

Addendum 2

2/12/2026

Request for Proposal – Organizational Design Facilitation – Milwaukee County Facilities Management Division Operation & Maintenance

- i) Fees in Option A (\$25,000) and Option B (\$50,000) should be considered “all in costs”. That is, include all costs to complete the work under that option, including any travel. The proposer may consider adding add alternatives (Add-Alt) that include additional fees. For example, a proposer may provide an Add-Alt for additional in-person meetings above and beyond those identified in Option A or B.
- ii) Clarification: Section 4. Engagement Model Requirements, Subsection A O&M Steering Team. Planning assumption: O&M Steering Team should expect approximately 2 hours per week during the core design period...
 - (1) This section highlights the approximate bandwidth of our staff on the core design team being about 2 hours per week commitment for the length of this project. Those two hours might be through active engagement with the consultant or through homework to support the effort. I expect the core design period to run approximately the length of this project, 4-6 months.
- iii) How many tenant departments are there?
 - (1) Below is a current list of tenants at the Courthouse. This does not include other facilities managed by O&M but gives you an idea of the majority of stakeholders involved. Other main stakeholders are the Sheriff Department operating in the Criminal Justice Facility and Vel Philips, and the District Attorney operating in the Safety Building.

AREA SCHEDULE (EXISTING DEPARTMENT PLANS)	
DEPARTMENT NAME	AREA
FELONY COURT	23,396 SF
MISDEMEANOR/ TRAFFIC COURT	25,740 SF
JURY MANAGEMENT	10,909 SF
COURT ADMINISTRATION	5,400 SF
COURT COMMISSIONERS	2,416 SF
HEALTH CLINIC	287 SF
CIVIL/PROBATE DIVISION – COURT SETS	60,213 SF
FAMILY COURT	22,695 SF
COMMISSIONER CHAMBERS & SUPPORT – FAMILY	16,662 SF
REGISTER IN PROBATE	16,260 SF
RESTRAINING ORDER CLINIC	516 SF
CLERK OF COURTS OFFICE: CIVIL/ PROBATE/ FAMILY& CRIMINAL DIVISIONS	18,512 SF
CLERK OF COURTS OFFICE: ADMINISTRATION/IT	3,822 SF
MILWAUKEE JUSTICE CENTER	4,244 SF
DISTRICT ATTORNEY GENERAL	676 SF
LAW LIBRARY	2,148 SF
OFFICE OF THE CHIEF JUDGE	666 SF
DAS-EXECUTIVE SUITE AND DAS-FMD-SECURITY	292 SF
DAS-FMD-OPERATIONS & MAINTENANCE	24,418 SF
COUNTY EXECUTIVE'S OFFICE	8,604 SF
COUNTY BOARD	16,536 SF
COUNTY CLERK'S OFFICE	9,435 SF
ETHICS BOARD/PRB/CSC	1,875 SF
OFFICE OF CORPORATION COUNSEL	10,966 SF
TREASURER	4,358 SF
OFFICE OF STRATEGY, BUDGET, & PERFORMANCE	4,419 SF
OFFICE OF THE COMPTROLLER	11,029 SF
HUMAN RESOURCES	26,385 SF
REGISTER OF DEEDS	23,445 SF
CHILD SUPPORT SERVICES	27,153 SF
SHERIFF BUILDING SECURITY	545 SF
IMSD / SERVER ROOM	1,084 SF

- iv) Do you envision facilitated engagement with peer organizations as part of this?
 - (1) No consultant led engagement of peer organizations anticipated. County staff may elect to engage with peer organizations to support this effort.
- v) Is the Steering Team able to identify best practices and peer organizations for benchmarking (particularly under the Option A budget), or how heavily will they rely on the vendor to do this?
 - (a) Be sure to clarify involvement expectations for identifying benchmarking and best practices in your proposal. This could vary based on the level of engagement (For example, highly staff driven for level A vs highly consultant driven for C).