



DEPARTMENT OF ADMINISTRATIVE
SERVICES

Milwaukee County

Date: July 11, 2018

To All Interested Consultants

Project: War Memorial – North Parking Lot Design

Project No.: O535-18612

Subject: REQUEST FOR PROPOSAL (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for planning and design for the renovation of the north parking lot area of the War Memorial Center (WMC) and the Milwaukee Art Museum (MAM) with green infrastructure and a pedestrian friendly site based on the “Greenprint - Milwaukee Shoreline Vision Plan- April 2017 (Phase I).

Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for conservation, waste management/recycling and the quality of environment. The County will require that such strategies be explored in the design of this project.

I. BACKGROUND

- **Location : War Memorial Center/Milwaukee Art Museum**
750 N. Lincoln Memorial Drive, Milwaukee, WI. 53202
Site located on the north side of the War Memorial Center (Saarinen building) off Mason Street and the Art Museum’s Kahler Building.
- **History: The War Memorial Center was designed by renowned architect Eero Saarinen and constructed in 1957. Several Additions have occurred over time, but the original design has remained consistent to date. This is a unique building that reflects advanced engineering and design for its time. The north side was once all turf and parkland, but over time has developed into various parking areas without a consistent plan and developed pedestrian/parkland layout.**
- **Ownership/Departmental jurisdiction: The War Memorial Facility is owned by Milwaukee County and leased to both The War Memorial Center and the Milwaukee Art Museum. Any work on this project through Milwaukee County will need to be fully coordinated with and approved by the Art Museum and the War Memorial Center**
- **This project is included as part of the 5-year Development Agreement between Milwaukee County, The War Memorial Center and the Milwaukee Art Museum in which restoration and renovation of the facility has been the primary objective. Grants received for this project will require green infrastructure and attention to grant requirements for the design.**

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II. GENERAL PROJECT DESCRIPTION

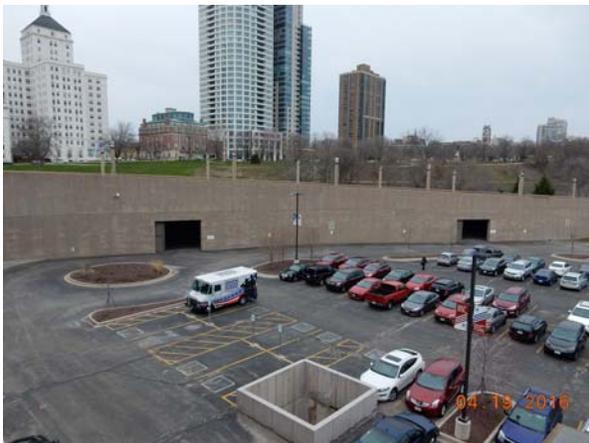
Adopted budget narrative: Parking Lot Replacement: The existing parking lots are in need of either replacement or re-surfacing of the lots. In 2017 three grants were approved which allow for green infrastructure into the project. Layout of parking and pedestrian pathways will be key is re-designing the site plan to include paths and green infrastructure.

Existing Conditions: Three asphalt parking lots exist on the current site along with the truck dock. Portions of the asphalt lot are to be replaced as part of another project. The existing lots will either be resurfaced with asphalt or have sections replaced with pervious pavers for storm water retention on site.

The chosen consultant will be providing professional engineering services of the lots, hardscape and north lot area at The War Memorial Center/Milwaukee Art Museum Facility. It is intended that a team would include professionals in the area of landscape design and stormwater management and systems design, with a heavy emphasis on green infrastructure.

Design changes required to accommodate current codes and standards will be included in the design process. Design should include recommendations to owner to help reduce future maintenance issues and construction costs. Design of the green infrastructure is intended to meet all grant based requirements.

Project administration: This project will be coordinated through Milwaukee County's DAS Division of Facilities Management, Architecture Engineering and Environmental Services group.



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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 (Type A, lump sum) (copy will be available on the County web page for this RFP.)

1. GENERAL REQUIREMENTS

- **Planning** – review prior plans and details of site, visit site with County staff and facility staff to review constraints. Prepare layout plans showing existing locations and descriptive information. Prepare for public information meeting and gather comments on preliminary design from interested stakeholders and public at meeting.
- **Design** – Prepare technical specifications and construction documents for bidding through Milwaukee County and perform coordination with City of Milwaukee for plan approval. It is expected that the design solution will meet current requirements for local zoning ordinances and ADA requirements. Provide a minimum of two cost estimates during the design phase.
- **Construction Services** – Provide basic construction services as described below.

2. BASIC SERVICES

1. The engineering consulting firm shall assemble a design project team to perform the scope of services and requirements outlined below.

A. Inspection of existing conditions:

Inspection shall include diagramming existing site features that may not be included in survey. Milwaukee County to provide existing survey in Autocad format and preliminary site layout for reference.

B. Design Development:

Upon completion of review of previous design and preliminary site drawings, and the stakeholder feedback, the engineering consultant shall proceed into the design development phase of the project. In the design development phase, the engineering consultant shall investigate and with Milwaukee County approval, and provide layout and design of site.

The required deliverables by consultant shall include but are not limited to:

- Plans of the existing facility and recommended layout.
- Design of a code compliant plan that includes the removal, replacement and the documentation of the disposal of related materials.
- Design of a plan that is acceptable to the following stakeholders: Milwaukee County DAS and Parks, WMC, MAM, MMSD, FFLM, City of Milwaukee, NFWF, and DNR.
- Preliminary construction costs.
- Preliminary construction schedule, based on War Memorial's and Art Museum's operation and phasing plan for work to be completed by end of 2019.
- Plan and present at a public Information Meeting on the Preliminary layout and landscape concepts with a min. of three 3D renderings of site.

C. Final Design and Construction Documents:

Upon review of design development documents and approval by Milwaukee County, War Memorial Center and the Milwaukee Art Museum, the Civil

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consultant will proceed with construction documents. The required deliverables shall include but are not limited to:

1. Construction documents:
 - Existing and proposed plans
 - Construction details
 - Schedule of green infrastructure provided.
 - Landscape design plans and details with future or alternate bid items for a master plan of North Lot.
 - Technical Specifications (Including approved manufacturers & model numbers)
2. Digital set of "in-progress" contract documents for review by Milwaukee County at **50% completion** (construction drawings only). See the tentative project timetable below.
3. Three sets of "in-progress" contract documents (three sets of construction drawings and specifications and digital copy) for review by Milwaukee County at **90% completion**. The 90% completion meeting will be the final review meeting before distribution of construction documents for bidding. This review meeting will include all parties involved, consultant, and all sub-consultants. See the tentative project timetable below.
4. At the 90% completion review meeting the engineering consultant shall provide detailed cost estimate based upon the construction documents and an updated construction schedule.
5. The 90% plans will be sent to all three granting authorities for approval prior to completing the final bid set.
6. The engineering consultant shall provide final technical specifications, which follow the Uniform Format Construction Index of the Construction Specifications Institute (CSI). In the technical specifications, a minimum of three approved manufacturers will be listed for major material items or systems. The Owner (Milwaukee County) may require specification of a particular product or "approved equal" to maintain Milwaukee County standards.
7. The engineering consulting firm shall provide final construction documents (technical specifications and construction drawings) to Milwaukee County in a reproducible format for printing (Milwaukee County will be responsible for document reproduction and distribution for bidding). The engineering consulting firm shall also provide Milwaukee County with a copy of the final construction documents in electronic format per Milwaukee County's Type A Consultant Agreement or other format approved by the Milwaukee County Project Manager.
8. The engineering consulting firm shall be responsible for the accuracy of the design services performed and promptly make necessary revisions or corrections resulting from negligent acts, errors and/or omissions without additional compensation. The consulting firm shall be responsible for losses or cost to repair or remedy as a result of the consultant's negligent acts, errors or omissions.

D. Bidding and Construction:

1. Attend Pre-Bid meeting.
2. Document all information requested by bidders and any requested interpretation of bidding documents in writing to the owner.
3. Any information needed to clarify any condition which might affect the cost of the work as bid shall be responded to by an Addendum sent out

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- no later than five (5) days prior to the close of bids. Prepare and deliver master Addendum to Milwaukee County (AE&ES) for distribution.
4. Attend Pre-Construction meeting.
 5. Answer Requests for Information (RFI) submitted by the General Contractor with Milwaukee County review and approval.
 6. Review and approve with Milwaukee County (AE&ES) all shop drawings, product data, and samples covering specified materials in the bidding documents.
 7. On an as-needed basis, provide review and approval of submittals. Provide technical support by answering project-related questions throughout the construction process.
 8. Prepare and submit punch list, substantial completion and acceptance documentation for the project.
 9. Prepare as-built record drawings and electrical one-line diagram from contractor's mark-ups.

Design shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.

Deliverables

Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. A reports shall be provided during the course of the project to summarize the needed requirements for the grant programming and the description of green infrastructure provided. The report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used.
- A description of any alternatives that were considered and compared using a life-cycle cost analysis.
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges.
- Is there a goal for minimum % of materials containing recycled content?
- Plans for recycling construction waste and the goal for minimum % of waste to be recycled.

The second part of report shall be provided before the project is considered substantially complete. This report shall provide more quantitative information, including but not limited to the following:

- Description of Green Infrastructure installed and quantities, estimate of the volume of stormwater treated and affected.
- Major materials that have significant amount of recycled content (provide approx quantities)
- Quantity of construction waste recycled (in tons and in terms of % of the total construction waste generated)

2. QUALITY CONTROL

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

3. PROJECT TIMETABLE

1. **August 1, 2018** Issue Request for Proposal
2. **August 6, 2018** RFP Pre-proposal walk-thru
3. **August 15, 2018** RFP Due, 2:00 p.m.
4. **August 17, 2018** Selection Committee selects consultant.
5. **August 22, 2018** Offer, negotiate and execute a contract with selected consultant..
6. **August 24, 2018(est.)** Design kick-off
7. **Sept. 21, 2018** Public Information Meeting and Feedback.
8. **Sept. 28, 2018** 50% Percent complete targets
9. **October 24, 2018** 90% Percent complete targets, Final deliverable dates, Print-ready documents
10. **October 31, 2018** Project advertised for bid
11. **November 28, 2018** Bids due
12. **December 10, 2018** Anticipated Construction Award
13. **Nov. 26, 2019** Anticipated Construction completion

4. PRE-PROPOSAL MEETING

Aug. 6, 2018– 1:00 p.m. A mandatory pre-proposal meeting and walk-thru of site.

750 N. Lincoln Memorial Drive, Milwaukee

IV. RELATED WORK BY OTHERS

- **Existing Autocad base plans to be provided by Milwaukee County.**
- **Milwaukee County will provide front end specifications, Consultant to provide unit bid items list for bid form and all technical specifications.**
- **Milwaukee County will print, assemble and distribute bid documents and process bid award.**

V. PROPOSAL CONTENT

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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 (see Attachment 3) and the following information:

- A. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. **Table of Contents:** Include an identification of the material by section and page number.
- C. **Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with green infrastructure, sustainable design, site landscape design and engineering, or related work including but not limited to
 - Recycled content and sustainable building product selection
 - Waste reduction strategies
 - Use of USGBC LEED rating system to guide project design
- E. **Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal-In-Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
- F. **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.
- G. **Project Approach:** Provide a description of architectural and engineering problems 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.
- H. **Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. **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.
- J. **TBE Goals:** The Targeted Business Enterprise (TBE) participation goal for this project/contract is **17%**.
- K. **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.
- L. **Fee Proposal:** The fee for this project shall be clearly stated as a **lump sum** not-to-exceed fee

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for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated or it will be assumed to be zero.

VI. PROPOSAL EVALUATION

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. 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.

VII. GENERAL REQUIREMENTS

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. 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.
3. The successful consultant must be an Equal Opportunity Employer.
4. 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.
5. 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.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. 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.
8. Addendums will be posted on Milwaukee County's website on the *Construction Bids and RFPs* page under the appropriate project. It is the proposer's responsibility to check the website for all addendums. We will not issue an addendum 48 hours prior to the time in which proposals are due.

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Please return **three (3)** copies of your proposal and a digital copy no later than **2:00 P.M. on Tuesday, February 28, 2017**, to **Julie Bastin**, Project Manager, DAS – A/E&E/S, 633 W. Wisconsin Ave, Suite 1000 Milwaukee, Wisconsin, 53203 Telephone (414) 278-3948, FAX (414) 223-1366; email = julia.bastin@milwaukeecountywi.gov.

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,

Project Manager, Julie Bastin, P.E.

Attachments:

- 1) Project Location Map (1 page)
- 2) Proposal Preparation, Submission and Evaluation (5 pages)
- 3) Consultant Proposal Form (1 page)
- 4) TBE Forms
- 5) County type 'A' agreement
- 6) Greenprint – Milwaukee Shoreline Vision Plan
- 7) Preliminary plan of parking and hardscape

cc: G. High, DAS-FM
C. Hardy, DAS-FM
K. Stave, DAS-FM

D. Drent, Dir. WMC
J. Bastin, DAS-FM

D. Somers, Dir Facilities MAM
B. Engel, CDBP

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES – FACILITIES MANAGEMENT
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES DIVISION

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CONSULTANT PROPOSAL

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

LUMP SUM fee:

\$ _____

(_____)

II. REIMBURSABLE EXPENSES

ACTUAL COST: \$ _____

(_____)

III. CONSTRUCTION SERVICES (Include services of all needed subconsultants)

ACTUAL COST - "NOT TO EXCEED" fee:

\$ _____

(_____)

IV. PRINCIPAL IN CHARGE

Name of Principal _____

Architect or Engineer's Registration No. in Wisconsin _____

Other Registration No. In Wisconsin _____

Flat hourly rate for principal _____

Participation of Targeted Business Enterprises (TBE) is **17%** for this project.

Firm Name

Authorized Signature

Title

Date