



DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

To: All Interested Consultants

Subject: Addendum to RFP for Clean Energy Planning Services - Milwaukee County Zoo

Project Number: 5743-16804

Date: January 15, 2016

The Milwaukee County Zoo ("Zoo") is requesting proposals from qualified consultants to develop a five-year "Clean Energy Plan" for reducing its energy use and costs, and increasing its use of renewable energy. Milwaukee County issued the original RFP on January 6, 2016. Amend this RFP as follows:

I. BACKGROUND

ADD the following text:

This project is made possible in part through a \$34,000 Planning and Implementing Clean Energy Investments in Wisconsin Communities grant from the Wisconsin State Energy Office (SEO). More information about the grant is available on the SEO website: <http://energyindependence.wi.gov>.

The Zoo used architecture, design and planning firm PGAV to complete a Comprehensive Master Plan in 2013.

II. SCOPE OF SERVICES

ADD the following requirements:

The Consultant shall provide all services as specified in this RFP per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type "A" - Lump Sum).

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.

CORRECTION to Task #3:

The recommended actions shall be original and not already funded in the Zoo's 2016 operating and capital budgets, ~~or part of the Zoo's planned budget requests.~~
Additionally, the Consultant shall evaluate whether/how projects that the Zoo plans to request in future budgets will impact the Clean Energy Plan.

IV. PROPOSAL CONTENT

ADD the following requirements:

Proposals shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment H).

N. 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.

V. PROPOSAL SUBMISSION

ADD the following requirements:

The proposal must be submitted in a single bound 8-1/2" x 11" document.

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.

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.

Please direct any questions about this Addendum or Attachment H to me at 414-278-4837 or gordon.bennett@milwaukeecountywi.gov.

Sincerely,



Gordie Bennett
Sustainability Director

Attachment

cc: V. Westphal, Zoo S. Keith, DAS-FMD
K. Hackbarth, Zoo

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