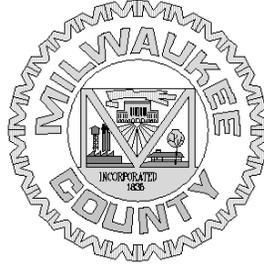


# MILWAUKEE COUNTY



## *Department of Administrative Services*

**Airport Engineering  
General Mitchell International Airport  
5300 South Howell Ave.  
Milwaukee, Wisconsin 53207**

**REQUEST FOR PROPOSAL  
FOR**

**GMIA Ground Transportation Lot and Restroom**

**PROJECT NO. A206-16012**

**January 2016**

MILWAUKEE COUNTY'S



G E N E R A L  
**MITCHELL**  
INTERNATIONAL AIRPORT

To All Interested Consultants

**Project: GMIA Ground Transportation Lot and Restroom**

**Project No.: A206-16012**

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

The Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to design a restroom facility to be used in the taxi cab staging parking lot at General Mitchell International Airport (GMIA) in Milwaukee, WI.

There is a 17% DBE goal for this project. Proposals should describe how the consultant will meet this goal by including a completed DBE-14 form or if unable to meet the goal, submitting a good faith effort form.

Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for water conservation, waste management/recycling and the quality of indoor environment. The County will require that such strategies be explored in the design of this project.

## **I. BACKGROUND**

In 2015 GMIA increased the number of permits available to taxi cabs, increasing the number of cabs able to make pickups at the airport. This increase required an increase in the capacity of the taxi cab staging area. In fall of 2015 GMIA relocated the existing staging area to the western portion of the employee parking lot northeast of Hutsteiner Dr. and Howell Ave (See Attachment 1). The 2016 Milwaukee County capital budget allocated funds for the construction of a restroom building within the taxi cab staging lot for use by the taxicab drivers.

## **II. GENERAL PROJECT DESCRIPTION**

The consultant is to design a restroom building and provide a detailed bid package including plans and technical specification. The consultant is to work with GMIA staff to determine exact site location and building needs.

The following is pertinent information related to the cab parking lot and proposed restroom.

- The cab lot is open 24 hrs / day, every day.
- The maximum cab lot capacity is approximately 100 cars. Typical daytime parking load is approximately 75 cars.
- The current cab lot layout may change to an automated dispatch system. GMIA is currently working to make a final determination on the layout of the lot.
- The lot is currently serviced by three port-o-potties. This is sufficient to meet the demands of the lot.
- The restroom facility shall include the following:
  - Sufficient bathroom capacity to prevent excessive lines on typical days.
  - Male/female or unisex facilities.
  - Running hot and cold water

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

- Heat
- Possible small utility room for data/power/security.
- Electrical hookups / Areas for vending machines. Vending may include microwaves, coffee vending machines, soda machines, etc.
- Outside covered area for resting, possibly with picnic tables.

### III. 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 C) (copy will be emailed upon request).

#### 1. GENERAL REQUIREMENTS:

The consultant is to design a restroom building and provide a detailed bid package including plans and technical specification.

The cab lot, employee parking lot and other areas of the airport will remain in operation during all construction work. The consultant shall plan to minimize the disturbance to the airport operations.

The coordination and direction of the consultant is through the Airport Engineering Unit of the Milwaukee County Department of Administrative Services.

#### 2. BASIC SERVICES:

##### *Task 1: Gather Information:*

- Meet with GMIA staff to review the project and discuss the project scope. Gain a full understanding of GMIA needs for the project.
- Assemble and review all pertinent information required to design a restroom building within cab lot area. Information to include but not limited to sewer, water and electricity. GMIA will provide all available information. GMIA will provide surveying needs.

##### *Task 2: Pre Design:*

- Develop three high level design concepts for a restroom building. Include rough concepts of finishes, fixtures, etc. Include preliminary cost estimates for each option. Provide concepts to GMIA for review and selection.
- Evaluate the taxi cab lot site for the optimal building placement location. Discuss options and pros and cons with GMIA.
- Summarize the selected concept, finishes, fixtures, building location, and other pertinent information related to the agreed upon design framework in a basis of design memo to be submitted to the Project Manager.

##### *Task 3: Design and Bid Package:*

- Design restroom building using the basis of design determined in previous tasks and provide a detailed bid package including plans and technical specification. Work should include the design of all utility connections and any other work required to construct a complete and functioning restroom.

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

- Provide regular project updates on the status of design work.
- Provide a Gantt type schedule with identification of critical path items.
- Provide 75% complete design plans, specifications and cost estimate of selected concept to GMIA for review.
- Provide 100% complete plans and technical specifications and engineers cost estimate.
- Identify and apply for any required regulatory permits and plan reviews including those with the FAA. GMIA will pay any permitting and plan review fees directly to the agency. The construction contractor is responsible for permits required for construction.
- Design shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.

*Task 4 – 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.
  - Describe any goals for minimum % of materials containing recycled content.
  - Describe 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 conventional equipment or pre-construction conditions.
  - Estimated water savings (on an annual basis, in units of gallons or cu ft) resulting from the use of more efficient equipment or systems selected for this project, as compared to

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

- conventional equipment or 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).

*Task 5 – Limited Construction Coordination:*

- GMIA Engineering staff will provide day-to-day construction coordination and inspection for this project. Listed below are consultant requirements related to construction coordination.
  - Review for approval and/or comment any submittals required.
  - Review and comment on submitted RFI's. Additional design work required to address RFI's shall be paid for through allowance or other means.
  - Review and comment on any requested contract modifications, requests for change orders or allowance use.
  - Prepare any required construction bulletins.
  - Review contractor pay applications for approval.
  - Attend regular project meetings throughout construction.
  - Visit the site to attend the pre-construction meeting, punch list meeting and to review contractor work as requested by GMIA.

*Task 6 – As Built:*

- Prepare as-build drawings for the completed project.

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

1. **1/20/16** Issue Request for Proposal
2. **2/3/16** Proposals Due
3. **2/12/16** Selection Committee selects consultant.
4. **2/12/16** Consultant award (will occur no sooner than this date).
5. **3/11/16** Offer, negotiate and execute a contract with selected consultant.
6. **7/20/16** Anticipated Bid Date
7. **9/7/16** Anticipated Construction Start
8. **11/30/16** Anticipated Construction Completion

5. PRE-PROPOSAL MEETING

There is an optional pre-proposal meeting as follows:

1pm Tuesday January 26, 2016  
GMIA Administration – Hardie Conference Room  
5300 South Howell Ave

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

Milwaukee, WI 53207

Note: Visitors can park in the hourly parking (parking structure). Access the administration offices through Concourse C. Contact Sean Hayes @ 414-747-5422 for access. GMIA will validate your parking.

#### IV. RELATED WORK BY OTHERS

A consultant is currently studying the cab lot layout and dispatch process. This work may result in a modification of the parking configuration. The consultant selected for the restroom design must coordinate with the layout consultant to develop a final location of the restroom facility.

#### V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (see Attachment 3) and the following information:

- A. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. **Table of Contents:** Include an identification of the material by section and page number.
- C. **Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. **Organization's Experience: (*this should be adjusted as required per project*)** 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 organizations participation. Provide a description of your firm's experience with sustainable design, green buildings, or related work including but not limited to
  - Recycled content and sustainable building product selection
  - Waste reduction strategies
  - Use of USGBC LEED rating system to guide project design
- E. **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 Registration Number 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, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

- 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%. Submit with your proposal a complete DBE 14 form showing how you plan to meet this goal, or a good faith effort form (both forms are in Attachment 4).
- 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. **Fee Proposal:** The fee for this project shall be clearly stated as an *actual cost* not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated
- L. Sustainability** As part of your proposal, provide examples of which elements of LEED you would consider applicable and appropriate for this project. Limit this to items related to construction and exclude operational plans.

## VI. 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.

## VII. 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. Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

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 RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum are 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, 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 **Six (6)** copies of your proposal no later than **4 P.M. on February 3<sup>rd</sup>, 2016** to Sean Hayes, Airport Engineering, 5300 South Howell Ave., Milwaukee, WI, 53207 (Telephone (414) 747-5722; email [shayes@mitchellairport.com](mailto:shayes@mitchellairport.com)).

The project manager will post any pre proposal meeting minutes, sign in sheets, addendums and other information related to the project to the Milwaukee County Construction RFP website. The consultant should consider information on this site to be part of the official RFP. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal due date.

Milwaukee County Construction RFP website link:  
<http://county.milwaukee.gov/ConstructionBidsandR23075.htm>

Subject: Request for Proposal  
Project: **GMIA Ground Transportation Lot and Restroom**  
Project No.: **A206-16012**

Please direct any questions regarding this RFP to me at the above contact information.

Sincerely,



Sean Hayes, Project Manager

Attachments:

- 1) Project Location Map
- 2) Proposal Preparation, Submission and Evaluation
- 3) Consultant Proposal Form
- 4) Disadvantaged Business Enterprise (DBE) Forms

cc: G. High, DAS-FM  
C. Hardy, DAS-FM

J. Zsebe, DAS-FM GMIA  
S. Hayes, DAS-FM GMIA

B. Engel, CDBP

ATTACHMENT 1  
PROJECT LOCATION MAP

PROJECT LOCATION MAP  
AT GENERAL MITCHELL INTERNATIONAL AIRPORT  
MILWAUKEE WI



ATTACHMENT 2  
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 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.

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 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.

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

ATTACHMENT 3  
CONSULTANT PROPOSAL

MILWAUKEE COUNTY  
DEPARTMENT OF TRANSPORTATION & PUBLIC WORKS  
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES DIVISION

PROJECT:  
***GMIA Taxicab Parking Lot Restroom: A206-16012***

CONSULTANT PROPOSAL

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

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 4  
DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
INSTRUCTIONS & FORMS



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## CERTIFICATE OF GOOD FAITH EFFORTS

This document should detail what your firm has done to meet this project's participation goal. Guidance as to what 'good faith efforts' are and are not is found on pages 5 & 6 of this document.

Failure to use good faith efforts to meet the assigned participation goal will result in the rejection of your bid/proposal.

I, \_\_\_\_\_, do hereby acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_, who has been identified as a bidder/proposer on the following Milwaukee County Project:

Project No.	Project Title	Total Contract Amount	DBE Percentage	
			Goal	Pledged

Provide a brief summary of why your firm is unable to meet the participation goal on this project. (Attach additional pages if necessary)


I hereby certify that our firm has used good faith efforts to solicit, negotiate with, and utilize certified firms to meet the participation goal of this contract, as demonstrated by my responses to the following questions:

### **A. Identifying Contractible Work Items**

You were encouraged to select portions of work to be contracted in a manner that will increase the likelihood of meeting the participation goal. In selecting work to be contracted, you considered, where appropriate, breaking down contracts into economically feasible units to facilitate small business participation.

1. Which portion(s) or section(s) of the project work was/were selected to be contracted to certified firms (or broken down into economically feasible units to facilitate participation)?


**B. Notifying Certified Firms of Contracting Opportunities**

2. Did you contact Milwaukee County's Community Business Development Partners Department (CBDP) to assist in identifying certified firms for this project? **Contacting CBDP is essential in demonstrating good faith efforts to meet and/or exceed the participation goal assigned to this project.**

Yes \_\_\_\_\_ No \_\_\_\_\_

Contact was made by: \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_ Other \_\_\_\_\_

Date contacted: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

3. List the certified firms that received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone, or email (with deliver, read receipts and certified firm's response) solicitations. Include copies of the written notice(s) sent to certified firms. (Attach additional pages if necessary)

Certified Firm Contacted	Date of Written Notification	DBE (Yes/No)	Date of Follow-up Telephone Call/or Email

4. Identify publications in which announcements or notifications were placed and published, if any. Include a copy of each announcement or notification.

Published Announcement/Publication (please describe)	Date

5. Identify minority and/or women's associations or organizations that received written notifications, including dates of notifications. Provide person's name contacted during, and the date of, the follow-up call. If no follow-up calls were made, explain why not. Include copies of notice(s) sent.

Association/Organization	Date of Notification	Contact Person	Date of Follow-Up Call

**C. Providing Certified Firms with Assistance**

6. Explain any efforts to provide certified firms with timely, accurate and complete information about the project, scope(s) of work and/or requirements of the project.


7. Describe any other efforts to provide special assistance to certified firms interested in participating in the project.


**D. Soliciting Proposal/Quotes from Interested Certified Firms**

You must solicit quotes in good faith from certified firms. Quotes, proposals and/or bids, from certified firms shall not be rejected without sound justification.

8. List certified firm(s) that submitted quote(s) for the project, and **include copies of all quotes received**. If any quotes from certified firms were rejected provide an explanation as to why. (Attach additional pages if necessary)

Name, Phone & Address of Contact Person at Certified Firm	Work Quoted / Explanation for Rejecting Quote

9. Please include all other comments you want Milwaukee County to consider. (Attach additional pages if necessary)


**NOTE:** The information requested above is the minimum information required.

### **AFFIDAVIT OF CERTIFICATION**

The undersigned, being duly sworn, deposes that he/she has examined and carefully prepared this Certificate of Good Faith Efforts and has verified that the information given in this certificate is true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_

Authorized Representative

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_.

# GUIDANCE CONCERNING GOOD FAITH EFFORTS

When Milwaukee County assigns a participation goal, you will make good faith efforts to meet this goal prior to submitting a bid or proposal in order to be responsive. You can meet this requirement in one of two ways. First, you can meet or exceed the goal with commitments for participation of certified firms. Second, even if you don't meet the goal, you can document adequate good faith efforts toward that end. This means that you must show that you took all necessary and reasonable steps to achieve the participation goal.

The County will make a fair and reasonable judgment as to whether you made adequate good faith efforts according to the following guidelines. It is important to consider the quality, quantity, and intensity of the different kinds of efforts that were made. These efforts should be those that one could reasonably expect you to take if you were actively and aggressively trying to obtain participation sufficient to meet the participation goal. Going through the motions by making a phone call or two to a firm that you think should qualify is not good faith efforts to meet the project requirements. The County's determination concerning the sufficiency of your good faith efforts is a judgment call and meeting quantitative formulas is not required.

The following is a list of types of actions the County considers as part of your good faith efforts. This isn't a mandatory checklist, nor is it all-inclusive. Other factors or types of efforts may be relevant in appropriate cases:

1. Solicit, through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices), all certified firms who have the capability to perform work on the project. Get the solicitation(s) out with enough time for them to review and respond. Be sure to record who you sent information to, and how/when they verified their interest in the project.
2. Select portions of the work to be performed by certified firms in order to increase the likelihood that the participation goal will be achieved. This includes, where appropriate, breaking out contract work items into smaller pieces, even when you might otherwise prefer to self-perform the work.
3. Provide certified firms with timely, accurate and complete plans, specifications, and requirements of the project to assist them in bidding/quoting.
4. Negotiate in good faith with certified firms.
  - a. It is your responsibility to make a portion of the work available to certified firms and to select that work based on the available certified firms. Evidence of such negotiation includes the names, addresses, email, and telephone numbers of certified firms that were considered; a description of the information provided regarding the plans and specifications for the work selected for contracting; and evidence as to why agreements could not be reached for certified firms to perform the work.
  - b. A bidder/proposer using good business judgment would consider a number of factors in negotiating with subcontractors, including certified subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, **the fact that there may be some additional costs involved in finding certified firms is not sufficient reason for your failure to meet the participation goal.** Also, self-performing work does not relieve you of the responsibility to make good faith efforts. You are not required to accept higher quotes from certified firms if the price difference is excessive or unreasonable.
5. Do not reject certified firms as being unqualified without sound reasons based on a thorough investigation of their capabilities. Your standing within the industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of bids in your efforts to meet the project goal.

6. Effectively use the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations to provide assistance in the recruitment and placement of certified firms.

In determining whether you have made good faith efforts, the County may take into account the performance of other bidders/proposers in meeting the contract goal. For example, when you fail to meet the contract goal, but others meet it, the County may raise the question of whether, with additional reasonable efforts, you could have met the goal. If you fail to meet the goal, but you meet or exceed the average participation obtained by other bidder/proposers, the County may view this, in conjunction with other factors, as evidence of you having made good faith efforts.



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH DBE

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No.: \_\_\_\_\_ PROJECT TITLE: \_\_\_\_\_

TOTAL CONTRACT AMOUNT \$ \_\_\_\_\_ DBE Goal: \_\_\_\_\_

Name & Address of DBE(*)	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract

(\* Separate commitment form must be completed for each DBE firm)

### **Bidder/Proposer Commitment (To be completed by firm committing work to DBE)**

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm \_\_\_\_\_ (Phone No. \_\_\_\_\_), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CDBP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

\_\_\_\_\_  
Signature of Authorized Representative                      Name & Title of Authorized Representative                      Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public                      State of \_\_\_\_\_ My Commission expires \_\_\_\_\_.

[SEAL]

\* Only firms certified as DBEs (within qualifying NAICS codes) by the State of Wisconsin UCP *prior to bid/proposal opening* will be credited on this contract

### **DBE Affirmation (To be completed by DBE Owner/Authorized Representative)**

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by \_\_\_\_\_.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CDBP.
- I affirm that approval from CDBP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

\_\_\_\_\_  
Signature of Authorized DBE Representative                      Name & Title of Authorized DBE Representative                      Date

### **FOR CDBP USE ONLY**

Commitment number \_\_\_\_\_ of \_\_\_\_\_ Project Total: (A) \_\_\_\_\_ (V) \$ \_\_\_\_\_ Total % \_\_\_\_\_

Verified with: \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature                      Date

27/28



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH DBE

### DIRECTIONS FOR COMPLETING THIS FORM:

1. **TOTAL CONTRACT AMOUNT:** The participation goal is based on the total dollar value of your base bid, initial offer or initial scope of work, less allowance and/or reimbursable items. The successful Bidder/Proposer will maintain the approved 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 changes in participation.
2. **COMMITMENT:** Bidder/Proposer will complete this section affirming that they are committing work to the Targeted Firm named on this form. The County requires that the successful Bidder/Proposer enter into contract, directly or through subcontractors, as stated in this form. Agreements/Purchase orders 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 firm and that they will be hired if awarded the contract by the County. VIOLATION OF THE TERMS OF THIS COMMITMENT IS GROUNDS FOR TERMINATION OF YOUR CONTRACT.
3. **AFFIRMATION:** Targeted firm receiving the commitment will complete this section. Name the firm with whom you will be contracting directly, and include a contact telephone number for verification purposes. The services being rendered in regard to this contract are to be performed by the employees of the Targeted firm named

If you have any questions on forms or related to Milwaukee County's DBE Program, please contact us at 414-278-4851 or [cbdpcompliance@milwaukeecountywi.gov](mailto:cbdpcompliance@milwaukeecountywi.gov)