

REQUEST FOR PROPOSALS (RFP)
to
PROVIDE CONSTRUCTION
MANAGEMENT SERVICES
for

MITCHELL GREENHOUSE
524 LAYTON BLVD
MILWAUKEE WI 53215

Project Number P143-08451

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
FACILITIES MANAGEMENT DIVISION**

November 29, 2012

To All Interested Construction Management Consultants:

Subject: Request For Qualifications and Fee Proposals (RFQFP) To Provide Professional Construction Management Services:
Project No. & Name - WP143-08451 Mitchell Park Horticultural Conservatory:
Greenhouse Construction Management
524 S. Layton Boulevard, Milwaukee, Wisconsin 53215.

File Ref.: o:\expdoc\projects\p143\p143-08451 greenhouse\ a-e contract matters\construction mgr rfp 11-29-12\construction mgr rfp 11-29-12.docx

Background:

Construction of The Mitchell Horticultural Conservatory ("The Domes") began in 1959 and was completed in 1967 after a design competition, won by the local architect, Donald Grieb. The Domes consists of three "beehive" shaped glass domes for plant display. Each dome has a distinct climate and exhibit area for plants in a naturalistic setting. These are the Arid, Tropical, and Flora Show Domes.

The proposed greenhouse will be used for propagating the plants required for all three domes and elsewhere in Milwaukee County. The greenhouse will also be used to teach environmental education to school groups and interested horticulturists and botanists groups. This building will replace the existing greenhouse facility that was removed from the Milwaukee County Grounds.

General Description of Project and Building:

This is a Request for Qualifications and Fee Proposal (RFQFP) authorized by the Director of Administration Services for Milwaukee County to provide basic professional Construction Management services necessary to oversee the construction of a new greenhouse to be located behind the Mitchell Park Horticultural Conservatory ("The Domes") in Milwaukee, Wisconsin.

Your services will include Owner Representation, Construction Observation and Management of the "Owner Construction Phase Responsibilities" under the Owner/Contractor Agreement. The construction budget for this project (exclusive of planning and engineering costs) is estimated to be approximately between \$10,600,000 and \$11,000,000.

The objective of this Construction Management Service Contract includes the following:

Pre-Construction Phase:

- Contract Document Review
- Pre-Construction Services

- Distribution of Construction Documents
- Contract Administration Services and Reporting

Construction Phase :

1. Day-to-day on-site monitoring and documentation of construction activities to assure quality and compliance with construction contract requirements.
2. Conduct periodic construction meetings and reports
3. Administrate required or necessary quality assurance testing per the Construction Documents.
4. Maintenance of all material and product submittal schedules, as-built (record) notes and details.
5. Coordinate utility interfacing
6. Coordinate Contractors' site activities
7. Inspect Construction for compliance with Contract Documents
8. Coordinate with the A/E as required
9. Manage circulation of Supplementary A/E Drawings
10. Review the Contractor's Schedule of Values; review of fabricators' and suppliers' Shop Drawings, material samples and equipment, and other required submissions.
11. On-site Project Observation to witness the progress and quality of Work to ascertain and assure the Owner that the Work is proceeding in accordance with the Contract Documents.
12. Review of the Contractor's applications for payment and determine that amounts invoiced are in reasonable agreement with schedule of values and invoiced amounts.
13. Compose Change Orders; administrate Change Order Requests, Change Directives and obtain required signatures for approvals.
14. Compose Punch Lists and monitor Punch Lists for completion
15. Coordinate Milwaukee County staff training
16. Process Final Certificates for Payment and issue Substantial Completion Certificates
17. Assemble all project files and deliver to Milwaukee County Facilities Management Records Management
18. Perform post-project evaluation with Milwaukee County Management

In addition to documentation requirements for each phase of work, as noted in the attached Consultant Agreement for Professional Services (Type "C" Agreement), the Construction Manager will be required to provide a zip disk in Microsoft Word 2007 format, containing all relevant project documents they prepared during the project. Those documents will include all correspondence, transmittals, etc. to Milwaukee County, other agencies, and sub-consultants.

Tentative Schedule:

The schedule shown below is based on the extent of Construction and Post-Construction Phase Construction Management Services:

1. RFP completed: December 5, 2012
2. RFP Advertisement December 6, 2012
3. ***Pre-Proposal Meeting December 19, 2012, 10:00 a.m. at City Campus 2711 W. Wells Street, Milwaukee, WI 53208, Conference Room 289.**
 - a. Direct your questions to Chris Travanty, AIA at (414) 278-4260
4. Proposals due: Friday, January 4, 2013
5. Select Construction Manager Wednesday, January 9, 2013
6. Construction Manager Agreement signed and Notice to Proceed: Friday, January 18, 2013
7. Begin Construction Administration: Monday, January 21, 2013

Content of Proposal:

Each proposal shall contain a description or information in the following areas:

- A. Cover: Include project number and name, project location, proposal title (Proposal for Professional Services), Architect/Engineer's name(s), address(es), telephone number(s), FAX number(s), etc., 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. Organization's Greenhouse and Conservatory Design/Construction Experience: Proven experience in the design of greenhouses or conservatories is very important on this project. We are looking for Architect/Engineer(s) that have proven experience in similar types of projects as well as green building and sustainable design practices. 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 organization's participation.
- F. Project Organizational 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/or 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 name, title, and 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 DAS-FM 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 the 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 architectural design, 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. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work 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 the DBE office at 278-5248.
- L. Equal Opportunity Employer: The Architect/Engineer and all associated consultant(s) must be an Equal Opportunity Employer. Proof of this must be indicated in that section of the Proposal.
- M. Fee Proposal: The fee for this project shall be clearly stated as a lump sum for basic services as detailed in this document. Progress payments for those services 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.

Proposed Construction Schedule:

- A. Estimated Construction Start: January 21, 2013
- B. Construction Substantially Complete: August 31, 2013
- C. Estimated Construction Close-out: September, 2013

Proposal Submission Requirements and Format:

- A. The Proposal must be submitted by *Friday, January 4, 2013 at 2:00 P.M. to:
Milwaukee County Department of Public Works
Architecture and Engineering Division
City Campus, Room 223
2711 W. Wells Street.
Milwaukee, Wisconsin 53208

Attention: Walter L. Wilson, FAIA, NCARB, NOMA
Principal Architect
- B. Six (6) copies of the Proposal must be submitted in a sealed envelope only. No other container is acceptable.
- C. 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 the time and date as noted in Section VIII - A, above will be rejected.
- D. Proposals must respond to each component as listed in Section VII - 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.

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

In order to expedite the Agreement award process, each Construction Management 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. This is to be included in the Fee Proposal envelope.

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: 30%.
 - 3. Qualifications and experience Prime Consultant 20%.
 - 4. Fee and hourly rates: 25%.
 - 5. Qualifications/Experience of DBE Consultant 5%.

Total: 100%.

- B. The evaluation team will be made up of three (3) to five (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 50% on the previous qualification rating, as well as fee and the response to the project requirements.

Miscellaneous:

- A. Milwaukee County reserves the right, 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. Milwaukee County will be not be responsible for oral interpretations given by Milwaukee County employees, representatives, or others that commit the County to influence the outcome of the selection process.
- C. All proposals should use this RFP and its attachments as the sole basis for the proposal.
- D. 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.
- E. Proposals will not be opened in public.

- F. 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.
- G. All costs 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.
- H. All materials submitted will not be returned.
- I. All questions regarding this RFP shall be directed in writing to:

*Milwaukee County Dept. of Public Works
Architecture and Engineering Division
City Campus - Room 223
2711 W. Wells Street
Milwaukee, Wisconsin 53208
Tel.: (414) 278-4870. Fax: (414) 223-1366
Internet Email: wwilson@milwcnty.com*

*Attention: Walter L. Wilson, FAIA, NOMA, NCARB
County Architect*

Sincerely,

*Walter L. Wilson, FAIA, NCARB
County Architect*

Attachments:

Milwaukee County Dept. of Public Works - Compensation Based on "Not-To-Exceed" Sum and Individual "Direct Salary Rates/Hour" (Type "C" Agreement)