

# Pre-Proposal Meeting Agenda

## COURTHOUSE COMPLEX – HAZARDOUS MATERIALS ASSESSMENT AND REPORT

**Milwaukee County Courthouse**  
**901 North 9th Street**  
**Milwaukee, Wisconsin 53226**

**Project Number: WC029101**

Date: November 14<sup>th</sup>, 2024  
Time: 10:00 AM CST  
Place: 633 W Wisconsin Ave, STE 1014, Milwaukee WI 53203

Introduction: Milwaukee County – project manager: *Andy Walsh*

1. Be sure all individuals sign-in on the sign-in sheet. Sign-in sheet will be posted on-line after pre-proposal meeting. We recommend that you indicate your organization name and contact information.

Introductions:

Milwaukee County:

Andy Walsh	Senior Architect / Project Manager	DAS-AEES
Kevin O'Brien	Manager Environmental Compliance	DAS-AEES
Ben Sheehan	Senior Mechanical Engineer	DAS-AEES
Lance Bento	Mechanical Service Manager	DAS-FMD
Mark Rognsvoog	Project Manager Facilities	DAS-FMD

2. Project Description:

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to provide a Hazardous material assessment and report for the Courthouse Complex in support of the Investing in Justice Courthouse Complex Planning project. Assessment and report will provide comprehensive documentation of quantities, types and locations of hazardous materials in the Historic Courthouse (HC), Criminal Justice Facility (CJF) and Public Safety Building (PSB) for use in planning and executing new work in each building.

3. Project Scope:

The full scope is outlined in the RFP. A brief summary of the scope includes the following:

- A. Initial Consultation and Project Planning
- B. Site Survey and Inspection of facilities and inherent material conditions and quantities
- C. Sampling and Laboratory Analysis
- D. Risk Assessment
- E. Documentation and Reporting
- F. Ongoing Monitoring and Follow-Up

4. Tentative Project Timetable

- 11.06.2024	RFP Posted;
- 11.14.2024	Mandatory Pre-proposal meeting at 10:00 AM CST. AND Optional Site Visit at 11:30 AM CST.
- 11.25.2024	Questions Due
- 12.06.2024	Proposals Due by 4:00 PM CST
- 12.18.2024	Selection Committee selects Consultant
- 01.20.2025	Consultant(s) Award (will occur no sooner than this date).
- 01.24.2025	Tentative – Consultant(s) given notice to proceed

4. TBE Requirement

- a. TBE – Achieve Targeted Business Enterprise (TBE) participation goal of 17%.

5. General Information and recommendations

Facility Records and Data:

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- a) Due to security requirements, data and records pertaining to the Courthouse Complex are not publicly posted. The County will provide relevant material to attendees of the Mandatory pre-proposal meeting once requested material is reviewed and approved for dissemination.
  - b) Some areas of the facilities have already undergone renovation and therefore may have had subsequent hazardous materials abated. Records of renovations and areas impacted will be coordinated with the consultant in planning for the assessment of the facilities as the project schedule is confirmed and coordinated with the occupants of the respective County Departments.
  - c) All prospective consultants will be required to complete the necessary Milwaukee County Facilities Security Clearance Waiver process. Access to sensitive and secure areas of the Courthouse Complex will require obtaining clearance and coordination with respective Facilities Maintenance staff.
6. Site Visit:
- Immediately after this meeting, we will be hosting a general site-visit of the facilities identified in the RFP target scope.
- A. WHEN: 11:30 AM CST
  - B. WHERE: Meet at 901 N 9<sup>th</sup> St, Milwaukee WI, 53226. The main entrance is on 10<sup>th</sup> Street. Participants must enter and pass through security clearance via means of a metal detector. Laptops and Cameras are allowed, but tape measures are prohibited.
  - C. WHAT: Tour of the 3 main Courthouse Complex Facilities
7. Questions: Discussion and Answers
- You may e-mail your questions to **Andy Walsh** [andy.walsh@milwaukeecountywi.gov](mailto:andy.walsh@milwaukeecountywi.gov)
  - Questions must be received by Monday, November 25<sup>th</sup>, 2024 to give time to develop responses and get those responses (addenda) in your hands the week before proposals are due.
8. Thank you all for attending this Pre-Proposal Meeting.