



DATE: 6/26/2023

To: All Interested Consultants

PROJECT: NEW SERVICE YARD BUILDING PLANS & STANDARDIZATION, including detailed design for Washington Park Service Yard; PROJECT NO. WP56901

SUBJECT: Amendment 2 to Request for Proposal (RFP)

Amend this RFP as follows:

- 1. Update Section V.: Project Schedule dates as follows:**
7/12/2023 RFP Due
- 2. Update Section IX: General Requirements**
 - a. Submit three (3) copies of the proposal, sealed in an envelope or equivalent, no later than July 12th by 2p.m. CT.
- 3.** The Sign-In Sheet from the Pre-Proposal Meeting that occurred on 6/20/23 as Attachment 1.
- 4.** The Meeting Minutes that include the Questions and Answers from the Pre-Proposal Meeting that occurred on 6/20/23, as Attachment 2.

Sincerely,

A handwritten signature in black ink that reads "James R. Joehnk".

Jim Joehnk
Director, Infrastructure Management

Attachment 1:
Washington Park Service Yard
Pre-Proposal Meeting
Sign- In Sheet

Washington Park Service Yard Pre-
Proposal Meeting

Location: Parks Administration Building, Room
201 from 11am-12pm

Name	Company	Email	Phone
Mike Paulos	GRAEF	mike.paulos@graef-usa.com	414-266-9086
Joe Komorowski	GRAEF	joseph.komorowski@graef-usa.com	414-266-9247
Mark Mutziger	Collins Engineers, Inc.	mmutziger@collinsengr.com	414-930-4534
Norman Barrientos	Barrientos Design & Consulting	norman@barrientosdesign.com	414-271-1812
Patrick Wesley	Barrientos Design & Consulting	pwesley@barrientosdesign.com	414-285-0779
Jim Piwoni	American Design, Inc.	not provided	608-733-6252

Attachment 2:
Washington Park Service Yard
Q&A

**NEW SERVICE YARD BUILDING PLANS &
STANDARDIZATION, including detailed
design for
Washington Park Service Yard Pre-
Proposal Meeting AGENDA**

June 20, 2023

Date

11am – 12pm CT

Time

Parks Admin Building Room 201 and Microsoft Teams

Location

1. Introductions:

- i. Mike Paulos, GRAEF, 414-266-9086; mike.paulos@graef-usa.com
 - ii. Joe Komorowski, GRAEF, 414-266-9247; joseph.komorowski@graef-usa.com
 - iii. Mark Mutziger, Collins Engineers, Inc. 414-930-4534, mmutziger@collinsengr.com
 - iv. Norman Barrientos, Barrientos Design & Consulting, norman@barrientosdesign.com, 414-271-1812
 - v. Patrick Wesley, Barrientos Design & Consulting, pwesley@barrientosdesign.com, 414-285-0779
 - vi. Jim Piwoni; American Design, Inc. 608-733-6252
- Additional Attendees
 - i. Sarah Toomsen- Milwaukee County
 - ii. Peter Bratt- Milwaukee County
 - iii. Ramsey Radakovich- Milwaukee County
 - iv. Jim Joehnk- The Concord Group
 - v. Ali Noel- The Concord Group

2. Project Background

Washington Park service yard is the proposed first location, and project work for this site would not only include the space/needs analysis and schematic documents,

but also full construction documents and specifications. This initial facility shall be designed to provide service in a regional park setting. It is anticipated the maintenance garage will provide approximately (15) truck storage spaces; maintenance bay; wash bay; (3) offices; lunch room; men's and women's locker rooms; conference room; tool room and workshop. The cold storage building will be sized for approximately (19) spaces to store mowers, carts, pick-up trucks, trailers and other seasonal equipment.

Proposals Due: June 30th, 2023

Updated Proposals Due: July 12th, 2023, at 2pm CT**

3. List of Questions discussed at the Pre-Proposal Meeting:

1. What kind of buildings/structures are involved in the Parks Service Yards?
Summary of responses as follows:

- a. Garage storage, staff facilities (break or lunch room), bathrooms (Men's and Women's, unisex being determined), locker room, conference room alternative, office space for managers (computer kiosk locations depending on staff), tool room- including internal storage for PPE and supplies, garage, wash bin
- b. Externally- gas pump, material storage and bins; alternative for cold storage (covered, secured but temperate), pesticide or hazardous materials that need to be controlled, parking
- c. Depending on the combination, we have operations, golf, forestry and there may be service yards for each entity/division, or some might be shared (example: golf and forestry)
 - i. Consultant to assess what each Operation team will need.
- d. A high-level Space/Needs study should be part of the Evaluation.
- e. Additional: take advantage of sustainability if we can keep within a generalized program/budget.

2. In the RFP and as it pertains to the Exhibits, if the building is outside the red line markup is it in the scope?

- a. Aerial photos- everything in the red line is service/external parking service yard and this does need to be incorporated
- b. The area in the red appears to be square footage on area surfacing; these will need to be included.
- c. Buildings adjacent to red lined area need to be included.

3. Discussion focused on Project Scope:

- a. The project scope for the initial study phase is intended to be a summary checklist scope considerations for additional service yards and the Space/Needs analyses to be evaluated in the future.
- b. Give representative allocation of space for the particular area that is available.
- c. Intent of initial phase- is Programming/Budget session. The Planning phase shall be considered part of the initial SD Phases specific to

the Washington Park Service Yard. The Consultant will prepare a document that will be utilized as a planning tool for future service yard improvements.

4. Further Discussion related to Facility Condition Assessment:
 - a. This will be somewhat Consultant reliant and part of their Project Approach prepared for the RFP, but what could be done to evaluate each one of the Service Yards buildings and surrounding open space.
 - b. Consultant should plan to visit sites, assessing for how it is currently used and what is there; assess any code related issues seen, include in checklist to utilize as a budgetary tool to determine if it is sized appropriately for current use.
 - c. We do not need a complete FCA for each service yard evaluating in detail all structural, MEP, and Civil related assets. We need a list of items that need to be addressed for the County team for future developments.
 - d. Assessment should be high-level, developing Design Criteria/Checklist of typical planning evaluations, with consideration for future industry standards.

5. City of Milwaukee in particular has more strict plan exam requirements with land surveys showing the planned improvements being submitted. We've been required to get a land survey of an entire parcel before even though the improvements were on only a small portion of a parcel. Does the county staff recall any history with other park improvement projects in the limits of the City of MKE and this requirement? A survey of the entire park would obviously be a significant undertaking. I've reached out to MKE for clarification but have yet to hear back.
 - a. For Washington Park: Only the area where the improvement is being done but need to follow building plans and codes.
 - b. For Washington Park: Need to prepare a survey of the proposed limits of disturbance anticipated in the service yard.
 - c. All other Service Yards, use of CTY GIS Mapping and plans would be acceptable.

6. Do we have plans of the existing buildings?
 - a. Yes, the County team has VFA reports and plan information that could be collected and disseminated. That information will become available to the selected Consultant.

7. Design Schedule anticipated to be completed in mid-April 2024- is this for the entire study or Washington Park?
 - a. This will be somewhat dependent on the Design Team approach, and the Design Team will be required to provide their opinion as part of the RFP Submittal.
 - b. However, Washington Park Final Design and Bid Documents are expected be completed by Mid-April, 2024 for the CTY's use to

incorporate in the initial 2025 Budget.

- c. Again, from initial award to Washington Park Final Design and Bid Documents in Mid-April, 2024 will be up to the Design Team's determination.
8. For Washington Park, what environmental issues are we anticipating?
 - a. Specific to Washington Park, any Environmental evaluation will not be part the selected Design Team work and Consultant should not include this work as part of their fee. The work will be completed by the County.
 - b. However, any environmental issues should be included in the high-level Checklist/Design criteria as part of the initial planning study portion.
 - c.
 9. Can you expand on the public engagement portion?
 - a. This is at Washington park specifically
 - b. Providing minimal assistance to the CTY - informing the public of what is going on
 - c. Consultant will provide Renderings/visuals and resources to add to the website so the public is aware of what is going on with the project
 - d. No need for town hall meetings
 10. Is this funded with ARPA dollars?
 - a. No this is a Milwaukee County Capital project.
 11. For the project meetings, is the consultant anticipated to run the meetings?
 - a. The Consultant will run the project meetings, Concord and the County will have a representative at meetings to assist with the process.
 - b. If additional information is needed, Concord will assist or the County will provide applicable information to expediate the evaluation process.
 12. For the fee breakdown, do we separate this out for each site location?
 - a. Suggested but somewhat dependent on the Consultant's Project Approach, break out initial planning study phase covering all service yards.
 - b. Thereafter, breakout fees for Washington Park for final SD, DD, and CD package.
 - c. Project will be under one contract; not by site

Additional: Bid questions due to Jim Joehnk and Sarah Toomsen in writing by Friday June 23rd