REQUEST FOR PROPOSALS (RFP)
TO
PROVIDE ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO IMPLEMENT INDEPENDENT COOLING SYSTEM

FOR
CHILDREN'S COURT CENTER
10201 W WATERTOWN PLANK ROAD
WAUWATOSA WI 53226

PROJECT NO. 0115-13415

Date: December 12, 2012

To: All Interested Consultants.

Subject: Request for Proposals (RFP) To Provide Professional Engineering & Architectural Design Services:

Project No. & Name: O115-13415 Independent Cooling System for Children's Court

LOCATION: 10201 W. Watertown Plank Road,
Wauwatosa, WI. 53226

Section I – Introduction:

This Request for Proposal (RFP) is authorized by the director of Administrative Services for Milwaukee County. This RFP is a request for engineering and architectural consulting design services to implement a independent Cooling system for Children's Court Building.
Your services will include Schematic Design through Construction Administration by way of this RFP. The construction budget for this project (exclusive of planning and engineering costs) is approximately $750,000.

As part of design process the consultant will investigate innovative energy saving alternatives for existing HVAC system.with a base design similar to existing system, and will on the behalf of Milwaukee County, apply for any applicable Focus on Energy incentives/ rebates.

The objectives of this design project includes the following:

Project Design Phase:

- Programming Phase
- Schematic Design
- Design Development
- Construction Documents
- Bidding Phase
- Construction Phase

Section II – General Requirements of Consultant:

The consultant shall provide complete and comprehensive engineering/ architectural design services, which will include verifying existing site conditions, code review for plan compliance with local, state and federal rules and regulation, adherence to sustainable design practices and identifying necessary and /or incidental issues that will mitigate problems and /or risks throughout that course of the project. The consultant must provide Milwaukee County with final plans stamped and signed by the responsible

engineer/ architect with their Wisconsin Registration Seal(s). Refer to the Type "A" agreement accompanying this document to find additional information regarding contract requirements for Milwaukee County Professional Services.

SECTION III – GENERAL DESCRIPTION:

The Children's Court building is currently being serviced by WE Energies utility plant for Chilled Water for building cooling needs.
The performance of this design will require examination of existing records, drawings and other written documents. It is an explicit requirement of this RFP that the consultant's staff perform this "document examination". The consultant shall incorporate into this project, to the best extent possible, Leadership in Environmental Energy Design (LEED) standards as specified by the U.S Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.

The Consultant shall evaluate sustainable design alternatives, where applicable to determine the feasibility of incorporating those alternatives into the project. The evaluation shall include a comparison of construction costs, annual operating cost, and other non-fiscal benefits of each option considered. As part of your proposal, provide examples of what alternatives you plan to evaluate. Accordingly, your proposed budget should include level-of-effort corresponding to the scope.

Milwaukee County expects to participate in all applicable Focus On Energy and WE Energies incentive programs that may apply to designs resulting from this project to extent that they are known at this point in time. The selected consultant shall be expected to advise Milwaukee County of any programs that presently apply and to support the county in exploring and qualifying for these programs.
The consultant will recommend retrofits that fit the currently estimated construction funding of $750,000.

Section IV – Scope of Basic Services :

Based upon the Schematic Design Phase solution, the consultant will be responsible for the preparation of Construction Bidding Documents, Bidding, and Bid Negotiation assistance, and limited Construction Phase Services, which may include Shop Drawing review, review of manufacturer's materials and products submittals, review of samples submittals from the contractor.

The consultant is required to assure the Owner that the results of the Contractor's work is in strict accordance with the plans and specifications, which are a part of the Contract Documents for Construction.

The consultant shall revise the original contract Documents, including the plans and specifications, as required, to produce Record Documents of the construction work, which will be given to the Owner after certification of Substantial Completion.

Attached, please find a copy of Milwaukee County Department of Administrative Services- Stipulated Sum (Lump Sum) Standard Prime Consultant Agreement for Professional Services (Type "A" Agreement). The scope of basic services specified in Article 3: Basic Services of the attached Agreement for each of those six (6) phases, include the services below as a part of those basic services:

Section 1.01 <u>Programming & Schmatic Design Phase:</u>

From interviews, research, and study of the owner's needs, the consultant shall prepare a program and an estimate of probable construction costs for the project as described in the attached consultant agreement.
Required deliverables shall include but are not limited to the following:

a) **Schematic design plan and program description**

b) **Cost estimate for construction segments.**

<u>SCHMATIC DESIGN PHASE :</u>

The Consultant shall meet with the Department of Architects and Engineering , the Department of Facilities Management (Owners). Visit the project site and verify documents and existing drawings with existing site conditions.

Review and verify the design program provided by the Owners and revise or update the program as necessary to meet the Owners current needs and expectations for the existing upgraded HVAC system.

Prepare Schematic Design that meets the program requirements, The Schematic Design shall include as necessary, studies consisting of drawings and other documents illustrating the scale and relationship of the project components, including the envelope, energy calculations, as may be appropriate for a completed, operational, functioning building, Upon approval by the Owner of the Schematic Design documents and a Statement of Probable Construction Cost submitted by the consultant this phase of services is complete.

<u>Design Development Phase :</u>

The Consultant shall prepare more detailed drawings and other data relating to updated building HVAC system, electrical systems and other essentials. The Consultant shall submit an updated statement of Probable Construction Cost. When the owner approves these documents, this phase is complete.

Construction Documents Phase:

Prepare drawings and specification describing, in technical detail, the construction contract work to be done – materials, equipment and workmanship required for HVAC, architectural, structural, mechanical and electrical work – and related site work, utility connections, and special equipment installations. The consultant will also assist the Owner in preparing information for bidders, bidding, and proposed contract forms, should alternates, unit prices or other special conditions be applicable, and Conditions of the Contract covering responsibilities during construction. The Consultant will advise the Owner of any adjustments to previous Statements of Probable Construction Cost, as well. When the Owner approves these documents, this phase is complete.

Bidding Phase:

Advise the Owner about the qualifications of prospective contractors and assist, as may be required, in obtaining bids.

Construction Phase :

1) Prepare supplementary drawings when required to clarify the consultant's design intent.
2) Review the Contractor's Schedule of Values; review of fabricators' and suppliers' shop drawings, material samples and equipment, and other required submissions.
3) Make periodic visits to the Project Site to review the progress and quality of Work to determine if the Work is proceeding in accordance with the Contract Documents.
4) Review of the Contractor's applications for payment, determine that amounts invoiced are in reasonable agreement with Schedule of Value and invoiced amounts.

In addition to the documentation requirements for each phase of work as noted in the attached agreement for professional services, the consultant will be required to provide a zip disk in Microsoft Word 2000 format, containing all relevant project documents they prepared during each phase of the project. Those documents will include all correspondence, transmittals, etc. to Milwaukee County, other agencies, and sub-consultants

Section V – Tentative Schedule:

The schedule shown below is based on the extent of basic design services up to Construction Administration:

1) RFP completed: December 18 ,2012
2) RFP approved: December 20,2012
3) RFP publicly advertised: December 21 ,2012
4) **Pre-Proposal Meeting January 03, 2013, 10:00 A.M. at Facilities Conference Room at 10310 W. Watertown Plank Road** Attendance at the pre-proposal meeting is mandatory.
5) Proposals due : January 17, 2013
6) Select consultant February 4, 2013
7) Consultant agreement signed and Notice to Start February 20, 2013
8) Bid documents ready by April 24, 2013
9) Begin Construction :July 8, 2013
10) Substantial Completion of Construction : November 20, 2013

VI – Proposal Content:

Each proposal shall contain information in the following areas:

A. Cover: Include project number and name, project location, proposal title (Proposal for Professional Services), Consultants name,address,telephone number, FAX number, proposal date, etc.

B. Table of Contents: Include a clear identification of the material by section and by page number.

C. Letter or Transmittal: Limited to two pages, briefly state the bidder's Understanding of the service to be provided and a positive commitment to perform the services as defined in the RFP.

D. 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.

E. We are looking for a consultant that has proven experience in similar types Of projects as well as green building and sustainable design practices. Include a 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 organization's participation.

F. 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 Architect(s) and Engineer(s) Registration Number(s) 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 names, title and /or duties for the project, professional registration, a brief description of the qualifications and related experience including time contribution in this capacity on past projects.

G. Alternate Principal In Charge: Include the name of a Alternate Principal in Charge in the event that the originally declared Principal in Charge is not able to fulfill their duties. Milwaukee County Department of Administrative Services also reserves the option to select an Alternate Principal In Charge.

H. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed in this project. State in what capacity they would be used and approximate percentage of the total services they would provide. Also state their past experience in the field.

I. Project Approach: Provide a description of the engineering, environmental and public involvement problems you anticipate in this project and how you propose to overcome them.

J. Scheduling: Provide a bar chart form schedule indicating a sequenced, time table, with relationship, which are necessary to complete the project, based on the schedule as noted in Section IV – Project Schedule, of this RFP.

K. DBE Requirements: Milwaukee County's policy is to achieve twenty-five percent (25%) Disadvantaged Business Enterprise participation in the professional services work to be performed by them. The work must be done by certified DBE firms, with the goal of selecting work which will enhance and further the DBE's experience in the design through construction administration process. For assistance, contact DBE office at 278-5104.

M. Equal Opportunity Employer: The consultant and all associated consultant(s) must be indicated in that section of the Proposal.

N. Fee Proposal: The fee for this project shall be clearly stated as lump sum for basic services as detailed in this document. Progress payments for those service will be made as stated in the attached professional services agreement. Include a copy of Attachment B-1" of the attached professional services agreement in this part of the proposal to indicate the direct salary rates, fixed overhead rates, etc. for any additional services that may be required.

Section VII – Proposal Submission Requirements and Format:

The Proposal must be submitted by January 17, 2013, at 2:00 P.M. to:

Milwaukee County Department of Administrative Services
Architecture and Engineering Division
City Campus, Room 222
Milwaukee, Wisconsin 53208
Attention: Vijay Mehta, Managing Mechanical Engineer

A. Six (6) copies of the Proposal must be submitted in a sealed envelope only. No other container is acceptable.

B. Each envelope must be identified with the submission date, RFP number, project number and title, and name and address of the submitting party. Envelopes which are not properly identified or received after time and date a noted in Section VI – A, above will be rejected.

C. Proposals must respond to each component as listed in Section VI – Proposal Content, 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.

D. The proposal must be submitted in a single bound 8-1/2" X 11" document.

E. In order to expedite the Agreement award process, each Prime Consultant is to completely fill in and include the attached Stipulated (Lump Sum) Standard Prime Consultant Agreement for Professional Services Type "A" Agreement. Insurance forms as required per the agreement will be required from the Successful consultant only.

Section VIII – Proposal Evaluation / Consultant Selection:

A. Proposals will be evaluated and ranked on the following criteria:

1. Quality and responsiveness to the RFP:	20%
2. Project approach and understanding, including strategy to perform requested work and time schedule:	35%
3. Qualifications and experience Prime Consultant	25%
4. Fee and hourly rates:	10%
5. Qualifications/Experience of DBE Consultant	10%
Total:	100%

B. The evaluation team will be made up of three (3) to (5) individuals with Technical knowledge of the requirements, and familiarity with the project.

C. Selection of the Consultant(s) will be made entirely on the basis of the items Requested in the RFP and as addressed in the Proposals.
D. The evaluation may include an interview of a short list of up to three (3) finalists. However, an award may be made without this interview. The interview will be evaluated 40% on the previous qualification rating, as well as fee and the response to the project requirements.

Section IX – Miscellaneous:

A. Milwaukee County reserves the right to decide, at its sole discretion, to reject any or all proposals, issue addenda, request clarifications, waive technicalities, alter the nature and / or scope of the proposed project, request submittals, and/or discontinue this process.

B. All proposals should use this RFP and its attachments as the sole basis for the proposal.

C. The issuance of a written addendum and the pre-submission meeting are the only official methods through which interpretation, clarification or additional information will be given.

D. Proposals will not be opened in public and all materials submitted will not be returned.

E. This is an RFP, not a bid. Therefore, Milwaukee County is not bound to Accept the lowest fee for professional services as the basis for selection.

F. All cost and/or expenses 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.

G. 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.

H. 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.

I. The successful consultant must be an Equal Opportunity Employer.

J. 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.

K. All questions regarding this RFP shall be directed in writing to:

Milwaukee County Department of Administrative Services
Architecture and Engineering Division
City Campus, Room 222
Milwaukee, Wisconsin 53208

Telephone: (414) 278-4743 Fax: (414) 223-1366
Internet Email: Vijay.Mehta@milwcnty.com

Attention : Vijay Mehta, P.E.
Managing Mechanical Engineer

Sincerely,

Vijay Mehta

Vijay Mehta
Managing Mechanical Engineer

Attachments:

Standard Prime Consult Agreement for Professional Services (Type "A" Agreement)

cc w/o attachments:
G. High, DTPW
M. Phillips, CDBP
W. Wilson, DTPW