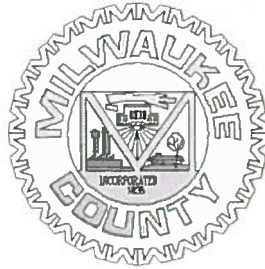


MILWAUKEE COUNTY



Department of Administrative Services

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

**REQUEST FOR PROPOSAL
FOR**

MKE – Terminal Finish Upgrade

PROJECT NO. 5051-18012

March 12, 2018

MILWAUKEE COUNTY'S



**G E N E R A L
MITCHELL
INTERNATIONAL AIRPORT**

To All Interested Consultants

Project : MKE – Terminal Finish Upgrade
Project No.: 5051-18012
Subject : REQUEST FOR PROPOSAL (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for planning and design of interior floor and ceiling finishes for the Ticketing Area, interior floor finishes in the Terminal Mall Area and Concourse D (Gate & Ground Level) including common use Gates at General Mitchell International Airport, Milwaukee, Wisconsin. Experience in an active airport environment is desired.

Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for water conservation, waste management/recycling and the quality of indoor environment. The County will require that such strategies be explored in the design of this project.

I. BACKGROUND

- a. The Ticketing Area is located on the ground level of the main terminal building at GMIA.
- b. The general layout of the Ticketing and Terminal Mall Areas was constructed in 1984 as part of a larger terminal building remodeling project. Since that time there have been several projects that have changed the ticketing service counters, both sets of restrooms, the south set of escalators/stairs and the center entryway. Carpeting has been replaced several times since the original construction. The ceiling over most of the Ticketing Area is original to the 1984 construction. The recessed lighting within the metal ceiling has been retrofitted with newer light fixtures.
- c. Concourse D stem was last remodeled in 2005. Ground level stem houses a moving walkway with apron level boarding gates. The hammerhead portion of the concourse was constructed in 1990. The carpeting has been replaced several times since original construction/remodel.
- d. GMIA is part of the Milwaukee County Department of Transportation.
- e. Funding for this project is included in the 2018 Operating Budget.

II. GENERAL PROJECT DESCRIPTION

- a. Project consists of the replacement of the interior floor finishes with hard surface materials in Ticketing, Terminal Mall & Concourse D. Owner desires a change in floor finishes from carpeting to hard surface, particularly in the high traffic areas. Project also entails the replacement of the interior metal ceiling and associated lighting, fire sprinklers and HVAC, replacement of the automatic doors and possible reconfiguration of the 4 entryways to the Ticketing Area. Other ancillary items to be included is roadway and ticket lobby interior signage, reconfiguration of the ticketing FIDS monitors and common use ticket counter backwalls including Visontron signage.
- b. Project administration will be through the Milwaukee County Department of Administrative Services, Facilities Management, Architecture & Engineering Section.

- III. SCOPE OF CONSULTANT SERVICES:** The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type C) (copy will be

emailed upon request).

a. GENERAL REQUIREMENTS

- i. Planning – The Consultant will meet with the owner to discuss the specific needs for the space, as well as preferences for material and color palette to ultimately create an enhanced customer experience with better durability and longevity. The consultant shall prepare a general program for the interior floor finishes for each of the 3 separate areas (Ticketing, Terminal Mall and Concourse D). Lighting, ceiling, including signage preferences in ticketing lobby.*
- ii. Design – The consultant shall prepare bid documents that reflect the implementation of the overall program as agreed to by the owner. The documents shall be prepared in accordance with the established standards of Milwaukee County Architecture & Engineering Section.*

b. BASIC SERVICES

- i. Schematic: Meet with owner to discuss overall needs, preferences (desire to complement baggage claim finishes) and constraints regarding the interior spaces; present recommended alternatives for flooring finishes in ticketing, terminal mall (tenant leaseholds not included) and Concourse D Hammerhead (2nd level) and D Stem-apron and 2nd level centre walkway including common use areas at Gates 30, 36, 39, 42 & 53, in addition include in scope the following ticketing lobby items - entryway design with door types, ceiling materials, fire sprinklers, HVAC, electrical, aesthetic lighting, signage, FIDS display and common use ticket counter backwalls.*
- ii. Contract Documents: Incorporate owner’s choices from the Schematic phase into appropriate bidding documents; Owner to review and approve bidding documents prior to Bidding Phase of project; Produce an estimate of probable construction cost and submit to owner prior to Bidding Phase. Resolve building code issues. Prepare and coordinate*
- iii. Bidding Phase Services: Attend the pre-bid meeting; Respond to any requests for additional information; produce and issue any addenda deemed appropriate; Assist A&E in review of bids received for accuracy, appropriateness and issue a recommendation to A&E to award a construction contract or not.*
- iv. Construction Phase Services: Review all submittals and shop drawings as necessary; Visit site and inspect work during construction; Attend project progress meetings; review and issue responses to all Requests for Information; issue any Construction Bulletins and/or Architect’s Supplemental Instructions; Conduct an inspection of the completed work and produce a punch list; Conduct a final re-inspection and verify all punch list items are completed; Produce record drawings from the contractor as-built information.*
- v. Design shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project. Documentation requirements shall also be written into the contract documents where applicable.*
- vi. Design phasing for work with an operating airport terminal with minimal disruption to ongoing operations.*
- vii. Investigation of the existing conditions in relationship to performing the*

required design.

c. **DELIVERABLES**

- i. Schematic Phase: Attend up to 3 site visits/meeting with the owner at GMIA; Present material and color samples to owner for review; Produce a short report on the overall programmatic choices of interior materials and color schemes.
- ii. Contract Documents: Based on the approved schematic program, produce a full-size (24"x36") set of plan sheets and project manual that contain all necessary technical specifications for constructing the desired interior finishes and design; Plans and Project Manual shall be submitted at the 90% level for review and approval by owner; 100% set of documents shall incorporate all changes at the 90% review, and be submitted to owner, along with the Estimate of Probable Construction Cost; Submit plans to the City of Milwaukee for Plan Review as required; Revise based on City of Milwaukee recommendations.
- iii. Bidding Phase: Attend the pre-bid meeting; Prepare addenda in response to requests for clarification as directed by owner; Review all bids received and issue recommendation to award to owner.
- iv. Construction Phase: Attend pre-construction meeting; Visit site to inspect and document construction activity once per week or as needed; Attend construction progress meetings once per week or as needed; Review all submittals, shop drawings and product samples and issue written responses; Prepare and issue all Construction Bulletins and Architect's Supplemental Instructions as needed; Review and approve all Construction Allowances and Change Orders as prepared by A&E staff; Conduct a walk-through inspection prior to issuance of Certificate of Substantial Completion and prepare the construction punch-list; Conduct a final inspection and issue written verification of punch list completion; Issue Certificate of Substantial Completion; Compile, review and approve all O&M and warranty information and deliver to owner; Attend and document any manufacturer or installer training for owner's staff; produce a full-size set of record drawings based on as-built information received from the construction contractor; Drawings to be submitted in both hard copy and electronic formats in accordance with A&E standards.

IV. **QUALITY CONTROL**

- a. 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.

V. **PROJECT SCHEDULE**

- | | |
|---------------------------|---|
| a. March 14, 2018 | Issue Request for Proposal |
| b. March 22, 2018 | Pre-Proposal conference @ 10:00am in the Sijan Conference Room, located at the rear of the Gallery of Flight Museum, 2nd level of the main terminal, GMIA |
| c. April 20, 2018 | RFP Proposals Due @ 4:00pm CST |
| d. Week-April 29th | Selection Committee selects firm or consultant interviews +/- |
| e. May 7, 2018 | Consultant award (will occur no sooner than this date). |
| f. June 4, 2018 | Executed contract with selected consultant. |
| g. August 1, 2018 | Schematic Phase Complete |
| h. October 1, 2018 | Bid Documents Complete |
| i. Undetermined | Bid Opening |

VI. PRE-PROPOSAL MEETING

- a. March 22, 2018 Sijan Conference Room @ 10:00am CST

VII. RELATED WORK BY OTHERS

- a. Terminal plans will be made available in paper format or limited electronic files.

VIII. SUBMISSION REQUIREMENTS: The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (Attachment 3) and the following information:

- a. Cover Page: Include project number and name, project location, consultant's name, address, telephone number, FAX 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, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.
- e. Description of the Organization's Experience: Include a list of similar projects that the consultant has participated with during the past five years. Attach a separate sheet for each project, up to five maximum, 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.

Provide a one-page resume for each individual involved in the project, and include their name, title, address, telephone number, e-mail address, fax number, duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and Proposals.

- 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 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.

Subject: Request for Proposal
Project: **MKE–Terminal Finish Upgrade**
Project No.: **5051-18012**

- 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. TBE Firm Goals: The Targeted (Disadvantaged) Business Enterprise participation goal for this project/contract is 17%.

- i. Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified under the Unified Certification Program following Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

For a non-certified firm bidding or proposing as Prime, participation may be obtained utilizing a TBE firm, whether DBE, MBE, or WBE. This allows for increased participation by providing opportunities for multiple certifications to be included in the project.

For a TBE firm bidding or proposing as Prime, the goal must be satisfied using DBE subcontractors or sub-consultants. MBE and WBE certifications count as additional participation once the goal is achieved through DBE participation. Any work a TBE Prime self-performs would be counted as additional participation in excess of the participation provided by subcontractors or sub-consultants.

Compliance reporting is accomplished from collection of data in the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors in the system. Subcontractors will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payments policy were followed. There is no cost to the Prime or any subcontractor, the only requirement is to become a registered user and complete the one hour webinar training.

- ii. Contact the Community Business Development Partners Office at 414-278-4747 or cbdp@milwaukeecountywi.gov for questions related to TBE and DBE requirements.

- l. **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.
- m. **Fee Proposal:** The fee for this project shall be clearly stated as an actual cost "Not-to-Exceed Sum" for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. Fee proposal shall be divided into **three distinct cost proposals**: 1. Ticketing (includes flooring, ceiling, entryway doors, signage, lighting & ancillary items). 2. Terminal Mall flooring and 3. D Concourse flooring (Apron level-1st Floor, 2nd level-Stem and Hammerhead).

IX. CONSULTANT SELECTION

- a. 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 three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the proposals, Milwaukee County may decide to conduct interviews of a short-list of consultants. The evaluation team may select up to three consultants to attend an interview, which, if required, will be held no sooner than during the week of April 29th, 2018. The interview will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation.

The project manager will post this RFP, as well as any pre proposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

<http://county.milwaukee.gov/ConstructionBidsandR23075.htm>

The consultant 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 days of the proposal due date.

X. GENERAL REQUIREMENTS

- a. The selected consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
- b. Selected consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
- c. The selected consultant must be an Equal Opportunity Employer.
- d. The proposal shall conform with all attached documents. All 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.

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Project No.: **5051-18012**

- 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 submitted in a single bound 8-1/2" x 11" document.
- g. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Submit **6** copies of the proposal, sealed in an envelope or equivalent, no later than **April 20, 2018** by **4:00** pm CST.

The proposals shall be addressed and submitted to:

Timothy Kipp, PE
Project Manager
Airport Engineering
General Mitchell International Airport
5300 S. Howell Ave.
Milwaukee, WI 53207

Proposals submitted by telephone, fax, or email will be rejected.

Please direct any questions about this RFP to Timothy Kipp, Project Manager @ Tkipp@mitchellairport.com.

Sincerely,

Timothy Kipp, P.E.
Project Manager

Attachments:

1. Project Location Map
2. Proposal Preparation, Submission and Evaluation
3. Consultant Proposal Form
4. DBE / TBE Forms

cc: G. High, DAS-FM
C. Hardy, DAS-FM

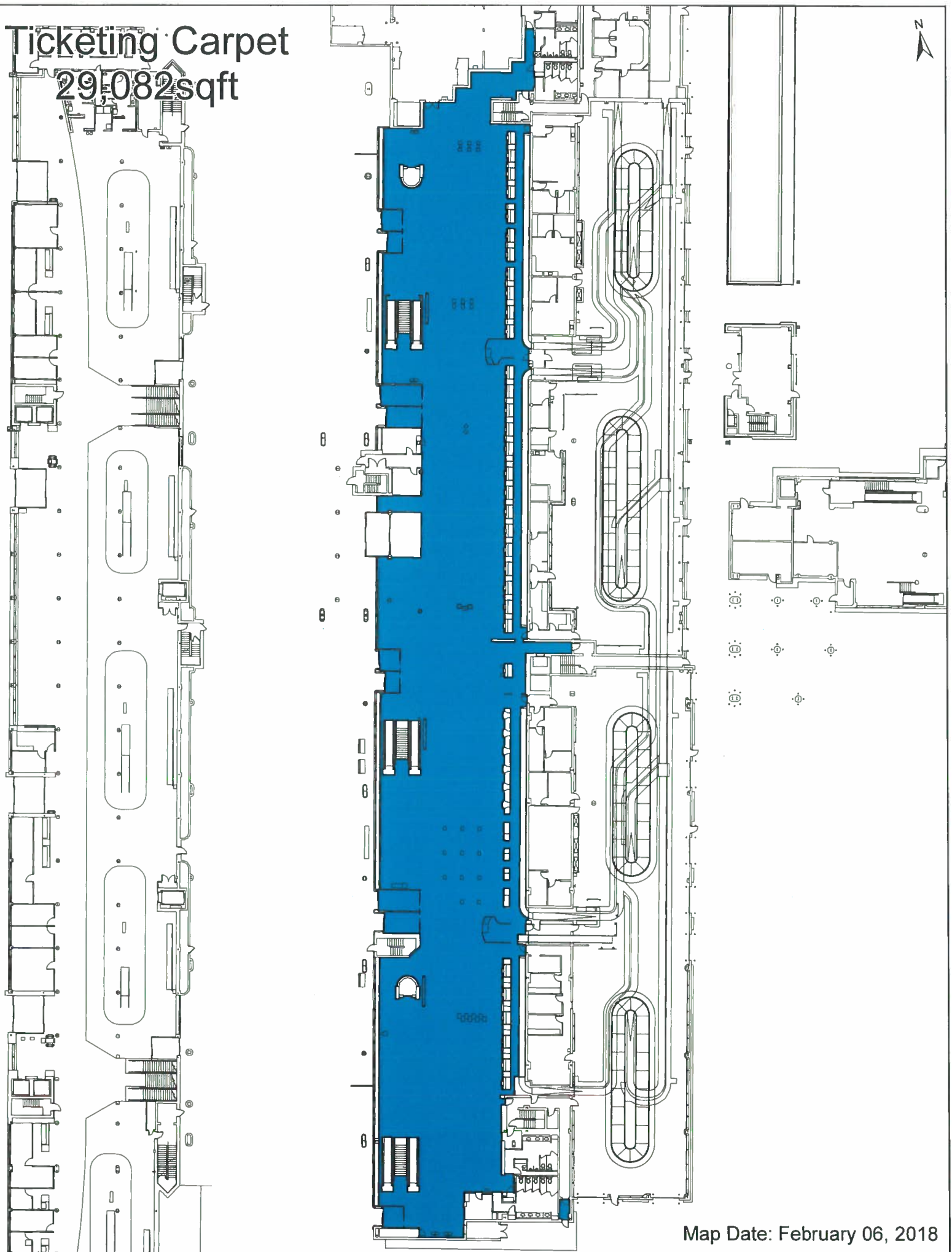
Owner Dept. Representative
Project Manager, DAS-FM

B. Engel, CDBP

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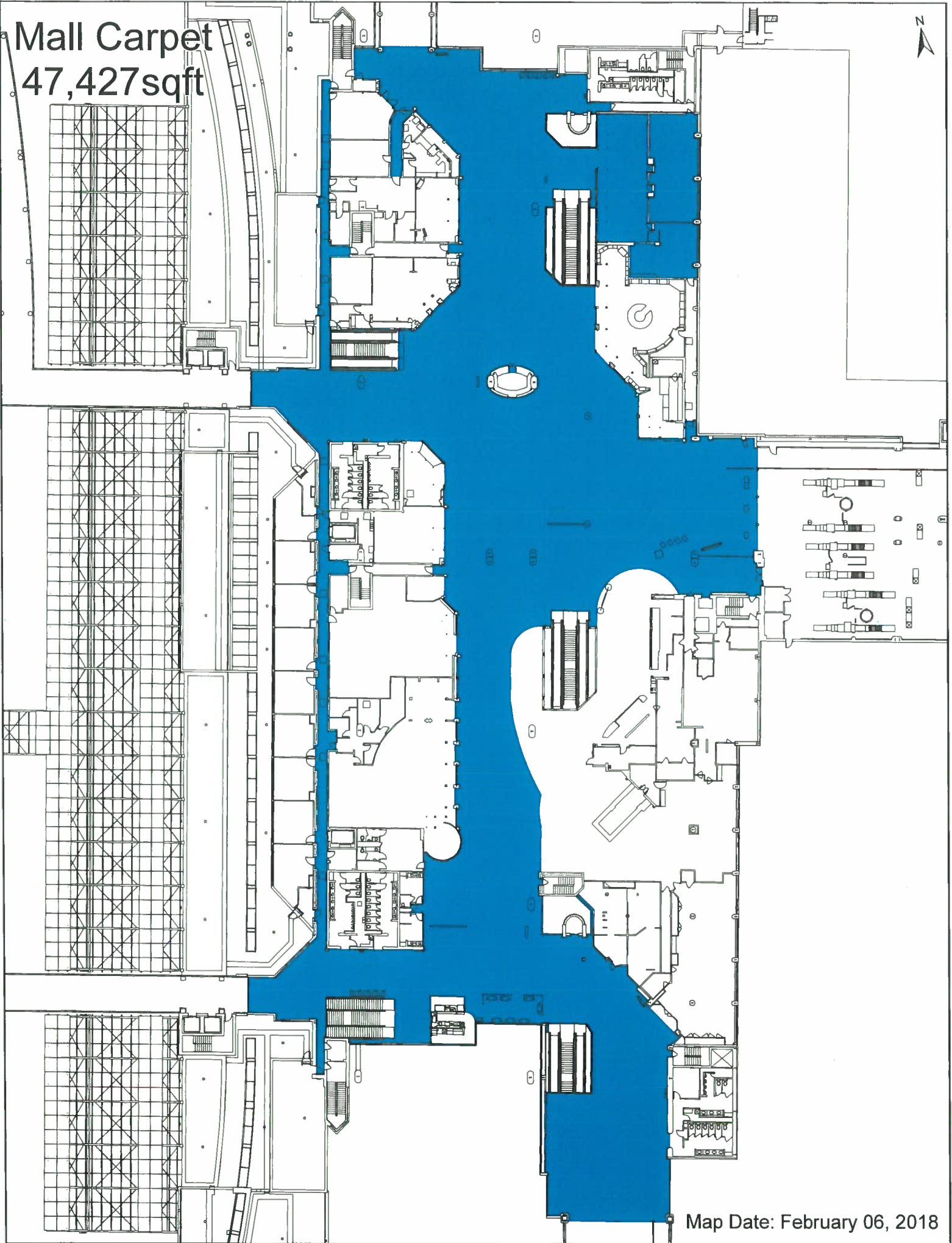
ATTACHMENT 1-
PROJECT LOCATION

Ticketing Carpet
29,082sqft



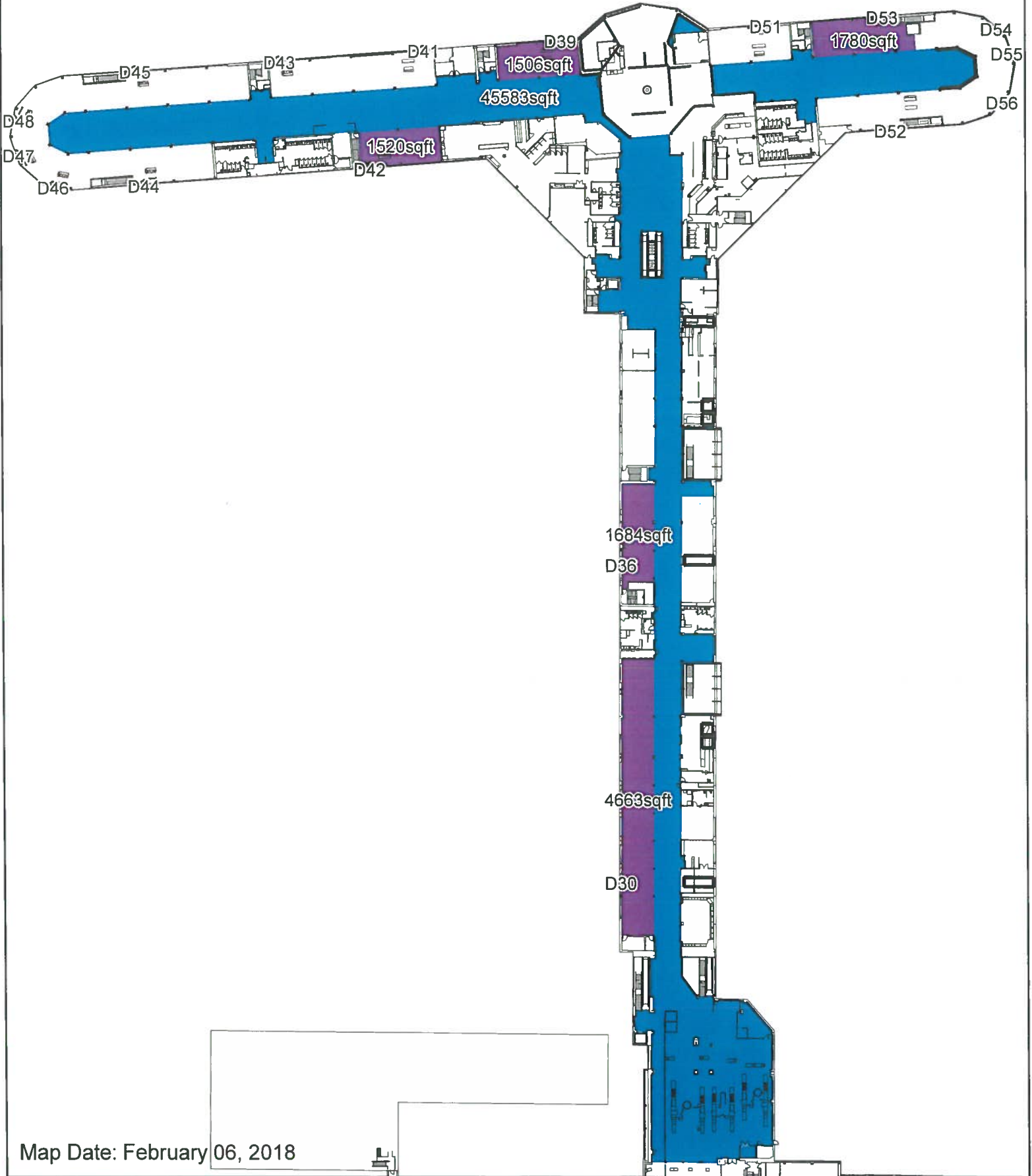
Map Date: February 06, 2018

Mall Carpet
47,427sqft



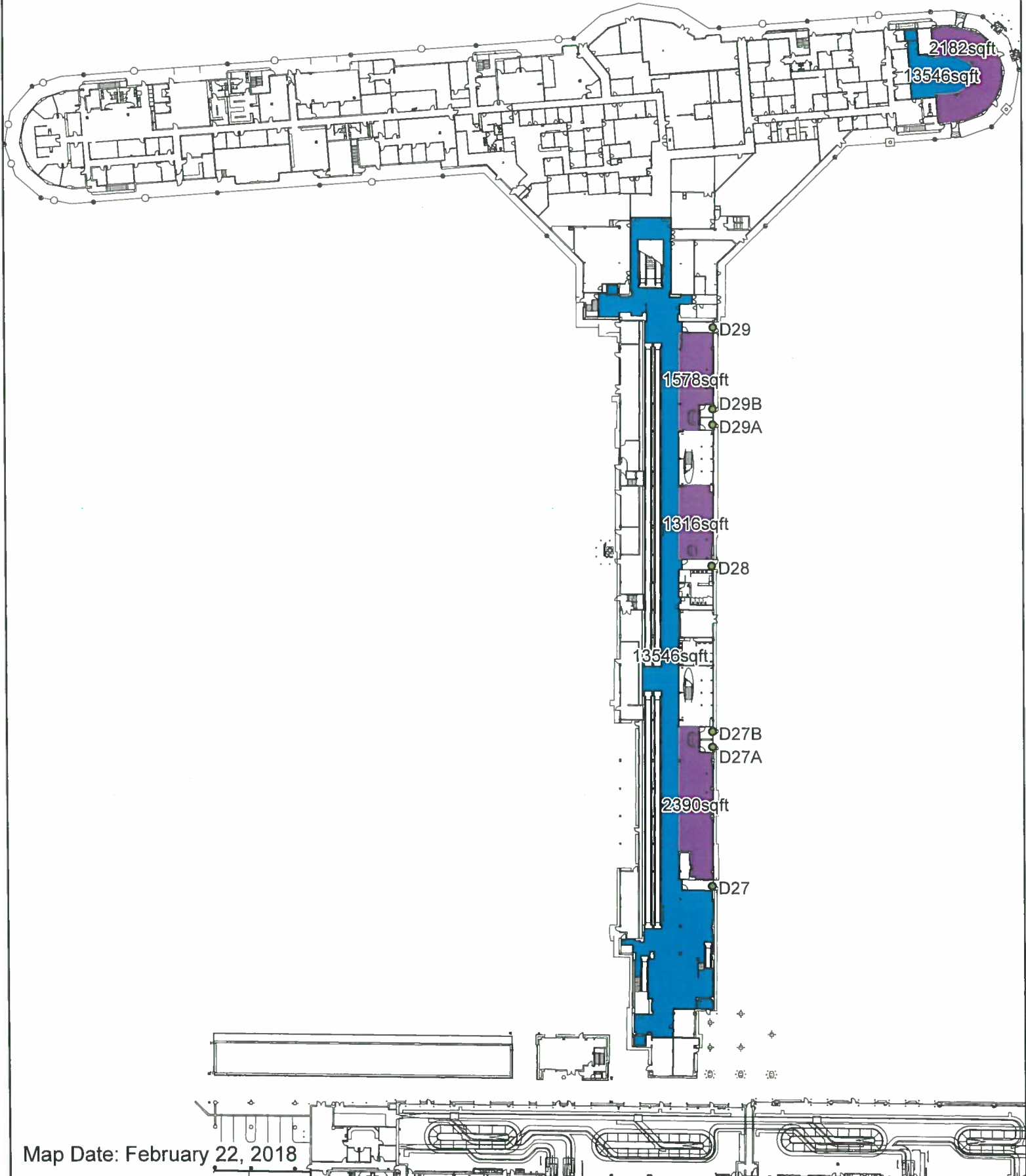
Map Date: February 06, 2018

D Concourse Carpeting 45,583sqft



Map Date: February 06, 2018

D Concourse Lower Level Carpeting 21,012sqft



ATTACHMENT 2

PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing via email 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 of joint venture, names of general partners or joint ventures.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

Following a list of general criteria which will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Followed the format of the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty

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- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time which will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSE S	SUB TASK	TASK TOTAL
	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

TOTAL FEE

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ATTACHMENT 3
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: MKE-Terminal Finish Upgrade
5051-18012**

CONSULTANT PROPOSAL

- I. **PHASE I - BASIC SERVICES** (Include services of all needed subconsultants)
- A. Type "C" Agreement: "NOT-To-Exceed" Sum and Individual "Direct Salary Rates/Hours" for design, contract documents and construction services: \$
(_____)

II. **PRINCIPAL IN CHARGE**

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Targeted Business Enterprises at the rate of 17% will be required.

Firm Name

Authorized Signature

Title

Date

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ATTACHMENT 4

DISADVANTAGED BUSINESS ENTERPRISE (TBE)
INSTRUCTIONS & FORMS



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

TARGETED BUSINESS ENTERPRISE (TBE) UTILIZATION SPECIFICATIONS for PROFESSIONAL SERVICES

1. The award of the contract is conditioned upon achieving the project's Targeted Business Enterprise (TBE) participation goal of 17%. Firms that qualify as a TBE include DBE firms certified by and listed in the Wisconsin Unified Certification Program (UCP) directory, MBE and WBE firms certified by the State of Wisconsin DOA and listed in the directory, SBE firms certified by Milwaukee County and listed in the Milwaukee County directory, and SBE firms that meet the SBA size standards and are listed in the SAM directory. All firms must be certified prior to the bid submission deadline. A firm certified in another state must be certified by the Wisconsin UCP or State of Wisconsin DOA prior to submission of bid.
2. **TBE Participation:** The participation goal is based upon the total dollar value of your proposal less reimbursable items. Participation must be maintained throughout the contract, including any fee increases. For either a non-certified firm or DBE proposing as Prime, participation may be obtained utilizing a TBE firm, whether DBE, MBE, SBE or WBE. For a TBE firm proposing as Prime the goal must be satisfied using only DBE firms and MBE, SBE and WBE certifications count as additional participation once the goal is achieved through DBE participation. Any work a TBE Prime self-performs would be counted as additional participation in excess of the participation provided by certified sub-consultants.

PROPOSAL CONSIDERATIONS

3. The County may reject your proposal if it does not include the **Commitment to Contract with TBE (TBE-14)** form(s), one completed for each of the firms you are including for participation. The Prime must indicate the dollar amount of work to be provided to the sub-consultant, sign the form, and have the TBE firm sign the form in the affirmation section prior to acceptance of your proposal by the County.
4. If awarded the contract, you will enter into a contractual agreement, directly or through sub-consultant, according to the **Commitment to Contract with TBE (TBE-14)** form(s) provided with your proposal. Copies of the executed agreements(s) will be submitted to the County.
5. TBE participation credit is calculated as follows:
 - a. All of the identified scope(s) of work must have a commercially useful function in the actual performance of the contract and work must be performed directly by the TBE with their own employees.
 - b. One hundred percent (100%) for the work performed by a TBE sub-consultant. If a TBE subcontracts a portion of work to another firm, the value of the subcontracted work will not be counted towards the TBE participation unless the work is performed by another TBE.
 - c. You must notify the County if any TBE contractor(s) sublet any portion of their work.
6. The County reserves the right to request supporting documentation from both you and any listed TBE. If you fail to respond within the time specified, the County may determine you to be non-responsive and remove you from further consideration for contract award.



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

FOLLOWING CONTRACT AWARD

7. The County reserves the right to conduct compliance reviews and request, both from you and your subs, supporting documentation to verify TBE participation, in addition to the information entered monthly into the County's online reporting system. The County will notify you if you are not in compliance with contract terms. If you fail to take corrective action as directed, the County may take one or more of the following actions:
 - a. Terminate or cancel your contract, in whole or in part;
 - b. Remove you from the list of qualified consultants, and refuse to accept future proposals from you for a period not to exceed three (3) years;
 - c. Withhold contract payments to cover shortfall; and/or
 - d. Bring suit to recover damages up to the amount of the shortfall, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
8. You must submit copies of the executed subcontract agreement(s) for each of the sub-consultants listed on the contract. REQUESTS FOR PAYMENT WILL BE DELAYED IF NOT SUBMITTED.
9. If the TBE(s) cannot perform, or any other issues arise, you must immediately contact CBDP Compliance at (414) 278-4851. You must submit written notification of your desire for substitution to the TBE affected, and copy the County. This notice must state the reason for the request. The TBE has five (5) business days to provide written objection/acceptance to you. Approval must be obtained from County prior to making any substitutions. TBE consultants are also required to notify and obtain approval from the County prior to subletting work.
10. The Prime will record payments received from the County and payments made to sub-consultants directly into the County's online reporting system on a monthly basis. These entries will cover payments during the preceding month and will include zero dollar (\$0) entries where no payment has occurred. You must also indicate on the invoice work being performed by TBEs. Either a) place the word "TBE" behind the work item or b) break out the work done by TBEs at the end of the report. Failure to comply may result in withholding of payments, or enforcement of other sanctions including those listed in Section 7, above.
11. The County has a revolving loan program for DBE firms. If you have contracted with a DBE that is using these County funds, you must assist the County for repayment of these funds. This may include, but is not limited to, providing written information regarding the sub's contract balance, prior payment (two or three party) agreements, and the issuance of two-party checks payable in the name of Milwaukee County and the DBE indebted to the County under this program.
12. The County reserves the right to waive any of these specifications when it is in our best interest.

TARGETED BUSINESS ENTERPRISE (TBE) REQUIREMENTS

Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted 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 size standards as determined by the SBA and listed in the SAM directory.

Targeted Business Enterprise (TBE) participation goal for this project is 17%. To be considered for this project, you must submit a *Subcontractor/Supplier Information Sheet* (TBE-02) with your Bid/Proposal listing all subcontractors 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 work/service(s) to be provided, (3) the dollar amount of such work, and (4) the percentage. The form is first completed and signed by the Prime, then forwarded to the TBE subcontractor for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form may be considered non-responsive. Community Business Development Partners (CBDP) is entitled to reject your Bid/Proposal for improperly completed forms.

Links to Directories for firms eligible for credit:

DBE <http://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

MBE WBE <http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program>

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

SAM Directory for Federal SBE <https://www.sam.gov/portal/SAM#1>

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.

Adherence with prompt payment requirements is monitored through information entered into the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors. Subcontractors 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 subcontractor, the only requirement is to become a registered user and complete the one hour webinar training. The County will enter the initial contract into the system, and the Prime will enter all subcontractors, including both TBE and non-TBE firms.

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

Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified under the Unified Certification Program following Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

For a non-certified firm bidding or proposing as Prime, participation may be obtained utilizing a TBE firm, whether DBE, MBE, or WBE. This allows for increased participation by providing opportunities for multiple certifications to be included in the project.

For a TBE firm bidding or proposing as Prime, the goal must be satisfied using DBE subcontractors or sub-consultants. MBE and WBE certifications count as additional participation once the goal is achieved through DBE participation. Any work a TBE Prime self-performs would be counted as additional participation in excess of the participation provided by subcontractors or sub-consultants.

Compliance reporting is accomplished from collection of data in the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors in the system. Subcontractors will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payments policy were followed. There is no cost to the Prime or any subcontractor, the only requirement is to become a registered user and complete the one hour webinar training.

