



DEPARTMENT OF ADMINISTRATIVE
SERVICES

Milwaukee County

Date: February 14th, 2018

To All Interested Consultants

Project: Safety Building Elevators Modernization (Car 3, 4, & 6)

Project No.: C164-18417

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

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for planning and design for the upgrading of three elevators 3 & 4 & 6 for the Safety Building.

Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for 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

Location:

SAFETY BUILDING – MILWAUKEE COUNTY
821 W State St, Milwaukee, WI 53233

Architectural:

The Safety Building is located at the intersection of State Street and North 9th Street and is adjacent to the MacArthur Square Underground Parking Garage. The building was constructed in 1928 as two separate structures; the east portion was designed to house City of Milwaukee functions, while the west portion was dedicated to County governmental departments. Although each portion was designed by different architects and engineers, architecturally and structurally, the buildings are almost identical. The Safety Building currently houses Milwaukee County Courts, their related support offices, and various other county offices (including the District Attorney and portions of the Sheriff's Department). The building was originally designed to house the County Jail. After this function relocated to the Criminal Justice Facility, the tiered jail portions that overlook a central light court were largely abandoned.

The building is a six story concrete and steel structure with four primary mechanical and elevator penthouses and a center, five story light court above the roof of the gymnasium.

Elevators:

The Safety Building Passenger Elevators were installed in the 1960's, are past their useful life. Elevators #3 and #4 are the southern pair of cars in the public bank that land in the basement of the Safety Building in the MacArthur Square entrance.

Elevator # 6 is the passenger car that is used by the Sheriff's Department for the majority of inmate transfer from the Jail to Court appearances.

II. GENERAL PROJECT DESCRIPTION

The Consultant will be providing professional engineering design services for:

- The upgrading of the elevators 3 & 4 & 6 with traction for Safety Building.
- A system that handle 2,500 lbs. capacity for elevator 3 & 4 and 4,000 lbs. capacity for elevator 6. The design will be required compliance with the SPS 318 and ASME A17.1 elevator codes and City of Milwaukee's Code requirements.
- The modernized controllers will be able to communicate with the fire alarm and security systems that are used at the Safety Building.
- Mechanical work will include Plumbing, Fire Protection, HVAC.
- Structural work will include Investigation, Structural Calculations, and Structural Specifications.

Project administration: This project will be coordinated through Milwaukee County's DAS Division of Facilities Management, Architecture Engineering and Environmental Services group.

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, lump sum) (copy will be available on the County web page for this RFP.)

1. GENERAL REQUIREMENTS

- ***Planning*** – review prior plans and details of site, visit site with County staff and facility staff to review constraints. Prepare layout plans showing existing equipment locations and descriptive information.
- ***Design*** – Prepare technical specifications and construction documents for bidding through Milwaukee County and perform coordination with City of Milwaukee for plan approval. It is expected that the design solution will meet current requirements for Electrical systems. Provide a minimum of two cost estimates during the design phase.
- ***Construction Services*** – Provide basic construction services as described below.

2. BASIC SERVICES

The engineering consulting firm shall assemble a design project team to perform the scope of services and requirements outlined below.

A. Survey of equipment:

Inspection shall include diagramming existing wiring and required systems that may not be currently served by Emergency Back-up Power:

B. Design Development:

Upon completion of review of previous design and record drawings, the engineering consultant shall proceed into the design development phase of the project. In the design development phase, the engineering consultant shall investigate and with Milwaukee County approval, select manufacturers that meet all qualifications.

The required deliverables by consultant shall include but are not limited to:

- Plans of the existing facility and recommended replacements.

- Design of a code compliant system that includes the removal, replacement and the documentation of the disposal of related materials.
- Preliminary construction costs.
- Preliminary construction schedule, based on Safety Building's operation and phasing plan for work to be completed.

C. Final Design and Construction Documents:

Upon review of design development documents and approval by Milwaukee County, the engineering consultant will proceed with construction documents. The required deliverables shall include but are not limited to:

1. Construction documents:
 - Existing and proposed plans
 - Construction details
 - Schedule of parts to be replaced
 - Technical Specifications (Including approved manufacturers & model numbers)
2. Digital set of "in-progress" contract documents for review by Milwaukee County at **50% completion** (construction drawings only). See the tentative project timetable below.
3. Three sets of "in-progress" contract documents (three sets of construction drawings and specifications and digital copy) for review by Milwaukee County at **90% completion**. The 90% completion meeting will be the final review meeting before distribution of construction documents for bidding. This review meeting will include all parties involved, consultant, and all sub-consultants. See the tentative project timetable below.
4. At the 90% completion review meeting the engineering consultant shall provide detailed cost estimate based upon the construction documents and an updated construction schedule.
5. The engineering consultant shall provide final technical specifications, which follow the Uniform Format Construction Index of the Construction Specifications Institute (CSI). In the technical specifications, a minimum of three approved manufacturers will be listed for major material items or systems. The Owner (Milwaukee County) may require specification of a particular product or "approved equal" to maintain Milwaukee County standards.
6. The engineering consulting firm shall provide final construction documents (technical specifications and construction drawings) to Milwaukee County in a reproducible format for printing (Milwaukee County will be responsible for document reproduction and distribution for bidding). The engineering consulting firm shall also provide Milwaukee County with a copy of the final construction documents in electronic format per Milwaukee County's Type A Consultant Agreement or other format approved by the Milwaukee County Project Manager.
7. The engineering consulting firm shall be responsible for the accuracy of the design services performed and promptly make necessary revisions or corrections resulting from negligent acts, errors and/or omissions without additional compensation. The consulting firm shall be responsible for losses or cost to repair or remedy as a result of the consultant's negligent acts, errors or omissions.

D. Bidding and Construction:

1. Attend Pre-Bid meeting.
2. Document all information requested by bidders and any requested interpretation of bidding documents in writing to the owner.
3. Any information needed to clarify any condition which might affect the cost of the work as bid shall be responded to by an Addendum sent out no later than five (5) days prior to the close of bids. Prepare and deliver master Addendum to Milwaukee County (AE&ES) for distribution.
4. Attend Pre-Construction meeting.
5. Answer Requests for Information (RFI) submitted by the General Contractor with Milwaukee County review and approval.
6. Review and approve with Milwaukee County (AE&ES) all shop drawings, product data, and samples covering specified materials in the bidding documents.
7. On an as-needed basis, provide review and approval of submittals. Provide technical support by answering project-related questions throughout the construction process.
8. Prepare and submit punch list, substantial completion and acceptance documentation for the project.
9. Prepare as-built record drawings.

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.

Deliverables

Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. A reports shall be provided during the course of the project. The report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption.
- A description of any alternatives that were considered and compared using a life-cycle cost analysis.
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges.
- Description of equipment, systems or materials to be used that will reduce negative impacts on indoor air quality, e.g., low-VOC paints, coatings and adhesives.
- Is there a goal for minimum % of materials containing recycled content?
- Plans for recycling construction waste and the goal for minimum % of waste to be recycled.

The second part of report shall be provided before the project is considered substantially complete. This report shall provide more quantitative information, including but not limited to the following:

- Estimated energy savings (on an annual basis, in units of energy) resulting from

- the use of energy-efficient equipment or systems selected for this project, as compared to pre-construction conditions
- Major materials that have significant amount of recycled content (provide approx quantities)
- Quantity of construction waste recycled (in tons and in terms of % of the total construction waste generated)

3. QUALITY CONTROL

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

4. PROJECT TIMETABLE

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|----|----------------------------|--|
| 1. | Feb 26, 2018 | Issue Request for Proposal |
| 2. | Mar 20, 2018 | RFP Pre-proposal walk-thru |
| 3. | Apr 12, 2018 | RFP Due, 2:00 p.m. |
| 4. | Apr 20, 2018 | Selection Committee selects consultant. |
| 5. | May 04, 2018 | Offer, negotiate and execute a contract with selected consultant. |
| 6. | May 15, 2018 (est.) | Design kick-off |
| 7. | June 29, 2018 | 50% Percent complete targets |
| 8. | Aug 10, 2018 | 90% Percent complete targets, Final deliverable dates, Print-ready documents |
| 9. | Aug 27, 2018 | bidding for construction. |

5. PRE-PROPOSAL MEETING

March 20, 2018 – 10:00 a.m. A mandatory pre-proposal meeting and walk-thru of site.

Meet at Courthouse Facilities Management Office G-1, 901 North 9th Street Milwaukee, WI. 53233

IV. RELATED WORK BY OTHERS

- **Existing AutoCAD base plans (non-electrical) to be provided by Milwaukee County.**
- **Milwaukee County will provide front end specifications**
- **Milwaukee County will print, assemble and distribute bid documents and process bid award.**

V. PROPOSAL CONTENT

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 (see Attachment 3) and the following information:

- A. **Cover:** 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 or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- D. **Organization's Experience:** (*this should be adjusted as required per project*) Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with electrical modernization, sustainable design, green buildings, or related work including but not limited to
 - Recycled content and sustainable building product selection
 - Waste reduction strategies
 - Use of USGBC LEED rating system to guide project design
- E. **Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal-In- Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
- F. **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.
- G. **Project Approach:** Provide a description of architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- H. **Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. **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.
- J. **TBE Goals:** The Targeted Business Enterprise (TBE) participation goal for this project/contract is **17%**.
- K. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.

- L. **Fee Proposal:** The fee for this project shall be clearly stated as a *lump sum* not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated or it will be assumed to be zero.

VI. PROPOSAL EVALUATION

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

VII. GENERAL REQUIREMENTS

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform to 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.
5. 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.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. 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.
8. Addendums will be posted on Milwaukee County's website on the *Construction Bids and RFPs* page under the appropriate project. It is the proposer's responsibility to check the website for all addendums. We will not issue an addendum 48 hours prior to the time in which proposals are due.

Please return **three (3)** copies of your proposal no later than **2:00 P.M. on Thursday, April 12, 2018**, to **Andy Tran**, Project Manager, DAS – A/E&E/S, 633 W. Wisconsin Ave, Suite 1002 Milwaukee, Wisconsin, 53203 Telephone (414) 278-7960.

E-mail = an.tran@milwaukeecountywi.gov.

Please direct any questions regarding this RFP to me at the above address or email address.

Sincerely,

Project Manager, Andy Tran, P.E.

Attachments:

- 1) Project Location Map (1 page)
- 2) Proposal Preparation, Submission and Evaluation (5 pages)
- 3) Consultant Proposal Form (1 page)
- 4) TBE Forms
- 5) County type 'A' agreement

cc: G. High, DAS-FM
T. Travia, Interim Facility Maintenance Manager
C. Hardy, DAS-FM
B. Engel, CDBP
A. Tran, DAS-FM