MILWAUKEE COUNTY'S
GENERAL MITCHELL
INTERNATIONAL AIRPORT

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RUNWAY 7R CARGO APRON DEICE PAD

CONSTRUCTION MANAGEMENT SERVICES
December 8, 2014

REQUEST FOR QUALIFICATIONS

Milwaukee County Department of Administrative Services-Airport Division is requesting proposals from consultants to perform construction management services for the Runway 7R Cargo Apron Deice Pad project at General Mitchell International Airport (GMIA) in Milwaukee, Wisconsin.

I. BACKGROUND

In 2013 General Mitchell International Airport (GMIA) received budget approval to proceed with the planning and preliminary engineering of a second large centralized deicing apron located at the approach end of Runway 7R.

The construction of a centralized deicing facility adjacent to Runway 7R/25L on the west end of the airfield has been designed and bid out. The deicing pad is to be located between the existing cargo apron and Taxiway A. This area is currently turf, and is used to store snow that was removed from the apron and taxiway pavements. Once the deicing pad is built, this area will no longer be available for snow storage. As such the snow will need to either be trucked off site, or melted at the site. The airport has determined a snow melter will be the best fit and has purchased a unit dedicated to the cargo ramp.

During deicing operations all glycol collected on the newly constructed apron will be channeled via inpavement trench drains by gravity to an underground lift station and then conveyed by pumps to an above ground holding facility. The holding tank will be emptied periodically with the recovered glycol being trucked away and recycled.

In none deicing periods, electronic actuated valves in the central control structure will divert water to a "clean" storm sewer conveyance piping network. The valve control panel will be located by the existing cargo building.

II. GENERAL SCOPE OF WORK –Runway 7R Cargo Apron Deice Pad

The construction management of the Runway 7R Cargo Apron Deice pad project shall consist of any and all solicited scope of services which includes, but is not limited to, the following tasks:

- Attend pre-construction meeting(s).
- Coordinate and arrange weekly progress meetings with contractor, airlines, FAA, airport operation, security and engineering.
- Provide daily onsite construction inspection and management.

- Change Order evaluation and creation.
- Coordinate and respond to all "Request for Information" (RFI's).
- Prepare certificates of payment.
- Supervise the installation of duct packages and manholes at various airfield locations.
- Project phasing, which requires extensive coordination, scheduling and expertise due to the complexity of work at the GMIA terminal and airfield.
- Ensuring airport security is maintained during construction. Construction Manager will be responsible for security gate staffing levels via airport security.
- Interpretation of plans and specifications.
- If time allows perform a plan set constructability review to ensure the project is buildable, cost effective and maintainable.
- Applicant must be familiar with industry code requirements involve in tank installation as well as construction methods involved in installation of the proposed drainage network and lift station including valve controls.
- The construction manager requires up-to-date knowledge of the latest engineering practices pertaining to airfield projects during construction.
- Inspect phasing limits and verify on a daily basis proper barricading methods to ensure a safe environment for construction workers and aircraft movements.
- Provide record drawings based upon contractor red-lined mark-up plan sheets.
- Arrange/coordinate necessary testing to satisfy all code requirements and to ensure FAA compliance.

- Runway 7R Cargo Apron Deice Apron construction budget is $11,400,000.

All airport facilities will be required to remain in full operation while the construction proceeds. Only the areas designated in the phase drawings with agreed upon timeframes will be vacated for the work.

III. PROJECT OBJECTIVE(S)

Milwaukee County wishes to proceed with an agreement for construction management services for the Runway 7R Cargo Apron Deice project located at General Mitchell International Airport.

IV. SCOPE OF PROFESSIONAL SERVICES

The successful consultant shall perform all construction management services per the standard terms and conditions of the Milwaukee County Department of Administrative Services Facilities Management Division Agreement for Professional Services (Type A or Type C, to be determined). The selected consultant shall have overall coordination and day to day construction management responsibilities for the project within the overall project timetable. The consultant contract will include Basic Services, as described in Article 3 of the Agreement.

Construction management services for the project are generally required as follows:

A. GENERAL SCOPE OF PROFESSIONAL SERVICES

1. PRE-CONSTRUCTION PHASE (If construction management contract is signed and time allows prior to construction phase)

   Pre-construction services shall include a quality assurance review of the design work. The quality assurance review shall include evaluation of the quality and value of materials and systems proposed by the design team, project constructability, coordination and completeness of all project elements and disciplines and viability of proposed construction schedules and phasing plans. Services during this part shall include a written report of the review and advice and assistance to the design team regarding any correction or improvement to the construction phase.

   Services under this part shall end with participation in the pre-construction conference(s).

2. CONSTRUCTION PHASE

   Construction management services shall include day-today on-site monitoring and documentation of construction activities to assure quality and compliance with construction contract requirements. This work shall include all required and necessary quality assurance construction testing per the project specifications. All schedules, as-built notes and details shall be maintained, monitored, and updated. Coordination of construction contracts shall be provided to include seamless provision of temporary project facilities and services. Project budget shall be monitored including responsibility for preparation of all construction progress payments and evaluation and processing of all claims and change orders, and RFI processing.

   Construction management services shall also include the coordination with other work being performed by the City Of Milwaukee, Milwaukee County Highways Division, various private utilities and the FAA Technical Operations Division. As part of the scope of services, the consultant shall communicate with all aforementioned agencies, for the purpose of insuring a smooth and safe worksite, and to facilitate the execution of all the necessary construction work in order to maintain the owner's schedule.

V. PROJECT TIMETABLE

This timetable is based on the best information available as of the date of this Request for Qualifications (RFQ) and is intended to give prospective consultants a general idea of the anticipated project schedule.

1.	Begin issue of Request for Qualifications (RFQ) to consultants.	December 10, 2014
2.	Pre-Proposal conference in the Sijan Conference Room, located at the rear of the Gallery of Flight Museum, 2nd level of the main terminal, GMIA.	10:00am, January 8, 2015
3.	**Proposals due.**	**January 16, 2015**
4.	Interview consultants (some or all as selected) If interviews do occur it will be no sooner than:	January 26, 2015
5.	Construction Management award (will occur no sooner than).	February 2, 2015
6.	Consultant Agreement execution/project Notice-to-Proceed.	March 30, 2015
7.	Anticipated construction start	April 1, 2015
8.	Project Closeout	December 31, 2015

VI. STATEMENT OF QUALIFICATIONS PREPARATION AND SUBMISSION GUIDELINES

1. Explanation to Prospective Consultants

   Any prospective consultant desiring an explanation or interpretation of this RFQ must request it in writing no later than seven business days before the last date for submission of statements. Requests should be directed to the individual in charge at the address listed in the RFQ. Any information given to a prospective consultant concerning a solicitation will be furnished promptly to all other prospective consultants as an amendment to the RFQ, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective consultants.

2. Complete Statements

   Statements shall represent the best efforts of the consultants and will be evaluated as such. Statements must set forth full, accurate, and complete information as required by this section and other sections of this RFQ.

3. Unnecessarily Elaborate Statements

   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 consultant'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 statements are sought.

4. Retention of Statements

   All statement documents shall be retained by the County and therefore, will not be returned to the consultants. The County will not pay for preparation of statements or for statements that are retained by the County.

5. Examination by Prospective Consultants

   Consultants are expected to examine the project location, scope of services, project objective and all instructions and attachments in this RFQ. Failure to do so will be at the consultant's risk.

6. Statement of Qualifications Content

   The Statement of Qualifications shall include the following information:

   A. Cover: Include project number and name, project location, consultant's name, address, telephone number, FAX number, email address, statement 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 statement briefly stating the proposers understanding of the service to be provided.

   D. 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 Professional Registration must be clearly indicated in this section of the statement, 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 related experience including time contribution in this capacity to past projects, and qualifications.

   E. 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.

   F. Project Approach: Provide a statement to indicate an understanding of the project requirements, a description of the planning and design approach, the technical problems you anticipate in this project and how you propose to solve them.

   G. Scheduling: Provide a bar chart form schedule which indicates a sequence, time table, and relationship of tasks which are necessary to complete the project. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the consultant cannot meet the proposed schedule.

H. DBE Goals: The Disadvantaged Business Enterprise (DBE) participation goal for this project/agreement is 25%. Indicate the planned approach to meet the DBE goal

For more information on the DBE participation program, call Mr. Mark Phillips of the Community Business Development Partner (CBDP) Office at 414-278-5104.

I. 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.

7. Late Statements and Modifications and Withdrawals of Statements

Any statement received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

VII. STATEMENT EVALUATION AND CONSULTANT SELECTION

Following is a list of criteria that will be used to evaluate the submitted statements of qualification:

1. The qualifications and experience of the firm(s) and primary personnel to be assigned to the project as submitted with the statement.

2. The firm's past performance on projects of similar scope and size as submitted with the statement.

3. The organization of the consultant team including effective utilization of DBE firms.

4. Coverage within the consultant team of all required disciplines including but not limited to:
   - Constructability review
   - Concrete apron paving methods
   - Storm sewer and trench drain installation
   - Applicable testing
   - Knowledge and experience in airfield construction environment
   - Structural, civil, mechanical, electrical systems experience pertaining to this project.
   - Tank and lift station fabrication and start-up

5. The firm's indicated understanding of the project requirements

6. The consultant's project approach and methodology as presented in the statement.

7. The project team's resources and availability of key personnel as related to the needs of this project.

8. The consultant's proposed schedule of project tasks and activities that meet the requirements of the project.

9. The consultant's responsiveness to the RFQ.

10. The consultant's plan and assurance of meeting Milwaukee County's DBE requirements.

11. Analysis of the consultant's overall interest, commitment, and ability.

Selection of the consultant for award of this project will be qualifications-based subject to a mutual understanding of the scope of services and a negotiation of a fair and reasonable fee. After evaluation of the submitted proposals and the following interviews (if needed) the consultant selection committee will score and rank the consultants. Negotiation will follow with the highest ranked consultant to fully define the scope of work and to reach a fair and reasonable fee. If this cannot be accomplished with the highest ranked consultant then negotiation will proceed with each succeeding consultant until an acceptable agreement is reached.

Milwaukee County reserves the right to accept or reject any and all statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VIII. GENERAL REQUIREMENTS

Submitting consultants shall comply with Milwaukee County Code of Ethics as follows:

GENERAL ORDINANCE OF MILWUKEE COUNTY
- 9.05 CODE OF ETHICS

(2)(I) 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 considerations 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, proceedings on veto (if necessary) or departmental approval. This provision does not apply to those items covered by Section 9.15 unless an acceptance by an elected official would conflict with this section. The language in Section 9.05(2)(l) shall be included in all Request for Proposals (RFP) and bid documents.

The successful consultant and/or any contractor affiliated with that consultant shall be prohibited from submitting bids in the construction bidding process for this project.
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 such an agreement, when requested, without making any substantive changes.

The successful consultant must be an Equal Opportunity Employer.

The submitted statement of qualifications shall conform to the requirements of this RFQ and all attached documents. All statements should use this RFQ and its attachments as the sole basis for the statement. The issuance of a written addendum and the pre-submission meeting minutes (if issued) are the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing a statement, attending a pre-proposal meeting, 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.

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

Construction management services for the two projects described above will be combined into one professional service agreement. Each project will remain separate in terms of scope of services, consultant time, reimbursables, final products and invoicing with said Agreement.

Any firm currently a part of the Runway 7R Cargo Apron Deice design team will not be permitted to become any part of the selected construction management team under this agreement.

IX. ADDITIONAL REQUIREMENTS

The successful consultant must be an Equal Opportunity Employer. The consultant shall utilize Disadvantaged Business Enterprise (DBE) with a goal of *twenty-five percent (25%)* of the consultant's fee.

Only certified Milwaukee County/DOT DBE firms may be utilized. Contact Mark Phillips t at (414) 278-5104 for a list of certified firms and/or information regarding DBE certification.

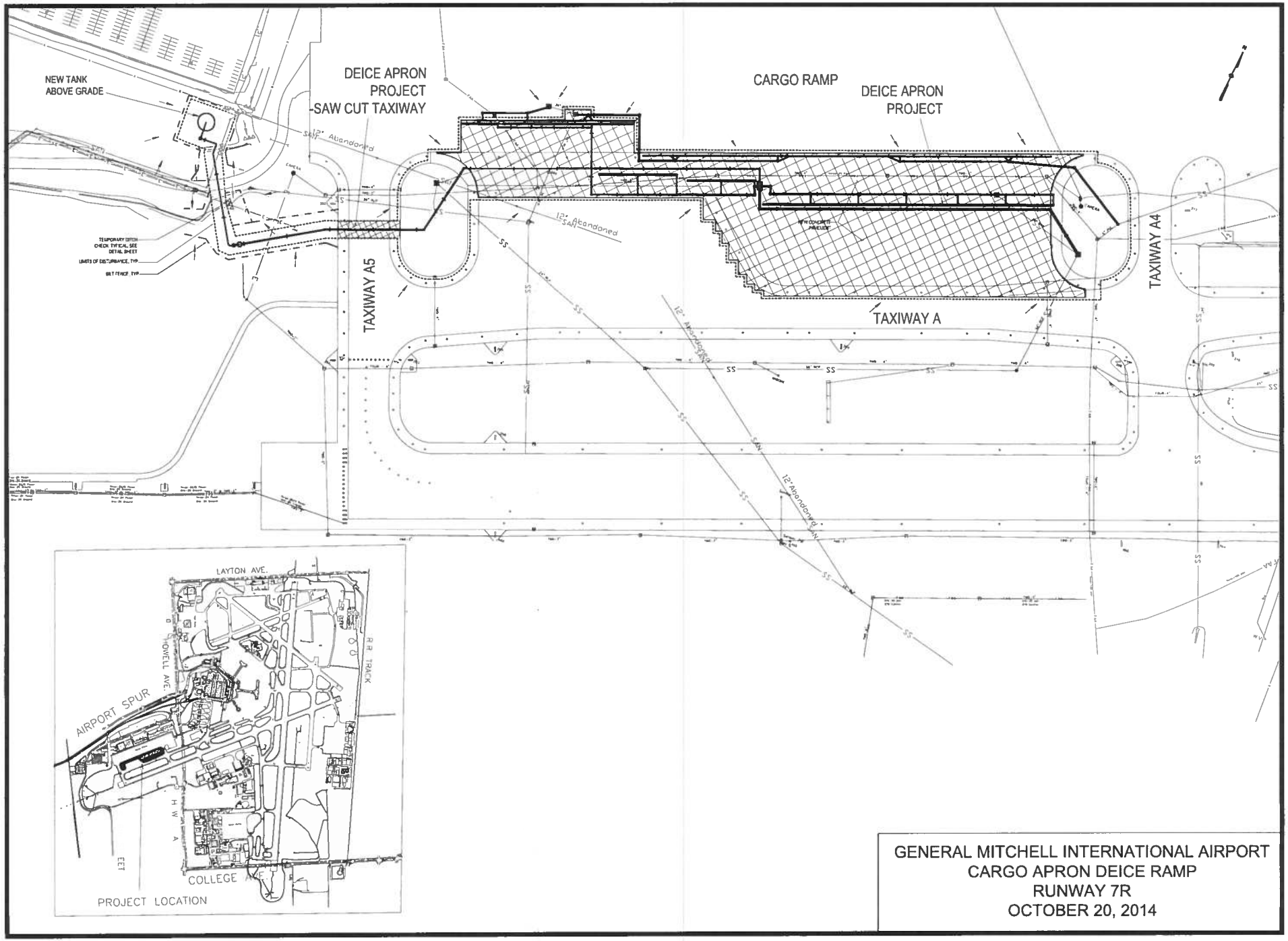
Submit six (6) copies of your Proposal, complete as specified in this request, no later than **4:00 PM CST January 16, 2015** to:

Timothy M. Kipp
Milwaukee County DAS
Airport Engineers Office
General Mitchell International Airport
5300 South Howell Avenue
Milwaukee, Wisconsin 53207-6189

Please contact Timothy Kipp at (414) 747-5716 or tkipp@mitchellairport.com with any questions regarding this Request for Qualifications.

Milwaukee County reserves the right to accept or reject any and all proposals as determined to be in the best interests of Milwaukee County.

Attachment: Project Location Map



GENERAL MITCHELL INTERNATIONAL AIRPORT
CARGO APRON DEICE RAMP
RUNWAY 7R
OCTOBER 20, 2014