



DEPARTMENT OF ADMINISTRATIVE SERVICES

*Milwaukee County*

December 5, 2013

To: Interested Consultants

Subject: Request for Proposal (RFP) for Professional Services  
Terminal Sanitary Utility Improvements at  
General Mitchell International Airport

Project Number: A172-13002

Contract Type: Type "C" Agreement – "Not to Exceed" Sum and Individual "Direct Salary Rates/Hour"

Dear Consultant:

Milwaukee County Department of Administrative Services is requesting proposals from qualified firms to provide engineering, planning and design services required to improve the existing sanitary sewer collection system in the terminal at General Mitchell International Airport.

Six (6) copies of the proposal are due by 12:00 p.m. on Friday, December 20, 2013 at the offices of the Milwaukee County Department of Administrative Services, 2711 West Wells Street, Second Floor, Milwaukee, Wisconsin. Milwaukee County will select the consultant by January 10, 2014 and the selected firm shall initiate the work upon receipt of the awarded contract.

There is a minimum 25% DBE goal for this project. Proposals should describe how this goal will be met.

Questions regarding this RFP should be sent in writing, by mail, fax or e-mail to:

David S. Gulgowski, PE  
Managing Engineer – Site Development  
Milwaukee County Department of Administrative Services  
2711 W. Wells St., Room 238  
Milwaukee, WI 53208  
Fax: 414-223-1366  
E-mail: [dulgowski@milwcnty.com](mailto:dulgowski@milwcnty.com)

Sincerely,

David S. Gulgowski, PE

Attachments

cc: Greg High, DAS w/o attachments  
Karl Stave, DAS  
Ed Baisch, GMIA  
Mark Phillips, CBDP w/o attachments

## **I. PROJECT BACKGROUND**

Over the past several years, the existing sanitary sewer collection system at General Mitchell International Airport (GMIA) has experienced overloading and grease related issues causing portions of the system to be shut down for emergency maintenance. As the number of restaurants within the terminal has grown, demands have been placed on the system that it was never designed to meet. As a result, the system has recurrent pipe clogging and overflow conditions.

In September of 2010, GMIA entered into an agreement with Kapur & Associates Inc., in association with PSJ Engineering Inc., to prepare a report that reviews, identifies deficiencies, and provides recommendations to improve the overall performance of the sanitary sewer system. The report dated June, 2012 summarizes the findings of this investigation and recommends improvements and is included as part of the RFP (See Attachment 1). In the report, recommendations are made to replace the grease traps. This work will not be done as part of this construction project. The grease traps are owned by the concession operators and are responsible for improving their inspection, cleaning, and food waste handling, to minimize grease into the system.

### Budget

The terminal sanitary sewer improvements at GMIA has a budget of \$480,000 for construction upgrades to the sanitary sewer system highlighted in the Terminal Sanitary Utility Study dated June, 2012.

## **II. SCOPE OF SERVICES**

The successful consultant shall complete the project per the standard terms and conditions of the Milwaukee County Department of Administrative Services Facilities Management Division "Not to Exceed" Sum and Individual "Direct Salary Rates/Hour" Consultant Agreement for Professional Services (Type "C" Agreement) (Attached). These efforts shall be consistent with the County's goals and budget for the terminal sanitary sewer improvements project. The selected consultant shall have overall coordination and scheduling responsibilities for all aspects of the project.

General Requirement:

1. Review Existing Terminal Sanitary Utility Study for GMIA dated June, 2012
  - Review existing planning documents for the site.
  - Verify accuracy of the recommendations made in the Sanitary Utility Study.
  - Incorporate recommendations into design where applicable.
2. Conduct Detailed Site Investigation
  - Conduct a detailed site investigation that includes analyzing the GMIA sanitary sewer collection system and recommended solutions to resolve the sanitary sewer deficiencies that currently plague the system.

- Milwaukee County will provide all available utility drawings of County owned and maintained utilities within the area.

3. Contract Document Preparation, Bidding Services and Construction Oversight

- Prepare detailed design plans and technical specifications for bidding and construction of the recommended improvements.
- Develop a phasing plan for construction that will allow the sanitary sewer to be operational at all times for the duration of the project.
- Develop the construction schedule and the number of working days for each phase.
- Develop an engineer's cost estimate for the construction of each phase.
- Provide review of shop drawings and submittals.
- A construction coordinator from Milwaukee County will be assigned to manage the construction project. The selected consultant should anticipate periodic on-site construction observation and to be available for design clarifications.
- Prepare Record Documents per Section H of the contract upon completion of the construction project.

**III. PROJECT SCHEDULE**

1. The following are the major milestones for this project:

December 5, 2013:	Issue Request for Proposal
December 12, 2013:	Pre Proposal Meeting at Sijan Conference Room
December 20, 2013:	Proposals due
January 10, 2014:	Selection Committee selects consultant
January 27, 2014:	Consultant award will occur no sooner than this date)
April 30, 2014:	Consultant Completes Construction Documents
May 21, 2014	Anticipated Bid Opening
June 16, 2014	Anticipated Construction Start

2. Pre-Proposal Meeting

- A pre-proposal meeting is scheduled at 2:00 PM on December 12, 2013 in the Sijan Conference Room located in the terminal at GMIA in the rear of the Gallery of Flight Museum. At this meeting we will answer questions that you may have about the project as well as providing a tour of areas that have experienced sewer overflow conditions. This meeting is not mandatory to submit a proposal.

#### IV. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (see Attachment 3) and be prepared in the following format:

- A. Cover: Include project number and name, project location, consultant's name, address, telephone number, FAX number, email address, proposal date, etc.
- B. Table of Contents: Include an identification of the material by section and page number.
- C. Letter of Transmittal: The name and description of the organization submitting the proposal briefly stating the proposers understanding of the service to be provided.
- D. Organization's Experience: Include a list of similar projects that the organization has participated on in the past ten (10) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
- E. 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 their Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, 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.
- F. 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 there related past experience in the field.
- G. Project Approach: Provide a description of the design philosophy, the architectural and engineering problems you anticipate in this project and how you propose to overcome them.
- H. Scheduling: Provide a bar chart form schedule indicating a sequence, timetable, 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.
- I. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by task to complete the project as described in this RFP.
- J. DBE Requirements: Disadvantaged Business Enterprise (DBE) instructions and forms can be found in the Consultant Agreement. The project goal is 25% DBE involvement. The proposal must include the names and fee percentages of Milwaukee County certified DBE firms that the proposer intends to use on form DBD 14PS. All proposed DBE firms must be Milwaukee County certified at the time that the proposal is submitted. If consultant does not propose to meet the 25% goal, the Certificate of Good Faith Effort

must be included or the proposal may be considered unresponsive. For more information on the DBE program, call Mr. Mark Phillips of the Community Business Development Partners at 414-278-5104. Proposals, which do not meet DBE requirements may be rejected.

- K. 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.
- L. Fee Proposal: The fee for this project shall be clearly stated as a lump sum total for basic services.

#### **V. PROPOSAL EVALUATION**

See section XV of attachment 2 - 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.

#### **IV. GENERAL REQUIREMENTS**

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.

The successful consultant must be an Equal Opportunity Employer

The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing a proposal, attending selection interviews if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.

Please return six (6) copies of your proposal no later than 12:00 P.M. on Friday, December 20, 2013, to David Gulgowski, Managing Engineer, City Campus, 2711 W. Wells Street, Milwaukee, Wisconsin, 53208; Telephone (414) 278-4942; FAX (414) 223-1366; email [dgulgowski@milwcnty.com](mailto:dgulgowski@milwcnty.com).

## **ATTACHMENT 1**

# Terminal Sanitary Utility Study for General Mitchell International Airport

## **ATTACHMENT 2**

### **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 or 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

ATTACHMENT 3  
CONSULTANT PROPOSAL

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MILWAUKEE COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURE AND ENGINEERING DIVISION

PROJECT: Terminal Sanitary Utility Improvements at  
General Mitchell International Airport  
A172-13002

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

ACTUAL COST - "NOT TO EXCEED" fee: \$  
( \_\_\_\_\_ )

II. 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% is required.

Firm Name

Authorized Signature

Title

Date