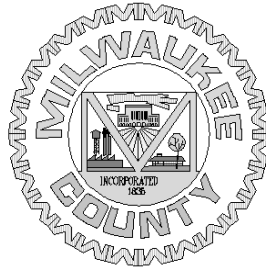


MILWAUKEE COUNTY



Department of Administrative Services

**Airport Engineering
General Mitchell International Airport
5300 South Howell Ave.
Milwaukee, Wisconsin 53207**

**REQUEST FOR QUALIFICATIONS
FOR**

**Consulting Services and Design of the
FUEL FARM ROADWAY REHABILITATION PROJECT
at Milwaukee Mitchell International Airport (MKE)**

December 2025

PROJECT NO. WA0430



12/12/2025

To All Interested Consultants

Project: Fuel Farm Roadway Rehabilitation
Project ID: WA0430

Subject: REQUEST FOR QUALIFICATIONS (R.F.Q.)

Milwaukee County is requesting qualification statements for professional consulting services related to project management, design, and construction engineering services for the fuel farm roadway at Milwaukee Mitchell International Airport (MKE).

The consultant selection process and subsequent fee negotiation and contracting will follow the requirements of FAA AC 150/5100-14E.

Milwaukee County will select one consulting team to provide the services identified in this RFQ. The selected team shall negotiate scope and fees and enter into a contract with Milwaukee County. Consultants should anticipate two contracts: one for design, and one for construction.

- I. **SCOPE OF CONSULTANT SERVICES:** The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (AIA B101). See *Attachment 5 for a sample contract*.

The Fuel Farm Roadway Rehabilitation project (WA0430) will include pavement repairs, drainage improvements, and an investigation into the existing fuel containment measures. Consultant services shall provide all work necessary to design and support construction of these improvements.

a. GENERAL REQUIREMENTS

- i. *Milwaukee Mitchell International Airport maintains a staff of project managers, engineers, technicians, and construction coordinators. The consulting team selected for this work will supplement in house capabilities in all aspects of project delivery. The amount of specific involvement will vary from project to project and task to task, to be negotiated for each project.*
- ii. *Specific areas of expertise required for this work includes, but is not limited to:*
 1. Project management that may include the control of all aspects of a project (scope, schedule, budget, and quality) including coordination with MKE project managers, FAA, WIS BOA, and other stakeholders.
 2. Construction engineer services that may include; field construction oversight, coordination with MKE field staff and other project stakeholders, set up and running project meetings, preparing daily inspections and logs, conducting field quantity measurements, reviewing work for compliance with contract documents; developing and processing and tracking payments, change orders, RFIs, CB, project closeout and other project documentation.

3. Engineering design including data gathering and analysis, charter development, cost estimation, basis of design reporting, the ability to develop complete and accurate plans and specifications for bidding, familiarity and use and compliance with design AC150/5300-13B.
4. Design related to all aspects of airfield pavement rehabilitation, reconstruction, and demolition. This may include airfield electrical, NAVAID work, utility work, site work, grading, pavement, airport hydrant fueling systems, airspace studies and FAA airspace analysis submittals and tracking.
5. Site investigation including surveying, subsurface investigations, soil borings, materials testing, environmental investigation, etc.
6. Stormwater quality and quantity modeling and permitting.
7. Utility investigations, including televising, inspecting, and cleaning, storm and sanitary sewers.
8. Thorough understanding of FAA grant requirements and the Airport Improvement Program.
9. Use of project sustainability rating systems such as Envision and LEED.

II. TENTATIVE PROJECT SCHEDULE

| MILESTONE | DATE |
|--|-------------------|
| Issue A&E RFP | 12/12/2025 |
| Non-Mandatory Pre-Proposal Meeting | 1/14/2026 |
| Questions Due | 1/21/2026 |
| Question Responses Due | 1/23/2026 |
| Proposals Due | 1/28/2026 |
| Selection Committee Complete Review of Submitted Proposals | 2/2/2026 |
| Interviews (if necessary) | 2/4/2026 |
| Notify Selected Consultant | 2/6/2026 |

III. PRE-PROPOSAL MEETING

- a. A non-mandatory pre-proposal meeting will be held on 1/14/2026 at 1:30pm at:
 - i. Milwaukee Mitchell International Airport
Sijan Conference Room
5300 S. Howell Ave.
Milwaukee, WI 53207
 - ii. The Sijan Conference Room is in the main terminal. Visit the help desk, centrally located in the terminal, for directions to the meeting space.

- b. Attendance for pre-proposal meeting will be in-person. No virtual options available.

IV. **SUBMISSION REQUIREMENTS:** Qualification statements shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2) and include the following information:

- a. **Cover Page:** Include project name, project location, consultant's name, address, telephone number, e-mail address, date.
- b. **Table of Contents:** Include an identification of the material by section and page number.
- c. **Letter of Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- d. **Description of the Organization:** A description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.
- e. **Description of the Organization's Experience** Include a list of similar projects that the consultant has worked on during the past five years. Attach a separate sheet for each project, up to five projects maximum, giving a brief description of each project, details on the consultant's participation, and a client reference and contact information.
- f. **Description of Project Team/Resumes:** Provide an organizational structure of the consultant's project team, including any subconsultants to be used for this project. Include the name of the Principal in Charge of this project along with the name, occupation and title of the Project Manager who will be the main point of contract for the client throughout the duration of the project.

Provide a one-page resume for each key team member per Attachment 2 – Proposal Preparation, Submission, and Evaluation guidelines.

- g. **Sub-Consultants:** 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 services they would provide. Also state their past experience in related work.
- h. **Project Approach:** Describe your approach to successfully delivering the project. Discuss how you plan to staff the project to efficiently complete the work effort. Provide a description of challenges you anticipate in this project and how you propose to overcome them.
- i. **TBE Firm Goals:** The Targeted Business Enterprise (TBE) participation goal is anticipated to be 17% for this project under this RFQ. Milwaukee County will determine specific TBE goals on a per project basis and each separate contract from this RFQ will need to meet their respective project TBE goal.
 - i. Include a completed Attachment 3 (Targeted Business Enterprise Consultant Team Member TBE Status Form) in your statement of qualifications submittal.

- ii. Contact the Community Business Development Partners Office at cbdp@milwaukeecountywi.gov for questions related to TBE requirements.
- j. **Quality Control:** Submit a one-page plan, specification, and contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
- k. **Sustainability:** In alignment with the MKE Sustainability Management Plan, Milwaukee County may choose to pursue Envision project evaluation possibly third party verification of the project. As part of your proposal, provide examples of your team's experience incorporating sustainability into the project. Highlight any specific experience you have with Envision.

V. **CONSULTANT SELECTION**

- a. The evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the qualification statements, Milwaukee County may decide to conduct interviews of a short-list of consultants. The interview will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation.

The project manager will post this RFQ, as well as any preproposal meeting minutes, sign in sheets, addendums and other information related to this project to the following Milwaukee County website:

<https://county.milwaukee.gov/EN/Admin-Services/Bids-and-RFPs>

The consultant should consider information on this website to be part of the official RFQ. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal due date.

Milwaukee County reserves the right to accept or reject any and all qualification statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VI. **GENERAL REQUIREMENTS**

- a. The selected consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
- b. Selected 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.

- c. The selected consultant must be an Equal Opportunity Employer.
- d. The proposal shall conform with all attached documents. All qualification statements should use this RFQ, its attachments, and any documents posted on the above bidding website, as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretation, clarification or additional information will be given.
- e. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
- f. The qualifications statements must be submitted as in a single bound 8-1/2" x 11" document (6 copies). Additional emailed PDF copies of the qualification statements are welcome, but the 6 paper copies are required.
- g. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that 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.

Submit 6 copies of the qualification statements, sealed in an envelope or equivalent, no later than 1/28/2026 by 12pm noon. In addition to the required paper copies, the consultant can email an electronic copy of their qualification statements to kamegashitsi@mitchellairport.com.

The qualification statements shall be addressed and submitted to:

Kwame Amegashitsi, PE
Principal – Airport Engineering
C/O Airport Engineering
5300 South Howell Ave.
Milwaukee, WI 53207

Please direct any questions about this RFQ to Kwame Amegashitsi at 414-374-3965 or kamegashitsi@mitchellairport.com.

Sincerely,

Principal – Airport Engineering

Appendices:

- Attachment 1: Fuel Farm Project scope Exhibit
- Attachment 2: Proposal Preparation, Submission and Evaluation
- Attachment 3: Consultant Proposal Form
- Attachment 4: TBE Forms
- Attachment 5: Sample Consulting Contract

cc:

Director Airport Operations and Maintenance, Spencer Langhart
Director Airport of Project Management, Justin Weiss
Director Milwaukee County Facilities Management, Sean Hayes
Director of Architecture & Engineering, Anthony Raab
Director Milwaukee County CBDP, Lamont Robinson
FAA CHI-ADO Program Manager, Chad Oliver