



Milwaukee County

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• DIRECTOR of ADMINISTRATIVE SERVICES
• DIRECTOR of ARCHITECTURAL, ENGINEERING, & ENVIRONMENTAL

February 13, 2019

To All Interested Consultants

Project: Hippopotamus Exhibit Renovation
Project No. Z118-19419
Subject: CM Services Request for Proposals (R.F.P.)

Milwaukee County Department of Administrative Services and Milwaukee County Zoo are requesting proposals for professional consulting services to provide *construction management (hereafter called "CM") services* necessary to oversee the construction of the **Hippopotamus Exhibit Renovation at Milwaukee County Zoological Gardens**, hereafter called the "Project", located at 10001 W. Bluemound Road, Milwaukee, Wisconsin.

I. BACKGROUND

- Location: Existing Hippopotamus Exhibit and holding facilities. Milwaukee County Zoological Gardens, 10001 W. Bluemound Rd., Milwaukee, WI.
- History:
The Milwaukee County Zoo has exhibited hippos since its opening at the present location in the early 1960s. While the Zoological Society provided funds for renovations to the interior holding space in 2009, nothing materially has been done to the exterior since then. The exhibit now does not meet modern zoological practices for the exhibition of hippopotamuses. Along with the interior holding alterations, the Society also funded the design of a new exterior exhibit including an elaborate filtration system that would allow the exhibit to include an underwater viewing feature. The Zoo's present master plan completed in 2013 included a new hippo exhibit as one of the three phases of a new Adventure Africa complex.
- Adopted budget item reference: The project is a jointly funded venture between Milwaukee County and the Zoological Society of Milwaukee, a private non-profit organization. Initial funding was included in the Milwaukee County adopted 2019 Capital Improvement Budget. In 2019, the Milwaukee County Board took actions to approve a joint funding structure with the initial phase of the project partially funded by the Zoological Society.

II. GENERAL PROJECT DESCRIPTION

- The design phase of the project was completed through design development in 2018. The construction documents will be completed in the spring of 2019. Project bidding to follow, with a construction contractor award and construction to begin in the summer of 2019.
- The project has an estimated cost range of \$12M to \$14M for the animal complex and visitor amenities.

- **Scope of the Construction:**
The scope of the construction is to provide a new outdoor exhibit - habitat compound for the hippopotamus facility with a new holding building addition. The compound will consist of several key outdoor and indoor components. These key elements are:
 - Freshwater pool
 - Hippo Beach
 - Under-Roof viewing area
 - Hippo Conservation / Research / Information Area
 - Outdoor Public Plaza
 - Water Filtration System
 - Hippo Holding Facilities
 - Outdoor Play Area
- **Design Consultants:**
The Design Consultant is a team led by GRAEF of Milwaukee, WI, and includes:
 - Kahler Slater Architects of Milwaukee, Wisconsin
 - Cost of Wisconsin Incorporated of Jackson, Wisconsin
 - MWH America's, Inc. of San Diego, California
- **Construction Documents (CD):** CD's for the Hippopotamus Exhibit Renovation are at 80% completion at release of this RFP. See attachments.
- **Anticipated Construction Time Frame:**
Construction will commence June, 2019 with substantial completion estimated to be the June of 2020.
- **Anticipated Contracting Approach:**
The bid documents (construction drawings and specifications) will be released in its entirety at one time.
- **Overall Project administration:**
The project is jointly administered by Milwaukee County DAS - AE&ES, and, the Zoological Gardens.

III. SCOPE OF CM CONSULTANT SERVICES

The successful construction management 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 Type C and Attachments. (A sample contract is attached to this RFP).

III-A OVERALL CONSTRUCTION MANAGEMENT SERVICE

The CM shall be responsible for overall management of construction of the Project, from General Contractor award to contract completion. The construction start date of approximately June 2019 is anticipated with a project substantial completion date of June 2020.

The CM shall assemble a project team to perform all services necessary to complete the construction management of the project indicated in this request-for-proposal. If "in-house" staff personnel are not available the consulting firm shall augment their project team with sub-consultants as necessary with the approval of the owner.

The CM, in cooperation with the Design Team, shall provide administration of the Contract for Construction. The CM shall provide administrative, management, and related services as required to coordinate the work of the Project's Contractor with the activities and responsibilities of the Construction Manager, the Owner, and the Design Team to complete the project in accordance with the Owner's objectives for cost, time, and quality. Work shall include and is not necessarily limited to the following:

1. *The CM shall become thoroughly familiar with all work shown in the CD, including the organization of information and cross references; shall attain a complete knowledge of the quality of construction to be accomplished as stipulated in the CD; shall develop a complete understanding of the logical sequence of execution of all items; and shall oversee the prosecution of the entire work accordingly. The CM shall visit the site of construction to familiarize themselves with the site conditions and adjacent existing structures.*
2. *Construction Sequencing and Scheduling: The CM shall take into account the nature of all construction items, their execution prerequisites, the time limitation for this project, the impact of the weather, as well as other pertinent factors, to establish an overall construction schedule showing how the work will be completed by the date(s) projected by the Owner; shall advise the Owner of the need for adjusting the projected completion date(s) if necessary; and with approval by Owner, shall implement the construction schedule in overseeing construction actions.*
3. *Cost projection, cost control and advise on design revisions: The CM shall prepare a probable construction cost estimate that is independent of the Design Consultant's estimate; shall compare the two estimates and investigate differences if any; shall reconcile the 2 estimates along with corrections if any, to establish a consensus estimate as a target budget for tracking and controlling cost in response to construction changes; and if and when requested by Owner shall advise Owner on the needs to revise the design to reduce cost or the opportunities for enhancing the design to improve quality.*
4. *Representing and protecting the interest of Owner: The CM shall perform the following in the interests of the Owner:-*
 - a) *Construction Quality Assurance: The CM shall endeavor to ensure that the work performed and completed by contractors complies with the CD and applicable building codes, and its workmanship conforms to industry standards or better.*
 - b) *Cost Control: Consistent with item 4 noted above, endeavor to avoid unnecessary changes, ensure that the cost of change, if any is within market range, and reasonable.*
 - c) *Progress and schedule control: Consistent with item 2 above, endeavor to maintain projected progress of the work, avoid delays, and adjust sequencing to improve performance if necessary.*
 - d) *Job site safety and security: Take all measures necessary to prepare and maintain a safe and secure job site for the Owner, the workers and the public. See additional requirements in other sections of this RFP to follow.*
 - e) *Problem resolution: Take all measures necessary to address problems arising in the course of constructions, whether due to noncompliant contractor actions, work defects or deficiencies, or other problems, so as not to allow the problems to impact the overall progress and or quality of work. See additional requirements in other sections of this RFP to follow.*
 - f) *Proficient and efficient performance by the CM: The CM shall endeavor to perform proficiently and efficiently, avoiding work that does not contribute to meeting the objectives set forth in a) to e) above.*
 - g) *Determine that the work of the Contractor is being performed in accordance with the requirements of the Contract Documents. Endeavor to guard the Owner against defects and deficiencies in the Work. Administrative required or necessary quality assurance testing per the Construction Documents, as appropriate, make recommendations to the Design Team regarding special inspection or testing, of work not in accordance with the provisions of the contract documents whether or not such work is fabricated, installed or completed. Subject to review by the Design Team and approval by the Owner, reject work that does not conform to the requirement of the Contract Documents.*
 - h) *Consult with the Design Team and the Owner if the contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise.*
 - i) *Endeavor to achieve satisfactory performance from the Contractor. Recommend courses of action to the Owner when requirements of a Contract are not being fulfilled, and the non-performing party will not take satisfactory corrective action.*

III-B CM SERVICES - DEVELOPMENT OF CONSTRUCTION STRATEGY CM ACTIONS

The CM shall begin work on this project by conferring with the Owner's PM and the DESIGN CONSULTANT to develop a construction strategy and to plan for CM actions accordingly. Actions during this stage may be concurrent to each other, and to other CM actions as necessitated by construction fast tracking. Actions shall include and are not necessarily limited to the following:

1. Propose a comprehensive construction phasing plan and schedule: identify the major construction phases, their execution sequence, and prepare a concise construction schedule shown the start and finish dates of each phase.
 2. Propose CM actions strategies and approaches: Propose, discuss with PM and finalize strategies and approaches for the following actions as well other actions that are pertinent but not listed wherein:-
 - a) Approaches for establishing detailed and master construction schedules which shall include submittal processing dates having significant impact on the progress and or completion of work.
 - b) Strategy for organizing the entire construction team which will have a gradually changing membership.
 - c) Strategy for organizing and coordinating work among multiple contract holders, addressing schedule coordination, sequential work, on site activities conflicts resolution, potential sharing of major equipment, job site security and safety responsibilities, etc.
 - d) Strategy for monitoring construction progress and maintaining or compressing the original schedule.
 - e) Strategy for managing communications and correspondences, such as Request for Information (RFI), Request for Proposals (RFP), Construction Bulletins (CB), Construction Change Directives (CCD), and other correspondences.
 - f) Strategy for managing submittals
 - g) Strategy for managing construction changes.
 - h) Strategy for monitoring and controlling costs.
 - i) Approach for utilizing meetings to maintain and or enhance construction progress, addressing meeting frequency, meeting format, typical agenda, minute's format etc.
 - j) Approach in managing construction site, addressing site access, site security, staging areas and code compliance issues.
 - k) Approach in addressing job site safety issues.
 - l) Approach in monitoring construction compliance and quality assurance, addressing daily documentation scope, critical item documentation, monitoring and documentation of construction sequence in the installation of items having significant potential life safety consequences.
 - m) Project close out procedures including guidelines for record drawings.
 - n) Construction cost estimate updates: Update the cost estimates of the overall construction budget if applicable.
 - o) Schedule updates: Prepare a detailed construction schedule for the items in the bid package, and update the master schedule accordingly.
 - p) Contracting: Upon Owner's execution of a contract with the successful bidder, prepare for the addition of the new member to the construction team.
1. ORGANIZING AND LEADING THE CONSTRUCTION TEAM
- Organize and lead the gradually changing construction team to ensure that all members cooperate to achieve a timely and successful completion of the work of each individual contractor and of the entire project. Actions shall include but are not necessarily limited to the following:
- a) Team orientation: Introduce team members to each other and establish communication channels among members.

- b) *Project orientation: Provide guidance to each team member for a thorough understanding of how the member's work intersects with the work of others and its position in the structure of the entire project.*
- c) *Schedule orientation: Provide guidance to each team member for a thorough understanding of the execution schedule for the member's work and the overall schedule including the segments for the member's work.*
- d) *Leadership: Provide leadership in daily activities, at construction meetings, and in resolution of conflicts among members.*

2. ORGANIZING AND COORDINATING, AND OVERSEEING CONSTRUCTION ACTIONS

- a) *Preparing for start of construction: Take actions to provide, or to ensure that other responsible parties are in place to provide the following:*
 - 1) *Construction Permits*
 - 2) *Request for underground utilities marking*
 - 3) *Arrange for construction survey and staking.*
 - 4) *Site security provisions*
 - 5) *Geotechnical Investigation.*
 - 6) *Construction safety provisions*
 - 7) *Erosion control provisions*
 - 8) *Temporary utilities*
 - 9) *Temporary sanitary facilities*
 - 10) *Site lighting*
 - 11) *Field offices*
 - 12) *Creating a system and a facility for maintaining on site copies of all project documents.*
 - 13) *Instituting a construction change recording system to facilitate date to date recording of construction changes on the CD or similar medium*
 - 14) *Major construction equipment such as cranes, lifts, scaffoldings.*
 - 15) *Construction signs and other sign that may be required, including posting of construction permits, wages rules if applicable, and safety rules.*
- b) *Develop a site manage plan along with a map to determine and designate job site areas for trucking, staging, material storage etc., and distribute the plan and map to all team members.*
- c) *Arrange for construction surveys.*
- d) *Call, arranged for and conduct preconstruction meeting, prepare and distribute agenda and minutes.*
- e) *Implement and monitor construction schedule, sequencing and progress.*
- f) *Coordinate intersecting construction actions by discussing with team members how the sequential items are to be executed.*
- g) *Arrange for testing and inspections, including inspection by building officials.*
- h) *Problem resolution: Where problems occur due to noncompliant contractor actions, work defects or deficiencies, safety violation, or other problems, notify Owner and Design Consultant of the problem and direct the responsible party to make corrections. Where a contractor fails to make correction, recommend to Owner the proper cause of actions in respond.*

3. MANAGING SUBMITTALS

- a) *Receive from the Contractors and review all shop drawings, product data, samples, and other submittals for completeness.*
- b) *Coordinate all submittals with information contained in related documents and transmit to the Design Team for review and/or approval.*
- c) *Establish and implement with the Design Team procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals.*
- d) *Develop and maintain a submittal schedule, publish the schedule and direct all pertinent parties to follow the schedule.*
- e) *Develop and maintain a submittal log, publish the log as required.*

- f) *Facilitate the submittal, review process approval and distribution.*
- g) *Retain copies of all approved submittals for return to Owner at project closing. Maintain a file on the job site of all approved shop drawings, product data, samples, and other submittals.*

4. MANAGING COMMUNICATIONS AND PROJECT CORRESPONDENCES

- a) *Develop and publish a communications organization chart.*
- b) *Streamline the communications process with the intent of conserving the time devoted to that process by all parties concerned. Avoid creating documents that repeat contents already contained in correspondences from others.*
- c) *Enforce communications protocols to ensure that they are following by all parties concerned.*
- d) *Develop, maintain and publish correspondence logs for RFI, CB, CCR etc. See Managing Changes discussed below.*

5. MANAGING CONSTRUCTION CHANGES

For each type of correspondences listed below pertaining to construction changes, facilitate the submission, review, reply process; develop, maintain and publish a log to track responses, resolutions and implementations; and also maintain record drawings for recording of all changes:

- a) *RFI – Request for Information from a contractor*
- b) *CB – Construction Bulletin from Design Consultant*
- c) *CCD – Construction Change Directive from Design Consultant*
- d) *RFP – Request for Proposal from Design Consultant*
- e) *RFC or COR – “Request for Contract Change” or “Change Order Request”: At receipt of a request from a contractor, confer with Owner and Design Consultant to verify that the scope of change is legitimate; apply available market cost data to ensure the cost change request is reasonable; inform Owner and Design Consultant the findings, and make recommendation for further action(s).*
- f) *AA – Allowance Authorization: When directed by Owner, prepare the AA, forward to pertinent parties for signatures and then to Owner for official release. Maintain a log.*
- g) *CO – Change Order: When directed by Owner, prepare the CO, forward to pertinent parties for signatures and then to Owner for official release. Maintain a log.*
- h) *Recommend necessary or desirable work changes to the Design Team and the Owner, review requests for changes, provide an initial review of any contractor cost proposals, assist in negotiating Contractor’s proposals, and submit recommendations to the Design Team and the owner.*
- i) *Record drawings: Maintain on job site a set of construction drawings, record changes as they are implemented.*

6. WEEKLY CM TASKS:

- a) *Weekly progress review meeting: Call and arrange for the meeting, prepare and distribute agenda, conduct meeting and prepare and distribute minutes*
- b) *Weekly progress report: Report to Owner on work progress. The report shall be included in the weekly meeting agenda*
- c) *Weekly construction action plan: With inputs from all team members, develop an action plan for a work week each week. The plan shall be included in the weekly meeting agenda.*
- d) *Weekly review of construction schedule: Review construction status, note deviation from schedule if any and facilitate correction of the deviation. The review, report and deviation correction measures shall be included in the weekly meeting agenda.*

7. DAILY CM TASKS

- a) *Conduct daily general inspection of work.*
- b) *Evaluate work status against established schedule, note deviation if any for consideration of corrective actions.*
- c) *Facilitate sequencing of work of multiple team members.*

- d) Evaluate work to ensure it conforms to construction documents, and workmanship is acceptable; notify Owner and Design Consultant where defects and or deficiencies are found, if any.
- e) Evaluate job site conditions to ensure that safety and security standards are maintained and being observed. Take appropriate actions to correct violations, if any.
- f) Take photos of work where a completed item will be hidden by subsequent work and the item has life safety implications. Maintain construction photo record for the duration of construction.
- g) Confer with PM on pertinent matters
- h) Prepare and distribute daily report noting only general status, defects and or deficiencies, and or safety violations and correction made or ordered, if any.
- i) Maintain record drawings. Maintain at the Project Site, on a current basis; a record copy of all contract documents, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the contract or work. Maintain copies of the Contractor's records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations. Make all records available to the Owner and Design Team. At the completion of the project, deliver all such records and the daily log to the Owner.

8. MONTHLY CM TASKS

Report to Owner on a monthly basis the following matters

- a) Processing Contractors' progress payment applications: Receive and facilitate processing of contractor's applications for payment, follow the requirements set forth in the project manual and verify that all items are included, correct and in good order; forward the accepted application to pertinent parties for signature and processing.
- b) Develop and implement procedures for the review and processing of payment applications by Contractor for progress and final payments. Make recommendations to the Owner for payment. Assist the County's CDBP office in monitoring TBE participation by the construction contractor, by ensuring the construction contractor's compliance with the County's B2GNOW payment reporting software.
- c) Budget status report: For the period starting at construction commencement and ending at the end of the prior month, report the follow:
 - 1) The aggregate total amount expended for the overall project
 - 2) The corresponding percentage of 1) above in respect of the budget
 - 3) The aggregate amount expended for each contractor
 - 4) The aggregate number of contract sum changes and the aggregate total amount of change
 - 5) A projection of potential surplus or deficit
- d) Work completion date projection and schedule adjustment – report the following:
 - 1) The aggregate percentage of work complete for the period.
 - 2) A projection of completion date based on current progress.
 - 3) The number of days work is impacted by the weather.
 - 4) The number of unfavorable weather days typical of the month
 - 5) The aggregate number of days work is impacted by the weather.
 - 6) The aggregate number of unfavorable weather typical of the period.
 - 7) A projection of completion extension due to unfavorable weather.
- e) Other matters as deem appropriate.

9. PROJECT CLOSE OUT

The CM shall facilitate, coordinate and or otherwise perform the following project close out tasks:

- a) *Initial system start up: For each system in a building confer with pertinent contractor, Owner and Design Consultant, to establish the date and procedures for initial system start up, arrange and facilitate the startup session. Observe the Contractor's checkout of utilities, operational systems and equipment for readiness and assist in their initial startup and testing. Record results. Follow up on the operation of systems near the end of the warranty period to ensure all systems are operating as intended by the contract documents.*
- b) *System testing and balancing: After a successful initial startup of a system, confer with owner to arrange for testing and balancing, facilitate the session and receive testing report from the testing agent.*
- c) *Punch out: Confer with contractor, Owner and Design Consultant, to establish the date and procedures for punch out, prepare pre-punch out checklist, arrange and facilitate the punch out session. Assist the Design Team in conducting inspections and determining when the Project or a designated portion thereof is substantially complete. Record required correction(s) noted by Owner or Design Consultant and prepare punch list. Coordinate the correction and completion of the work from the punch lists prepared by the Design Team.*
- d) *Completion of punch list items: The CM shall determine a date when correction of punch list items shall be completed. And upon notification from the contractor of the completion, inspected the complete work, note deficiencies and order further corrections if any.*
- e) *Substantial completion certificate: Confer with contractor, Owner and Design Consultant to establish a date to be designed at the substantial completion date, prepare substantial completion certificate and submit to pertinent parties for signature*
- f) *Following the Design Team's issuance of a Certificate of Substantial Completion for the project or designated portion thereof, evaluate the completion of the Work of the Contractor and make recommendations to the Design Team when work is ready for final inspection. Assist the Design Team in conducting final inspections.*
- g) *Final system commission: Upon the completion of corrections noted on a punch list confer with pertinent contractor, Owner and Design Consultant to establish a date for the final commission of the respective system, record results.*
- h) *Receive and review Contractor's record drawings for accuracy and completeness. Deliver the Contractor's record drawings to the Design Team for preparation of the Project Record Drawings by the Design Team. Secure and transmit to the Owner required warranties, affidavits, releases and bonds. Deliver all keys, manuals, and maintenance stock to the Owner.*
- i) *Transmit all project files and record drawings to Milwaukee County Department of Administrative Services, Architecture, Engineering, & Environmental Services Section.*
- j) *As built drawings: Receive and transmit to Owner from all contractors final as built record drawings. And as may be required prepare a complete as built drawing set per specifications to be issued by Owner.*
- k) *O&M manual and training for Owner: Confer with pertinent contractor and Owner to establish a date for training on operation and maintenance (O&M) for Owner representatives. Coordinate training sessions for Owners personnel by contractors as required by trade. Receive and transmit to Owner respective O&M manuals.*
- l) *Building officials' close out inspection: Arrange for final inspections by building officials. Or otherwise notified the parties responsible for same.*
- m) *Occupancy and other permits: Upon the conclusion of all punch out(s), obtain occupancy permits and other permits that may be required from appropriate authorities, or as maybe applicable notify the parties responsible for obtaining certain permits the actions required.*
- n) *Processing contractors' final payment applications: Receive and facilitate processing of contractor's applications for final payment, follow the requirements set forth in the project manual for each contract, verify that all items are included correct and in good order; forward the accepted application to pertinent parties for signature and processing.*
- o) *Warranty certificates: Receive from contractors required warranty certificates and transmit same to Owner.*

p) *Post-substantial completion review: Upon request of Owner, and prior to expiration of one year from the date of Substantial Completion, the CM shall, without additional compensation, conduct a meeting with the Owner, to review the facility operations and performance. The Design Consultant and contractors may also be invited to attend the meeting. The CM shall record warranty claims made by Owner if any, review each claim with the Design Consultant and the pertinent contractor, and issue claim notice.*

q) *The CM shall comply with all Federal, State, and Municipal statues, codes, and regulations relating to responsibilities in the administration of the construction contract.*

r) *The CM shall recommend to the Owner the obtaining of special investigations, surveys, tests, analysis, and reports beyond the scope of this agreement as may be necessary for the proper execution of the CM's services.*

s) *The CM shall provide an onsite trailer for use as a field office, separate from the Contractor's trailer. The cost of the trailer and any utility connections shall be indicated in the CM's proposals as a monthly reimbursable expense.*

t) *Other requirements: Refer to Project Close Out Section in the Project Manual for additional close out requirements*

The successful consultant must be very knowledgeable in the management of building construction, and infrastructure improvements. Experience in the construction of public facilities is highly desirable. Additionally, the consultant must have appropriate resources and expertise to perform all construction management services in accordance with standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services. These efforts shall be consistent with the County's goals and budget for the project.

IV. PROJECT TIMETABLE

1. **February 13, 2019:** Issue Request for Proposal. RFP, attachments, and design development drawings will be available to view and download from AE Graphics – Planroom website.
2. **February 20, 2019:** Pre-proposal meeting and site visit: 9:00 AM. All interested in providing construction management services shall meet at the Zoo Flamingo Café and from there we will proceed to the job site.
3. **March 06, 2019:** Request for Proposal (RFP) Due: 2:00 PM.
4. **March 13, 2019:** Selection Committee to meet and review proposals.
5. **March 20, 2019:** Pre-award interview of primary consultant staff member(s) assigned to the project.
6. **March 27, 2019:** CM award notification (will occur no sooner than this date).
7. **April 24, 2019:** Execute a contract with selected consultant.
8. **June 2019:** Anticipated Construction Start.
9. **April 17, 2020:** Substantial Completion of Hippopotamus Exhibit Renovation.
10. **May 9, 2020** Open to the public.

V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (see Attachment 5) and the following information:

1. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
4. **Organization Description:** A brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, and 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.
5. **Organization's Experience:** Include a list of similar zoo projects (preferably large mammal exhibits) that the organization has participated on in the past five (5) years. Include a list of similar projects that the organization has participated in the past five (5) years. Experience in construction management of public works facilities is desirable. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organization's participation.
6. **Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. 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 the day to day delivery of CM services. Provide a resume for each individual who will be involved in the project, with name, title and/or duties for this project, professional registration, relevant certifications, a brief description of related zoological experience including time contribution in this capacity to past projects, and qualifications.
7. **Alternate Principal-In-Charge:** Include the name of an Alternate Principal-in-Charge in the event that the originally designated Principal-in-Charge is not able to fulfill his/her duties. Milwaukee County reserves the option to select an Alternate Principal-in-Charge.
8. **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 zoological experience.
9. **Project Approach:** Provide a description of Construction Management problems 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.
10. **Scheduling:** Submission of a schedule is optional and if included shall be Based the schedule provided in this RFP.
11. **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.
12. **TBE Participation and Goal:** The Disadvantaged Business Enterprise (DBE) participation for this contract is **17%**. The proposal shall include names and addresses of the DBE firms who will participate in this project, the tasks performed by them and percentage of work represented by the assigned tasks. For assistance, contact the DBE/CBDP office at 276-5248.
13. **Equal Opportunity Employer:** The CM and all associated consultant(s) must be an Equal Opportunity Employer. Proof of this shall be indicated in that section of the Proposal.
14. **Quality Control:** Submit a CM performance monitor and deficiencies correction plan, describing the organization's structure for these purposes, the person and procedures for filing of performance complaints by Owner.
15. **Fee Proposal:** The fees for this CM contract shall be clearly stated as lump sum not-to-exceed fees for these services. They shall include the following separately stated proposals:
 - a) Fee for CM services stated in section **III-B** above
 - b) List any other reimbursable expenses anticipated, include the purposes of each expense and the amount.

VI. PROPOSAL EVALUATION

See the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. 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.

VII. GENERAL REQUIREMENTS

1. The successful CM consultant and/or any contractor affiliated with the prime CM consultant shall be prohibited from submitting bids in the construction bidding process for this project or to provide service to a contractor or a subcontractor performing work on this project; and from retaining the Design Consultant and or its sub-consultants to perform work for the CM consultant and/or any contractor affiliated with the prime CM consultant.
2. 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.
3. 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.
4. All questions regarding this RFP shall be submitted as a written Request for Information (RFI).
5. Proposals shall respond to each component as listed in the Proposal Content section, in order as presented and in the form for format as requested. Each response shall identify the heading and shall respond entirely too each segment without reference to any other part of the Proposal.
6. The proposal shall be submitted in a single bound 8-1/2" x 11" document.
7. Submit five (5) copies of your proposal in a single envelope. Envelope shall be identified with submission date, RFP title, Project Number, and Name and Address of the submitting party. Envelopes which are not properly identified or received after the time and date noted above will be rejected.
8. All costs for preparing a proposal, attending the 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.
9. 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.

Request for Proposal documents for the Hippopotamus Exhibit Renovation can be viewed and purchased online in the A/E Graphics Public Plan Room at www.aegraphics.com. Follow the Online Plan Room link on this home page. Request for Proposal documents can be viewed at no cost. Downloads of the digital files may be purchased online with a credit card or A/E Graphics account. Contact Steve Wellman, Project Administrator, at (262) 649-3965 or steve@aegraphics.com for assistance.

Copies of the Request for Proposal documents for the Hippopotamus Exhibit Renovation are available for viewing at the office of the Milwaukee County Department of Administrative Services, Architecture Engineering, and Environmental Services Section:

633 W. Wisconsin Avenue
Suite 1002
Milwaukee, Wisconsin 53203

- During normal business hours (8:00AM to 3:00PM Monday thru Friday).

VIII. PROPOSAL SUBMISSION REQUIREMENTS

1. Submit five (5) copies of the proposal in a single envelope. Envelopes must be identified with submission date, RFP title, project title, project number, and name & address of the submitting party. Envelopes that are not properly identified or received after the time and date noted above will be rejected.

Submit one (1) electronic copy (PDF format) of the proposal to the following e-mail address:

- Philip.Schmidt@milwaukeecountywi.gov.

2. Please submit copies of the Proposal no later than **2:00 PM on Wednesday; March 06, 2019** to:

Attention: Philip J Schmidt, AIA – project manager
 Milwaukee County – Architectural, Engineering and Environmental Services
 633 West Wisconsin Avenue
 Suite 1002
 Milwaukee, Wisconsin 53203
 p. (414) 278-4936
 f. (414) 223-1366
 e. Philip.Schmidt@milwaukeecountywi.gov

Please direct any questions regarding this RFP to Philip J Schmidt at the above address, FAX number, or email address.

Sincerely,

Philip J Schmidt, AIA

Project Manager

Attachments:

- 1). Consultant Fee Proposal Form. (1 page)
- 2). Proposal Preparation, Submission and Evaluation Guidelines. (3 pages)
- 3). Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services – Type “C” Agreement. (43 pages)
- 4). TBE-02: Sub-Consultant Information Sheet
- 5). TBE-14: Commitment to Contract with TBE.
- 6). Design Development Drawings:
 Hippopotamus Exhibit Renovation

Cc:	Chuck Wikenhauser	Milwaukee County Zoo
	Jim Lisak	GRAEF
	Greg High	DAS-FM
	William Banach	DAS-FM
	John Heindel	Zoological Society