

REQUEST FOR PROPOSAL (RFP)
TO
PROVIDE ENGINEERING AND DESIGN SERVICES TO
IMPLEMENT
KOSCIUSZKO COMMUNITY CENTER
HVAC RENOVATION
FOR

Milwaukee County Department of Administrative Services

Parks, Recreation & Culture

Kosciuszko Community Center

2201 S. 7th Street

Milwaukee, WI 53215

PROJECT NO. P203-14611

Project: Kosciuszko Community Center HVAC Renovation

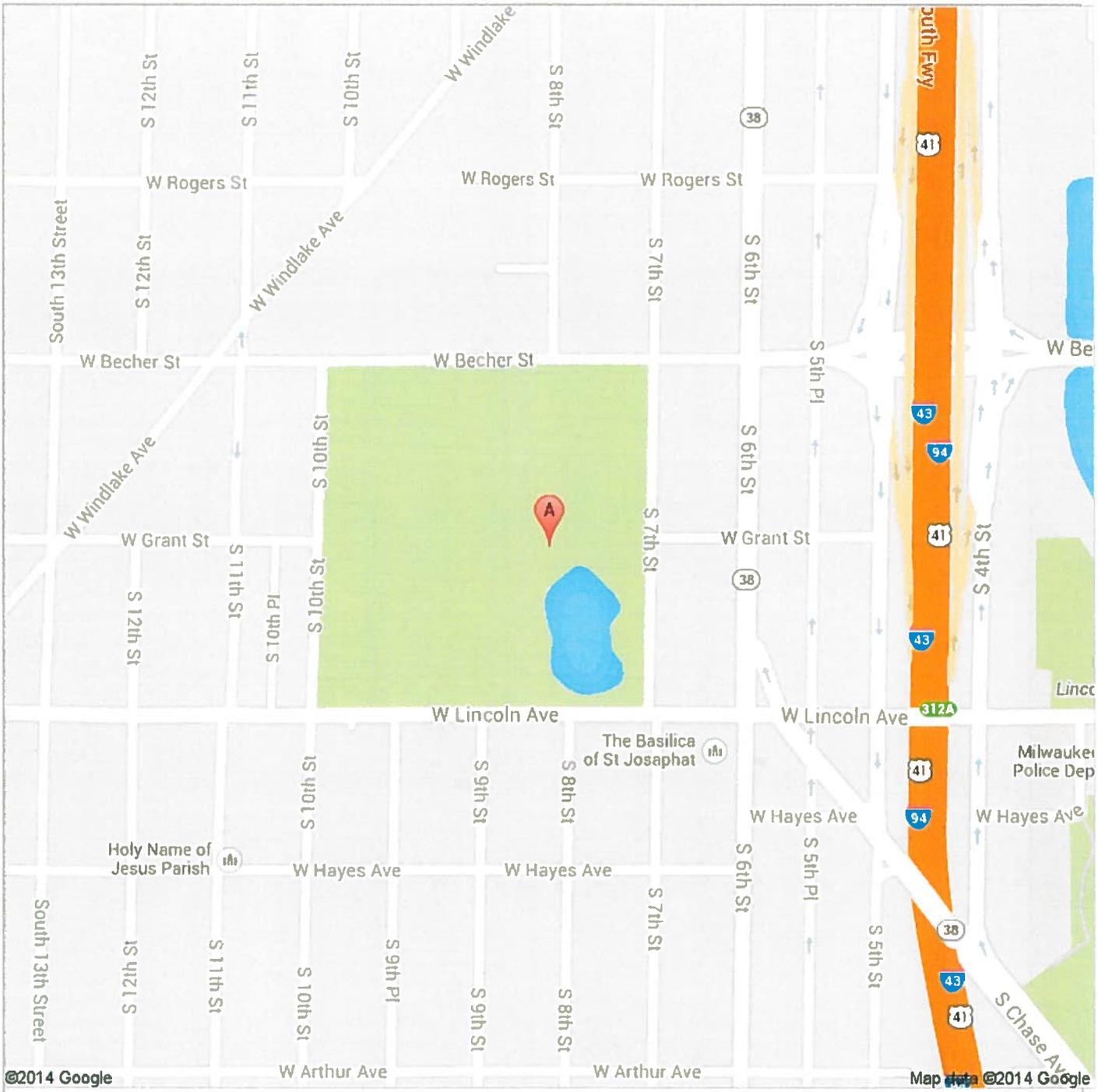
Project No. P203-14611

Subject: Request for Proposal

ATTACHMENT 1
PROJECT LOCATION MAP



Address **2201 S 7th St**
Milwaukee, WI 53215



Project: Kosciuszko Community Center HVAC Renovation

Project No. P203-14611

Subject: Request for Proposal

ATTACHMENT 2

**MILWAUKEE COUNTY DEPARTMENT OF
ADMINISTRATIVE SERVICES
TYPE A STANDARD AGREEMENT**

Project: Kosciuszko Community Center HVAC Renovation

Project No. P203-14611

Subject: Request for Proposal

ATTACHMENT 3

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:

- 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

Project: Kosciuszko Community Center HVAC Renovation

Project No. P203-14611

Subject: Request for Proposal

ATTACHEMENT 4
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Kosciuszko Community Center HVAC Renovation
P203-14611**

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

Project: Kosciuszko Community Center HVAC Renovation

Project No. P203-14611

Subject: Request for Proposal

ATTACHMENT 5
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
INSTRUCTIONS & FORMS

DBE Participation Recommendation

To be completed by project owner. Please, direct questions regarding this form to CDBP, 414-278-4747.

FUNDING SOURCE

Is this a federally funded project? Yes No What percentage? _____

Source of Funds: FAA FTA DOT (includes WisDOT) Other: _____

CONTACT INFORMATION

Contract Administrator: Vijay Mehta Date: 4/30/2014

Building: Kosciuszko Community Center Room No. _____ Phone: _____ Fund: _____

Agency: 120 Org No. _____

PROJECT INFORMATION

Project Name: Kosciuszko Community Center HVAC Renovation Project No.: P203-14611

Contract Scope/Project Description (**attach scope/description of work or estimating sheet**):

Professional consulting services to implement Kosciuszko Community Center HVAC renovation.

Contracting Opportunities (List NAICS codes): 541310, 54330 & 541513

RFP will be used (Yes/No) Yes No Advertising Date: 4/30/2014 Bid/Proposal Due Date: 5/30/2014

TYPE OF PROJECT

<u>Professional Services</u>	<u>Estimated Amount</u>	<u>Recommended DBE Participation</u>	
HVAC	\$120,000 _____	25	%
<u>Construction Related</u>			
	<u>Estimated Amount</u>	<u>Estimated Allowance</u>	<u>Recommended DBE Participation</u>
General Construction	\$ _____	\$ _____	_____ %
Plumbing	\$ _____	\$ _____	_____ %
HVAC	\$ _____	\$ _____	_____ %
Electrical	\$ _____	\$ _____	_____ %
_____	\$ _____	\$ _____	_____ %
_____	\$ _____	\$ _____	_____ %

APPROVALS

Is county board approval required? Yes No Resolution #: _____ (**attach resolution**)

Request for a goal of 0% requires a full scope of project attached, explanation and signature of department head.

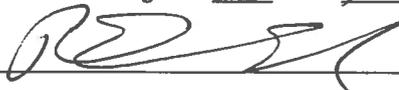
Department/Division Administrator Name _____ Signature _____ Date _____

CDBP USE ONLY

Concur with Recommendation 25%, or provide the following goals:

_____ % _____ %

This contract is exempt from the DBE goal: Yes No

Approved:  Date: 4/30/14



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

(This report must be submitted with each payment application)

1. Prime contractor's registered company name.
2. Prime contractor's business telephone number.
3. Prime contractor's business address, City, State and Zip Code for prime contractor's place of business.
4. Name/title of County Project
5. Project number as stated in the Bid Announcements and Specifications.
6. Total dollar amount of contract awarded prime contractor by Milwaukee County, Payments to Prime year to date, and % contract being completed.
7. Total DBE subcontract dollar amounts (all DBEs), Total payment made to all DBEs, and % of total prime's contract.
8. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
9. Telephone number of the above County representative.
10. The period and year for which payments are being reported.
11. The line next to Final Report is to be checked only when the final payments have been made to all DBE subcontractors.
12. The name(s) of DBE firm(s) having received payment in the preceding month or period.
13. Total dollar amount of the work subcontracted to the listed firm(s).
14. The work or service performed by the listed DBE firm(s).
15. The dollar amount of payments made to each DBE subcontractor for the period being reported.
16. The total dollar amount paid to each DBE subcontractor to date (cumulative). As an example--if the report covers the first payment to a DBE subcontractor, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subcontractor to date.
17. Remaining balance of the subcontract to the listed DBE firm(s).
18. Prime contractor's staff that actually prepared the report.
19. Prime contractor's officer or personnel authorized to review and approve the DBE Utilization Report.

THIS REPORT MUST BE SUBMITTED WITH EACH PAYMENT APPLICATION



COMMUNITY BUSINESS DEVELOPMENT PARTNERS
MILWAUKEE COUNTY

CONTRACT CLOSE-OUT
DBE PAYMENT CERTIFICATION

Prime Contractor/Consultant must attach this form to the request for final payment in order to receive payment.

County Department Issuing Contract/Project: _____

Prime Contractor/Consultant: _____

DBE Firm: _____

Project No.: _____ Project Name: _____

Complete Section A if full payment has been made.

Complete Section B if full payment will be made upon receipt of final payment from Milwaukee County.

***SECTION (A) DBE FIRM COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$ _____ total payment for work on the above referenced Milwaukee County project or contract.

Date _____, 20__

(DBE Contractor/Consultant Signature)

(Print Name & Title)

***SECTION (B) BOTH PRIME CONTRACTOR/CONSULTANT AND DBE FIRM COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE FIRM AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$ _____ and will pay the balance of \$ _____ to _____ upon receipt of payment from Milwaukee County for work on the above referenced project or contract.

Date: _____, 20__

(Prime Contractor/Consultant Signature)

(Print Name & Title)

(DBE Contractor/Consultant Signature)

(Print Name & Title)

COMMUNITY BUSINESS DEVELOPMENT PARTNERS

DBE AVAILABILITY VERIFICATION BY NAICS CODE FOR CONTRACTING OPPORTUNITIES

Contract Administrator: _____ Date: _____

Contracting Opportunities: [Please check all that apply, and add if not listed]

*	NAICS CODE	DESCRIPTION	# of DBEs Available (CBDP use)
	212319	Other Crushed & Broken Stone Mining & Quarrying	
	212321	Construction Sand & Gravel Mining	
	212322	Industrial Sand Mining	
	236117	New Housing Operative Builders	
	236118	Residential Remodelers	
	236210	Industrial Building Construction	
	236220	Commercial & Institutional Building Construction	
	237110	Water & Sewer Line & Related Structures Construction	
	237120	Oil & Gas Pipeline & Related Structures Construction	
	237130	Power & Communication Line & Related Structures Construction	
	237310	Highway, Street & Bridge Construction	
	237990	Other Heavy & Civil Engineering Construction	
	238110	Poured Concrete Foundation & Structure Contractors	
	238120	Structural Steel and Precast Concrete Contractors	
	238130	Framing Contractors	
	238140	Masonry Contractors	
	238150	Glass and Glazing Contractors	
	238160	Roofing Contractors	
	238170	Siding Contractors	
	238190	Other Foundation, Structure & Building Exterior Contractors	
	238210	Electrical Contractors & Other Wiring Installation Contractors	
	238220	Plumbing, Heating & Air-Conditioning Contractors	
	238290	Other Building Equipment Contractors	
	238310	Drywall & Insulation Contractors	
	238320	Painting and Wall Covering Contractors	
	238330	Flooring Contractors	
	238340	Tile & Terrazzo Contractors	
	238350	Finish Carpentry Contractors	
	238390	Other Building Finishing Contractors	
	238910	Site Preparation Contractors	
	238990	All Other Specialty Trade Contractors	
	323114	Quick Printing	
	323116	Manifold Business Forms Printing	
	323117	Books Printing	
	323119	Other Commercial Printing	
	325998	All Other Miscellaneous Chemical Product & Preparation Manufacturing	
	327215	Glass Product Manufacturing Made of Purchased Glass	
	327320	Ready-Mix Concrete Manufacturing	
	331210	Iron & Steel Pipe & Tube Manufacturing from Purchased Steel	
	332116	Metal Stamping	
	332311	Prefabricated Metal Building & Component Manufacturing	
	332312	Fabricated Structural Metal Manufacturing	
	332321	Metal Window & Door Manufacturing	
	332322	Sheet Metal Work Manufacturing	
	332323	Ornamental & Architectural Metal Work Manufacturing	
	332510	Hardware Manufacturing	
	423210	Furniture Merchant Wholesalers	
	423310	Lumber, Plywood, Millwork & Wood Panel Merchant Wholesalers	

423320	Brick, Stone & Related Construction Material Merchant Wholesalers	
423330	Roofing, Siding & Insulation Material Merchant Wholesalers	
423390	Other Construction Material Merchant Wholesalers	
423510	Metal Service Centers & Other Metal Merchant Wholesalers	
423610	Electrical Apparatus & Equipment, Wiring Supplies & Related Equipment Merchant Wholesalers	
423690	Other Electronic Parts & Equipment Merchant Wholesalers	
423710	Hardware Merchant Wholesalers	
423720	Plumbing & Heating Equipment & Supplies (Hydronics) Merchant Wholesalers	
423730	Warm Air Heating & Air-Conditioning Equipment & Supplies Merchant Wholesalers	
423740	Refrigeration Equipment & Supplies Merchant Wholesalers	
423840	Industrial Supplies Merchant Wholesalers	
443120	Computer & Software Stores	
445299	All Other Specialty Food Stores	
453110	Florists	
453210	Office Supplies and Stationery Stores	
453998	All Other Miscellaneous Store Retailers (except Tobacco Stores)	
454210	Vending Machine Operators	
454390	All Other Direct Selling Establishments	
485991	Special Needs Transportation	
485999	All Other Transit & Ground Passenger Transportation	
488410	Motor Vehicle Towing	
492110	Couriers & Express Delivery Services	
492210	Local Messengers & Local Delivery	
493110	General Warehousing & Storage	
517110	Wired Telecommunications Carriers (except Satellite)	
523120	Security Brokers and Dealers	
523930	Investment Advice	
524210	Insurance Agents, Brokers and Service	
524291	Claims Adjusting	
524292	Third Party Administration of Insurance	
532490	Equipment Rental and Leasing, NEC	
541110	Office Administrative Services	
541211	Accounting, Auditing and Bookkeeping	
541213	Tax Return Preparation Services	
541219	Accounting Services/Other	
541310	Architectural Services	
541320	Landscape Architectural Services	
541330	Engineering Services	
541340	Drafting Services	
541360	Geophysical Surveying & Mapping Services	
541370	Surveying & Mapping (Except Geophysical) Services	
541380	Testing Laboratories	
541410	Interior Designs Services	
541420	Industrial Design Services	
541430	Commercial Art and Graphic Design / Graphic Design Services	
541511	Custom Computer Programming Services	
541512	Computer Systems Design Services	
541513	Computer Facilities Management Services	
541611	Management Consulting Services	
541613	Marketing Consulting Services	
541618	Other Management Consulting Services	
541620	Environmental Services	
541730	Landscape Services (lawn care, sod laying, seeding, installations, etc.)	
541810	Advertising Agencies	
541820	Public Relations Services	
541860	Direct Mail Advertising Services	
541910	Educational Research Commercial	

