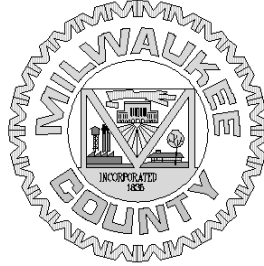


# *MILWAUKEE COUNTY*



## *Department of Administrative Services*

**Architecture, Engineering, and Environmental Services  
600 N Plankinton Avenue, Suite 600  
Milwaukee, Wisconsin 53203**

**REQUEST FOR PROPOSAL  
FOR**

**Courthouse Complex – Hazardous Materials Assessment and  
Disposal**

**PROJECT NO. WC027601**

**July 7<sup>th</sup>, 2026**

7/7/2026

To All Interested Consultants

Project : Courthouse Complex - Hazardous Materials Assessment and Disposal

Project No.: WC027601

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

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to provide a Hazardous Materials Assessment and Disposal Report for the Courthouse Complex in support of the Investing in Justice: Courthouse Complex (IJCC) project. Assessment and report will provide comprehensive documentation of quantities, types, locations, and disposal needs for hazardous materials in the Courthouse Complex, which includes the Historic Courthouse (HC) and Public Safety Building (PSB). This assessment and report will be used in planning and executing new work in each building.

I. **BACKGROUND**

- a. **Location:** The two buildings in the Courthouse Complex with the year of construction and square footage are:

Building	Size	Date Constructed	Location
Historic Courthouse	727,168 SF	1932	901 N 9 <sup>th</sup> St
Public Safety Building	414,461 SF	1928	821 W State St

- b. **Ownership/Departmental Jurisdiction:** The Courthouse Complex is managed by the Department of Administrative Services – Facilities Management Division. Tenants not with Milwaukee County may have jurisdiction over portions of the Complex and will need to be coordinated with for access.
- c. **Building Occupancy:** The Courthouse Complex buildings are all in use daily, by Milwaukee County staff as well as the general public. Planning and coordination through Milwaukee County Facilities Management staff will be required for access to all building spaces. Staff will likely be occupying spaces during assessment.
- d. **History:** Milwaukee County will share existing information on buildings to assist potential proposers in understanding current building materials, condition of materials, floor plans, access to equipment, etc. Due to the large number of construction and renovation projects that have occurred in these buildings over the last century, we cannot guarantee that plans provided will be completely accurate to current building conditions.
- e. **Related Projects:** The IJCC project is currently ongoing, with multiple aspects of planning and design occurring concurrently. An asbestos and lead assessment of the Courthouse Complex is currently in progress. Draft reports of this assessment can be provided for potential consultants to understand what information is being gathered with that assessment.

## II. GENERAL PROJECT DESCRIPTION

- a. Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to provide a Hazardous Materials Assessment and Disposal Report for the Courthouse Complex in support of the IJCC project. Assessment and report will provide comprehensive documentation of quantities, types, locations, and disposal needs for hazardous materials in the Courthouse Complex as required for renovation and demolition per the WNDR publication WA-651. Hazardous materials to be assessed include, but are not limited to, chemical containers, drums with known and unknown contents, fluorescent lights which may contain PCBs, mercury, and batteries. Asbestos and lead have been documented in a separate assessment and are not included in the scope of this RFP.

## III. SCOPE OF CONSULTANT SERVICES: The successful consultant shall provide all services as specified per the standard terms and conditions of the AIA C103 Standard Form Agreement between Owner and Consultant without a predefined scope of services (copy will be emailed upon request).

### a. Initial Consultation and Project Planning

- i. **Preliminary Meeting:** Meet with key stakeholders to understand specific project goals, concerns, and any known hazardous materials or historical issues with the property.
- ii. **Document Review:** Review any available building plans, renovation history, maintenance logs, or previous assessments related to hazardous materials.
- iii. **Site Walkthrough:** Conduct a preliminary walkthrough to get familiar with the layout and identify all hazardous materials concerns.

### b. Site Inspection

**Complete a general inspection for hazardous materials as required for renovation and demolition as per the WNDR publication WA-651 (Attachment 4).**

#### **Items to be inspected include but are not limited to:**

- i. **Lighting fixtures, ballasts, bulbs, lamps** – fluorescents and others may contain mercury or PCBs.
- ii. **Meters, switches, gauges, thermostats** – may contain mercury.
- iii. **Exits signs** – may contain radioactive tritium or phosphorus coating.
- iv. **Fire alarms** – may contain radioactive material.
- v. **Fire doors, extinguishers** – may contain carbon tetrachloride.
- vi. **Drinking fountains, refrigerants** – may contain chlorofluorocarbons (CFCs).
- vii. **Batteries** – may need to be disposed of separately from other wastes.
- viii. **Drums and Containers** - Inspect drums and containers with known and unknown contents, including but not limited to paints, solvents, and oils. Determine the contents of drums and containers and the disposal requirements for each hazardous substance.
- ix. **Any other potentially hazardous materials that may be discovered. Asbestos and Lead assessments are not included in this RFP.**

### c. Sampling and Laboratory Analysis

- i. **Sample Collection Protocol:** Adhere to EPA, OSHA, and state/local protocols for sampling and handling materials. Collect material samples as necessary to determine contents of drums, containers, or other potential hazardous materials.
- ii. **Laboratory Analysis:** Submit samples to an accredited laboratory for analysis.

Arrange for chain-of-custody documentation to ensure sample integrity.

d. **Risk and Disposal Assessment**

- i. **Risk Categorization:** Classify findings by level of hazard based on concentration, location, and exposure potential. Prioritize immediate actions for any materials posing a significant health risk.
- ii. **Compliance and Regulatory Requirements:** Outline compliance requirements for materials found, referencing applicable local, state, and federal standards.
- iii. **Disposal Requirements:** Determine the disposal requirements for all drums and containers containing potentially hazardous substances, as well as any other hazardous materials found during the assessment that will need to be removed prior to renovation or demolition.

e. **Documentation and Reporting**

- i. **Assessment Report:** Provide a comprehensive report with details on each hazardous material identified, sampling locations, and lab analysis results. Include visual documentation such as floor plans and annotated photos of sample locations and materials identified. Provide a summary table for all materials identified, along with location, risk level, and quantity. Provide disposal requirements for any hazardous materials found during the assessment. Include an Executive Summary with key findings, risks, and future actions to be taken in a concise format for easy reference by Milwaukee County decision-makers.

f. **Hazardous Material Disposal**

- i. Determine the disposal requirements for all hazardous materials found during the assessment. Work with County Staff to determine which materials need to be disposed of prior to building renovations or demolitions. Contract disposal contractors for all drums or containers that are to be removed, as well as assist with any other hazardous materials that need specialized disposal.

IV. **PROJECT SCHEDULE**

- a. **7/7/2026** Issue Request for Proposal
- b. **7/16/2026** Pre-proposal Meeting on Teams, 10 AM, Thursday July 16th
  - i. Email [casey.mcquin@milwaukeecountywi.gov](mailto:casey.mcquin@milwaukeecountywi.gov) for invitation
  - ii. Milwaukee County reserves the right to not answer project-specific questions within 72 hours of RFP due date (after 3:00 pm on 7/24/26).
- c. **7/28/2026** Proposals Due
- d. **8/5/2026** Selection Committee selects consultant.
- e. **9/1/2026** Consultant contract awarded (approximate date).
- f. **9/8/2026** Assessment to start after contract is awarded
- g. **10/16/2026** Expected Assessment completion date
- h. **11/6/2026** Expected Report and disposal recommendations
- i. **12/11/2026** Expected disposal completion

V. **PRE-PROPOSAL MEETING**

- a. There will be a virtual pre-proposal meeting on Thursday July 16<sup>th</sup> at 10 AM
  - i. Email [casey.mcquin@milwaukeecountywi.gov](mailto:casey.mcquin@milwaukeecountywi.gov) for invitation or use link below:

<https://teams.microsoft.com/meet/214479588586691?p=THOGDO8Admb9Zgc1Ug>

Meeting ID: 214 479 588 586 691

Passcode: nV7yQ9Aa

VI. **RELATED WORK BY OTHERS**

- a. Milwaukee County will provide access to all drawings and files available about the buildings and systems in question.
- b. Milwaukee County will provide access and escorts as needed.

VII. **SUBMISSION REQUIREMENTS:** The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 5). The proposal shall include the Consultant Proposal Form (Attachment 6) and the following information:

- a. **Cover Page:** Include project number and name, project location, consultant's name, address, telephone number, e-mail address, proposal date, etc.
- b. **Table of Contents:** Include an identification of the material by section and page number.
- c. **Letter of Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- d. **Description of the Organization:** A description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.
- e. **Description of the Organization's Experience:** Include a list of similar projects that the consultant has participated in during the past five years. Attach a separate sheet for each project - up to three maximum - giving a brief description of each project, the consultant's participation, and a client contact reference and phone number.
- 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 with similar work.
- g. **Project Approach:** Provide a description of challenges you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- h. **Project Schedule to Completion:** Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the "Project Schedule" section of this RFP.
- 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. Provide this information per building.
- j. **TBE Firm Goals:** The Targeted Business Enterprise participation goal for this project/contract **13.51%**.
  - i. The Office of Economic Inclusion (OEI) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified under the Unified Certification Program following Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

For a non-certified firm bidding or proposing as Prime, participation may be

obtained utilizing a TBE firm, whether DBE, MBE, or WBE. This allows for increased participation by providing opportunities for multiple certifications to be included in the project.

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

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

- ii. Contact the OEI Office at [OEIcompliance@milwaukeecountywi.gov](mailto:OEIcompliance@milwaukeecountywi.gov) for questions related to TBE requirements. Attachment 7 provides the forms that will need to be completed along with the proposal.
  
- 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 an actual cost not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. Provide the fee proposal per building.

#### VIII. **CONSULTANT SELECTION**

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

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

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

The consultant should consider information on this website to be part of the official RFP. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal date.

#### IX. **GENERAL REQUIREMENTS**

- a. The selected consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
  
- b. Selected consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being

considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.

- c. The selected consultant must be an Equal Opportunity Employer.
- d. The proposal shall conform with all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
- e. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County is the sole responsibility of the submitting party. Material submitted will not be returned.
- f. The proposal must be submitted via email.
- g. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.
- h. Any staff intending to work inside the Courthouse complex will need to comply with Milwaukee County Sheriff's Office Information Release Process as well as Milwaukee County Facilities Management Division Background Release authorization. Access to specific areas of the complex will require coordination and in some cases be limited to availability of staff. The consultant(s) selected for award will need to complete and submit these forms prior to commencement of the project. The forms will be included in the documents given to the winning consultant(s).

Submit one electronic copy in PDF format no later than **July 28<sup>th</sup> at 3:00 PM.**

The proposals shall be addressed and submitted to:

Casey McQuin  
Environmental Engineer  
casey.mcquin@milwaukeecountywi.gov

Please direct any questions about this RFP to Casey McQuin at (414) 573-4317 or casey.mcquin@milwaukeecountywi.gov.

Sincerely,

Casey McQuin

Project Manager

Attachments:

1. Project Location Maps
2. Historic Courthouse Floor Plans
3. Public Safety Building Floor Plans
4. WDNR Publication WA-651
5. Proposal Preparation, Submission and Evaluation
6. Consultant Proposal Form
7. TBE Forms