

**GENERAL MITCHELL INTERNATIONAL AIRPORT**  
**GATE D54 & D55 IMPROVEMENTS**  
**PROJECT NO. 5041-12008**  
**October 9, 2012**

**REQUEST FOR PROPOSAL**

Milwaukee County Department of Public Works is requesting proposals from qualified consultants to perform professional services for the design and construction administration related to Concourse D gate modifications of Gates D54 & D55 at General Mitchell International Airport (GMIA) in Milwaukee, Wisconsin.

**I. BACKGROUND**

To provide for better utilization of Concourse D at GMIA it is desired by the airport to add concourse level boarding at gates D54 and D55. These two gate locations currently only provide for ground boarding of aircraft. Concourse level boarding with the addition of concourse level gate doors and passenger loading bridges is more desirable by airlines currently serving GMIA.

**II. PROJECT OBJECTIVE**

To facilitate this improvement, the airport will be required to provide, gate podiums, electrical, and IT infrastructure, which includes Flight Information Display and Paging Systems. The security system will need to be expanded and some carpeting will require replacement. Two passenger loading bridges require re-location, which will involve new foundations and gate doors installed. Some minor remodel of apron level operations space is also anticipated.

**III. SCOPE OF PROFESSIONAL SERVICES**

Concourse D gates D54 & D55 gate modifications will include concrete pavement removal and replacement, glass and glazing modifications, new jet bridge foundations, re-location of owner supplied jet bridges, and installation of new jet bridge power racks, bollards, and rack foundations.

Jet bridge electrical work will include normal and emergency power provisions for jet bridges, communications, & security door card readers/magnetic locks and exit devices. Electrical equipment racks shall include transfer, disconnect switches, receptacle, breaker and transformer installations.

Concourse D gates D54 & D55 airline hold room work will include existing podium demolition, and new podium installations. Miscellaneous work will include hollow metal doors and frames, and carpeting. Extension of the existing GMIA paging and Flight Information Display systems to each hold room podium would also be necessary. Podium demolition of gate podiums D39, D41, & D42 would also be included within this project scope. Renovations to airline operations space relating to Gates D54 & D55 would also be required and part of this project scope.

Soil borings and geotechnical report for adjacent gates D52 & D56 are available for review in the Airport Engineer's Office. Consultant's Structural Engineer shall review boring and geotechnical report information and be responsible for the hiring of a geotechnical firm for additional boring and or geotechnical information as deemed necessary for the gate D54 & D55 jet bridge foundation design.

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Transportation Consultant Agreement for Professional Services Type C.

The document entitled "Attachment A - Scope of Project" included with this Request for Proposal outlines the scope of professional services required for this project and will be modified and refined more thoroughly after the completion of the consultant selection process. This attachment will become a part of the consultant agreement.

**PROJECT TIMETABLE**

This timetable is based on the best information available as of the date of this Request for Proposal (RFP) and is intended to give prospective engineering consultants a general idea of the anticipated project schedule.

- |   |                          |
|---|--------------------------|
| 1. Issue Request for Proposals (RFP) to consultants.  | October 11, 2012         |
| 2. Pre-Proposal conference in the Hardie Conference Room, located in the Airport Administration Wing 2 <sup>nd</sup> level adjacent to the C Concourse. | October 18, 2012, 9:00AM |
| 3. <b>Qualification Statements &amp; Proposals due.</b>   | <b>October 31, 2012</b>  |
| 4. Interview consultants (some or all as selected) (will occur no sooner than).   | Not Applicable           |
| 5. Project award (will occur no sooner than).   | November 2, 2012         |
| 6. Consultant Agreement execution/project Notice-to-Proceed (as early as).  | November 30, 2012        |

**IV. PROPOSAL PREPARATION, SUBMISSION, & EVALUATION PROCEDURE**

**A. Explanation to Prospective Consultants**

Any prospective consultant desiring an explanation or interpretation of the Request for Proposal (RFP) must request it in writing no later than five 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 consultant concerning a solicitation will be furnished promptly to all other prospective consultants as an amendment to the RFP, if that information is necessary in submitting a proposal or if the lack of it would be prejudicial to any other prospective consultant.

**B. Complete Proposals**

Proposals shall represent the best efforts of the consultant and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this document and the RFP.

**C. Unnecessarily Elaborate Proposals**

Brochures or other presentations beyond those sufficient to present a complete and effective response to the solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the consultant's lack of cost consciousness. Elaborate artwork, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired.

Concise and clear statements are sought. The proposal shall be kept to a reasonable number of pages necessary to present the information required.

**D. Retention of Proposals**

All proposals will be retained by the County and therefore will not be returned to the submitting consultant. The County will not pay for preparation of proposals or for the proposals that are retained by the County.

**E. Examination by Prospective Consultants**

Consultants are expected to carefully examine the scope of work required, the project objective, and all instructions in and attachments to the RFP. Failure to do so will be at the consultant's risk.

**F. Legal Status of Consultant**

Each consultant must provide the following information in the proposal:

1. Names of all the consultants that will be part of the project team and a clear identification of each consultant's role in the project. Also include the name, address, telephone number, fax number, and email address of the "lead" consultant contact person.
2. Whether consultant is a corporation, joint venture, partnership (including type of partnership), or individual.
3. 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 submitting consultant is a corporation, joint venture or partnership and does not provide a copy of its registration, or certification to transact business in the State of Wisconsin, the consultant shall certify its intent to obtain the necessary license, registration or certification requirements prior to contract award or its exemption from such requirements.
4. Copies of any current license, registration or certification required in the RFP or by the scope of work.
5. If the submitting consultant is a partnership or joint venture, names of general partners or joint venture partners.

**G. Organization of Consultant Team**

Each proposal must further contain a chart showing the internal organization of the project team and the number of regular personnel in each organizational unit.

Include full names of all primary staff personnel that will be involved in providing professional services, their title and areas of specialty, their specific role in providing the requested services, and their affiliation (staff member of lead consultant or staff member of sub consultant).

**H. Project Understanding, Approach, and Schedule**

Provide in the proposal a statement to indicate an understanding of the project requirements. Include a detailed description of the proposed approach to each part of the services required.

Provide a bar chart form of schedule of sufficient detail to indicate sequence, activity duration, activity start and end dates, and relationship of activities that are needed to complete the project

as described. Activities shall be sufficiently identified to indicate a clear understanding of and approach to the work required.

**I. Consultant's Authorized Agent**

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the submitting consultant and to contractually bind the consultant, if other than the person signing the proposal.

**J. 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.

**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 or lump sum**) not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated,

**M. Certifications & Representations**

Submitting consultants shall complete and return with their proposal the completed Consultant Proposal Form, with all required attachments, and all other documents as may be requested in the RFP and this procedure.

**N. Signing of Offers**

The submitting consultant shall sign the proposal and print or type its name on the form. The person signing the offer must initial erasures or other changes. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

**O. Proposal Guarantee**

By submitting a proposal the consultant guarantees that it will keep its initial offer open for at least 60 days.

**P. Acknowledgment of Amendments**

Firms shall acknowledge receipt of any amendments to this RFP by signing and returning the amendment or by letter listing the amendments. The County must receive the acknowledgment by the date and time specified for receipt of the proposal. Failure to acknowledge an amendment may result in rejection of the proposal.

**Q. 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. No proposal will be permitted to be modified unilaterally by the firm after the date and time specified for receipt of the proposal. Fax copies of proposals will not be accepted.

**R. Proposal Evaluation Criteria**

Following is a list of general criteria that will be used to evaluate the proposals:

1. The qualifications and experience of the firm(s) and primary personnel as submitted with the Proposal.
2. The firm's past performance on projects of similar scope and size as submitted with the Proposal.
3. The organization of the consultant team including effective utilization of DBE firms.
4. Coverage within the consultant team of all required disciplines including but not limited to:
  - Knowledge and experience in airport hold room & airline operations design
  - Knowledge and experience in airline jet bridge installations.
  - Knowledge and experience in producing construction documents
  - Experience in construction administration
5. The firm's indicated understanding of the project requirements
6. The consultant's project approach and methodology as presented in the proposal.
7. The consultant's fee proposal.
8. The project team's resources and availability of key personnel as related to the needs of this project.
9. The consultant's proposed detailed schedule of project tasks and activities that meet the requirements of the project.
10. The consultant's responsiveness to the RFP.
11. Meeting Milwaukee County's DBE requirements.
12. Analysis of the consultant's overall interest, commitment, and ability.

Milwaukee County reserves the right to accept or reject any and all proposals as determined to be in the best interests of Milwaukee County.

**V. GENERAL REQUIREMENTS**

1. 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
2. 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.
3. 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

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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.

4. The successful consultant must be an Equal Opportunity Employer.
5. 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.
6. 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.
7. The proposal must be submitted in a single bound 8-1/2" x 11" document.

**VI. ADDITIONAL REQUIREMENTS**

The successful consultant must be an Equal Opportunity Employer. The consultant shall utilize Disadvantaged Business Enterprise (DBE) with a goal of twenty five percent (25%) of the consultant's fee.

Only certified Milwaukee County/DOT DBE firms may be utilized. Contact Mark Phillips at (414) 278-5104 for a list of certified firms and/or information regarding DBE certification.

Submit ten (4) copies of your Proposal, complete as specified in this request, no later than **4:00 PM CST, October 31, 2012** to:

Paul J. Montalto  
Milwaukee County DAS  
Airport Engineers Office  
General Mitchell International Airport  
5300 South Howell Avenue  
Milwaukee, Wisconsin 53207-6189

Submit one (1) copy of the "Price Quotation" in a sealed envelope, clearly marked as GATE D54 & D55 IMPROVEMENTS "GENERAL MITCHELL INTERNATIONAL AIRPORT, PROJECT NO. 5041-12008 , PRICE QUOTATION", with the name of the submitting consultant, no later than **4:00 PM CST, October 31, 2012** to:

Paul J. Montalto  
Milwaukee County DAS  
Airport Engineers Office  
General Mitchell International Airport  
5300 South Howell Avenue  
Milwaukee, Wisconsin 53207-6189

Please contact Paul J. Montalto at (414) 747-5774 with any questions regarding this Request for Proposal.

Attachments:

- 1) Project Location Exhibit
- 2) Milwaukee County Department Of Administrative Services "Not To Exceed" Sum and Individual "Direct Salary Rates/Hour" Prime Consultant Agreement for Professional Services (Type C Agreement for Professional Services.)
- 3) Attachment A