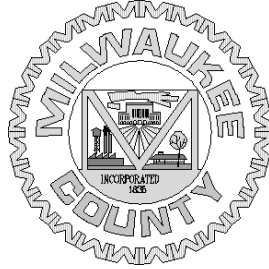


# *MILWAUKEE COUNTY*



## ***Department of Administrative Services***

**Facilities Management Division**

**Architecture, Engineering & Environmental Services –  
Airport Engineering**

**5300 S. Howell Ave.**

**Milwaukee, WI 53207**

**REQUEST FOR PROPOSAL  
FOR**

**Professional Services**

**PROJECT NO. WA0270**

**June 5, 2026**





# Milwaukee County

June 5, 2026

Re: Request-For-Proposals (RFP)  
**MKE Ticketing Area Remodel**  
5300 S. Howell Ave.  
Milwaukee, Wisconsin 53202  
Project No. WA0270  
**Proposal Due: Monday, July 2, 2026; 12:00 PM**

Milwaukee County Department of Administrative Services, Facilities Management Division (DAS-FMD) is requesting proposals for Professional Services for the MKE (Milwaukee Mitchell International Airport) Ticketing Area Remodel. This service is being requested for onsite night work (7:00pm – 3:00am) construction administration support during construction phase of project. The Consultant will need to provide the necessary services to include, but not be limited to safety review and inspection of the work area such that temporary barriers and wayfinding signage are correct, inspection of construction work to assure contractor is in compliance with the plans and specifications, coordination with MKE Engineering staff and MKE Departments as necessary, daily documentation of project progress, weekly attendance at a project progress update meeting, and interactivity with ProCore with regard to project RFIs and submittals.

Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for conservation, waste management and the quality of indoor environment. The following tenets are to be considered in all aspects of the project:

## **Our Vision:**

By achieving racial equity, Milwaukee is the healthiest county in Wisconsin.

## **Our Goals:**

Create Intentional Inclusion:

- A. Reflect the full diversity of the County at every level of County government.
- B. Create and nurture an inclusive culture across the County.
- C. Increase the number of County contracts awarded to minority and women-owned businesses.

Bridge the Gap:

- A. Determine what, where and how we deliver services based on the resolution of health disparities.
- B. Break down silos across County government to maximize access to and quality of services offered.
- C. Apply a racial equity lens to all decisions.

Invest in Equity:

- A. Invest “upstream” to address root causes of health disparities.

- B. Enhance the County's fiscal health and sustainability.
- C. Dismantle barriers to diverse and inclusive communities.

**1. BACKGROUND**

LOCATION: Milwaukee Mitchell International Airport (MKE)

PROJECT ADDRESS: 5300 S Howell Ave., Milwaukee, WI 53207

OWNERSHIP / DEPARTMENTAL JURISDICTION:

The structure of the facility is owned by Milwaukee County. The user department is (504) DOT - Airport.

ADOPTED BUDGET ITEM REFERENCE:

The project design and construction are funded under the Milwaukee County Capital Budget.

**2. GENERAL PROJECT DESCRIPTION**

The ticketing area at MKE was originally constructed in 1985. This project will replace interior Finishes that will include 32,000 square feet of terrazzo, lighting, and entryways(vestibules) to make the space more appealing and less costly to maintain.

**3. SCOPE OF THE PROJECT**

Scope of Services:

Based on a Project Charter prepared by Milwaukee County, Milwaukee County DAS-FMD - AE&ES will hire a CA who is responsible for night-time construction administration, typically 7:00pm to 3:00am, as described above in the RFP description, and in the applicable AIA contract.

Services are expected to be rendered from September 10, 2026 to September 10, 2027. There will be no work on blackout dates, periods of time surrounding holidays and spring breaks.

The CA is under contract with Milwaukee County from start to finish. See AIA contract for additional scope of services. (*Attachments N & M*)

**4. GENERAL REQUIREMENTS**

The Consultant for this project shall:

- Manage and administer the services provided and see that any subconsultants' services are managed appropriately.
- Consult with the designated County representatives.
- Attend project meetings, prepare, and distribute exhibits and supporting information for meetings as required, prepare and distribute agendas and minutes for each meeting.
- Communicate with members of the Project team.
- Prepare and regularly update a project schedule that will include milestones for decisions to be made by Milwaukee County, work by the consultant and level of completion.
- Issue written progress reports on a regular basis (no less than every two weeks), providing status updates on scope, schedule, budget, and deliverables, and identifying additional input needed from Milwaukee.
- Coordinate the work of their team including any subconsultant(s)
- Coordinate their work with those services provided by Milwaukee County and Milwaukee County's consultants.
- Milwaukee County uses ACH payments for payments to vendors under contract. As a part of

this project, vendors shall complete an ACH Authorization form if not already participating. This form will be provided and will need to be completed prior to contract execution.

The consultant shall include, as part of their contract, subconsultants that will be required based on the project scale, type of facility and specialized functions. These subconsultants, along with their expertise and level of participation, shall be indicated in the consultant’s proposal.

The consultant shall provide the following basic services as indicated in Article 3 of AIA B101-2017:

- AIA B101-2019 – 3.6.7 Other Basic Services

**5. QUALITY CONTROL**

Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

**6. TENTATIVE PROJECT SCHEDULE**

MILESTONE	DATE
Issue A&E RFP	June 5, 2026
Mandatory Pre-Proposal Meeting	June 17, 2026
Questions Due	June 22, 2026
Question Responses Due	June 24, 2026
Proposals Due	July 2, 2026
Selection Committee Complete Review & Award	July 10, 2026

**7. PROPOSAL CONTENT**

The Proposal shall conform to Milwaukee County’s Proposal Preparation, Submission and Evaluation Guidelines (*Attachment B – Design Proposal*). The proposal shall include the Consultant Fee Proposal Form (*Attachment A.4 – Consultant Fee Proposal Form*) and the following information:

- Cover** Shall include the project number, project name, project location, Primary Consultant’s name, address, telephone number, FAX number, e-mail address, and proposal date.
- Table of Contents:** Include an identification of the material by section and page number.
- Cover Letter:** Include the name and description of the Primary Consultant’s team submitting the proposal briefly stating the proposer’s understanding of the service to be provided. Proposers shall acknowledge the receipt of any amendments to the Request for Proposal (RFP).
- Organization Description** Include a brief description of the organization submitting the proposal. Include the name, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification, or registration.

<b>Organization's Experience</b>	Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organization's participation.
<b>Team and Staff</b>	Include an organizational structure of the project team, and sub-consultants to be used for this project, The name of the Principal-in-Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will oversee this project. Provide a resume for everyone involved in this project, and include their name, title and/or duties for the project, professional registration, and relevant certifications.
<b>Alternate Principal-in-Charge</b>	Include the name of an alternate Principal-in-Charge if the originally declared Principal-in-Charge is not able to fulfill their duties. Milwaukee County DAS-FM AE&ES also reserves the option to review and approve an Alternate Principal-in-Charge.
<b>Sub-Consultants</b>	Indicate the names and addresses of any Sub-Consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total service they would provide. Also state their experience in the field.
<b>TBE Participation</b>	Office of Economic Inclusion (OEI) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include WBE and MBE certifications from the State of Wisconsin DOA.

Targeted Business Enterprise (TBE) participation goal recommendation for this RFP is **4.3%**. To be considered, you must submit signed *Commitment to Contract with TBE* (TBE-14) forms, one for each of the TBE firms included to meet participation. TBE-14 form(s) must identify (1) the TBE firm by name and address, (2) the scope of service(s) to be provided, (3) the dollar amount and (4) the percentage. The form is first completed and signed by the Prime, then forwarded to the TBE subconsultant for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form may be considered non-responsive. OEI is entitled to reject your Proposal for improperly completed forms.

OEI may be contacted at 414-278-4851 or [OEIcompliance@milwaukeecountywi.gov](mailto:OEIcompliance@milwaukeecountywi.gov) for assistance in identifying TBE firms and understanding the County's TBE Program.

The official directory of eligible MBE and WBE firms may be found at the following link: <https://wisdp.wi.gov/Search.aspx>

Adherence with prompt payment requirements is monitored through information entered into the Diversity Management and Compliance System, utilizing B2GNow software. Prime consultants are required to report payments received from the County and amounts paid to subconsultants. Subs will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payment policy were complied with. There is no cost to the Prime or any subconsultant, the only requirement is to become a registered user and

complete the one-hour webinar training. The County will enter the Prime's contract, and the Prime will enter all subconsultants, including both TBE and non-TBE firms.

The Targeted Business Enterprise (TBE) Utilization Specifications and forms to be used are included in the RFP (*Attachment D*).

- Project Approach** Provide a description of the approach your Team proposes to use for this project. Include architectural and engineering problems you anticipate in this project and how you propose to overcome them. Consultant shall also show how you plan to staff the project to efficiently complete the work effort.
- Constant Effort** -Include a spreadsheet listing the hourly rates and hours to be spent on each required task to be complete as described in this Request for Proposal.
- Design Schedule** -Provide a bar chart form schedule indicating a sequenced timetable, with relationship of task, which are necessary to complete the project, based on the tentative timetable provided in this RFP. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the proposed timetable cannot be meet.
- Fee Proposal** -The fee for this project shall be clearly stated as a Not-To-Exceed fee, for basic design services as detailed in this document and expenses. Reimbursable expenses shall be per guidelines in Attachment F, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition for Professional Services. Defined as over and above compensation for basic services, they are unique and non-recurring. Proposers should clearly state the raw hourly rate for intended staff and their FAAR audited overhead rate. Fixed Fee is capped at 10% for this project and loaded hourly rate shall not exceed 3 times the raw hourly rate.

## 8. PROPOSAL EVALUATION

See *Attachment B* for the Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize that this is not a bid procedure, and a Professional Services Agreement will not be awarded solely based on the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

## 9. GENERAL REQUIREMENTS

1. Any Contractor affiliated (contractual agreement) with the Primary Consultant who is awarded a consultant agreement for professional services for the project shall be prohibited from submitting bids in the construction bidding process. Also prohibited from providing service work on the project to the contractor or construction administrator or any of their sub-contractors.
2. The successful Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County Department or with an agency funded and regulated by a County Department, may make a campaign contribution to any County Official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County Department or to an agency until the Contract has

reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or Departmental approval.

3. The successful Consultant must be an Equal Opportunity Employer.
4. The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification, or additional information will be given.
5. Proposals must respond to each listed in the Proposal Content, in order, as presented and in the form or format as requested. Each response must be identified by heading and must respond entirely too each segment without reference to any other part of the proposal.
6. The proposal must be submitted via an emailed pdf document to: [fpritzlaff@mitchellairport.com](mailto:fpritzlaff@mitchellairport.com)
7. All cost for preparing a proposal, attending the pre-proposal meeting, attending a selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
8. With the signing and submission of a proposal, the submitting Consultant certifies that the standard terms and conditions of the AIA B101-2017, modified Standard Form of Agreement (which will be used to contract with the selected Consultant) has been read and understood and that the submitting Consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.
9. The successful consultant must provide the insurance coverage stated in section 2.5.8 of the B101-2017, along with all other insurance coverage stated in the agreement.

#### **PROPOSAL SUBMISSION REQUIREMENTS- Review**

1. Submit an electronic copy of the proposal in a PDF format. Proposal package must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Proposals that are not properly identified or received after the time and date listed will be rejected.
2. Mandatory, In-Person, Pre-Proposal Meeting shall be at 2:00 PM, Wednesday, June 17, 2026:

Location: Milwaukee Mitchell International Airport, Sijan Conference Room, 5300 S. Howell Avenue, Milwaukee, WI. 53202

Milwaukee County staff will be on hand to answer questions about this RFP. Parties interested in participating in this pre-proposal meeting shall indicate their interest via email to Frank J. Pritzlaff, Project Manager, at [fpritzlaff@mitchellairport.com](mailto:fpritzlaff@mitchellairport.com) by no later than 12:00 PM on Monday, June 15, 2026.

3. Please submit the Proposal no later than **12:00 PM** on Thursday, July 2, 2026 to:

Frank Pritzlaff, Project Manager  
5300 S. Howell Ave.  
Milwaukee, Wisconsin 53207  
Email PDF to: [fpritzlaff@mitchellairport.com](mailto:fpritzlaff@mitchellairport.com)

Any questions regarding this RFP should be addressed to Frank Pritzlaff in a written format by email at least ten (10) days prior to the proposal due date to the address below:

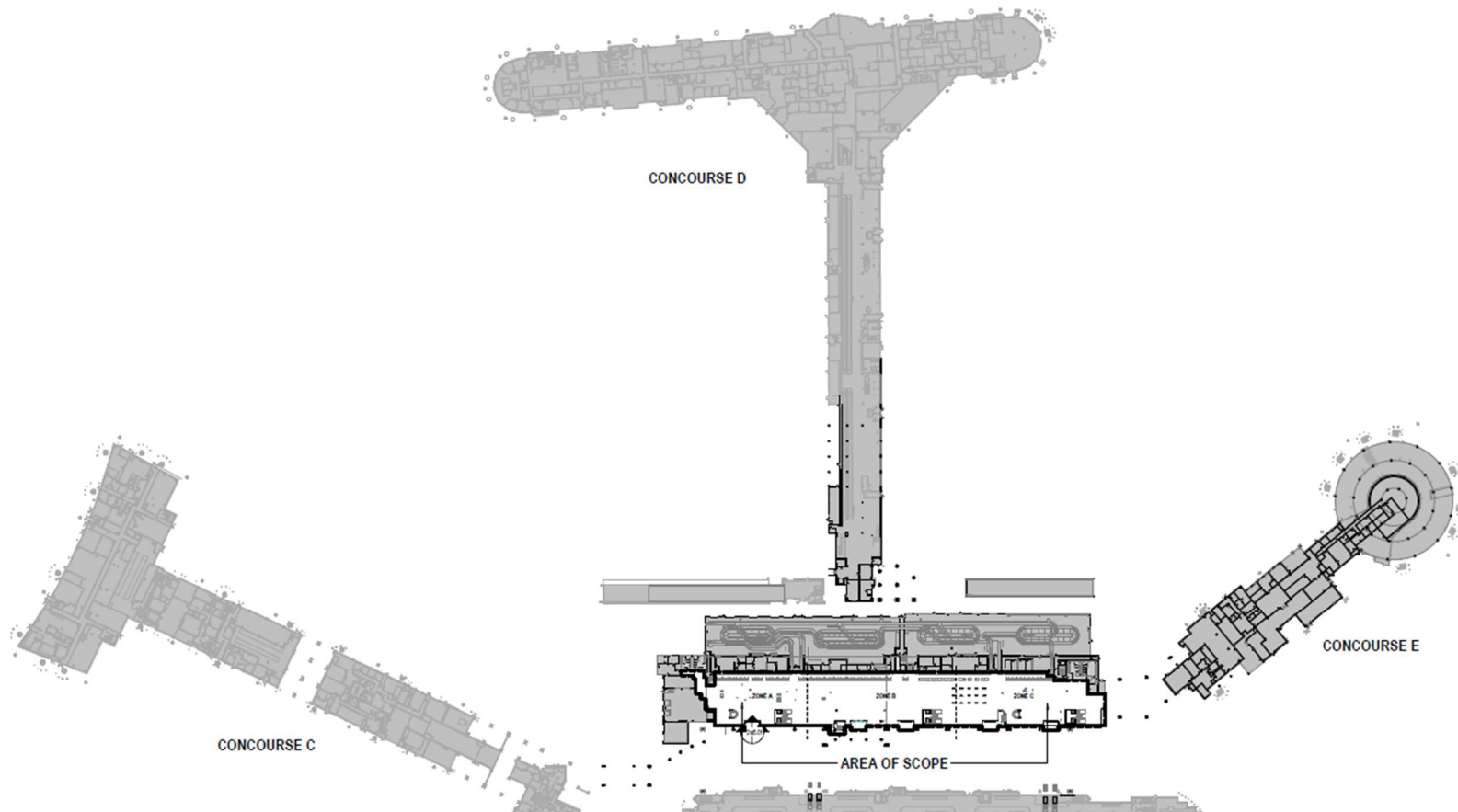
Sincerely,  
Frank J. Pritzlaff  
Sr. Project Manager, P.E.  
Architecture, Engineering & Environmental Services

Cc:

Attachments

- Attachment A: Project Location & Maps
- Attachment B: Proposal Preparation, Submission & Evaluation
- Attachment C: Consultant Proposal Form
- Attachment D: Targeted Business Enterprise (TBE) Form

ATTACHMENT 1  
PROJECT LOCATION



ATTACHMENT 2

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 or 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 3  
CONSULTANT PROPOSAL

MILWAUKEE COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: MKE Ticketing Remodel Project  
WA0270**

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

"ACTUAL COST – NOT TO EXCEED" fee

\$  
( \_\_\_\_\_ )

A. REIMBURSABLE EXPENSES

"ACTUAL COST – NOT TO EXCEED"

\$  
( \_\_\_\_\_ )

IV. 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 Targeted Business Enterprises at the rate of 4.6% will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 4

TARGETED BUSINESS ENTERPRISE (TBE)  
INSTRUCTIONS & FORMS



## **COMMITMENT TO CONTRACT WITH TBE**

### **ADDITIONAL INFORMATION & REQUIREMENTS:**

Links to Directories for firms eligible for credit:

MBE and WBE <https://wisdp.wi.gov/Search.aspx>

Milwaukee County SBE <https://mke.diversitycompliance.com/Default.asp>

SAM Directory for Federal SBE <https://www.sam.gov/SAM/pages/public/index.jsf>

1. **CONTRACT ADJUSTMENTS:** The successful Bidder/Proposer will maintain the approved TBE participation level during the term of the contract with the County, including any additional work on the contract, e.g., change orders, addendums, scope changes, or fee increases.

2. **WRITTEN CONTRACTS WITH TBE:** The County requires that the successful Bidder/Proposer enter into contract, directly or through subs, as stated in this form. Agreements must be submitted to the County within 7 days of receipt of the Notice-To-Proceed. By executing this commitment, you are certifying that you have had contact with the named TBE firm and that they will be hired if you are awarded the contract by the County.

3. **SUBSTITUTIONS, TBE SUBCONTRACTING WORK, TRUCKING FIRMS:** The successful Bidder/Proposer must submit written notification of desire for substitution to the TBE affected, and send a copy to the County, stating the reason(s) for the request. The TBE will have five (5) business days to provide written objection/acceptance of the substitution. The "right to correct" must be afforded any TBE objecting to substitution/termination for less than good cause as determined by the County. Approval must be obtained from the County prior to making any substitutions. TBE firms are required to notify and obtain approval from the County prior to seeking to subcontract out work on this project. In the case of TBE trucking firms, credit will be given for trucks leased from other TBE firms; however, if the TBE leases trucks from non-TBE firms, the commission or fee will be counted for crediting.

4. **REQUESTS FOR PAYMENT:** The successful Bidder/Proposer must indicate on the Continuation Sheet (AIA form G703, or equivalent) or invoice for consulting the work being performed by TBE by either a) placing the word "TBE" behind the work item or b) breaking out the work done by TBEs at the end of the report. The successful Bidder/Proposer shall notify TBE firms of the date on which they must submit their invoices for payment.

5. **TBE UTILIZATION REPORTS:** The successful Bidder/Proposer will enter payments to subs and suppliers directly into the County's online reporting system on a monthly basis. These entries will cover payments made during the preceding month and will include zero dollar (\$0) entries where no payment has occurred.

If you have any questions related to the Milwaukee County Target Enterprise Program, please contact:

**414.278.4851** or [oeicompliance@milwaukeecountywi.gov](mailto:oeicompliance@milwaukeecountywi.gov)