

REQUEST FOR PROPOSAL (RFP)  
TO  
PROVIDE ENGINEERING AND DESIGN SERVICES TO  
IMPLEMENT  
Brown Deer Golf Clubhouse  
HVAC REPLACEMENT  
FOR

Milwaukee County Department of Administrative Services  
Parks, Recreation & Culture  
Brown Deer Golf Clubhouse  
7835 N. Green Bay Avenue  
Milwaukee, WI 53209

PROJECT NO. P601-15656

DEPARTMENT OF *ADMINISTRATIVE* SERVICES  
**MILWAUKEE COUNTY**



Date: Sept. 19, 2016

To: All Interested Consultants,

**Project:** Brown Deer Golf Clubhouse HVAC

**Project No.:** P601-15656

**Subject:** REQUEST FOR PROPOSAL, (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting design services for the replacement of the entire HVAC System at Brown Deer Clubhouse which is located at 7835 N. Green Bay Ave., Milwaukee, WI. 53209 (see attachment 1 for project location map).

#### BACKGROUND

The HVAC system has exceeded its useful life by professional industry standards. The building is a one story 13,988 square foot structure constructed in 1957 and it has a full walkout basement or lower level. The facility is used to provide support services to the golf course. First floor contains dining facility with a bar, kitchen, toilets, Golf Pro Shop with office and basement contains locker rooms, boiler room, storage spaces. Kitchen was renovated in 2016 and is not part of this project.

The current HVAC system consist of several independent HVAC systems. Heating is provided primarily by a gas fired steam boiler in basement. The lower level locker rooms have a separate central HVAC system.

The HVAC replacement design will implement option 2B as outlined in attached "HVAC Replacement- Options Analysis Study" with the exception of following design changes:

1. Two hot water condensing boilers instead of one listed in option 2B.
2. Two hot water pumps with 100% redundancy instead of one listed in option 2B.

The natural gas is currently supplied to the building by a 1 inch main.

The electrical service comes underground from a Utility owned Pad Mount Transformer. The main electrical panel is located in Mechanical Room 110 and is rated at 800 amps, 120/208 volts, 3 phase, 4 wire, with an 800 amp main breaker.

#### Fire Protection

The Lower level is protected by an automatic wet pipe sprinkler system. A wet chemical fire extinguishing system protects the gas fired cooking grill in the Dining Hall. Hand held ABC type fire extinguishers are provided.

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#### General Project Description:

An appropriation is budgeted in 2016 to implement design and construction for replacement of HVAC system. The construction is scheduled for early 2017 and construction is budgeted for \$430,000 and replacement of HVAC of Golf Pro Shop with office and Locker Rooms would be bid as alternates as construction may be done at later date depending on construction budget.

The consultant scope of work will be segmented into the following two phases:

- Phase I - Programming, schematic design, design development and contract document preparations.
- Phase II - Bidding services and construction oversight.

The consultant shall structure their proposal on the basis of the schedule outlined in this request for proposal. Fees and hourly rates indicated in the proposal shall be expressed in current year 2016 rates. It is recognized that the actual scope and timing may vary from the currently proposed schedule.

#### 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 A), (see Attachment 5).*

The selected consultant shall have overall coordination and scheduling responsibilities for all aspects of the project development and will provide complete and comprehensive engineering/ HVAC design services, which will include verifying existing site conditions, code review for plan compliance with local, state and federal rules and regulation, adherence to sustainable design practices and identifying necessary and /or incidental issues that will mitigate problems and /or risks throughout the course of the project. Milwaukee County expects to participate in all Focus on Energy incentive programs that may apply to designs resulting from this project. The selected consultant shall be expected to advise Milwaukee County of any programs that presently apply and support the County in exploring and qualifying for these programs.

## LEED Standards Analysis

Review LEED Standards with respect to all prerequisites and credits that could apply to this proposed project. Provide a description of the prerequisites and credits and indicate points that would be attainable following the LEED Green Building Rating System. This analysis shall provide:

1. Identify which rating system applies to the proposed project.
2. Identification of all prerequisites and credits that are applicable.
3. Summary of the intent of these prerequisites and credits.
4. Summary of the requirements, strategies and process necessary to comply with the prerequisites or credits.
5. Potential credit points attainable.
6. Summary of the impact this prerequisite or credit would have on the proposed project.
7. LEED ratings that could possibly be attained.

This analysis will be for informational purposes only. It is not the intent to pursue LEED certification for the proposed project.

### o *Deliverables*

#### Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. Two reports shall be provided during the course of the project. The first report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption
- A description of any alternatives that were considered and compared using a life-cycle cost analysis
- Description of equipment, systems or materials to be used that will reduce potable water consumption
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges
- Description of equipment, systems or materials to be used that will reduce negative impacts on indoor air quality, e.g., low-VOC paints, coatings and adhesives
- Is there a goal for minimum % of materials containing recycled content?

- Plans for recycling construction waste and the goal for minimum % of waste to be recycled  
The second report shall be provided before the project is considered substantially complete. This report shall provide more quantitative information, including but not limited to the following:

- Estimated energy savings (on an annual basis, in units of energy) resulting from the use of energy efficient equipment or systems selected for this project, as compared to pre-construction conditions
- Estimated water savings (on an annual savings, in units of gallons or cu ft.) resulting from the use of more efficient equipment or systems selected for this project, as compared to pre-construction conditions
- Major materials that have significant amount of recycled content (provide approx. quantities)
- Quantity of construction waste recycled (in tons and in terms of % of the total construction waste generated)

## **GENERAL REQUIREMENTS**

- Programming Phase
  - Schematic Design
  - Review of Design Options
  - Construction Documents
  - Bidding Phase
  - Construction Phase
1. Schedule, attend and facilitate a project design kickoff meeting. The consultant shall be prepared to attend biweekly meetings to review the project status with their design team, the County's project team and other invitees as necessary to address planning and design issues and prepare meeting minutes.
  2. Submit six (6) sets of various reports, project manuals and construction plans for review and comments at each level of project development.

### **Basic Services Phase: Programming, Schematic Design & Review of Design Options**

1. Complete schematic design plans and HVAC design options for the proposed Brown Deer Golf Clubhouse HVAC replacements. Complete the schematic design effort per Articles 3.1 and 3.2 of the attached consultant agreement.
2. Review and verify the existing drawings with existing site conditions. Revise or update the program as necessary to meet the owner's current needs in particular requirements for HVAC design and expectations for the new upgraded HVAC system.
3. Include three (3) meetings in this phase.
  - a. Initial information gathering.
  - b. Presentation of alternatives developed.
  - c. Final program and schematic design.

4. Evaluate appropriate project development schedule/phasing and the associated cost requirement for construction for each design option.
5. Coordinate with Parks Department for HVAC design and phasing of HVAC installation.

#### Basic Services Phase I – Design Development & Construction Documents

1. The design development and construction (contract) documents level of project development shall be per Article 3.3 and 3.4 of the attached consultant agreement.
2. The consultant shall structure the construction contract to provide the best bidding value to Milwaukee County, and by extension the Milwaukee Park Department.
3. Prepare drawings and specification describing, in technical detail, the construction contract work To be done and the materials, equipment and workmanship required for the upgraded HVAC system.

#### Basic Services Phase II -Bidding & Construction Oversight

1. The bidding and construction oversight level of project development shall be per Article 3.5 and 3.6 of the attached consultant agreement.  
The consultant will assist the Owner in preparing information for bidders, such as Addendum and Conditions of the Contract covering responsibilities during construction. The Consultant will advise the Owner of any adjustments to previous Statements of Probable Construction Cost, as well.
2. Attend bi-weekly on-site construction meetings to review the project status.
3. The County will perform the daily on-site construction contract administration.

#### Bidding Phase:

Advise the Owner about the qualifications of prospective contractors and assist, as may be required, in obtaining bids.

#### Construction Phase:

- 1) Prepare supplementary drawings when required to clarify the consultant's design intent.
- 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; determine that amounts invoiced are in reasonable agreement with Schedule of Value and invoiced amounts.
- 5) Provide electronic and hard copy of all record drawings created from contractor's field marked up drawings.

In addition to the documentation requirements for each phase of work as noted in the attached agreement for professional services, the consultant 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 drawings, correspondence, transmittals, etc. to Milwaukee County, other agencies, and sub-consultants.

### 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 practical 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 services they are contracted to provide.

### PROJECT TIMETABLE:

1) Sept. 28, 2016	WED	RFP advertised
2) Oct. 6, 2016	Thur.	Pre-Proposal Meeting
3) Oct. 14, 2016	FRI	Proposals due
4) Oct. 24, 2016	MON	Select consultant
5) Nov. 30, 2016	WED	Consultant agreement signed & Notice to Start
6) Dec. 14, 2016	WED	Programming, schematic & feasibility report
7) Feb. 15, 2017	WED	Design & construction documents
8) April 5, 2017	WED	Phase II- Bidding & Construction Contract
9) June, 2017 to Nov., 2017		Construction

### PRE-PROPOSAL MEETING

Pre-Proposal Meeting October 6, 2016, 9:00 A.M. inside the Dining Room of the Brown Deer Golf Clubhouse, 7835 N. Green Bay Ave., Milwaukee, WI. 53209. Attendance at the pre-proposal meeting is mandatory.

**VI -Proposal Content:**

Each proposal shall contain information in the following areas:

- A. **Cover:** Include project number and name, project location, proposal title (Proposal for Professional Services), Consultants name, address, telephone number, FAX number, proposal date, etc.
- B. **Table of Contents:** Include a clear identification of the material by section and by page number.
- C. **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.
- D. **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.
- E. We are looking for a consultant that has proven experience in similar types of projects as well as green building and sustainable design practices. Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organization participation.
- F. **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.
- G. **Project Approach:** Provide a description of 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.
- H. **Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- J. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is 25%.
- 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 lump sum total for basic services and not-to-exceed fee for additional services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

## **PROPOSAL EVALUATION**

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.

### **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 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 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 for preparing a proposal, attending the 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.
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.

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Please return six (6) copies of your proposal no later than 2:00 p.m. on Friday, October 14, 2016, to Vijay Mehta, Project Manager, 633 W. Wisconsin Avenue, Suite 1000, Milwaukee, WI 53203, Telephone (414) 278- 4743 Fax (414) 223-1366; email [Vijay.Mehta@milwaukeecountyi.gov](mailto:Vijay.Mehta@milwaukeecountyi.gov))

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,



Vijay Mehta, P.E.

Attachments:

1. Project Location Map
2. Type "A" Prime Consultant Agreement for Professional Services.
3. Proposal Preparation, Submission and Evaluation Guidelines.
4. Consultant Proposal Form.
5. Disadvantaged Business Enterprise (DBE) Form

cc w/o attachments:

- G. High, DAS- FM
- B. Banach, DAS-FM
- B. Engel, CBDP
- J. Dargle, Parks

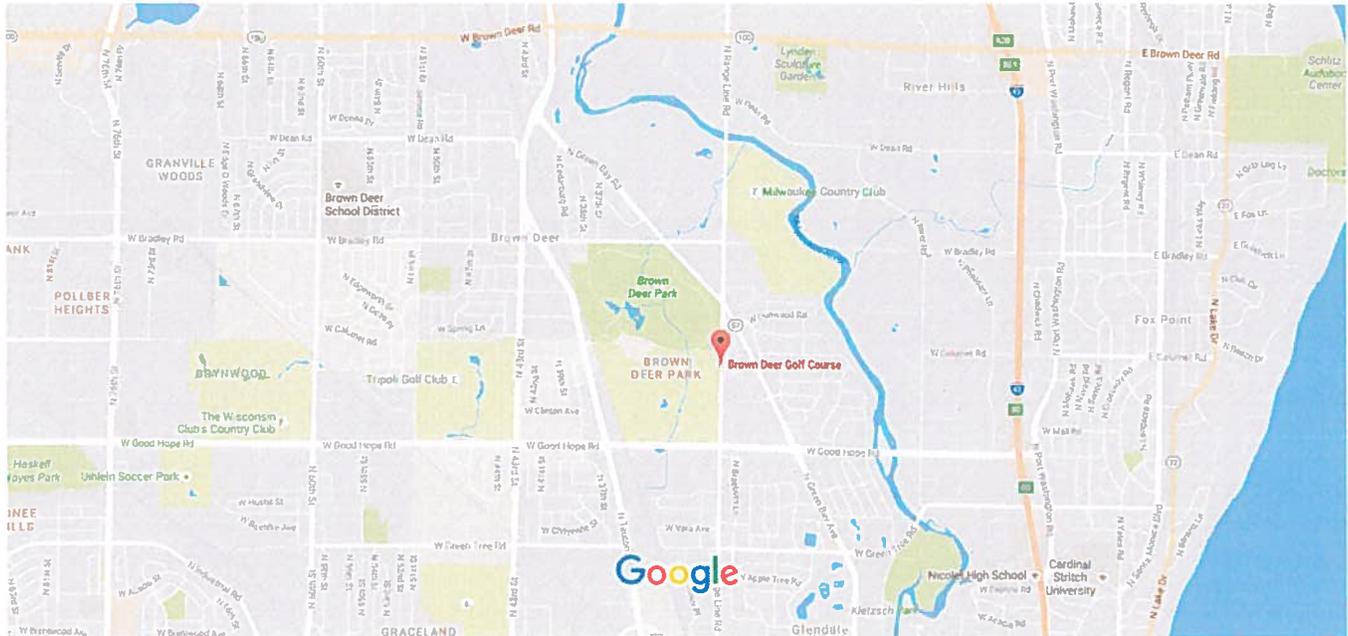
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**ATTACHMENT 1**  
**PROJECT LOCATION MAP**

# Google Maps Brown Deer Golf Course



## Brown Deer Golf Course

4.1 ★★★★★ 21 reviews

Public Golf Course

7625 N Range Line Rd, Milwaukee, WI 53209

[county.milwaukee.gov](http://county.milwaukee.gov)

(414) 352-8080

[Add missing information](#)

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**ATTACHMENT 2**

**MILWAUKEE COUNTY DEPARTMENT OF  
ADMINISTRATIVE SERVICES**

**TYPE A STANDARD AGREEMENT**

Project: Brown Deer Golf Clubhouse HVAC  
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**ATTACHMENT 3**  
**PROPOSAL PREPARATION SUBMISSION AND**  
**EVALUATION GUIDELINES**

# PROPOSAL PREPARATION, SUBMISSION & EVALUATION

## 1 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 of 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.

*XN.*     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:

- 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 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.

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**ATTACHMENT 4**  
**CONSULTANT PROPOSAL**

MILWAUKEE COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURE AND ENGINEERING DIVISION

PROJECT: Brown Deer Golf Clubhouse HVAC  
**P601-15656**

CONSULTANT PROPOSAL

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

A. "LUMP SUM" fee for design development and construction documents: \$

\_\_\_\_\_

B. Reimbursable Expenses: Actual Cost \$

\_\_\_\_\_

II. PHASE II - BASIC SERVICES (Include services of all needed subconsultants)

A. "LUMP SUM" fee for bidding and construction oversight for HVAC: \$

\_\_\_\_\_

B. Reimbursable Expenses: Actual Cost \$

\_\_\_\_\_

IV. PRINCIPAL IN

CHARGE Name of

Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 25% will be required.

Firm Name

Authorized Signature

Title

Date

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

TOTAL FEE

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**ATTACHMENT 5**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE)**  
**INSTRUCTIONS & FORMS**





# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH DBE

### **ADDITIONAL INFORMATION & REQUIREMENTS:**

1. The Directory of Certified DBE firms eligible for credit toward the satisfaction of this project's DBE goal will be found at the following link, and can be searched by Name and/or NAICS code.

<http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

2. **CONTRACT ADJUSTMENTS:** The successful Bidder/Proposer will maintain the approved DBE participation level during the term of the contract with the County, including any additional work on the contract, e.g., change orders, addendums, scope changes, etc. Contract adjustments shall include proportional DBE participation.

3. **WRITTEN CONTRACTS WITH DBEs:** The County requires that the successful Bidder/Proposer enter into contract, directly or through subcontractors, as stated in this form. Agreements must be submitted to the County within 7 days of receipt of the Notice-To-Proceed. By executing this commitment, you are certifying that you have had contact with the named DBE firm and that they will be hired if you are awarded the contract by the County.

**VIOLATION OF THE TERMS OF THIS COMMITMENT MAY RESULT IN TERMINATION OF YOUR CONTRACT.**

4. **SUBSTITUTIONS, DBE SUBCONTRACTING WORK, TRUCKING FIRMS:** The successful Bidder/Proposer must submit written notification of desire for substitution to the DBE affected, and send a copy to the County, stating the reason(s) for the request. The DBE will have five (5) business days to provide written objection/acceptance of the substitution. The "right to correct" must be afforded any DBE objecting to substitution/termination for less than good cause as determined by the County. Approval must be obtained from the County prior to making any substitutions. DBEs are also required to notify and obtain approval from the County prior to seeking to subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, the commission or fee will be counted for DBE crediting.

5. **REQUESTS FOR PAYMENT:** The successful Bidder/Proposer must indicate on the Continuation Sheet (AIA form G703, or equivalent) the work being performed by DBE by either a) placing the word "DBE" behind the work item or b) breaking out the work done by DBEs at the end of the report. The successful Bidder/Proposer shall notify DBE firms of the date on which they must submit their invoices for payment.

6. **DBE UTILIZATION REPORTS:** The successful Bidder/Proposer will enter payments to subs and suppliers directly into the County's online reporting system on a monthly basis. These entries will cover payments made during the preceding month and will include zero dollar (\$0) entries where no payment has occurred.

If you have any questions related to Milwaukee County's DBE Program, please contact:

**414.278.4747** or [cbdpcompliance@milwaukeecountywi.gov](mailto:cbdpcompliance@milwaukeecountywi.gov)