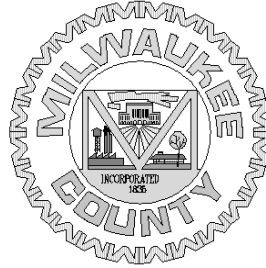


MILWAUKEE COUNTY



Department of Administrative Services

**Architecture, Engineering, and Environmental Services
600 N Plankinton Avenue, Suite 600
Milwaukee, Wisconsin 53203**

**REQUEST FOR PROPOSAL
FOR**

Manke Dump Site Investigation

PROJECT NO. 5741-26030

November 2025

To All Interested Consultants

Project: Manke Dump Site Investigation
Project #: 5741-26030
Subject : REQUEST FOR PROPOSAL (RFP)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to prepare a workplan and complete a site investigation for the WDNR BRRTS Activity #02-41-000856 (Manke Dump).

I. BACKGROUND

The Manke Dump is situated within Warnimont Park located at 5400, 5500, 6100 S. Lake Drive, Cudahy, WI 53110. Warnimont Park is owned and operated by the Milwaukee County Department of Parks, Recreation and Culture. The Manke Dump is within a ravine in the park adjacent to Lake Michigan. Please see Attachment 1 Project Location Map and Attachment 2 Project Aerial Map.

The site was used as a dump as early as 1935. Milwaukee County purchased the site in the 1950s and dumping continued until the early 1960s, but activity was recorded as late as 1970. The Manke Dump is not a licensed landfill. When active, it allegedly accepted foundry sand, core sands, castings, car bodies, empty barrels, broken trees, debris produced by the construction of the golf course, and municipal garbage.

Multiple site investigations have been completed over the years, with contaminants detected in soil, groundwater, and sediment exceeding applicable NR 720 and NR 140 standards. A case closure request was submitted to the Wisconsin Department of Natural Resources (WDNR) in 2023 and reviewed in 2024. The WDNR issued a letter dated December 16, 2024 (Attachment 3), indicating that case closure was not recommended and outlining additional requirements needed for closure.

II. GENERAL PROJECT DESCRIPTION

Milwaukee County seeks a consultant to prepare a workplan and complete additional site investigation to address the requirements outlined in WDNR's December 16, 2024 letter. The purpose of this project is to complete the additional site investigation, data collection, and documentation necessary to satisfy WDNR requirements for case closure under Wis. Admin. Code ch. NR 726.

III. 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 AIA B101 (actual cost not-to-exceed--copy will be emailed upon request).

Basic Services

Project Management

- Coordinate staff and subconsultants.
- Provide progress updates, invoicing, and schedule tracking.
- Schedule, attend and facilitate a project kickoff meeting.
- Schedule and attend WDNR technical review meeting (Cost proposal shall include review fee).

Workplan, Investigation, and Report

- Review existing data and site documents.
- Define limits of waste.
 - Review previous site documents to determine know waste locations and where waste extent information is deficient.
 - Determine if additional borings are needed and identify proposed locations, depths, and analytical parameters, if necessary.
 - Describe the data basis for existing landfill limits and confirm accuracy.
- Investigate contaminant migration from the landfill.
 - Develop a sampling plan for soil, groundwater, seep, and sediment samples along the bluff and beach per the WDNRs letter dated 12/16/2024.
- Evaluate Pathways
 - Evaluate pathways of concern per NR 726.05(4) and the WDNR letter dated 12/16/2024.

Reporting and Deliverables

Deliverables shall include:

- Workplan (per NR 716).
- Report submitting information requested by WDNR in the letter dated 12/16/2024.
- Resubmission of closure request.

All sampling and analysis shall follow Wis. Admin. Code chs. NR 700–754 and be conducted using WDNR-approved methods and certified laboratories.

IV. 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.

V. PROJECT SCHEDULE

- a. **11/12/2025** Issue Request for Proposal
- b. **11/19/2025** Optional Pre-proposal Meeting on Teams, 1:00 PM, Email aaron.brasfield@milwaukeecountywi.gov for invitation
- c. **11/26/2025** Proposals Due
- d. **12/3/2025** Selection Committee selects consultant.
- e. **12/31/2025** Consultant contract awarded (approximate date).

- VI. **SUBMISSION REQUIREMENTS:** The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (Attachment 5) 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 three maximum, giving a brief description of each project, the consultant's participation, and a client contact reference and phone number.
- 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, 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.
- 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 Business Enterprise participation goal for this project/contract **15%**.
 - i. The Office of Economic Inclusion (OEI) 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.

- ii. Contact the OEI Office at OEIcompliance@milwaukeecountywi.gov for questions related to TBE requirements. Attachment 6 provides the forms that will need to be completed along with the proposal.

- I. **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. Please include an allowance of \$5,000.

VII. 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.

VIII. 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 via email.
- 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 one electronic copy in PDF format no later than November 26, 2025 by 3:00pm.

The proposals shall be addressed to:

Aaron Brasfield
Environmental Engineer
Aaron.brasfield@milwaukeecountywi.gov

Please direct any questions about this RFP to Aaron Brasfield at (414) 750-5287 or aaron.brasfield@milwaukeecountywi.gov.

Sincerely,

Aaron Brasfield
Project Manager

Attachments:

1. Project Location Map
2. Manke Dump Aerial Image
3. WDNR Closure Not Approved Letter
4. Proposal Preparation, Submission and Evaluation
5. Consultant Proposal Form
6. TBE Forms

ATTACHMENT 1
PROJECT LOCATION MAP

Manke Dump Site Location Map



Manke Dump

USGS The National Map: National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; USGS Global Ecosystems; U.S. Census Bureau TIGER/Line data; USFS Road Data; Natural Earth Data; U.S. Department of State Humanitarian Information Unit; and NOAA National Centers for Environmental Information, U.S. Coastal Relief Model. Data refreshed June, 2022.

0 0.4 0.8 Miles

ATTACHMENT 2

Manke Dump Aerial Image



Detailed Site Map



0 0.03 0.07 Miles

ATTACHMENT 3

WDNR Closure Not Approved Letter



December 16, 2024

Mr. Timothy Detzer
Milwaukee County DAS-FM-AE&ES
633 W. Wisconsin Ave, Suite 1003
Milwaukee, WI 53203
Email only to: timothy.detzer@milwaukeecountywi.gov

Subject: Case Closure under Wis. Admin. Code ch. NR 726 Not Recommended
Manke Dump, 5500 and 6100 South Lake Drive, Cudahy, Wisconsin
DNR BRRTS Activity # 02-41-000856
FID #: 241377400

Dear Mr. Detzer:

On October 19, 2023, the Wisconsin Department of Natural Resources (DNR) reviewed the closure request for the case identified above. As you are aware, the DNR reviews environmental remediation cases for compliance with applicable laws, including Wis. Stat. ch. 292 and Wis. Admin. Code chs. NR 700 – 754 and whether any further threat to public health, safety or welfare or the environment exists at the site or facility, per Wis. Admin. Code § NR 726.13 (2) (b). Case closure is not recommended because additional legal requirements must be met. The purpose of this letter is to inform you of the remaining requirements for obtaining closure. We request that within 60 days of this letter you provide us with your written response regarding the necessary work and a schedule for completion of this work.

Additional Requirements Needed for Case Closure Under Wis. Admin. Code ch. NR 726

Additional work is necessary to meet the requirements for case closure because the extent of waste is not clearly defined, contaminant migration pathways have not all been assessed, and contamination may still be discharging from the landfill to the environment.

Need to Define Limits of Waste

The extent of buried waste must be identified to ensure that the entire extent of the landfill will be capped and remain undisturbed to ensure compliance with NR 720.05 (2). The estimated extent of buried waste is depicted on the *Location Map of Cap at Former Manke Dump* figure included with the closure request. Waste material was observed in soil borings advanced along the southern edge of the landfill, suggesting that the southern limit has not been defined. Determine whether the southern extent displayed on the map needs to be reevaluated and if additional borings would be needed to define the limits of the landfill. Also provide an explanation as to what information the remaining outlined limits are based on (observations, aerial photos, geophysical readings, topography, aerial photos, observation at soil boring locations, etc.) to demonstrate that this is an accurate depiction of site conditions.

Need to Investigate Contaminant Migration from the Landfill

Additional soil, groundwater, surface water and sediment samples may be needed to define the degree and extent of contamination per Wis. Admin. Code § NR 716.11.

Photos included with the recent closure request depict orange staining along the bluff and beach caused by groundwater flowing from seeps in the bluff adjacent to the landfill. The potential for this seep water to be contaminated and for it to impact the bluff, beach, and lake must be investigated. The potential for groundwater to migrate from under the landfill and directly to the lake also needs to be investigated. Case closure cannot be granted while there is the potential for contaminant discharges from the landfill to occur.

The DNR recommends that you develop a workplan to investigate whether contamination is migrating from the landfill to the Lake. The workplan should propose samples that would evaluate soil along the bluff and at the adjacent beach, seep water flowing from the landfill, and shallow groundwater at the base of the bluff or beach. Samples should be analyzed for contaminants known to be present in the landfill, as well as other contaminants of concern that could have been disposed at the landfill but have not yet been analyzed. This will include PFAS compounds as your assessment concluded that these compounds may be present. Analyze sample data to determine how to proceed with this project (e.g., further site investigation, remedial action, closure, etc.).

Need to Evaluate Pathways

Once the limits of the landfill have been confirmed, and the potential for contaminant migration from the landfill has been determined, conditions can be assessed to ensure that all potential contaminant pathways of concern have been addressed and that the site is in compliance with Wis. Admin. Code § NR 726.05 (4). These pathways include direct contact with waste in upland areas, migration of contamination through seeps or groundwater beyond the limits of the landfill and sloughing of waste or contaminated material along the bluff into the lake.

- The DNR agrees that exposure to waste and contaminated soil, found throughout the limits of the landfill, can be addressed in upland areas by maintaining a cap. Additional information is needed to demonstrate that a cap is in place over the entire extent of waste and that it is protective for site uses. The DNR requests that you provide the following information:
 - A description of capping material present, how it provides adequate separation from buried waste and contaminated material, and an estimated thickness of this cover material. Include a detailed description of the cap resulting from the remedial action that was conducted.
 - A detailed visual description of surface features throughout the landfill including vegetation, trails, and other man-made features, and how these supplement the cap in preventing exposure, and how they will help maintain the integrity of the cap over time.
 - Borelogs indicate that waste material may be present at the surface within the northwest corner of the site. Determine if further investigation in this area is warranted to assess the quality of the cap, if additional capping material is needed, or if there are other actions that can be taken in to ensure that conditions in this area will remain protective.

- Contamination in the landfill may migrate into the environment through groundwater or seep water. Discuss the potential for contamination to migrate through these pathways, whether actions are needed to reduce or prevent water from seeping out of this area, and what those actions could be. Consider how often seeps are expected to occur, the volume of material discharged, when these discharges occur, and contaminant concentrations detected in seep and groundwater samples collected from the outer edge of the landfill (as requested above).
- Assess the potential for erosion or sloughing of waste or contaminated material on the bluff to impact the beach and Lake, and whether there are actions that could be done to reduce or prevent this. Minimally this should include regular inspections of the bluff areas to identify when issues arise.

A plan must be prepared that outlines how you will limit exposure to contamination along all pathways in the future. The plan must clearly document the condition of current site features (such as the upland cap and conditions along the bluff), describe how these features will be inspected, and the specific actions that will be taken if issues are identified during these inspections. The DNR recommends supplementing the plan recently provided as part of the closure request with:

- Better photo documentation that includes representative photos of areas throughout the site and of all the different features. Including a figure that depicts where photos were taken and in which direction is helpful to demonstrate that the site has been covered and for monitoring changing conditions over time in the field.
- Detailed description of what features will be inspected and what deficiencies, resulting from either natural wear or by park visitors, will be looked for at each.
- Specific maintenance activities that will be conducted when certain deficiencies are observed during inspections or at other times of the year and what steps will be taken if limiting access is needed to prevent further degradation.

Schedule

Within 60 days of the date of this letter, respond in writing with a schedule of your plans to meet these requirements.

Until requirements are met, your site will remain “open” and you are required to submit semi-annual progress reports, per Wis. Admin. Code § NR 700.11. You are also responsible for any operation and maintenance activities required under Wis. Admin. Code § NR 724.13. Once the additional work has been completed, documentation should be submitted to the DNR to demonstrate that the applicable requirements have been met, per the timelines above.

Conclusion

If you have any questions regarding the information in this letter or would like to schedule a meeting to discuss this case, please contact the DNR project manager, Paul Grittner at (414) 405-0764 and paul.grittner@wisconsin.gov. For more information on the closure reconsideration process, please see DNR publication, RR-102, "Wis. Admin. Code ch. NR 726 Case Closure Reconsideration Process" by visiting dnr.wi.gov, search: RR-102, for more information.

The DNR appreciates your efforts to restore the environment at this site.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pamela Mylotta".

Pamela A. Mylotta
Team Supervisor, Southeast Region
Remediation & Redevelopment Program
(414) 374-2423
pamela.mylotta@wisconsin.gov

ATTACHMENT 4

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 RFP 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 RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

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

III. Unnecessarily Elaborate Proposals

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 proposals are sought.

IV. Retention of Proposals

All proposal documents 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 Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. 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 RFP;

E. If the offeror is a partnership or joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each proposal 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 with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal 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 proposal 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 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

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

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

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 RFP. 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.

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE

ATTACHMENT 5
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Manke Dump Site Investigation
5741-26030**

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

"ACTUAL COST – NOT TO EXCEED" fee

\$
(_____)

A. REIMBURSABLE EXPENSES

"ACTUAL COST – NOT TO EXCEED"

\$
(_____)

IV. ALLOWANCE

"ACTUAL COST – NOT TO EXCEED"

\$
(5,000 _____)

V. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 15% will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 6

TARGETED BUSINESS ENTERPRISE (TBE)
INSTRUCTIONS & FORMS

Office of Economic Inclusion (OEI)

COMMITMENT TO CONTRACT WITH TBE

TBE Information

TBE Firm Name:	Prime/Sub Options: (SELECT ONE)
Firm Address: (Cannot be a PO Box)	EIN Number:

Project Information

Project Name:	Project No.:
Total Contract Amount (less allowances): \$	TBE Goal:
Type of Contract: (SELECT ONE)	

Scope of Work

Scope of Work Detailed Description:

Applicable NAICS: *If additional space is needed, please attach a separate sheet.

Work Scope Description:	NAICS:
Work Scope Description:	NAICS:
Work Scope Description:	NAICS:

1. TBE Contract Amount:	2. % of Total Contract:
--------------------------------	--------------------------------

- The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations, the TBE sub-contract amount might NOT be based on the total project contract amount.
- The percentage is based on the eligible scope of services that TBE participation can reasonably be obtained, which might not be based on the total project contract amount. The commitment percentage is the key indicator of TBE participation. The Pass/Fail determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple TBE companies the sum of the percentages MUST satisfy the minimum percentage stated in the RFP/BID. Note the percentage indicated on this document will be viewed by OEI the Prime's COMMITMENT to the TBE company.

Bidder/Proposer Commitment

(To be completed by firm committing work to TBE)

I certify that the TBE firm quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from the TBE firm listed herein. (Prime Contractor/Consultant) _____ (Phone) _____, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Signature of Authorized Representative Name & Title of Authorized Representative Date

TBE Affirmation

(To be completed by TBE Owner/Authorized Representative)

- I affirm that our firm is certified as (SELECT ONLY ONE)
- I affirm this firm is owned by a (SELECT ONLY ONE)
- I affirm that the majority owner's ethnicity is (SELECT ONLY ONE)
- I affirm that the Wisconsin UCP has certified our company as a TBE, and that our company is currently listed in the Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by (Prime or sub firm name) _____
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein to be completed with my own forces.
- I affirm that approval from OEI will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- Have you done work for Milwaukee County in the past? YES NO

Signature of Authorized TBE Representative Name & Title of Authorized TBE Representative Phone Number Date

OEI Use Only

Commitment number _____ of _____	Participation: _____	Project Total _____	CAGE Code: _____
Approved: _____		Date: _____	

COMMITMENT TO CONTRACT WITH TBE

ADDITIONAL INFORMATION & REQUIREMENTS:

Links to Directories for firms eligible for credit:

DBE <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

MBE and WBE <https://wisdp.wi.gov/Search.aspx>

Milwaukee County SBE <https://mke.diversitycompliance.com/Default.asp>

SAM Directory for Federal SBE <https://www.sam.gov/SAM/pages/public/index.jsf>

1. **CONTRACT ADJUSTMENTS:** The successful Bidder/Proposer will maintain the approved TBE participation level during the term of the contract with the County, including any additional work on the contract, e.g., change orders, addendums, scope changes, or fee increases.

2. **WRITTEN CONTRACTS WITH TBE:** The County requires that the successful Bidder/Proposer enter into contract, directly or through subs, as stated in this form. Agreements must be submitted to the County within 7 days of receipt of the Notice-To-Proceed. By executing this commitment, you are certifying that you have had contact with the named TBE firm and that they will be hired if you are awarded the contract by the County.

3. **SUBSTITUTIONS, TBE SUBCONTRACTING WORK, TRUCKING FIRMS:** The successful Bidder/Proposer must submit written notification of desire for substitution to the TBE affected, and send a copy to the County, stating the reason(s) for the request. The TBE will have five (5) business days to provide written objection/acceptance of the substitution. The "right to correct" must be afforded any TBE objecting to substitution/termination for less than good cause as determined by the County. Approval must be obtained from the County prior to making any substitutions. TBE firms are required to notify and obtain approval from the County prior to seeking to subcontract out work on this project. In the case of TBE trucking firms, credit will be given for trucks leased from other TBE firms; however, if the TBE leases trucks from non-TBE firms, the commission or fee will be counted for crediting.

4. **REQUESTS FOR PAYMENT:** The successful Bidder/Proposer must indicate on the Continuation Sheet (AIA form G703, or equivalent) or invoice for consulting the work being performed by TBE by either a) placing the word "TBE" behind the work item or b) breaking out the work done by TBEs at the end of the report. The successful Bidder/Proposer shall notify TBE firms of the date on which they must submit their invoices for payment.

5. **TBE UTILIZATION REPORTS:** The successful Bidder/Proposer will enter payments to subs and suppliers directly into the County's online reporting system on a monthly basis. These entries will cover payments made during the preceding month and will include zero dollar (\$0) entries where no payment has occurred.

If you have any questions related to the Milwaukee County Target Enterprise Program, please contact:

414.278.4851 or oeicompliance@milwaukeecountywi.gov