

Minutes
PRE-PROPOSAL MEETING
Stormwater Facility Maintenance
September 10, 2014
City Campus

- INTRODUCTION AND PROJECT CONTACTS:

Sign in sheet.

Project Manager: Sean Hayes, DPW, 278-4891

DBE: Brian Engel, DBD, 278-4803

The Project manager will summarize questions/answers raised during the meeting. Written responses supercede comments made during this meeting.

- PROJECT BACKGROUND:

Milwaukee County is requesting proposals for professional services relating to the maintenance of storm water facilities within Milwaukee County. The consultant will be responsible for performing annual maintenance at each site, identifying and reporting required work outside of normal maintenance, and providing a short annual report on the maintenance activities performed and the status of each facility. The consultant will also work with Milwaukee County to develop ways to improve the maintenance of the storm water facilities.

The selected consulting team will have a thorough knowledge of stormwater engineering, stormwater best management practice design, operation and maintenance, and native landscape management.

- SCOPE OF WORK

Refer to RFP.

- PROPOSAL REQUIREMENTS:

Due date: Sep 17, 3:30 pm here at City Campus. six copies. Sealed. No faxes.

The proposal requirements are listed in the RFP in sections "Proposal Content" and "Proposal Submission Requirements". All of the requested forms shall be completed and included with the proposal.

There is a minimum 25% DBE requirement. Your proposal should include a DBE Utilization Plan (14PS) that is signed by reps from subs. Contact Brian Engel if you have questions about qualified firms.

Key points to keep in mind:

- With the "proposal form", include the breakdown of labor hours for each task (supplemental form spreadsheets).

- SELECTION PROCESS

Proposals will be evaluated based on the Quality and Responsiveness to the RFP (20%), project approach and understanding (20%), Qualifications and Experience (35%), and Total Fee and Hourly Rates (15%).

- INFORMATION AVAILABLE:

- NO SITE TOUR
- PLANNING DOCUMENTS

- QUESTIONS

1. In their proposal, The consultant can list possible subconsultant and contractors for street sweeping and vac truck. They must however provide information on the native landscape contractor selected for the job.
2. Bob Klovis from UniLock may have a list of possible street sweeping vendors.
bob.klovas@unilock.com