

ADDENDUM NUMBER 1

CALVIN MOODY PARK COMMUNITY BUILDING AND PARK RENOVATION  
Site #701, Bldg. #1460  
2200 W Burleigh St.  
Milwaukee, Wisconsin 53206

Project Number: P191-11437

Date of Addendum: May 02, 2013

This Addendum to the Request of Proposal is issued to modify, explain or correct the original documents, dated April 03, 2013, and is hereby made part of the Request for Proposal. Acknowledge receipt of this addendum in the Letter of Transmittal, as part of your proposal submission.

**MODIFICATIONS TO RFP**

**Section – I BACKGROUND:**

- a. **Delete** “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” **replace with** “The scope of work of this RFP will not include the demolition of the 22,844 square foot brick masonry, indoor swimming pool facility, which was constructed in 1978, and adjacent wading pool”
- b. **Clarification:** The outdoor splash pad is anticipated to be an approximately 3,000 SF re-circulated system with to 8 to 10 large vortex water features and 8 to 10 additional spray mounts.
- c. **Clarification:** The 3,000 SF Community Building is anticipated to contain one large open meeting room with attached kitchenette and exterior rollup window. Building will also contain mechanical space for splash pad elements, restrooms with indoor/outdoor access and showers as required for the splash pad.
- d. **Delete** “an open are picnic structure” **replace with** “an open air performance structure”
- e. **Delete** “Your services will include Schematic Design through Construction Administration by way of this RFP. The objectives of this design project include the following:” **replace with** “Your services will include Programming through Construction Administration as listed in section III (Scope of Consultant Services) of this RFP. General Project background information includes the following:”

**Section – II. GENERAL PROJECT DESCRIPTION:**

- a. No Modifications.

**Section – III. SCOPE OF CONSULTANT SERVICES:**

- a. Subsection 1. General Requirements, **delete** “(copy will be emailed upon request)”.
- b. Subsection 2. Basic Services, Program Phase, **delete** “3) Consideration of opportunities to incorporate public art into the project.”
- c. Subsection 2. Basic Services, Schematic Design Phase, **add** “Upon the completion of the Schematic Design Phase the Consultant will prepare presentation materials for and attend at least (1) one public meeting”.

- d. Subsection 3. Quality Control, **clarification:** Consultants are required to maintain professional liability & errors & omissions insurance coverage as indicated in Clause 7 of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services, Type A (see attachment 3 of the RFP).
- e. Subsection 4. Project Timetable, **delete** subsection and **replace with**,

**“4. Project Timetable: Standard Schedule**

The schedule shown below is based on the extent of basic design services from Programming through Construction Administration:

1. Proposals Due:	05/10/13
2. Select Architect/Engineer:	05/17/13
3. Consultant Agreement signed and Notice to Start Issued:	05/27/13
4. Construction Documents Completed:	02/28/14
5. Anticipated Construction Start:	04/07/14
6. Anticipated Construction Completion:	08/30/14”

- f. **Add:** Subsection 4A,

**“4A. Project Timetable: Accelerated Schedule**

The schedule shown below is based on the extent of basic design services from Programming through Construction Administration:

1. Proposals Due:	05/10/13
2. Select Architect/Engineer:	05/17/13
3. Consultant Agreement signed and Notice to Start Issued:	05/27/13
4. Construction Documents Completed:	08/23/13
5. Anticipated Construction Start:	10/14/13
6. Anticipated Construction Completion:	05/02/14”

Section – IV. RELATED WORK:

- a. **Add:** “Milwaukee County will retain the professional services of geotechnical engineers or other special consultants as required to provide subsurface investigation of the project site.”
- b. **Add:** “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 A agreement, as may be necessary for the proper execution of the Consultants services”

Section – V. PROPOSED CONTENT:

- a. Section Title, **Delete** “PROPOSED” **replace with** “PROPOSAL”.
- b. Subsection 3. Letter of Transmittal, **Add** “Proposers shall acknowledge the receipt of any amendments to the request for proposal.”
- c. Subsection 13. Fee Proposal, **Add** “Proposers shall submit the Fee proposals on the attached consultant proposal forms (see attachment 5 of the RFP).” Proposers shall submit proposals for both the Standard Schedule and the Accelerated Schedule.

Section – VI. PROPOSED SUBMISSION REQUIREMENTS AND FORMAT:

- a. Section Title, **Delete** “PROPOSED” **replace with** “PROPOSAL”.
- b. **Delete** “ The Proposal must be submitted by Thursday, May 9, 2013 at 2:00 P.M.” **replace with** “The Proposal must be submitted by Friday, May 10, 2013 at 2:00 P.M”.
- c. **Delete** “Walter L. Wilson, FAIA, NCARB” **replace with** “Chris Travanty, AIA”.
- d. **Delete** “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.” **replace with** “Return (5) five copies of your 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 which are not properly identified or received after the time and date noted above will be rejected.”
- c. **Delete** “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.” **replace with** “ Proposals must respond to each component (subsections 1-13) as listed in Section V Proposal Content, in order as presented and in the form or format as requested.”
- d. **Clarification:** 11x17 foldout pages are acceptable as part of the single bound 8-1/2” x 11” document.
- e. **Delete** “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”.
- f. **Delete** “The proposal must be submitted in a single bound 8-1/2” x 11” document”

Section – VII. PROPOSAL EVALUATION / CONSULTANT SELECTION:

- a. No Modifications.

Section – VIII. GENERAL REQUIREMENTS:

- a. No Modifications.

Section – XI. MISCELLANEOUS:

- a. Subsection 9, **Delete** “Walter L. Wilson, FAIA, NCARB” **replace with** “Chris Travanty, AIA”.
- b. Subsection 9, **Delete** “Internet Email: TBD” **replace with** “Internet Email: [chris.travanty@milwcnty.com](mailto:chris.travanty@milwcnty.com)”.

Page 17. CONSULTANT PROPOSAL:

- a. **Delete** entire page.

ATTACHMENT 4. PROPOSAL PREPARTION, SUBMISSION, AND EVALUATION GUIDELINES:

- a. Subsection XIII Acknowledgement of Amendments, **Delete** "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. " **replace with** "Offerors shall acknowledge receipt of any amendment to the request for proposal in their proposal letter of transmittal".

ATTACHMENT 5. CONSULTANT PROPOSAL:

- a. **Delete** entire page **replace with** the (2) two attached consultant proposal forms.

ATTACHMENT 6. DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
INSTRUCTIONS & FORMS:

- a. **Clarification:** DBE forms are for reference and are not require to be submitted with your proposals. DBE forms as required per the Type A Agreement will be required from the successful consultant only

End of Addendum No. 1

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

PROJECT:

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Project Number: P191-11437

**CONSULTANT PROPOSAL: STANDARD SCHEDULE**

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

LUMP SUM - "NOT TO EXCEED" fee: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

II. REIMBURSABLE EXPENSES

ACTUAL COST: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

III. PRINCIPAL IN CHARGE

Name of Principal \_\_\_\_\_

Architect or Engineer's Registration No. in Wisconsin \_\_\_\_\_

Other Registration No. In Wisconsin \_\_\_\_\_

Flat hourly rate for principal \_\_\_\_\_

IV. PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES

Participation of Disadvantaged Business Enterprises at the rate of \_\_\_\_\_ %

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**CONSULTANT PROPOSAL: ACCELERATED SCHEDULE**

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

LUMP SUM - "NOT TO EXCEED" fee: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

II. REIMBURSABLE EXPENSES

ACTUAL COST: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

III. PRINCIPAL IN CHARGE

Name of Principal \_\_\_\_\_

Architect or Engineer's Registration No. in Wisconsin \_\_\_\_\_

Other Registration No. In Wisconsin \_\_\_\_\_

Flat hourly rate for principal \_\_\_\_\_

IV. PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES

Participation of Disadvantaged Business Enterprises at the rate of \_\_\_\_\_ %

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date