

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



December 2, 2013

To All Interested Consultants

Project : Vel R. Phillips Juvenile Justice Center
Parking Lot & Access Road Construction

PROJECT NO: G026-13657

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

Milwaukee County Departments of Administrative Services, Facilities Management Division, is requesting proposals for professional consulting services to provide design development, construction plans and technical specifications for reconstruction of the Vel Phillips Juvenile Justice Center Parking Lot and Access Road at 10201 Watertown Plank Road in the City of Wauwatosa, Wisconsin (see Attachment 1 for location map).

I. BACKGROUND

The Wisconsin Department of Transportation (WisDOT) has been legislatively authorized to reconstruct the Zoo Interchange by the State of Wisconsin and by the Federal Highway Administration (FHWA). Reconstruction of Watertown Plank Road and the interchange of Watertown Plank Road with STH 45 are major elements of the Zoo Interchange reconstruction. Changes to Watertown Plank Road and associated traffic patterns will greatly affect the access to and from the Vel Phillips Juvenile Justice Center, as well as the internal circulation of the parking lot.

Milwaukee County has funding approved in the 2013 Capital Improvement Budget for the design and reconstruction of the entire parking lot for the Vel Phillips Juvenile Justice Center. Also included in the project is a new access roadway between the parking lot and Innovation Drive in the Milwaukee County Research Park. The budget has been approved at \$2,630,000 for the design and construction of the new improvements.

The Vel Phillips Juvenile Justice Center is also referred to as the Milwaukee County Children's Court Center.

II. PROJECT DESCRIPTION

The existing Vel Phillips Juvenile Justice Center parking lot has approximately 450 parking stalls. Access to the parking lot is currently off Watertown Plank Road at two separate driveways that allow full access in and out from any direction (see Attachment 2 for existing configuration). The changes to Watertown Plank Road will eliminate both existing driveways and replace them with one driveway that is right in-right out only. A new access road from Innovation Drive is proposed as the new primary access to the Center. The parking lot will be reconfigured and reconstructed to maximize the parking stalls, and address pedestrian and vehicle circulation through the parking lot. A conceptual layout of the proposed parking lot and access road is attached (see Attachment 3 for conceptual layout).

The Vel Phillips Juvenile Justice Center parking lot is heavily used throughout the normal business day. It is anticipated construction of the access roadway and reconfigured parking lot will need to be phased to accommodate daily parking needs. Parking taken out of service for construction will need to be replaced with temporary parking, preferably on site, to maintain sufficient parking during construction.

Watertown Plank Road and the Watertown Plank Road Interchange with STH 45 will be under construction through October, 2014. Early construction of the new access road from Innovation Drive will be critical, as access to Watertown Plank Road will eventually be restricted.

The proposed new access road from Innovation Drive will be constructed on County owned lands under the jurisdiction of the Milwaukee County Research Park Corporation (MCRPC). Coordination with MCRPC will be required to properly site the access road to allow future development of the adjacent vacant parcels, giving consideration to drainage patterns, future parking lot access, etc. The attached parking lot concept drawing shows conceptual parking lot layouts for MCRPC's parcels. Design and construction of the MCRPC parking lots are not included in this contract.

A 500,000 gallon elevated water tower is located within the limits of the Vel Phillips Juvenile Justice Center parking lot. Adjacent to the water tower is a Milwaukee County communication monopole with a building housing associated radio equipment. Private cellular communication antennas are also mounted on the water tower. A small building that houses the private cellular communication company's equipment is located next to the water tower as well.

A recent agreement between the County and City of Wauwatosa agreed to lease the water tower to the City for ten years, with the City owning the tower at the end of the ten year period. Permanent access for operation and maintenance of the water tower and communication facilities will need to be coordinated with the appropriate parties. The water tower and communication facilities will be fenced for security and safety purposes. Layout of the fencing and access to gates shall be coordinated with the parking lot layout and circulation.

Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. A brief report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption
- Description of equipment, systems or materials to be used that will reduce potable water consumption
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges
- List % of materials containing recycled content.
- Plans for recycling construction waste and the goal for minimum % of waste to be recycled.

III. SCOPE OF SERVICES

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 A (copy of the agreement can be found with the RFP notice on the County's website, county.milwaukee.gov, under the Business Opportunity Portal, or by requesting an emailed copy).

A. GENERAL REQUIREMENTS

1. Schedule, attend and facilitate a project design kickoff meeting with the County, City of Wauwatosa, MCPRC, utility companies and other stakeholders.
2. Perform geotechnical analysis and provide geotechnical design parameters for all design efforts.
3. Provide agency coordination for all plan reviews and permits required (Wisconsin Department of Natural Resources (WDNR), US Army Corps of Engineers, City of Wauwatosa, etc.). Investigate, develop and incorporate into the planning and construction documents all mitigation efforts necessary to address all agency concerns.
4. Work with the County and City of Wauwatosa Water Department to establish on appropriate lease area for the water tower site and access route. Prepare legal descriptions and exhibits of leased areas.
5. Work with the County Emergency Management and private communication company to maintain access to their radio and cellular antenna equipment and current easements.
6. Prepare a stormwater management plan to meet the City of Wauwatosa's stormwater management ordinance and Milwaukee Metropolitan Sewerage District (MMSD) requirements.
7. Provide erosion control planning and design for all aspects of the project. File all necessary agency notices, such as WDNR Notice of Intent, etc.
8. The consultant shall be prepared to attend monthly meetings (at a minimum) to review the project status with their design team, the County's project team and other invitees as necessary to address planning and design issues.
9. Submit six (6) sets of various reports, project manuals and construction plans for review and comments at each level of project development.
10. Prepare record drawings in AutoCAD format based on contractor supplied marked up drawings. Provide the owner with electronic copies of the drawings and two sets of prints.

B. DESIGN DEVELOPMENT AND CONTRACT DOCUMENT PREPARATION

1. Provide pavement design to accommodate general vehicle parking, building deliveries and water tower maintenance and operations.
2. Finalize parking lot layout plan. Prepare final construction drawings for parking lot and access roadway construction, including all storm water improvements, lighting, pavement/grading, fencing, landscaping, pavement markings, signage, erosion control and details. Plans to be prepared in AutoCAD format and specifications in Word.
3. Evaluate and develop appropriate construction phasing and temporary parking to maintain parking capacity and safe pedestrian circulation while the parking lot is under construction.
4. Provide a detailed preliminary cost estimates at 60% complete drawings and a final cost estimate prior to bidding the project.

5. Specification shall conform to the Construction Specifications Institute (CSI) format.
6. Submit 60% and 90% complete construction plans and specifications for review and comments from the owner and stakeholders.
7. Review, respond and incorporate review comments into construction drawings and specifications.
8. Provided finalized consultant prepared sections of the project manual and signed reproducible final drawings.

C. BIDDING AND CONSTRUCTION OVERSITE

1. Attend pre-bid meeting.
2. Attend pre-construction conference and bi-weekly on-site construction meetings to review the project status.
3. Review contractor pay applications, submittals, shop drawings, etc.
4. Review and make written recommendation for all Change Orders or Allowance uses quoted by Contractor.
5. Provide written clarifications to contractor question during bidding and construction.
6. Consultant efforts under this phase will be compensated on an actual cost basis.
7. The County will perform the daily on-site construction contract administration.
8. Prepare and submit punch list and acceptance documentation for the project.
9. Review and approve all O&M information for compliance with the project specifications and completeness.

D. Project Timetable

1. Issue RFP December 2, 2013
2. Proposal will be due December 20, 2013
3. Review proposals and select consultant by January 3, 2014
4. Finalize scope and fee, and execute contract by January 27, 2014
5. Delivery of 100% complete bidding documents by April 4, 2014
6. Bids projects in April 23, 2014
7. Begin construction in May 5, 2014
8. Construction substantial completion – July 31, 2014

IV. RELATED WORK BY OTHERS

1. County will provide electronic AutoCAD format drawings of the field generated topographic survey for base mapping. The survey will include utility locations based on field mark outs. County will provide supplemental field surveying as needed.
2. The County will provide the boiler plate (bidding requirements, general conditions, etc.) sections of the project manual, compile the manual and print the construction documents for bidding.

V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (see Attachment 5) and the following information:

- A. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. **Table of Contents:** Include an identification of the material by section and page number.
- C. **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.
- D. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with sustainable design and green golf course industry standards.
- 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 Professional 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, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
- 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 their past experience in the field.
- G. **Project Approach:** Provide a description of architectural and engineering 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.
- H. **Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.

- I. **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.
- J. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is 25%.
- 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 an actual cost not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

VI. PROPOSAL EVALUATION

See section XV of 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. Selected Consultant 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. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform with 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 are the only official method through which interpretation, clarification or additional information will be given.
5. All costs for preparing a proposal, attending the 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.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. 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.

Vel R. Phillips Juvenile Justice Center
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Please return six (6) copies of your proposal no later than **12:00 P.M. on Friday, December 20, 2013**, to Karl Stave, Project Manager, City Campus, 2711 W. Wells Street, 2nd Floor Milwaukee, Wisconsin, 53208 (Telephone (414) 278-4863, FAX (414) 223-1366; email karl.stave@milwcnty.com).

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,



Karl Stave
Project Manager

Attachments:

- 1) Location Map
- 2) Existing Vel Phillips Juvenile Justice Center layout
- 3) Proposed Conceptual Parking Lot and Access Road layout
- 4) Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines
- 5) Consultant Proposal Form

cc: G. High, DAS-FM
J. Esch, DAS
G. Waszak, DAS-FM
B. Dranzik, Transportation
G. Mascari, MCRPC
E. Finn-Gorski, Vel Phillips
B. Engel, CBDP

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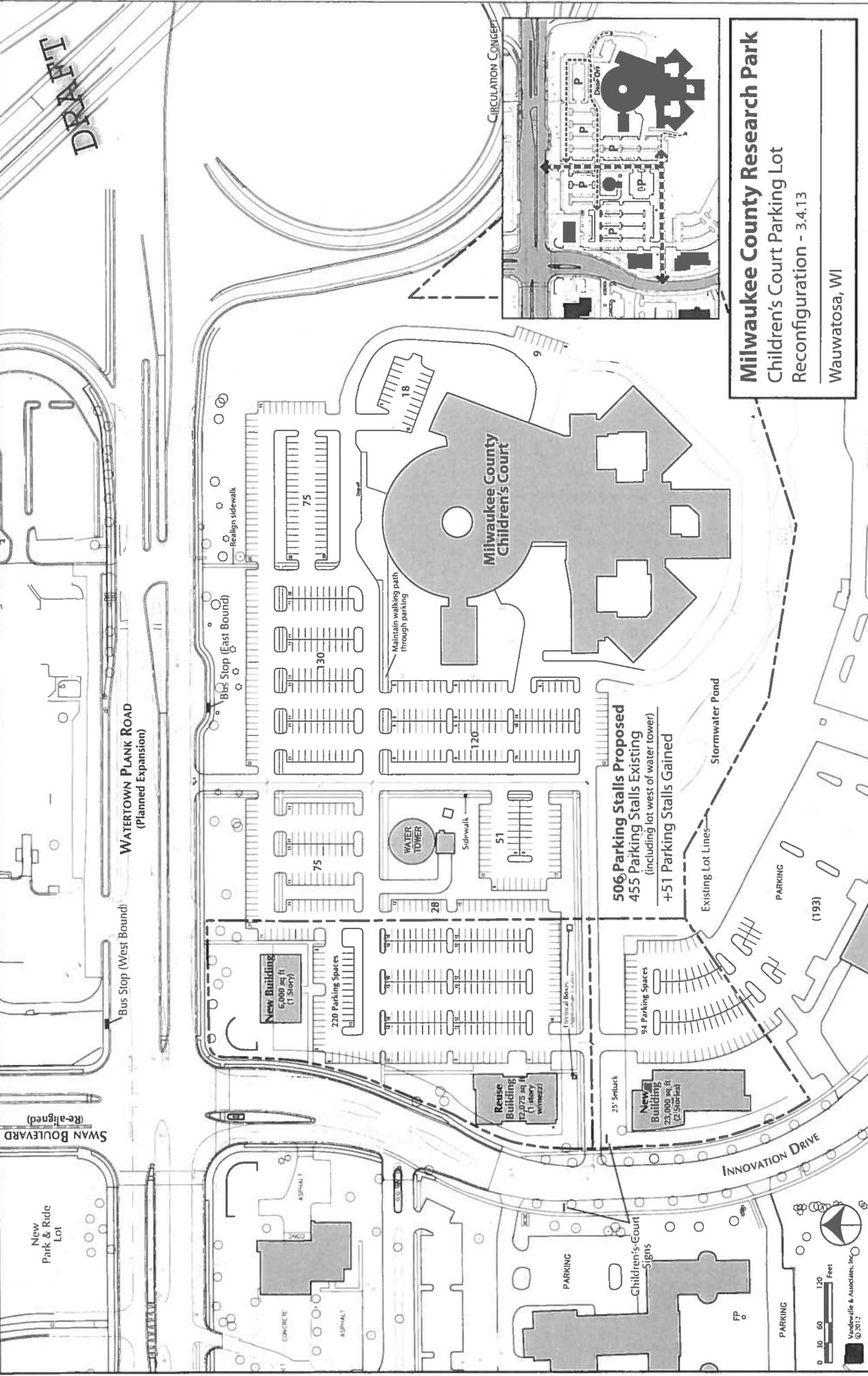
ATTACHMENT 1

LOCATION MAP

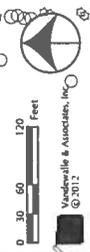
ATTACHMENT 2
EXISTING VEL PHILLIPS JUVENILE JUSTICE CENTER LAYOUT

ATTACHMENT 3
PROPOSED CONCEPTUAL PARKING LOT AND ACCESS ROAD
LAYOUT

DRAFT



Milwaukee County Research Park
 Children's Court Parking Lot
 Reconfiguration - 3.4.13
 Wauwatosa, WI



ATTACHMENT 4
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 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: 15%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 35%.
- 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 5
CONSULTANT PROPOSAL

ATTACHMENT 5

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Vel Phillips Juvenile Justice Center
Parking Lot and Access Road Construction
G026-13657**

CONSULTANT PROPOSAL

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

"Lump Sum Not to Exceed " fee: \$ _____
(_____)

II. CONSTRUCTION BIDDING & OVERSITE SERVICES (Include services of all needed subconsultants)

"Actual Cost Not to Exceed " fee: \$ _____
(_____)

III. PRINCIPAL IN CHARGE

Name of Principal

Landscape Arch.'s Registration No. in Wisconsin

Engineer's Registration No. in Wisconsin

"Other" Registration No. in Wisconsin

Flat hourly rate for principal

Firm Name

Authorized Signature

Title
