

Minutes
PRE-PROPOSAL MEETING
Franklin Landfill Infrastructure – V022-15803
January 28, 2015
633 W. Wisconsin

1. INTRODUCTIONS 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.

2. PROJECT BACKGROUND:

3. SCOPE OF WORK

4. PROPOSAL REQUIREMENTS:

Due date: Feb 5, 4pm here at 633 W. Wisconsin. Four 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.

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

5. 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%).

Interviews of three to five consultants on the "short list" may be conducted the week of Feb 16th.

6. INFORMATION AVAILABLE:

- NO SITE TOUR
- O&M DOCUMENTS / PLANS / ETC

7. QUESTIONS

- Milwaukee County will provide surveying support.
- Both condensate tank 1 and condensate tank 2 may be considered for removal or replacement in this project.
- All county projects will see changes to the invoicing process. Myself and the DBE office will work with the selected consultant to get them up to speed.