

-- ____
October 21, 2026

Addendum No 1.

Request for Qualifications
Construction Administration & Project Management
Professional Services within Milwaukee County

This Addendum to the Request for Qualifications (RFQ) is issued to modify, explain or correct the original documents, dated October 7, 2026, and is hereby made part of the RFQ.

DESCRIPTION

This addendum addresses:

- Questions and Responses;
- Extension of Schedule/Submittal Deadline;
- Clarification of Project Management; and
- Clarification for Statement of Qualifications (SOQ) Requirements.

CLARIFICATIONS

Questions and Responses. See Attachment (1)

REVISIONS

Extension of Schedule/Submittal Deadline to November 6, 2026, 2pm. See Attachment (2);
Expanded Project Management description. See Attachment (2); and
Requirements for SOQ. See Attachment (3).

ATTACHMENTS

1. Questions and Responses;
2. Revised SOQ Pages 1-5; and
3. SOQ Requirements, Exhibit 1.

End of Addendum No. 1

ATTACHMENTS

1. Questions and Responses;
2. Revised SOQ Pages 1-5; and
3. SOQ Requirements, Exhibit 1.

RFQ Questions

1. Question: Are sample projects available and how many projects are anticipated to be completed under this professional services agreement?

>>Answer: *The projects are based on the 2027 budget. These are not finalized with respect to supplement County staff workloads in 2027, as the budget has not yet been approved.*

2. Question: Section I refers to "the existing projects outlined in this RFQ." Is there a list of anticipated projects or expected annual volume for 2027?

>>Answer: *See addendum Part VI Section I. Revised to read:*

I. Project Management Approach: Provide a description of challenges you anticipate in **project management and construction administration** and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort and the existing projects outlined in this RFQ.

3. Question: Is the County currently holding a similar contract with consultants?

>>Answer: *On call and Annual Consultants are established with the County.*
An open records request can be made with the Clerk's office.

4. Question: How many staff will the consultant make available annually?

>>Answer: *The number of staff is based on qualifications and availability of respective firm, and would be negotiated.*

5. Question: When is the Statement of Qualifications due?

>>Answer: *The Statement of Qualifications is Due 11/6/2026. This is a revised deadline to allow companies to respond to addenda.*

6. Question: Are there page limits, tab requirements, or restrictions on 11x17 fold-out pages?

>>Answer: *No. Attachment 1, Part III reads:*

Unnecessarily Elaborate Qualification Statements

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

7. Question: Why is there a reference to Mitchell International in the AIA sample contract document (Section 3.3.6) ?

>>Answer: *The County may apply this SOQ for Project Management and Construction Administration Services to the airport.*

8. Question: The RFQ lists Attachment 1 (Proposal Preparation, Submission, and Evaluation) and Attachment 2 (TBE Consultant Team Member Status Form), but Section VI refers to the Guidelines as Attachment 2. Our copy contains only the AIA B121. Can you please provide the attachments and confirm the correct numbering?

>>Answer: https://county.milwaukee.gov/files/county/administrative-services/ArchEng/Bids-and-RFPs/2026-10-07_RFQ-MilwCountyAEES.pdf included three attachments:

1. *Proposal Preparation, Submission, and Evaluation Consultant Team Member*
2. *TBE Consultant Team Member Status Form.*
3. *Milwaukee County AIA Master Agreement B121*

Note attachment 1 title is revised:

1. **Statement of Qualifications** ~~Proposal~~ Preparation, Preparation, Submission, and Evaluation Consultant Team Member

9. Question: Can you Please share the evaluation criteria and scoring weights the selection committee will use?

>>Answer: See Section XV of Attachment #1 in Addendum 1

10. Question: Can you Please confirm the bidding restriction applies only to the specific project(s) for which the consultant provides services under a Service Order, and not to all Milwaukee County projects during the three-year term?

>>Answer: *Staff is requesting this be reviewed by Corporate Counsel with respect to bidding restrictions that would be addressed on a case by case basis for each respective project with the office of Risk Management.*

11. Question: Does "any contractor affiliated with the prime consultant" include a separately owned and operated sister company, such as a construction materials supplier?

>> Answer: *VI. General Requirement part D, was standard language included to avoid conflicts of interest. Staff is requesting this be reviewed by Corporate Counsel with respect to legal liability requirements and would be addressed on a case by case basis for each respective future project with the office of Risk Management.*

12. Question: Would that company be barred from supplying materials to a contractor bidding the project?

>>Answer: *This request for qualifications is for a firm/company to provide construction administration and project management. Staff is requesting this question regarding Supplying Materials and Bidding be reviewed by Corporate Counsel with respect to legal liability requirements and would be addressed on a case by case basis for each respective future project with the office of Risk Management.*

13. Question: Will \$2,000,000 contractor's professional liability satisfy the \$2,000,000 Architects & Engineers Professional Liability requirement for firms providing CA/PM services without design services?

>>Answer: *Staff is requesting this be reviewed by Corporate Counsel with respect to insurance and legal liability requirements and would be addressed*

on a case by case basis for each respective project with the office of Risk Management.

14. Question: When is Environmental Impairment Insurance required, given the "unless not required" note?

>>Answer: Staff is requesting this be reviewed by Corporate Counsel with respect to legal environmental impairment insurance and would be addressed on a case by case basis for each respective project with the office of Risk Management.

15. Question: For firms without a FAR-audited overhead rate, is a self-certified rate (Attachment E-2) acceptable, and is it required with the SOQ or only at the Service Order stage?

Answer: Rates are not subject to the selection criteria for qualifications statements. Rates to be submitted in a separate envelope to be opened for selected firms and used to enter into professional services agreements.

16. Question: Is a licensed Professional Engineer or Architect required on the consultant team, for example as Principal in Charge?

>>Answer: The firm completing their statement of qualifications can determine who is included on their respective team.

17. Question: May testing (compaction, concrete, pavement) and surveying, GIS, and drone services be provided by subconsultants?

>>Answer: Yes, testing (compaction, concrete, pavement) and surveying, GIS, and drone services be provided by subconsultants included on their team.

18. Question: For Section E, will projects where the firm served as construction manager or general contractor be considered "similar projects," or only owner's representative and CA/PM roles?

>>Answer: *Part VI. Section E is revised to read:*

- *Description of the Organization's Experience: Include a list of similar projects that the consultant has participated in during the past five years. ~~Attach a separate sheet for each project, up to five maximum,~~ giving a brief description of each project, the consultant's participation, and a client contact reference and phone number.*

19. For the Governmental Contract Disclosure (Section M), should we include subcontracts under another prime and joint venture contracts with government entities?

>> Answer: Milwaukee County Code of General Ordinances, Chapter 32, Section 40(5)(i) requires each proposer to identify all current contracts and any contracts held within the preceding five (5) years with federal, state, and local government entities. The disclosure must include:

1. The name of the government entity.
2. A general description of the services provided.
3. The start and end dates of each contract.

ATTACHMENTS

1. Questions and Responses;
2. Revised SOQ Pages 1-5; and
3. SOQ Requirements, Exhibit 1.

Date: 10/7/2026; **Revised 10/19/2026**
To: All Interested Consultants and Construction Management Firms
Subject: Request for Statement of Qualifications
Milwaukee County Construction & Project Management Professional Services

The Milwaukee County Department of Administrative Services is requesting statements of qualifications from professional consulting firms for construction administrative services and project management for upcoming Milwaukee County site projects. For projects that fall into the scope of this Request for Qualifications, Milwaukee County may submit a service order request to the selected consultant for pricing. The specific scope of work and fee associated shall be negotiated on a project-by-project basis. After pricing is received and agreed upon, and the administrative award has been executed, then the consultant to provide the respective scope of services.

Milwaukee County Department of Administrative Services will select one or more on-call consulting teams to provide services identified in this request for qualifications. The selected team shall negotiate scope and fees and enter into a contract with Milwaukee County for each separate project. Milwaukee County will deem the selected consultant(s) team qualified to perform these services for a period of three years from notice of selection with the opportunity to extend in one-year increments to a fourth and fifth year if mutually agreeable by both parties. Milwaukee County reserves the right to initiate additional procurement action for any of the services included in this request for qualifications. Consultants should anticipate one or more contracts for each project.

I. ROLE

The consultant to function as a contract member of the FMD/AEES staff and take directions from AEES and FMD staff as designated. The Consultant to work in a collaborate manner to support (and lead when requested) the facilitation of capital improvement projects and other related efforts. The Consultant is to provide professional services that may include, but are not limited to Construction Administration and Project Management for public works projects including civil and site development work.

II. PROJECT PARTICIPATION & MEETINGS

The Consultant to be on site as necessary to observe construction activity. The Consultant to be present for regularly scheduled and/or impromptu meetings and project coordination efforts. The Consultant to be available to conduct field visits or unscheduled meetings with 24-hour notice.

III. ANTICIPATE PROJECT TYPES

The Consultant shall be qualified to assess, manage, and provide construction oversight and administration, Inspection and Project Management for construction of infrastructure associated facilities. Milwaukee County DAS- Architecture Engineering & Environmental Services maintains a staff of project managers, engineers, technicians, and construction coordinators. The consulting team selected for work will supplement in-house capabilities in aspects of project delivery focused on Construction Administration and Project Management. The amount of specific involvement will vary from project to project and task to task, to be negotiated for each project. Specific areas of expertise required for this work include but are not limited to Construction Administration and Project Management for:

- Buildings, Facilities, Parkways, Roadways, and Sidewalks;
- Multi-modal facilities, bicycle trails and paths, pedestrian access, sidewalks;
- Playgrounds, ball fields, Aquatic Facilities (splash pads, spray grounds, pools);
- Parking lots, parking facilities and parking structures; bridges;
- Architectural, Electrical, Lighting, Mechanical/HVAC, Plumbing, Structural, Civil Improvements;
- Environmental Compliance; Asset Management, GIS & Technology implementation

IV. SCOPE OF CONSULTANT SERVICES

The successful consultant to provide services per the standard terms and conditions of the Milwaukee County Department of Administrative Service Consultant Agreement for Professional Services. See attachment for a sample contract.

A. Project Management (scope, schedule, budget, and quality) of capital projects duties include:

1. **Project Management to include oversight during construction activities, in addition to coordination with designer(s) both during construction and during preliminary and final design.**
2. **Oversight of Design as Owner's Representative (for 30-60-90% submittal reviews).**
3. **Oversight of Construction Activities as Owner's Representative.**
4. **Oversight of Budget and Schedule as Owner's Representative.**
5. **Coordination and Reporting to County Staff acting as Owner's Representative.**
6. **Coordination of regularly scheduled meetings to review project progress.**
7. **Public Involvement Support, attend meetings, communication of project updates, preparation of flyers and project related literature, and coordination with staff for project related issues prior to construction and during construction.**
8. Cost estimating and independent cost validation.
9. Support for procurement and bidding, including bid document review, pre-bid meetings, bid evaluation, and award recommendations.
10. Schedule analysis, including baseline review, monthly updates, and delay/claims analysis.
11. Labor compliance support (prevailing wage, certified payroll review, DBE/TBE monitoring).
12. Claims avoidance, dispute resolution, and negotiation assistance.

B. Construction Administration Services

1. Full-time or part-time on-site construction inspection and observation.
 - The selected consultant shall be required to conduct periodic site visits with associated observation reports to keep the county informed about the progress and quality of the work completed and determine if the work being performed is in accordance with the contract documents.
 - As required by project, provide regular in-field observation, oversight, coordination and communication with Milwaukee County staff, project managers, and stakeholders. Work under this item may include scheduling and leading regular meetings for in-field coordination meetings, conduct on site quantity measurements for approval of payment applications, coordinating testing services or designer site visits, review work for compliance with contract documents, daily reports/observation logs and other project site documentation.
2. Respond to requests for information, and review submittals from the contractor, process change order and pay applications, in addition to schedule reviews.
 - Review contractor requests, submittals and issues, including but not limited to responding to requests for information, processing change order requests, and coordinating recommendations and discuss with Milwaukee County Project Managers prior to approval.
 - Review and provide recommendations for contractor progress payment and coordinate with Milwaukee County Project Manager.

C. Conduct field quantity measurements and prepare daily inspection logs; track change orders and Construction activity; develop, review and facilitate processing of payment applications, facilitate project close-out and other project documentation. Anticipated consultant services to include:

1. Quality assurance/quality control oversight and materials testing coordination.
2. Safety compliance monitoring and documentation.
3. Run Progress meetings, complete daily reports with photo/written documentation, and provide information to Project Manager(s) for monthly updates.
4. Project closeout; punch lists, as-builts, O&M manuals, warranties, final acceptance, and retention release.
5. Testing related to compaction, pavement strength, concrete tests, and other tests required to meet the specifications of typical pavement projects.
6. Site investigation, surveying and mapping services (GIS, drone, total station, etc.)
7. Conduct a final inspection of work for each phase and prepare a “punch list” of items to be completed, modified, and or corrected prior to Owner’s acceptance of the project. The consultant shall be required to verify that all items on the “punch list” have been completed to the Owner’s satisfaction
8. Issue certificate of substantial completion (AIA G704 certificate).
9. Prepare final closeout documentation as required.

D. Bidding Phase Services

1. Provide services during bidding to answer any questions from bidders related to the project bid documents.
2. Assist the Owner in obtaining bids and issue addenda as necessary.
3. Attend pre-bid meetings as required.

E. A project manager from Milwaukee County shall be assigned to manage each individual project. The selected consultant shall attend meetings with the Milwaukee County customer department and the Project Manager on a basis set forth in the individual project Service Order Request. Any formal documentation having a material effect on the budget and schedule of the project should be submitted by and/or be signed by the assigned Milwaukee County Project Manager.

F. Quality Control

Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

V. Schedule

MILESTONE	DATE
Issue A&E Request for Qualifications	10/9/2026
Questions Due	10/16/2026
Responses Due	10/23/2026
Statement of Qualifications Due	11/6/2026
Selection Committee Review Completed	11/20/2026
Anticipated Notify Selected Consultant(s)	11/30/2026
Professional Services Agreement (anticipated)	1/1/2027

*Note: All dates above are subject to substantial adjustments, at Milwaukee County’s discretion, to accommodate budgetary constraints and grant timing.

Milwaukee County will deem the selected consultant team(s) qualified to perform these services for a period of three years from notice of selection with the opportunity to extend a fourth, fifth year if mutually agreeable to both parties.

VI. SUBMISSION REQUIREMENTS: Qualification statements shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2) and include the following information:

- A. Cover Page: Include project number and name, project location, consultant's name, address, telephone number, e-mail address, proposal date, etc
- B. Table of Contents: Include an identification of the material by section and page number.
- C. Letter of Transmittal: The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. Description of the Organization: A 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.
- E. Description of the Organization's Experience: Include a list of similar projects that the consultant has participated in during the past five years. ~~Attach a separate sheet for each project, up to five maximum~~, a brief description of each project, the consultant's participation, and a client contact reference and phone number.
- F. Firm Capabilities: Demonstrate firm's capabilities to perform other A/E services that may be required as an impact to a civil project.
- G. Description of Team/Resumes: Provide an organizational structure of the consultant's project team, including any subconsultants to be used for this project. Include the name of the Principal in Charge of this project along with the name, occupation and title of the Project Manager who will oversee this project. Provide a one-page resume for each individual involved in the project, and include their name, title, address, telephone number, e-mail address, duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and Proposals.
- H. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- I. **Project Management** Approach: Provide a description of challenges you anticipate in **project management and construction administration** and how you propose to overcome them. Discuss how you plan to staff the **project management and construction administration to efficiently complete the work efforts outlined** in this RFQ.
- J. Project Schedule to Completion: Provide details on anticipated turnaround time for proposal responses on each individual Service Order Request.
- K. Milwaukee County Office of Economic Inclusion is the certifying body for Targeted Business Enterprises. No DBE participation goals have been assigned for this request for qualifications.
- L. 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.
- M. Governmental Contract Disclosure:
Milwaukee County Code of General Ordinances, Chapter 32, Section 40(5)(i) requires each proposer to identify all current contracts and any contracts held within the preceding five (5) years with federal, state, and local government entities. The disclosure must include:
 - 1. The name of the government entity.
 - 2. A general description of the services provided.
 - 3. The start and end dates of each contract.

IV. CONSULTANT SELECTION

- A. The evaluation team will be made up of four to seven individuals with technical knowledge of the requirements and familiarity with the scope of anticipated services.
- B. The County staff will post this Request for Statement of Qualifications, as well as any other information

related to this project, to the following Milwaukee County website:

<https://county.milwaukee.gov/EN/Admin-Services/Bids-and-RFPs>

- C. The consultant should consider information on this website to be part of the official RFQ. Please check the site frequently. To allow time for preparation, Milwaukee County will not post anything new within two days of the due date. Milwaukee County reserves the right to accept or reject any and all qualification statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed projects, request additional submittals, and/or discontinue this process. Milwaukee County reserves the right to select one or more consulting firms for award.

VI. GENERAL REQUIREMENTS

- A. All costs for preparing a statement of qualifications, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
- B. The qualifications statements must be submitted as in a single bound 8-1/2" x 11" document (6 copies). The Statement of Qualifications must also be submitted electronically via email in pdf format to: Kevin.Driscoll@milwaukeecountywi.gov
- C. The selected consultant must be an Equal Opportunity Employer.
- D. The selected consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
- E. Selected consultant 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.
- F. 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.

Submit 6 copies of the qualification statements, sealed in an envelope or equivalent, no later than **11/6/2026** by 2:00pm. The hardcopy qualification statements shall be addressed and submitted to:

Kevin R. Driscoll, P.E.
Milwaukee County DAS/FMD
Principal – Civil & Site Development
600 N. Plankinton Ave., Suite 600
Milwaukee, WI 53203

Thank you for your interest in working with Milwaukee County to provide construction administration and project management professional services.

Sincerely,

Kevin R. Driscoll, P.E.
Principal Engineer – Civil
Milwaukee County Department of Administrative Services, Facilities Management Division

Attachments:

1. **Statement of Qualifications** Preparation, Submission, and Evaluation Consultant Team Member
2. TBE Consultant Team Member Status Form.
3. Milwaukee County AIA Master Agreement B121

ATTACHMENTS

1. Questions and Responses;
2. Revised SOQ Pages 1-5; and
3. SOQ Requirements, Exhibit 1.

EXHIBIT 1

STATEMENT OF QUALIFICATIONS PREPARATION, SUBMISSION AND EVALUATION GUIDELINES

STATEMENT OF QUALIFICATIONS PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFQ must request it in writing no later than seven 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 RFQ. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFQ by posting it to the RFQ website, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Qualification Statements

Qualification Statements shall represent the best efforts of the offerors and will be evaluated as such. Qualification Statements must set forth full, accurate, and complete information as required by this section and other sections of this RFQ.

III. Unnecessarily Elaborate Qualification Statements

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

IV. Retention of Qualification Statements

All Statements of Qualifications documentation shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Qualification Statements

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFQ. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its Statement of Qualifications:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;

- C. 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 offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification required in RFQ;
- E. If the offeror is a partnership of joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each Statement of Qualifications must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

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

~~IX. Price Schedule Submission~~

~~Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.~~

X. Certification and Representations

Offerors shall return their Statement of Qualifications with resumes and any other documents requested in the RFQ.

XI. Signing of Offers

The offeror shall sign their Statement of Qualifications and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a Statement of Qualifications the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Statement of Qualifications and Modifications and Withdrawals

Any Statement of Qualifications received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Statement of Qualifications Evaluation Criteria

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

- a. Quality and responsiveness to the RFQ. Weight: 20%**
- b. Understanding of County construction and project management processes including strategy to administer contracts for project management and construction administration work and time schedule. Weight: 25%.**
- c. Understanding of County design processes including strategy to administer contracts for project management work and time schedule. Weight: 20%.**
- d. Qualifications and experience of Firm in construction and project management processes. Weight: 35%**
- e. Fees not submitted with SOQs. Fees to be requested separately following selection based on qualification packets received.**

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFQ. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.