MILWAUKEE COUNTY

Department of Administrative Services

Airport Engineering
Milwaukee Mitchell International Airport (MKE)
5300 South Howell Ave.
Milwaukee, Wisconsin 53207

REQUEST FOR PROPOSAL
FOR

Parking Structure Condition Assessment and Asset Management Plan

PROJECT NO. 5045-TBD

March 2021
To All Interested Consultants

Project: Parking Structure Condition Assessment and Asset Management Plan
Project No.: 5045-TBD
Subject: REQUEST FOR PROPOSAL (R.F.P.)

I. INTRODUCTION

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for the development of a condition assessment and asset management plan for the existing Parking Structure at Milwaukee Mitchell International Airport (MKE) in Milwaukee, Wisconsin. The project background and scope are included below.

The consulting budget for this project is approximately $150,000. There is a 17% targeted business enterprise (TBE) goal for this project. Proposals should describe how the consultant will meet this goal by including completed commitment to contract with TBE (TBE-14) forms with their proposal. The TBE requirements and forms to be submitted are in Attachment 4.

Proposals to this RFP are due April 12 by 2:00PM. Interviews with a short list of consultants may be conducted shortly after proposals are due, if necessary.

II. BACKGROUND

The proposed study is for the parking structure adjacent to the airport terminal at Milwaukee Mitchell International Airport (MKE). The address is 5300 S Howell Avenue in Milwaukee, WI. Refer to Attachment 1 for location.

The existing building is a 6-story post tensioned concrete structure constructed in 3 phases. The original portion of the structure was constructed in 1977 and is located closest to the airport terminal. The structure was expanded in 1989 to the west of the original structure and expanded again in 2002 to the north. The total square footage of the facility is approximately 3,504,000 Square Feet (including ground floor and 5 elevated floors). See attachment 1 for project location and approximate square footage breakdowns per floor per construction year.

Maintenance and rehabilitation projects have been ongoing including the addition of a waterproof membrane on the surface of the original 1977 building, concrete spall/membrane repairs annually, expansion joint renewals (ongoing), stair rehabilitation (ongoing), elevator rehabilitation (ongoing), and other miscellaneous repairs.

III. GENERAL PROJECT DESCRIPTION

The consultant is to utilize the information available in existing plans and previous studies, stakeholder interviews, testing, and field investigations to rate current conditions, estimate life expectancy, and develop a comprehensive asset management strategy for short-term (less than 5 year), mid-term (5 to 10 year) and long-term (10-20 year) planning purposes.
This study is to be comprehensive including the entire facility and all components. The airport will use the developed asset management plan for project planning of capital and maintenance projects.

Not included in this study is the rental car counter facility, small independent rental car tenant buildouts not a part of the overall concrete structure, the two connector skywalks or any components serving these areas. The study does include the 2002 addition vestibule/pedestrian walkways and the stairway/elevator towers adjacent to the skywalks.

The consultant must note that this is a working facility and only small areas will be able to be closed at a time. Closures require 2-week advanced planning as cars may remain in the facility for a long period of time. The consultant will be required to supply cones for each space that is needed to be reserved for inspection. The consultant will place the cone behind any vehicles in the spaces needed (2 weeks before needed). When the cars leave, the cone will be replaced in the empty space by Milwaukee County, thereby reserving the space for inspection. It is assumed all testing done on the structure will create a minimum of dust or debris and will not hinder the existing cars nearby.

There is a routine maintenance/cleaning schedule proposed for 2021. This is subject to change and must be verified. Closure starts on day on and it takes time for cars to clear out. The proposed dates are as follows:
- Level 4: Close 5/23 – Reopen 6/16
- Level 3: Close 6/12 – Reopen 7/5
- Level 5: Close 8/7 – Reopen 9/6
- Level 6: Close 9/4 – Reopen 9/25

The schedule for final report and final bill date are FIRM and late or delayed progress risks the loss of funding for this project. The consultant must be able to complete all tasks before these dates.

IV. **SCOPE OF CONSULTANT SERVICES**: The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type C). (see sample in Attachment 5).

A. **Task #1: Review Existing Plans and Studies and Solicit Stakeholder Feedback**
   1. Review all available drawings. Existing drawings are downloadable on the RFP website labeled as attachment 6. *Information may not be complete, accurate, or current and must be field verified. Additional information may be available beyond what is posted on the website but is not guaranteed.*
   2. Review all available studies. Existing studies are downloadable on the RFP website labeled as attachment 7. *Information may not be complete, accurate, or current and must be field verified. Additional information may be available beyond what is posted on the website but is not guaranteed.*
   3. A minimum of one (1) preliminary walkthrough to assess use, overall current condition, and familiarize the team to the facility.
   4. Lead a minimum of two investigative user feedback/comment meetings during this phase.
      a. The first meeting will be in conjunction with the preliminary walkthrough to solicit stakeholder feedback on identifying issue areas, maintenance trends, current facility use, and future facility trends or plans. In this meeting, the consultant shall propose and discuss a
mutually acceptable grading system related to **probability of failure** for each system studied.

b. The second meeting should occur just prior to Task #2 to identify testing methods solicited, schedule, and report on any preliminary findings.

**B. Task #2: Testing and In-depth Investigation**

1. Note, below investigation is an initial suggested scope. The consultant shall review this information and modify as needed to provide the most comprehensive report possible with the available funding.

2. The consultant will identify and assess the existing facility including all components to determine, at minimum, functionality, condition, age and estimated remaining life. Using the scoring system identified above, each component will be scored based on probability of failure. The components to be studied are proposed below. The consultant may also suggest additional components not listed.

   a. **Structural Systems:** *Note the surface of the 1977 portion of the building is not visible as it is covered with a waterproof membrane.*
      
      i. **Structural Concrete**
         
         a. Complete visual inspection (around parked cars as needed)
         
         b. Sampling or complete concrete soundings
         
         c. Sampling or complete cover depth survey
         
         d. Sampling or complete chloride profiles
      
      b. **Façade**
         
         a. Complete visual inspection of components including connections
      
      c. **Grouted Post Tensioned Elements**
         
         a. Sample impact echo/pulse velocity testing for void and soft/uncured grout detections. (Ensure sample includes tendons adjacent to control joints)
         
         b. Sample investigation of identified grout defects along tendons with borescope
      
      d. **Un-grouted Post Tensioned Elements**
         
         a. Sample moisture content within ducts to assess risk for corrosion
         
         b. Sample investigation of tendons to assess if still under tension
         
         c. Sample investigation of anchorage ends to determine extent of corrosion
      
      e. **Miscellaneous Structural Systems**
         
         a. Complete visual inspection of metal roofing infill areas
         
         b. Complete visual inspection of pedestrian walkways and associated roofs/enclosures
         
         c. Inspection for any visual evidence of foundation issues
      
   b. **Architectural Systems:**
      
      a. Complete visual inspection of waterproof membranes on the 1977 portion of the facility (around parked cars as needed)
      
      b. Complete visual inspection of expansion and any other grouted joints
      
      c. Complete visual inspection of other miscellaneous architectural elements including, but not limited to metal railings and cables, decorative metal pieces, stairwells, signage, other façade elements, etc.
c. Plumbing
   a. Complete visual inspection of storm sewer systems
d. Electrical
   a. Complete visual inspection of electrical systems
e. Conveyor systems
   a. Visual inspection of publicly accessible elevator (x10) and moving walkway (x4) components. No need for mechanical component inspections as a part of this study. Review recent inspections and reports made available and provide summary in final report.

3. The consultant shall compile the data and begin to prepare the report including, but not limited to, the following items:
   a. Identify all components listed above with pertinent information related to the asset’s use, age, current conditions and estimated remaining life.
   b. Provide a grade for each component and an overall grade for the whole system based on the probability of failure grading system identified above.
   c. Provide an easy to read map/chart showing assets by grade level.
   d. Identify ‘red flag’ items, if any, found during field visits that might require priority attention (less than 2 years).
   e. Identify safety concerns that require immediate attention, if any.
   f. Share these findings prior to meeting 3 in task #3

C. Task #3 Report Preparation
   a. Identify applicable state and local code requirements. Identify any current code issues with the current components.
   b. Identify risks associated with the failure of each component. These risks should include relative cost of repairs, ease of providing a temporary condition until repairs can be made, necessity of element, etc.
      a. Meeting 3 will occur at this point to share data collected in Task #2, and to involve stakeholders in discussion on risks and agree upon a mutually acceptable grading system and scale that will be identified as risk of failure.
   c. Identify a formula for a combined score incorporating both probability and risk of failure to appropriately rank renewal needs.
   d. Identify approximate costs for each component renewal.
   e. Coordinate with MKE stakeholders on identifying potential maintenance and capital improvement funds currently and potentially available for future efforts.
   f. Provide a 90% draft of planning report. Include in this draft a list of recommendations and options for the future renewal projects.
      a. Meeting 4 should occur at this point with stakeholders to identify any final comments on planning efforts and to accept final feedback before concluding the report.
   g. Finalize the report. The report shall include, but not be limited to:
      a. An easy to read summary of findings, which can be read as a separate document from the entire report, including a map and/or easy to read chart for projects in each planning group (5 years each).
      b. A renewal program grouping projects together in a logical fashion with consideration to the specific probability/risk scores, availability of funding, and user feedback. Identify
c. Prepare a detailed 5-year plan
   i. Include a project charter for each project identified in the 5 year plan.
   ii. Include specific cost breakdown for each project, inflated. Include soft costs.

d. A 5-10 year plan
   i. Include description of work and cost breakdown of work, by project year, inflated.
   ii. Include assumed routine maintenance requirements and costs, by year.

e. A 10-20 year plan
   i. Include description of work and approximate cost breakdown of work by project year, inflated.

f. The consultant should keep in mind that each project must be specified as independent and that the system always maintains proper and efficient operation, even if future projects do not occur.

g. Include in the report a discussion on facility anticipated lifespan with minimal work, maximum work, and at the level of work anticipated in the plan.

V. QUALITY CONTROL
   A. 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.

VI. PROJECT SCHEDULE
   A. March 22, 2021 RFP issued
   B. March 29, 2021 Pre-Proposal Meeting
   C. April 12, 2021 Proposals Due
   D. May 15, 2021 Approximate Consultant NTP
   E. August 15, 2021 90% Draft Report Due
   F. September 15, 2021 Final Report Due
   G. October 1, 2021 Final Billing Due (FIRM DATE OR FUNDING MAY BE LOST)

VII. PRE-PROPOSAL MEETING
   A. There is an optional pre-proposal meeting on Monday March 29th, 2021 at 1:30PM in the Sijan Conference Room located in the Main Terminal. (Located before security in hallway behind Museum/USO between two skywalks) Masks are required. IMPORTANT: Please reserve a spot in advance by emailing: beucalano@mitchellairport.com by 12pm on 03/26/2021. If you do not reserve a spot, you will be permitted to attend only if space is available below room capacity. Virtual attendance via internet will be offered and encouraged. Login instructions will be provided when reserving a spot. Attendee questions and attendance sheets will be published as an addendum.

VIII. RELATED WORK BY OTHERS
   A. See attachments for previous plans and studies.

IX. SUBMISSION REQUIREMENTS: The proposal shall conform to Milwaukee County’s Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall
include the Consultant Proposal Form (Attachment 3) and 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 with 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. Provide a list of three (3) references that can be contacted with questions regarding your past work.

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 in charge of 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, fax number, duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and Proposals.

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 the field.

H. **Project Approach:** Provide a description of challenges you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.

I. **Project Schedule to Completion:** Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the “Project Schedule” section of this RFP. Provide a statement on ability to finalize report and provide final billing by dates specified.

J. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.

K. **TBE Firm Goals:** The Targeted (Disadvantaged) Business Enterprise participation goal for this project/contract 17%.
1. Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County’s Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified under the Unified Certification Program following Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

For a non-certified firm bidding or proposing as Prime, participation may be obtained utilizing a TBE firm, whether DBE, MBE, or WBE. This allows for increased participation by providing opportunities for multiple certifications to be included in the project.

For a TBE firm bidding or proposing as Prime, the goal must be satisfied using DBE subcontractors or sub-consultants. MBE and WBE certifications count as additional participation once the goal is achieved through DBE participation. Any work a TBE Prime self-performs would be counted as additional participation in excess of the participation provided by subcontractors or sub-consultants.

Compliance reporting is accomplished from collection of data in the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors in the system. Subcontractors will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payments policy were followed. There is no cost to the Prime or any subcontractor, the only requirement is to become a registered user and complete the one-hour webinar training.

2. Contact the Community Business Development Partners Office at 414-278-4747 or cbdp@milwaukeecountywi.gov for questions related to TBE and DBE requirements.

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. Fee Proposal: The fee for this project shall be clearly stated as an actual cost not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. All fee information shall be on their own pages, with the ability for the RFP administrator to segregate these pages from the rest of the RFP for review purposes.

X. CONSULTANT SELECTION

A. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The proposal evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the proposals, Milwaukee County may decide to conduct interviews of a short-list of consultants. The evaluation team may select up to three
consultants to attend an interview, which, if required, will be held virtually shortly after proposals are due. The interview will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation.

The project manager will post this RFP, as well as any pre proposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

http://county.milwaukee.gov/ConstructionBidsandR23075.htm

The consultant should consider information on this website to be part of the official RFP. 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.

XI. 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 proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum are 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 proposal must be submitted in a single bound 8-1/2” x 11” document.

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.

All proposals shall be submitted no later than April 12th by 2:00 p.m.
If by hard copy, submit four copies of the proposal, sealed in an envelope or equivalent, addressed to:

Anthony Raab - Project Manager  
Milwaukee Michell International Airport (GMIA)  
5300 S. Howell Avenue  
Administration Office room A260  
Milwaukee, WI 53207

If by email: araab@mitchellairport.com

Proposals submitted by telephone or fax will be rejected.

Please direct any questions about this RFP to Anthony Raab at 414-659-3156 or araab@mitchellairport.com

Sincerely,
Anthony Raab - Project Manager

Attachments:
1. Project Location Map  
2. Proposal Preparation, Submission and Evaluation Guidelines  
3. Consultant Proposal Form  
4. Targeted Business Enterprise (TBE) Instructions & Forms  
5. Sample Consulting Contract  
6. Existing Drawings  
7. Existing Studies