



DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County

TO: All Interested Consultants

SUBJECT: Request for Proposals – Milwaukee County Climate Action 2050 Plan: Funding and Implementation Consultant

PROJECT NAME: CA50 Funding and Implementation Consultant

DATE: November 17, 2025

I. INTRODUCTION

The Milwaukee County Department of Administrative Services, Facilities Management Division (DAS-FMD) is requesting proposals for professional consulting services to help lead the implementation of the Climate Action 2050 Plan (“Plan”) for Milwaukee County (“County”) government operations. The Plan outlines strategies for Milwaukee County to 1) achieve carbon neutral operations no later than 2050; 2) adapt and improve the resiliency of County operations and the local community to climate change; and 3) align climate initiatives to the County’s Vision to become the healthiest through racial equity. The selected consultant will assist with the next necessary steps for 1) Funding; 2) Emissions inventory; 3) Implementation and communication of plan strategies.

Consultant proposals are due by 3 p.m. CST on December 11, 2025.

II. BACKGROUND

ABOUT MILWAUKEE COUNTY:

Milwaukee County was formed in 1835 when it was part of the Michigan Territory. Prior to that, the area had been settled by a variety of Native American tribes and was explored by French priests and traders as far back as 1674. The name “Milwaukee” is generally believed to be derived from a Native American term meaning “good land.”

Today, Milwaukee County is, by population, the largest county in the State of Wisconsin and the 47th largest in the United States with 924,740 residents. Located on the shores of Lake Michigan and covering 241 square miles, the County is a mixture of metropolitan, suburban, and rural living. Milwaukee County is one of the few fully-incorporated counties in the United States and includes 19 municipalities that range from a large urban center in the City of Milwaukee with 563,561 residents to small villages such as River Hills with a population of 1,597.

Milwaukee County is governed by an elected County Executive and an 18-member elected County Board of Supervisors. Other County elected officials include a Register of Deeds, Treasurer, Comptroller,

RFP - Milwaukee County Climate Action 2050 Plan Funding and Implementation Consultant

County Clerk, Clerk of Courts, District Attorney and Sheriff, who, in conjunction with administration, provide a full range of associated governmental services, including but not limited to: law enforcement, in-patient mental health, transit services, highways, courts, corrections, official record keeping, parks and recreation, international airport operations, jail and juvenile detention, public assistance programs, and a world-famous zoo.

In 2019, Milwaukee County launched its first strategic plan in 20 years. This plan explicitly recognizes that racism is a public health crisis and establishes the County's [Vision](#) that: By achieving racial equity, Milwaukee is the healthiest county in Wisconsin.

CLIMATE POLICIES & PLANNING:

In recent years, Milwaukee County has recognized the importance of addressing and adapting to global climate change by:

- Adopting a [policy](#) that Milwaukee County will support the principles and targets of the Paris Climate Agreement to keep global temperature increases below 2°C (3.8°F);
- Co-creating the [City-County Advisory Board on Climate and Economic Equity](#) that will make recommendations for the City of Milwaukee and Milwaukee County to reduce community-wide and operational greenhouse gas (GHG) emissions by 45% relative to 2010 levels by 2030, and to achieve zero net GHG emissions no later than 2050;
- Supporting Milwaukee County's commitment to pursuing clean energy and climate change solutions by joining the [Wisconsin Local Government Climate Coalition](#);
- Establishing a [policy](#) to achieving carbon neutrality in Milwaukee County facilities and operations no later than 2050; and
- [Adopting Milwaukee County's Climate Action 2050 Plan](#); a strategic roadmap on how to achieve carbon neutrality in Milwaukee County facilities and operations no later than 2050
 - 1) [Planning Framework](#) (September 2021)
 - 2) [Community Engagement Strategy](#) (December 2022)
 - 3) [Emissions Assessment](#) (June 2023)
 - 4) [Vulnerability Assessment](#) (July 2023)
 - 5) [Milwaukee County Climate Action 2050 \(CA50\) Plan Document](#) (April 2025)

PROJECT DESCRIPTION:

This project will take lead in developing several key pieces of the implementation phase of Milwaukee County's Climate Action 2050 plan. The project will advance equity, justice, and community resilience by:

- Assisting Milwaukee County in navigating the current funding landscape and identifying diverse funding sources that enable County departments to implement strategies to reach their CA50 emissions reduction goals.
- Completing an updated operational emissions inventory for Milwaukee County's Scope 1 and 2 emissions sources, providing the most recent information as CA50 Plan implementation gets underway.

RFP - Milwaukee County Climate Action 2050 Plan Funding and Implementation Consultant

- Providing support for structuring Milwaukee County department stakeholders CA50 Plan implementation. This includes the creation of a user-friendly progress tracking tool to help ensure accountability, as well as a communications plan for internal and external communications about CA50 strategies implementation and success.

The overall objective of the Climate Action 2050 Plan implementation effort is to develop projects to assist departments in reaching CA50 milestones and document County-wide progress on the path to net zero, with buy-in from stakeholders. Internal communications and progress tracking can be used to continue to guide policy and budget decisions over the lifetime of the emissions reduction program (to 2050). These implementation tools will enable Milwaukee County to accurately assess progress toward near-term, mid-term, and long-term goals and provide reports to elected and administrative leadership accordingly.

The DAS-FMD Director of the Office of sustainability or their designee will serve as Milwaukee County's project lead and main liaison to the County representatives (elected officials, administrators, staff, etc.). The Director of the Office of sustainability will work with the selected consultant ("Consultant") to coordinate venues and tools for stakeholder engagement. The Director of the Office of sustainability will also help the Consultant access County documents, data, policies, and initiatives relevant to the project.

GLOSSARY OF TERMS:

The below terms apply to this project and thus are used throughout this RFP. Note that external references and resources listed in the RFP may use alternative definitions.

Climate Finance: local, national or transnational financing—drawn from public, private and alternative sources of financing—that seeks to support mitigation and adaptation actions that will address climate change. Climate finance is needed for mitigation, because large-scale investments are required to significantly reduce emissions. Climate finance is equally important for adaptation, as significant financial resources are needed to adapt to the adverse effects and reduce the impacts of a changing climate.

Carbon/Greenhouse Gas Emissions: Used interchangeably and refer to the release of greenhouse gases into the atmosphere.

Carbon Neutrality: Balancing carbon emissions with carbon removal or elimination until the net effect is zero. In practical terms, this is achieved when Milwaukee County government operations generate zero greenhouse gas emissions after accounting for any carbon offsets.

Climate Change: Significant changes in the typical or average weather of a region over several decades or longer.

¹ U.S. Environmental Protection Agency. 2024 *Renewable Energy Certificates (RECs)* [Renewable Energy Certificates \(RECs\)](https://www.epa.gov/renewable-energy-certificates) | US EPA https://19january2017snapshot.epa.gov/climatechange/glossary-climate-change-terms_.html.

Climate Migration: Movement of people due to the impacts of climate change on their livelihoods, such as shifts in water availability and crop productivity, or to factors such as sea level rise or storm surge³.

Climate Co-Benefits: Beneficial outcomes from actions that are not directly related to reducing or offsetting greenhouse gas emissions. These may include but are not limited to increased community engagement, job creation, Targeted Business Enterprise participation, improved public health, costs savings, more efficient or effective government, increased education or awareness, improved biodiversity, or increased resiliency to climate change.

Community: All Milwaukee County residents and businesses.

County Operations: All services and activities for which Milwaukee County government has full operational authority, or has the ability introduce and implement operating policies. This includes [Milwaukee County Transit System](#) operations, as transit vehicles, equipment, and garages are County property. However, other Milwaukee County-owned, leased facilities (e.g., Milwaukee Public Museum, Milwaukee County Historical Society, Marcus Center for Performing Arts) are outside of the County's operational control and thus out of scope. Aviation travel at Milwaukee Mitchell International Airport is likewise excluded from this project.

Equity: The just, fair, and impartial treatment, acceptance, or behavior of people without favoritism or discrimination. Equity means righting wrongs, doing what's right, and giving people what they need to thrive, which is different from equality, which means everyone gets the same thing regardless of circumstance or need.

Greenhouse Gases: Gases that absorb infrared radiation in the atmosphere.² For the purpose of this project, refers only to the principal human-caused greenhouse gases: carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O).

Resilience: Ability of Milwaukee County operations and the local community to anticipate, prepare for, respond to, and recover from climate change hazards with minimum damage to social well-being, the economy, and the environment.²

Vulnerability: Degree to which Milwaukee County operations and the local community are susceptible to, or unable to cope with, adverse effects of climate change.²

III. SCOPE OF CONSULTANT SERVICES

The Consultant will provide the following services as specified per the standard terms and conditions of the *Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services - Type C (not-to-exceed fee)*⁴:

³ U.S. White House (2021). *Climate Migration Report* Draft. Accessed 8/12/2025 from <https://bidenwhitehouse.archives.gov/wp-content/uploads/2021/10/Report-on-the-Impact-of-Climate-Change-on-Migration.pdf>

⁴ Sample agreement included with the RFP on the County's [Bids and RFPs](#) website.

GENERAL REQUIREMENTS:

The Consultant will manage and administer the required services. The Consultant will consult with the Director – Office of Sustainability (OS) and other designated Milwaukee County representatives, attend meetings, communicate with project stakeholders, and issue progress reports and final work products. The Consultant will coordinate the work of their team including any sub-consultants. The Consultant will coordinate their work with those services provided by County and any other County consultants and contractors.

Prior to initiation of work, the selected Consultant will confirm with County the scope and intent, timetable, points of contact and deliverables of the project. Throughout the project, the Consultant will analyze potential problematic issues and advise the County of possible solutions.

The Consultant will include under their contract any sub-consultants that may be required based on the project scale, type of facility and specialized functions. These consultants, along with their expertise and level of participation will be indicated in the Consultant’s response to this RFP. Management of the services of any sub-consultant will be the responsibility of the Consultant.

The maximum available budget for this project is \$100,000.

TASK 1 – IMPLEMENTATION KICKOFF MEETING AND PROJECT SETUP:

With assistance from Milwaukee County, the Consultant will identify key stakeholders that will guide the implementation of the Climate Action 2050 Plan. Stakeholders could include but are not limited to elected officials, County administrators and staff, the Sustainability Task Force (STF)⁵, Milwaukee County Transit System representatives, community partners, residents, businesses, municipal officials, non-governmental organizations, and the general public.

The Consultant will attend and contribute to monthly meetings with the Sustainability Task Force to:

- Introduce the project scope, approach, deliverables, and schedule;
- Confirm the Climate Action 2050 Plan implementation vision, desired outcomes, and guiding principles;
- Determine project stakeholders, and when and how to communicate with and engage them;
- Identify documents, data, policies, and initiatives relevant to the project; and
- Establish the cadence of STF and other stakeholder meetings

The Consultant will prepare a brief *Project Manual* report which summarizes the discussion and outcomes from the kickoff meeting, describes the purpose and intent of this project, and outlines next steps for project development. The report will also include the following items:

- Methods and overall timeline for completing the project tasks;
- High-level strategy for engaging project stakeholders by task;
- Overview summary of the CA50 Plan strategies by department and county-wide, including recommendations for successful implementation and potential difficulties.
- Other items as the Consultant sees fit

⁵ Chaired by the Sustainability Director, the STF was formed in 2021 by the Office of the County Executive to develop and recommend a climate action planning framework for Milwaukee County operations. The Sustainability Director presented the Framework to the County Board in September 2021 – see [File No. 21-770](#).

Deliverables:

Project Manual

TASK 2 – EVALUATE FUNDING:

The Consultant will assist the County with a variety of tasks to evaluate funding opportunities for CA50 Plan implementation.

The County has historically and currently pursued 1) Inflation Reduction Act (IRA) direct pay tax credits for clean energy projects; 2) Focus on Energy (FoE) incentives and rebates. Understanding that the Consultant is likely not a tax advisor, they are expected to perform a light audit of the County's current process for evaluating and submitting these projects and develop an analysis brief to document changes or efficiencies that can be made. This will require meetings with County stakeholders to develop an understanding of the current processes in place.

A key piece of CA50 implementation is the identification and pursuit of external funding opportunities. The Consultant will work to identify local, state, and federal funding opportunities that the County could pursue in order to further CA50 Plan strategies. This should be delivered in the form of a tracking spreadsheet or tool that includes key consideration categories that will be decided on in collaboration with the County. Regular meetings to develop this resource should be held with the Office of Sustainability, Office of the Comptroller and the Office of Strategy, Budget and Performance as needed.

Deliverables:

- 1) *Analysis Brief on Milwaukee County's IRA Direct Pay Submission Process*
- 2) *Analysis Brief and Tracking Spreadsheet or Tool for Focus on Energy Incentives/Rebates*
- 3) *Tracking Spreadsheet or Tool for identifying local, state, and federal funding opportunities*
- 4) *Progress Memos*

TASK 3 – EMISSIONS INVENTORY:

As part of this task, the Consultant will prepare a 2024 operational emissions inventory for Milwaukee County using ICLEI ClearPath 2.0. To successfully complete this task, the Consultant should review the most recent CA50 Plan Emissions Assessment Report (2023). The Consultant should review the methodology, data, and assumptions of the County's latest GHG emissions inventory and business-as-usual (BAU) forecast⁶. The Consultant will ensure that the inventory and BAU forecast are consistent the [Local Government Operations Protocol](#) and the latest [IPCC assessment report](#) (AR5 or more recent).

Milwaukee County has an [ICLEI ClearPath](#) license, and this online tool for updating GHG inventories and forecasts will be made available at no cost to the Consultant. With assistance from the County Office of Sustainability, the Consultant will communicate with County operating departments in order to gather necessary information and data for performing the emissions inventory.

Deliverables:

2024 Operational Emissions Inventory

TASK 4 – CA50 IMPLEMENTATION, MONITORING AND COMMUNICATION PROGRAM:

As part of this task, the Consultant will prepare an Implementation and Monitoring Program in collaboration with the STF. The program could be a report, dashboard, spreadsheet tool, PowerPoint presentation, or other format approved by the Director of the Office of Sustainability. It will provide a detailed process for Milwaukee County to monitor, evaluate, and report its progress with implementing the Climate Action 2050 Plan and strategies. The program will be finalized in consultation with the STF and be presented to County leadership as appropriate.

The Office of Sustainability is responsible for developing and presenting a yearly informational update report to the Milwaukee County Board of Supervisors. This will likely be done in May, 2026, with an April 2026 submission deadline. The Consultant will assist the Office of Sustainability in gathering data, drafting the report and presenting it to the County Board Committee(s). Please reference the [January 2025 Informational Board Report for the Committee on Community, Environment and Economic Development \(CEED\)](#) to understand the typical format of these reports.

The Implementation and Monitoring Program will include but not be limited to (in no particular order):

- Webpage or website where Plan implementation progress will be reported;
- Estimates for Milwaukee County staff time associated with Plan implementation;
- Identification and development of KPIs for the climate action strategies as outline in the CA50 Plan;
- Procedure for compiling and communicating KPIs for the climate action strategies;
- Guidelines for County staff to incorporate the climate action objectives, goals, and strategies into applicable County contracts, leases, RFPs, processes, and procedures;
- Suggested format, by-laws, and meeting schedule for STF or an additional Plan implementation group; and
- Template report(s) and news release(s) for communicating Plan progress

Deliverables:

Implementation and Monitoring Program

Assist OS with Drafting and Presenting Informational County Board Report on CA50 Plan Progress

IV. 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 Milwaukee County updates its building energy use data (proxy for emissions) on a quarterly basis. Most complete year data exists to 2024. Previously, the County prepared inventories for 2005, 2016-18, 2022 and 2023. The County will share the new inventory and BAU forecast with the selected consultant upon request.

V. TENTATIVE PROJECT SCHEDULE

The requested scope of work will take approximately 6 months to complete. The anticipated project schedule and milestones are as follows:

DATE	MILESTONE
Nov 17, 2025	Issue Request for Proposals (RFP)
Nov 25, 2025	Pre-Proposal Meeting (optional)
Dec 4, 2025	RFP questions due by 3 p.m.
Dec 8, 2025	RFP addenda published by 3 p.m.
Dec 11, 2025	Consultant proposals due by 3 p.m.
Dec 17, 2025	Notice of intent to award
Dec 2025, Jan 2026	Consultant Award (signed contract, notice-to-proceed)
February 2026	Project Kickoff
By end of April 2026	Completion of Tasks 1 & 2
May 2026	Completion of work and presentation for County Board report
By end of June 2026	Completion of Tasks 3 & 4
July 2026	Project close out

VI. PRE-PROPOSAL MEETING

There will be an optional pre-proposal meeting at 1:00 p.m. on Tuesday, November 25, 2025, to be held virtually via Microsoft Teams. Milwaukee County staff will be on hand to answer questions about this RFP. Parties interested in participating in this pre-proposal meeting must indicate their interest via email to grant.helle@milwaukeecountywi.gov by no later than November 24, 2025.

VII. RELATED WORK BY OTHERS

The following documents are relevant to this project, and Consultants are encouraged to review these prior to submitting their proposals:

- [Milwaukee County's Vision & Strategic Focus Areas](#)
- [Milwaukee County Climate Action 2050 Planning Framework](#)
- [Community Engagement Strategy](#)
- [Emissions Assessment](#)
- [Vulnerability Assessment](#)
- [Milwaukee County Climate Action 2050 \(CA50\) Plan Document](#)

VIII. SUBMISSION REQUIREMENTS

The proposal will conform to the attached *Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines*. The proposal will include the attached *Consultant Proposal Form* and the following information:

**RFP - Milwaukee County Climate Action 2050 Plan
Funding and Implementation Consultant**

- A. Cover Page: Include project name, consultant's name, address, phone number, e-mail address, proposal date, etc.
- 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, LLC, etc.), professional registrations/certifications, and 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 participated with during the past five years. Attach a separate sheet for each project, up to five, giving a brief description of each project, the consultant's participation, and a client contact reference and phone number. Provide a list of three (3) references that can be contacted with questions regarding your past work.
- 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 in charge of this project.

Include a one-page resume for each individual involved in the project, and include their name, title, address, phone number, e-mail address, duties for the project, professional registrations, and a brief description of related experience.
- 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 the field.
- H. Project Approach: Provide a general description, methodology, tools and techniques of your approach to each of the project tasks. Provide a description of challenges you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- I. Project Schedule to Completion: Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the "Project Schedule" section of this RFP.
- J. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- K. Quality Control: Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
- L. Fee Proposal: The fee for this project will be clearly stated as a lump sum not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal will also be clearly stated. **The maximum available budget for this project is \$100,000.**

IX. CONSULTANT SELECTION

See the attached *Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines* for the proposal evaluation criteria and weightings. Proposers must recognize this is not a bid procedure, and a Professional Services Agreement will not be awarded solely on the basis of 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.

The proposal evaluation team will be made up of a small group of Milwaukee County individuals with technical knowledge of the requirements and familiarity with the project.

The project manager will post this RFP, as well as any addendums and other information related to this project, to the Milwaukee County Bids and RFPs website: <https://county.milwaukee.gov/EN/Admin-Services/Bids-and-RFPs>.

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

X. GENERAL REQUIREMENTS

A. TARGETED BUSINESS ENTERPRISE (TBE) REQUIREMENTS

Community Business Development Partners (CBDP) is responsible for monitoring and enforcing the Milwaukee County Target Enterprise (MCTE) Ordinance for inclusion of small business. Target firms include DBE firms certified under the Wisconsin Unified Certification Program following Federal regulations, WBE and MBE certifications from the State of Wisconsin DOA, SBE firms certified by Milwaukee County, and SBE firms meeting SBA size standards and listed in the SAM directory.

Meeting TBE project participation goals may be achieved utilizing any combination of TBE firms, whether DBE, SBE, MBE, or WBE. There are no percentage goals assigned directly to any of the types of firms. This allows for increased participation by providing opportunities for multiple certifications to be included in the project. TBE Primes will receive credit towards the goal for work they self-perform.

The Targeted Business Enterprise (TBE) participation goal for this project is 4.88%.

To be considered for this project, you must submit a Subcontractor/Sub-consultant/Supplier Information Sheet (TBE-02) with your Proposal listing all sub-consultants as well as 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 sub-consultant for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form may be considered non-responsive. CBDP is entitled to reject your Proposal for improperly

**RFP - Milwaukee County Climate Action 2050 Plan
Funding and Implementation Consultant**

completed forms. If you are not able to meet the goal, you must submit the TBE-01 Good Faith Effort for your proposal to be considered responsive.

CBDP may be contacted at 414-278-4851 or cbdpcompliance@milwaukeecountywi.gov for assistance in identifying TBE firms and understanding the County's TBE Program.

Following are the links to Directories for firms eligible for credit:

- DBE: <https://wisconsin.gov/Pages/doing-business/civil-rights/dbe/default.aspx>
- MBE WBE: <https://supplierdiversity.wi.gov/Pages/Home.aspx>
- Milwaukee County SBE: <https://mke.diversitycompliance.com/>
- SAM Directory for Federal SBE: <https://www.sam.gov/portal/SAM#1>

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 sub-consultants. 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 sub-consultant, the only requirement is to become a registered user and complete the one hour webinar training. The County will enter the Primes contract, and the Prime will enter all sub-consultants, including both TBE and non-TBE firms.

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

- B. Selected consultant will 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 will 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 will conform with 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 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 proposal must be formatted as an 8-1/2" x 11" document.


**RFP - Milwaukee County Climate Action 2050 Plan
Funding and Implementation Consultant**

- 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.

Please email a PDF version of your proposal no later than 3 p.m. on December 11, 2025 to grant.helle@milwaukeecountywi.gov. Proposals submitted by any means other than email attachment, including via cloud service link, will be rejected.

Please direct any questions about this RFP by 3 p.m. December 4, 2025 to grant.helle@milwaukeecountywi.gov. No phone calls please.

Sincerely,

 _____

Grant Helle
Director – Office of Sustainability

Milwaukee County
Department of Administrative Services
Facilities Management Division

**RFP - Milwaukee County Climate Action 2050 Plan
Funding and Implementation Consultant**

Attachments:

1. Proposal Preparation, Submission and Evaluation Guidelines
2. Consultant Proposal Form
3. Targeted Business Enterprise Instructions & Forms

cc: S. Hayes, DAS-FMD
A. Moes, DAS-FMD
L. Robinson, CBDP

ATTACHMENT 1

PROPOSAL PREPARATION, SUBMISSION AND EVALUATION
GUIDELINES

PROPOSAL PREPARATION, SUBMISSION, & EVALUATION GUIDELINES

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 the request for proposal in their proposal letter of transmittal. 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

The following list of general criteria 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: 30%
- d. Fee and hourly rates. Weight: 15%.
- e. Quality and responsiveness of DBE participation. Weight: 5%

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 that 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.

	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
TASK	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 2
CONSULTANT PROPOSAL FORM

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES - FACILITIES MANAGEMENT DIVISION
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION

PROJECT: Milwaukee County Climate Action 2050 Plan: Funding and Implementation Consultant

CONSULTANT PROPOSAL

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

ACTUAL COST - "NOT TO EXCEED" fee: \$ _____
(_____)

II. REIMBURSABLE EXPENSES

ACTUAL COST: \$ _____
(_____)

III. PRINCIPAL IN CHARGE

Name of Principal _____

Architect or Engineer's Registration No. in Wisconsin _____

Other Registration No. In Wisconsin _____

Flat hourly rate for principal _____

IV. PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES

Participation of Disadvantaged Business Enterprises at the rate of _____ %

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 3

TARGETED BUSINESS ENTERPRISE (TBE) INSTRUCTIONS & FORMS

Office of Economic Inclusion (OEI)

COMMITMENT TO CONTRACT WITH TBE

TBE Information

TBE Firm Name:	Prime/Sub Options: (SELECT ONE)
TBE Firm Address: (Cannot be a PO Box)	EIN Number:

Contract Information

Contract Name:		Contract No:
Contract Total: \$	Contract Exclusions (Allowances & Reimbursements): \$	Contract Total (LESS Allowances & Reimbursements): \$

Type of Contract: (SELECT ONE)	TBE Goal:
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Scope of Work

Scope of Work Detailed Description:	
--	--

Applicable NAICS: **If additional space is needed, please attach a separate sheet.*

Work Scope Description:	NAICS:
Work Scope Description:	NAICS:
Work Scope Description:	NAICS:

1. TBE Contract Amount:	2. % of Total Contract:
--------------------------------	--------------------------------

The percentage is based on the eligible scope of services that TBE participation can reasonably be obtained, which might not be based on the total project contract amount. The commitment percentage is the key indicator of TBE participation. The Pass/Fail determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple TBE companies the sum of the percentages MUST satisfy the minimum percentage stated in the RFP/BID. Note the percentage indicated on this document will be viewed by OEI the Prime's COMMITMENT to the TBE company.

Bidder/Proposer Commitment

(To be completed by firm committing work to TBE)

I certify that the TBE firm quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from the TBE firm listed herein. *(Prime Contractor OR Consultant)* _____
(Phone) _____, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Signature of Authorized Representative	Name & Title of Authorized Representative	Date
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TBE Affirmation

(To be completed by TBE Owner/Authorized Representative)

- I affirm that our firm is certified as (SELECT ONLY ONE)
- I affirm this firm is owned by a (SELECT ONLY ONE)
- I affirm that the majority owner's ethnicity is (SELECT ONLY ONE)

- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, by
(Prime or sub firm name, if sub to a sub) _____

- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein to be completed with my own forces.
- I affirm that approval from OEI will be obtained prior to subletting any portion of this work awarded to my firm on this project.

Signature of Authorized TBE Representative	Name & Title of Authorized TBE Representative	Phone Number	Date
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OEI Use Only

Commitment number _____ **of** _____ **Participation:** _____ % **Project Total** _____ % **CAGE Code:** _____

Approved: _____ **Date:** _____

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