# Request for Proposal

## For:

# Construction Management Services for

# Zoological Gardens New (West) Parking Lot Construction

## Project Number: WZ150-14452

## 10001 West Blue Mound Road
## Milwaukee WI, 53226

## Milwaukee County

## Department of Administrative Services

January 28th, 2015

To All Interested Consultants

**Project:** **Construction Management Services for Zoological Gardens New (West) Parking Lot Construction.**

**Project No.:** **WZ150-14452**

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

The Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to provide construction management services necessary to oversee the construction of the Zoological Gardens New (West) Parking Lot Construction located at 10001 West Blue mound Road Milwaukee, WI 53226

## I. BACKGROUND

The Milwaukee County Zoo will be losing its 700 car auxiliary parking lot being acquired through eminent domain by the Wisconsin Department of Transportation in conjunction with the Zoo Interchange renovation project. A new 700 car parking lot will be constructed at the west side of the Milwaukee County Zoo.

## II. GENERAL PROJECT DESCRIPTION

Work for the project consists of grading & earthwork with extensive segmental block retaining wall construction to accommodate grade differences between the proposed parking lot grades and the existing surrounding grades to minimize disturbance of the existing surrounding wooded areas. Earthwork results in a nearly balanced site with minimal export of materials (approximately 4,500 cubic yards). Contaminated hot spot soil removals are to be capped and remain onsite. Retaining walls with a wall height on the parking lot side higher than four (4) feet are provided with railings.

Site utility work includes storm sewer inlets, storm piping, and catch basins, installation of a new WE Energies service, electrical abandonments, routing of electrical to existing billboards, and future electrical conduit installations.

Pavement structure for the asphalt parking lot and access road will consist of a 2" binder lift of asphalt over 9" of dense graded base course. The installation of the surface course lift of asphalt will be under a future bid package for the south entrance plaza complex. Sidewalk construction consists of 5" of Portland Cement Concrete over 6" of dense graded base course. Curb and gutter will be provided surrounding the perimeter of the parking lot, parking lot islands, and along the edges of the access drive.

Because the site will be creating more than ½ acre of additional impervious surface a clay lined wet detention basin at the south end of the parking lot will be constructed to provide both peak flow control and storm water treatment. Testing requirements on the clay liner will be monitored. The detention basin would be surface discharges through an outlet control structure to the south.

Additional work scope includes the construction of a dedicated left hand turn lane for West bound traffic on Bluemound Road and a new drive entrance from Bluemound Road. Miscellaneous work includes clearing, grubbing, erosion control, signage, pavement striping and tree protections as specified.

## III. SCOPE OF CONSULTANT SERVICES

Construction Management service includes the following:

The Construction Manager shall assemble a project team to perform all services necessary to complete the construction management of the project indicated in this request-for-proposal. If "in-house" staff personnel are not available the consulting firm shall augment their project team with sub-consultants as

needed with the approval of the owner.

The Construction Manager shall visit the site of construction and familiarize themselves with the site conditions and adjacent existing structures.

Part 1. Pre-Construction Phase:

Pre-Construction phase services shall include a complete review of the Contract Documents, as furnished by Milwaukee County, to ascertain the administration, coordination, and documentation requirements of the Project. The Construction Manager shall conduct, as needed, a conference with the Owner and the Design Team to arrive at a mutual understanding of such requirements.

The Construction Manager shall visit the site of construction and familiarize themselves with the site conditions and adjacent existing structures.

Part 2. Construction Phase:

The Construction Phase will commence with the award of Construction contract and shall be complete and end sixty days after construction completion. This phase shall not begin until Milwaukee County has issued a written notice-to-proceed for the construction contract. A construction start date of approximately March 4th, 2015 is anticipated with a project substantial completion date of June 12th, 2015.

Unless otherwise provided in this Agreement, the Construction Manager, in cooperation with the Design Team, shall provide administration of the Contract for Construction.

The Construction Manager shall provide administrative, management, and related services as required to coordinate the work of the Project's Contractor with the activities and responsibilities of the Construction Manager, the Owner, and the Design Team to complete the project in accordance with the Owner's objectives for cost, time, and quality. Provide sufficient organization, personnel and management to carry out the requirements of the Agreement.

The Construction Manager shall conduct a pre-construction conference. Milwaukee County will schedule the pre-construction conference and provide a list of attendees. The Construction Manager shall prepare an agenda for the pre-construction conference. An outline agenda will be provided by Milwaukee County. The Construction Manager shall prepare and promptly distribute minutes for the pre-construction conference.

The Construction Manager shall,

- Conduct weekly progress meetings to discuss such matters as procedures, progress, problems and scheduling. Prepare and promptly distribute minutes.

- Provide day-to-day on-site monitoring and documentation of construction activities to assure quality and compliance with construction contract requirements. Prepare daily inspection reports documenting observed construction activities. Take and maintain digital photographs providing documentation of construction activities.

- Determine that the work of the Contractor is being performed in accordance with the requirements of the Contract Documents. Endeavor to guard the Owner against defects and deficiencies in the Work. Administrate required or necessary quality assurance testing per the Construction Documents. As appropriate, make recommendations to the Design Team regarding special inspection or testing, of work not in accordance with the provisions of the contract documents whether or not such work is fabricated, installed or completed. Subject to review by the Design Team and approval by the Owner, reject work that does not conform to the requirements of the Contract Documents.

- Consistent with the Commencement and Completion dates issued with the Bidding Documents, and utilizing the Contractor's Construction schedule create and maintain a Project Master Construction Schedule incorporating the activities of Contractor on the Project, including activity sequences and durations, processing of Shop Drawings, Product Data and Samples, and delivery

of products requiring long lead time procurement. Update and reissue the Project Master Construction Schedule as required to show current conditions and revisions required by actual experience.

- Endeavor to achieve satisfactory performance from the Contractor. Recommend courses of action to the Owner when requirements of a Contract are not being fulfilled, and the non-performing party will not take satisfactory corrective action.

- Recommend necessary or desirable work changes to the Design Team and the Owner, review requests for changes, provide an initial review of any contractor cost proposals, assist in negotiating Contractor's proposals, submit recommendations to the Design Team and the owner, and if they are accepted, prepare and recommend Change Orders and allowance authorizations for the Design Team's approval and the Owner's authorization.

- Consult with the Design Team and the Owner if the contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise. Establish and maintain a file of these "Requests for Information" and monitor the process to assure issues are resolved in a timely fashion.

- Receive from the Contractors and review all shop drawings, product data and samples and other submittals for completeness. Coordinate all submittals with information contained in related documents and transmit to the Design Team for review and/or approval. With the Design Team, establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals. Maintain a file on the job site of all approved shop drawings, product data, samples, and other submittals and provide the owner with a copy.

- Develop and implement procedures for the review and processing of applications by Contractor for progress and final payments that are compatible with the Construction Documents and the Owner's requirements. Make recommendations to the Owner for payment. Assist the County's DBD office in monitoring DBE participation by the construction contractor, by reviewing the construction contractor's pay application DBE submittals for completeness.

- When required, assist in obtaining special permits for permanent improvements, excluding permits required to be obtained directly by the Contractor. Verify that applicable fees and assessments have been paid.

- Milwaukee County will retain the professional services of geotechnical engineers, surveyors, special consultants, and quality assurance testing laboratories as required by the construction documents. The Construction Manager shall coordinate their services.

- Record the progress of the entire Project. Submit monthly written progress reports to the Owner and the Design Team, showing percentages of completion and the number and amounts of Change Orders. Keep a daily log containing a record of weather, Contractor's work on site, number of workers, work accomplished, problems encountered, and other similar relevant data. Make the log available to the Owner and the Design Team upon request.

- Maintain at the Project site, on a current basis; a record copy of all contract documents, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the contract or work. Maintain copies of the Contractor's records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations. Make all records available to the Owner and the Design Team. At the completion of the Project, deliver all such records and the daily log to the Owner.

- With the Design Team and the Owner observe the contractor's checkout of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing.

- The Construction Manager shall assist the Design Team in conducting inspections and the preparation of initial punch lists. Assist the Design Team in determining when the Project or a designated portion thereof is substantially complete. After the Design Team certifies the date of Substantial Completion of the work the Construction Manager shall coordinate the correction and completion of the work from the punch lists prepared by the Design Team.

- The Construction Manager shall provide recommendations on the times within which the Contractor shall complete uncompleted items on their Certificates of Substantial Completion.

- Following the Design Team's issuance of a Certificate of Substantial Completion for the Project or designated portion thereof, evaluate the completion of the Work of the Contractor and make recommendations to the Design Team when work is ready for final inspection. Assist the Design Team in conducting final inspections. Receive and review Contractor's record drawings for accuracy and completeness. Deliver the Contractor's record drawings to the Design Team for preparation of the Project Record Drawings by the Design Team. Secure and transmit to the Owner required warrantees, guarantees, affidavits, releases, and bonds. Deliver all keys, manuals, and maintenance stock to the Owner.

- Coordinate the check-out of utilities, operational systems, and equipment with the Owner's maintenance personnel for readiness and assistance in initial start-up and testing. Coordinate training sessions for Owners personnel by contractors as required by trade. Follow up on the operation of systems close to the end of the warranty period to ensure all system are operating as intended by the contract documents.

- The Construction Manager shall comply with all Federal, State, and Municipal statues, codes, and regulations relating to responsibilities in the administration of construction contract.

- The Construction Manager shall recommend to the Owner the obtaining of special investigations, surveys, tests, analysis, and reports beyond the scope of this agreement as may be necessary for the proper execution of the Construction Manager's services.

- Transmit all project files and record drawings to Milwaukee County Department of Administrative Services, Architecture, Engineering and Environmental Services Section.

- Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner, the Design Team, and Contractor to review the facility operations and performance.

- Construction Manager shall prepare and submit to the contractor any warranty claim notices generated at the facility review meeting.

- Construction Manager shall provide an onsite trailer for use as a field office, separate from the Contractor's trailer. The cost of the trailer and any utility connections shall be indicated in the Construction Manager's proposals as a monthly reimbursable expense.

The successful consultant must be very knowledgeable in the management of building construction, and infrastructure improvements. Experience in the construction of public facilities is highly desirable. Additionally, the consultant must have appropriate resources and expertise to perform all construction management services in accordance with standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services. These efforts shall be consistent with the County's goals and budget for the project.

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 for Hourly Rates not to exceed. (A copy can be obtained via www.county.milwaukee.gov) as well as the requirements and services described below.

## IV. PROJECT TENATIVE TIME TABLE

1. The schedule shown below is based on the extent of Construction Management Services

| | | |
|---|---|---|
| a. | Request for Proposal Notice: | 01/30/2015 |
| b. | Issue Request for Proposal: | 01/30/2015 |
| c. | Pre-Proposal Meeting: (1:00pm, 633 W. Wisconsin Ave.) | 02/04/2015 |
| e. | Proposals Due: (4:00pm, 633 W. Wisconsin Ave, AE&ES Office) | 02/11/2015 |
| f. | Selection Committee selects consultant: | 02/13/2015 |
| g. | Offer and negotiate contract with selected consultant: | 02/18/2015 |
| h. | Consultant Agreement signed and Notice to Start Issued: | 03/11/2014 |
| i. | Construction Documents Completed: | 01/20/2015 |
| j. | Anticipated Construction Start: | 03/04/2015 |
| k. | Estimated Construction Completion: | 06/12/2015 |

2. The Pre-Proposal Meeting is scheduled for Wednesday Februrary 4th, 2015 at 1:00 P.M. to be held at 633. W. Wisconsin Avenue, Milwaukee Wi, 53203 Suite 1002, 10th floor conference room.

3. Site Visits will be scheduled, upon requested, after the Pre-Proposal Meeting.

## V. PROPOSAL CONTENT

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

1. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number or e-mail address, proposal date, etc.

2. **Table of Contents**: Include an identification of the material by section and page number.

3. **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. Proposers shall acknowledge the receipt of any amendments to the request for proposal.

4. **Organization Description**: A brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification or registration.

5. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Experience in construction management of public works facilities is desirable. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.

6. **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 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.

7. **Alternate Principal-In-Charge:** Include the name of an Alternate Principal-In-Charge in the event that the originally declared Principal In Charge is not able to fulfill their duties. Milwaukee County also reserves the option to select an Alternate Principal-In-Charge.

8. **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.

9. **Project Approach**: Provide a description of construction management 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.

10. **Scheduling:** Provide a bar chart form schedule indicating a sequenced timetable, with relationship, which are necessary to complete the project, based on the schedule provided in this RFP.

11. **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.

12. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is **25%**. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work performed by them. For assistance, contact the DBE office at 278-5248.

13. **Equal Opportunity Employer:** The Construction Manager and all associated consultant(s) must be an Equal Opportunity Employer. Proof of this must be indicated in that section of the Proposal.

14. **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.

15. **Fee Proposal:** The fee for this project shall be clearly stated as a not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. Fee proposal shall be on the attached consultant proposal form

## VII. PROPOSAL EVALUATION

See 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. Bidders shall follow Milwaukee County Code of Ethics as follows: 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 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. 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.

4. Proposals must respond to each component as listed in Proposal Content section, in order, as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal.

5. The proposal must be submitted in a single bound 8-1/2" x 11" document. Limited use of 11X17 foldout pages is acceptable.

6. Return (5) five copies of your proposal in a single envelope. Envelope must be identified with the submission date, RFP title, Project Number, and Name and Address of the submitting party. Envelopes which are not properly identified or received after the time and date noted above will be rejected."

7. All costs attributed to preparing a proposal, attending the pre-proposal meeting, attending a 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

8. 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 your proposal no later than **4:00 P.M. on, Wednesday February 11th, 2015,** to Paul J. Montalto, P.E. Managing Engineer Field Operations, Suite 1006, 633 West Wisconsin Avenue, Milwaukee, WI 53203. (Telephone (414) 278-4826, FAX (414) 223-1366; email paul.montalto@milwaukeecountywi.gov

Please direct any questions regarding this RFP to me at the above email address.

Sincerely,

Paul J. Montalto

Paul J. Montalto, P.E.
Managing Engineer Field Operations
Milwaukee County | DAS - FM - AE&ES

Attachments:

1. Project Vicinity Map.
2. Milwaukee County Department of Administrative Services Type C, Standard Agreement. (A copy can be obtained via www.county.milwaukee.gov)
3. Proposal Preparation, Submission and Evaluation Guidelines.
4. Consultant Proposal Form.

cc: G. High, MC-DAS-FM-AE&ES
G. Drent, MC-DAS-FM-AE&ES
B. Engel, MC-CBDP
P. Hung, MC_AE&ES
C. Wikenhauser, MC-Zoo
K. Hackbarth, MC-Zoo
C. Leedom, Sigma Environmental

| | |
|---|---|
| **ADDENDUM NUMBER:** | **Addendum 01** |
| **REQUEST for PROPOSAL:** | **To provide Construction Management Services for Zoological Gardens New (West) Parking Lot Construction** |
| **PROJECT NUMBER:** | **Z150-14452** |
| **DATE OF ADDENDUM:** | **January 28th, 2015** |

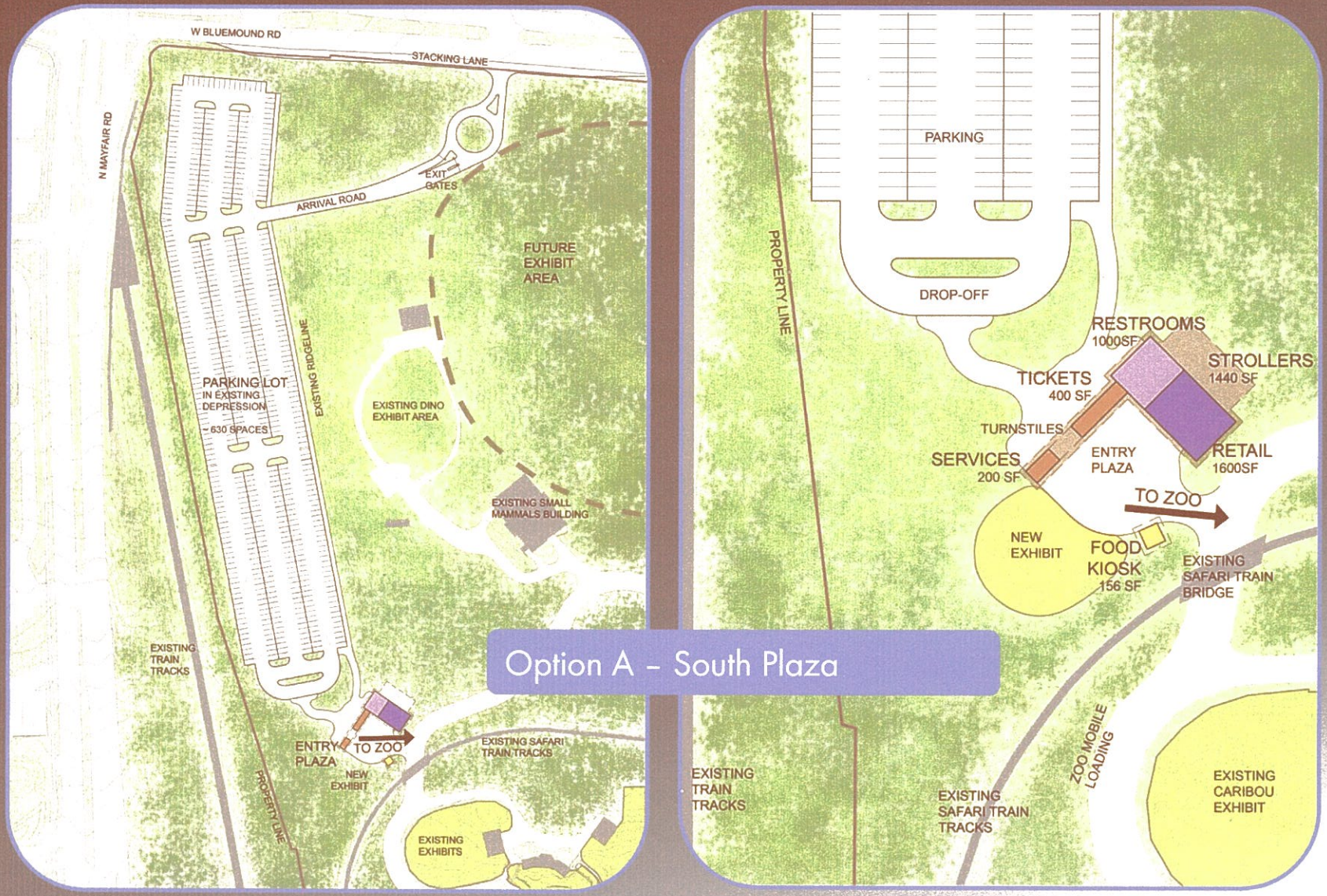
This Addendum to the Request for Proposal (RFP) is issued to modify, explain or correct the original Documents, Dated January 28th, 2015, and is hereby made part of the Request for Proposal. Acknowledge receipt of this addendum in the Letter of Transmittal, as part of your proposal submission.

1. Background: ADD the following,

   "Copies of the Bid Drawings, Project Manual, and Addenda for the Greenhouse Facilities are available for viewing at the office of the Milwaukee County Department of Administrative Services, Architecture, Engineering, and Environmental Services Section, Milwaukee County 633 W. Wisconsin Avenue, Milwaukee, WI 53203 10th Floor, during normal business hours (8:00AM to 3:00PM Monday thru Friday). Electronic files of the Bid Drawings, Project Manual, and Addenda are available for download via the Milwaukee County website at http://county.milwaukee.gov."

End of Addendum 01

# Bliffert Site – Option A




Option A – South Plaza

**MILWAUKEE COUNTY**
**DEPARTMENT OF ADMINISTRATIVE SERVICES**
**FACILITIES MANAGEMENT DIVISION**

# CONSTRUCTION MANAGEMENT SERVICES
# ATTACHMENT A – SCOPE OF PROJECT

**PROJECT:** Z150-14452: Zoological Gardens West Parking Lot Construction

Part 1. Pre-Construction Phase:

Pre-Construction Phase services shall include a complete review of the Contract Documents, as furnished by Milwaukee County, to ascertain the administration, coordination, and documentation requirements of the Project. The Construction Manager shall conduct, as needed, a conference with the Owner and the Design Team to arrive at a mutual understanding of such requirements.

The Construction Manager shall visit the site of construction and familiarize themselves with the site conditions and adjacent existing structures.

Part 2. Construction Phase:

The Construction Phase will commence with the award of Construction contract and shall be complete and end sixty days after construction completion. This phase shall not begin until Milwaukee County has issued a written notice-to-proceed. A construction start date of approximately March 4th, 2015 with a project substantial completion date of June, 12th, 2015 is anticipated.

Unless otherwise provided in this Agreement, the Construction Manager, in cooperation with the Design Team, shall provide administration of the Contract for Construction.

The Construction Manager shall provide administrative, management, and related services as required to coordinate the work of the Project's Contractor with the activities and responsibilities of the Construction Manager, the Owner, and the Design Team to complete the project in accordance with the Owner's objectives for cost, time, and quality. Provide sufficient organization, personnel and management to carry out the requirements of the Agreement.

If required, the Construction Manager shall conduct a pre-construction conference. Milwaukee County will schedule the pre-construction conference and provide a list of attendees. The Construction Manager shall prepare an agenda for the pre-construction conference. An outline agenda will be provided by Milwaukee County. The Construction Manager shall prepare and promptly distribute minutes.

Milwaukee County may elect to conduct a pre-construction conference with the owner's own forces prior to the execution of the scope work of this Agreement. In such case Milwaukee County shall prepare and promptly distribute minutes.

The Construction Manager shall,

- Conduct weekly progress meetings to discuss such matters as procedures, progress, problems and scheduling. Prepare and promptly distribute minutes.

- Provide day-to-day on-site monitoring and documentation of construction activities to assure quality and compliance with construction contract requirement. Prepare daily inspection reports documenting observed construction activities. Take and maintain digital photographs providing documentation of construction activities.

- Determine that the work of the Contractor is being performed in accordance with the requirements of the Contract Documents. Endeavor to guard the Owner against defects and deficiencies in the Work. Administrate required or necessary quality assurance testing per the Construction Documents. As appropriate, make recommendations to the Design Team regarding special inspection or testing, of work not in accordance with the provisions of the contract documents whether or not such work is fabricated, installed or completed. Subject to review by the Design Team and approval by the Owner, reject work that does not conform to the requirements of the Contract Documents.

- Consistent with the Commencement and Completion dates issued with the Bidding Documents, and utilizing the Contractor's Construction schedule create and maintain a Project Master Construction Schedule incorporating the activities of Contractor on the Project, including activity sequences and durations, processing of Shop Drawings, Product Data and Samples, and delivery of products requiring long lead time procurement. Update and reissue the Project Master Construction Schedule as required to show current conditions and revisions required by actual experience.

- Endeavor to achieve satisfactory performance from the Contractor. Recommend courses of action to the Owner when requirements of a Contract are not being fulfilled, and the non-performing party will not take satisfactory corrective action.

- Recommend necessary or desirable work changes to the Design Team and the Owner, review requests for changes, provide an initial review of any contractor cost proposals, assist in negotiating Contractor's proposals, submit recommendations to the Design Team and the owner, and if they are accepted, prepare and recommend Change Orders for the Design Team's approval and the Owner's authorization.

- Consult with the Design Team and the Owner if the contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise. Establish and maintain a file of these "Requests for Information" and monitor the process to assure issues are resolved in a timely fashion.

- Receive from the Contractors and review all shop drawings, product data and samples and other submittals for completeness. Coordinate all submittals with information contained in related documents and transmit to the Design Team for review and/or approval. With the Design Team, establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals. Maintain a file on the job site of all approved shop drawings, product data, samples, and other submittals and provide the owner with a copy.

- Develop and implement procedures for the review and processing of applications by Contractor for progress and final payments that are compatible with the Construction Documents and the Owner's requirements. Make recommendations to the Owner for payment. Assist the County's DBD office in monitoring DBE participation by the construction contractor, by reviewing the construction contractor's pay application DBE submittals for completeness.

- If required, assist in obtaining special permits for permanent improvements, excluding permits required to be obtained directly by the Contractor. Verify that applicable fees and assessments have been paid.

- Milwaukee County will retain the professional services of geotechnical engineers, surveyors, special consultants, and quality assurance testing laboratories as required by the construction documents. The Construction Manager shall coordinate their services.

- Record the progress of the entire Project. Submit monthly written progress reports to the Owner and the Design Team, showing percentages of completion and the number and amounts of Change Orders. Keep a daily log containing a record of weather, Contractor's work on site, number of workers, work accomplished, problems encountered, and other similar relevant data. Make the log available to the Owner and the Design Team upon request.

- Maintain at the Project site, on a current basis; a record copy of all contract documents, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the contract or work. Maintain copies of the Contractor's records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations. Make all records available to the Owner and the Design Team. At the completion of the Project, deliver all such records and the daily log to the Owner.

- With the Design Team and the Owner observe the contractor's checkout of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing.

- The Construction Manager shall assist the Design Team in conducting inspections and the preparation of initial punch lists. Assist the Design Team in determining when the Project or a designated portion thereof is substantially complete. After the Design Team certifies the date of Substantial Completion of the work the Construction Manager shall coordinate the correction and completion of the work from the punch lists prepared by the Design Team.

- The Construction Manager shall provide recommendations on the times within which the Contractor shall complete uncompleted items on their Certificates of Substantial Completion.

- Following the Design Team's issuance of a Certificate of Substantial Completion for the Project or designated portion thereof, evaluate the completion of the Work of the Contractor and make recommendations to the Design Team when work is ready for final inspection. Assist the Design Team in conducting final inspections. Receive and review Contractor's record drawings for accuracy and completeness. Deliver the Contractor's record drawings to the Design Team for preparation of the Project Record Drawings by the Design Team. Secure and transmit to the Owner required warrantees, guarantees, affidavits, releases, and bonds. Deliver all keys, manuals, and maintenance stock to the Owner.

- Coordinate the check-out of utilities, operational systems, and equipment with the Owner's maintenance personnel for readiness and assistance in initial start-up and testing. Coordinate training sessions for Owners personnel by contractors as required by trade. Follow up on the operation of systems close to the end of the warranty period to ensure all system are operating as intended by the contract documents.

- The Construction Manager shall comply with all Federal, State, and Municipal statues, codes, and regulations relating to responsibilities in the administration of construction contract.

- The Construction Manager shall recommend to the Owner the obtaining of special investigations, surveys, tests, analysis, and reports beyond the scope of this agreement as may be necessary for the proper execution of the Construction Manager's services.

- Transmit all project files and record drawings to Milwaukee County Department of Administrative Services, Architecture, Engineering and Environmental Services Section.

- Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Construction Manager shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

# PROPOSAL PREPARATION, SUBMISSION, & EVALUATION GUIDELINES

## 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 if 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 the request for proposal in their proposal letter of transmittal. 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

The following list of general criteria 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: 30%

d. Fee and hourly rates. Weight: 15%.

e. Quality and responsiveness of DBE participation. Weight: 5%

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 that 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.

| | NAME OF EMPLOYEE 1 | NAME OF EMPLOYEE 2 | ETC..... | EXPENSES | SUB TASK | TASK TOTAL |
|---|---|---|---|---|---|---|
| TASK | HOURLY RATE W/OH | HOURLY RATE W/OH | ETC..... | | TOTAL | |
| DESCRIPTION<br>1. TASK 1<br>2. TASK 2<br>3. TASK 3<br>4. TASK 4<br>5. TASK 5<br>6. TASK 6 | Number of Hrs/Task | Number of Hrs/Task | | | | |
| TOTAL HOURS | | | | | | |
| TOTAL COST | | | | | | |
| % OF TIME | | | | | | |

Date

DEPARTMENT OF ADMINISTRATIVE SERVICES
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION

PROJECT: Milwaukee County Zoological Gardens New (West Parking Lot Construction)
PROJECT NO. Z150-14452

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)
LUMP SUM OR 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 _____

_____
Firm Name

_____
Authorized Signature

_____
Title

_____
Date