

MILWAUKEE COUNTY



Department of Administrative Services

**Airport Engineering
General Mitchell International Airport
5300 South Howell Ave.
Milwaukee, Wisconsin 53207**

REQUEST FOR QUALIFICATIONS FOR

**Professional Services/Airside Civil Engineering at
Milwaukee Mitchell International Airport (MKE) and Lawrence J.
Timmerman Airport (MWC)**

August 2026



To All Interested Consultants

Project: Engineering / Professional Services at Milwaukee Mitchell International Airport (MKE) and Lawrence J. Timmerman Airport (MWC)

Subject: REQUEST FOR QUALIFICATIONS (R.F.Q.)

Milwaukee County is requesting qualification statements for professional consulting services related to project management, design, and construction engineering services for airside facilities at Milwaukee Mitchell International Airport (MKE) and Lawrence J. Timmerman Airport (MWC). The technical expert(s) and design consultant(s) will serve as a designer for several upcoming projects and serve in an “on call” capacity to address pop cup related work within Airside/Landside projects at Milwaukee Mitchell International Airport (MKE) and Lawrence J. Timmerman Airport (MWC). For projects that fall into the scope of this RFQ, Milwaukee County may submit a service order request to the selected consultant(s) 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, the consultant(s) shall plan, design, bid and provide construction administrative services through the closeout of each project.

The consultant selection process and subsequent fee negotiation and contracting will follow the requirements of FAA AC 150/5100-14E.

Milwaukee County will select one or more on-call consulting teams to provide the services identified in this RFQ. 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. The work under contract by the qualified consultant may span multiple grants. Milwaukee County reserves the right to initiate additional procurement action for any of the services included in this RFQ. Consultants should anticipate one or more contracts for each project: design and construction

I. SCOPE OF CONSULTANT SERVICES

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

See Attachment 3 for a sample contract.

ROLE

The consultant will function as a contract member of the Airport staff and take directions from the Airport Engineering and other airport officials as designated. The Consultant will work in a collaborative manner to support (and lead if requested) the facilitation of capital projects or other related efforts. The Consultant will provide professional services that may include, but are not limited to environmental, engineering and construction administration and necessary staff to function in director, manager or staff level assignments.

PROJECT/MEETING PARTICIPATION

Milwaukee Mitchell International Airport □ 5300 South Howell Ave. □ Milwaukee, Wisconsin 53207

The Consultant will utilize a combination of in-person and virtual methods to participate in project activities. As requested or necessary, the Contractor will be present as requested (e.g., weekly) for regularly scheduled or impromptu project meetings and project coordination efforts. The Contractor will be available to conduct field visits or unscheduled meetings with 24-hour notice.

ANTICIPATED PROJECT TYPES

The Consultant may provide complete engineering design and construction management services for airport capital projects that may include, but not limited to:

- Airfield rehabilitation and reconstruction
- Taxiway and runway improvements
- Parking structures and parking facilities
- Utility replacement
- Airfield electrical improvements
- Fuel farm infrastructure
- Airport maintenance facilities
- General aviation improvements
- Environmental compliance projects
- Security infrastructure
- Asset management initiatives
- Sustainability projects
- GIS and technology implementation

I. GENERAL REQUIREMENTS

- i. Milwaukee County DAS- Architecture Engineering & Environmental Services Airport Engineering team, maintains a staff of project managers, engineers, technicians, and construction coordinators at Milwaukee Mitchell International Airport and Lawrence J. Timmerman Airport. The consulting team selected for work will supplement in-house capabilities in all aspects of project delivery. The amount of specific involvement will vary from project to project and task to task, to be negotiated for each project.
- ii. Specific areas of expertise required for this work include, but is not limited to:
 1. Project management that may include the control of all aspects of a project (scope, schedule, budget, and quality) including coordination with MKE project managers, FAA, WIS BOA, and other stakeholders.
 2. Construction engineer services that may include; field construction oversight, coordination with MKE field staff and other project stakeholders, set up and running project meetings, preparing daily inspections and logs, conducting field quantity measurements, reviewing work for compliance with contract documents; developing and processing and tracking payments, change orders, RFIs, CB, project closeout and other project documentation.
 3. Engineering design including data gathering and analysis, charter development, cost estimation, basis of design reporting, the ability to develop complete and accurate plans and specifications for bidding, familiarity and use and compliance with design AC150/5300-13B.
 4. Design related to all aspects of airfield pavement, rehabilitation, reconstruction, and demolition. This may include airfield electrical, NAVAID work, utility work,

site work, grading, pavement, airport hydrant fueling systems, airspace studies and FAA airspace analysis submittals and tracking.

5. Site investigation includes surveying, subsurface investigations, soil borings, materials testing, environmental investigation, etc.
6. Stormwater quality and quantity modeling and permitting.
7. Utility investigations, including televising, inspecting, and cleaning, storm and sanitary sewers.
8. Thorough understanding of FAA grant requirements and the Airport Improvement Program.
9. Use of project sustainability rating systems such as Envision and LEED.

iii. 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, local governmental entities**. The disclosure must include:

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

II. TENTATIVE SCHEDULE

MILESTONE	DATE
Issue A&E RFQ	08/10/2026
Questions Due	08/28/2026
Question Responses Due	09/04/2026
Proposals Due	09/14/2026
Selection Committee Complete Review of Submitted Proposals	09/23/2026
Notify Selected Consultant(s)	09/25/2026

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

III. 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 name, project location, consultant's name, address, telephone number, e-mail address, date.
- 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 worked on during the past five years. Attach a separate sheet for each project, up to five projects maximum, giving a brief description of each project, details on the consultant's participation, and client reference and contact information.
- f. Description of Project 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 be the main point of contract for the client throughout the duration of the projects.

Provide a one-page resume for each key team member per Attachment 2 – Proposal Preparation, Submission, and Evaluation guidelines.

- g. 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 related work.
- h. Project Approach: Describe your approach to successfully delivering projects. Discuss how you plan to staff the project to efficiently complete the work effort. Provide a description of challenges you anticipate in these projects and how you propose to overcome them.
- i. OEI is Milwaukee County's certifying body for Targeted Business Enterprises (TBE).
No DBE participation goals have been assigned as part of this RFQ.
- j. Quality Control: Submit a one-page plan, specification, and contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
- k. Sustainability: In alignment with the MKE Sustainability Management Plan, Milwaukee County may choose to pursue Envision project evaluation possibly third-party verification of one or more of the projects. As part of your proposal, provide examples of your team's experience incorporating sustainability into projects. Highlight any specific experience you have with Envision.
- l. 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, local governmental entities**. The disclosure must include:
 - i. The name of the governmental entity
 - ii. A general description of the services provided

- iii. 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 projects.

The project manager will post this RFQ, 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>

The consultant should consider information on this website to be part of the official RFQ. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal 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.

V. GENERAL REQUIREMENTS

- a. 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.
- b. 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.
- c. The selected consultant must be an Equal Opportunity Employer.
- d. The proposal shall conform with all attached documents. All qualification statements should use this RFQ, its attachments, and any documents posted on the above bidding website, as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
- e. 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.
- f. The qualifications statements must be submitted as in a single bound 8-1/2" x 11" document (6 copies). Additional emailed PDF copies of the qualification statements are welcome, but 6 paper copies are required.

- g. 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 09/14/2026 by 12pm noon. In addition to the required paper copies, the consultant can email an electronic copy of their qualification statements to kamegashitsi@mitchellairport.com.

The qualification statements shall be addressed and submitted to:

Kwame Amegashitsi, PE
Principal – Airport Eng.
C/O Airport Engineering
5300 South Howell Ave.
Milwaukee, WI 53207

Please direct any questions about this RFQ to Kwame Amegashitsi at 414-374-3965 or kamegashitsi@mitchellairport.com.

Sincerely,

Principal – Airport Engineering

Appendices:

- Attachment 1: Proposal Preparation, Submission and Evaluation
- Attachment 2: TBE Forms
- Attachment 3: Sample Consulting Contract

cc:

- Director of Airport Operations and Maintenance, Spencer Langhart
- Director of Airport Project Management, Justin Weiss
- Director of Architecture, Engineering & Environmental Services, Anthony Raab
- Director of Milwaukee County Facilities Management, Sean Hayes
- Director of Milwaukee County CBDP, Lamont Robinson
- FAA CHI-ADO Program Manager, Chad Oliver

ATTACHMENT 1

PROPOSAL PREPARATION, SUBMISSION AND EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFQ must request it in writing via email no later than four business days before the last date for submission of qualification statement. Requests should be directed to the individual in charge at the email 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 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 artwork, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Qualification Statements

All qualification statement documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of qualification statements or for qualification statements 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 proposal:

- 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 or joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each qualification statement 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

Do not submit prices with this RFQ. Scope and fees are to be negotiated per AC 150/5100-14E Change 1 for each project separately after the qualified consultant is selected.

X. Certification and Representations

Offerors shall return with their qualification statements, resumes and any other documents as may be requested in the RFQ.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation within their proposal.

XIV. 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.

XV. Proposal Evaluation Criteria

The following is a list of general criteria which will be used to evaluate the proposals (Out of a total of 100%):

- a. Quality and responsiveness to the RFQ. Weight: 5%
- b. Project approach and understanding, including strategy to perform requested work. Weight: 45% Total.
 - 1) Project approach, understanding and strategy to perform the work: 40%
 - 2) Description of challenges anticipated in these projects and strategy to overcome them: 5%

- c. Qualifications and experience of proposed project manager and team, including sub consultants. Weight: 50% Total.
- 1) Qualifications and experience of team on past projects of similar scale and scope including similar 'on call' type services: 25%
 - 2) Qualifications and experience of lead project manager(s) / main point(s) of contact to be assigned to the project teams throughout the life of the projects identified on Table 1: 10%
 - 3) Qualifications and experience of project team members and sub consultants: 10%
 - 4) Consulting team project sustainability experience: 5%

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 specific matters 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
- Resumes shall be included for all key 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.

ATTACHMENT 2

TARGETED BUSINESS ENTERPRISE (TBE) CONSULTANT TEAM MEMBER TBE STATUS FORM

Engineering / Professional Services at Milwaukee Mitchell International Airport (MKE)

CONSULTANT TEAM MEMBERS

		CERTIFICATION STATUS	
Firm's Name	Address	TBE	NONE

#Check applicable certification status boxes. Submit this form with proposal.

ATTACHMENT 3

SAMPLE CONSULTING CONTRACT