

Department of Transportation & Public Works

Comprehensive Facilities Request for Proposal: Answers to Proposer Questions

Please note that these questions were either gathered at the pre-proposal meeting held on June 7, 2011 at City Campus or from e-mails provided by potential bidders.

Q. Does 5% WBE apply?

A. No

Q. Is preference given to DBE that exceed 25%?

A. No

Q. What documents do we have to start from?

A. A 2009 county-wide space allocation study was performed and will be available. Building operations staff will be available to assist the successful proposer in gathering necessary building information as part of an evaluation process.

Q. Are any county departments on the roster currently renting space?

A. No

Q. Is there a minimum years of experience to submit a proposal?

A. There is no minimum.

Q. What is Milwaukee County's goal to complete this project?

A. The current project timeline is six months.

Q. With the six month timeline, are conclusions going to be included in the 2012 budget?

A. No, conclusions will likely go beyond the 2012 budget.

Q. Is it necessary to do an evaluation of the infrastructure of the building, environmental assessments and/or mechanical systems?

A. That is up to the proposer if they think it's necessary as to the analysis of the building.

Q. Is there a budget amount?

A. The County Board did not include a budget amount in the resolution directing the issuance of the RFP.

Q. Are there all buildings or vacant lots also?

A. They are all buildings. Any building that is an exception is not included in Attachment C (i.e. recreational facilities).

Q. Describe detail of safety and liability – industry guidelines?

A. Milwaukee County is relying on the expertise of the proposer to provide a recommendation.

- Q. What is opportunity assessment?
- A. An opportunity assessment, in the context of this proposal, means the County's opportunity to
- reduce operating expenses through the reduction of real estate holdings.
- Q. What is the expectation for the final format?
- A. Section 3 of the RFP states that the proposal shall be submitted in hard copy. There is no requirement to submit it electronically.
- Q. Are there existing condition reports on the buildings?
- A. Milwaukee County has visual inventory assessments for some of the County buildings listed in Attachment C. Many of them are older and possibly outdated. Therefore, building operations staff will be available to assist the successful proposer in gathering necessary building information as part of an evaluation process.
- Q. How does the County see "several consultants" working on this RFP?
- A. One or more consultants will be determined at the time of the evaluation and vendors will be notified thereafter.
- Q. In reference to the report submittal timing of six months, can the period be extended if necessary?
- A. If the County deems it necessary.
- Q. Please clarify the properties to be included in the study; everything in attachment C? Will other County properties be added later?
- A. At this point, everything that is in Attachment C is what we know and do not foresee it changing.
- Q. Please clarify which properties are owned and identify locations that are leased.
- A. They are all owned by Milwaukee County.
- Q. What is meant by "Reduce the geographic scope"?
- A. Milwaukee County has a lot of real estate holdings and wants to know what it should hold onto or sell in order to reduce holdings within the County.
- Q. Please provide a copy of the 2009 Space Allocation and Analysis.
- A. A copy will be available in G-1 of the Courthouse.
- Q. Does the County have a physical conditions report and a mechanical systems assessment for the properties in the portfolio?
- A. Milwaukee County has visual inventory assessments for some of the County buildings listed in Attachment C. Many of them are older and possibly outdated. Therefore, building operations staff will be available to assist the successful proposer in gathering necessary building information as part of an evaluation process.
- Q. Safety is mentioned as a primary target to reduce liability. Are there identified safety issues that are of major concern or are currently being assessed?
- A. There are safety issues that have been identified regarding building facades. However, there aren't any related to internal building conditions.

- Q. Describe the level of due diligence expected for the “safety analysis and rating and cost effectiveness of operating facilities”. For example, is a site visit to every property required? Is a mechanical systems assessment required? Are structural and fire/life safety issues required as part of the assessment?
- A. Milwaukee County is relying on the expertise of the proposer to provide a recommendation.
- Q. Will operating expenses for every owned facility be provided?
- A. This information will be provided to the successful bidder.
- Q. Will lease rates and summary terms (end dates, length, gross/net, etc) be provided for all leases?
- A. This information will be provided to the successful bidder.
- Q. Does the County have an existing sustainability plan or guidelines?
- A. The Green Print Resolution (which will be posted on the website along with this response) is the sustainability guideline for Milwaukee County.
- Q. Does the County have a staffing plan addressing the next three years?
- A. No
- Q. Please provide a copy of the current management structure for real estate (org chart and responsibilities).
- A. The organizational chart may be found at the following web address:
<http://county.milwaukee.gov/ImageLibrary/User/bpariseau/2011AdoptedOperating/5800-DTPW-DirectorsOffice.pdf>
- Q. Will the selected strategic consultant be able to participate in the implementation of the plan including property sales and leases?
- A. The selected consultant will be able to bid on future work related to implementation of the final comprehensive facilities plan. Please note that any bidder of plan implementation work will receive the same information that has been provided during the Comprehensive Facilities Plan proposal and development process.
- Q. Can the County provide a summary of all the information fields in the database provided in Appendix C?
- A. It is unclear what information is being sought.
- Q. Is this a new RFP?
- A. No
- Q. Can a proposer submit a proposal on one part of the scope of services?
- A. Yes
- Q. What is the DBE percentage requirement based on? Revenue, tasks, square footage, qualifications or other?
- A. All County projects that have an assigned DBE participation goal, that goal will refer to total contract dollars. That mix is left up to the prime contractor/consultant to determine, as we are well aware that they know their business best.

- Q. Please confirm that this RFP has changed status during the pre-bid walk through to RFQ. An RFP requires a fee proposal, and it was indicated that fees are not required and you are looking for qualifications only.
- A. The RFP status has not changed. Milwaukee County has issued a Request for Proposal. The County is looking for qualifications as well as an overall cost for providing the study as indicated in Section 2 of the RFP.
- Q. What is the intent of the study?
- A. Specific requirements are located in Section 2.2 of the RFP, and a set of goals is also included in the RFP.
- Q. Please confirm that you are looking for each team to indicate their specific method for approaching this project, versus our specified detailed list of tasks for all to follow?
- A. Yes, the County is looking for a specific method for approaching the project. The RFP does not include a task list. The list indicated in Section 2.2 is a "minimum" of what should be provided.
- Q. Do you wish the team to realize the sale of the properties identified/ Or is the county looking for the A/E team to identify the worth of the building based on the market value and present a trend as to how long it takes to sell the subject property?
- A. The County is not looking for the selected consultant to realize the sale of County properties. The value of the properties and possible sale are not part of this RFP.
- Q. Is County looking to receive information from selected team about market conditions and trends, and then shop for a listing broker?
- A. No
- Q. If so, does this automatically exclude the broker active on A/E team to pursue that RFP for broker selection and become listing/acting broker?
- A. Not applicable, based on previous questions.
- Q. How many different partners do you foresee being part of the core committee? Only DTPW folks, County Board of Advisors? Representatives of DHHS, any other departments that manage their own facilities? Please provide examples.
- A. There is no core committee. Please provide further clarification to this question.
- Q. Section 2.1.1 Exclusions not to be included in the plan such as Criminal Justice Facilities, yet in Attachment C lists such facilities, can you clarify?
- A. The Criminal Justice Facility (commonly referred to as the County jail) is a single building that is not included in the evaluation. However, other Sheriff buildings identified in Attachment C are part of the evaluation.
- Q. What is being identified with asterisks next to some of the buildings listed on Attachment C?
- A. The asterisks do not pertain to the RFP.
- Q. Are you requiring the same detailed work for barns, chicken coops, toll booths, sheds, etc. as for the PAC, for example?
- A. No