

Subject: Request for Proposal – Addendum #2  
Project: Milwaukee County CFSPM  
Project No.: C214-19425

DEPARTMENT OF ADMINISTRATIVE SERVICES  
*Milwaukee County*



**ADDENDUM NUMBER TWO**

November 20, 2019

Project: Milwaukee County Center for  
Forensic Science & Protective Medicine and  
Office for Emergency Management

Project No.: C214-19425

Subject: REQUEST FOR PROPOSALS (R.F.P.) for Architectural Design Services and for Project  
Manager/Owner's Representative

**ADDENDUM NUMBER TWO**

Ladies and Gentlemen:

PROPOSAL FORM

"ATTACHMENT F (Revised 11/14/2018) CONSULTANT FEE PROPOSAL FORM" attached to this addendum shall be used in lieu of the ATTACHMENT F included with the Architectural Design Services RFP. Provide a separate Constant Effort spreadsheet matrix for each Task A thru G.

QUESTIONS

The following are responses to the questions that have been received related to the referenced RFP.

1. *Will the terms of the Lease Agreement be released?*  
**Not at this time. The Lease Agreement is under negotiations and will not be released until after the project team is engaged. Agreement is anticipated to be in place by mid-January 2020.**
2. *Will the Design Team be involved in the submittal process?*  
**The Design Team will be responsible for review of submittals to confirm compliance with Contract Documents.**
3. *Will the PM/OR be involved in the "punchlist" inspections?*  
**The PM/OR shall coordinate and oversee the punchlist inspections for Milwaukee County. This responsibility is added to Task C. Construction Phase scope of work.**

Subject: Request for Proposal – Addendum #2

Project: Milwaukee County CFSPM

Project No.: C214-19425

4. *Who will be responsible for the contracting of Commissioning and de-Commissioning services?*  
**Milwaukee County will bid the work and hold the contract for Commissioning services, and for any required de-commissioning contracts that may be required. Architect and PM/OR responsibilities for Commissioning and de-commissioning work are as outlined in the RFPs.**
5. *Will the Lease Agreement be made available?*  
**The Lease Agreement is currently under negotiations and is not available for review. Negotiations are anticipated to be completed in January, 2020.**
6. *In the PM/OR RFP, the term Appendix is used, but an Appendix is not included?*  
**The term Appendix is synonymous with the term Attachment in this RFP. Attachments are included in the PM/OR RFP.**
7. *In the Architectural Design Services RFP, Task F does not indicate responsibility for submittal review. Will the Design Team be responsible for submittal reviews?*  
**The Design Team shall be responsible for review of submittals.**
8. *Is emergency power part of the Tenant buildout or part of the base building?*  
**The responsibility for an emergency power system is being considered in the Lease Agreement negotiations.**
9. *Will move assistance be needed?*  
**Milwaukee County will require assistance from the PM/OR for the move into the new County CFSPM. This should include assistance with contracting movers, communication and coordination of the move. Details are as shown under Task D. Relocation Phase scope of work in the PM/OR RFP.**
10. *Are Federal Funds being used for building “hardening” and/or an emergency power system?*  
**None.**
11. *Is there a detailed project estimate?*  
**An estimate has been provided in the RFP Attachments with as much detail as is currently available.**
12. *Will there be an antennae analysis/study?*  
**OEM is contracting with Motorola for analysis/study.**
13. *Re selected as the Project Manager/Owner’s Rep, does that preclude you from the construction contractor bid?*  
**The Project Manager/Owner’s Rep may not hold contracts for construction.**
14. *Should the design team include design and specification of 911 Dispatch Equipment?*  
**Specification and procurement of 911 dispatch equipment will be by County. Schedules of all County CFSPM equipment shall be developed and maintained by the Design Consultant such that all building and utility requirements are accommodated regardless of who will procure such.**
15. *Should the design team include design and specification of Radio Equipment?*  
**Specification and procurement of Radio Equipment will be by County. Schedules of all County CFSPM equipment shall be developed and maintained by the Design Consultant such that all building and utility requirements are accommodated regardless of who will procure such.**

Subject: Request for Proposal – Addendum #2

Project: Milwaukee County CFSPM

Project No.: C214-19425

16. *Is relocation coordination anticipated as part of the design team scope?*

**Milwaukee County will require assistance from the PM/OR for the move into the new County CFSPM. This should include assistance with contracting movers, communication and coordination of the move. The Design Team shall provide move from/move to plans and documentation for the existing and new furniture and equipment.**

17. *Does the telecommunications and AV scope include equipment specifications or simply the cabling to support the equipment?*

**Specification and procurement of telecommunications/AV/data equipment will be by County. Schedules of all County CFSPM equipment shall be developed and maintained by the Design Consultant such that all building and utility requirements are accommodated regardless of who will procure such.**

18. *Who will be responsible to construct and maintain the base building REVIT model used for the Tenant improvement work and to coordinate efforts between the base building A/E and the Milwaukee County Design Team? How will that sharing be hosted? Who will host?*

**The MCW project team is responsible to construct and maintain the base building REVIT model, and to make such available to the County project team. Details on hosting are TBD.**

19. *Please confirm that radio design and interface/ move transition is work that is outside the Design Team scope?*

**Radio design and interface/move transition will be outside the Design Team scope. Specification and procurement of Radio Equipment will be by County. Schedules of all County CFSPM equipment shall be developed and maintained by the Design Consultant such that all building and utility requirements are accommodated regardless of who will procure such.**

20. *Please define what work scope is expected for move management?*

**The Medical Examiner's office holds approximately 30 personnel plus specialty equipment and supplies that will be relocated from a single location. OEM has approximately 45 personnel plus specialty equipment and supplies at two locations. Move management scope of work is defined in the PM/OR RFP under Task D Relocation Phase. The Design Consultant shall develop move-from/ move-to plans to assist movers with the relocation of personnel, furniture, equipment and supplies.**

21. *What interface with the project will be required of the Design Team during the off-line period between design and construction – roughly the end of 2020 (assumed completion of the documents per the schedule) and mid-2021 tenant improvement construction?*

**The Design Team is expected to maintain contact with the project team through regularly scheduled meetings, track and react to Base Building design change orders, participate in the Bidding Phase as shown in Task E, and continue to support the County's overall procurement strategy.**

22. *What requirements will there be for commission validation per Task G in the Architectural Design Services RFP?*

**County will contract separately with a 3<sup>rd</sup> party Commissioning Agent for Commissioning services including Commissioning Plan and Report. The Design Consultant shall review and provide input on the completeness and accuracy of the Commission Plan and Commissioning Report.**

23. *What standards is the OEM to comply with (NFPA, UFC, etc.)?*

**Standards for the OEM facility are as shown in the Attachment B – County CFSPM Preliminary Programs (OEM) to the RFP. Additional and final code analysis is required as part of the Design Services Task A. Programming and Conceptual Design Phase, and Task B. Schematic Design Phase.**

24. *The narrative notes an overall capital cost/ budget of \$28M but Attachment D notes an overall project cost of \$30,542,623 inclusive of contingency and escalation. Please confirm final approved budget/ project cost.*

**The budget is preliminary at this time and should be considered a not-to-exceed amount. While financial management of the project is the responsibility of the PM/OR, value optimization within budget is the responsibility of the entire project team.**

25. *Are decommissioning and/ or relocation costs planned to be included in the overall \$30.54M (assuming that is the final total) project budget?*

**Yes.**

26. *PM/OR RFP Task D – Item 5 Requires PM/OR to “provide constant contact with customer departments as needed to assure safe and smooth relocations”. Will specific points of contact be available for ME and OEM offices to serve as conduits for their larger groups or should direct contact with individuals be planned for?*

**Points of contact will be identified.**

27. *PM/OR RFP Task D – Item 7 and 8 references the decommissioning plan. Is the intent for decommissioning to be a phased approach leading up to the relocation, or will the full scope of decommissioning primarily take place after the relocation to the new facility?*

**To be determined. While the majority of the decommissioning will likely take place after relocation, the decommissioning plan shall identify if a phased approach is practicable and recommended.**

28. *Milwaukee County Contact – Who is the County’s primary point of contact for the project upon engagement?*

**Stuart Carron and Bill Banach, along with the selected PM/OR, will be the County’s primary points of contact, but with different roles and accountabilities.**

29. *PM/OR Fee Breakout – The pre-RFP meeting emphasized the need to break out (6) tasks, but the RFP only has Tasks A through E, Please verify only these (5) tasks to be broken out.*

**The correct number is 5 tasks, A through E.**

30. *Architectural Design Services RFP – Please verify that the base fee is through DD (A through C) and CD’s through project closeout will be added service (D through G). Will an updated Attachment F: Consultant Fee Proposal Form for Architectural Design Services be issued to reflect this?*

**Yes, a revised Attachment F: Consultant Fee Proposal Form for Architectural Design Services is included with this Addendum Number Two.**

31. *Who will specify furniture? How will furniture be procured?*

**Design Consultant shall develop furniture layouts and plans in alignment with County standards and policy. Design shall accommodate all furniture systems and equipment utility requirements. Schedules of County CFSPM furniture shall be developed and maintained by the Design Consultant such that all building and utility requirements are accommodated. County will specify and procure furniture.**

Subject: Request for Proposal – Addendum #2  
Project: Milwaukee County CFSPM  
Project No.: C214-19425

32. *Are record drawings required?*

**Record drawings and operation/maintenance manuals will be required for Design Consultant's project close-out.**

33. *There will be site needs for the garage and sally port, generator, secure enclosure, etc. Should the design team include civil and landscape designers to handle these areas or shall we plan to share our design needs with the core and shell team for their civil and landscape designers to handle.*

**Design Consultant shall establish the requirements for the County CFSPM. Site/civil, landscape and all other County CFSPM design requirements shall be shared with the MCW project team. The MCW project team shall be responsible for site/civil, landscape and base building design. Design Consultant shall review site and base building plans and specifications to assure they meet the needs of the County CFSPM.**

34. *Should the Design Consultant include a structural engineer to assist with issues such as internal building mechanical shafts and roof support for the communication tower or will this be handled by the core and shell team structural engineer?*

**Design Consultant shall establish the requirements for the County CFSPM. Structural, base building and MEP design requirements shall be shared with the MCW project team. The MCW project team shall be responsible for base building design, including structural engineering. Design Consultant shall review site and base building plans and specifications to assure they meet the needs of the County CFSPM.**

35. *Will the County provide a complete sample of the Type 'C' for review?*

**A sample Type 'C' agreement for Architectural Design Services and a sample Type 'C' agreement for PM/OR services will be attachments to this addendum. The sample Type 'C' agreement for Architectural Design Services is referred to as "Professional Services". The sample Type 'C' agreement for PM/OR services is referred to as "Construction Management Professional Services".**

This Addendum provides information and requirements for both Architectural Design Services and PM/OR Services, and is therefore included in the RFP Requirements of both.

Sincerely,

Stuart Carron  
Director, Facilities Maintenance Division  
Department of Administrative Services  
Milwaukee County

Att: Attachment F – Architectural Design Services Consultant Fee Proposal Form  
Type "C" Agreement – Construction Management Professional Services  
Type "C" Agreement – Professional Services