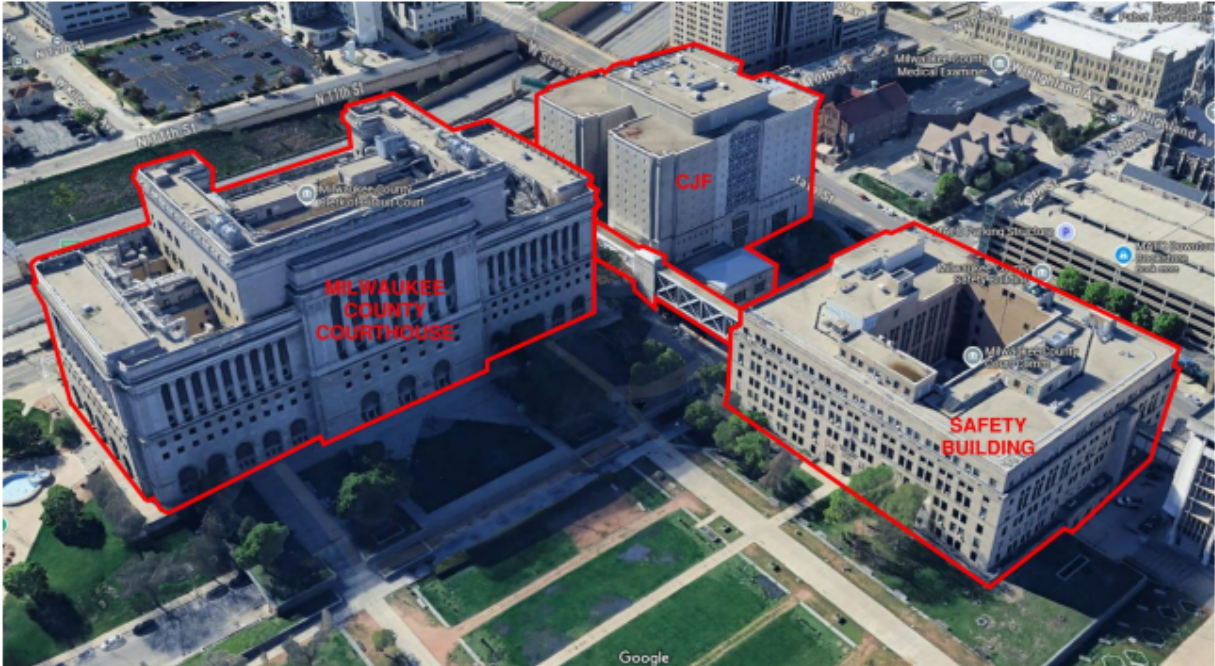
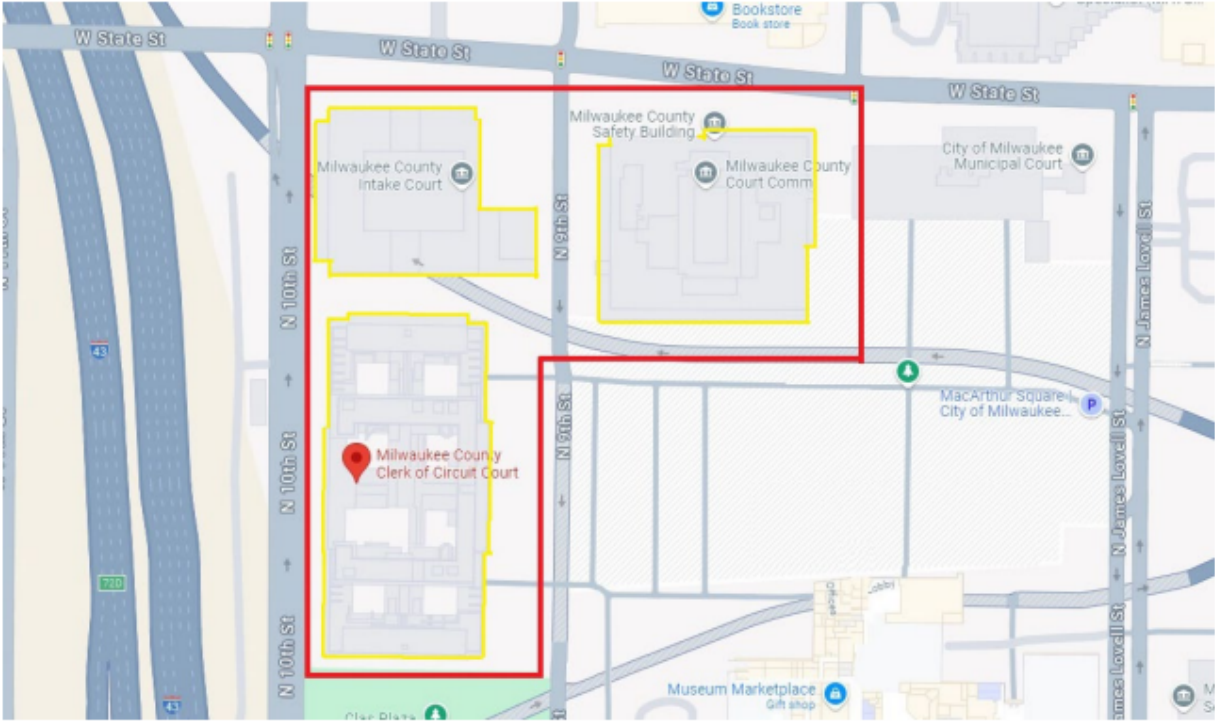


ATTACHMENT 1
PROJECT LOCATION MAP

Milwaukee County Courthouse - 901 N 9th St, Milwaukee, WI 53233
Milwaukee County Safety Building - 821 W State St, Milwaukee, WI 53233



ATTACHMENT 2
HISTORIC COURTHOUSE FLOOR PLANS

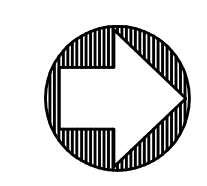


REVISIONS:

DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

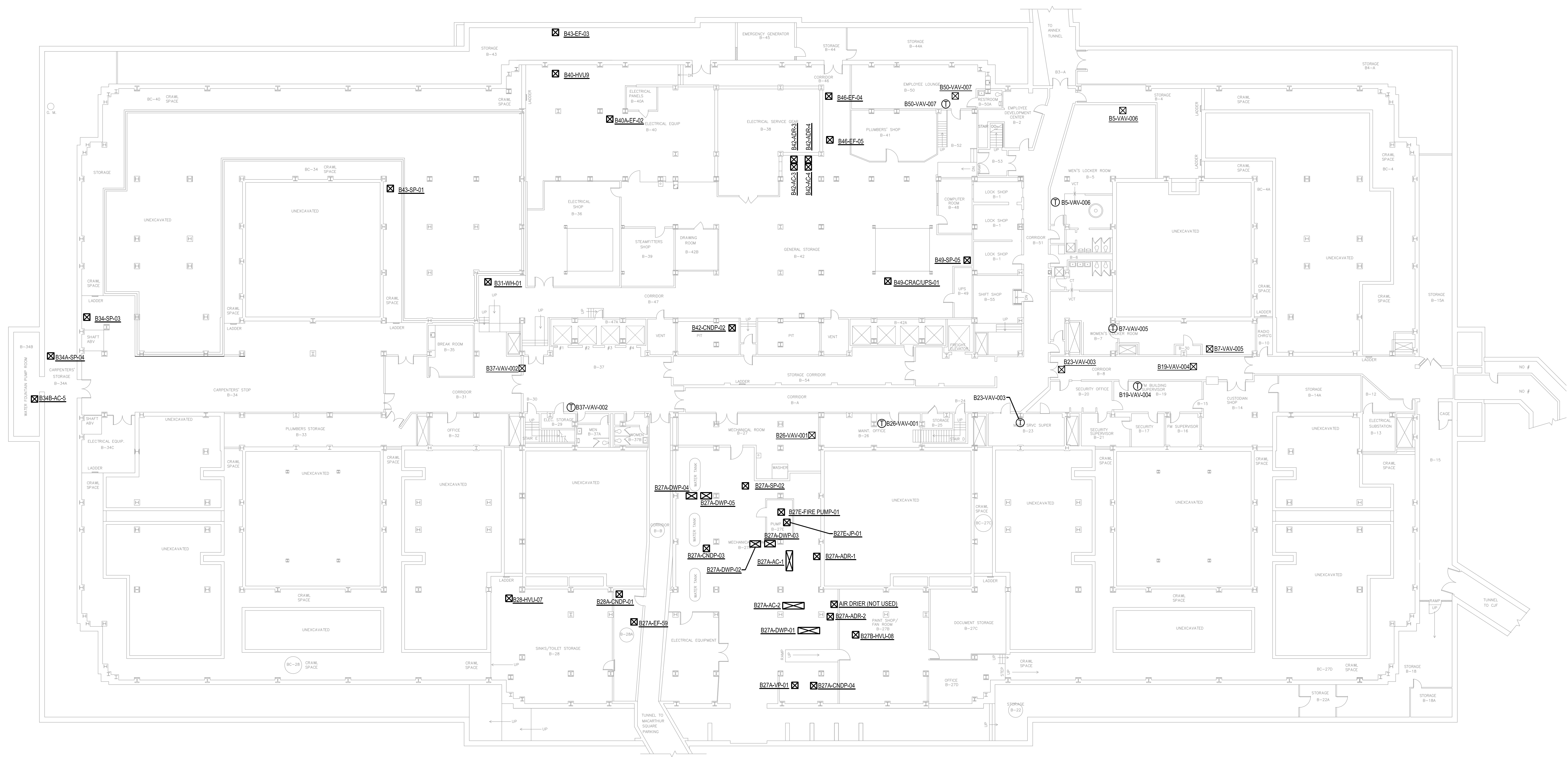
GRÄEF

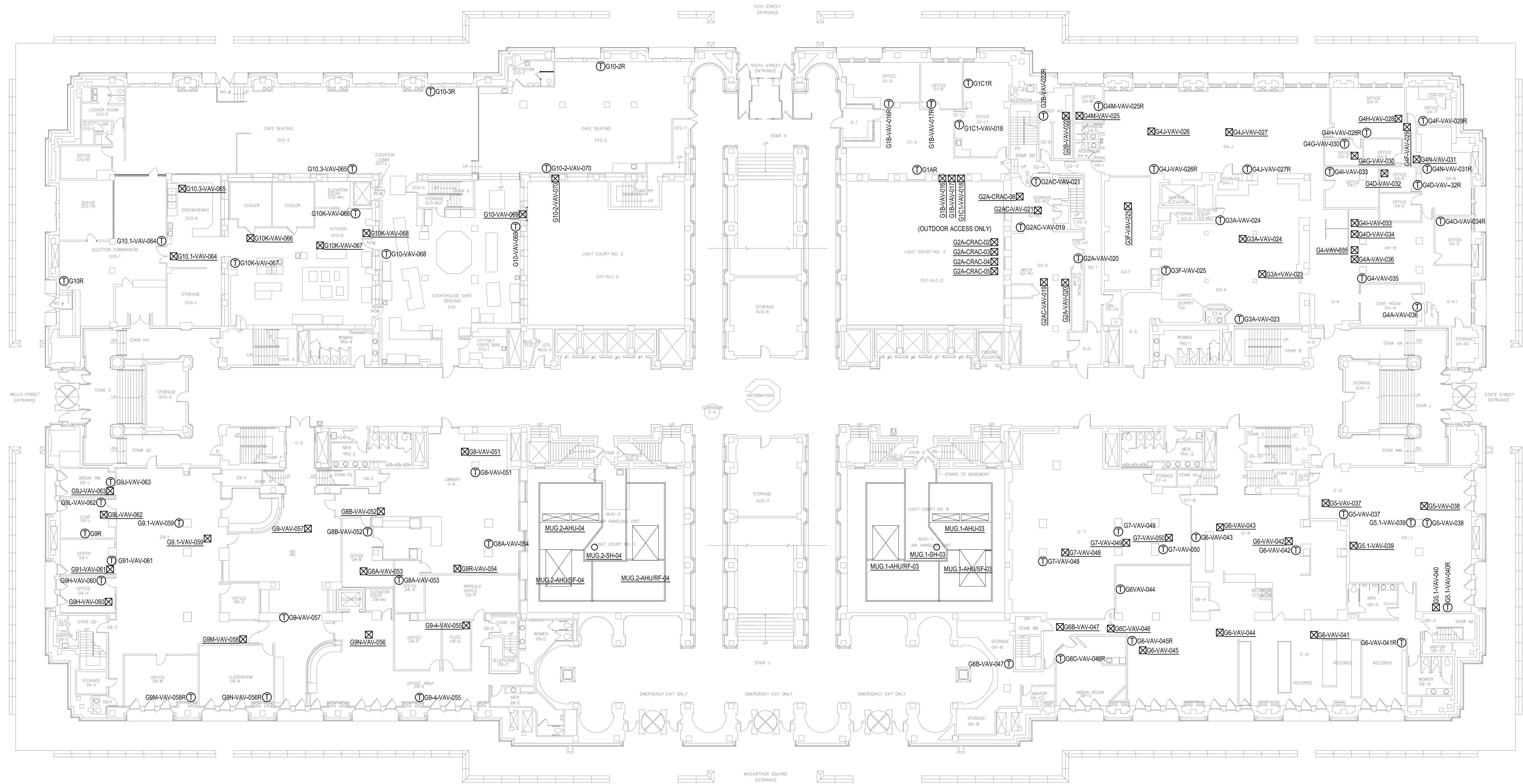
One Honey Creek Corporate Center
 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com



SCALE: 1/16" = 1'-0"
 0' 5' 15' 25' 50'

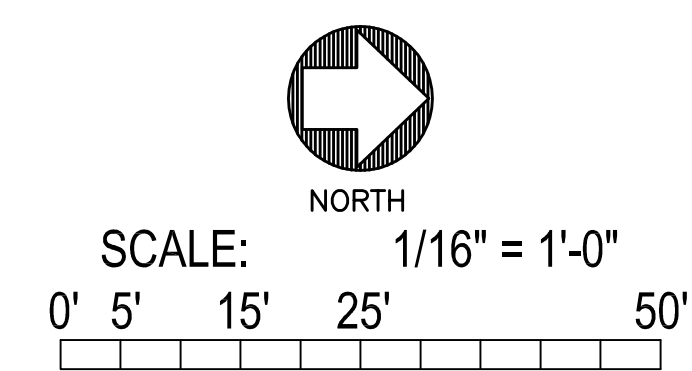
BASEMENT FLOOR PLAN

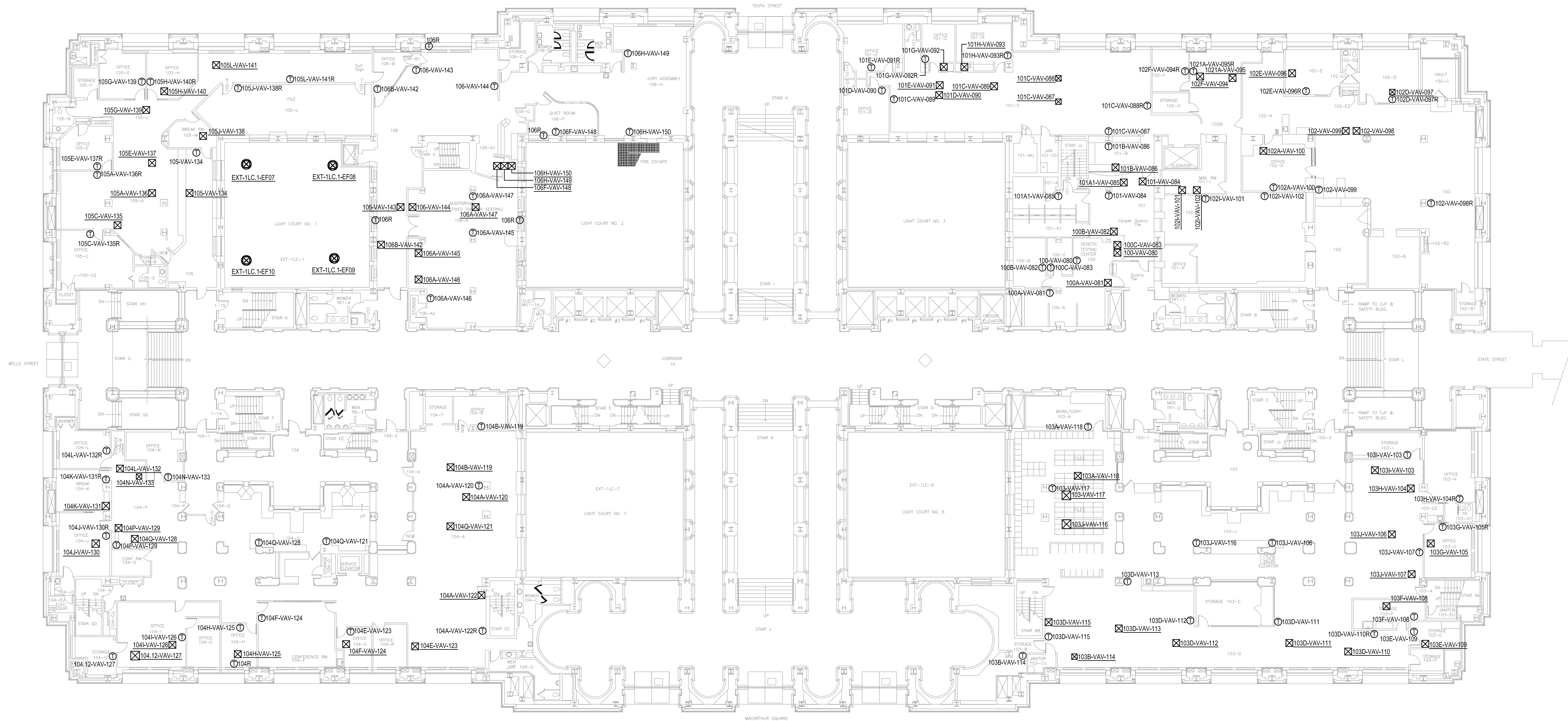




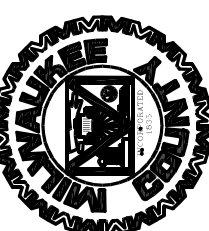
REVISIONS:

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 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com





EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223

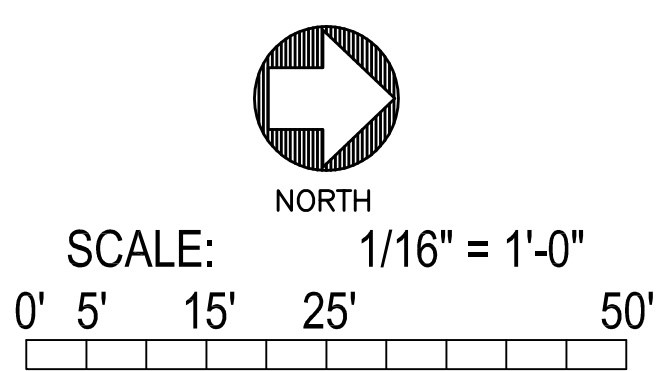


Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53223

REVISIONS:
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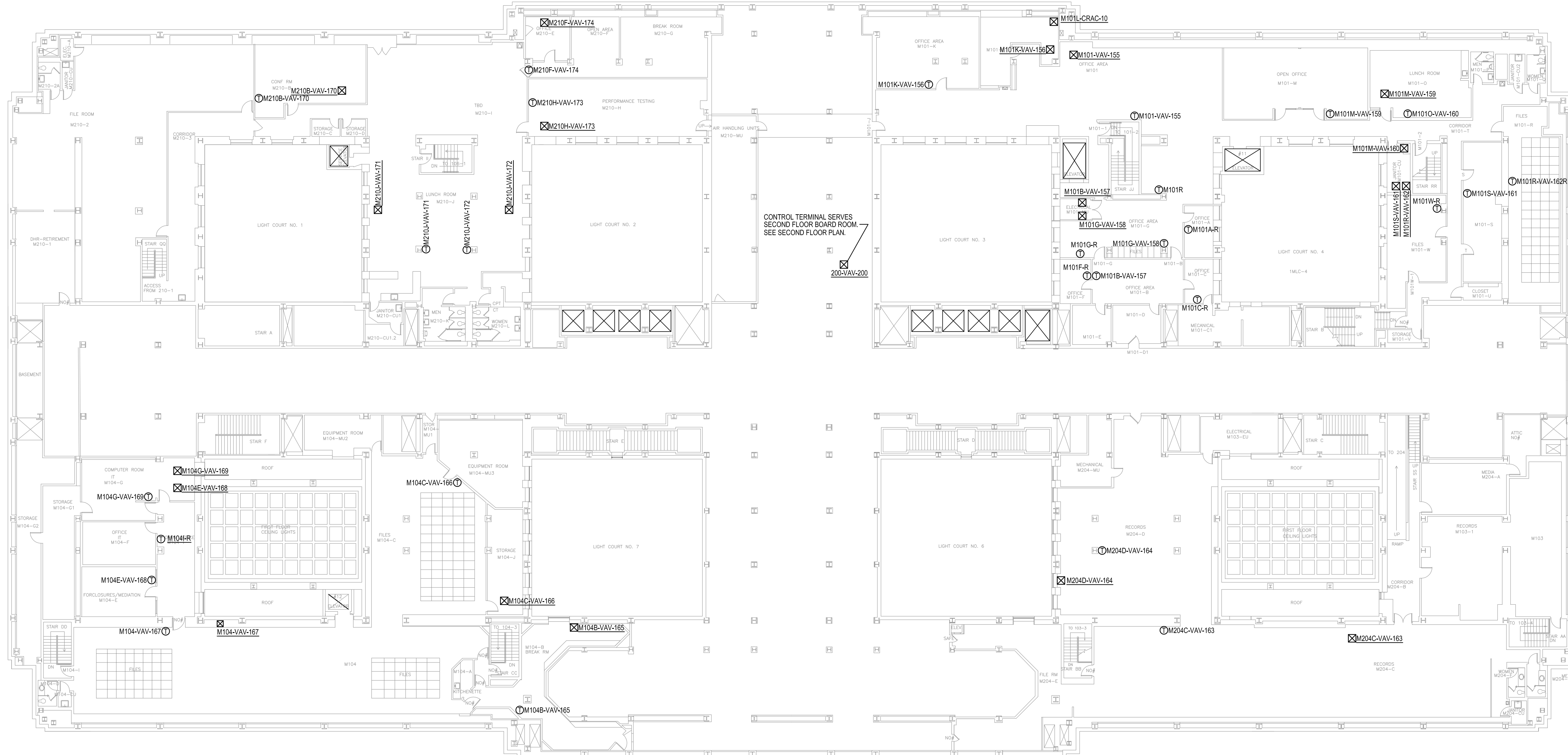
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 414 / 259 0037 fax
 www.graef-usa.com

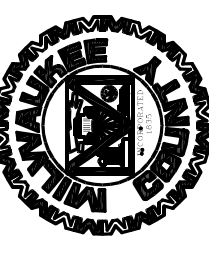


FIRST FLOOR PLAN

DATE:
 04/11/2016
 PROJECT:
 0949-124380J
 SITE NO:
 240
 BUILDING NO:
 10
 SHEET SIZE:
 D



EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223



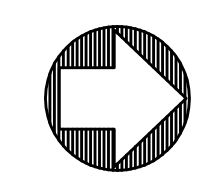
Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53223

REVISIONS:

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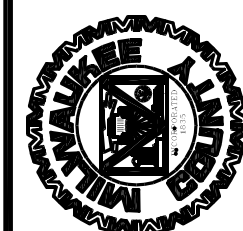
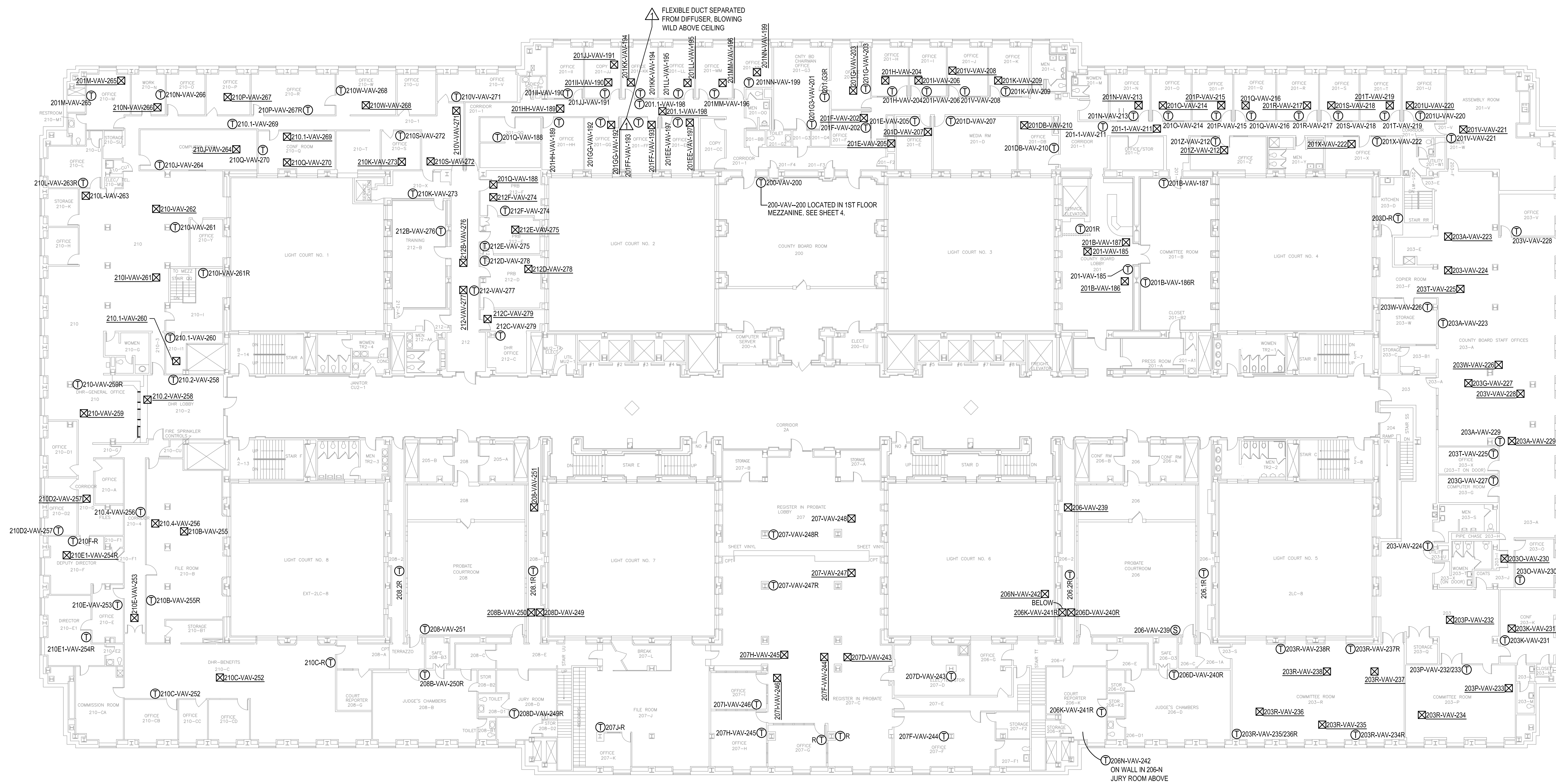
One Honey Creek Corporate Center
 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com



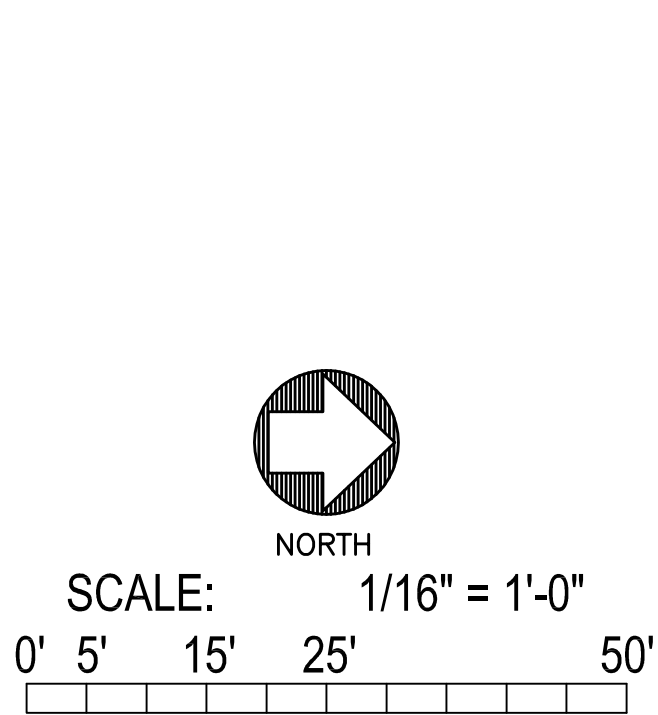
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FIRST FLOOR MEZZ. PLAN

DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D



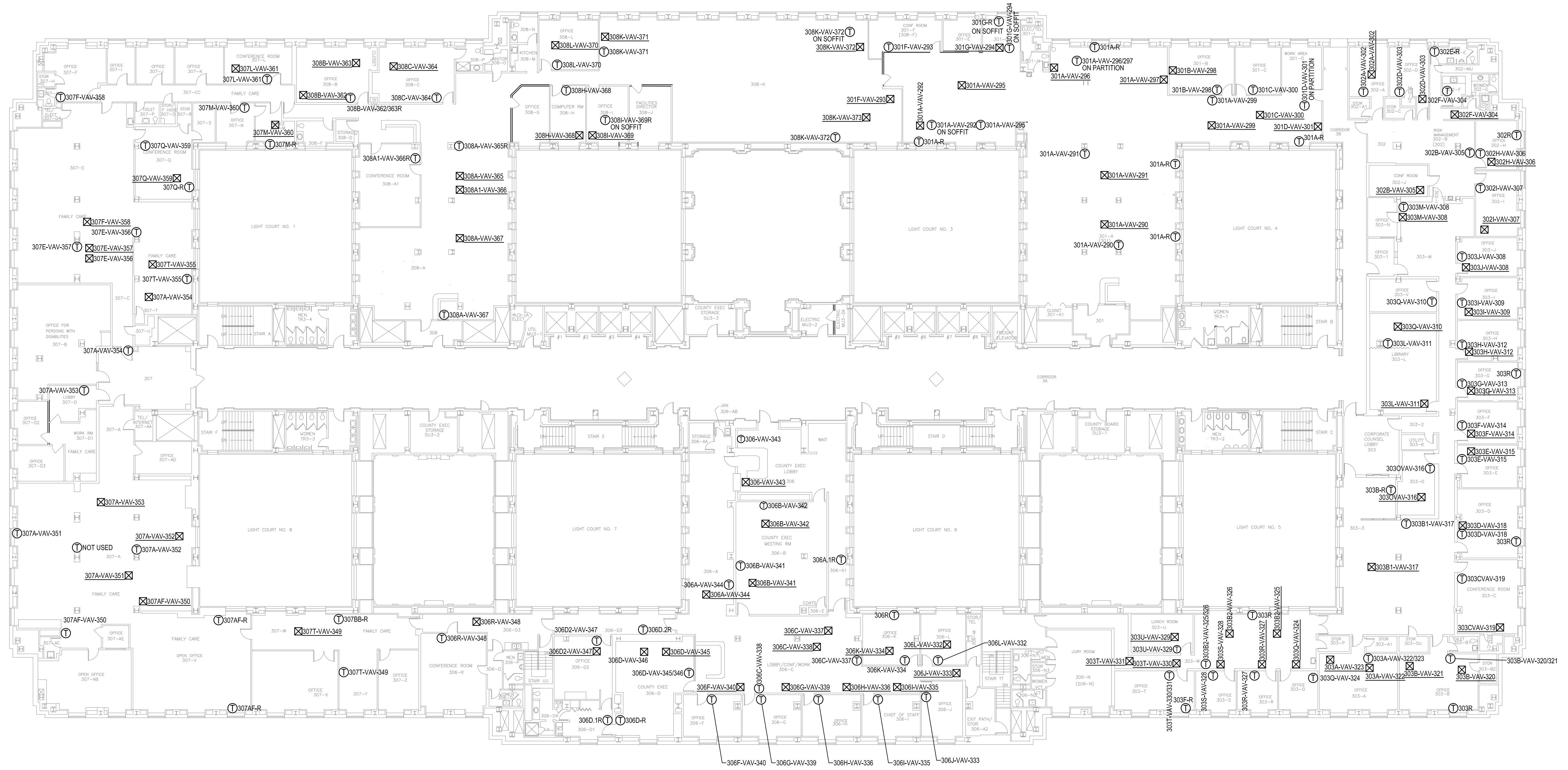
REVISIONS:
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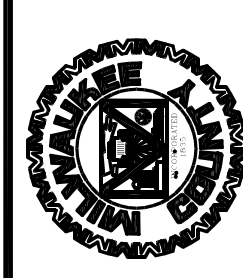
GRAEF
 One Honey Creek Corporate Center
 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
 414 / 259 1500
 www.graef-usa.com

SECOND FLOOR PLAN

DATE:
 04/11/2016
 PROJECT:
 0949-124380J
 SITE NO:
 240
 BUILDING NO:
 10
 SHEET SIZE:
 D

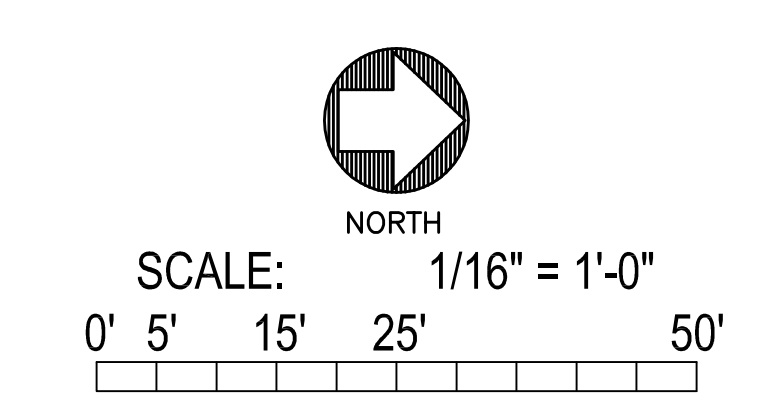


EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223



Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53223

REVISIONS:
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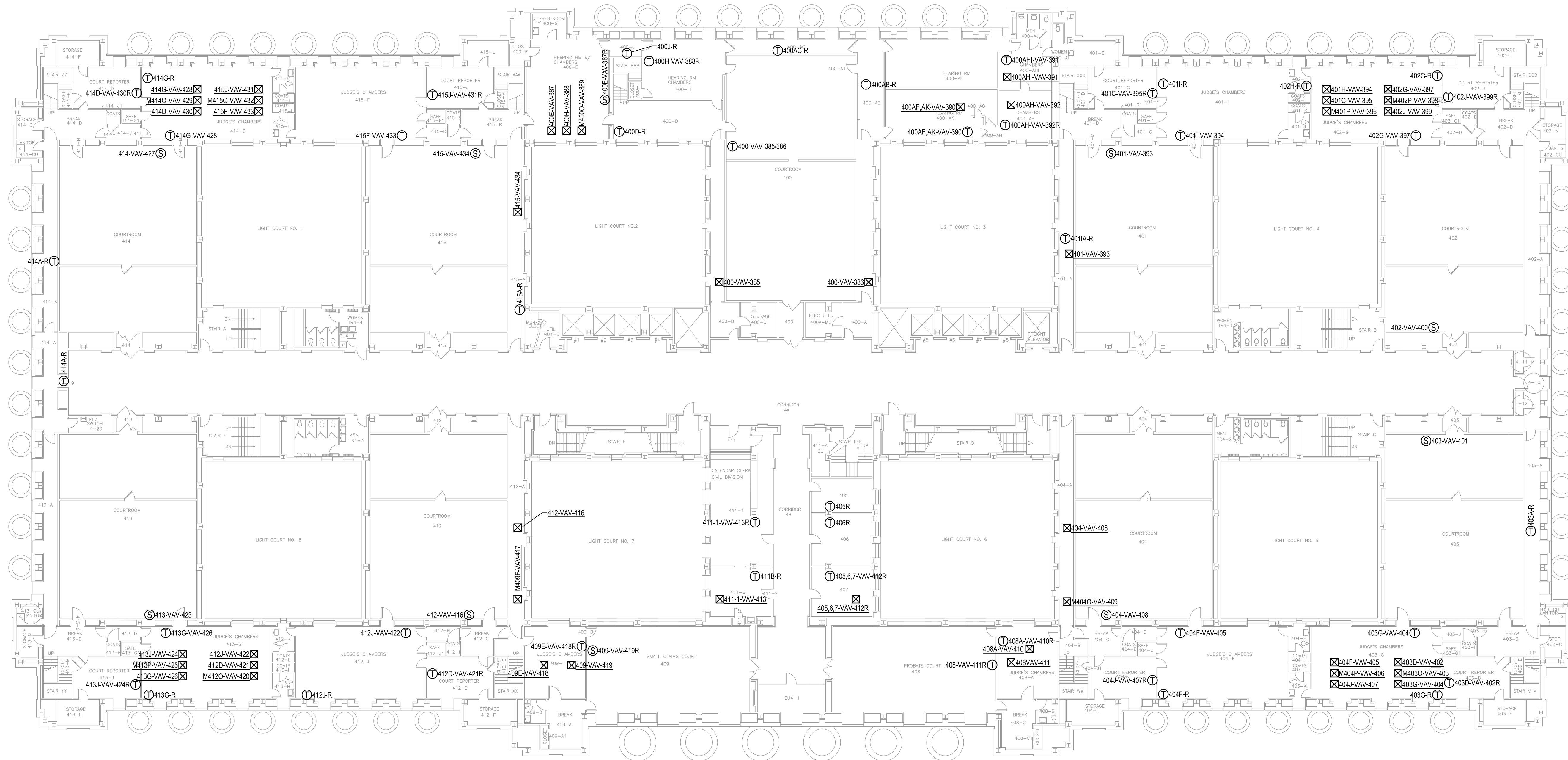


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 One Honey Creek Corporate Center
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 Milwaukee, WI 53214-1469
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 414 / 259 0037 fax
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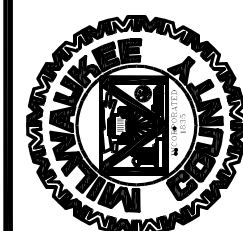
THIRD FLOOR PLAN

DATE:
 04/11/2016
 PROJECT:
 0949-124380J
 SITE NO:
 240
 BUILDING NO:
 10
 SHEET SIZE:
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6



EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223

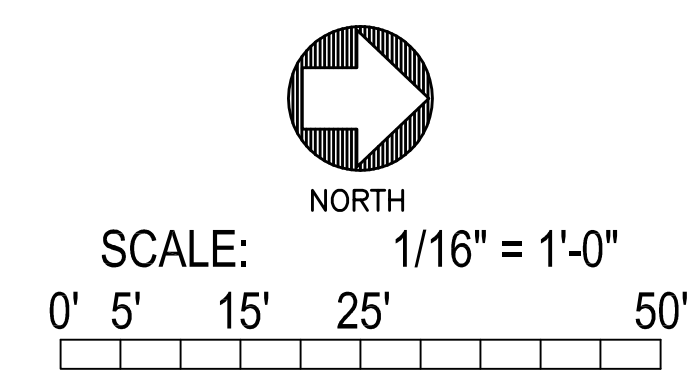


Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53223

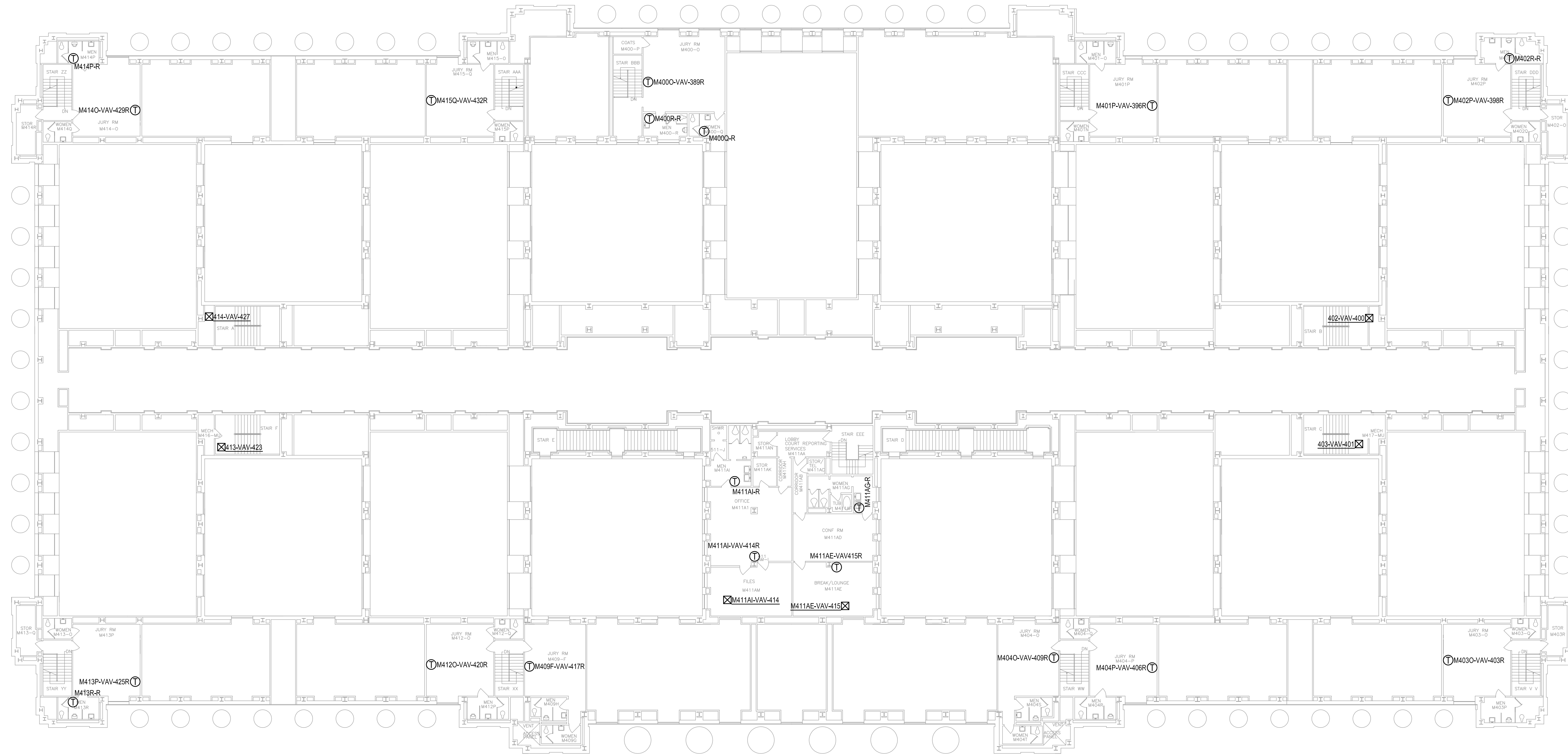
REVISIONS:
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DATE:
 04/11/2016
 PROJECT:
 0949-124380J
 SITE NO:
 240
 BUILDING NO:
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 SHEET SIZE:
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GRAEF
 One Honey Creek Corporate Center
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 Milwaukee, WI 53214-1469
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 414 / 259 0037 fax
 www.graef-usa.com

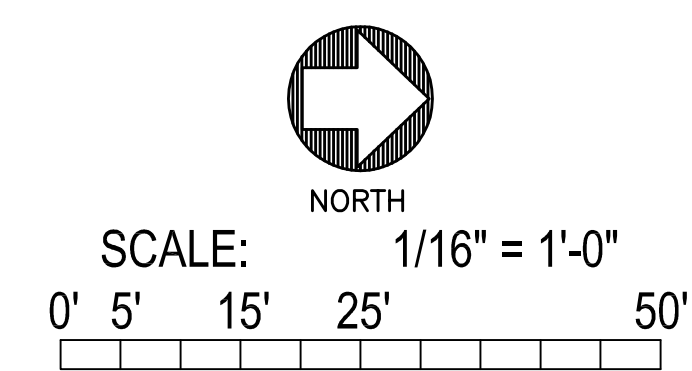


FOURTH FLOOR PLAN

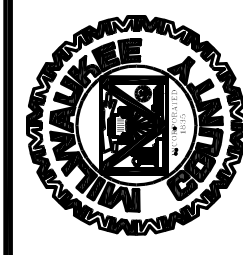


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 414 / 259 0037 fax
 www.graef-usa.com



DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

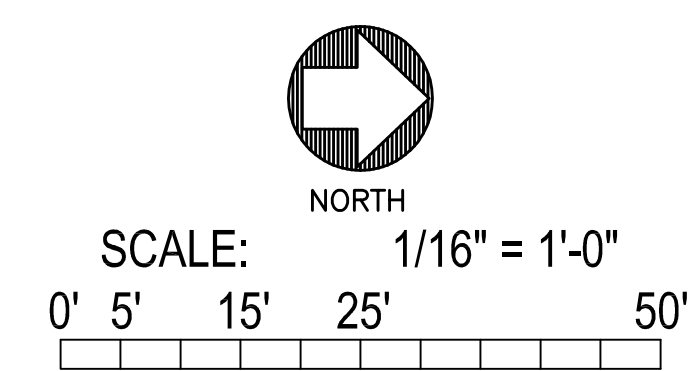
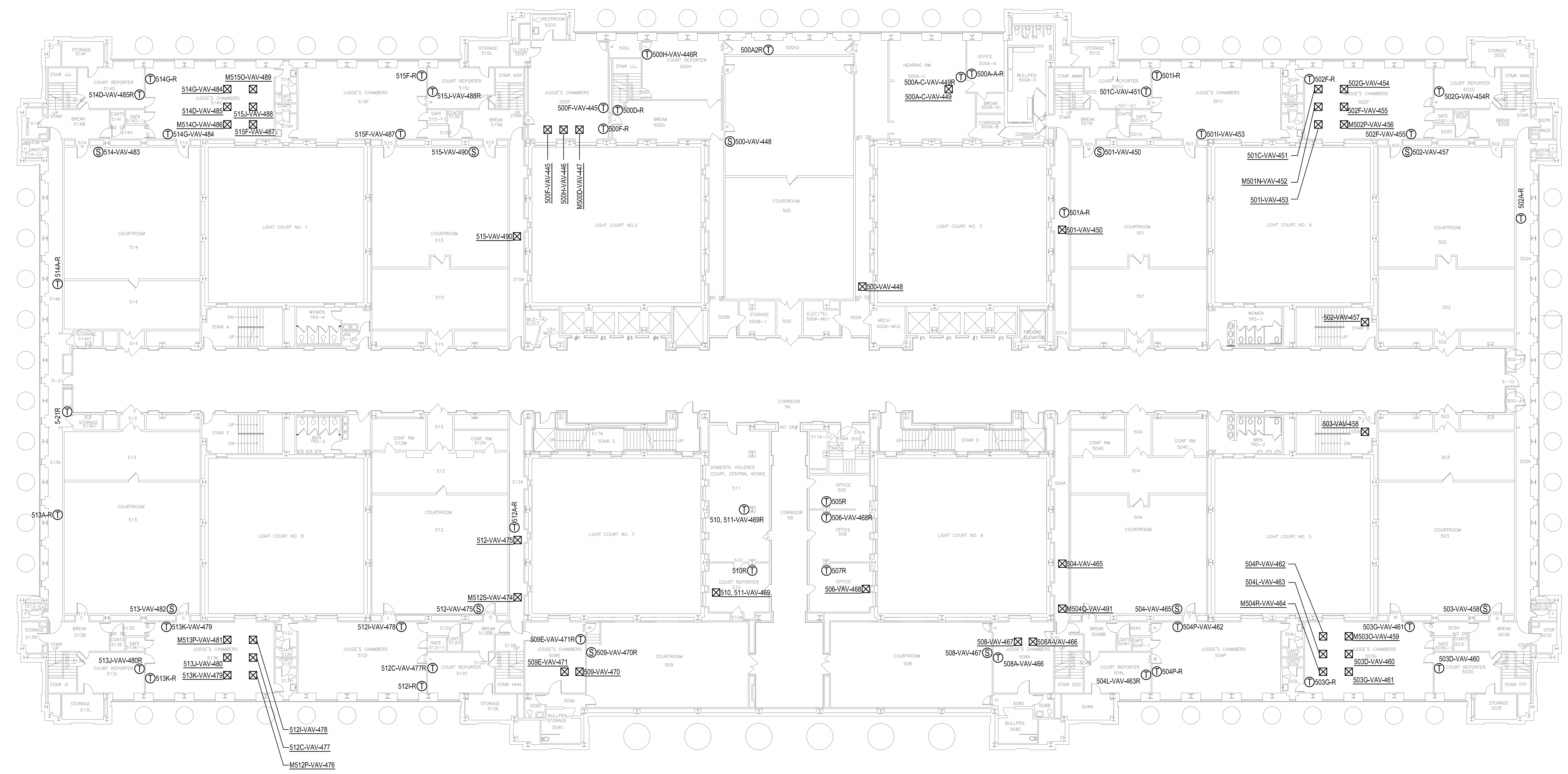


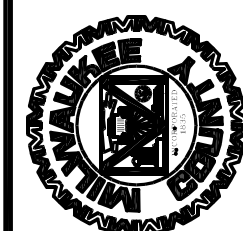
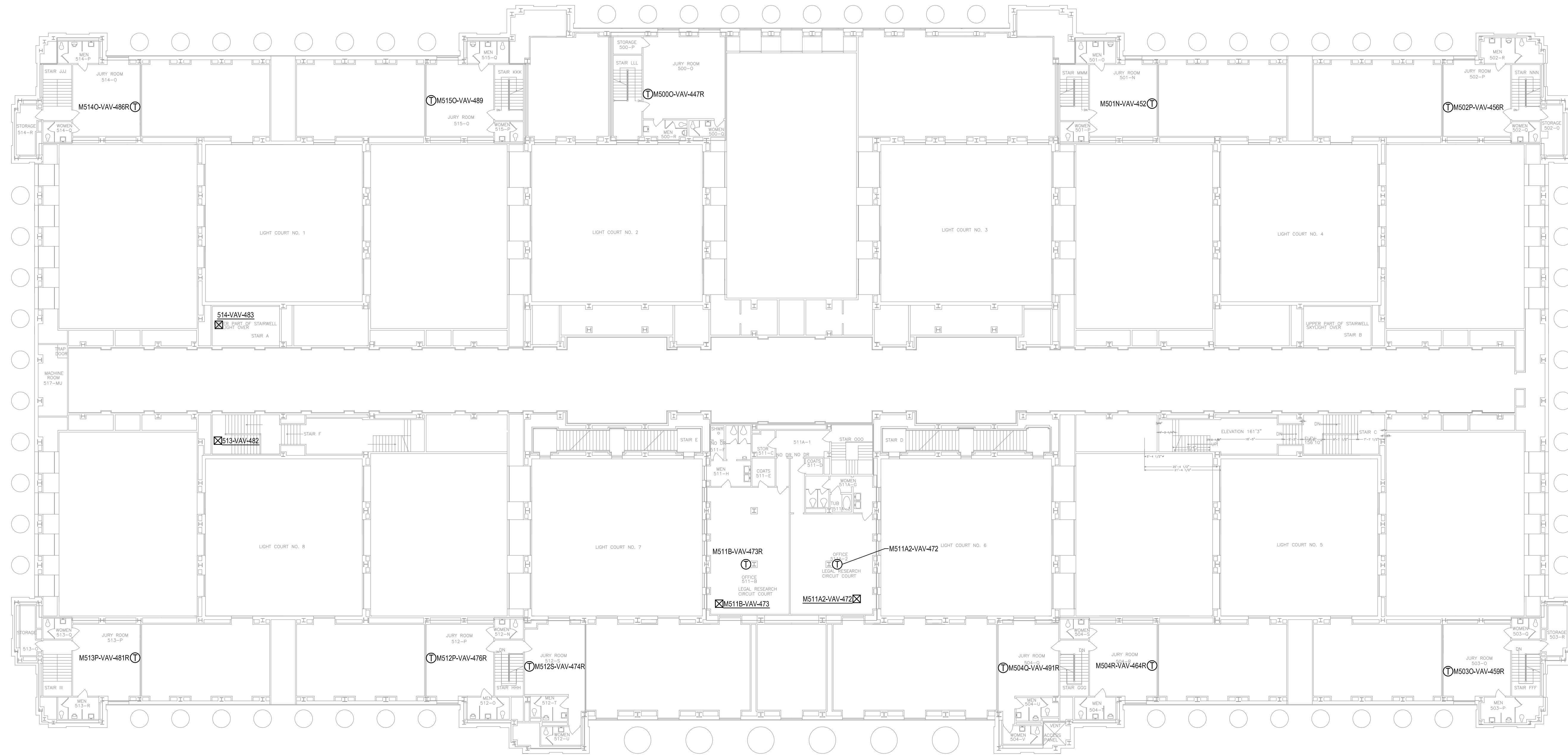
REVISIONS:
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DATE:
 04/11/2016
 PROJECT:
 0949-124380J
 SITE NO:
 240
 BUILDING NO:
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 SHEET SIZE:
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FIFTH FLOOR PLAN



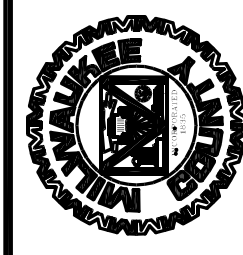


REVISIONS:

DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

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 One Honey Creek Corporate Center
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 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com

NORTH
 SCALE: 1/16" = 1'-0"
 0' 5' 15' 25' 50'

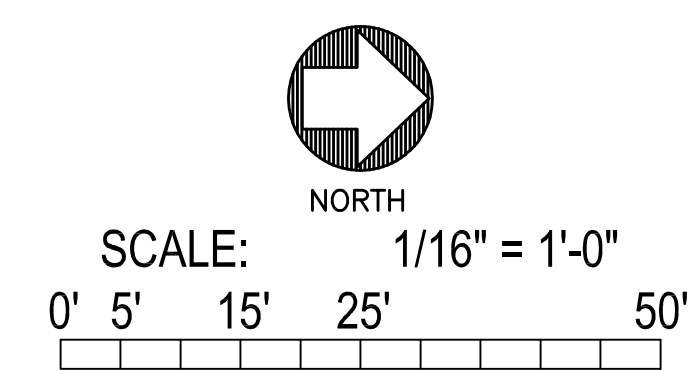
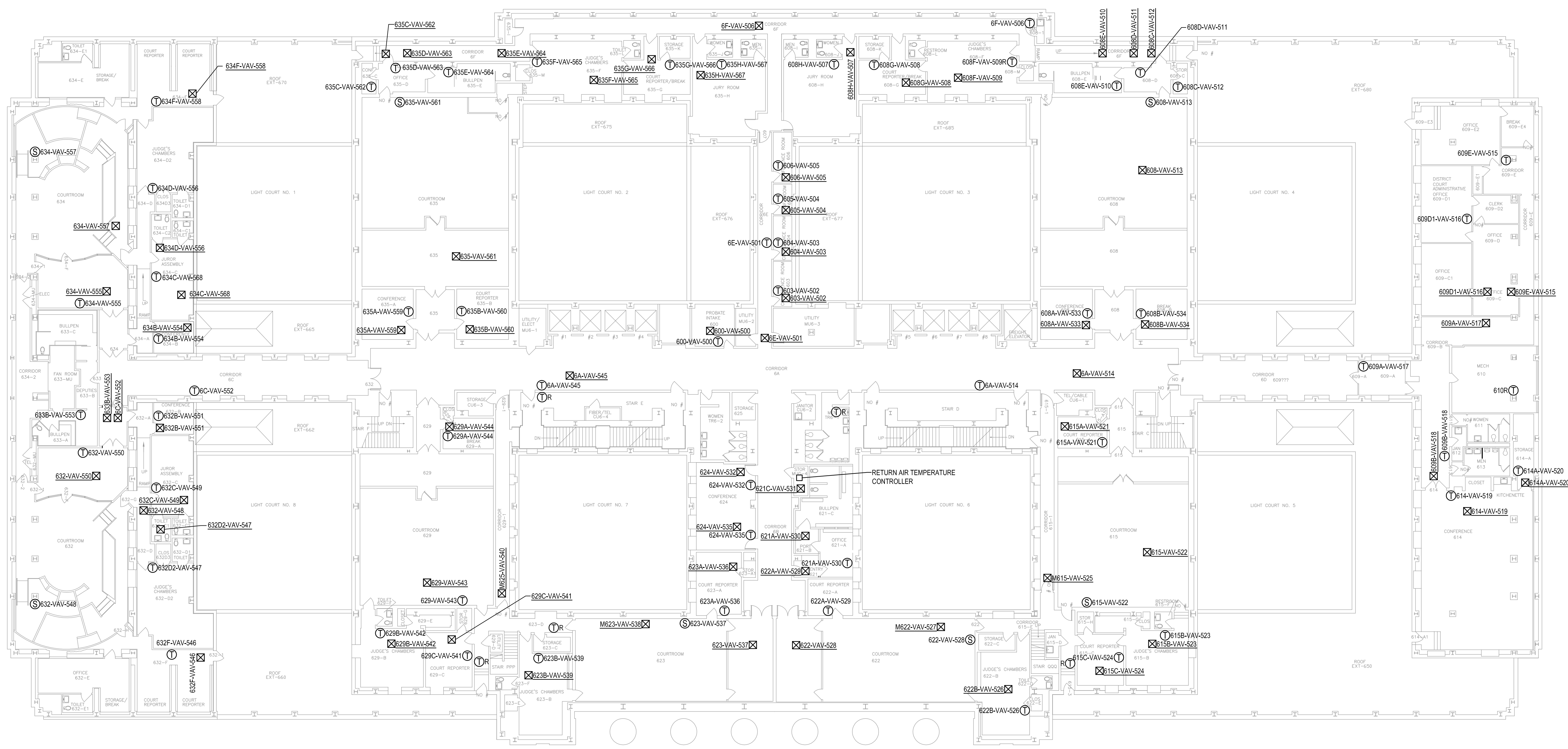


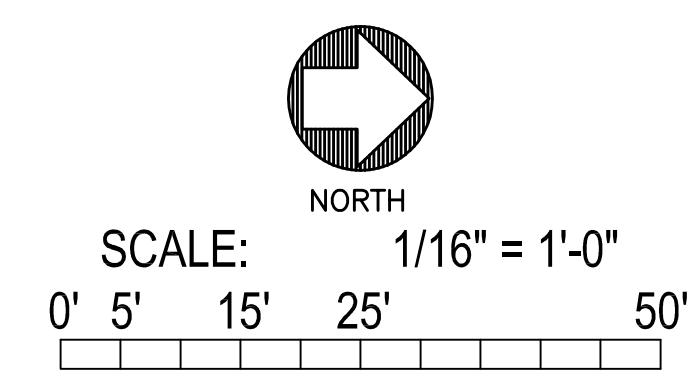
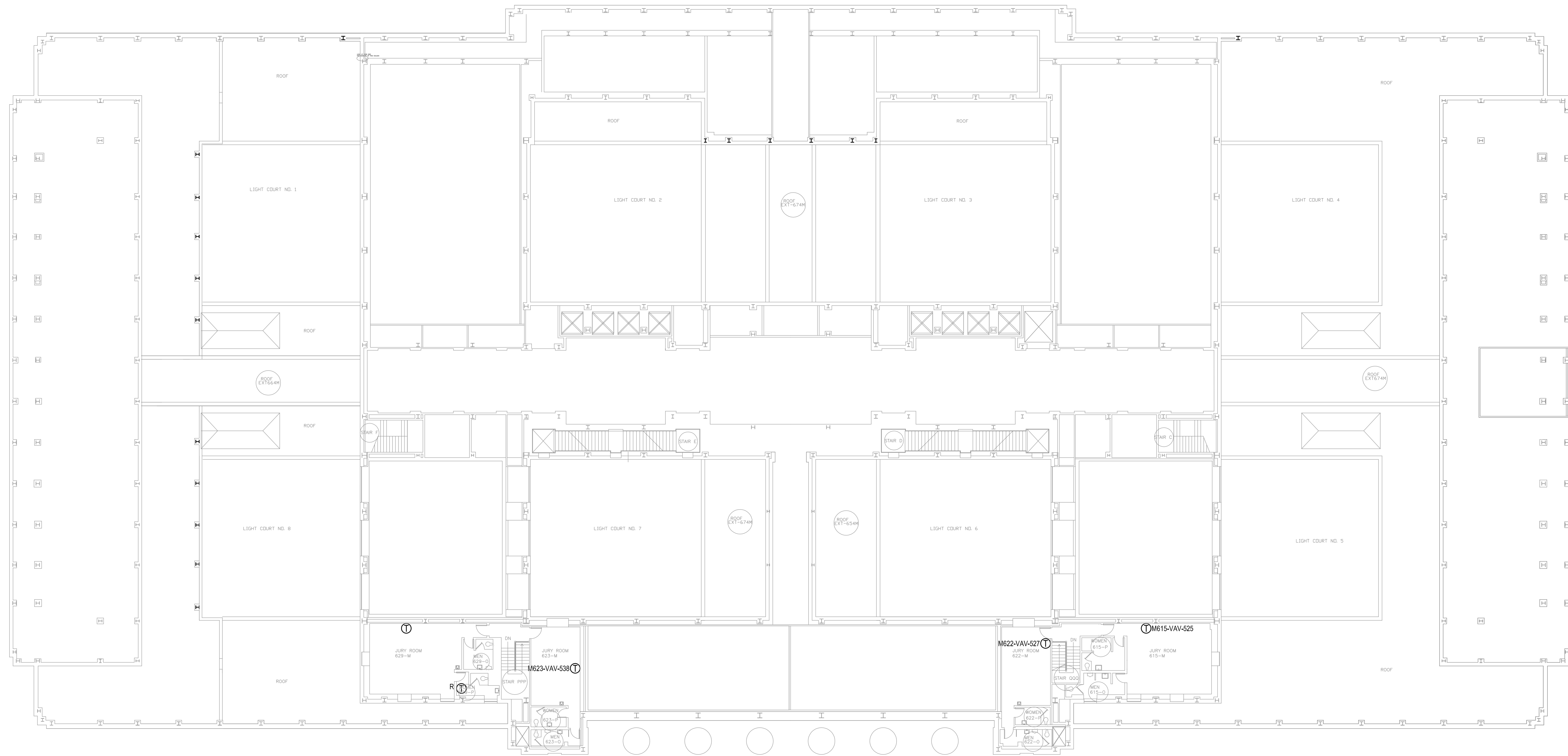
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DATE:
 04/11/2016
 PROJECT:
 0949-124380J
 SITE NO:
 240
 BUILDING NO:
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SIXTH FLOOR PLAN

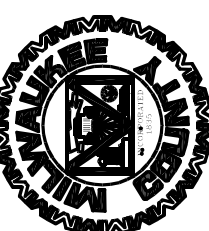




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 414 / 259 0037 fax
 www.graef-usa.com

SIXTH MEZZ. FLOOR PLAN

EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223

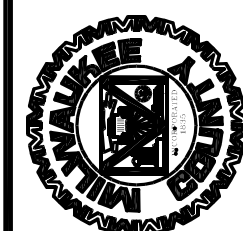
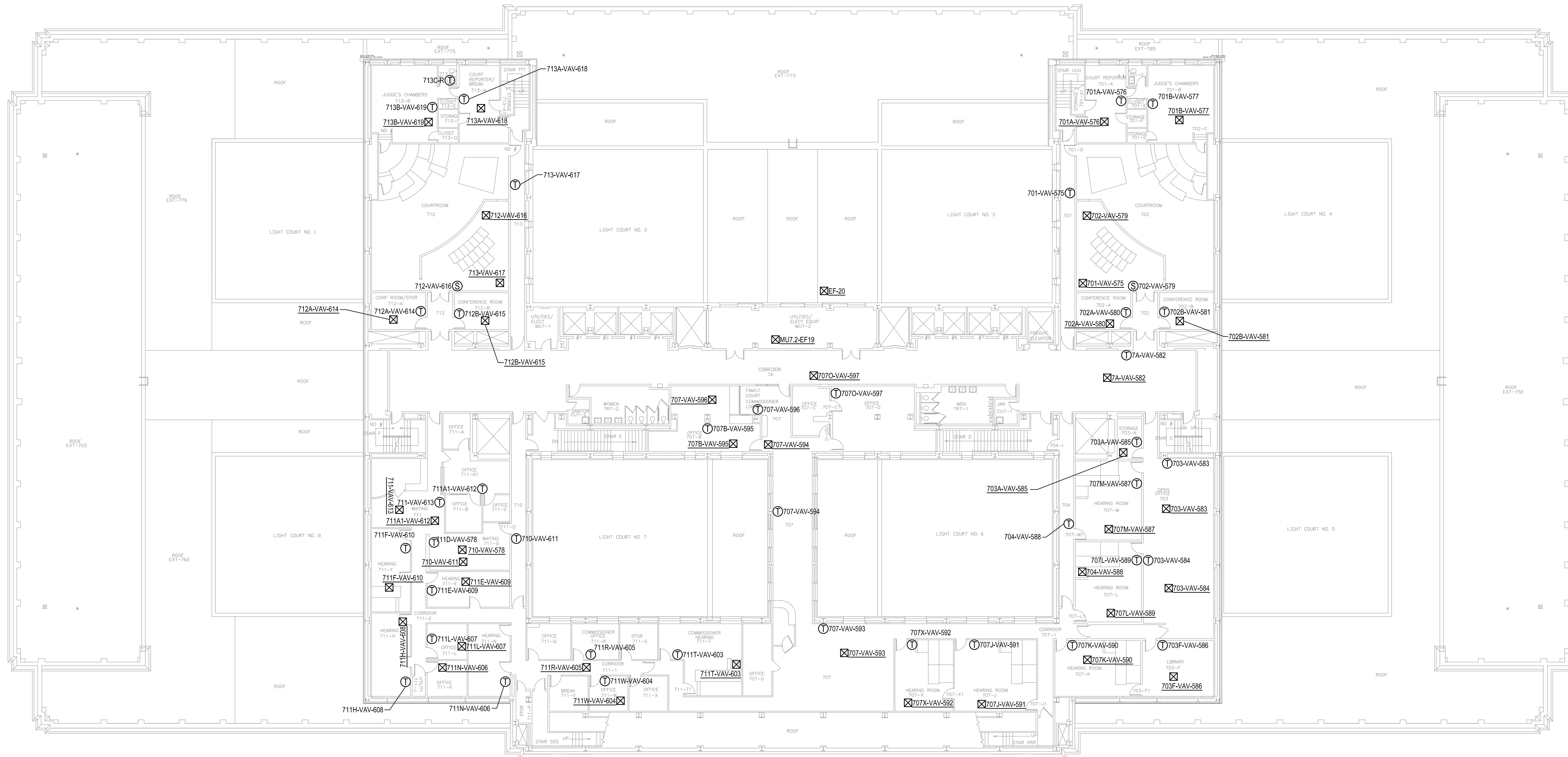


Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53203

REVISIONS:

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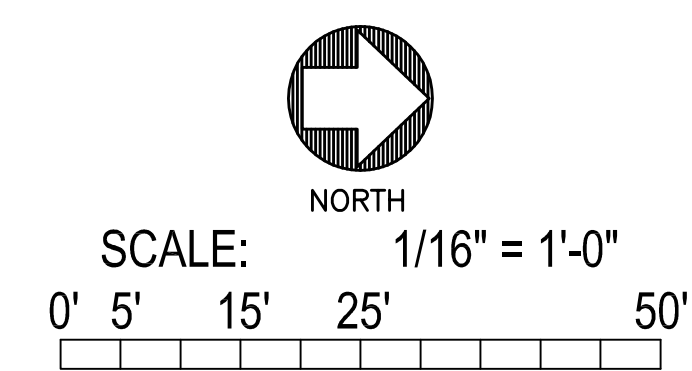
DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

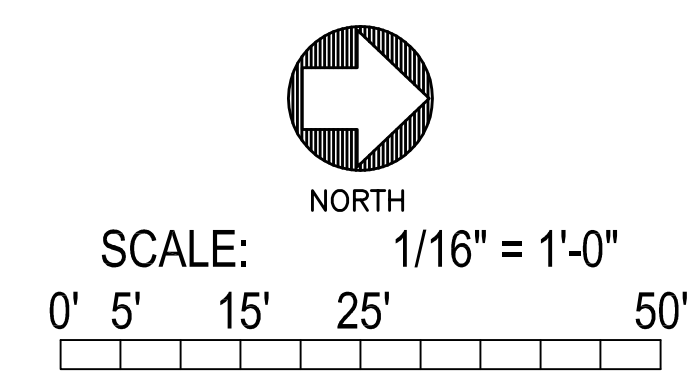
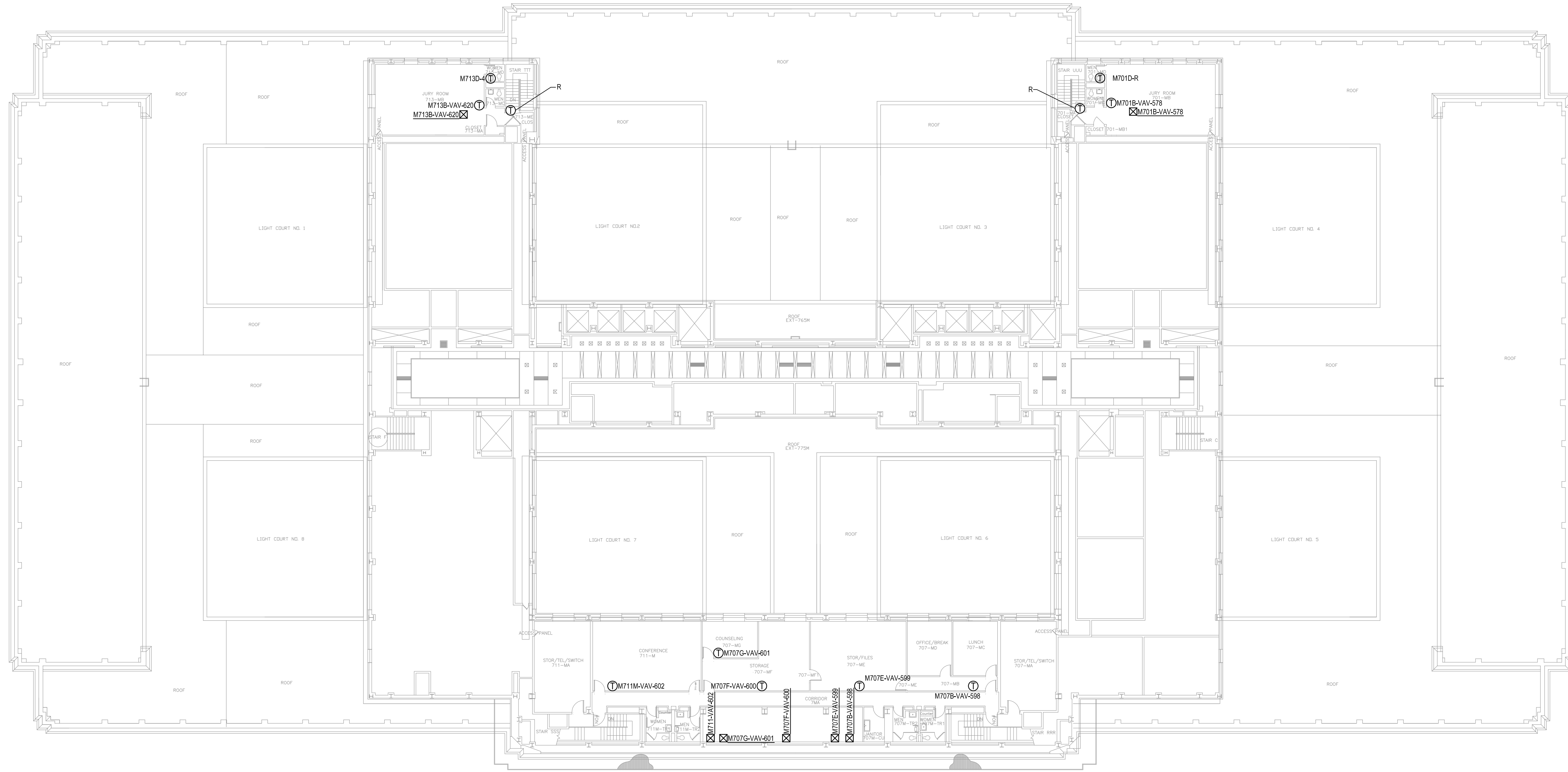


REVISIONS:

DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

GRAEF
 One Honey Creek Corporate Center
 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com

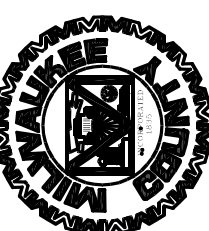




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 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com

SEVENTH MEZZ. FLOOR PLAN

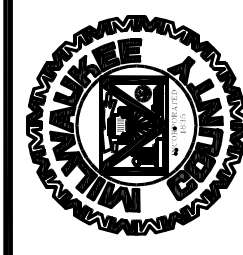
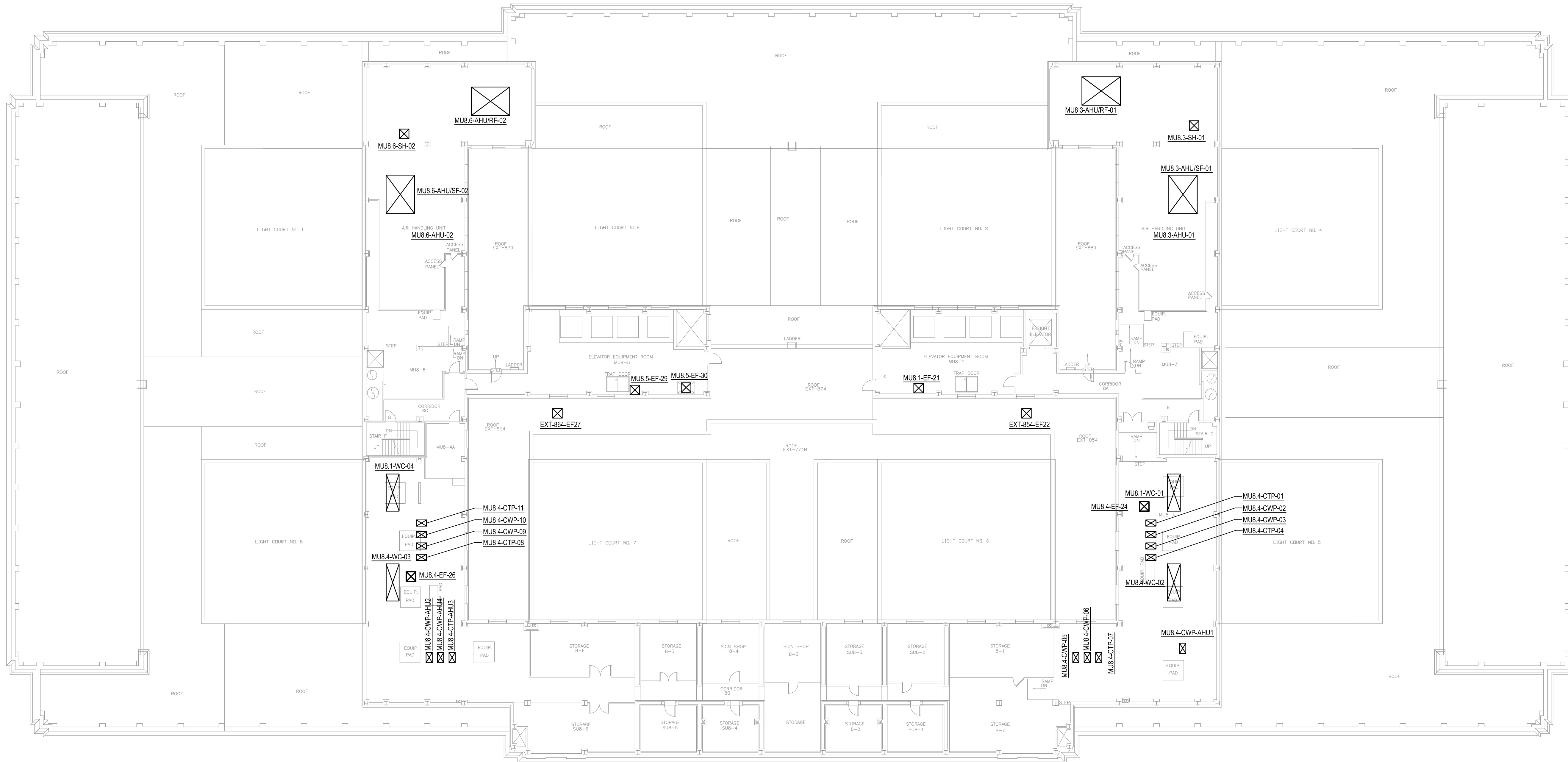
EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223



Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53203

REVISIONS:
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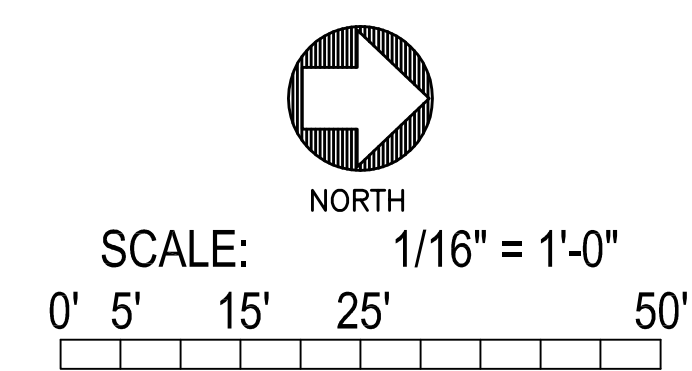
DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

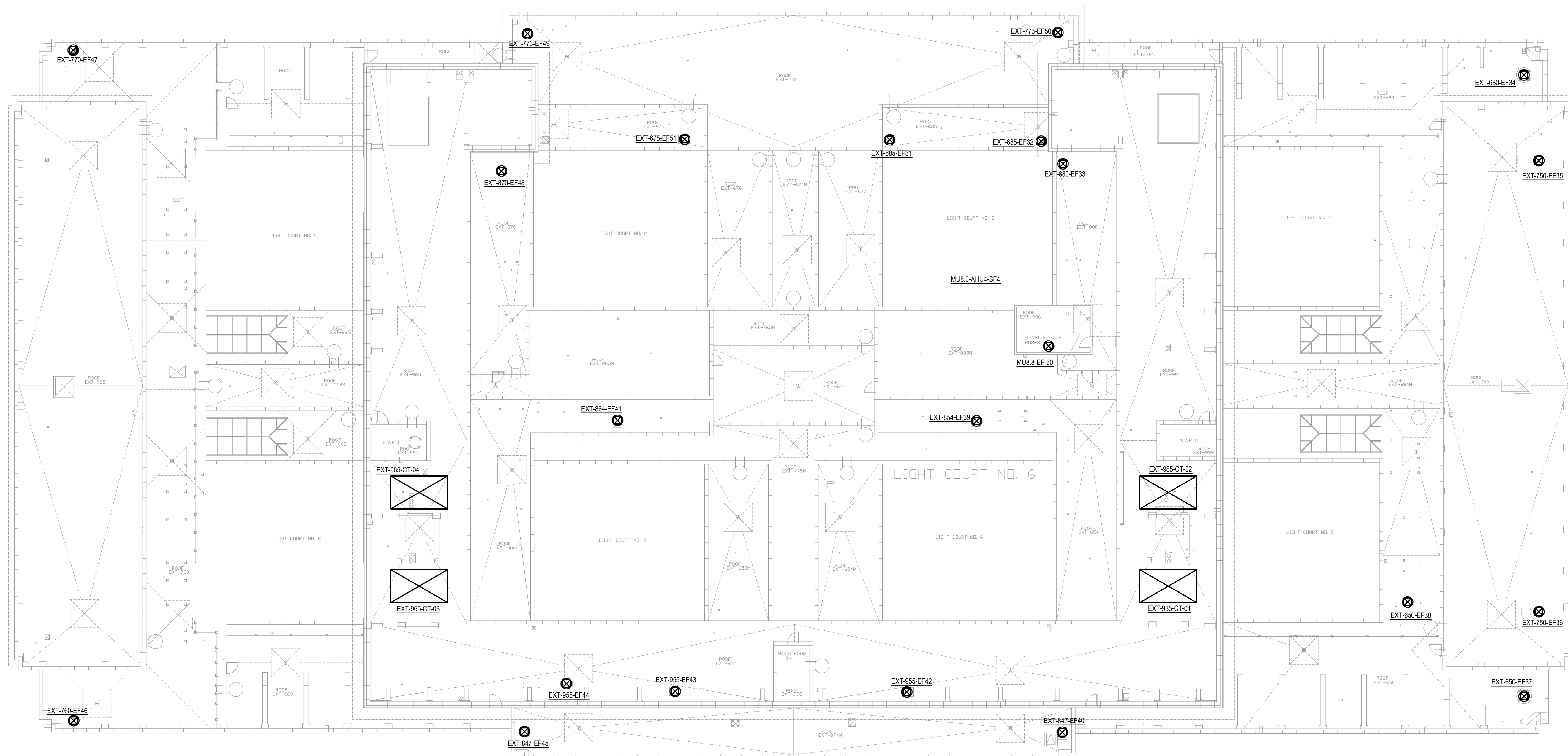


REVISIONS:

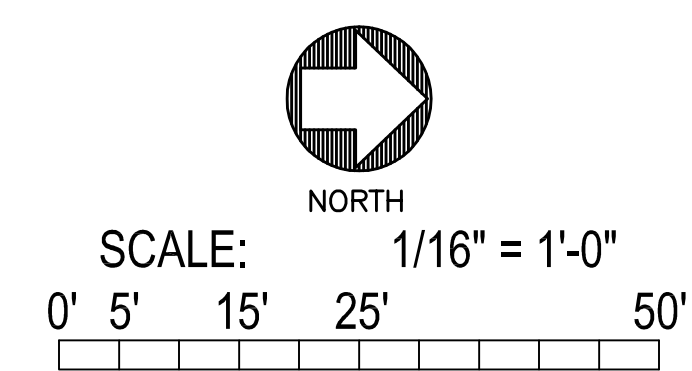
DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

GRAEF
 One Honey Creek Corporate Center
 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
 414 / 259 1500
 414 / 259 0037 fax
 www.graef-usa.com





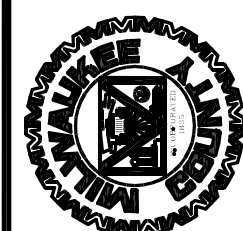
COURTHOUSE - ROOF PLAN



GRAEF
 One Honey Creek Corporate Center
 125 South 84th Street, Suite 401
 Milwaukee, WI 53214-1469
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 414 / 259 0037 fax
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ROOF PLAN

EXISTING CONDITIONS
COURTHOUSE
 901 N. 9th STREET, MILWAUKEE, WI 53223



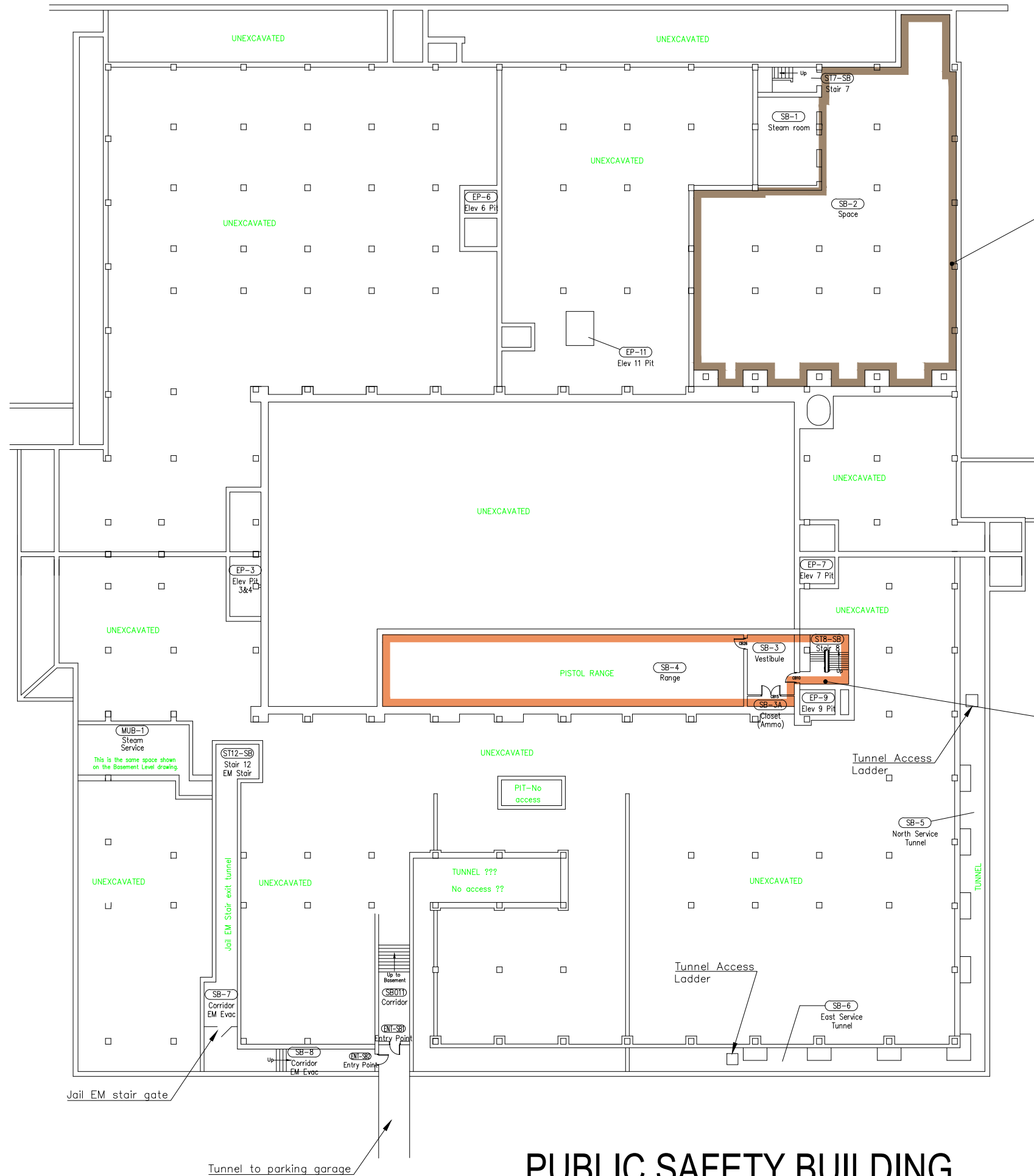
Milwaukee County Dept. of Administrative Services
 FACILITIES MANAGEMENT DIVISION
 Architectural, Engineering & Environmental Services
 633 WEST WISCONSIN AVENUE, SUITE 1000 MILWAUKEE, WI 53223

REVISIONS:

DATE: 04/11/2016
 PROJECT: 0949-124380J
 SITE NO: 240
 BUILDING NO: 10
 SHEET SIZE: D

ATTACHMENT 3

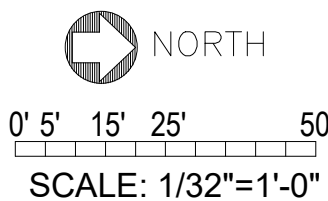
PUBLIC SAFETY BUILDING FLOOR PLANS



UNUSED
AGENCY TBD
ORG TBD
5,168 SQ. FT.

SHERIFF
AGENCY 400
ORG 4038
2,415 SQ. FT.

PUBLIC SAFETY BUILDING



HI\FACILITIES MGMT - ALL USERS\Facilities Planning\Departmental Inventories\0030 - Public Safety Building\Drawings\Approved Drawings\1.0 SB Level B Dept Locations.dwg



FACILITIES MANAGEMENT
SHOP/ STORAGE
AGENCY 115
ORG 5702
3,283 SQ. FT.

FACILITIES MANAGEMENT
SHOP/ STORAGE
AGENCY 115
ORG 5702
265 SQ. FT.

SHERIFF - BUILDING SECURITY
AGENCY 400
ORG 4087
50 SQ. FT.

FACILITIES MANAGEMENT
SHOP/ STORAGE
AGENCY 115
ORG 5702
903 SQ. FT.

GYMNASIUM - SHERIFF ASSOC.
AGENCY TBD
ORG TBD
12,264 SQ. FT.

SHERIFF
AGENCY 400
ORG 4038
9,089 SQ. FT.

OFFICE OF EMERGENCY MANAGEMENT
AGENCY 480
ORG 4804
1,041 SQ. FT.

OFFICE OF EMERGENCY MANAGEMENT
911
AGENCY 480
ORG 4801
248 SQ. FT.

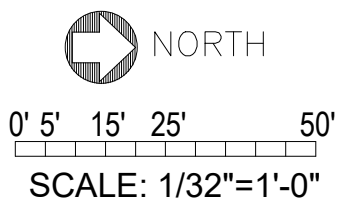
IMSD OFFICES
AGENCY 116
ORG 1176
2,632 SQ. FT.

FACILITIES MANAGEMENT
SHOP/ STORAGE
AGENCY 115
ORG 5702
3,122 SQ. FT.

FACILITIES MANAGEMENT
MAIL ROOM AREA
AGENCY 115
ORG 5702
3,976 SQ. FT.

PARKING - SHARED (COMMON
AREA PER BOMA)
AGENCY SHARED
ORG SHARED
5,114 SQ. FT. for reference only

FACILITIES MANAGEMENT
SHOP/ STORAGE
AGENCY 115
ORG 5702
365 SQ. FT.



PUBLIC SAFETY BUILDING

LEVEL - BASEMENT **D1.0**

DEPARTMENT LOCATIONS
PUBLIC SAFETY BUILDING
821 WEST STATE STREET, MILWAUKEE, WI 53233



Milwaukee County Dept. of Administrative Services
FACILITIES MANAGEMENT DIVISION
PLANNING & DEVELOPMENT
633 WEST WISCONSIN AVENUE, SUITE 705 MILWAUKEE, WI 53203

CURRENT AS OF:
06/12/2024
PROJECT NO.:
SITE NO:
240
BUILDING NO:
0030

H:\FACILITIES\MGMT-ALL_USERS\Facilities Planning\Departmental Inventories\0030 - Public Safety Building\Drawings\Approved_Drawings\1.1 SB Lvl 1 & W Jail Tier BP Dept Locations.dwg

SHERIFF
AGENCY 400
ORG 4038
15,151 SQ. FT.

SHERIFF
AGENCY 400
ORG 4038
2,019 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
1,454 SQ. FT.

West State Street

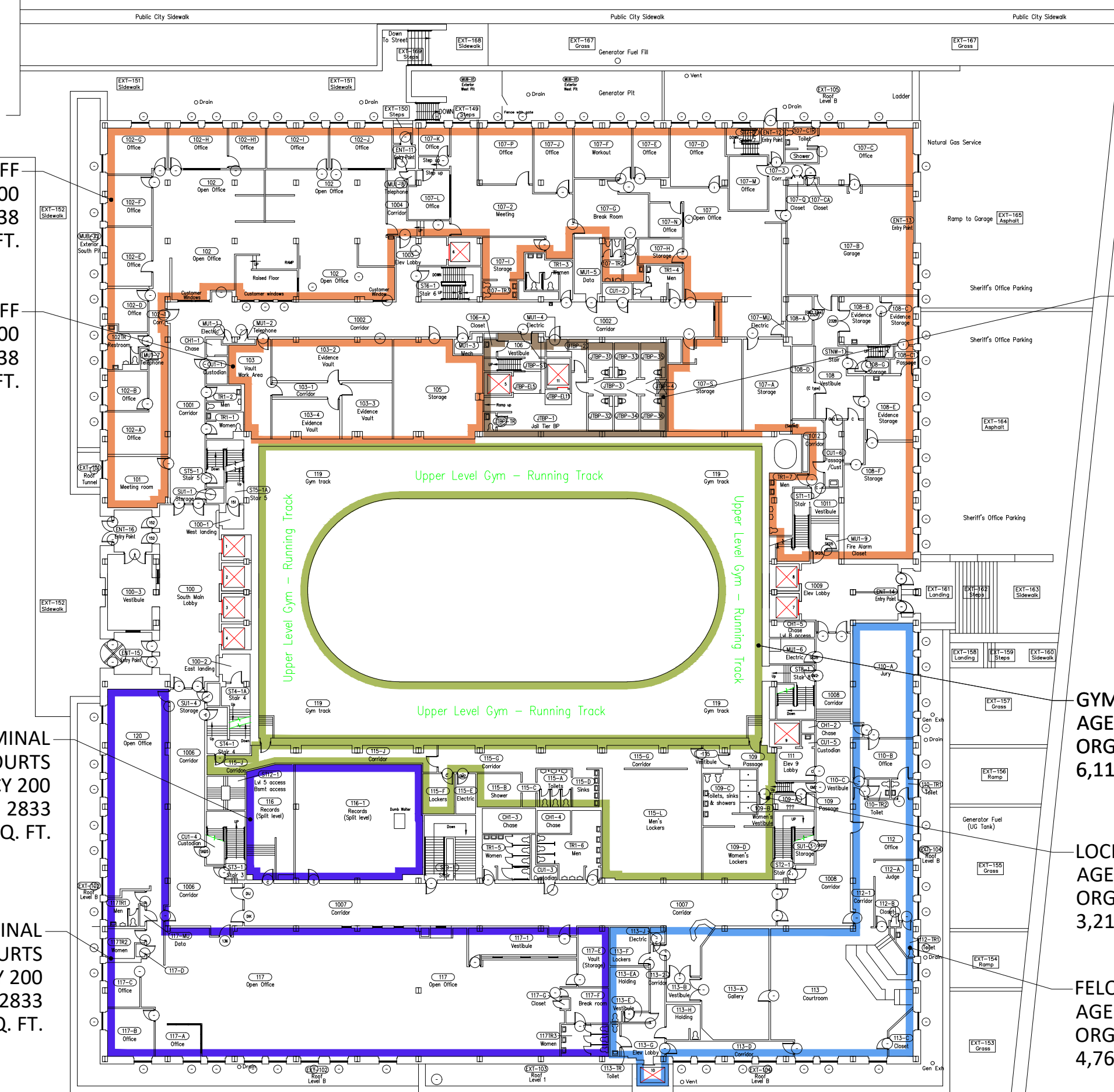
GYMNASIUM - SHERIFF ASSOC.
AGENCY TBD
ORG TBD
6,112 SQ. FT.

LOCKER ROOMS - SHERIFF ASSOC.
AGENCY TBD
ORG TBD
3,216 SQ. FT.

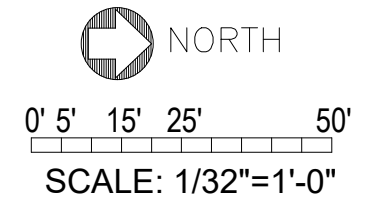
FELONY COURT
AGENCY 200
ORG 2831
4,765 SQ. FT.

CRIMINAL
CLERK OF COURTS
AGENCY 200
ORG 2833
1,636 SQ. FT.

CRIMINAL
CLERK OF COURTS
AGENCY 200
ORG 2833
6,454 SQ. FT.



PUBLIC SAFETY BUILDING



LVL 1 & W JAIL TIER BP

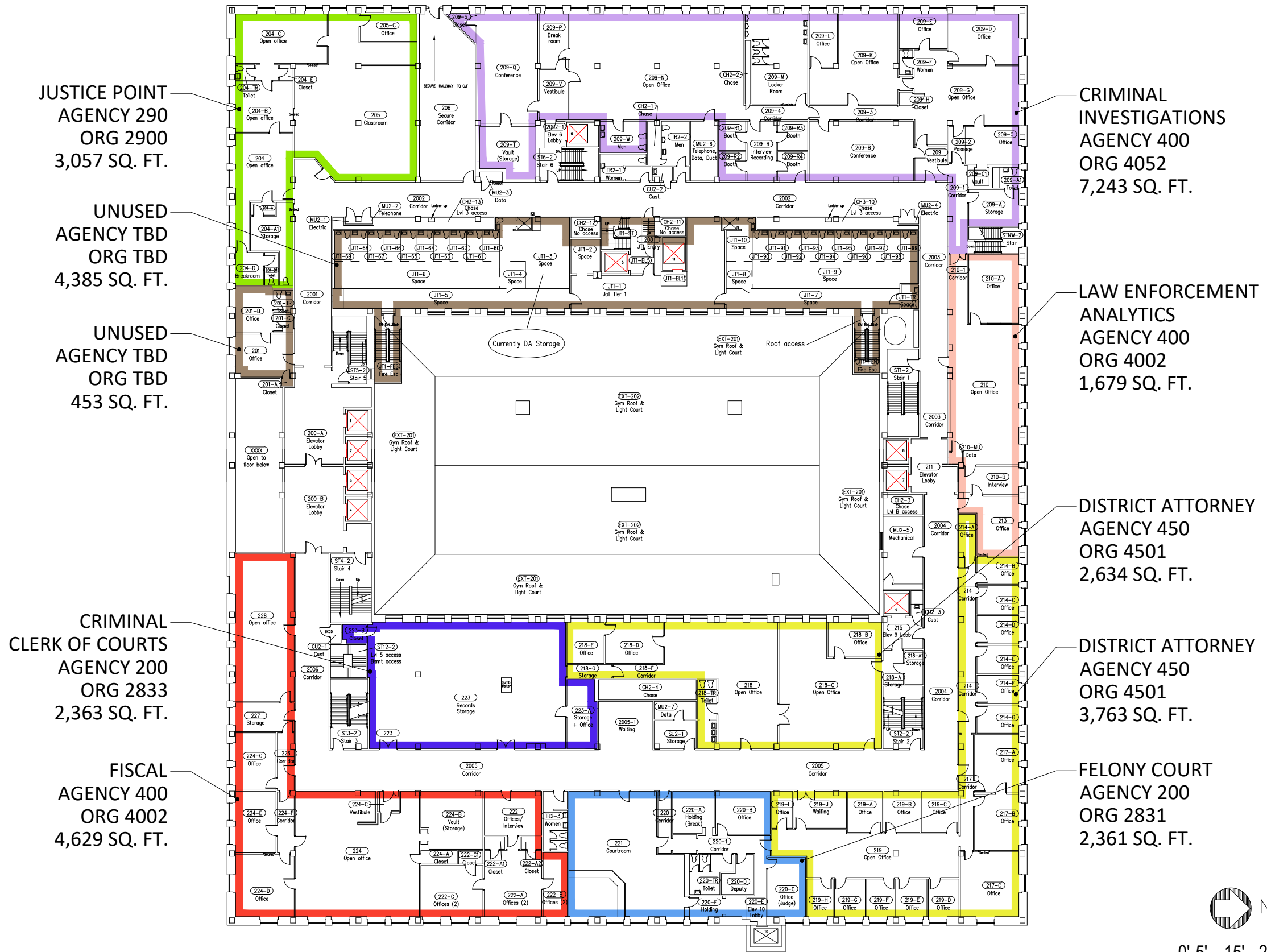
DEPARTMENT LOCATIONS
PUBLIC SAFETY BUILDING
821 WEST STATE STREET, MILWAUKEE, WI 53233



Milwaukee County Dept. of Administrative Services
FACILITIES MANAGEMENT DIVISION
PLANNING & DEVELOPMENT
633 WEST WISCONSIN AVENUE, SUITE 705 MILWAUKEE, WI 53203

CURRENT AS OF:
06/24/2024
PROJECT NO.:
SITE NO:
240
BUILDING NO:
0030

D1.1



JUSTICE POINT
AGENCY 290
ORG 2900
3,057 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
4,385 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
453 SQ. FT.

CRIMINAL
CLERK OF COURTS
AGENCY 200
ORG 2833
2,363 SQ. FT.

FISCAL
AGENCY 400
ORG 4002
4,629 SQ. FT.

CRIMINAL
INVESTIGATIONS
AGENCY 400
ORG 4052
7,243 SQ. FT.

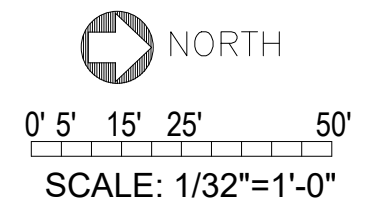
LAW ENFORCEMENT
ANALYTICS
AGENCY 400
ORG 4002
1,679 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
2,634 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
3,763 SQ. FT.

FELONY COURT
AGENCY 200
ORG 2831
2,361 SQ. FT.

PUBLIC SAFETY BUILDING



HI\FACILITIES\MGMT-ALL_USERS\Facilities Planning\Departmental Inventories\0030 - Public Safety Building\Drawings\Approved_Drawings\1.3 SB Lvl 3 & W Jail Tier 3 Dept Locations.dwg

SHERIFF
AGENCY 400
ORG 4038
2,136 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
3,826 SQ. FT.

FELONY COURT
AGENCY 200
ORG 2831
4,456 SQ. FT.

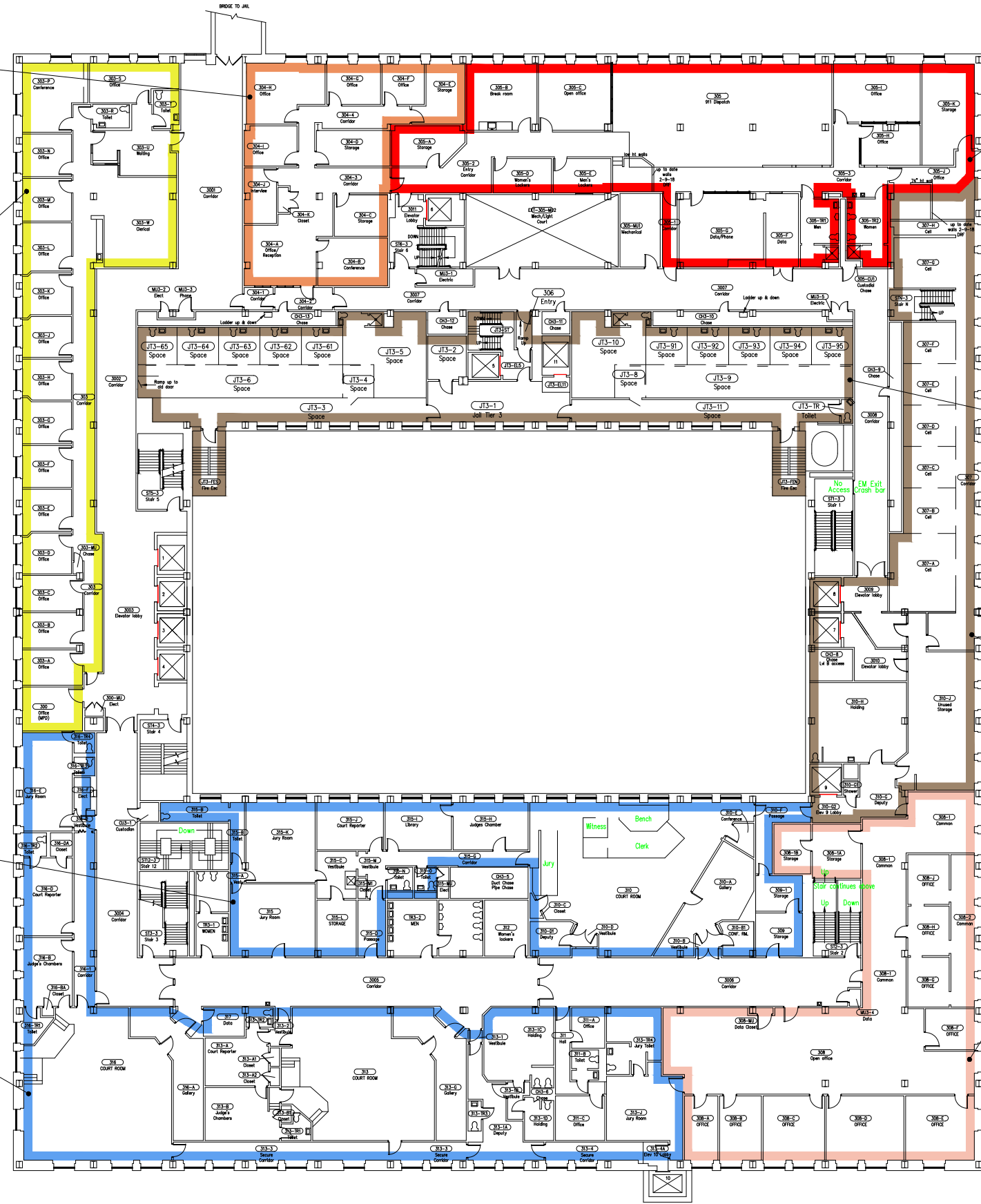
FELONY COURT
AGENCY 200
ORG 2831
6,847 SQ. FT.

OFFICE OF EMERGENCY MANAGEMENT
911
AGENCY 480
ORG 4801
5,030 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
4,360 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
3,950 SQ. FT.

CLERK OF COURTS
DISTRICT COURT ADMIN
AGENCY 200
ORG 2851
4,288 SQ. FT.



PUBLIC SAFETY BUILDING



0' 5' 15' 25' 50'
SCALE: 1/32"=1'-0"

LEVEL 3 & WEST JAIL TIER 3 **D1.3**

DEPARTMENT LOCATIONS
PUBLIC SAFETY BUILDING
821 WEST STATE STREET, MILWAUKEE, WI 53233



Milwaukee County Dept. of Administrative Services
FACILITIES MANAGEMENT DIVISION
PLANNING & DEVELOPMENT
633 WEST WISCONSIN AVENUE, SUITE 705 MILWAUKEE, WI 53203

CURRENT AS OF:
6/24/2024
PROJECT NO.:
SITE NO:
240
BUILDING NO:
0030

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
11,914 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
4,362 SQ. FT.

UNUSED FORMER
SNACK BAR
AGENCY TBD
ORG TBD
300 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
327 SQ. FT.

CRIMINAL
CLERK OF COURTS
AGENCY 200
ORG 2833
1,402 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
2,936 SQ. FT.

FELONY COURT
AGENCY 200
ORG 2831
4,500 SQ. FT.

SHERIFF ASSOC.
AGENCY TBD
ORG TBD
762 SQ. FT.

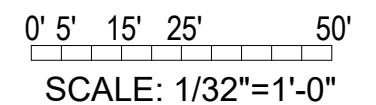
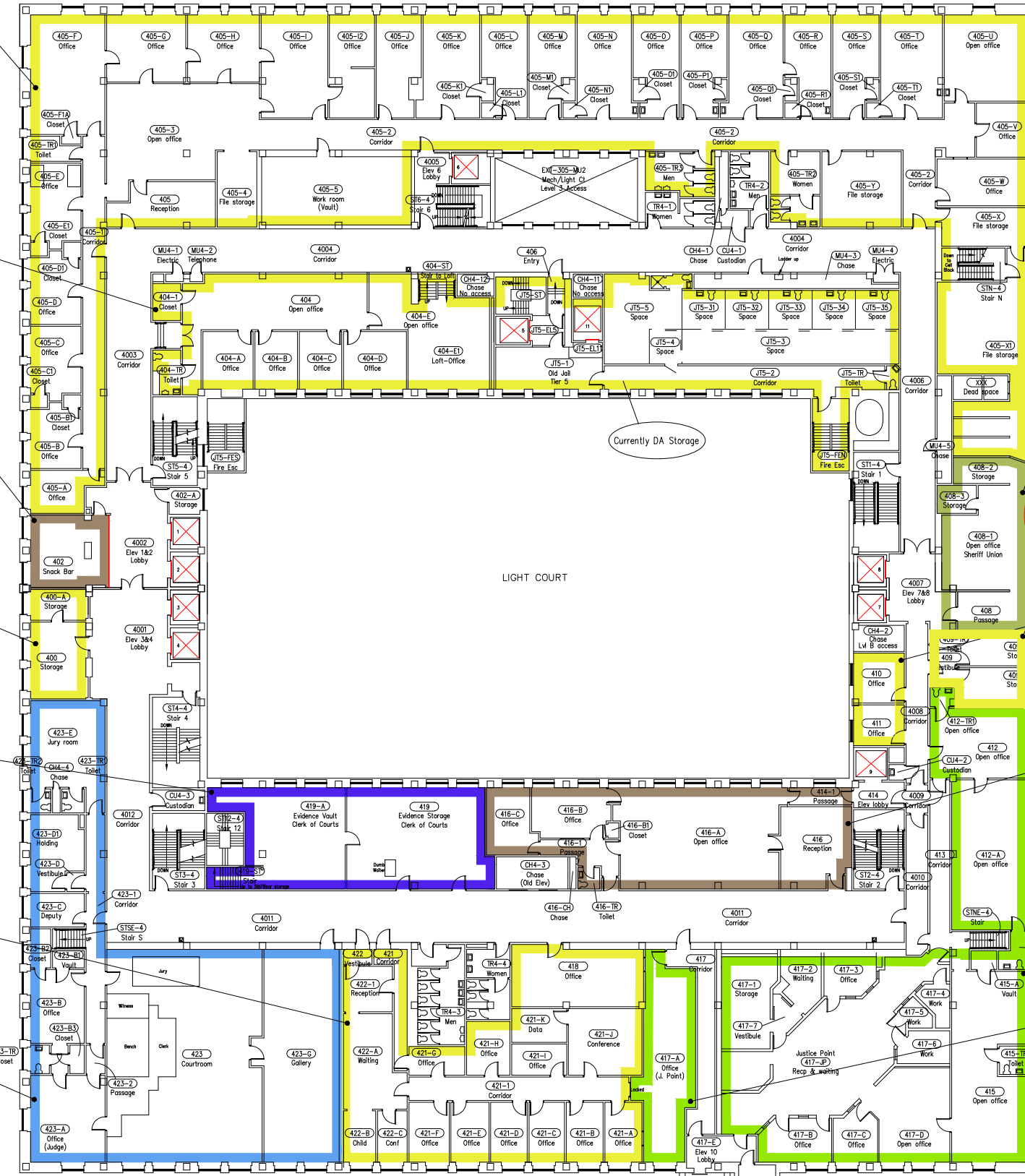
DISTRICT ATTORNEY
AGENCY 450
ORG 4501
373 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
249 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
1,798 SQ. FT.

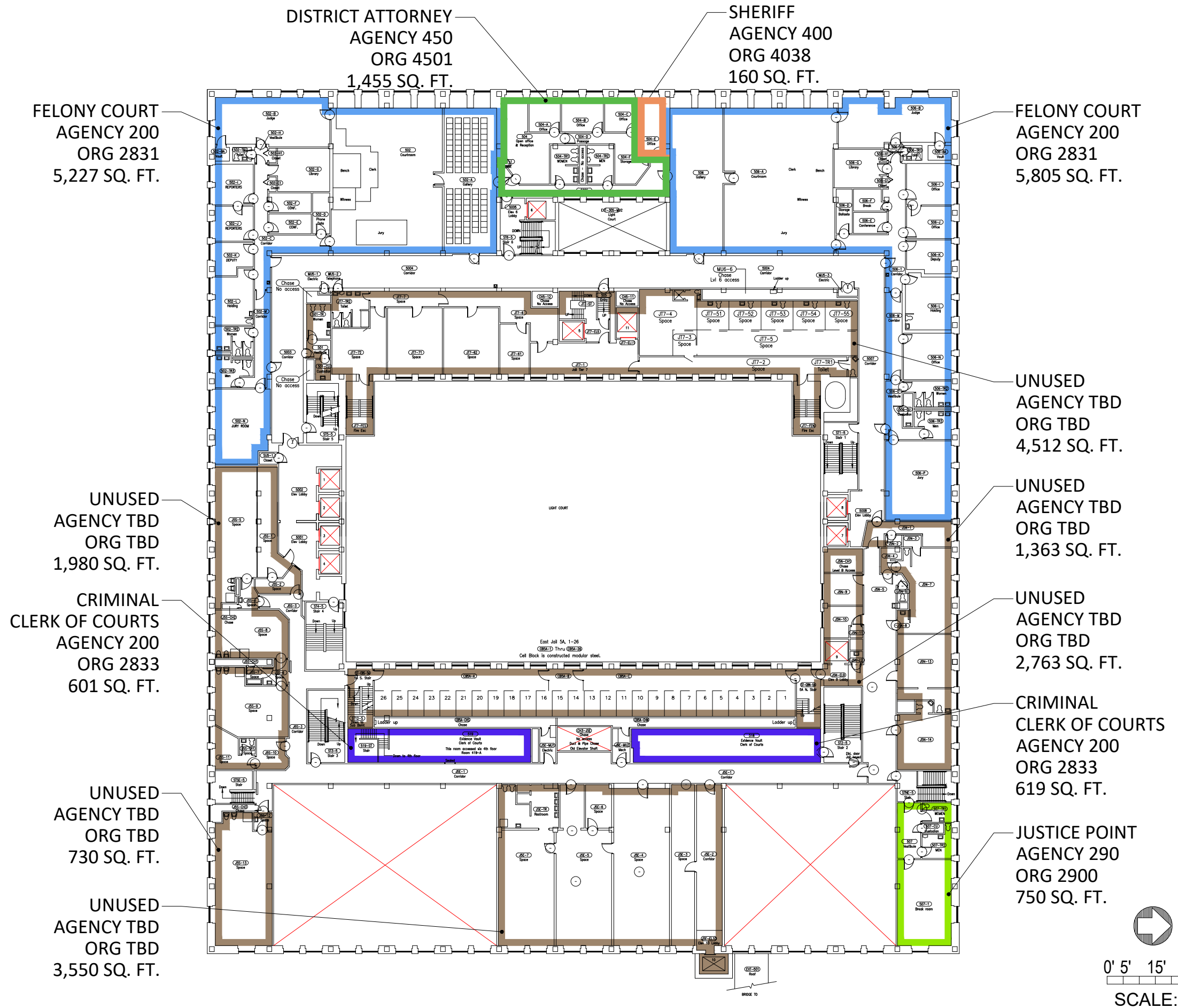
JUSTICE POINT
AGENCY 290
ORG 2900
4,307 SQ. FT.

JUSTICE POINT
AGENCY 290
ORG 2900
544 SQ. FT.



PUBLIC SAFETY BUILDING





PUBLIC SAFETY BUILDING



0' 5' 15' 25' 50'
SCALE: 1/32"=1'-0"

DEPARTMENT LOCATIONS
PUBLIC SAFETY BUILDING
821 WEST STATE STREET, MILWAUKEE, WI 53233



Milwaukee County Dept. of Administrative Services
FACILITIES MANAGEMENT DIVISION
PLANNING & DEVELOPMENT
633 WEST WISCONSIN AVENUE, SUITE 705 MILWAUKEE, WI 53203

CURRENT AS OF:
6/25/2024
PROJECT NO.:
SITE NO:
240
BUILDING NO:
0030

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
2,109 SQ. FT.

CRIMINAL
CLERK OF COURTS
AGENCY 200
ORG 2833
255 SQ. FT.

FELONY COURT
AGENCY 200
ORG 2831
4,719 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
1,417 SQ. FT.

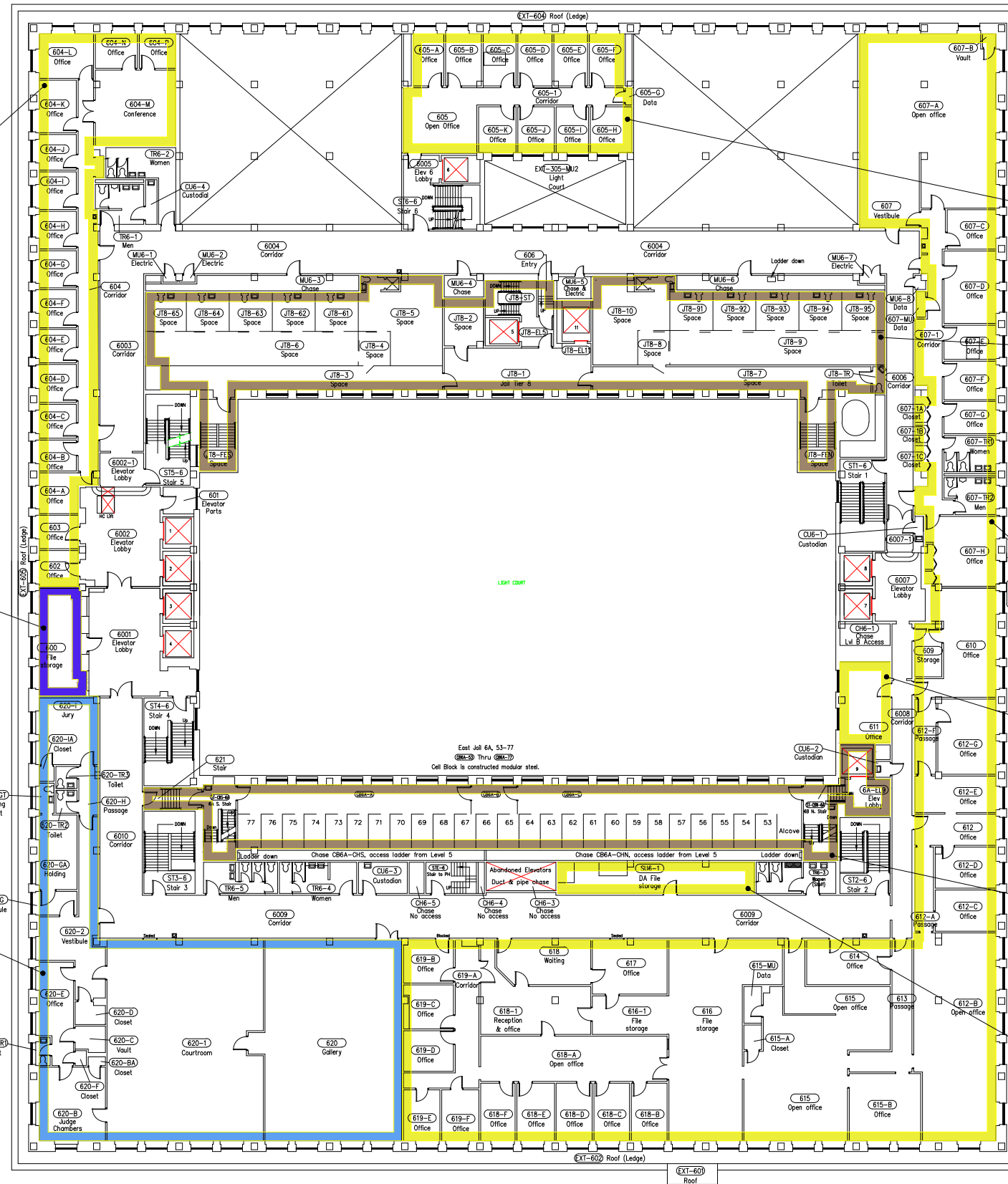
UNUSED
AGENCY TBD
ORG TBD
4,363 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
10,880 SQ. FT.

DISTRICT ATTORNEY
AGENCY 450
ORG 4501
221 SQ. FT.

UNUSED
AGENCY TBD
ORG TBD
2,463 SQ. FT.

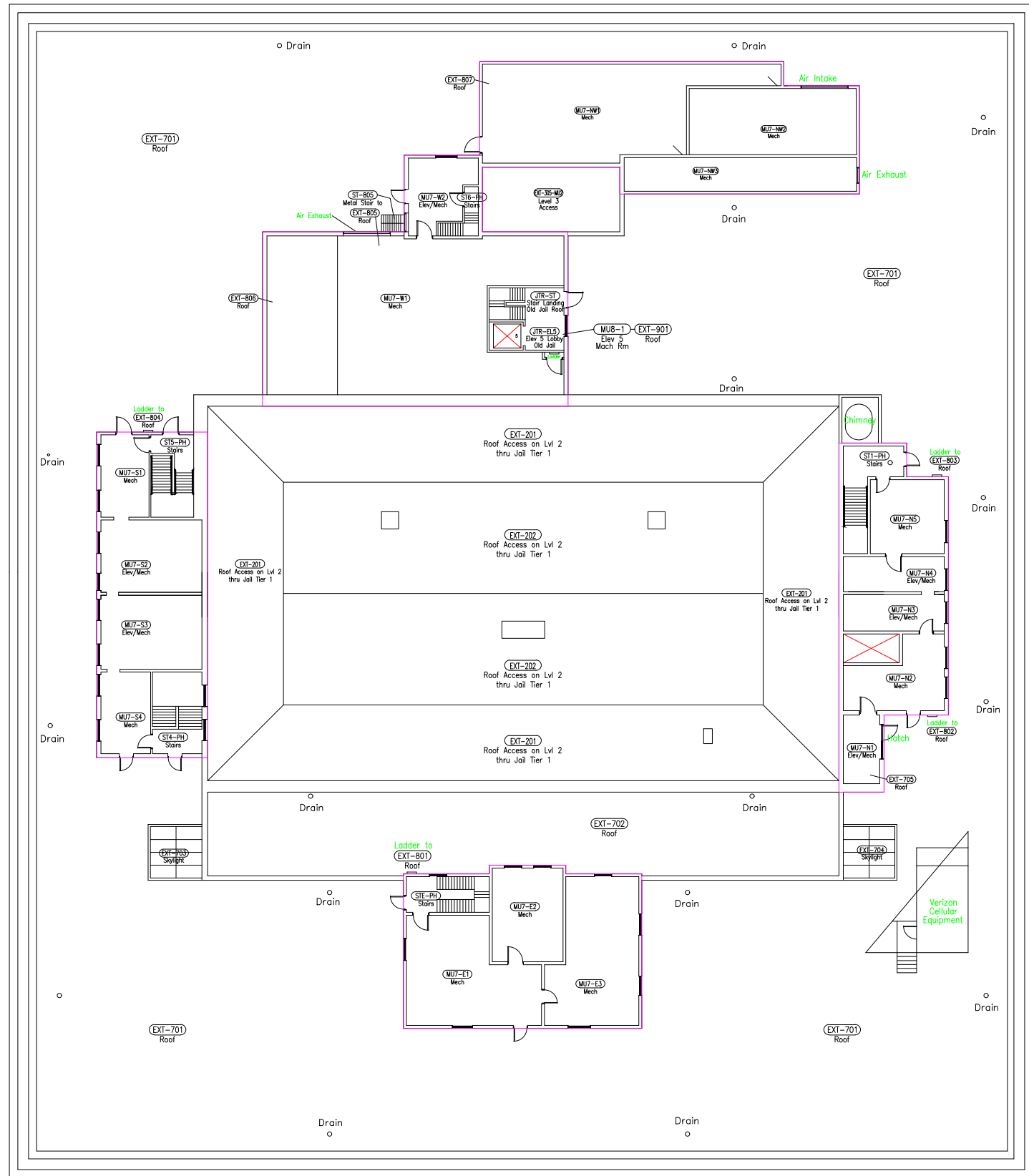
DISTRICT ATTORNEY
AGENCY 450
ORG 4501
332 SQ. FT.



0' 5' 15' 25' 50'
SCALE: 1/32"=1'-0"

PUBLIC SAFETY BUILDING





11,369 BUILDING GROSS SF



0' 5' 15' 25' 50'

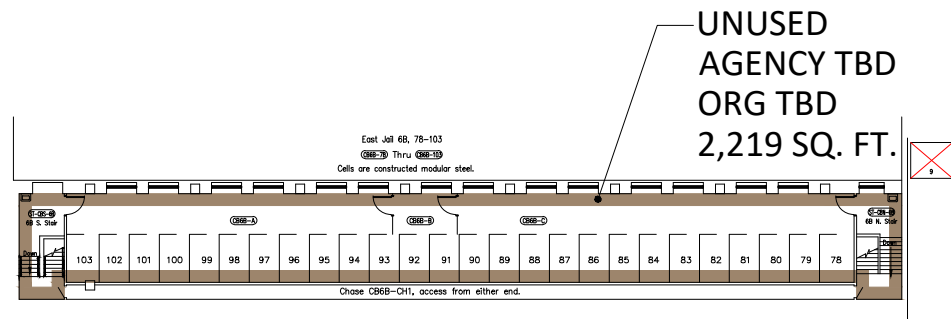
SCALE: 1/32"=1'-0"

PUBLIC SAFETY BUILDING

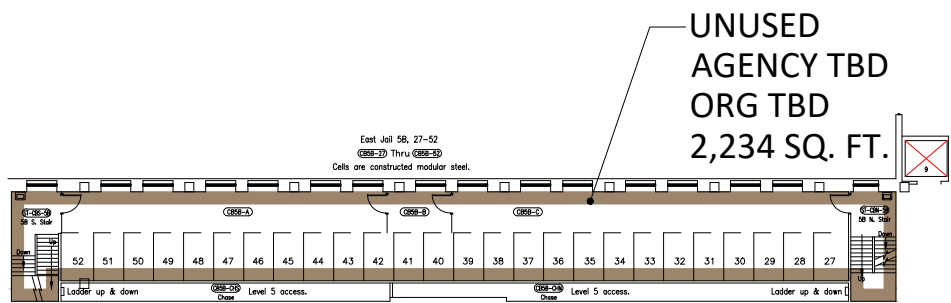
LEVEL - PENTHOUSE

D2.9

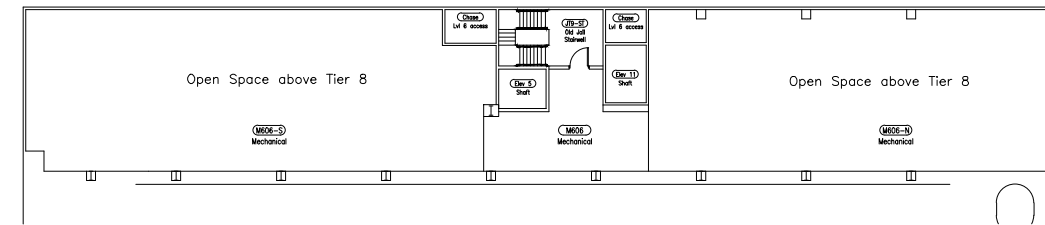




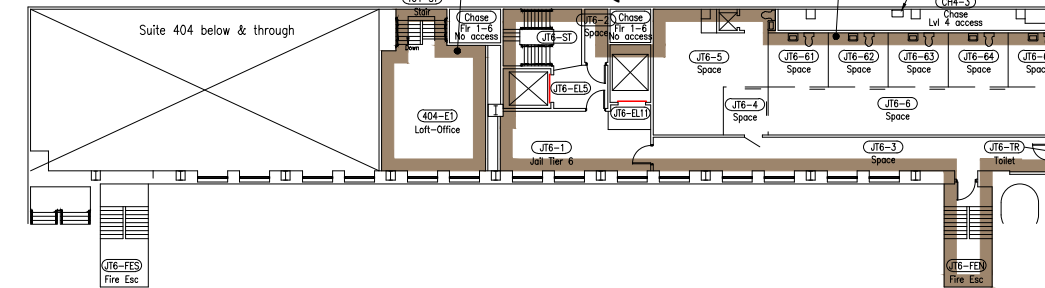
Safety Building - East Jail 6B Plan
SCALE: 1/8" = 1'-0"



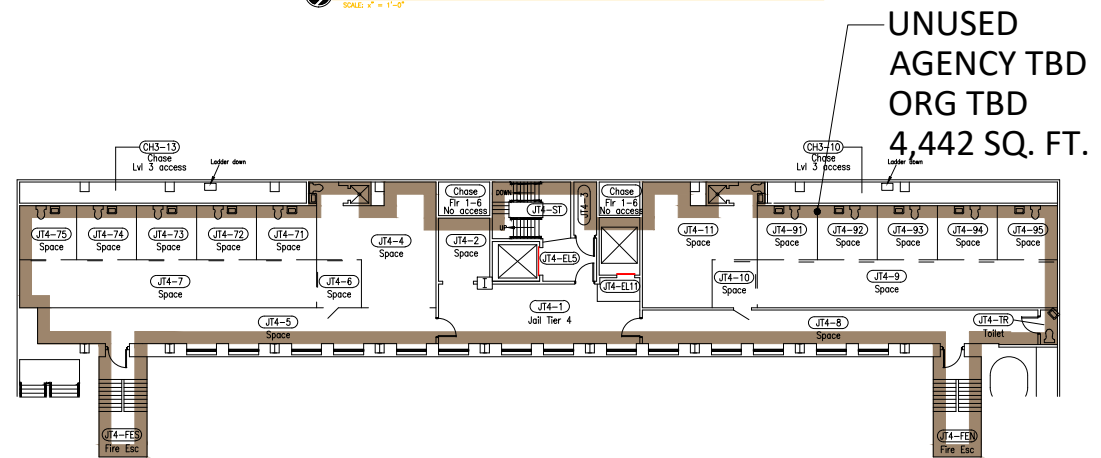
Safety Building - East Jail 5B Plan
SCALE: 1/8" = 1'-0"



SAFETY BUILDING - SIXTH FLOOR MEZZANINE
UNUSED AGENCY TBD ORG TBD 411 SQ. FT.
UNUSED AGENCY TBD ORG TBD 2,459 SQ. FT.

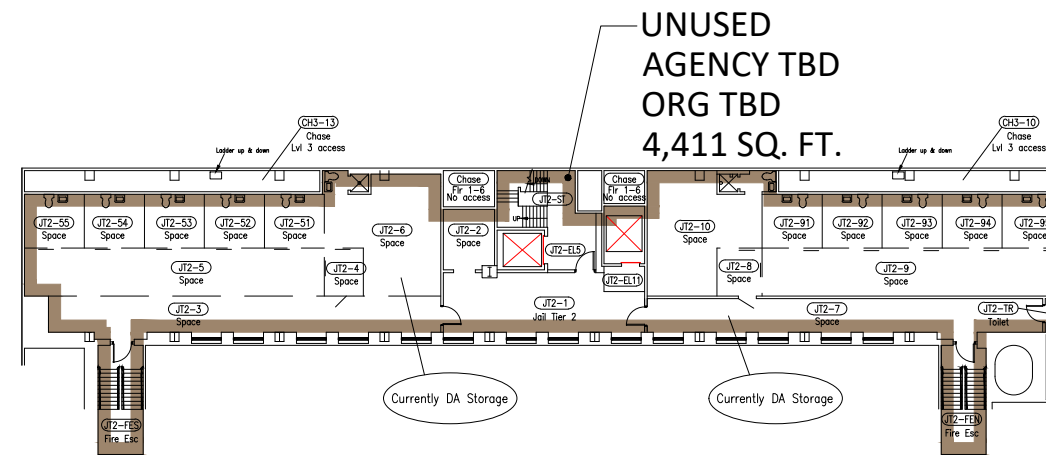


Safety Building - West Jail Tier 6
SCALE: 1/8" = 1'-0"



Safety Building - West Jail Tier 4

UNUSED AGENCY TBD ORG TBD 4,442 SQ. FT.



Safety Building - West Jail Tier 2

UNUSED AGENCY TBD ORG TBD 4,411 SQ. FT.



0' 5' 15' 25' 50'
SCALE: 1/32"=1'-0"

PUBLIC SAFETY BUILDING

LEVEL - WEST JAIL TIERS 2, 4, 9,
EAST JAIL TIERS 5B, 6B,
LEVEL 6 MEZZANINE



ATTACHMENT 4

WDNR PUBLICATION WA-651



WA-651 (Revised 2013)

PLANNING YOUR DEMOLITION OR RENOVATION PROJECT:

A Guide to Hazard Evaluation, Recycling and Waste Disposal

(Formerly called Pre-Demolition Environmental Checklist)

INFORMATION ON IDENTIFYING, HANDLING AND PROPERLY DISPOSING OF HAZARDOUS MATERIALS

PLANNING YOUR PROJECT

1 ✓ Conduct a walk-through of the project building(s) and grounds to **identify items that contain harmful materials** and other site-related concerns.

2 ✓ **Identify and quantify harmful materials at your job site** with specialized inspectors or contractors, if necessary

3 ✓ **Notify the DNR** of demolition or renovation activities prior to starting any demolition or renovation work.

4 ✓ **Hire specialized consultants, contractors or transporters** to remove and properly manage harmful materials prior to starting your project.

5 ✓ **Request and file all receipts** for the disposal of harmful and non-harmful materials related to the project to avoid potential enforcement action.

Before beginning any demolition or renovation project, it is important to know about harmful materials that may be present on your project site.

This guide walks contractors and building owners through the steps to identify harmful materials commonly found at project sites and to handle and dispose of them safely. It also offers proper ways to manage recyclable and reusable materials and other wastes that are common in demolition and renovation projects.

The Resources section on the last page has links to websites with more information.

Note: This document is not intended as a substitute for reading the rules, regulations, and statues related to handling demolition and renovation debris. It is simply a guide to assist you in determining how they apply to your demolition or renovation project.

COMMON HARMFUL MATERIALS

Buildings can contain a number of harmful materials that may expose workers and the public to serious health risks and pollute the air, land and water if handled or disposed of in an unsafe way. Five of these harmful materials are common on project sites and need special care in identification and handling:

- ▶ **Asbestos**
- ▶ **CFCs (chlorofluorocarbons) and halons**
- ▶ **Lead**
- ▶ **Mercury**
- ▶ **PCBs (polychlorinated biphenyls)**

FIVE STEPS TO A SUCCESSFUL DEMOLITION OR RENOVATION PROJECT

STEP 1. Conduct a walk-through of the project building(s) and grounds to identify items that contain harmful materials and other site-related concerns.

Identifying hazardous materials before starting work on a project site protects worker health and safety, building occupants, and the financial viability of the project. Doing this up front can help you choose the appropriate inspectors, consultants and contractors and avoid costly change orders or project delays.

Before you begin any demolition or renovation project, thoroughly inspect and inventory the project site for the following items:

- **Appliances:** Appliances may contain CFCs, mercury or PCBs. Appliances that contain CFCs or PCBs must be processed by an appliance de-manufacturer registered with the DNR.
- **Building materials and fixtures that may contain asbestos:** All layers of materials, behind walls, ceiling spaces, etc., should be inspected and sampled unless they are assumed to contain asbestos. The following building components may contain asbestos, but this list is by no means all-inclusive:
 - **Caulking:** Used around windows, doors, corrugated roofing and other places where two materials are joined. PCBs have also been found in caulking materials. Schools and industrial buildings constructed or renovated between 1950 and 1979 are suspected to contain PCB-containing caulk.
 - **Ceilings:** Including acoustical tiles and adhesives, and the materials listed under “Interior and exterior walls” below. All ceiling layers and any spaces above the ceiling where drop ceilings are present should be checked. Insulation debris may also be lying on top of ceiling tiles.
 - **Electrical systems:** Insulators; spark arrestors and transite panels in electrical boxes; wiring insulation; ducts/conduits (transite pipe); and light fixtures.
 - **Flooring:** All sizes of vinyl floor tile, sheet flooring, and linoleum, and felt paper used under hardwood floors.
 - **HVAC systems:** Duct, pipe, and joint insulation because elbows/joints are often coated with asbestos; fiberglass insulation on the straight runs; forced air dampers; wall, floor and chimney penetrations; lining and mortar; fire brick; fire-proofing materials such as transite sheets or heavy paper; boiler insulation; flexible fabric connectors; packing/gaskets and adhesives; paper backing; mastic/adhesives (floor tile, carpet, etc.); and grout and felt paper under hardwood floors.
- **Insulation in ceilings and walls:** Blown-in, spray-applied, and block.
- **Interior and exterior walls:** Wall plaster; joint compound; patches; transite wallboard and siding; fire doors; window putty/glazing/caulking; mortar; asphalt shingles/siding; felt under siding, stucco, textured paint, and other spray-applied materials. Paint containing asbestos is rare except in commercial applications, where it was usually applied as a very thick, often silver-colored coating or added to textured paints.
- **Miscellaneous:** Appliances with a heating element, especially older models; fire curtains and blankets; laboratory tabletops; fume hood linings; blackboards; and fire-resistant clothing like gloves, hoods, aprons, etc.
- **Plumbing:** Pipe wrap, pipe joints, transite counter tops in bathrooms, faucets, packing gaskets, and adhesives.
- **Roofing:** Asphalt shingles; tar-type coatings which are often around vents, chimneys, etc.; transite shingles; roofing felts that are often under a layer of other material; flashings; and mag-block type material found under other material. Check all roof areas and roofing layers.
- **Lighting fixtures/ballasts and bulbs/lamps:** Switches for lighting may use mercury relays. Look for any control associated with exterior or automated lighting systems, such as “silent” wall switches. Several types of light bulbs or lamps contain mercury and must be properly legitimately recycled or disposed of as hazardous waste. These include:
 - **Fluorescent lights:** Even the newer lamps with green-colored ends contain mercury.
 - **High intensity discharge:** metal halide, high pressure sodium, mercury vapor.
 - **Neon**
- **Meters and switches:** Mercury may be found in thermometers, barometers, thermostats, blood-pressure devices, and fluorescent and other types of light bulbs. Any equipment used for measurement of vacuum, pressure, fluid level, temperature, or flow rate could contain mercury. These devices are

most commonly associated with commercial and industrial equipment systems, including tanks, boilers, furnaces, heaters, electrical systems, water cleaning systems, and systems for the movement or pumping of gas (air) or liquids (water). In addition, mercury containing devices are also common in certain agricultural operations such as dairy, and may be present in older model consumer appliances and residential properties, especially larger multi-unit properties.

- **Oil:** Used oil in containers or tanks, hydraulic oils in machinery, electrical transformers and capacitors, and elevator shafts. These oils may contain PCBs and may need to be tested to determine if the oil can be recycled or must be properly disposed of.
- **Paint:** Residential and industrial paints may contain lead, solvents or asbestos. Some industrial paints may contain PCBs.

In addition to the items listed above, be aware of these other site-related concerns:

- **Abandoned wells:** Unused and improperly abandoned wells are a significant threat to groundwater quality. If not properly filled, abandoned wells can directly channel contaminated surface water into the groundwater. State law requires that all wells and drill holes be properly filled prior to any demolition or construction work on the property.
- **Batteries (non-lead-containing):** Batteries may be found in smoke detectors, emergency lighting systems, elevator control panels, exit signs, security systems and alarms. Batteries should be separated from other wastes and taken to a recycling facility or a business that accepts batteries for recycling.
- **Computers and other electronics:** Most electronics are banned from Wisconsin landfills and must be recycled. These can contain hazardous materials such as lead, cadmium, chromium, and mercury and, if not recycled, may be regulated as hazardous waste.
- **Exit signs:** Many self-luminous exit signs contain tritium, a radioactive material. All self-luminous exit signs must have a permanent label that identifies it as containing radioactive material. The label will also include the name of the manufacturer, the product model number, the serial number, and the quantity of tritium contained. It is illegal to abandon or dispose of these signs except by sending them to the manufacturer or to others licensed by the U.S. Nuclear Regulatory Commission.

► HAZARDOUS AND UNIVERSAL WASTES

Some wastes, such as used or unused solvents, sanitizers, paint wastes, chemical wastes, pharmaceuticals, gas cylinders, aerosol cans and pesticides, may be hazardous waste and regulated by the EPA and DNR. Hazardous wastes must be removed from a project site prior to demolition or renovation and be disposed of according to specific rules. Read the DNR publication "Waste Determination and Recordkeeping" (WA-1152) to determine if a waste is hazardous. *See Handling and Disposal Choices on page 7 for information on how to dispose of hazardous wastes on a project site.*

Universal wastes are hazardous wastes that can be collected and transported with fewer regulations. Universal wastes include hazardous waste batteries, certain pesticides, mercury thermostats and other mercury-containing equipment and some lamps (light bulbs). Refer to ch. NR 673, Wis. Adm. Code, or visit dnr.wi.gov and search "universal waste" for more details on recycling and reusing universal waste.

- **Painted concrete:** Walls and foundations often contain painted concrete. With prior DNR approval, contractors can grind the concrete and use it on-site or nearby under a new building or road.
- **Smoke detectors:** The smoke detectors that contain a small amount of radioactive material will be labeled and should be returned to the manufacturer for disposal. Otherwise, smoke detectors may go in the trash.
- **Soil contamination:** A qualified environmental consultant can conduct environmental property assessments including identification of contaminated soil.
- **Spills:** In Wisconsin, all spills of hazardous substances that negatively affect or threaten to negatively affect public health, welfare or the

► REUSE AND RECYCLING OF MATERIALS

Many materials, fixtures and components can be donated or sold for reuse or recycled prior to demolition. As you inventory the project site for harmful materials, take note of materials that can be reused or recycled and remove them from the project site before demolition work begins.

- The Wisconsin Business Materials Exchange is a web service that facilitates the reuse of surplus or unwanted items or materials among businesses, institutions, and organizations. You can use this tool to post items that are available and request an item you may need.
- Consider holding an auction as a way to reuse building materials, fixtures and components once all the harmful materials have been removed.
- Clean brick, building stone, concrete and asphalt can be stockpiled for crushing and reusing in future building projects.
- Clean, untreated wood can be recycled or chipped for mulch or ground cover.
- Many items such as appliances, electronics, paper and cardboard, glass containers and vehicle items are banned from Wisconsin landfills and must be recycled. For a complete list of these items, go to dnr.wi.gov and search “what to recycle.”
- The online Wisconsin Recycling Markets Directory contains a list of self-identifying businesses accepting recyclable materials. Make sure your chosen recycler meets local, state and federal regulatory requirements.
- Demolition debris may be taken to a construction and demolition recycling facility if all harmful materials, including all types of asbestos, are removed prior to demolition or renovation.

► OPEN BURNING

It is illegal to burn painted, treated or unclean wood, asphalt, plastics of any kind, oily substances, tires and other rubber products, garbage, recyclables, wet rubbish, and other materials. Demolition materials that cannot be burned include: roofing materials, all kinds of flooring materials, insulation, plywood and other composition board, electrical wiring, cabinetry and countertops, and plastic plumbing.

Burning of clean, unpainted and untreated wood is allowed with a DNR burning permit using DNR-approved methods. When burning this type of wood from demolition waste, you must separate out all of the illegal materials, including painted or treated wood, before any burning occurs. The DNR encourages chipping clean, untreated wood for mulch or ground cover.

If you do decide to burn clean, unpainted and untreated wood, it is your responsibility to know what restrictions apply in the area where you are burning. Remember, you must also follow local burning ordinances that may be more restrictive than state law. Contact your local fire department, town chairperson, or local municipal official for more information on local burning rules.

It is illegal to burn unwanted buildings in Wisconsin. The only exception is for a fire department training exercise. For more information on how to prepare a building for a fire department training exercise, contact the DNR asbestos program coordinator at (608) 266-3658.

environment *must* be immediately reported to the DNR via the Spills Hotline, 800-934-0003.

- **Tanks:** Chemical tanks (underground and aboveground) and septic tanks should be assessed, emptied and decommissioned.
- **Tires:** Tires should be reused or recycled. Your local landfill may collect them for recycling or you can check WisconsinRecyclingDirectory.com and search for “motor vehicle items” and then “tires.”

2 STEP 2. Identify and quantify harmful materials at your job site with specialized inspectors or contractors, if necessary

Asbestos and lead have specific requirements from the Department of Natural Resources and the Department of Health Services for their identification and testing on a project site. See the sections on asbestos and lead in this step for those requirements.

You can identify other harmful materials on a project site, such as CFCs and halons, mercury, and PCBs, by doing an inventory of the building systems and fixtures for the items listed here and in Step 1. You may need some testing to confirm the presence of these materials. The DNR recommends hiring an inspector or consultant who has sufficient experience identifying these materials and can collect samples, if necessary, that will help in identification.

If you have a large or complex project, it may make sense to hire a consultant to oversee the coordination of all waste identification and disposal activities.

► Asbestos

Health risks: Asbestos is a known human carcinogen that can cause serious health problems when disturbed and inhaled. Historically, asbestos was commonly used in industrial, commercial, and residential structures. Asbestos is still used today but to a lesser extent.

Location and/or materials: Asbestos is used in more than 3,000 building materials. Asbestos is commonly found in HVAC systems, electrical systems, interior and exterior walls, roofing materials, ceilings, plumbing, and flooring insulation. It is also found in appliances with a heating element, fire curtains and blankets, laboratory tabletops, fume hood lining, blackboards and fire resistant clothing. Refer to Step 1 for a detailed list of building materials and locations that may contain asbestos.

Identification and testing: The Department of Health Services requires licensed inspectors to identify asbestos. Inspectors can assume asbestos to be present, or they can identify it through testing. The DNR requires an asbestos inspection for certain projects and recommends it for others.

Required projects:

- Two or more contiguous single family homes
- Homes that are part of a larger demolition project
- Multi-family housing with five or more units
- Industrial, manufacturing or commercial buildings including bridges, farm buildings, and churches
- Any structure being prepped for a fire training exercise

Recommended projects:

- Single family homes
- Multi-family housing with 2–4 units

Inspection must be completed and asbestos materials must be removed before beginning any demolition or renovation activities.

► CFCs (chlorofluorocarbons) and halons

Health risks: CFCs and halons damage the earth's protective ozone layer high in the atmosphere, allowing greater exposure to the sun's dangerous ultraviolet rays. Some of the harmful effects of increased UV exposure include increased risk of skin cancer, eye cataracts, immune system deficiencies, and crop damage.

Location and/or materials: CFCs can be found in refrigerants in rooftop, room and central air conditioners, refrigerators, freezers, and chillers, dehumidifiers, heat pumps, water fountains and drinking coolers, walk-in coolers (refrigeration or cold storage areas), vending machines and food display cases. Halons are found in fire extinguishers and other fire control equipment.

► Lead

Health risks: Inhaling or swallowing lead dust can cause serious health effects, including kidney disease, neuropathy, infertility, heart and cardiovascular disease, stroke, memory problems, and Alzheimer's disease.

Location and/or materials: Lead plumbing and lead-based paint are commonly found in many older buildings. Lead may be found in paint on woodwork and metal equipment, leaded glass, lead window-sash weights, lead flashing molds, roof vents, lead pipes and solder. Lead is found in both indoor and outdoor applications. Lead is also found in lead-acid batteries associated with older lighting, exit signs, and security systems.

Identification and testing: The Department of Health Services requires licensed inspectors and risk assessors to identify lead paint. When building surfaces or components are being renovated in any residential and child-occupied buildings built before 1978 (such as private homes, rental units, day care centers, and schools), lead paint must be assumed to be present or identified through testing.

Lead paint sampling is recommended on commercial and industrial projects. The US discontinued manufacturing lead paint for residential use by 1978, but lead is still used in specialty paints in commercial and industrial applications. Most buildings have multiple layers of paint, and all layers should be considered.

► Mercury

Health risks: Liquid mercury evaporates slowly at room temperature and gives off harmful vapors that are invisible and odorless. Breathing these vapors causes the most harm to people, but mercury can also be harmful when it comes in contact with broken skin or when it is swallowed. Women and children are most at risk from mercury poisoning, which can cause brain and nerve damage, resulting in impaired coordination, blurred vision, tremors, irritability and memory loss. Mercury poisoning also causes birth defects.

Location and/or materials: Mercury may be found in thermometers, barometers, thermostats, dental offices, blood-pressure devices, and fluorescent and other types of light bulbs. Any equipment used for measurement of pressure, fluid level, temperature, or flow rate could contain mercury. These devices are most commonly associated with commercial and industrial equipment systems, including tanks, boilers, furnaces, heaters, electrical systems, water cleaning systems, and systems for the movement or pumping of gas (air) or liquid (water). In addition, mercury containing devices are common in certain agricultural operations such as dairy, and may be present in older model consumer appliances, vehicle light switches and residential properties, especially larger multi-unit

properties. Dental offices use mercury-containing amalgam that may be found in sink drain traps. Mercury can also be found as part of older wastewater treatment plant trickling filters.

► PCBs (polychlorinated biphenyls)

Health risks: PCBs may cause cancer in humans and can disrupt hormone and nervous system function. PCBs are persistent in the environment and stay in animals' and humans' systems. PCBs are a source of contamination in fish and have caused fish consumption advisories for humans.

Location and/or materials: PCBs can be found in electrical oils (e.g. transformers and capacitors in appliances) electronic equipment, heat transfer equipment, hydraulic fluids, light ballasts, industrial paints, specialty paints (e.g. swimming pools) and caulking materials. Sumps, oil traps and concrete flooring in facilities that used or manufactured PCBs may be contaminated with PCBs as well. Electrical devices manufactured prior to 1978 should be assumed to contain PCBs.

Identification and testing: You may be able to determine PCB concentrations in electrical equipment oil using identification labels, documents from the manufacturer indicating the PCB concentration at the time of manufacture, or service records showing the PCB concentration measured when the equipment was serviced. If a manufactured date and PCB content label are not found on a transformer or capacitor, the oil should be tested to determine the PCB content prior to dismantling and disposal. Oil-filled electrical equipment labeled "No PCBs" may still contain PCBs, but at a concentration lower than what the EPA regulates. The oils in this equipment should still be tested to see if they contain PCBs and then handled appropriately.

Testing of specialty paint, epoxies and caulks in buildings built or renovated between 1950 and 1979 is recommended. High levels of PCBs are being found in these materials across the country. Once testing is complete, boldly label all surfaces and items that were found to contain PCBs so they are handled appropriately during renovation or demolition.

STEP 3. Notify the DNR of demolition or renovation activities prior to starting any demolition or renovation work.

Notification to the DNR is required for all demolition projects meeting any of these categories:

- Two or more contiguous single-family homes
- Homes that are part of a larger demolition project
- Multi-family housing with five or more units
- Industrial, manufacturing or commercial buildings including bridges, farm buildings, and churches
- Any structure being prepped for a fire training exercise

DNR notification is also required for renovation projects meeting any of these criteria, if asbestos removal is involved.

For demolition projects

All demolition projects meeting the previously listed criteria require DNR notification 10 working days before the project work begins.

For renovation projects involving asbestos

All renovation projects meeting the previously listed criteria that involve asbestos require DNR notification 10 working days before the project begins.

Note: While plans to demolish or renovate a single-family home do NOT require DNR notification, it is recommended you take the precautionary steps outlined in this publication.

► HANDLING AND DISPOSAL CHOICES

You have a few options for handling and disposing of lead, mercury, PCBs and other wastes from your project site that qualify as hazardous waste. Identifying these options prior to beginning the project can help you schedule transportation and disposal and maintain the overall project schedule.

- **Hire a waste management contractor** to pick up and dispose of hazardous wastes. This takes the guess work out of handling these types of wastes. Contractors have properly trained personnel that will determine appropriate packaging, shipping and vehicle licensing and have established relationships with disposal facilities.

Other choices provide you with reduced regulation and may change depending on the amount of hazardous waste generated in a month. As a contractor, you may manage hazardous wastes you generate at temporary job sites only according to the following options. For more details on these options, see the DNR publication "Pilot Project for Management of Contractor Generated Hazardous Waste" (WA-654) at <http://dnr.wi.gov/files/pdf/pubs/wa/wa654.pdf>.

- **Hire a licensed hazardous waste transporter** to transport the hazardous waste to a licensed or permitted hazardous waste treatment, storage and disposal facility. In this case, you must follow the applicable generator requirements in chapters NR 660-679 of Wisconsin Administrative Code.
- **Leave containerized hazardous waste for the site owner to properly manage.** In this case, the site owner must follow the applicable generator requirements in chapters NR 660-679 of Wisconsin Administrative Code. If you choose this option, be sure to include this in your contract with the site owner.
- **Transport the containerized hazardous waste yourself** directly from the temporary job site to a Household and Very Small Quantity Generator (VSQG) Hazardous Waste Collection Facility. This includes county or municipal Clean Sweep locations. If the total quantity of hazardous waste generated by your company in one month is less than 220 lbs. (about half of a 55-gallon drum), you would be a VSQG and your hazardous waste may be taken to a Clean Sweep location for handling and disposal. Contact your local Clean Sweep coordinator for information on possible fees, accepted materials, and other details.
- **Transport the containerized hazardous waste yourself to your central business location.** This option is currently available under a pilot project. Waste handled in this manner is subject to the pilot project conditions. See the publication referenced above for more information.

STEP 4. Hire specialized consultants, contractors or transporters to remove and properly manage harmful materials prior to starting your project.

Hiring the right consultant, contractor or transporter is important to ensure safe handling practices and disposal options. This section will help you determine who to hire. Links to lists of licensed consultants, contractors and transporters are on the last page under Resources.

► Asbestos

Handling practices: Asbestos professionals trained and certified by DHS are required to perform asbestos removal in most multi-unit residential and all commercial, industrial, manufacturing and government buildings. Most types of asbestos-containing materials must be removed from the building prior to demolition or renovation.

Disposal: The asbestos removal contractor is responsible for disposing of the asbestos materials at a licensed landfill approved to accept asbestos waste. Not all landfills accept asbestos materials, so contractors should call the landfill to find out what materials are accepted and the hours of operation.

In some situations, non-friable asbestos materials (materials that are resistant to crushing), such as floor tile and roofing, may remain in place during the demolition activities. When this is done, the debris must be taken to a municipal or construction and demolition landfill. Debris containing non-friable asbestos materials may not be taken to a construction and demolition recycling facility.

► CFCs (chlorofluorocarbons) and halons

Handling practices: Keep units that contain refrigerants in place for a certified transporter to remove them. Moving them may cause an accidental release of refrigerants. Certified transporters include waste haulers, community recycling programs, and appliance salvage businesses. State law requires that anyone transporting salvaged refrigeration units must certify to the DNR that they will transport items in a way that prevents refrigerant releases. Technicians who remove refrigerants from units must be registered with the DNR and use approved equipment.

Check both portable and installed fire suppression systems for labels indicating halons. Trained technicians are also needed to remove halons. Contact local fire suppression equipment companies or the Halon Recovery Corporation for more information. Do not discharge halon fire extinguishers; intentionally releasing these substances is prohibited under federal regulations.

Disposal: Once the refrigerants are recovered, the unit may be taken to a metal scrap recycling facility. If you send halon-containing equipment offsite for disposal, it must be sent to a manufacturer, fire equipment dealer or recycler operating in accordance with National Fire Protection Association standards.

► Lead

Handling practices: DHS-certified lead-safe contractors are required for any renovations, repairs, painting or other paint-disturbing services on or in the regulated buildings that contain lead paint. These contractors must use lead-safe practices at these properties.

State law prohibits the sale or transfer of any fixture or other object that contains lead-bearing paint if children would have ready access to the fixture or object in its new location.

Disposal: Dispose of in a landfill any painted wood or building components that contain lead paint. Do not burn or chip wood that contains lead paint or use it for landscaping.

Lead paint waste, such as lead paint chips or lead paint removed from commercial or industrial buildings, must be tested to determine if it is a hazardous waste for disposal purposes.

See Handling and Disposal Choices on page 7 for handling and disposal options.

► Mercury

Handling practices: You may collect intact mercury-containing devices and bring them back to your primary business location or bring them directly to an off-site mercury recovery facility. Do not remove mercury ampoules or free liquids from the device. Store devices in a covered plastic container to prevent them from breaking. Label the container to assist proper handling and disposal.

If any mercury is spilled or released during handling, report the spill immediately by calling the DNR 24-hour Spills Hotline: (800) 934-0003. Mercury spreads quickly, and even a small spill can cause big cleanup costs in a short period of time.

Disposal: Trained professionals and specific equipment are needed for safe removal of mercury from ampoules and devices. Mercury must be transported by a licensed hazardous waste transporter to a mercury facility to be recycled or reclaimed.

See *Handling and Disposal Choices on page 7 for handling and disposal options.*

► PCBs (polychlorinated biphenyls)

Handling practices: The EPA recommends that caulk containing PCBs be removed during planned renovations and repairs (when replacing windows, doors, roofs, ventilation, etc.). It is important to ensure that PCBs are not released into the air during renovation or repair of affected buildings.

Oils with PCB content greater than 50 ppm are prohibited from being mixed with other materials to reduce the PCB content.

Disposal: PCBs must be transported either by your company, a licensed hazardous waste transporter or a full-service contractor. PCBs and PCB-containing wastes must be taken to a licensed disposal facility or directly to a licensed incineration facility. Arrangements for accepting PCBs must be made with these facilities ahead of time.

See *Handling and Disposal Choices on page 7 for handling and disposal options.*

STEP 5. Request and file all receipts for the disposal of harmful and non-harmful materials related to the project to avoid potential enforcement action.

As materials are removed from the project site, ask your contractors for disposal receipts to document the disposal or recycling of your wastes. This is an important step in protecting your company. If materials are illegally dumped, the DNR will investigate to determine where the materials came from. Part of the investigation process would be to identify projects in the area that may have been the source of the illegally dumped materials. Receipts show that your project wastes were disposed of appropriately and protect you from liability issues and fines and/or forfeitures.

► DEMOLITION AND RENOVATION WASTE

Disposal options for demolition and renovation wastes depend on the type of waste and, in some cases, the amount generated. Solid wastes such as trash, painted wood, and fiberglass insulation can be disposed of at solid waste transfer stations and landfills, including construction and demolition landfills.

If demolition wastes are going to a construction and demolition landfill, all non-building components, such as books, furniture and trash must be removed before you begin demolition (note that most of these non-building components can be reused or recycled). Non-building components may stay in the building if the demolition waste is going to a municipal solid waste landfill. Check with local landfills prior to demolition to determine how to manage your wastes.

Demolition debris may be taken to a construction and demolition recycling facility if all asbestos materials and other harmful materials have been removed prior to demolition or renovation.

To find a list of these facilities licensed in Wisconsin, go to dnr.wi.gov and search "licensed waste haulers and facilities."

Once the harmful materials have been removed from the project site and the notification to DNR is submitted with the appropriate dates of demolition, demolition may begin. This includes first removing materials for reuse or recycling. If all harmful materials, including all types of asbestos, have been removed from the building or structure before demolition, the resulting debris may be taken to a construction and demolition recycling facility.

RESOURCES

Asbestos

- DNR asbestos program requirements: dnr.wi.gov, search “asbestos”
- DHS Wisconsin Asbestos Program: www.dhs.wi.gov/asbestos/
- DHS-certified asbestos companies: at the link above, look for “certified company” in the left-hand margin

Brownfields

- DNR brownfields redevelopment: dnr.wi.gov, search “brownfield”

CFCs and halons

- DNR refrigerant recovery program: dnr.wi.gov, search “refrigerants”

Demolition debris, waste, transporters, landfills and other licensed facilities

- DNR demolition, construction & renovation information: dnr.wi.gov, search “demolition”
- DNR waste and materials management: dnr.wi.gov, search “waste”
- DNR list of licensed haulers and facilities: dnr.wi.gov, search “licensed waste haulers and facilities”
- Contact the DNR: 608-266-2111 or DNRWasteMaterials@wisconsin.gov

Hazardous and universal wastes

- DNR hazardous waste information: dnr.wi.gov, search “hazardous waste”
- “Waste Determinations and Recordkeeping” (DNR publication WA-1152):
- Wisconsin Administrative Code chapter NR 673 – Universal Waste Management Standards:

Lead

- DHS Lead-Safe Wisconsin: www.dhs.wi.gov/lead/
- DHS-certified lead companies: at the link above, look for “certified company” in the left-hand margin
- DNR Application for Low Hazard Waste Exemption for Reuse of Concrete Coated with Lead-Bearing Paint -- Form 4400-274 (R 2/12)
<http://dnr.wi.gov/files/pdf/forms/4400/4400-274.pdf>

Mercury

- EPA information on mercury: www.epa.gov/hg/consumer.htm

PCBs

- EPA information on PCBs: www.epa.gov/wastes/hazard/tsd/pcbs/
- Wisconsin Administrative Code chapter NR 157 – Management of PCBs and Products containing PCBs:

Reuse & recycling

- DNR recycling program: dnr.wi.gov, search “recycling”
- WasteCapDIRECT – a centralized, online directory of construction and demolition recycling processors, haulers and end markets: www.wastecap.org
- Wisconsin Recycling Markets Directory: www.wisconsinrecyclingdirectory.com

Storage tanks

- Department of Safety and Professional Services storage tank database: <http://dsps.wi.gov/online-services/storage-tanks>

Wisconsin Administrative Code

- Wisconsin Legislative Documents: <http://docs.legis.wisconsin.gov>

WISCONSIN DNR



Wisconsin Department of Natural Resources Waste & Materials Management Program

PO Box 7921

Madison, WI 53707

DNRWasteMaterials@wisconsin.gov

Publication WA-651

Revised 2014

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.

This publication is available in alternative format (large print, Braille, audio tape, etc.) upon request. Please call (608) 266-2111 for more information.



ATTACHMENT 5

PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;

- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification required in RFP;
- E. If the offeror is a partnership of joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

Following a list of general criteria which will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty
- Affiliation (that is, staff of offeror or subconsultant)

- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE

ATTACHMENT 6
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
ARCHITECTURE AND ENGINEERING DIVISION

PROJECT: **Courthouse Complex – Hazardous Materials Assessment and Disposal**

CONSULTANT PROPOSAL

BASIC SERVICES (Include services of all needed subconsultants)

"ACTUAL COST – NOT TO EXCEED" fee for Hazardous Materials Assessment and Disposal for the
Historic Courthouse: \$

(_____)

"ACTUAL COST – NOT TO EXCEED" fee for Hazardous Materials Assessment and Disposal for the
Public Safety Building: \$

(_____)

REIMBURSABLE EXPENSES

"ACTUAL COST – NOT TO EXCEED": \$

(_____)

ALLOWANCE

"ACTUAL COST – NOT TO EXCEED": \$

(_____)

V. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of TBE at the rate of **13.51%** will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 7

TARGETED BUSINESS ENTERPRISE (TBE)
INSTRUCTIONS & FORMS



Office of Economic Inclusion (OEI)

TBE Participation Recommendation

Contact Information

Contract Administrator:	Department/Division:	Date:
Phone Number:	Email Address:	
Org Number:	Fund:	Grant \$:

Project Information

Project Name:	Project Number:
Project Total: \$	Contract Type: (SELECT ONE)

Contract Scope/Project Description:

Contracting Opportunities <small>*If additional lines are needed, please attach scope/description of work and budget sheet.</small>	Work Scope Description:	NAICS code:	Budget
		NAICS:	\$
		NAICS:	\$
		NAICS:	\$

RFP/BID will be used <input type="checkbox"/> Yes <input type="checkbox"/> No	Advertising Date:	Bid/Proposal Due Date:
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Approvals

Is county board approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Resolution #:	(attach resolution)
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Waiver Request

Was a Bidding & Exception Request Form submitted to Procurement? Yes No **Date submitted:**

Request for a goal of 0% requires the signature of the department head, a full scope of the project, and an explanation.

Explanation: Check the boxes below. Check all that apply.

- A. \$10,000 or less
- B. Rental or Lease
- C. Governmental Agency or Institution
- D. Non-Profit (No subcontract) *[Non-Profit is not subcontracting work]*
- E. Purchasing or Renewal of software license
- F. Contract Extension/Amendment *[Must have the original Participation agreement]*
- G. Specialized *[No known TBE firms available]*
- H. Only one individual assigned to the contract
- I. The nature (scope of work) of contract doesn't have subcontracting opportunities
- J. Grants *[No subcontracting to a non-profit entity]*
- K. No funding use by Milwaukee County *[A non-Milwaukee County entity is funding the project]*
- L. Special License or Certificate required
- M. Other _____

Department/Division Director Name	Signature	Date
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OEI Approval

Goal Assigned _____%	This contract is exempt from a participation goal: <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved: <i>Phil Crone</i>	Date: _____

*	NAICS CODE	DESCRIPTION
	212319	Other Crushed & Broken Stone Mining & Quarrying
	212321	Construction Sand & Gravel Mining
	212322	Industrial Sand Mining
	236117	New Housing Operative Builders
	236118	Residential Remodelers
	236210	Industrial Building Construction
	236220	Commercial & Institutional Building Construction
	237110	Water & Sewer Line & Related Structures Construction
	237120	Oil & Gas Pipeline & Related Structures Construction
	237130	Power & Communication Line & Related Structures Construction
	237310	Highway, Street & Bridge Construction
	237990	Other Heavy & Civil Engineering Construction
	238110	Poured Concrete Foundation & Structure Contractors
	238120	Structural Steel and Precast Concrete Contractors
	238130	Framing Contractors
	238140	Masonry Contractors
	238150	Glass and Glazing Contractors
	238160	Roofing Contractors
	238170	Siding Contractors
	238190	Other Foundation, Structure & Building Exterior Contractors
	238210	Electrical Contractors & Other Wiring Installation Contractors
	238220	Plumbing, Heating & Air-Conditioning Contractors
	238290	Other Building Equipment Contractors
	238310	Drywall & Insulation Contractors
	238320	Painting and Wall Covering Contractors
	238330	Flooring Contractors
	238340	Tile & Terrazzo Contractors
	238350	Finish Carpentry Contractors
	238390	Other Building Finishing Contractors
	238910	Site Preparation Contractors
	238990	All Other Specialty Trade Contractors
	323114	Quick Printing
	323116	Manifold Business Forms Printing
	323117	Books Printing
	323119	Other Commercial Printing
	325998	All Other Miscellaneous Chemical Product & Preparation Manufacturing
	327215	Glass Product Manufacturing Made of Purchased Glass
	327320	Ready-Mix Concrete Manufacturing
	331210	Iron & Steel Pipe & Tube Manufacturing from Purchased Steel
	332116	Metal Stamping
	332311	Prefabricated Metal Building & Component Manufacturing
	332312	Fabricated Structural Metal Manufacturing
	332321	Metal Window & Door Manufacturing
	332322	Sheet Metal Work Manufacturing
	332323	Ornamental & Architectural Metal Work Manufacturing
	332510	Hardware Manufacturing
	423210	Furniture Merchant Wholesalers
	423310	Lumber, Plywood, Millwork & Wood Panel Merchant Wholesalers
	423320	Brick, Stone & Related Construction Material Merchant Wholesalers
	423330	Roofing, Siding & Insulation Material Merchant Wholesalers
	423390	Other Construction Material Merchant Wholesalers
	423510	Metal Service Centers & Other Metal Merchant Wholesalers
	423610	Electrical Apparatus & Equipment, Wiring Supplies & Related Equipment Merchant Wholesalers
	423690	Other Electronic Parts & Equipment Merchant Wholesalers
	423710	Hardware Merchant Wholesalers
	423720	Plumbing & Heating Equipment & Supplies (Hydronics) Merchant Wholesalers
	423730	Warm Air Heating & Air-Conditioning Equipment & Supplies Merchant Wholesalers

423740	Refrigeration Equipment & Supplies Merchant Wholesalers
423840	Industrial Supplies Merchant Wholesalers
443120	Computer & Software Stores
445299	All Other Specialty Food Stores
453110	Florists
453210	Office Supplies and Stationery Stores
453998	All Other Miscellaneous Store Retailers (except Tobacco Stores)
454210	Vending Machine Operators
454390	All Other Direct Selling Establishments
485991	Special Needs Transportation
485999	All Other Transit & Ground Passenger Transportation
488410	Motor Vehicle Towing
492110	Couriers & Express Delivery Services
492210	Local Messengers & Local Delivery
493110	General Warehousing & Storage
517110	Wired Telecommunications Carriers (except Satellite)
523120	Security Brokers and Dealers
523930	Investment Advice
524210	Insurance Agents, Brokers and Service
524291	Claims Adjusting
524292	Third Party Administration of Insurance
532490	Equipment Rental and Leasing, NEC
541110	Office Administrative Services
541211	Accounting, Auditing and Bookkeeping
541213	Tax Return Preparation Services
541219	Accounting Services/Other
541310	Architectural Services
541320	Landscape Architectural Services
541330	Engineering Services
541340	Drafting Services
541360	Geophysical Surveying & Mapping Services
541370	Surveying & Mapping (Except Geophysical) Services
541380	Testing Laboratories
541410	Interior Designs Services
541420	Industrial Design Services
541430	Commercial Art and Graphic Design / Graphic Design Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541611	Management Consulting Services
541613	Marketing Consulting Services
541618	Other Management Consulting Services
541620	Environmental Services
541730	Landscape Services (lawn care, sod laying, seeding, installations, etc.)
541810	Advertising Agencies
541820	Public Relations Services
541860	Direct Mail Advertising Services
541910	Educational Research Commercial
541922	Photographic Services
541930	Translation and Interpretation Services
561110	Legal Services
561210	Facilities Support Services
561320	Temporary Help Services
561410	Computer Process/Data Preparation and Processing
561439	Photocopying and Duplicating Services
561440	Collection Services
561510	Travel Agencies

