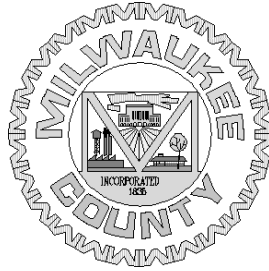


MILWAUKEE COUNTY



Department of Administrative Services

Facilities Management Division

Architecture, Engineering & Environmental Services

**600 N Plankinton Ave,
Milwaukee, Wisconsin 53203**

REQUEST FOR PROPOSAL FOR

Professional Services

PROJECT NO. WJ012101

Oct 26, 2026



Milwaukee County

Date: Oct. 26, 2026

Re: Request-For-Proposals (RFP)

Project Name: CRC Roof Replacements – 600 & 400 Bldgs.

Project Address: Community Reintegration Center, 8885 S. 68th Street, Franklin, WI 53132.

Project No. WJ012101

Proposal Due: Nov 18th, 2026, at 3:00 PM

Milwaukee County Department of Administrative Services, Facilities Management Division (DAS-FMD) is requesting proposals for Professional Services to provide design, preparation of bidding documents, bid services, construction administration, and cost estimating a for complete roof replacement of buildings 600 and 400 at the Community Reintegration Center, 8885 S. 68th Street, Franklin, WI 53132.

Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for conservation, waste management and the quality of indoor environment. The County will require that such strategies be explored in accordance with the per the Milwaukee County Climate Action Plan and Sustainable Design Standards (Attachment H), in the design of this project. The following tenets are to be considered in all aspects of the project:

Our Vision:

By achieving racial equity, Milwaukee is the healthiest county in Wisconsin.

Our Goals:

Create Intentional Inclusion:

- A. Reflect the full diversity of the County at every level of County government.
- B. Create and nurture an inclusive culture across the County.
- C. Increase the number of County contracts awarded to minority and women-owned businesses.

Bridge the Gap:

- A. Determine what, where and how we deliver services based on the resolution of health disparities.
- B. Break down silos across County government to maximize access to and quality of services offered.
- C. Apply a racial equity lens to all decisions.

Invest in Equity:

- A. Invest “upstream” to address root causes of health disparities.
- B. Enhance the County’s fiscal health and sustainability.
- C. Dismantle barriers to diverse and inclusive communities.

1. **BACKGROUND**

LOCATION: Community Reintegration Center

PROJECT ADDRESS: 8885 S. 68th Street, Franklin, WI 53132.

OWNERSHIP / DEPARTMENTAL JURISDICTION: Community Reintegration Center Operations

The structure of the facility is owned by Milwaukee County. The user department is CRC

ADOPTED BUDGET ITEM REFERENCE:

The project design and construction are funded under the Milwaukee County Capital Budget.

2. **GENERAL PROJECT DESCRIPTION**

The Community Reintegration Center (CRC) 600 & 400 Bed Dormitory Building roofs were built in 1997 and are approximately 120,000 square feet in total. The life expectancy of roofs is approximately 25 years. As of 2026, the roofs are 4 years past standard life expectancy and have multiple leaks in several sections. Leaks due to vent, base, corner, and curb flashing failures have caused damage to interior walls and ceiling tiles below. Expansion joint covers protect details designed to allow for expansion and contraction of the building's structure and these are damaged, rusting and in some cases missing. There have been several temporary repairs over the past 5 years, however, the maintenance staff has recommended roof replacement versus temporary repairs due to the significantly deteriorating condition of the roofing surface. The recommendation to replace the roof soon, in lieu of additional repairs, has also been made by a 3rd party roofing consultant (report attached).

In addition, there is currently no means of fall protection in place, causing safety risks for any maintenance staff or contractors servicing equipment on the roof. **This safety risk is to be mitigated by adding a fall protection system during the roof replacement project.**

Lastly, this roof area was highlighted in the County's Solar Feasibility Study as one of the solar array projects with highest potential for greenhouse gas reduction and quickest financial payback. Knowing this, future-proofing this roof during a replacement project will allow for a solar array to be installed in the future (if and/or when funds become available). **This scope depends on a structural analysis of roof capacity.** Refer to enclosed Project Charter for more information.

There will not be any pre-quote onsite meetings. If an offeror wants to visit a site, they must coordinate with Milwaukee County PM Christian Braun and will not be re-imbursed for their time.

3. **SCOPE OF THE PROJECT**

Based on a Project Charter prepared by Milwaukee County, Milwaukee County AE&ES will hire an A/E who is responsible for design, preparation of bidding documents, bid services, and construction administration, as described below and in the applicable AIA contract.

The A/E is under contract with Milwaukee County from start to finish. See AIA contract for additional scope of services. (*Attachments N & M*)

4. **SINGLE SERVICE PROVIDER**

The focus is on selecting a Primary Consultant who has the skills to assemble a consulting team that has the expertise to address the Scope of Work. The Primary Consultant must demonstrate the ability to lead the consulting team to meet all the Owner's requirements for all phases of work and each required discipline. Their leadership is crucial to facilitate, articulate and further the Mission of Milwaukee County.

The Professional Services Agreement will be awarded as a single service provider contract. Basic services in general include existing condition documentation, study/programming, schematic design, design development, preparation of construction documents, bidding and construction administration per the standard terms and conditions of, AIA B101-2017. The project will be administered by Milwaukee County DAS-AEES.

5. BASIC DESIGN SERVICES

The successful Consultant shall provide all services as specified as outlined in this RFP and per the standard terms and conditions of AIA B101-2017 modified to incorporate Milwaukee County requirements attached as Attachments M & N. Both contracts will be finalized after the Consultant is selected.

6. GENERAL REQUIREMENTS

The Consultant for this project shall:

1. Task 1 - Field Investigation and Construction Documents:

- Provide site investigation of the existing site – confirm existing conditions. Assume responsibility for all engineering disciplines required to complete design.
- Provide recommendations for cost-effective, long-lasting roofing systems appropriate for Municipal construction.
- Assemble Construction Documents, update as needed to match current conditions.
- Coordinate final project requirements with the CRC Department.
- Provide a proposed project schedule, including expected construction duration.

2. Task 2 - Drawings and Technical Specifications:

- Provide 100% plans and specifications for bidding.
- Coordinate Plan Review and approvals prior to final document delivery, if required.
- Coordinate potential hazardous material abatement with Environmental consultants.
- Confirm Federal NEPA requirements are addressed.

3. Task 3 - Cost Estimation and Procurement:

- Develop probable (2) construction cost estimates.
- Provide bid review/question and answer and pre-bid walkthrough services.

4. Task 4 – Construction Administration:

- Provide Agenda, distribute minutes facilitate Construction kick-off meeting.
- Curate and review submittals with O&M staff. Provide a submittal log.
- Review of RFI's, create and direct Construction Bulletins as needed.
- Review pay applications, provide fair and reasonable cost reviews for contract modifications.

- Provide onsite inspection, including additional visits required to address site related site issues.
- Close out- Conduct and provide final punch list documentation, coordinate as-built documents and O&M manuals with user groups.

The consultant shall include, as part of their contract, subconsultants that will be required based on the project scale, type of facility and specialized functions. These subconsultants, along with their expertise and level of participation, shall be indicated in the consultant's proposal.

The consultant shall provide the following basic services as indicated in Article 3 of AIA B101-2017:

- AIA B101-2019 – 3.2 Schematic Design Phase Services
- AIA B101-2019 – 3.3 Design Development Phase Services
- AIA B101-2019 – 3.4 Construction Documents Phase Services
- AIA B101-2019 – 3.6.7 Other Basic Services

7. QUALITY CONTROL

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

8. PROPOSAL CONTENT

The Proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (*Attachment B – Design Proposal*). The proposal shall include the Consultant Fee Proposal Form (*Attachment A.4 – Consultant Fee Proposal Form*) and the following information:

Cover	- Shall include the project number, project name, project location, Primary Consultant's name, address, telephone number, FAX number, e-mail address, and proposal date.
Table of Contents:	-Include an identification of the material by section and page number.
Cover Letter:	-Include the name and description of the Primary Consultant's team submitting the proposal briefly stating the proposer's understanding of the service to be provided. Proposers <u>shall acknowledge</u> the receipt of any amendments to the Request for Proposal (RFP).
Organization Description	-Include a brief description of the organization submitting the proposal. Include the name, legal status (corporation, partnership, etc.), professional registration / certification, 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.
Organization's Experience	-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 organization's participation.
Team and Staff	-Include the 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 oversee this project. Provide a resume for everyone involved in this project, and include their name, title and/or duties for the project, professional registration, and relevant certifications.

**Alternate
Principal-in-Charge**

-Include the name of an alternate Principal-in-Charge in the event that the originally declared Principal-in-Charge cannot fulfill their duties. Milwaukee County DAS-FM also reserves the option to review and approve an Alternate Principal-in-Charge.

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 service they would provide. Also state their experience in the field.

TBE Participation

-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 by the Unified Certification Program under Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

Targeted Business Enterprise (TBE) participation goal for this RFP is **17%**. To be considered, you must submit signed *Commitment to Contract with TBE* (TBE-14) forms, one for each of the TBE firms included to meet participation. TBE-14 form(s) must identify (1) the TBE firm by name and address, (2) the scope of service(s) to be provided, (3) the dollar amount and (4) the percentage. The form is first completed and signed by the Prime, then forwarded to the TBE subconsultant for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form may be considered non-responsive. OEI is entitled to reject your Proposal for improperly completed forms.

OEI may be contacted at 414-278-4851 or OEIcompliance@milwaukeecountywi.gov for assistance in identifying TBE firms and understanding the County's TBE Program.

The official UCP directory of eligible DBE firms can be accessed through the following link:

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

The official directory of eligible MBE and WBE firms may be found at the following link: <https://wisdp.wi.gov/Search.aspx>

Adherence with prompt payment requirements is monitored through information entered into the Diversity Management and Compliance System, utilizing B2GNow software. Prime consultants are required to report payments received from the County and amounts paid to subconsultants. 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 subconsultant, 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 subconsultants, including both TBE and non-TBE firms.

The Targeted Business Enterprise (TBE) Utilization Specifications and forms to be used are included in the RFP (*Attachment D*).

Project Approach	-Provide a description of the approach your Team proposes to use for this project. Include architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss strategy to incorporate Milwaukee County Sustainable Design Standards (Attachment H) per County Board Action File No. 25-315. Consultant shall also show how you plan to staff the project to efficiently complete the work effort.
Constant Effort	-Include a spreadsheet listing the hourly rates and hours to be spent on each required task to be complete as described in this Request for Proposal.
Design Schedule	-Provide a bar chart form schedule indicating a sequenced timetable, with relationship of tasks which are necessary to complete the project, based on the tentative timetable provided in this RFP. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the proposed timetable cannot be met.
Fee Proposal	-The fee for this project shall be clearly stated as a lump sum fee, for basic design services as detailed in this document. Reimbursable expenses shall be per guidelines in Attachment F, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition for Professional Services. Defined as over and above compensation for basic services, they are unique and non-recurring.

11. PROPOSAL EVALUATION

See *Attachment B* for the Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize that this is not a bid procedure, and a Professional Services Agreement will not be awarded solely based on the low fee proposal. Milwaukee County reserves the right to accept or reject 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.

12. GENERAL REQUIREMENTS

- Any Contractor affiliated (contractual agreement) with the Primary Consultant who is awarded a consultant agreement for professional services for the project shall be prohibited from submitting bids in the construction bidding process. Also prohibited from providing service work on the project to the contractor or construction administrator or any of their sub-contractors.
- The successful 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.
- 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 is the only official method through which interpretation, clarification, or additional information will be given.
5. Proposals must be responded to each listed in the Proposal Content, in order, as presented and in the form or format as requested. Each response must be identified by heading and must respond entirely to each segment without reference to any other part of the proposal.
6. The proposal must be submitted via an emailed pdf document to:
christian.braun@milwaukeecountywi.gov
7. All cost for preparing a proposal, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
8. With the signing and submission of a proposal, the submitting Consultant certifies that the standard terms and conditions of the, AIA B101-2017 modified Standard Form of Agreement (which 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.
9. The successful consultant must provide the insurance coverage stated in section 2.5.8 of the B101-2017, along with all other insurance coverage stated in the agreement.

PROPOSAL SUBMISSION REQUIREMENTS

1. Submit an electronic copy of the proposal in a PDF format. Proposal package must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Proposals that are not properly identified or received after the time and date listed will be rejected.
2. Please submit the Proposal Electronically no later than 4:00 PM on Wednesday, November 18, 2026, to:
Design Proposal – CRC Roof Replacements – 600 & 400 Bldgs.
600 North Plankinton Ave., Suite 600
Milwaukee, Wisconsin 53203
Email PDF to: christian.braun@milwaukeecountywi.gov

Any questions regarding this RFP should be addressed to Christian Braun in a written format by email at least ten (10) days prior to the proposal due date to the address below:

Sincerely,
Christian Braun
Project Manager
Architecture, Engineering & Environmental Services

Cc:

Attachment A:	Consultant Fee Proposal Form
Attachment B:	Proposal Preparation Submission and Evaluation Guidelines
Attachment C:	NOT USED
Attachment D:	Targeted Business Enterprise (TBE) Requirements and TBE-14 Form
Attachment E:	Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule
Attachment F:	Guidelines for Reimbursable Expenses
Attachment G:	Required Invoice Format
Attachment H:	Sustainable Design Standards
Attachment I:	Record Documents
Attachment J:	Subconsultant Listing
Attachment K:	Subconsultant Compliance Certification
Attachment L:	Consultant Agreement Closeout Checklist
Attachment M:	Modified B101
Attachment N:	Modified A201
Attachment O:	Modified C103