

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



January 17, 2012

INTERESTED CONSULTANTS

RE: MILWAUKEE COUNTY - ANNUAL CONSULTING SERVICES 2012

- a) Request for Qualifications (RFQ)
b) Request for Proposal (RFP)

Please consider this letter as a "Request for Qualifications" (RFQ) and a "Request for Proposal" (RFP) for Milwaukee County's "Annual Consulting Services" program. Indicate by checking the boxes which specialties you would like to be considered for:

- ARCHITECTURAL
STRUCTURAL ENGINEERING
ELECTRICAL TESTING - HIGH VOLTAGE
HVAC ENGINEERING
PLUMBING ENGINEERING
LAND AND CONSTRUCTION SURVEY
CONSTRUCTION MANAGEMENT
CONSTRUCTION COST ESTIMATING
GEOTECHNICAL
GEOTECHNICAL INVESTIGATION & MATERIAL TESTING (UNIT PRICES)
BRIDGE DESIGN SERVICES
ENVIRONMENTAL SERVICES
ROOFING TESTING & DESIGN
SPACE PLANNING/INTERIOR DESIGN
ELECTRICAL ENGINEERING
CIVIL ENGINEERING
HVAC TESTING & BALANCING
TRAFFIC ENGINEERING
CONSTRUCTION MATERIAL SAMPLING/TESTING
STORM WATER MANAGEMENT
HIGHWAY DESIGN SERVICES
ELECTRONIC DATA COLLECTION
INDUSTRIAL HYGIENE SERVICES
LAND CONSERVATION SERVICES
GIS CONSULTANT
OTHER

If the qualification statement and the proposal is accepted, your firm will be issued an Annual Consultant Agreement for Professional Services" (Type "B" Agreement) for calendar year 2012.

If you agree to participate in this program, it is anticipated that you will be requested to submit "Lump Sum" or "Not-to-Exceed Actual Cost" proposals for specific individual projects as the need arises. These projects will normally be of a minor scope and rapid response will be required. The professional services fees will be less than \$30,000 per project. In addition, there is no guarantee that your firm will receive any work nor is there any intention of exclusivity.

The following submittals are requested:

I. QUALIFICATION STATEMENT

In this document, please provide the following:

- a. Profile of your Firm
- Date established, average staff size, average project size, specialties, etc.
b. Accomplishments of Firm
- Significant projects, with description of firm's work; awards; recognition.

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PHONE NUMBER: - Architecture Engineering & Environmental Services 278-4861
FAX NUMBER: - Architecture Engineering & Environmental Services 223-1366

- c. Profile of Current Staff
- For staff to be assigned to County's projects.
  - Indicate professional education, professional registrations, years of experience (since graduation/since registration).

## II. PROPOSAL

Complete all applicable blank spaces in attached "Type "B" Agreement". (Non-applicable spaces to be marked "N.A.").

Milwaukee County has made changes to the standard terms and conditions of this Consultant Agreement. Some of these changes include but are not limited to the following area:

- Updated insurance requirements

Consultants interested in submitting proposals in response to this request should be sure to review any changes and make inquiries as required. Incomplete proposals will not be processed.

Special attention is directed at the following:

- a. Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule. (Attachment "B-1 and B-2")
- b. Submit commitment to DBE goals. (DBE-14)  
Submit strategy with your proposal. (Attachment "F")
- c. Insurance (7.1 - 7.4)  
Submit all applicable insurance certificates with your proposal, including endorsements and waivers as required
- d. Signature, of authorized agent for consultant firm, on signature page. (Attachment L-1)
- e. Applicable Law (Section 15)

In addition, Milwaukee County is now in the process of creating an "On-line Bid and RFP website" for public works projects. We ask that you register your business with the website by following the directions provided at the web address : <http://www.mcca.milwaukeecounty.org/>. This will allow you to automatically receive information regarding the upcoming RFPs by e-mail. See the attachment for more information.

Milwaukee County reserves the right to reject all incomplete proposals.

Your submittals should reach the undersigned (City Campus - 2nd Floor, 2711 West Wells Street, Milwaukee, WI 53208-3509) by February 3, 2012.

For any questions, call Kevin O'Brien at 278-4932.

*Gregory G. High, Director*  
**Architecture, Engineering and Environmental Services Section**  
**Department of Administrative Services**

GGH:KOB:dat

Enclosure: Type "B" Agreement

cc K. O'Brien M. Phillips G. Drent

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