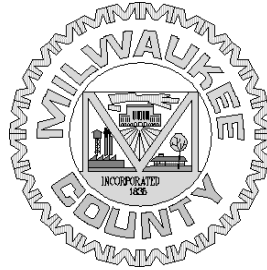


MILWAUKEE COUNTY



Department of Administrative Services

Department of Administrative Services

Facilities Management Division

**600 N. Plankinton Ave., Suite 600
Milwaukee, WI 53203**

REQUEST FOR PROPOSAL
FOR
Investing in Justice: Courthouse Complex
Commissioning Provider



Milwaukee County

The Request for Proposal (RFP) - Cover Letter

Project Name: Investing in Justice: Courthouse Complex

Project Number: WC027601

The Milwaukee County Department of Administrative Services-Facilities Management Division (DAS-FMD) is requesting proposals for the Investing in Justice: Courthouse Complex (IJCC) project, to retain a commissioning provider. These services will be engaged under one contract. The selected consultant will ensure that building systems meet the design intent, construction elements and operational requirements.

The County may require additional commissioning services as deemed mutually beneficial by the design consultants, construction manager, and owner.

Portions of Milwaukee County's current Courthouse Complex (consisting of the Historic Courthouse, Public Safety Building and Criminal Justice Facility) do not meet modern needs for supporting the safety of our region, the health of our community, nor the rehabilitation of our neighbors. This project will address replacing the Public Safety Building and renovating the Historic Courthouse.

Replacement of the Public Safety Building and renovations to the Historic Courthouse will support Milwaukee County's strategic vision and address operational and community needs. Any significant work on facilities will be a multi-year process that Milwaukee County will approach with intentionality and community input to ensure that facilities support the County's efforts to advance better outcomes for our community. Throughout this process, Milwaukee County's design team has been working with community stakeholders to catalog service, programming, and facility needs, as well as judicial system leaders committed to re-thinking how the justice system addresses public safety and embodies fairness and accountability to meet the needs of those engaged with the system. Through buildings with programs and services designed with a trauma-informed lens and a restorative, community focus, Milwaukee County can continue to improve outcomes for all those who interact with the justice system, including by reducing future case backlogs, improving efficiency and reducing jail crowding, and providing a safe environment for all.

Commissioning Consultant for Investing in Justice: Courthouse Complex

MILWAUKEE COUNTY CAPITAL PROJECT NO. - WC027601

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RFP Attachments

RFP Attachment A	Commissioning Provider Fee Form
RFP Attachment B	Proposal Preparation Submission and Evaluation Guidelines
RFP Attachment C	NOT USED
RFP Attachment D	TBE Requirements
RFP Attachment E	Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule
RFP Attachment F.....	Guidelines for Reimbursable Expenses
RFP Attachment G	Required Invoice Format
RFP Attachment H	NOT USED
RFP Attachment I.....	Record Documents
RFP Attachment J.....	NOT USED
RFP Attachment K	NOT USED
RFP Attachment L.....	Consultant Agreement Closeout Checklist
RFP Attachment M.....	Milwaukee County Modified AIA Document C103-2015 Owner & Consultant Agreement
RFP Attachment N	AIA Document C203-2017 Consultant's Services: Commissioning
RFP Attachment O	Historic Courthouse existing plans
RFP Attachment P	Historic Courthouse enabling phase plans
RFP Attachment Q	New Courthouse 100% conceptual design plans
RFP Attachment R	Historic Courthouse move back and court reorganization
RFP Attachment S	Owner's Project Requirements



DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

June 22, 2026

To All Interested Commissioning Providers:

**Project: Investing in Justice: Courthouse Complex
 Project No: WC027601**

Subject: REQUEST FOR PROPOSALS (RFP)

SECTION 1.1 – PROJECT DESCRIPTION

Milwaukee County is seeking Commissioning Services to support design and construction of a new courthouse and the renovation of the Historic Courthouse to provide for enabling space to vacate and demolish the existing Public Safety Building, located at 821 West State Street, Milwaukee. The construction of the new courthouse is in the same footprint as the existing Public Safety Building. The proposed courthouse will be nine floors plus a basement and penthouse and approximately 452,000 square feet. The square footage of the renovations in the Historic Courthouse total approximately 209,000 square feet, and range in scope from technology upgrades to interior demolition and reconstruction.

Project Schedule	
Master Planning & Conceptual Design	March 2025 – May 2026
Enabling Work Design	April 2026 – February 2027
Enabling Work 50% CD	September 2026
Enabling Work Permit/Bid Set	November 2026
Enabling Work Issued for Construction	February 2027
Enabling Work Construction (Bidding – Closeout)	November 2026 – July 2027
New Courthouse Design	June 2026 – February 2029
New Courthouse 50% SD	September 2026
New Courthouse 100% SD	December 2026
New Courthouse 50% DD	July 2027
New Courthouse 100% DD	December 2027
New Courthouse 50% CD	July 2028
New Courthouse Permit/Bid Set	February 2029
New Courthouse Issued for Construction	July 2029

Project Schedule	
New Courthouse initial design package Construction: Abatement, Demo, Site Utilities, Deep Foundations (Bidding -Closeout)	May 2027 – March 2030
New Courthouse remaining design and Construction (Bidding – Closeout)	December 2028 – August 2032

The project consultant team includes, but is not limited to:

- Owner’s Representative (OR): The Concord Group
- Design Consultant: AECOM
- Construction Manager at Risk (CMaR): Gilbane-Cullen joint venture

The selected commissioning provider will be expected to coordinate with The Concord Group in project execution. The Concord Group is not involved in administration of this RFP. For purposes of this project, The Concord Group is considered an independent third-party Commissioning Provider and may submit a competitive proposal for this project.

SECTION 1.2 – GENERAL CONSULTING SCOPE OF SERVICES

The selected commissioning provider (CxP) shall provide all services as specified per the standard terms and conditions of the AIA C103-2015 and C203-2017 modified to incorporate Milwaukee County requirements and attachments. See **Attachment M** and **Attachment N**, respectively.

The CxP for this project shall:

- Manage and administer the services provided and see that any subconsultants' services are managed appropriately.
- Consult with Milwaukee County representatives as needed.
- Attend project meetings, prepare, and distribute exhibits and supporting information for meetings as required.
- Prepare and distribute agendas and minutes for meetings the consultant leads.
- Consult, communicate and coordinate their work with County representatives and members of the project team.
- Coordinate and lead any work needed in order to complete their scope of work with any public agency and/or utility company.

The CxP for this project shall take into account the following conditions:

- The CxP is an independent advocate for the owner, directs the overall commissioning process and makes the final recommendations to the Owner regarding functional performance of the commissioned building systems and assemblies.
- The commissioning team shall be led by an independent lead CxP who shall serve as the point of contact and be actively involved in review and oversight of all aspects of the commissioning process. This person shall be responsible to direct, execute and manage the evaluation by the commissioning team of the design, construction, and operation of the commissioned systems' compliance with the design and construction documents (plans, specifications, addenda). The lead CxP shall serve as a key member of the team working in concert with the engineer of record, construction manager and sub-contractors in tracking, trouble shooting, and resolving all issues.

The Targeted Business Enterprise (TBE) goal for this contract is 7.52%.

SECTION 1.3 – COMMISSIONING CONSULTING SCOPE OF SERVICES

The term of the commissioning consulting services is from schematic design through post-occupancy. The CxP is an independent advocate for the owner, directs the overall commissioning process and makes final recommendations to the owner regarding functional performance of the commissioned building systems and assemblies.

i. Commissioning Scope and Tasks

1. The CxP shall be a Certified Commissioning Firm (CCF) accredited by the Building Commissioning Association (BCxA). Commissioning services shall be led by a Certified Commissioning Professional (CCP) or a Certified Commissioning Authority (CxA) certified by the AABC Commissioning Group (ACG). The lead commissioning professional shall be designated as the primary point of contact and shall have full responsibility for the management and execution of the commissioning process. The lead commissioning professional shall be actively involved in directing, coordinating, and overseeing the commissioning team's evaluation of the design, construction, and operation of the commissioned systems for compliance with the owner's project requirements (OPR) and the contract documents, including drawings, specifications, and addenda. The lead CxP shall collaborate with the engineer of record, construction manager, and subcontractors to identify, track, troubleshoot, and facilitate resolution of commissioning issues.
2. Commissioning services will be in alignment with ASHRAE Guideline 0 *The Commissioning Process*, ASHRAE Standard 202 *The Commissioning Process for Buildings and Systems*, ASTM E2813 *Standard Practice for Building Enclosure Commissioning*, and BCxA standards.
3. The CxP shall utilize a cloud-based commissioning management application (CxAlloy or similar) for use by the project team to track and manage the commissioning process, design issues, construction issues, and progress of function performance tests at a minimum.

ii. Systems to be Commissioned

1. New Courthouse
 - A. All equipment of the heating, ventilating, and air conditioning systems
 - B. Central building automation system (BAS)
 - C. System integration
 - i. Ensure that the sequence of operations and alarm setpoints are completed through the BAS, including but not limited to: Front end design including graphics, alarms and set points, operational set points and any time of day or weather dependency variables, interlocking relays and control systems, emergency operations.
 - ii. Verify integration with other systems tying into the BAS.
 - D. Electrical power systems
 - i. Thermography testing of electrical panels
 - ii. Main-tie-main switchgear verification of operation
 - iii. Emergency power system
 1. Generators
 2. Automatic transfer switches (ATS)
 3. Manual transfer switches (MTS)
 4. Uninterruptible power supply (UPS) systems

- E. Normal Power – No functional performance testing required by the CxP but verify conformance to the design documents, verification of specified contractor testing, construction phase observation, and training verification.
 - i. Switchgears
 - ii. Transformers
 - iii. Switchboards
 - iv. Panel Boards
 - v. Isolation Power Systems
 - vi. Grounding
 - vii. Photovoltaic System
 - F. Metering
 - G. Lighting
 - i. Interior lighting controls
 - ii. Exterior lighting controls
 - iii. Verification of all night lighting and emergency power circuits
 - H. Life safety systems
 - i. Fire alarms
 - ii. Integration of fire alarms with fire protection, life safety dampers, elevators, and high-rise systems.
 - iii. Fire dampers and fire/smoke dampers
 - I. Domestic water
 - i. Domestic water heaters
 - ii. Pumps
 - iii. Mixing valves
 - J. Security systems
 - i. Access control system
 - ii. Intrusion detection system
 - K. Enclosure
 - i. Roofing systems
 - ii. Wall assemblies
 - iii. Windows, doors, vents
 - iv. Water resistive barrier (WRB)
 - v. Below-grade waterproofing
 - vi. Insulation
2. Historic Courthouse (only for those systems that serve renovated areas - see RFP attachments for details)
- A. All equipment of the heating, ventilating, and air conditioning systems
 - B. Central building automation system (BAS)
 - C. System integration
 - i. Ensure that the sequence of operations and alarm setpoints are completed through the BAS, including but not limited to: Front end design including graphics, alarms and set points, operational set points and any time of day or weather dependency variables, interlocking relays and control systems, emergency operations.
 - ii. Verify integration with other systems tying into the BAS.
 - D. Electrical power systems
 - i. Thermography testing of electrical panels
 - ii. Main-tie-main switchgear verification of operation
 - iii. Emergency power system
 - 1. Generators
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- 3. Manual transfer switches (MTS)
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- G. Lighting
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 - ii. Verification of all night lighting and emergency power circuits
- H. Life safety systems
 - i. Fire alarms
 - ii. Integration of fire alarms with fire protection, life safety dampers, and elevators
 - iii. Fire dampers and fire/smoke dampers
- I. Domestic water
 - i. Domestic water heaters
 - ii. Pumps
 - iii. Mixing valves
- J. Security systems
 - i. Access control system
 - ii. Intrusion detection system

iii. Design Phase Commissioning

1. Upon engagement, review the design documents delivered to date and the owner's project requirements (OPR) to get familiar with the project and provide any general feedback. Design documents delivered to date are as follows:
 - A. New courthouse 100% concept design for estimating and QC issuance
 - B. Historic Courthouse enabling phase and move back plans
 - C. Owner's Project Requirements
2. Develop a commissioning plan that will serve as a guide for the implementation of the commissioning process. The document will detail the commissioning scope, schedule, responsibilities, and communication. The plan will include:
 - A. A project specific overview of the commissioning process, listing all systems to be commissioned.
 - B. The project teams' roles and responsibilities throughout the project, including that of the commissioning team, design consultants, construction manager and owner with recommendations for inclusion of these in their respective contracts.
 - C. General communication, coordination and management protocols, schedule and deliverables for the design phase.
 - D. Design Review Requirements: The review objectives and scope for each system to be reviewed and the process for each design review required, including comment adjudication.
 - E. Scope and process for developing the commissioning specifications.

The CxP maintains and updates the commissioning plan as necessary throughout the Cx process.
3. Host a design phase Cx kickoff meeting to provide introductions to the project team for review of the proposed commissioning process (methods, forms, communication expectations).

4. Actively participate in prescribed design meetings to provide commissioning insight and gather project information to improve both the overall project and the commissioning process. It is expected that the CxP will attend a minimum of 25 meetings (mix of in-person and virtual) throughout the design phase with the specific cadence as follows:
 - F. Schematic design (SD) / enabling space design – 5 meetings
 - G. Design development (DD) – 10 meetings
 - H. Construction documents (CD) – 10 meetings
5. Review all the design submissions (drawings and specifications) provided by the architect and engineering teams. Report the review comments/findings with possible enhancement recommendations to the owner, CMAr, and design team and will back-check all previous review comments for acknowledgement, response, CxP and owner satisfaction for comment closure, and if required facilitate meetings to review any lingering comments or issues. The design deliverables expected to be reviewed by the CxP are as follows:
 - A. Courthouse Complex enabling phase construction documents (CD)
 - a. 50% construction documents
 - b. Issued for construction (IFC) documents
 - B. New courthouse schematic design (SD)
 - a. 50% schematic design
 - b. 100% schematic design
 - C. New courthouse design development
 - a. 50% design development
 - b. 100% design development
 - D. New courthouse construction documents (CD)
 - a. 50% construction documents
 - b. Issued for construction (IFC) documents
6. Facilitate, participate in and track outcomes of one controls integration meeting with the CxP and appropriate members of the design team. Review control system features, strategies, sequences and interlocks between systems and disciplines, etc., identify and facilitate resolving conflicts and see they are incorporated into the design.
7. Generate project specific commissioning specifications to be coordinated with and integrated into the project manual specifications produced by the design team.
 - A. 01 91 13 General Commissioning Requirements
 - B. 01 91 14 Enclosure Commissioning Requirements
 - C. 22 08 00 Plumbing Commissioning Requirements
 - D. 23 08 00 Mechanical Commissioning Requirements
 - E. 26 08 00 Electrical Commissioning Requirements
 - F. 28 08 00 Security Commissioning Requirements

*iv. **Construction Phase Commissioning***

1. Conduct a pre-construction phase Cx meeting with the owner and CMAr to review overall structure of the commissioning process, communication expectations, and early Cx milestones.
2. Update the commissioning plan.
3. Create a Cx schedule and have the CMAr integrate it into the construction schedule.
4. Lead a construction phase Cx kickoff meeting to review the commissioning process (methods, forms, communication expectations) with the owner, design team, and CMAr.
 - A. Two separate meetings – one for mechanical, electrical and plumbing (MEPx) commissioning and one for building enclosure (BECx) commissioning.
5. Host regularly scheduled commissioning meetings throughout the duration of the project to review open issues and upcoming milestones, and to discuss any coordination. 50

meetings are estimated between MEPx and BECx scope of works with the frequency of meetings increasing towards project closeout.

6. Lead four BECx pre-installation meetings with the design and construction teams to review building enclosure performance requirements, construction challenges, coordination of traces, mock-up reviews, etc.
7. Review all meeting minutes of OAC meetings, Requests for Information (RFIs), and Construction Bulletins (CBs) for information that directly or indirectly impacts the commissioning process.
8. Request and review additional information required to perform commissioning tasks, including O&M materials, contractor start-up and checkout procedures. Before startup, gather and review the current control sequences and interlocks and work with contractors and design engineers until sufficient clarity has been obtained, in writing, to be able to write detailed testing procedures.
9. Attend planning and job-site meetings to obtain information on construction progress.
10. Attend preconstruction meetings for the equipment or systems included in the CxP scope.
11. Review and provide comments on contractor submittals and shop drawings related to commissioned systems for adherence to the design documents and basis of design.
12. Facilitate a controls integration meeting with the engineer, controls contractor, integration vendors, and the owner's facilities staff, where the CxP reviews sequences between equipment, systems, and disciplines to ensure that control, device integrations, and responsibilities are clearly documented and understood by all.
13. Attend the CMAr's safety training prior to performing field visits and comply with the safety requirements of the project.
14. Participate in pre-install meetings and first-of-kind mock-ups for visual observations only or specific field tests on the mock-up.
15. Create project specific pre-functional checklists (PFCs) to complement contractor utilization of manufacturer startup forms. Contractors are responsible for successfully completing and documenting component installation for items specified for construction verification. Review completed PFCs for contractor completeness and adherence of use by field observations.
16. Conduct inspections of the building enclosure to review below-grade waterproofing, water-resistive barrier, air barrier, insulation, roofing, fenestrations, flashings, and other enclosure assemblies. Inspections to be scheduled at major milestones as systems are completed. It is estimated that the BECx provider will complete 25 construction observation site visits.
17. Conduct regular site visits throughout the duration of construction to observe MEP installation procedures, review installed materials and equipment, witness mock-ups, and backcheck PFCs. Generate and distribute a CxP field observation report after each visit. Site visits are estimated to be conducted monthly based on the construction progress with the frequency of visits increasing as necessary throughout the duration of construction. It is estimated that the MEP Cx provider will complete 20 site visits **prior to equipment start-up**.
18. Witness and review contract quality control procedures as dictated by the project specifications such as duct pressure testing, verification of duct cleanliness, pipe pressure tests and flushing, electrical coordination study, etc. Witnessing these quality control procedures should be expected to be completed in conjunction with site visits completed during construction prior to start-up of equipment.
19. Witness equipment startup and factory testing of commissioning equipment and confirm compliance with the manufacturer's recommendations and contract documents.

20. Distribute commissioning progress reports from the cloud-based commissioning application system every four weeks or as necessary to maintain record of progress and issues.
21. Review the project specific testing, adjusting, and balancing (TAB) plan. Additionally, attend a pre-TAB meeting.
22. Work with the CMaR and responsible contractors to ensure all quality control and testing procedures, as defined in the project specifications, have been completed as required.
23. Review and witness major equipment start-ups and their respective startup reports.
24. Verify and backcheck 10% of testing, adjusting, and balancing values in reference to the specifications and contract documents.
25. Review testing, adjusting, and balancing reports prior to functional testing.
26. Document and manage the Cx issue log on a cloud-based commissioning application system. Provide access to the digital Cx Issue log to owner and project partners as requested by owner.
27. Functional Performance Testing (FPT)
 - A. Develop project specific functional performance tests (FPTs) for the specified systems and distribute to the project team for review well in advance of project closeout.
 - B. As necessary, review and backcheck controls point-to-point procedures in conjunction with functional performance testing.
 - C. All sensors and actuators will be calibrated by controls contractor during installation as per the contract requirements. As necessary, the calibration will be checked by the CxP during functional performance testing.
 - D. Functional test all equipment within the commissioning scope of work.
 - a. Operating the system and components through each of the written sequences of operation.
 - b. Other significant modes and sequences
 - c. Life safety sequences associated with primary equipment.
 - d. Includes startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, trending, power failure, and safety connections (many of which are mapped to BAS as inputs) and security alarm when impacted and interlocks with other systems or equipment.
 - e. Tests on respective HVAC equipment will be executed during both the heating and cooling season. However, some overwriting of control values to simulate conditions will be allowed. Functional testing will be done using conventional manual methods, control system trend logs, and read-outs or stand-alone data-loggers, to provide a high level of confidence in proper system function, as deemed appropriate by the commissioning provider and the owner.
 - E. Sampling
 - a. CxP shall test only a sample of like equipment as follows:
 - i. For all sampling testing by the CxP, if there are any failures, the contractor shall make needed corrections to all like units and to units with the same or similar elements that failed in the entire project and then show the CxP how the units' corrections and programming were made and shall document random retesting of the rest of the project of the same percentage the CxP originally tested using the CxP's forms. CxP will review retesting documentation and may use allotted retesting hours for random back-checking of the corrections.
 - ii. Terminal boxes or radiators (air or water): test all sequences and features on 20% of the terminal boxes and 20% of the radiators.

- On all units CxP executes building automation system reports or queries during heating and cooling mode to verify proper valve and damper actuation and room temperature control.
- iii. Lighting occupancy sensors: test 30% with the contractor, contractor tests and documents the balance.
 - iv. Daylight dimming controls: test 30% with the contractor, contractor tests and documents the balance.
 - v. The rest of the equipment and systems are expected to be tested at 100%.
- F. Document, manage, and assist in resolving commissioning related issues. Conduct retesting of specific equipment as necessary to closeout issues.
28. Building Enclosure Field Testing
- A. As defined within the contract documents, witness any testing performed by the responsible contractor related to the building enclosure. The scope of the building enclosure field testing will be determined during design. Because the scope of the building enclosure field testing is undetermined, the fee estimate includes an allowance which will be used to execute field testing. Building enclosure field testing may include the following:
 - a. Roof Leakage Testing: Perform electronic leakage detection (ELD) on installed low-sloped roofing membranes.
 - b. Wind uplift testing (FM 1-52 and ASTM E907).
 - c. Chamber Testing: Conduct Chamber testing of smaller areas (punched openings) according to AAMA 503, including test methods ASTM E1105 for water penetration and ASTM E783 for air leakage.
 - d. Hose Testing: For larger expanses of curtain wall conduct a Hose Test according to AAMA 501.2 to test all the sealant joints, gaskets, compression plates, etc.
 - e. Sealant Joint Testing: Non-destructive testing (ASTM C1521, 7.1 & 7.2-Non-destructive Procedure) to be completed. All sealants shall be evaluated according to ASTM C1193 for use and be tested for adhesion, compatibility, etc. for each substrate prior to use on the project.
 - f. During the mock-up, destructive testing (ASTM C1521, 7.3-Destructive Procedure) to be utilized to confirm adhesion, cohesion, depth, and profile.
 - g. Adhesion-in-Peel of Elastomeric Joint Sealants Test (ASTM C794) – If whole building air leakage test not accepted.
 - h. Bubble Gun Test (ASTM E1186) – If whole building air leakage test not accepted.
 - i. Whole Building Air Leakage Test as defined by ASHRAE 90.1 section 5.4.3.1.1.
29. Document, manage, and assist in resolving commissioning related issues. Conduct retesting of specific equipment as necessary to closeout issues.
30. Integrated Systems Testing (IST)
- A. Generate IST scripts and direct, document, and witness testing as defined below.
 - a. Black Site Emergency Power Systems IST
31. Facilities Team Training
- A. Work with CMaR to develop project-specific training plans that meet the owner's needs and specification requirements, participate in the training process using the training plan, and confirm the training is adequate to the owner's facility team members.
 - B. Witness and verify training is completed per the training plan.

32. Review and provide comments on contract operating and maintenance (O&M) manuals and as-built drawings.
33. Develop and submit a final commissioning report which will include:
 - A. A summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope, and a general description of testing and verification methods.
 - B. A list of all outstanding non-compliance items.
 - C. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc.
 - D. References of each non-compliance issue to the specific functional test, inspection, trend log, etc. where the deficiency is documented.
 - E. Issues log, commissioning plan, meeting minutes, training record, pre-functional checklists, and functional tests.

v. **Occupancy and operations phase commissioning**

1. Develop the system manual that will provide operations staff with the information needed to understand and operate the commissioned systems. The report shall include the following:
 - A. Final owner project requirements
 - B. Final basis of design
 - C. Operating schedules and setpoints
 - D. Preventive maintenance plan
 - E. Re-Commissioning plan
 - F. Blank functional performance tests
 - G. End of warranty review
 - H. Sensor recalibration recommendations
 - I. Lessons learned narrative
 - J. As-built control drawings/sequence of operation
2. Conduct seasonal testing on affected equipment/systems and document the results. Seasonal testing should capture peak load seasons and the shoulder load season. CxP will work with the CMaR to ensure issues are corrected. The commissioning report should be updated to reflect the findings of the seasonal testing.
3. Return to the site approximately at the 10-month mark in the warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Complete two additional check-ins with the facilities staff throughout the warranty period virtually.
 - A. Interview facility staff, identify problems.
 - B. Identify warranty items covered under the original construction contract.
 - C. Assist facility staff with documenting warranty corrections to be completed by contractor.
4. Update the commissioning report to reflect the findings of the seasonal testing and 10-month warranty site visit and warranty period check-ins.

SECTION 1.4 – RFP SCHEDULE

Commissioning Provider RFP Schedule	
RFP Issuance	June 26, 2026
RFP optional Pre-Proposal Meeting	July 8, 2026, 2:00 p.m. via Teams
RFP Final Questions Due	July 17, 2026
RFP Final Addendum	July 24, 2026

Commissioning Provider RFP Schedule	
RFP Proposal Due	July 31, 2026, 3:00 p.m.
RFP Scoring and Shortlist	August 7, 2026
RFP Interviews <i>(if required)</i>	Week of August 17, 2026
RFP Selection Notification	August 21, 2026
RFP Award, Contract Execution, and Notice to Proceed	September 11, 2026

Current anticipated schedule subject to change via Addendum

An optional pre-proposal meeting will be held virtually on Microsoft Teams at **2:00 P.M. on July 8, 2026**. Please email Peter Nilles (peter.nilles@milwaukeecountywi.gov) or Troy Wohlt (troy.wohlt@milwaukeecountywi.gov) to request the meeting invitation.

Please submit one electronic (pdf) version of your proposal no later than **3:00 P.M. on July 31, 2026** to **Peter Nilles** at peter.nilles@milwaukeecountywi.gov and **Troy Wohlt** at troy.wohlt@milwaukeecountywi.gov.

Please direct questions regarding this RFP to Peter Nilles using the contact email provided above.

Sincerely,



Peter Nilles
Director of Facilities Planning & Development

cc: Troy Wohlt troy.wohlt@milwaukeecountywi.gov
Lamont Robinson lamont.robinson@milwaukeecountywi.gov