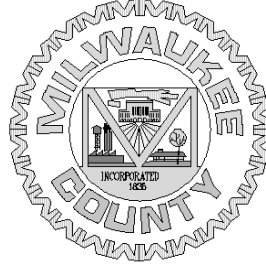


MILWAUKEE COUNTY



Department of Administrative Services

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

**REQUEST FOR PROPOSAL
FOR**

Mitchell and Kosciuszko Lagoons Shoreline Work

PROJECT NO. WP0812012

October 2025

To All Interested Consultants

Project : Mitchell and Kosciuszko Lagoons Shoreline Work

Project No.: WP0812012

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

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to design and prepare construction documents for the design of shoreline restoration at Milwaukee County's Mitchell Park and Kosciuszko Park Lagoons.

I. BACKGROUND

Mitchell Park is owned and operated by the Milwaukee County Department of Parks, Recreation and Culture and is located at 524 S Layton Blvd, Milwaukee, WI 53215. Please see attachment 1 for location map. The facility is used as a public park and horticulture conservatory. Mitchell Park Lagoon is a 3.13-acre lagoon in the center of the park and is used for fishing, has a paved path around it for walking, and is a habitat for various animals. The lagoon receives water through the City of Milwaukee water supply, precipitation, runoff/drainage from the contributing watershed, and three known storm inlets. It is unknown if there are additional inlets and what the drainage area of some of the inlets are. The lagoon loses water through evaporation and the overflow (outlet) structure on the northeast side of the lagoon.

Kosciuszko Park is owned and operated by the Milwaukee County Department of Parks, Recreation and Culture and is located at 2201 S 7th St, Milwaukee, WI 53215. Please see attachment 1 for location map. The facility is used as a public park and has a community center, playground, tennis courts, aquatic center, boxing gym, and lagoon. The Kosciuszko Lagoon is an approximately 2.6-acre lagoon and is used for fishing, has a paved path around it for walking, and is a habitat for various animals. The lagoon receives water through a 4" PVC fill line that is connected to City of Milwaukee water, rainfall, runoff/drainage from the contributing watershed (4.4 acres). The lagoon loses water through evaporation and the overflow structure that is most likely connected to the combined sewer that leads to S 7th St.

II. GENERAL PROJECT DESCRIPTION

Milwaukee County is seeking a consultant to provide engineering design services to design and to complete construction documents for bidding purposes for the shoreline rehabilitation at Mitchell and Kosciuszko Lagoon. This will be awarded to one consultant under one contract.

Work already complete for the project includes the installation of pollinator gardens using native plants in areas just outside the shoreline at both lagoons, the installation of a Bio-Health Pod System at both lagoons, and water testing at both lagoons.

Objectives for design for each lagoon are described below:

Mitchell Park Lagoon

At the Mitchell Park Lagoon the goal is to improve water quality and recreation. The lagoon is consistently used by the public to fish, so solutions to improve that experience are important.

Currently, the issues facing the lagoon are shoreline erosion in spots, invasive plant species, poor water quality due to high nutrient loadings and litter. Please see attachment 2 for water testing results and attachment 3 for pictures showing issues. Milwaukee County is looking to reduce shoreline erosion by establishing native vegetation in areas where erosion or bare spots are present with plants are no taller than knee high for better visibility of the lagoon. The native plants shall consist of robust varieties that can effectively withstand dead-heading pruning and flail mowing. Included in the design there shall be a minimum hardscape buffer to be established around the ordinary high-water mark of the lagoon, and that paths be moved outside of this buffer zone for improved filtration for direct runoff. If possible, to improve fishing Milwaukee County would like to install hardscape features in spots around the lagoon to improve fishing and lower the chance for shoreline erosion. Overall, construction work at this lagoon is expected to be minimal for the shoreline and only in spots.

Kosciuszko Lagoon

At Kosciuszko Park Lagoon the main priorities are to improve water quality and aesthetics of the lagoon. The main issues at Kosciuszko Park Lagoon include the shoreline erosion, tall woody vegetation obstructing the view of parks users causing safety concerns, and poor water quality due to high nutrient loadings. Please see attachment 2 for water testing results and attachment 3 for pictures showing issues. Included in the design there should be a minimum hardscape buffer to be established around the ordinary high-water mark of the lagoon, and that paths be moved outside of this buffer zone for improved filtration for direct runoff. The shoreline erosion on the east side of the lagoon is the highest priority item as it is believed to be caused by runoff from the parking lot adjacent to the lagoon. To address this erosion on the east side of the lagoon the consultant shall design a demolition solution for the parking to reduce its impact on the lagoon and relocate the path further east away from the lagoon to establish a buffer. The goal would not be designing a new parking lot. Native plants are preferred to be installed in the buffer that are around knee height to allow for better visibility around the lagoon. The native plants shall consist of robust varieties that can effectively withstand dead-heading pruning and flail mowing.

- 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 AIA B101 (actual cost not to exceed) (copy will be emailed upon request).

Basic Services

- **Project Management:** Staff and subconsultant management, invoice and other work as necessary for project delivery.

Design

1. Work with Milwaukee County surveyors to complete any survey work needed for construction plans.
2. Provide agency coordination and cost for all plan reviews and permits required.
3. **Design Plans and Technical Specifications** – The consultant shall prepare detailed design plans and specifications for bidding and construction. Milwaukee County will provide AutoCAD template drawing file and drawing borders. The submission of the plans and technical specifications will be done in four phases:
 - a. Preliminary (30%) design plans.
 - b. Interim (60%) design plans and technical specifications.
 - c. Prefinal (90%) design plans and technical specifications.
 - d. Final (100%) design plans, technical specifications, and engineer's construction cost estimate.
4. **Review Comments** – Preliminary, Interim and Prefinal design plans and technical specifications will be reviewed by stakeholders for comments before moving forward with the final design

plans and technical specifications. Milwaukee County will coordinate this effort.

5. **Meetings:** Schedule, attend and facilitate a project design kickoff meeting. The consultant shall be prepared to host meetings on Teams at each project design phase to answer questions stakeholders may have.
6. **Front End Specifications** – Milwaukee County can provide the front-end documents for preparing the design plans and technical specifications such as the project manual, bid forms, general conditions, etc. The consultant shall provide the technical specifications and Milwaukee County would put them together with the front-end specifications.
7. **Professional Engineer** – The final design plans are to be stamped by a Professional Engineer licensed in the State of Wisconsin.

Bidding and Construction

- Attend construction pre-bid meeting.
- Document all information requested by bidders and interpretation of bidding documents in writing to the owner.
- Any information needed to clarify any condition which might affect the cost of the work bid shall be answered 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.
- Attend Pre-Construction meeting.
- Include time to attend three (3) construction progress meetings.
- Answer Request for Information (RFI) submitted by General Contractor with Milwaukee County review and approval.
- Review and approve with Milwaukee County (AE&ES) all submittals such as shop drawings, product data, and samples covering specified materials in the bidding documents.
- Include time to provide technical support by answering project-related questions throughout the construction progress.
- Prepare and submit punch list, substantial completion, and acceptance documentation for the project.
- Prepare as-built record drawings.
- Prepare an operation and maintenance manual and train parks staff on the native vegetation.

IV. **QUALITY CONTROL**

- a. 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.

V. **PROJECT SCHEDULE**

- a. **10/1/2025** Issue Request for Proposal
- b. **10/9/2025** Optional Pre-proposal Meeting on Teams, 10:00 AM,
 - i. Email aaron.brasfield@milwaukeecountywi.gov for invite
- c. **10/16/2025** Proposals Due
- d. **10/23/2025** Selection Committee selects consultant.
- e. **11/26/2025** Consultant contract awarded (approximate date).
- f. **1/16/2026** 30% Design Plans and technical specifications
- g. **2/20/2026** 60% Design Plans and technical specifications
- h. **3/13/2026** 90% Design Plans and technical specifications
- i. **4/3/2026** Final design plans, technical specifications, and engineer's construction cost estimate due.
- j. **6/1/2026** Anticipated Construction Start
- k. **8/7/2026** Anticipated Construction Completion

VI. **SUBMISSION REQUIREMENTS:** The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 4). The proposal shall include the Consultant Proposal Form (Attachment 5) 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 with 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. Description of Project Team/Resumes: Provide an organizational structure of the consultant's project team, including any subconsultants 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 be in charge of this project.

Provide a one-page resume for each individual involved in the project, and include their name, title, address, telephone number, e-mail address, duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and Proposals.

- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. TBE Firm Goals: The Targeted Business Enterprise participation goal for this project/contract **7.52%**.
 - 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 for questions related to TBE requirements. Attachment 6 provides the forms that will need to be completed along with the proposal.

- I. **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.
- m. **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.

VII. **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.

VIII. **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 are 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.

Submit one electronic copy in PDF format no later than October 16, 2025 by 3:00

p.m. The proposals shall be addressed and submitted to:

Aaron Brasfield
Environmental Engineer
Aaron.brasfield@milwaukeecountywi.gov

Please direct any questions about this RFP to Aaron Brasfield at (414) 750-5287 or
aaron.brasfield@milwaukeecountywi.gov.

Sincerely,

Aaron Brasfield

Project Manager

Attachments:

1. Project Location Maps
2. Lagoon Water Quality Testing Results
3. Pictures of Kosciuszko and Mitchell Lagoon
4. Proposal Preparation, Submission and Evaluation
5. Consultant Proposal Form
6. TBE Forms

ATTACHMENT 1
PROJECT LOCATION MAP

Kosciuszko Park Lagoon



- Storm Sewer Structure Points
- Lagoon Fill Line
- Storm Sewer Pipe Lines
- Pollinator Gardens

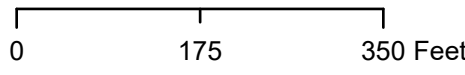
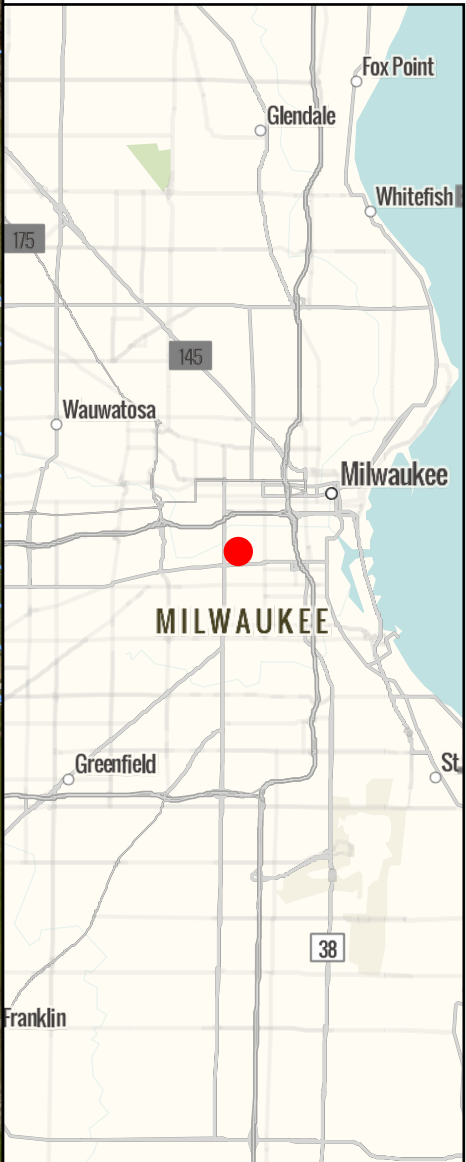


0 95 190 Feet

Mitchell Park Lagoon



- Storm Sewer Structure Points
- Lagoon Fill Line
- Storm Sewer Pipe Lines
- Storm Sewer BMP Polygons
- Treatment Wetland



ATTACHMENT 2

LAGOON WATER QUALITY TESTING RESULTS

Kosciuszko and Mitchell Lagoon Water Quality Testing

The purpose of water quality testing at Kosciuszko and Mitchell lagoons was to determine if the water quality at both lagoons was safe for the public and able to function as a fish habitat.

Testing parameters to test water quality in both lagoons:

- Nitrates (NO₃): Nitrates are essential plant nutrients, but in excess amounts they can cause significant water quality problems. Together with phosphorus, nitrates in excess amounts can accelerate eutrophication, causing dramatic increases in aquatic plant growth and changes in the types of plants and animals that live in a body of water. In result, it affects dissolved oxygen, temperature, and other indicators. Concentration of 0.5-1.5 mg/L is an indicator that a water body is eutrophic.
- E Coli: To the degree of bacteria contamination of the waters. E coli bacteria are not pathogenic but are widely used as a surrogate measure for the presence of pathogens because they are easier to test for. The EPA standard is 235 cfu/100 mL for single sample max at beaches.
- Total suspended solids (TSS): TSS is a measure of the amount of particulate matter in the water. TSS can cause problems for fish by clogging gills, reducing growth rates and lowering resistance to disease. TSS reduces light penetration thus limits photosynthesis. Suspended solids absorb heat from sunlight, which increase water temperature and decreases dissolved oxygen. Concentration below 30 mg/L are generally considered good, which concentration above 100 mg/L are considered high.
- Total phosphorus and dissolved phosphorus: Key nutrient affecting the amount of algae and weed growth. Originates from a variety of sources, including human and animal wastes, soil erosion, detergents, septic systems, city water, and runoff from lawns. Total phosphorous values greater than 30 ug/L are an indication of eutrophic conditions.
- Turbidity: Measurement of the visual clarity of a water sample and indicates the presence of fine suspended particulate matter.
- Chlorophyll a: A measure of algal mass in water. Values above 15 ug/L are considered eutrophic.
- Chloride: Can adversely affect aquatic life; EPA chronic water quality level is 230 mg/L.
- pH: pH affects most chemical and biological processes in water. It is one of the most important environmental factors limiting species distributions in aquatic habitats. Different species flourish within different ranges of pH, with the optima for most aquatic organisms falling between pH 6.5-8. U.S EPA water quality criteria for pH in freshwater suggest a range of 6.5 to 9.
- Conductivity: A measure of dissolved solids; high levels and large change indicate pollution. Conductivity in water is affected by the presence of inorganic dissolved solids such as chloride, nitrate, sulfate, and phosphate anions (ions that carry a negative charge) or sodium, magnesium, calcium, iron, and aluminum cations (ions that carry a positive charge). 400 umho/cm is considered to be a high level of conductivity.
- Alkalinity: A measure of buffering capacity of the water.
- Secchi Depth: A visual measure of water clarity.

2024 Results Summary

Water sampling took place on July 10, 2024, in the afternoon at both Kosciuszko and Mitchell lagoons. Before sampling, the bottle used to take samples was washed three times to prevent contamination of the samples. After the bottle was washed, an official sample was taken at minimum 6 inches under the water to avoid as much surface debris as possible. Samples were taken in the same spot for each sample required for consistency. A pole with a bottle on the end was used to collect samples.

Kosciuszko Lagoon Results

- Overall stayed consistent with previous years.
- E coli stayed high but not above EPA single sample max at beaches.
- Total phosphorus of 0.15 mg/L shows water is eutrophic. Eutrophic waters are water high in plant nutrients like phosphorus. This could hurt fish populations in the lagoon because water showing eutrophic conditions usually means low dissolved oxygen. It could also result in increased algae growth reducing the aesthetic appeal and safety of the lagoon. Chlorophyll a being above 15 ug/L further supports that the lagoon could be eutrophic.
- pH is at 8.5, which is getting close to the limit of 9. A pH above 9 does not support much aquatic life and could support the release of ammonia in the lagoons which is toxic to aquatic organisms.

Mitchell Lagoon Results

- Overall stayed consistent with previous years.
- E coli was found much lower in Mitchell compared to Kosciuszko. However, it showed a slight increase compared to previous years.
- Total phosphorus was above contaminant levels. This result shows the water is eutrophic due to high plant nutrients or other organic sources like animal waste. Chlorophyll a being above its contaminant limits shows it would most likely be due to plants nutrients.
- Conductivity was found to be high. This shows there would be a high presence of inorganic dissolved solids.
- Similar to Kosciuszko, pH was high and close to 9.

Recommendations Based on Results:

- Establish a riparian buffer strip around each lagoon to reduce erosion, runoff entering the lagoon, and discourage geese from living around lagoon embankments.
- Utilize practices to prevent or lower nutrients entering into the lagoons.

Kosciuszko & Mitchell Park Water Sampling + Analysis

Park	Sample Date	E Coli	TSS	Nitrogen	Total P	Diss P	Turbidity	Chlor A	Chloride	pH	Alk	Conductivity	Secchi
	Contaminant Limits	235 cfu	100	0.5	0.03		50	15	230	6.5-9	75-200		4
		per 100 mL	mg/L	mg/L	mg/L	mg/L	NTU	ug/L	mg/L		mg/L CaCO3	umho/cm	ft
Kosciuszko Park	7/31/2017	130	40		0.160	0.016	29	32	24	8.53	140	375	
	10/18/2017	816	42		0.150	0.017	22	40	26	8.18	150	379	
	7/10/2024	180	29	ND	0.15	ND	26	25	14	8.5	150	330	
Mitchell Park	9/16/2003		11		0.299	0.086	7	39					2.5
	6/7/2004		9		0.070	0.006	4						>3.2
	6/15/2004		8		0.123	0.032	9						
	8/30/2004		8		0.123	0.028	6	16					
	9/15/2010	30*	4.8		0.077	0.068	3	17	20	7.57	130	344	
	7/31/2017	6	16		0.23	0.077	12	66	90	9.06	200	701	
	10/18/2017	22	13		0.15	0.023	9.2	29	91	7.97	210	675	
	6/27/2024	40	24	ND	0.14	0.12	14	22	90	8.8	200	640	

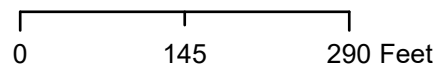
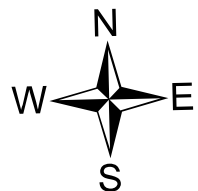
ND = Analyte not detected at or above the limit of detection.

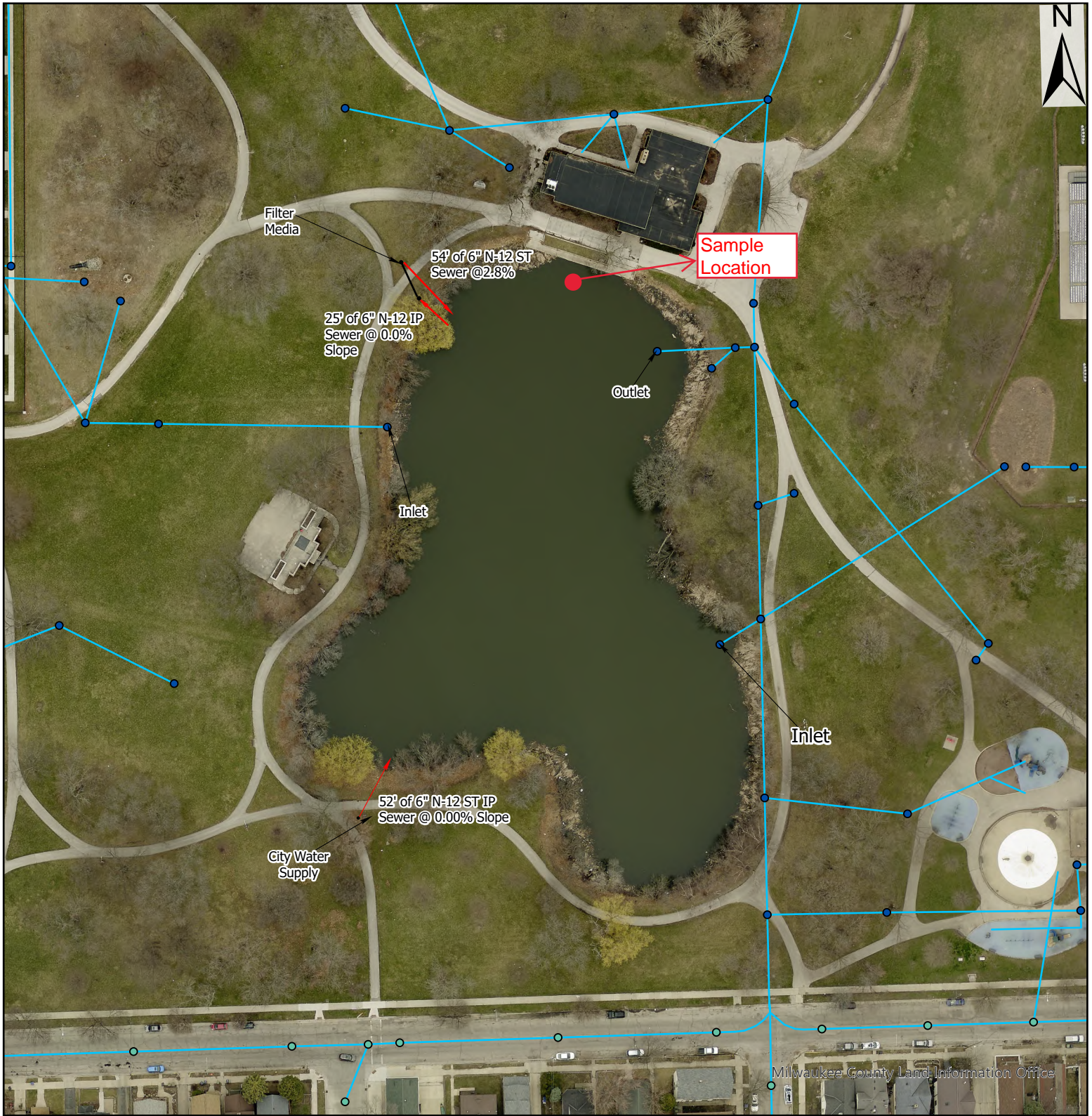


Legend

- Kosciuszko Lagoon Fill Line
- Kosciuszko Sewer Line
- Sanitary Sewer Manhole Points
- Street Centerlines
- Kosciuszko Sewer Points
- Storm Sewer Pipe Lines
- Storm Sewer Structure Points
- Kosciuszko Lagoon Drain
- Sanitary Sewer Pipe Lines
- Kosciuszko Lagoon Drainage Area

Kosciuszko Lagoon Inputs/Outputs





Legend

Storm Sewer
Structure Points

OWNER

- County
- Municipal

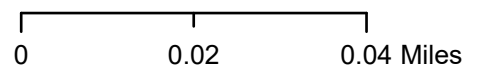
— Storm Sewer Pipe Lines

aerial\ortho_2022

RGB

- Red: Band_1
- Green: Band_2
- Blue: Band_3

Mitchell Park Lagoon



Milwaukee County Land Information Office

ATTACHMENT 3

PICTURES OF MITCHELL AND KOSCIUSZKO LAGOONS

Pictures of Mitchell Park Lagoon 8/5/2025



Figure 1: Picture of constructed wetland on northwest side of lagoon.



Figure 2: Picture of bare area on the shoreline from fisherman.



Figure 3: Picture of bare areas of shoreline on southwest side of the lagoon.



Figure 4: Picture of lagoon on west side looking west.

Pictures of Kosciuszko Park Lagoon 3/13/2024



Figure 1: Eroded shoreline on east side of lagoon by parking lot.



Figure 2: Picture of trail falling apart next to the lagoon.

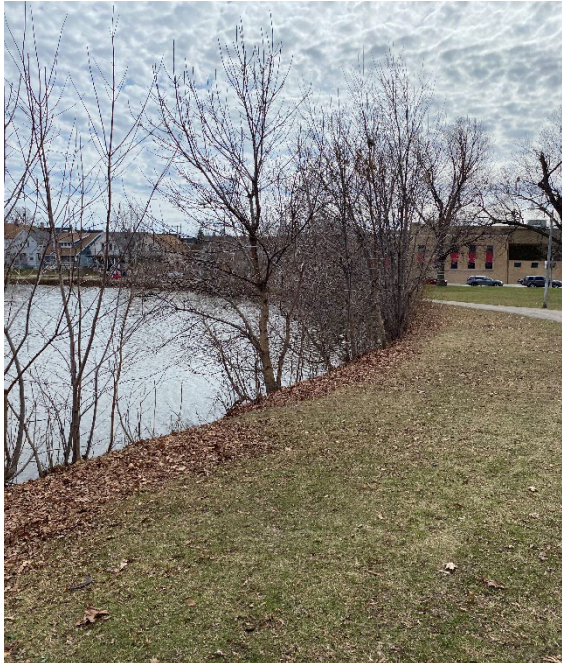


Figure 3: Wooded vegetation on south side of lagoon.



Figure 4: Picture on west side of lagoon looking east.

ATTACHMENT 4

PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

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 this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt

of offers. 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

Following a list of general criteria which will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- d. Fee and hourly rates. Weight: 15%.

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 which 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.

TASK	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
	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 5
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Mitchell Park and Kosciuszko Lagoons Shoreline Work
WP0812012**

CONSULTANT PROPOSAL

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

"ACTUAL COST – NOT TO EXCEED" fee

\$
(_____)

A. REIMBURSABLE EXPENSES

"ACTUAL COST – NOT TO EXCEED"

\$
(_____)

IV. ALLOWANCE

"ACTUAL COST – NOT TO EXCEED"

\$
(_____)

V. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 7.52% will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 6

TARGETED BUSINESS ENTERPRISE (TBE)
INSTRUCTIONS & FORMS

Office of Economic Inclusion (OEI)

COMMITMENT TO CONTRACT WITH TBE

TBE Information

TBE Firm Name:	Prime/Sub Options: (SELECT ONE)
Firm Address: (Cannot be a PO Box)	EIN Number:

Project Information

Project Name:	Project No.:
Total Contract Amount (less allowances): \$	TBE Goal:
Type of Contract: (SELECT ONE)	

Scope of Work

Scope of Work Detailed Description:	
--	--

Applicable NAICS: *If additional space is needed, please attach a separate sheet.

Work Scope Description:	NAICS:
Work Scope Description:	NAICS:
Work Scope Description:	NAICS:

1. TBE Contract Amount:**2. % of Total Contract:**

1. *The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations, the TBE sub-contract amount might NOT be based on the total project contract amount.*
2. *The percentage is based on the eligible scope of services that TBE participation can reasonably be obtained, which might not be based on the total project contract amount. The commitment percentage is the key indicator of TBE participation. The Pass/Fail determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple TBE companies the sum of the percentages MUST satisfy the minimum percentage stated in the RFP/BID. Note the percentage indicated on this document will be viewed by OEI the Prime's COMMITMENT to the TBE company.*

Bidder/Proposer Commitment

(To be completed by firm committing work to TBE)

I certify that the TBE firm quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from the TBE firm listed herein. *(Prime Contractor/Consultant)* _____
(Phone) _____, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Signature of Authorized Representative

Name & Title of Authorized Representative

Date

TBE Affirmation

(To be completed by TBE Owner/Authorized Representative)

- **I affirm that our firm is certified as (SELECT ONLY ONE)**
- **I affirm this firm is owned by a (SELECT ONLY ONE)**
- **I affirm that the majority owner's ethnicity is (SELECT ONLY ONE)**
- I affirm that the Wisconsin UCP has certified our company as a TBE, and that our company is currently listed in the Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by *(Prime or sub firm name)* _____
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein to be completed with my own forces.
- I affirm that approval from OEI will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- Have you done work for Milwaukee County in the past? YES NO

Signature of Authorized TBE Representative

Name & Title of Authorized TBE Representative

Phone Number

Date

OEI Use Only

Commitment number _____ of _____	Participation: _____	Project Total _____	CAGE Code: _____
Approved: _____		Date: _____	

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/SAM/pages/public/index.jsf>

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