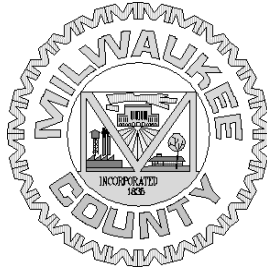


# *MILWAUKEE COUNTY*



## ***Department of Administrative Services***

Department of Administrative Services

Facilities Management Division

**633 W. Wisconsin Ave  
Milwaukee, WI 53203**

**(DRAFT)**

REQUEST FOR PROPOSAL  
FOR

Investing in Justice: Courthouse Complex  
Surveying Consultant



# *Milwaukee County*

## **The Request for Proposal (RFP) - Cover Letter**

**Project Name: Investing in Justice: Courthouse Complex**

**Project Number: WC027601**

The Milwaukee County Department of Administrative Services, Facilities Management Division (DASFMD) is requesting Proposals for the Investing in Justice: Courthouse Complex (IJCC) project, to retain a Surveying Consultant. The selected consultant will provide critical site investigations, analysis, and recommendations to inform the design and construction decisions, ensure regulatory compliance, manage environmental risk, provide information for realistic cost estimating and safe construction execution.

In addition to the services outlined in this RFP, the County may execute future services to the awarded consultant to provide any supplemental surveying services as needed to deliver the project.

Portions of Milwaukee County's current Courthouse Complex (consisting of the Historic Courthouse, Public Safety Building and Criminal Justice Facility) do not meet modern needs for supporting the safety of our region, the health of our community, nor the rehabilitation of our neighbors. This project will address replacing the Public Safety Building and renovating the Historic Courthouse.

Replacement of the Public Safety Building and renovations to the Historic Courthouse will support Milwaukee County's strategic vision and address operational and community needs. Any significant work on facilities will be a multi-year process that Milwaukee County will approach with intentionality and community input to ensure that facilities support the County's efforts to advance better outcomes for our community. Throughout this process, Milwaukee County's design team has been working with community stakeholders to catalog service, programming, and facility needs, as well as judicial system leaders committed to re-thinking how the justice system addresses public safety and embodies fairness and accountability to meet the needs of those engaged with the system. Through buildings with programs and services designed with a trauma-informed lens and a restorative, community focus, Milwaukee County can continue to improve outcomes for all those who interact with the justice system, including by reducing future case backlogs, improving efficiency and reducing jail crowding, and providing a safe environment for all.

# Surveying Consulting and Environmental Consultant for Investing in Justice: Courthouse Complex

MILWAUKEE COUNTY CAPITAL PROJECT NO. - WC027601

## Table of Contents

1.1	Project Description .....	7
1.2	Scope of Services.....	8
1.3	Schedule.....	12
1.4	Requirements & Evaluation Criteria/Proposal Content .....	12

## Exhibits

- Attachment A...Surveying Consultant Fee Form
- Attachment B...Proposal Preparation Submission and Evaluation Guidelines
- Attachment C...Insurance requirements
- Attachment D...TBE Requirements
- Attachment E...Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule
- Attachment F...Guidelines for Reimbursable Expenses
- Attachment G...Required Invoice Format
- Attachment H...Not Used
- Attachment I...Not Used
- Attachment J...Subconsultant Listing
- Attachment K...Subconsultant Compliance Certification
- Attachment L...Consultant Agreement Closeout Checklist
- Attachment M...C103-2015 Owner & Consultant Agreement
- Attachment N...C201-2015 Consultant – Land Surveying



DEPARTMENT OF ADMINISTRATIVE SERVICES  
**Milwaukee County**

August 11, 2025

To All Interested Surveying Consultants,

**Project:** Investing in Justice: Courthouse Complex  
Project No: WC027601

**Subject:** REQUEST FOR PROPOSALS (RFP)

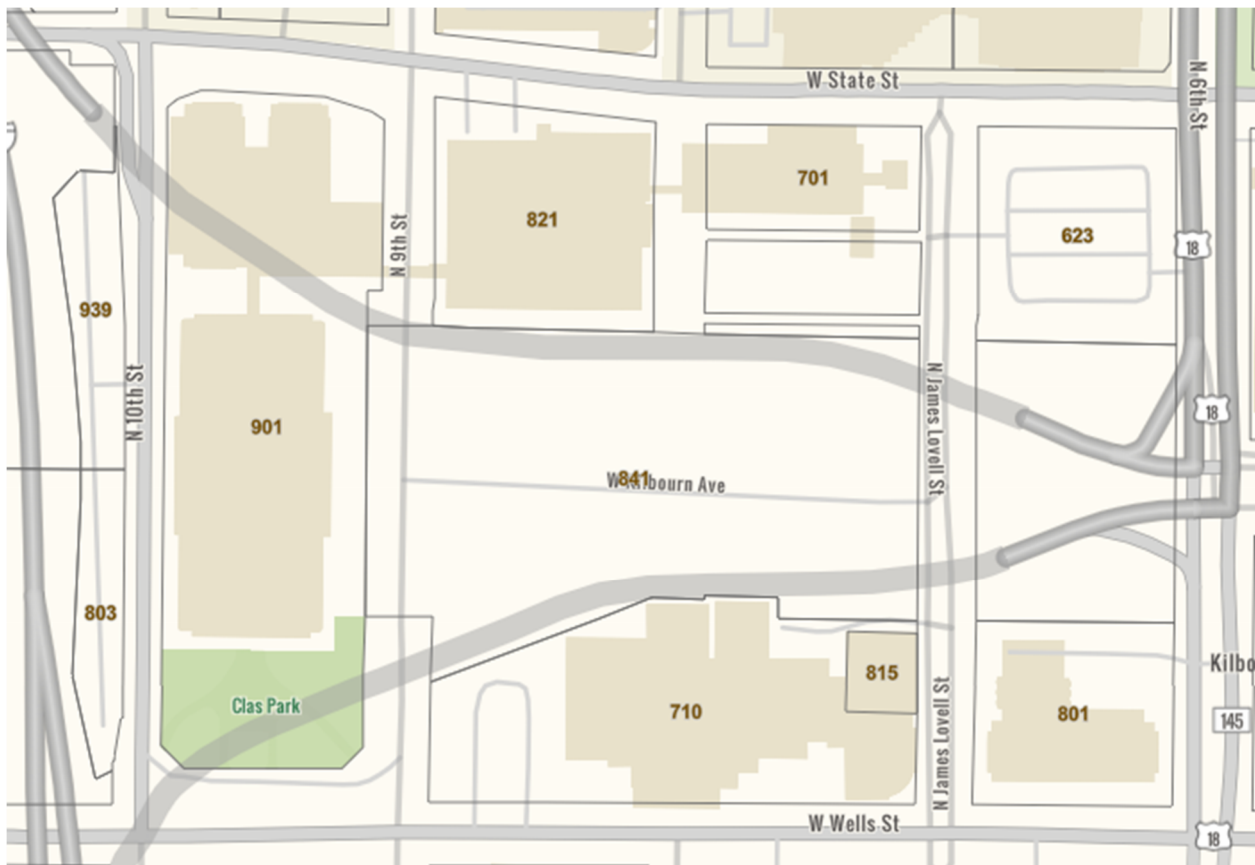
**Section 1.1 Project Description**

Milwaukee County is undertaking Phase IV of the ‘Investing in Justice Courthouse Complex’ project. Comprehensive survey services are required to produce legally compliant, accurate, and GIS-compatible survey data for use by the County, the Design Team, AECOM, and the Construction Manager at Risk (CMaR), Gilbane-Cullen. The work will adhere to Wisconsin Statutes Chapter A-E 7, WisDOT Facility Development Manual (FDM) – Surveying Standards, and Milwaukee County GIS integration requirements.

<b>Overall Project Schedule</b>	
Master Planning & Conceptual Design	March 2025-January 2026
Conceptual Design Estimate / Budget Approval	July 2025-January 2026
Schematic Design	October 2026
Construction Documents	August 2028
Construction Phase (Bidding – Closeout)	April 2027-April 2032

### **Survey Extents**

The surveying consultants will be performing surveying services that include parcels 803, 939, 821 (Public Safety Building), 841 (MacArthur Square), 901 (Historic Courthouse and Criminal Justice Facility), the adjacent Right-of-Ways (ROW) on 9<sup>th</sup> Street, 10<sup>th</sup> Street, W State Street and W. Wells street, the vacated Right-of-Way for 8<sup>th</sup> street between parcels 821 and 701, in addition to the subsurface on and off ramps connecting I-43 to N 6<sup>th</sup> Street. For W State Street, survey information should be documented from James Lovell St. to 10<sup>th</sup> street to the north end of the ROW. For West Wells St, survey information should be documented from 9<sup>th</sup> street to 10<sup>th</sup> street to the south end of the ROW. The survey must also include the two tunnels connecting MacArthur Square the Public Safety Building.



## **Section 1.2 – Scope of Services**

The successful Surveying Consultant shall provide all services as specified by the standard terms and conditions of the AIA C103-2015 attached as per Exhibit M and modified to conform to Milwaukee County requirements and C201-2015 Consultant – Land Surveying attached as Exhibit N. Their services shall include, but not limited to, the following scope of work:

### **1. Project Management/Coordination**

- a. Submit a Survey Work Plan including control network, field methodology, utility locating plan, potholing coordination as defined below, and QA/QC measures for County approval.
  - i. Control & Datum
    1. Establish horizontal control tied to WISCRS – Milwaukee County Zone and vertical datum NAVD 88 (2011 adj.).
    2. Provide coordinate and benchmark data in both U.S. Survey Feet and meters, per County GIS requirements.
- b. Attend kickoff and coordination meetings with Milwaukee County, Concord (Owner’s Representative), AECOM, and Gilbane-Cullen.
  - i. Kickoff meeting will be to discuss the scope of service and schedule milestones and review the Survey Work Plan per item 1.c. below.
  - ii. Coordination Meetings (2) – For coordination with Civil Design team and Potholing per item 1e below.
- c. Obtain, review and incorporate existing available County GIS data, title documents, prior surveys, utility as-builts, and record data from the City of Milwaukee, MMSD, Milwaukee Water Works, WE Energies, telecom providers, City communications structure, and County Facilities staff within the surrounding ROW and survey area.
- d. Obtain site access clearances from City of Milwaukee (MacArthur Square), Milwaukee County Courthouse security (Historic Courthouse, Public Safety Building and Criminal Justice Facility) and coordinate any restricted area work.
- e. Potholing/Utility Verification Coordination
  - i. Work directly with Gilbane-Cullen and the Project Team to schedule and layout pothole/vacuum excavation locations for critical utility verification. Potholing/utility verification is to be done after the initial DRAFT survey is complete for County and Project Team review and the results must be incorporated into the final survey.

### **2. Field Verification & Survey Services**

- a. **ALTA/ACSM Boundary Survey**

- i. Locate and verify all property boundaries, easements, and rights-of-way for all parcels within the courthouse complex.
- ii. Confirm boundary closure and prepare legal descriptions as needed.
- iii. Identify encroachments or title discrepancies and report to the County.

**b. Topographic Survey**

- i. Capture ground contours at **1-foot intervals** or finer, meeting WisDOT FDM 9-20-10 accuracy requirements.
- ii. Locate all visible site features including:
  - 1. Buildings, overhangs, ADA ramps, retaining walls, stairs, railings, accessible routes
  - 2. Curb and gutter, sidewalks, drive lanes, landscaped structures including lawn areas, raised planters, and individual tree/shrub species with trunk caliper and canopy spread.
  - 3. Property Signage, security bollards, fencing and property light poles.
  - 4. Road lane striping and centerlines, traffic/pedestrian control devices, road signage, impervious surfaces, street lighting and bus stops/shelters.
  - 5. Changes in pavement composition (asphalt vs. concrete) and major joints
- iii. Spot elevations at building entrances, grade changes, and drainage features. Inside elevations of connection points to the adjacent building for the skybridges (2) between parcels 901 and 821, and between 821 and 701 are also required of the survey.

**c. Utility Survey (Including Sewer)**

- i. Provide private utility locating services and integrate markings throughout the survey area.
- ii. Coordinate marking of public utilities through Digger's Hotline and integrate markings.
- iii. Field locate all above-ground utility appurtenances (manholes, storm sewer inlets, fire hydrants, transformers, etc).
- iv. Collect and record rim and invert elevations for sanitary and storm sewer structures; verify pipe sizes, materials, and flow direction where accessible.
- v. Field locate public and private water distribution systems throughout the survey area.

- vi. Collect and record elevation depths for all City Communications and Telecom structures, including sizes, materials and direction.
- vii. Spot elevations at utility building entrances for the Historic Courthouse, Criminal Justice Facility and Public Safety Building.
- viii. Identify abandoned or unknown utility lines where evidence exists.
- ix. Integrate potholing results, including horizontal and vertical location of utilities, and incorporate into the final survey data set per item 1e above.

d. **MacArthur Square Below-grade Parking Structure**

- i. Obtain and incorporate record documents from the City of Milwaukee. Verify access locations as part of the survey deliverables.
- ii. Footprint and floor elevation, and clear heights
- iii. Columns and structural elements
- iv. Stair/elevator cores, vehicle and pedestrian entry/exit points, and ventilation shafts/intakes/exhaust
- v. Utility runs routed through or suspended within the garage.
- vi. Include pedestrian tunnels from Parking Structure to the Public Safety Building.

e. **Ramp to Kilbourn Avenue and Tunnels**

- i. Obtain and incorporate record data through WisDOT and City of Milwaukee. Verify access locations as part of the survey deliverables.
- ii. Horizontal and vertical alignment.
- iii. Typical cross-sections and known clearance requirements.

3. **Deliverables**

- a. All deliverables shall comply with Milwaukee County GIS file formatting standards and be delivered in both CAD (dwg) and GIS ESRI file geodatabase (gdb) formats.

Required deliverables include:

- i. Preliminary base files for early design.
- ii. Final signed and sealed survey drawings.
- iii. Digital Terrain Model (DTM) for civil engineering.
- iv. Utility base map per **WisDOT FDM 9-20-30**.
- v. Coordinate and benchmark documentation.

4. **Quality Assurance**

- a. Meet or exceed **Wisconsin Statutes Chapter A-E 7** accuracy requirements for boundary and topographic surveys.

- b. Conduct internal QA/QC review prior to submittals.
  - c. Correct errors at no additional cost if due to consultant's fault.
5. **On-going Project Coordination & Survey Support**
- a. As requested, as an additional service, the awarded surveying consultant will provide additional surveying services as needed to support the design and construction of the project.

## **Section 1.3 – RFP Schedule**

<b>Surveying Consultant RFP Schedule*</b>	
RFP-Issuance	September 12, 2025
RFP-Pre-proposal meeting (optional)	September 18, 2025, 3:00 p.m., via Teams
RFP-Final Questions due	September 24, 2025
RFP-Questions Addendum	September 29, 2025
RFP-Proposal due date	October 9th, 2025, 3:00 p.m.
RFP-Scoring and shortlist	October 17, 2025
RFP- Interviews (if required)	Week of October 20, 2025
Selection Notification	October 31, 2025
RFP-Award, Contract Execution, and Notice to Proceed	December 12, 2025

\*Current anticipated schedule subject to change via Addendum\*

## **Section 1.4 – Requirements & Evaluation Criteria / Proposal Content**

1. Compliance with TBE requirements per **Attachment D**.
  - A. Every consultant (prime or subconsultant) must complete a TBE-14 form if they are providing a TBE commitment for the contract.
  - B. Every consultant (prime or subconsultant) must complete a TBE-02 form for subcontractor/subconsultant/suppliers that are providing TBE under their bid/proposal.
  - C. A TBE-01 Good Faith Effort form must be completed if the Surveying Consultant is unable to achieve the TBE goal of 8.5% for this portion of the Contract.
2. With the signing and submission of a Proposal, the submitting Surveying Consultant certifies that the Milwaukee County Modified AIA Document C103-2015 Owner & Consultant Agreement per **Attachment M** and AIA Document C201-2015 Consultant's Services: Surveying per **Attachment N** has been read and understood and the submitting Consultant is ready, willing and able to sign the Agreement when requested without making any substantive changes.
3. The County considers any of the following to constitute non-responsibility or non-responsiveness:
  - a. A. Submission of incomplete or Alternative Proposals.
  - b. Submission of any Proposal that requires the County to contract directly with a third party other than the Respondent.
  - c. Disqualification or disbarment from participating in competitive solicitation by any other state, local, or federal government entity.
  - d. Failure to demonstrate the required experience.
  - e. Failure to provide any requested evidence of financial solvency.
4. Firms interested in providing services to the County must submit a Proposal that substantiates the firm's capability to perform and its expertise in the work required by this solicitation. Firms must be licensed to work in their respective fields as required by the State of Wisconsin.
5. See **Attachment B** for all Proposal Preparation Submission and Evaluation Guideline requirements. Failure of the Proposer to meet all the minimum qualifications will eliminate its Proposal from any further consideration.

The Pre-Proposal Meeting will be held virtually on Microsoft Teams at **3:00 P.M. on September 18<sup>th</sup>, 2025**.

Meeting ID: 270 708 345 543 7  
Passcode: pT3TZ3j3

### **Dial in by phone**

**+1 414-436-3530,,195816280# United States, Milwaukee**  
**Phone conference ID: 195 816 280#**

Please submit one electronic (pdf) version of your Proposal no later than **3:00 P.M. on October 9<sup>th</sup>, 2025**, to **Peter Nilles** at [peter.nilles@milwaukeecountywi.gov](mailto:peter.nilles@milwaukeecountywi.gov)., and **Patrick Flaherty** at [pflaherty@concord-cc.com](mailto:pflaherty@concord-cc.com) .

Please direct questions regarding this RFP to Peter Nilles using the contact email provided above.

Sincerely,

A handwritten signature in black ink that reads "Peter W. Nilles". The signature is written in a cursive style with a large initial 'P' and a distinct 'W'.

Peter Nilles  
Director Of Facilities Planning & Development

CC:

Patrick Flaherty [pflaherty@concord-cc.com](mailto:pflaherty@concord-cc.com)

Lamont Robinson [lamont.robinson@milwaukeecountywi.gov](mailto:lamont.robinson@milwaukeecountywi.gov)