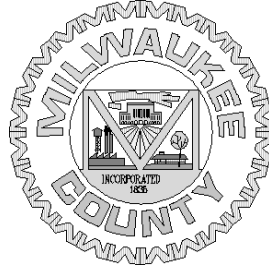


MILWAUKEE COUNTY



Department of Administrative Services

REQUEST FOR PROPOSAL
FOR

Retro-Commissioning Phase 1

PROJECT NO. O641-20181

June 2023

TO: All Interested Consultants
SUBJECT: Request for Proposal – Retro-Commissioning Phase 1
PROJECT NUMBER: O641-20181
DATE: June 15, 2023

SECTION I – INTRODUCTION

The Milwaukee County Department of Administrative Services (DAS) hereby requests proposals from qualified consultants to provide retro-commissioning (RCx) services for the Criminal Justice Facility (CJF), a 13-story, 460,000 square feet jail located at 949 N. 9th St. in Milwaukee, Wisconsin. Systems to be commissioned are HVAC equipment, building controls, and lighting control systems. The goal of the project is to reduce annual energy use, emissions, and operating costs at the CJF, while improving building performance and occupant comfort.

This project directly supports Milwaukee County’s plan to 1) achieve carbon neutral operations no later than 2050; 2) adapt and improve the resiliency of County operations and the local community to climate change; and 3) align climate initiatives to the County’s Vision to become the healthiest county in Wisconsin through achieving racial equity. Additional information about the Milwaukee County Climate Action 2050 Plan can be found at <https://county.milwaukee.gov/Climate-Plan>.

SECTION II – SCOPE OF CONSULTANT SERVICES

The selected consultant (‘Consultant’) shall provide the following services as specified per the standard terms and conditions of the *Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services – Type C (not-to-exceed fee)*¹:

1. Duration of Project (Approx. 12 Months)

Milwaukee County intends to involve Focus on Energy (FOE) in all project phases to maximize energy savings and receive financial incentives. It will be the Consultant’s responsibility to apply for incentives on Milwaukee County’s behalf. The Consultant shall work with FOE by providing services that include, but are not limited to, participation in meetings with FOE to identify energy-saving measures, and the inclusion of language in applicable documentation prior to project close-out.

2. Audit Phase (Approx. 3 Months)

- a. Complete and submit Focus on Energy RCx Enrollment Application², along with the final negotiated scope of work.
- b. Secure approval of enrollment by FOE.
- c. Interview Operations & Maintenance and Sheriff staff (‘Owner’) and any contractors hired by the County where applicable, to gain an understanding of the requirements of the different spaces in the building and any operation problems that have been experienced.

¹ See sample agreement posted with this RFP to the County’s [Bids and RFPs](#) website.

² For more information visit: [Focus on Energy RCx Application](#)

- d. Review existing drawing, specifications, tests, and balance reports, etc., as required to gain an understanding of the building and systems to be commissioned.
- e. Perform a site assessment to gain an in-depth understanding of how building systems and equipment are currently operated and maintained, why they are operated that way, and what the facility staff considers to be the most significant problems. The site assessment shall include the following components:
 - i. Overall building energy use and demand, and areas of highest energy use and demand.
 - ii. Current design and operational intent, including actual control sequences for each piece of equipment included in the project. Note: It is possible that accurate written control sequences of operation do not exist for some of the systems. The actual sequences of operation shall be determined by reviewing existing programming.
 - iii. Equipment nameplate information and equipment condition issues.
 - iv. Current schedules (setpoint, time-of-day, holiday, etc.)
 - v. The most severe control and operational problems.
 - vi. Location of the most comfort problems or trouble spots in the buildings.
 - vii. Current O&M practices
- f. Systems to be commissioned are listed below:
 - i. Central Cooling Systems (Chillers, Cooling Towers, Associated Pumps)
 - ii. Air Handling Units/terminal equipment
 - iii. HVAC Packaged Systems
 - iv. Exhaust Systems
 - v. Lighting Control Systems
 - vi. Building Automation Systems (BAS) associated with above listed systems

A detailed description of building equipment and systems is provided in Attachment 1.

Please note some information in the report may be outdated.

- g. Develop and implement a diagnostic monitoring and test plan to compile data on how systems are operating with the use of BAS trend logging, portable data logging and/or functional performance tests.
- h. Review the existing sequence of operation, develop written functional test procedures, test to determine if sequence is operating as intended, and evaluate sequence for the given application and possible modifications for energy savings. Testing to be completed on systems listed for each building.
- i. Based on the data collected prepare an updated master list of energy conservation measures (ECMs).
- j. Review with Owner and any contractors hired by the County all data gathered and master list of facility ECMs identified prior to detailed engineering calculations of savings and costs.
- k. Calculate the annual energy savings for identified ECMs.
- l. Estimate the cost to implement and payback period of each ECM.
Note: ECMs with greater than 1.5-year payback period must be listed, however, neither calculations nor capital costs need be provided for these ECMs.
- m. Identify documentation enhancement needs for the systems included in the RCx project.

- n. Prepare the FOE Audit Report, describing the services performed and summarizing the recommendations and results.
- o. Meet with Owner and any contractors hired by the County to review the FOE Audit Report and to assist in selection of ECMs for implementation. The FOE Audit Report includes but is not limited to:
 - i. Results of site assessment
 - ii. Diagnostic and monitoring plan
 - iii. Existing systems sequences of operation
 - iv. Trend logs/data
 - v. Completed functional test forms
 - vi. Updated listing of deficiencies found and ECMs identified, with written description of work required to implement each ECM.
 - vii. Supporting energy savings calculations based on engineering estimates
 - viii. Probable implementation cost for each ECM based on engineering estimates
 - ix. Project Meeting Minutes
 - x. Project Progress Reports
- p. Audit phase deliverables include²:
 - i. FOE Audit Report
 - ii. Completed FOE Workbook Template
- q. Upon County review and authorization, submit completed FOE Workbook Template, FOE Audit Report, and audit invoice to FOE for their review.
- r. Correct submitted materials as necessary to ensure County obtains FOE's pre-approval for implementation.

3. Implementation Phase (Up to Six Months)

- a. Answer questions from Owner and any contractors hired by the County regarding all Audit Phase deliverables, including ECM implementation descriptions.
- b. Upon notification from the County that it has implemented the ECMs, direct the collection of BAS trend logs, spot temperature and power measurements, etc. to verify savings from the ECMs.
- c. Update energy savings calculations for measures that were implemented.
- d. Collect and compile ECM implementation invoices from the County.
- e. Upon County review and approval, update and resubmit FOE Workbook Template with savings verification, updated calculations, and implementation invoices to FOE.

SECTION III – QUALITY CONTROL

Milwaukee County reserves the right to request partial or full reimbursement from the Consultant for change orders resulting from errors and omissions in the services they are contracted to provide.

SECTION IV – PROJECT SCHEDULE

| DATE | MILESTONE OR DELIVERABLE |
|------------------|--|
| June 29, 2023: | Pre-Proposal Meeting 1:00 pm – 2:30 pm |
| July 10, 2023: | Consultant proposals due 2:00 pm |
| July 18, 2023: | Verbal notification to selected consultant Negotiate contract with consultant |
| Sept. 15, 2023: | Issue notice to proceed Consultants get badged at Courthouse |
| October 2, 2023: | Project launch – begin CJF audit |
| August 2024: | Wrap-up of implementation phase (estimated & timeline dependent) |
| December 2024: | Project close out |

SECTION V – PRE-PROPOSAL MEETING

There will be an optional pre-proposal meeting and tour from 1:00 p.m. to 2:30 p.m. on Thursday, June 29, 2023, to be held in person at the Milwaukee County Criminal Justice Facility. Milwaukee County staff will be on hand to answer questions about this Request for Proposals (RFP). Parties interested in participating in this pre-proposal meeting must indicate their interest via email to energy@milwaukeecountywi.gov by not later than Tuesday, June 27, 2023, at 3:00 p.m.

Attendees should meet in the lobby of the Criminal Justice Facility (949 N 9th St, Milwaukee, WI 53233), via the 9th St. entrance. Please note that attendees shall allow for extra time as they will be required to pass through the security checkpoint prior to entering the building. At 1:00 p.m. county staff will escort the group from the CJF lobby to the meeting room.

SECTION VI – RELATED WORK BY OTHERS

The Consultant shall use existing Milwaukee County studies and data, including but not limited to drawings, specifications, energy bills, BAS settings and schedules, test and balance reports, etc. as required to gain an understanding of the building and systems to be commissioned. In addition, the Consultant shall ensure that all project-related documentation and deliverables meet the requirements of the FOE RCx program.

SECTION VII – PROPOSAL REQUIREMENTS

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

- a. **Cover Page:** Include project number (O641-20181) and name, project location, Proposer's name, address, phone number, e-mail address, proposal date, etc.
- b. **Table of Contents:** Include a clear 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 services to be provided and a positive commitment to perform the services as defined in the Request for Proposals.
- 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, 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. **Additionally, the organization must be a qualified FOE RCx Registered Service Provider (RSP).**

- e. **Description of Organization's Experience:** Include a list of similar projects that the consultant has participated with during the past five years. Attach a separate sheet for each project, up to five, giving a brief description of each project, the proposer'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. **Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of any sub-consultants 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 oversee this project. Include a one-page resume for everyone involved in the project, and include their name, title and /or duties for the project, professional registration, a brief description of their qualifications and related experience including time contribution in this capacity on past projects.
- g. **Alternate Principal in Charge:** Include the name of an Alternate Principal in Charge if the originally declared Principal in Charge is not able to fulfill their duties. Milwaukee County also reserves the option to select an Alternate Principal in Charge.
- h. **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 approximate percentage of the total services they would provide. Also state their experience in the field.
- i. **Project Approach:** Provide a general description, methodology, tools, and techniques of your approach to each of the project tasks. Provide a description of challenges you anticipate in the project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- j. **Project Schedule to Completion:** Provide a timetable and relationship of tasks which are necessary to initiate and complete this project as noted in the "Project Schedule" section of this RFP
- k. **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 Request for Proposals.
- l. **Targeted Business Enterprise (TBE) Requirements:** The approved TBE participation percentage for this contract is 17%.

TBE participation requirement relative to contract award shall be based upon the approved *Milwaukee County Commitment to Subcontract to TBE Firms* (TBE-14 form). Consultants receiving additional work on the contract in the form of change orders, addendum, etc. shall be expected to increase TBE participation proportionally, when applicable.

For a list of certified TBEs, access directory below or call the Certification Section at (414) 278-4613. If you need additional assistance in the identification of TBEs, contact the Office of Economic Inclusion (OEI) at (414) 278-4747 or oei@milwaukeecountywi.gov.

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

Minority or Women certified directory: <https://wisdp.wi.gov/Search.aspx>

SBA SAM Registry: <https://sam.gov/organization/100037917>

A prime consultant shall count towards the TBE requirement and be credited with one hundred percent (100%) of expenditures to TBE firms if all the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified TBE firm. The Director of OEI through the application of 49 CFR 26.55C will be responsible for the determination and evaluation of whether the firm is performing a commercially useful function on this project.

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

Adherence with prompt payment requirements is monitored through information entered the Diversity Management and Compliance System, utilizing B2Gnow software. Prime consultants are required to report payments received from the County and amounts paid to sub-consultants. Subs will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payment policy were complied with. There is no cost to the Prime or any sub-consultant, the only requirement is to become a registered user and complete the one-hour webinar training. The County will enter the Prime's contract, and the Prime will enter all sub-consultants, including both TBE and non-TBE firms.

The Office of Economic Inclusion may be contacted at (414) 278-4747 or oei@milwaukeecountywi.gov for assistance in identifying TBE firms and understanding the County's TBE Program.

- m. **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.
- n. **Fee Proposal:** The fee for this project will be clearly stated as Type C – Not-To-Exceed Fee as detailed in this document.

SECTION VIII – SUBMISSION REQUIREMENTS

- a. **Proposals must be submitted via email by July 10, 2023 at 2:00 pm CT to: Grant Helle, Energy Program Manager at energy@milwaukeecountywi.gov.**
- b. Each proposal submitted shall be attached as a single PDF and titled in format "*ConsultantName.RCxProposal.O641-20181*"
- c. Proposals must respond to each component as listed in Section VII – Proposal Requirements, in order as presented, and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the proposal.

SECTION IX – PROPOSAL EVALUATION / CONSULTANT SELECTION

- a. See the attached *Milwaukee County Proposal preparation, Submission and Evaluation Guidelines* for the proposal evaluation criteria and weightings. Proposers must recognize this is not a bid procedure, and a Professional Services Agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

Proposals will be evaluated by a team of individuals with technical knowledge of the requirements and familiarity with this project.

The project manager will publish this RFP, as well as any addenda and other information related to this project, to the Milwaukee County Bids and RFPs website:

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

To allow time for proposal preparation, Milwaukee County will not provide any new information related to this RFP after Friday, July 7 at 12:00 pm.

- b. Proposals will be evaluated and ranked according to the following criteria:

| | |
|---|------|
| 1. Quality and responsiveness to the RFP | 25% |
| 2. Project approach and understanding, including strategy to perform requested work and time schedule | 30% |
| 3. Qualifications and experience of Consultant | 25% |
| 4. Fee and hourly rates | 15% |
| 5. Quality and responsiveness of DBE Participation | 5% |
| Total: | |
| | 100% |

SECTION X – GENERAL REQUIREMENTS

- a. Information regarding security and badging requirements for CJF are provided in Attachment 2.
- b. The selected consultant shall be prohibited from submitting bids in the latter construction/implementation bidding process for this project.
- c. The 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.

- d. The selected consultant must be an Equal Opportunity Employer.

- e. The proposal shall conform with all attached documents. All proposals should use this RFP its attachments as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretations, clarification or additional information will be given.
- f. 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.
- g. Proposals submitted by telephone, fax or mail will be rejected.

Please direct any questions about this RFP to Grant Helle, Energy Program Manager at energy@milwaukeecountywi.gov. Milwaukee County reserves the right to not respond to questions received after July 5, 2023 at 12:00 pm.

Sincerely,

Grant Helle

Grant Helle
Energy Program Manager
Milwaukee County Office of Sustainability

Attachments:

1. Criminal Justice Facility (CJF) Building Description
2. Security and Badging Requirements for Criminal Justice Facility
3. Proposal Preparation, Submission and Evaluation Guidelines
4. Consultant Proposal Form
5. Targeted Business Enterprise Instructions & Forms

CC:

| | |
|--------------|------------------|
| S. Carron | DAS - FMD |
| K. Bainer | DAS - FMD |
| T. Christian | DAS - FMD |
| L. Robinson | OEI |
| J. Briggs | Sheriff's Office |

ATTACHMENT 1

CRIMINAL JUSTICE FACILITY (CJF) BUILDING DESCRIPTION



Asset Detail Report

By Asset Name

Department/Division: DAS - Facilities Management Division (FMD)**Asset:** Criminal Justice Facility - (Base)
Site: Courthouse Complex **Asset Number:** 0076

Assets are ordered by Asset Name

Currency: USD

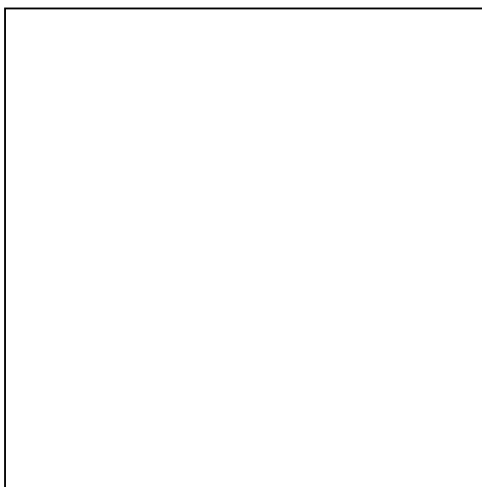
Statistics

| | | |
|-----------------------------------|--|--------------|
| FCI Cost: | FCI: | 0.08 |
| RI Cost: | RI: | 0.28 |
| Total Requirements Cost: | Asset Condition Rating: | Fair |
| Current Replacement Value: | Date of most Recent Assessment: | Mar 28, 2023 |

| | | | |
|-------------------------|--------------------------------|------------------------------|--------------------------|
| Type | Building | Construction Type | IBC - Type I A |
| Area | 1 SF | Historical Category | None |
| Use | Correctional Services Building | City | Milwaukee |
| Floors | 13 | State/Province/Region | UNITED STATES OF AMERICA |
| Address 1 | 949 North 9th Street | Zip/Postal Code | 53223 |
| Address 2 | - | Architect | Venture Architects |
| Year Constructed | 1992 | Commission Date | - |
| Year Renovated | 2010 | Decommission Date | - |
| Ownership | MILW County - Owned | | |

| | | | |
|-------------------------------------|------------|-------------------------------------|-------------------|
| Inventory: | Yes | Occupancy Classification: | I-3 Institutional |
| Insurable Value of Building: | | Insurable Value of Contents: | |
| Mission Category: | Category 1 | | |

Photo



76

Asset Description

Architectural:

The Criminal Justice Facility is located at 949 North 9th Street. It is bound on the north by West State Street, on the west by North 10th Street and on the east by North 9th Street. To the south is the Milwaukee County Courthouse. The building is connected to the Courthouse and the Safety Building by an enclosed skywalk.

Built in 1992, the Criminal Justice Facility is the newest building of the Milwaukee County Courthouse Complex. The 13 story building is basically rectangular in shape with a smaller 3 story structure attached to the southeast corner. The main public entrance is adjacent to this smaller structure on the east side of the building with a small plaza at the corner of 9th St. and State St. There is staff parking on the north side of the building for approx. 12 vehicles. Additional staff and public parking is handled by the privately owned, Mac Arthur Square underground parking garage, located across 9th St. from the Criminal Justice Facility. On the west side of the building is a secured Sallyport used for prisoner drop-off.

The building is 13 stories high and contains a partial basement level. The first 4 levels are dedicated to public waiting, arraignment of inmates, courtrooms, staff offices, kitchen / food service area, and support functions. The next 8 stories are dedicated to inmate housing and related functions. Each inmate floor consists of a main level and a mezzanine floor above. Each mezzanine level is counted as a full story. The upper most level is the mechanical penthouse.

The building is predominantly cast-in-place, reinforced concrete for columns, beams, and floor slabs. The penthouse mechanical room roof utilizes a steel structure that includes steel beams, steel bar joists with a metal deck. The roofing is built-up roofing over tapered, rigid insulation.

The exterior is clad in limestone panels up to the floor line of the 4th level and the remaining upper levels are clad in precast concrete panels. Windows on the first 3 levels are a combination of curtain wall systems and steel frame, single, non-operable units. Both incorporate insulated mirror glazing. The window system for levels 4 through 11 are high security, steel frame windows with frosted insulated glazing. In a few areas the roofing consists of a sloped standing seam factory painted metal hip roof supported on a steel channel framework. There is a vaulted skylight immediately adjacent to the Courthouse.

The skywalk consists of a steel beam structure with a metal deck for the floor and the roof construction. The floors have a concrete topping and the roof has the tapered low slope rigid insulation with built-up roofing. There is a painted structural steel tube X bracing expressed as a design element at the side walls. Most of the exterior walls consist of insulated glass in aluminum curtain wall frames and typical drywall and steel studs at other interior wall areas. The ceilings are a suspended metal grid and acoustical panel system.

Interior finishes in the first and second floor lobbies consist of marble veneer wall coverings, terrazzo floors, painted drywall, exposed aggregate concrete block walls, and acoustical ceiling panels and painted drywall ceilings. Staff and office areas are finished in carpet and vinyl floor tile, painted drywall and concrete block walls, and acoustical ceiling panels and painted drywall ceilings. Inmate holding and housing areas are finished in vinyl composition tiles and painted concrete floors, painted concrete block walls, and cementitious plaster ceilings.

Elevators:

The following 9 passenger elevators are included: 2 public, 1 for professionals, 2 that access the mezzanines and 4 for inmates and staff. Also included is 1 freight elevator for a total of 10 elevators.

Utility Services:

Electrical: The electrical utilities consist of two 13.2 kV underground feeders provided by We Energies that extend into a series of motor operated fused-switches in the basement electrical room.

Steam: An underground 14" low pressure steam service enters the basement mechanical room G0015 from the north side of the building. The building is served from the Milwaukee downtown underground steam distribution system with steam supplied from WE Energies. The Natural Gas meter is located on the north side of the building with service from Wisconsin Electric Power Company.

Water: The building is served by two 8" water lines supplied by the City of Milwaukee, one for domestic water and one for fire protection. Both lines enter the building from State Street on the north side of the building.

Sewer: A 15" storm sewer line and a 15" sanitary sewer line also exit the building on the north side and connect to the City of Milwaukee combined sewer at State Street.

HVAC Systems:

Mechanical ventilation is provided from several central station air handling units (AHU's). The AHU's in the mechanical penthouse serve the upper detention floors. Extensive sheet metal air ductwork distribution systems from the AHU's provide supply conditioned air to the various areas/zones. Security type grilles and security bars are provided in the secure areas of the building. All other non-secure areas utilize standard air grilles and diffusers. An engineered smoke control system controls the AHU's and space pressurization when in fire/alarm mode. Stair pressurization fans are also incorporated into the smoke control system.

The entire building is air conditioned except for mechanical/electrical rooms, storage rooms, and other miscellaneous rooms. Chilled water is provided by two water cooled centrifugal chillers located in the basement room to provide a total of 1440 tons cooling capacity. Condenser water piping extends from the chillers to the cooling towers adjacent to the penthouse. Two direct expansion chillers provide air conditioning to the Communications/Computer room .

The heating system consists primarily of three steam to hot water shell and tube heat exchangers with six hot water pumps. The pumps circulate hot water to perimeter radiation and VAV reheat booster coils located throughout the building. Detention areas and cells are heated via ducted warm air from central AHU's. Low pressure steam coils are utilized in the air handling units to temper the air. A gas fired make-up air unit serves the Sally-port area.

A "run-around" glycol loop system with pumps is utilized to recover heat from the building general exhaust systems to the return air ductwork systems.

The temperature control system consists of a combination of pneumatic controls and DDC controls. Pneumatic controls are primarily used for the actuators, and DDC for the logic control and the engineered smoke control system. The building has a Honeywell "Delta" DDC system with full graphics at the computer terminal station. The building security system is also integrated into the Honeywell system.

Plumbing Systems:

Non-secure areas are provided with vitreous china type lavatories, water closets, and urinals. High security cells are provided with combination lavatory/water closet stainless steel security fixtures. Wall mounted lavatories with self closing faucets and manual flush water closets are provided in the medium security cells. Piping and valves serving the detention cell fixtures are located in small mechanical chases that divide the cells. Stainless steel sinks are provided in the kitchen area.

Plumbing piping for this building primarily consists of copper for water supply piping, and cast iron for the waste and vent piping. A water pressure booster pump system is located at the basement mechanical room and has three booster pumps.

Domestic hot water is generated using four vertical steam water heaters located at the basement mechanical room. Several

pumps circulate hot water from the heaters to storage tanks and to the building distribution piping. The domestic water is preheated with shell and tube heat exchangers which recovers the heat from the building steam condensate.

Natural gas is piped to the kitchen equipment and the Sally-port make-up air unit.

Fire Suppression:

The entire building is fully sprinkler protected with standpipes in the stairwells. Fire department Siamese hose connections are provided at the four corners of the building. A 100 HP fire pump is located at the basement level. A pre-action fire alarm system is utilized in the telecom rooms and the master control center. Detention security grade sprinkler heads are used in all security areas. Standard heads are used at other areas.

Electrical:

The Criminal Justice Facility is served by two 13.2 kV underground feeders provided by We Energies that extend into a series of motor operated fused-switches in the basement electrical room. The system is designed with a tie switch that is normally open but can be closed if there is a loss of power on one of the incoming feeders. Each feeder has sufficient capacity to serve the entire facility. From the service gear, primary cables extend to matching unit substations (three "A" unit substations from one line and three "B" unit substations from the second line). Two unit substations are located in the basement and each transformer is rated 1500kva and 3000 secondary amps. Two unit substations are located at Level 3 and each transformer is rated 600 kva and 800 secondary amps. Two unit substations are located in the penthouse and each transformer is rated 900 kva and 1200 secondary amps. The secondary voltage at each location is 480Y/277 volts. Step-down transformers to 208Y/120 volts are also provided at each location. Each set of unit substations is interconnected on the secondary side with a normally open tie circuit breaker. Each transformer has sufficient capacity to serve both sets of secondary loads with one transformer out and the circuit breaker closed. Distribution panelboards and motor control centers are located throughout the building. The unit substations and panelboards have provisions for additional circuit breakers. None of the transformers are approaching maximum loading. The unit substation transformers have fans for additional capacity if needed.

Emergency Electrical Service:

A 1500 kw diesel fueled emergency generator assembly is located in the basement and serves seven automatic electric transfer switches. The secondary voltage is 480Y/277 volts. The transfer switches serve a UPS system, mechanical equipment, emergency lighting and critical controls.

Lighting:

The lighting within the facility varies with the use and design of the specific area within the facility. Offices and other areas with ceilings 10 feet or lower utilize recessed troffers. The troffers are primarily three lamp fluorescent parabolic fixtures. In work areas, surface or pendant mounted 1X4 industrial fluorescent fixtures with wire guards are utilized. Corridors utilize 2 x 2 troffers and fluorescent twin tube recessed lighting. In secure areas, 1 x 4 fluorescent surface mount fixtures with tamper proof lenses are used. Inmate rooms use the same type of fixture as in secure areas, but include two LED night lights in each fixture. Metal halide lamps, some with quartz re-strikes for operation during emergency conditions, are used in fixtures located higher than 10 feet.

Fire Alarm System:

The fire alarm system is an addressable system. The system includes photoelectric smoke detectors, ionization duct smoke detectors, and heat detectors. Tamper/flow switches are provided for the sprinkler system. Horn/strobe units are provided, primarily in corridors. Pull stations are also provided at exits. A manned control center is located on level L. The system head end is controlled by a server located in Room B48 of the Courthouse.

ATTACHMENT 2
SECURITY AND BADGING REQUIREMENTS FOR CRIMINAL
JUSTICE FACILITY

Security and Badging

All consultants and contractors who will be performing work in the Milwaukee County Criminal Justice Facility will be required to fill out and sign a *“Request for Record Check”* form that allows Milwaukee County Sheriff’s Office (MCSO) Staff to perform a background information check. Upon approval of this form, a temporary badge can be distributed to contract employees.

Consultants/contractors will need to be escorted through areas of the CJF at most if not all times. Escort and supervision services may be provided by either Milwaukee County Operations & Maintenance staff, or MCSO staff.

Consultants/contractors may also need to work with county department staff to fill out and submit a *“Contractor Form: Cards Authorization for Issuance of Keys and Access”* form to request keys and access cards for specific areas throughout the CJF and Courthouse Complex.

The selected consultant will be provided with applicable forms upon the issuance of notice to proceed.

ATTACHMENT 3

PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION, & EVALUATION GUIDELINES

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;

- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification required in RFP;
- E. If the offeror is a partnership or joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

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

VIII. Offerors Authorized Agent

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

IX. Price Schedule Submission

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

X. Certification and Representations

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

XI. Signing of Offers

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

XII. Proposal Guarantee

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

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to the request for proposal in their proposal letter of transmittal. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

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

XV. Proposal Evaluation Criteria

The following list of general criteria will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 25%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 25%
- d. Fee and hourly rates. Weight: 15%.
- e. Quality and responsiveness of DBE participation. Weight: 5%

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner. The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

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

Offeror shall provide the following information for every resume:

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

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

TOTAL FEE

ATTACHMENT 4
CONSULTANT PROPOSAL FORM

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

PROJECT: Retro-Commissioning Phase 1

PROJECT NUMBER: O641-20181

CONSULTANT PROPOSAL

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

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

(_____)

II. REIMBURSABLE EXPENSES

ACTUAL COST: \$ _____

(_____)

III. PRINCIPAL IN CHARGE

Name of Principal _____

Architect or Engineer's Registration No. in Wisconsin _____

Other Registration No. In Wisconsin _____

Flat hourly rate for principal _____

IV. PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES

Participation of Disadvantaged Business Enterprises at the rate of _____ %

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 5

TARGETED 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 proposal 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. TBE Prime self-performance may be counted to achieve the goal.

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 firm. 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 sub(s) are unable to perform, or any other issues arise, you must immediately contact OEI Compliance at (414) 278-4715. 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.



FIRM: _____ Project No: _____

SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER INFORMATION SHEET

Milwaukee County requires the following collection of information on all subcontractors, sub-consultants and/or suppliers submitting quotes on Milwaukee County projects. This information is to be submitted with bid/proposal.

PROVIDE THE FOLLOWING INFORMATION ON EACH BID/QUOTE

| Name | CERTIFICATION DBE, MBE, WBE SBE or none | Address | Date Firm Established | Work or Service to be Performed |
|------|---|---------|-----------------------------|---------------------------------|
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Note: Information gathered on the background and financial status of firms is protected from disclosure by Federal Regulation.



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH TBE

ADDITIONAL INFORMATION & REQUIREMENTS:

Links to Directories for firms eligible for credit:

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

MBE and WBE <https://wisdp.wi.gov/Search.aspx>

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

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

- 1. CONTRACT ADJUSTMENTS:** The successful Bidder/Proposer will maintain the approved TBE participation level during the term of the contract with the County, including any additional work on the contract, e.g., change orders, addendums, scope changes, or fee increases.
- 2. WRITTEN CONTRACTS WITH TBE:** The County requires that the successful Bidder/Proposer enter into contract, directly or through subs, as stated in this form. Agreements must be submitted to the County within 7 days of receipt of the Notice-To-Proceed. By executing this commitment, you are certifying that you have had contact with the named TBE firm and that they will be hired if you are awarded the contract by the County.
- 3. SUBSTITUTIONS, TBE SUBCONTRACTING WORK, TRUCKING FIRMS:** The successful Bidder/Proposer must submit written notification of desire for substitution to the TBE affected, and send a copy to the County, stating the reason(s) for the request. The TBE will have five (5) business days to provide written objection/acceptance of the substitution. The “right to correct” must be afforded any TBE objecting to substitution/termination for less than good cause as determined by the County. Approval must be obtained from the County prior to making any substitutions. TBE firms are required to notify and obtain approval from the County prior to seeking to subcontract out work on this project. In the case of TBE trucking firms, credit will be given for trucks leased from other TBE firms; however, if the TBE leases trucks from non-TBE firms, the commission or fee will be counted for crediting.
- 4. REQUESTS FOR PAYMENT:** The successful Bidder/Proposer must indicate on the Continuation Sheet (AIA form G703, or equivalent) or invoice for consulting the work being performed by TBE by either a) placing the word “TBE” behind the work item or b) breaking out the work done by TBES at the end of the report. The successful Bidder/Proposer shall notify TBE firms of the date on which they must submit their invoices for payment.
- 5. TBE UTILIZATION REPORTS:** The successful Bidder/Proposer will enter payments to subs and suppliers directly into the County’s online reporting system on a monthly basis. These entries will cover payments made during the preceding month and will include zero dollar (\$0) entries where no payment has occurred.

If you have any questions related to the Milwaukee County Target Enterprise Program, please

contact: **414.278.4851** or oeicompliance@milwaukeecountywi.gov



COMMUNITY BUSINESS DEVELOPMENT PARTNERS CERTIFICATE OF GOOD FAITH EFFORTS TBE

Completion of this form is required for all bidders who have not achieved the participation goal. Submission of a complete form is a matter of responsiveness to this bid. Completion of all three pages attached is required.

Certificate of Good Faith Efforts

Guidance on completing these documents.

This guidance and information is provided to assist bidders in compliance with the provisions under all Milwaukee County Ordinances (MCTE) pertaining to the implementation of the target business enterprise program. Like all guidance material, these questions and answers are not, in themselves, legally binding or mandatory, and do not constitute regulations. They are issued to provide an acceptable means, but not the only means, of compliance with regulations and laws. The Milwaukee County OEI program can be reviewed in more detail at: <https://county.milwaukee.gov/EN/Administrative-Services/Office-of-Economic-Inclusion> including links to relevant regulations.

When Milwaukee County assigns a participation goal, you will make good faith efforts to meet this goal prior to submitting a bid or proposal in order to be responsive. If you haven't met the goal, you can document adequate good faith efforts toward that end. This means that you must show that you took all necessary and reasonable steps to achieve the participation goal. The County will make a fair and reasonable judgment as to whether you made adequate good faith efforts according to the following guidelines. It is important to consider the quality, quantity, and intensity of the different kinds of efforts that were made. These efforts should be those that one could reasonably expect you to take if you were actively and aggressively trying to obtain participation sufficient to meet the participation goal. Going through the motions by making phone calls to firms that you think should qualify is not good faith efforts to meet the project requirements. The County's determination concerning the sufficiency of your good faith efforts is a judgment call and meeting quantitative formulas is not required. The following is a list of types of actions the County considers as part of your good faith efforts. This isn't a mandatory checklist, nor is it all-inclusive. Other factors or types of efforts may be relevant in appropriate cases, see regulations for more information.



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS
CERTIFICATE OF GOOD FAITH EFFORTS TBE**

| |
|--|
| Certificate of Good Faith Efforts |
|--|

This document is required to detail what your firm has done to meet this project's participation goal if the participation you have attained is less than the goal set for this project. Guidance as to acceptable 'good faith efforts' is found on the Guidance page of this spreadsheet. Failure to use and properly document good faith efforts to meet the assigned participation goal will result in the rejection of your bid/proposal. By submitting this document, you hereby acknowledge that I am authorized as the representative for the bidder/proposer on the following Milwaukee County Project and that we have provided documented proof of our good faith efforts to solicit, negotiate with and utilize certified firms to meet the participation goal of this contract as demonstrated by my response to the questions contained in this fully completed set of documents.

| Prime Contractor Firm Name and Address | Authorized Representative | Email Address | Telephone Number | Other Contact Info | Is the Prime a TBE? |
|--|---------------------------|---------------|------------------|--------------------|---------------------|
| | | | | | |

| Project Number | Bid Number | Project Title | Total Contract Amount | DBE Total Project Percentage | |
|----------------|------------|---------------|-----------------------|------------------------------|---------|
| | | | | Goal | Pledged |
| | | | | | |

| |
|--|
| Provide a brief summary of why your firm is unable to meet the participation goal on this project. |
| |



COMMUNITY BUSINESS DEVELOPMENT PARTNERS CERTIFICATE OF GOOD FAITH EFFORTS TBE

| |
|--------------------------------|
| Contractible Work Items |
|--------------------------------|

You are required to determine portions of work to be contracted in a manner that will increase the likelihood of meeting the participation goal set for this project. In selecting work to be contracted, you must consider, where appropriate, breaking down scoped into economically feasible units to facilitate TBE participation. To assist in these efforts and to provide consistent definitions, use NAICS codes (<http://www.census.gov/eos/www/naics/>) to identify each category of work you determine is feasible for participation. TBE firms are registered by NAICS code and firms available for participation may be found in the directories listed on the second page of the TBE-14 form which is included in the bid or RFP documents.

| NAICS codes (Required) | Description of work | Estimated Dollar Value (Required) | Was this work made available to DBE Firms? If no, explain why. | Explanation |
|------------------------|---------------------|-----------------------------------|--|-------------|
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