



DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

TO: All Interested Consultants
SUBJECT: Addendum 1 – Retro-Commissioning Phase 1
PROJECT NUMBER: O641-20181
DATE: July 5, 2023

INTRODUCTION

This addendum (“Addendum 1”) is issued to further modify, explain or correct the *Request for Proposals – Retro-Commissioning Phase 1*, dated June 15, 2023, and is hereby made part of the RFP.

Proposers must acknowledge receipt of Addendum 1 in their proposals, or the proposals may be rejected.

CLARIFICATION

(Questions asked at 6/29/23 Pre-Proposal Meeting, with Milwaukee County responses)

Q1: Is there a penalty if all applicable documentation is not submitted to Focus on Energy (FOE) within 180 days of the project launch?

Yes, if proper documentation as outlined in the RFP is not submitted to FOE within 180 days, there will be a 25% reduction in incentives.

For further clarification of FOE requirements, Tom Dragotta, Energy Advisor with FOE can be contacted at tom.dragotta@focusonenergy.com or (715) 720-2151.

Q2: Does the 17% Targeted Business Enterprise (TBE) participation goal apply to both the audit and implementation phases of this project?

Yes, the TBE participation goal has been set at 17% for the entirety of this project.

For additional information about Milwaukee County’s TBE program, or help identifying TBE firms, please contact, the Office of Economic Inclusion at oei@milwaukeecountywi.gov or (414) 278-4747.

Q3: What is the final date that questions can be submitted regarding this RFP?

As stated on page 7 of the RFP, “To allow for proposal preparation, Milwaukee County will not provide any new information related to this RFP after Friday, July 7 at 12:00 pm.”

Q4: Can Milwaukee County provide a detailed list of equipment to be included in this project?

The Office of Sustainability is looking into the availability of additional data and information on CJF systems and equipment. If available, it will be shared with the selected consultant.

Q5: Will the selected consultant be able to access critical equipment to be commissioned if it is in a secure/restricted area of the building?

Prior to the launch of the on-site audit, Milwaukee County will try to arrange for escorted access to these areas. If it is determined that certain equipment cannot be accessed due to security concerns, Milwaukee County will provide available information and data for the equipment or will ask that it not be included in the equipment scope.

Q6: Should the selected contractor assume that baseline energy use information provide for this building is accurate and complete?

No, the selected contractor should plan to review any baseline or historic energy data that is provided in order to ensure the highest level of accuracy.

Q7: Is it confirmed with no changes that Milwaukee County is eligible for incentives of 10 cents per square foot for the commissioning of this building?

Yes, the FOE Energy Advisor has confirmed the incentive rate of 10 cents per square foot for this building.

Q8: Does the current Energy Use Intensity (EUI) calculation for this building include district steam use?

Yes, district steam was factored into Milwaukee County's EUI estimate (139 kBtu/sft) for the Criminal Justice Facility (CJF). For the purpose of the CJF EUI estimate, the County assumed 1194 kBtu per thousand pounds of district steam.

Q9: What make and model of BAS is currently being used in this building? Have there been recent upgrades?

Honeywell EBI R600. This system was upgraded in 2023.

Q10: Does this building include any lighting controls system?

No, there is no lighting controls system in this building currently.

Q11: Does Milwaukee County have remote access to the BAS?

No, there is no remote access to the BAS outside of the building itself. The Office of Sustainability can provide access to 15-minute interval data (kW or kVar) for the Courthouse Complex if this would be helpful to the selected consultant.

Q12: Does Milwaukee County perform any trend analysis of BAS?

No, there is no trend analysis being performed and no information or data is being stored.

Q13: Does Milwaukee County receive support from Honeywell for the BAS? Can their contact information and service contract be provided?

Yes, Milwaukee County does have a service contract with Honeywell. Additional contract information can be provided to the selected consultant.

Q14: Does Milwaukee County receive support for water services?

No, Milwaukee County does not have a water service contract.

Q15: Are internal audits done for district steam at this building?

No, audits are not performed regularly; only when failures occur.

Q16: Has the building had any other recent major upgrades?

A few fan walls and air handler motors have been replaced recently. Other than that, no.

Q17: Has the building had any façade upgrades since it's construction in 1992?

No, there have not been any major façade upgrades to this building.

Q18: How many Air Handler Units (AHU) are in this building?

The building has twelve AHUs.

Q19: How many BAS workstations are there?

The courthouse complex (comprised of the CJF, Safety Building, and Criminal Courthouse) has a total of seven Honeywell workstations.

Q20: Has this building been commissioned in the past?

No, the Criminal Justice Facility has not been commissioned before.

Q21: Regarding the 17% TBE requirement goal, what are considered reimbursable expenses which are excluded from the requirement?

For information on guidelines for reimbursable expenses, please refer to "Attachment C" found on pages 24-25 of the Type C Agreement posted along side the RFP on the Milwaukee County Bids and RFPs webpage.

Q22: Does this building have on-site laundry?

No, this building does not have on-site laundry.

Q23: Should the selected consultant focus their commissioning efforts on equipment and systems that are included in the FOE incentive grouping, or also on other equipment and systems that may be critical to building health for which there won't be incentives?

Yes, the selected consultant's primary focus is studying and recommending ECMs that qualify for FOE RCx incentives.

Q24: Is Milwaukee County able to provide any historical data on equipment/ additional information from the VFA report included as 'Attachment 1' in the RFP?

The Office of Sustainability is looking into the availability of historical data for the CJF. If possible, this data will be posted to the Milwaukee County Bids and RFPs webpage.

Q25: During pre-bid we were not allowed to take photos of BAS screen shots, since remote access to BAS is unlikely, will the awarded firm be allowed to take photos of non-fire alarm related screenshots on the BAS after signing appropriate NDA documentation?

Remote access to the BAS system will not be available. The selected consultant may be allowed to take photos of applicable BAS screen shots upon approval from county staff. Publishing of photos from the BAS system in any report will be prohibited unless approved by county staff.

Q26: Did Milwaukee County receive any help from a consultant in drafting this RFP?

No, Milwaukee County did not receive assistance from a consultant for this RFP. However, the RFP was reviewed by a FOE Energy Advisor prior to publishing.

Sincerely,

Grant Helle

Grant Helle
Energy Program Manager

Milwaukee County
Department of Administrative Services
Facilities Management Division

Attachments:

1. Presentation - Pre-Proposal Meeting
2. Attendance List – Pre-Proposal Meeting

cc: S. Carron, DAS-FMD
T. Christian, DAS-FMD
L. Robinson, OEI

ATTACHMENT 1

PRESENTATION – PRE-PROPOSAL MEETING

Retro-Commissioning Phase 1 (Project #O641-20181)

Optional Pre-Proposal Meeting

June 29, 2023

Grant Helle, Energy Program Manager

Department of Administrative Services
Facilities Management Division



Milwaukee County

Mission: We enhance quality of life through great public service.

Vision: By achieving racial equity we are healthiest county in Wisconsin.

- Values:**
- Seek diverse perspectives in decision making
 - Use influence to positively impact community
 - Do right thing even when no one is looking



Climate Action 2050 Plan

What 30-year roadmap for reducing emissions from County operations & adapting to climate change

Why

- Support County's [carbon neutrality policy](#)
- Improve community health & equity
- Reduce costs, create jobs, other co-benefits

<https://county.milwaukee.gov/climate-plan>





Project Overview

Goal: Commission County’s Criminal Justice Facility to reduce energy use, emissions & costs, and improve occupant comfort.

- Building Systems:**
- Central Cooling Systems
 - HVAC Packaged Systems
 - Lighting Control Systems
 - Air Handling Units
 - Exhaust Systems
 - BAS

- Stakeholders:**
- Facilities Ops. & Maint.
 - Sheriff’s Office
 - Office of Econ. Inclusion
 - Focus on Energy
 - **Consultant***

* Must be [Focus on Energy RCx Service Provider](#)

Project Site

- 949 N 9th St, Milwaukee
- Constructed 1992, 460K sft.
- Jail incl. kitchen/food service and recreation areas
- Courtrooms & courts offices
- Lobbies & waiting rooms

See RFP for info re: building systems & equipment (HVAC, lighting, BAS, etc.)



Milwaukee County Criminal Justice Facility

Photo credit: jsonline.com

Site Energy Usage (2022)

Service	Use	Cost
Electric*	5,037,791 kWh	\$488,389
Gas	6,025 therms	\$5,763
Steam	38,748 mlbs	\$641,788
TOTAL	64,056,423 kBtu	\$1,135,940

* Estimated from building square feet relative to Courthouse Complex

- Energy use intensity ~139 kBtu/sft
- **Use about same as 2020; costs up ~32%**



Project Reqs - Audit Phase

7

- Consultant to submit FOE Enrollment Application
- Audit may begin upon acceptance by FOE
- Within 180 days, Consultant to prepare & submit the following to FOE after approval by County:
 - Audit report
 - Audit invoice to FOE
 - FOE Workbook
- FOE will review & approve the above, issue incentive check to County upon receiving signed incentive agreement



Project Reqs - Impl. Phase

- Begins upon notification from FOE, lasts up to 180 days
- Within 180 days, County and its contractors to implement selected ECMs*
- Consultant to attend implementation phase meetings and answer questions about RCx audit and ECMs
- After ECMs are completed, Consultant to resubmit FOE workbook w/ savings verification, updated calcs. & invoices
- FOE will review final workbook, issue remaining incentive check to County upon receiving signed project completion notice

* *Consultant may not bid on RCx implementation contract.*

Project Reqs - TBE Participation

- Targeted Business Enterprise (TBE) goal is 17%
- Office of Economic Inclusion can help ID local TBE firms
- Selected consultant must report payments using B2GNow
- Contact (414) 278-4747 or oei@milwaukeecountywi.gov



Project Schedule

Date

June 29, 2023

July 10, 2023

September 15, 2023

October 2, 2023

August 2024

December 2024

Milestone or Deliverable

Optional Pre-Proposal Meeting & Tour

Proposals Due at 2:00 p.m.

Issue Notice to Proceed

Project Launch – Audit Begins

Wrap-Up Implementation Phase (est.)

Project Close-Out



Proposal Evaluation Criteria

<u>Criteria</u>	<u>Weight</u>
Quality & responsiveness to RFP.....	25%
Project approach & understanding.....	30%
Qualifications & experience.....	25%
Fee & hourly rates.....	15%
Quality & responsiveness of TBE participation.....	5%
TOTAL	100%



Questions?

Contact:

Grant Helle

Energy Program Manager

energy@milwaukeecountywi.gov

*To ensure a response from Milwaukee County,
submit any questions by July 5, 2023 at 12:00 p.m.*





**MILWAUKEE
COUNTY**

ATTACHMENT 2

ATTENDANCE LIST – PRE-PROPOSAL MEETING

**Request for Proposals – Retro-Commissioning Phase 1
Project #O641-20181**

**Attendance List
Pre-Proposal Meeting 6/29/2023**

Name	Affiliation	Phone	Email
Grant Helle	Milwaukee County		energy@milwaukeecountywi.gov
Steve Kovacic	Milwaukee County		
Lt. Joel Neumann	MCSO		
Tom Dragotta	Focus on Energy	715-720-2151	tom.dragotta@focusonenergy.com
Roger Lautz	AEI	608-236-1110	rlautze@aeieng.com
Jared Little	AEI	414-467-5729	jlittle@aeieng.com
Nick Hapak	IBC Engineering	262-549-1190	nickh@ibcengineering.com
Margot Brunet	IBC Engineering	262-549-1190	margotb@ibcengineering.com
Tim McAvoy	McKinstry	773-818-5717	tim@mcKinstry.com
Dale Adney	CBRE	608-445-7267	dale.adney@cbre.com
Diann Herrick	Rivion	414-937-5025	diann.herrick@rivion.com
Alex Dodd	Grumman Butkus	608-590-3488	adodd@grummanbutkus.com

