will be evaluated and ranked on the following criteria:
- | | |
|--|-------|
| 1) Quality and responsiveness to the RFP: | 20%. |
| 2) Project approach and understanding, including strategy to perform requested work and time schedule: | 35%. |
| 3) Qualifications and Experience Prime Consultant | 20%. |
| 4) Fee and hourly rates: | 10%. |
| 5) Qualifications/Experience of DBE Consultant | 15%. |
| <hr/> | |
| Total: | 100%. |
- B. The evaluation team will be made up of three (3) to five (5) individuals with technical knowledge of the requirements, and familiarity with the project.
- C. Selection of the Consultant(s) will be made entirely on the basis of the items requested in the RFP and as addressed in the Proposals.
- D. The evaluation may include an interview of a short list of up to three (3) finalists.

However, an award may be made without this interview. The interview will be evaluated 40%

on the previous qualification rating, as well as fee and the response to the project requirements.

VIII 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 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 is the only official method through which interpretation, clarification or additional information will be given.
5. All costs attributed to preparing a proposal, attending the pre-proposal meeting, attending a 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.

IX MISCELLANEOUS

- 1). Milwaukee County reserves the right, at its sole discretion, to reject any or all proposals, issue addenda, request clarifications, waive technicalities, alter the nature and / or scope of the proposed project, request submittals, and / or discontinue this process.
- 2). Milwaukee County will be not be responsible for oral interpretations given by Milwaukee County employees, representatives, or others that commit the County to influence the outcome of the selection process.
- 3) All proposals should use this RFP and its attachments as the sole basis for the proposal.
- 4) The issuance of a written addendum and the pre-submission meeting are the only official methods through which interpretation, clarification or additional information will be given.

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- 5) Proposals will not be opened in public.
 - 6) This is an RFP, not a bid. Therefore, Milwaukee County is not bound to accept the lowest fee for professional services as the basis for selection.
 - 7) All costs and/or expenses 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.
 - 8). All materials submitted will not be returned.
 - 9). Questions regarding this RFP shall be directed in writing to: Attention: Walter L. Wilson, FAIA, NCARB, Principal Architect at the address, FAX number or email address below.

Milwaukee County Dept. of Administrative Services-Facilities Management
Architecture, Engineering & Environmental Services
City Campus Building
2711 W. Wells Street- Room 223
Milwaukee, Wisconsin 53208
Tel.: (414) 278-4870. Fax: (414) 223-1366
Internet Email: TBD
Attention: Walter L. Wilson, FAIA, NCARB,
County Architect

Sincerely,

Walter L. Wilson, FAIA, NCARB
County Architect

Attached as follows

:

- 1) Project Location Map (1 page)
- 2) Proposal Preparation, Submission and Evaluation (5 pages)
- 3) Consultant Proposal Form (1 page)
- 4) Milwaukee County Dept. of Public Works - Stipulated Sum (Lump Sum) Standard Prime Consultant Agreement for Professional Services (Type"A"Agreement)

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES-FACILITIES MANAGEMENT
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION**

PROJECT:
(Project title as adopted in the budget) & (project number as assigned by Cost Schedule Analyst)

CONSULTANT PROPOSAL

- I. BASIC SERVICES (Include services of all needed subconsultants)
LUMP SUM OR ACTUAL COST - "NOT TO EXCEED" fee:
\$ _____
(_____)
- II. REIMBURSABLE EXPENSES
ACTUAL COST : \$ _____
(_____)
- III. ADDITIONAL SERVICES (Include services of all needed subconsultants)
ACTUAL COST - "NOT TO EXCEED" fee:
\$ _____
(_____)
- 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 1
PROJECT VICINITY MAP

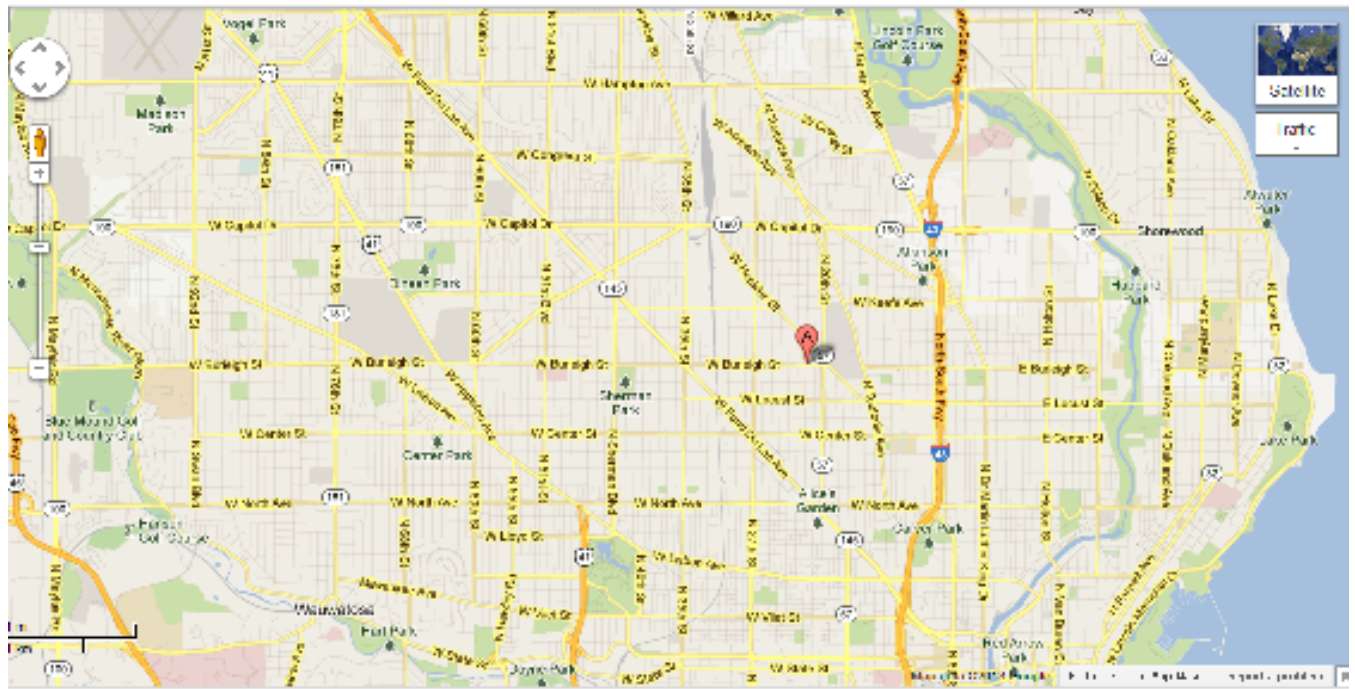


Figure 2.0 VICINITY MAP OF CALVIN MOODY PARK

MILWAUKEE COUNTY - CALVIN MOODY PARK

Department of Parks, Recreation and Culture
2200 W. Burleigh Street
Milwaukee, WI

ATTACHMENT 2
PROJECT LOCATION MAP



Figure 2.1 LOCATION MAP OF CALVIN MOODY PARK

MILWAUKEE COUNTY - CALVIN MOODY PARK

Department of Parks, Recreation and Culture
2200 W. Burleigh Street
Milwaukee, WI

ATTACHMENT 3

MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
TYPE A STANDARD AGREEMENT

ATTACHMENT 4

PROPOSAL PREPARATION, SUBMISSION AND EVALUATION GUIDELINES

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 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 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 venturers.

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. 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:

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: 35%.
- c. Qualifications and experience of Prime Consultant. Weight: 20%
- d. Fee and hourly rates. Weight: 10%.

-
- e. Qualifications/Experience of DBE Consultant: 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 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.

	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 5
CONSULTANT PROPOSAL

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES – FACILITIES MANAGEMENT
ARCHITECTURE , ENGINEERING & ENVIRONMENTAL SERVICES SECTION**

PROJECT:

CONSULTANT PROPOSAL

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

A. "LUMP SUM" or "ACTUAL COST" fees: \$
(_____)

II. PRINCIPAL IN CHARGE

Name of Principal

Architect or Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of ___ will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 6

DISADVANTAGED BUSINESS ENTERPRISE (DBE)
INSTRUCTIONS & FORMS