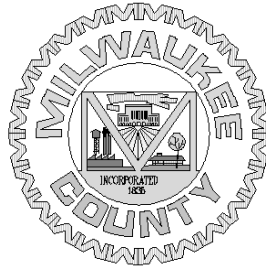


MILWAUKEE COUNTY



Department of Administrative Services

Architecture, Engineering and Environmental Services Section

**REQUEST FOR PROPOSAL
FOR**

BACKUP POWER GENERATORS – SENIOR CENTERS

PROJECT NO. WS143 01-05

October 11th, 2023

Subject: Request for Proposal
Project: Backup Power Generators – Sr. Centers
Project No.: **WS143 01-05**

10/11/2023

To All Interested Consultants

Project: Backup Power Generator – Sr. Centers
Project No.: WS143 01-05

Subject: REQUEST FOR PROPOSAL (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to provide engineering design services for Designing for Backup Power that includes the plans and specifications at all five (5) Senior Centers: McGovern, Clinton Rose, Warnimont Kelly (both buildings), Washington Park and Wilson Park.

I. BACKGROUND

1. McGovern Park Sr. Center:

Located at 4500 W. Custer Ave, Milwaukee, WI 53218

This facility currently does not have backup power equipment.

2. Clinton Rose Sr. Center:

Located at 3045 N. Dr. Martin Luther King Dr. Milwaukee WI 53212

This facility currently does not have backup power equipment.

3. Warnimont Kelly Center:

Located at 6100 S. Lake Dr. Cudahy, WI 53110

3.1 Kelly Nutrition:

This facility currently does not have backup power equipment.

3.2 Kelly Sr. Center:

This facility currently does not have backup power equipment.

4. Washington Park Sr. Center

Located at 4420 W. Vliet St. Milwaukee, WI 53208

This facility currently does not have backup power equipment.

5. Wilson Park Sr. Center:

Located at 2601 W. Howard Ave. Milwaukee, WI 53221

This facility currently does not have backup power equipment.

II. GENERAL PROJECT DESCRIPTION

Design for a complete Construction Documentation of the five (5) Sr. Centers.

1. McGovern:

Perform an Assessment as part of design and determine any applicable necessary components.

2. Clinton Rose:

Perform an Assessment as part of design and determine any applicable necessary components.

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3. Warnimont Kelly:

Perform an Assessment as part of design and determine any applicable necessary components:

3.1 Kelly Nutrient

Perform an Assessment as part of design and determine any applicable necessary components:

3.2 Kelly Senior Center:

Perform an Assessment as part of design and determine any applicable necessary components:

4. Washington Park:

Perform an Assessment as part of design and determine any applicable necessary components:

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 A, B, C, D or E) (copy will be emailed upon request).

A. *GENERAL REQUIREMENTS*

1. Provide agency coordination for all plan reviews and permits required.
2. Schedule, attend and facilitate a project design kick-off meeting and be prepared to attend periodic meetings to review the project status with the County's project team and other invitees as necessary to address planning and design issues.
3. Submit a total of three (3) sets of documentation ready for Construction Bidding, to include planned drawings & specifications for review and comments at each level of project development.

B. *BASIC SERVICES*

1. Prepare estimate of probable construction cost for owner's review.
2. The Design Development Phase of the project shall include but are not limited to the following:
 - * Produce AutoCAD drawings of the existing facility (Scan of existing architectural drawings may be used where existing AutoCAD files are not available)
 - * Develop design drawings based on selected schematic design options, showing relevant dimensions and details.

C. *DELIVERABLES*

Planned Drawings and Specifications ready for construction bidding.

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.

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V. PROJECT SCHEDULE

- | | |
|--|---|
| a. October 11TH, 2023 | Issue Request for Proposal. |
| b. October 31st, 2023 | Mandatory Pre-Proposal Site Meeting. |
| c. November 8th, 2023 | RFP Due |
| d. November 27th, 2023 | Selection Committee selects consultant. |
| e. December 11^h, 2023 | Consultant award (will occur no sooner than this date.) |
| f. December 18th, 2023 | Selected consultant starts. |
| g. March 4th, 2024 | Final deliverable dates, Print-ready documents. |

VI. PRE-PROPOSAL MEETING

October 31st, 2023 Mandatory Pre-Proposal Site Meeting.
At 9:30 AM at McGovern Park Sr. Center - Located at 4500 W. Custer Ave,
Milwaukee, WI 53218

VII. RELATED WORK BY OTHERS

- a. Record drawings shall be provided by the County. The drawings can only be used as a guide and should not be relied upon accurately.
- b. The General Requirements portion of the specifications shall be provided by the County.
- c. All printing for bidding shall be by the County.

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.

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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.
- i. Project Schedule to Design 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 (DBE) 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 Contact the Community Business Development Partners Office at 414-278-4747 or cbdp@milwaukeecountywi.gov for questions related to TBE and DBE requirements.

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- I. **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 fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

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 with a short-list of consultants. The evaluation team may select up to three consultants to attend an interview, which, if required, will be held during the week of November 13th, 2023. 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 preproposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

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

The consultant should consider the 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.

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- 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 is 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 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 4 copies of the proposal, sealed in an envelope or equivalent, no later than November 8th, 2023 by 2:00 p.m.

The proposals shall be addressed and submitted to:

Andy Tran, PE
Managing Engineer
633 W. Wisconsin Ave, Ste 1002 (OR)
Milwaukee, WI 53203

Andy Walsh
Senior Architect
633 W. Wisconsin Ave, Ste 1002
Milwaukee, WI 53203

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

Please direct any questions about this RFP to Andy Tran, email: an.tran@milwaukeecountywi.gov
(OR) to Andy Walsh, email: andy.walsh@milwaukeecountywi.gov

Sincerely,


Project Manager


Assistant Project Manager

Attachments: (**at a minimum**)

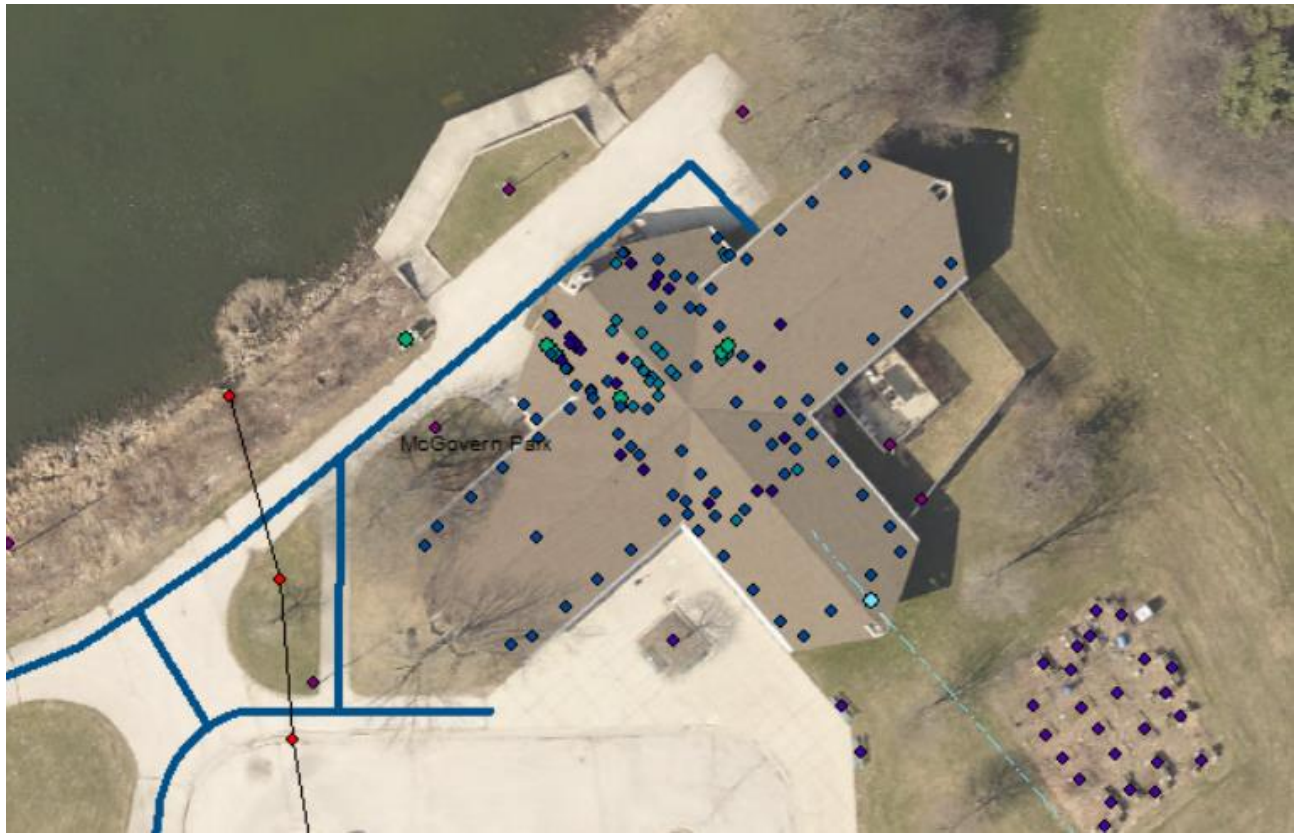
1. Project Location Map
2. Proposal Preparation, Submission and Evaluation
3. Consultant Proposal Form
4. DBE / TBE Forms

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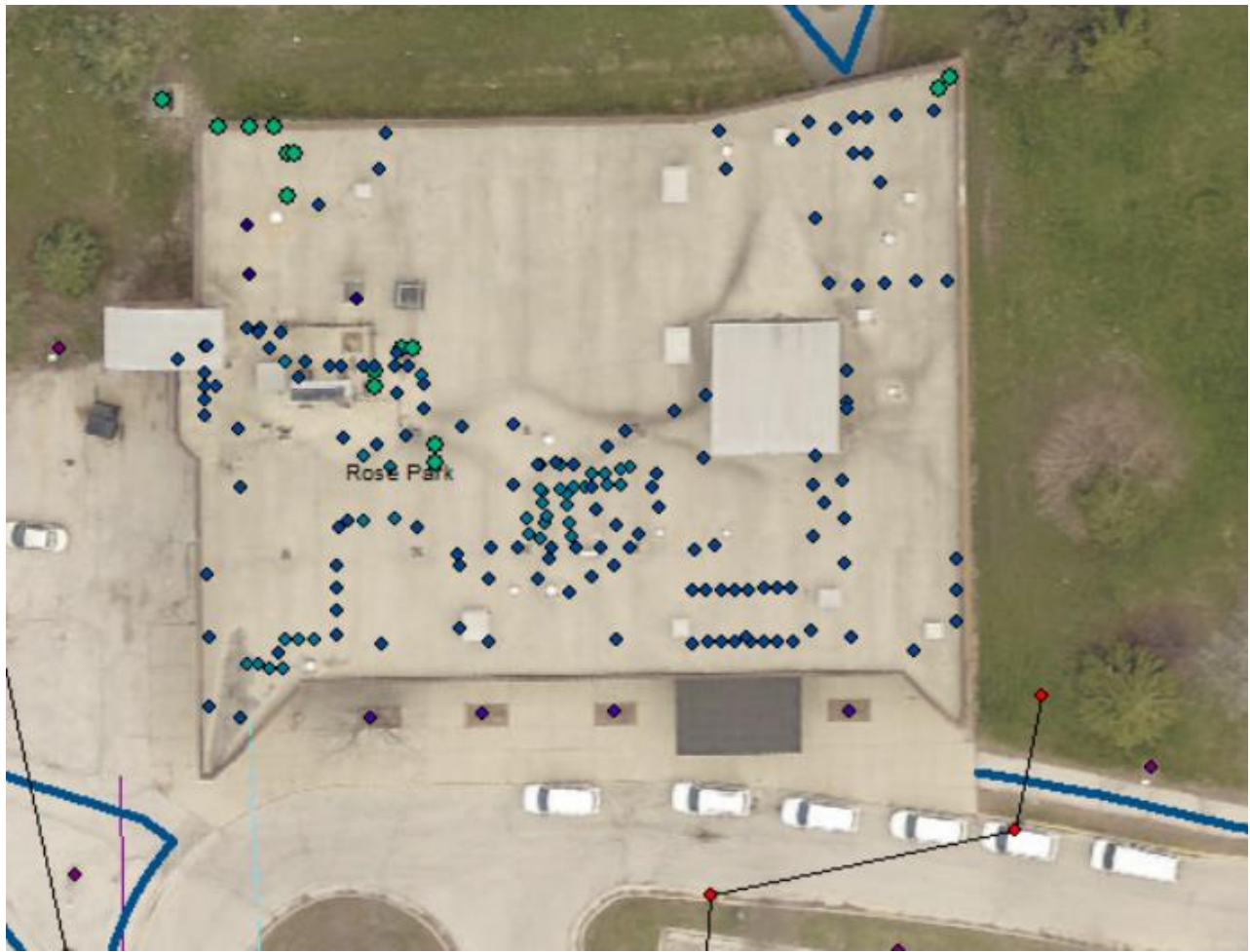
cc: S. Hayes, Director DAS-FM
Project Manager, DAS-FM

Owner Dept. Representative
B. Engel, CDBP

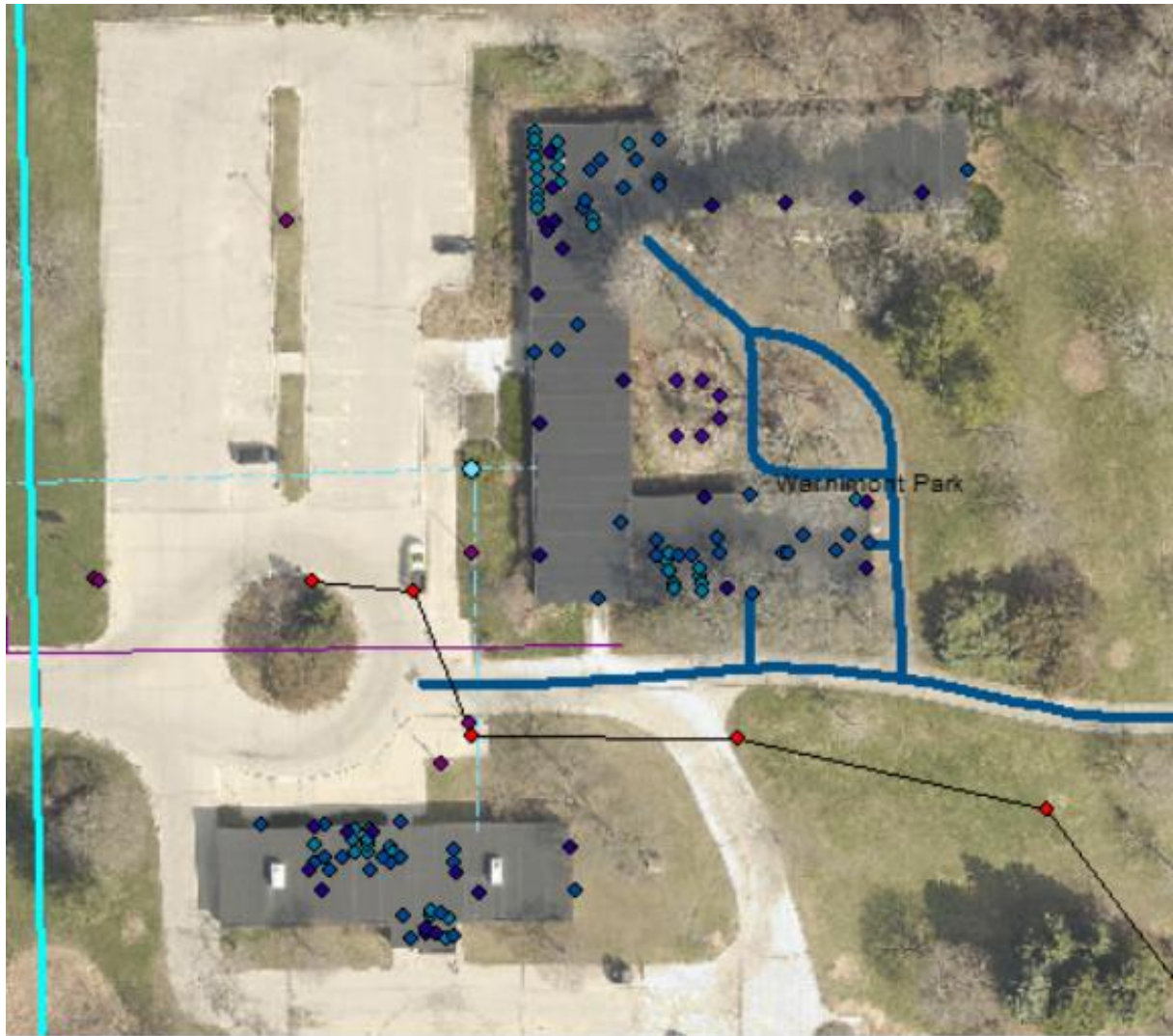
ATTACHMENT 1
PROJECT LOCATION MAP



McGovern



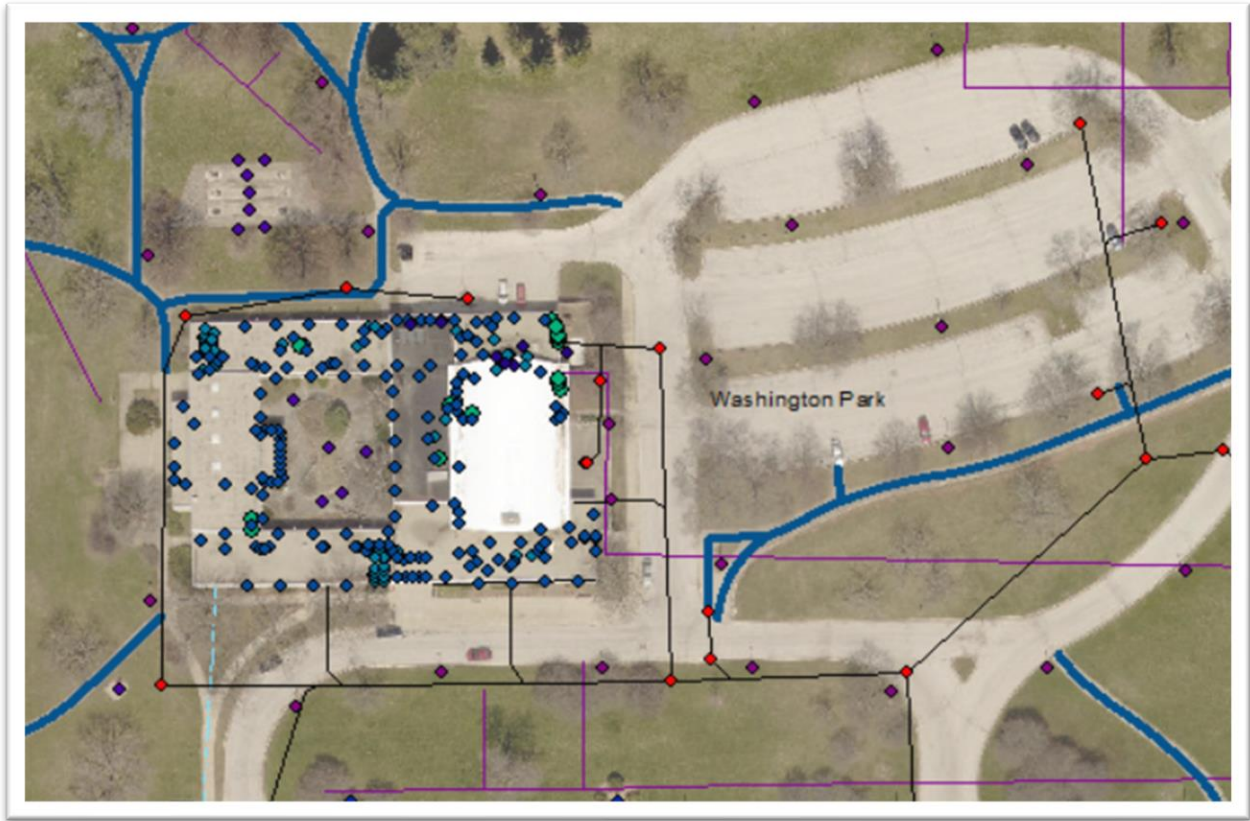
Clinton Rose



Warnimont - Kelly



Wilson Park



Washington Park

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 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 on 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. 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
- 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.....	EXPENSES	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

ATTACHMENT 3
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

PROJECT: SECURITY SYSTEMS UPGRADE
Project No.: WS143 01-05

CONSULTANT PROPOSAL

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

"LUMP SUM" fee for complete construction bid documentation that includes Specification and Drawings
with PE stamp: \$

(_____)

II. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 10% will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 4

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REFERENCE FORMS

(Note: We are providing these forms for reference only. **Do not submit them with your proposal.** The selected consultant is required to complete these forms later, as part of the scope and fee negotiation phase.)

INSTRUCTIONS & FORMS



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH DBE

PROJECT No. _____ PROJECT TITLE _____

TOTAL CONTRACT AMOUNT (less allowances) \$ _____ DBE Goal: _____

Name & Address of DBE ¹⁾	Scope of Work Detailed Description	1) DBE Contract Amount	2) % of Total Contract

- 1) The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations the DBE sub-contract amount might NOT be based on the total project contract amount.
- 2) The percentage is based on the eligible scope of services that DBE participation can reasonably be obtained; which might not be based on the total project contract amount. The commitment percentage is the key indicator of DBE participation. The Pass/Fail determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple DBE 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 CBDP the Prime's COMMITMENT to the TBE company.

Bidder/Proposer Commitment (To be completed by firm committing work to DBE)

I certify that the DBE 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 DBE firm listed herein.
 Prime Contractor/Consultant _____ Phone No. _____, or one of our subs, will enter into contract with the DBE 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

DBE Affirmation (To be completed by DBE Owner/Authorized Representative)

- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by (Prime or 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 CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

 Signature of Authorized DBE Representative Name & Title of Authorized DBE Representative Phone Number Date

FOR CBDP USE ONLY

Commitment number ____ of ____ Participation: _____ Project Total _____

 Signature _____ Date _____ Authorized Signature _____ Date _____

DBE-14 (07/25/18) Previous Editions Obsolete



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH DBE

ADDITIONAL INFORMATION & REQUIREMENTS:

1. The Directory of Certified DBE firms eligible for credit toward the satisfaction of this project's DBE goal will be found at the following link, and can be searched by Name and/or NAICS code.

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

2. **CONTRACT ADJUSTMENTS:** The successful Bidder/Proposer will maintain the approved DBE 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.

3. **WRITTEN CONTRACTS WITH DBEs:** 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 DBE firm and that they will be hired if you are awarded the contract by the County.

4. **SUBSTITUTIONS, DBE SUBCONTRACTING WORK, TRUCKING FIRMS:** The successful Bidder/Proposer must submit written notification of desire for substitution to the DBE affected, and send a copy to the County, stating the reason(s) for the request. The DBE will have five (5) business days to provide written objection/acceptance of the substitution. The "right to correct" must be afforded any DBE 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. DBEs are also required to notify and obtain approval from the County prior to seeking to subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, the commission or fee will be counted for DBE crediting.

5. **REQUESTS FOR PAYMENT:** The successful Bidder/Proposer must indicate on the Continuation Sheet (AIA form G703, or equivalent) the work being performed by DBE by either a) placing the word "DBE" behind the work item or b) breaking out the work done by DBEs at the end of the report. The successful Bidder/Proposer shall notify DBE firms of the date on which they must submit their invoices for payment.

6. **DBE 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 Milwaukee County's DBE Program, please contact:

414.278.4851 or cbdpcpliance@milwaukeecountywi.gov