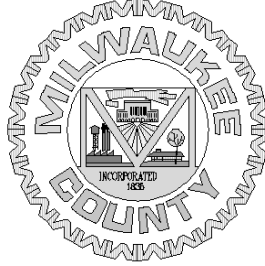


# *MILWAUKEE COUNTY*



## *Department of Administrative Services*

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

**REQUEST FOR PROPOSAL  
FOR**

**Replacement of Underground Fuel Tanks KK**

**LOCATION: KINNICKINNIC TRANSIT COMPLEX (ADDRESS: 1710 S KINNICKINNIC  
AVE, MILWAUKEE, WI 53204)**

**PROJECT NO. WT015801**

**March 2026**

3/17/2026

To All Interested Consultants

Project : Replacement of Underground Fuel Tanks KK  
Project No.: WT015801  
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 excavation and replacement of underground fuel storage tanks (USTs) at the Milwaukee County Transit System (MCTS) Kinnickinnic (KK) Transit Complex.

## I. BACKGROUND

- a. **Location:** The project area is located in the KK Transit Complex (Address: 1710 S Kinnickinnic Ave, Milwaukee, WI 53204). There are multiple buildings at this location including the operations transportation building, bus storage building, maintenance building, and service building. The underground fuel tanks to be replaced are located on the south side of the site next to the maintenance building (Tanks County ID T-4, T-5, and T-7) and north side of the site between the bus storage building and service building (Tanks County ID T-1, T-2, T-3, and T-8). The tanks to be replaced are also located adjacent to USTs abandoned in place. At the north side the County Tank ID is T-10 and at the south side the County Tank ID is T-9 and T-6. For a transit complex the site is small, which means there are limited entrances and travel lanes for buses. Maps of the site located in *Attachment 1* help to display the project area.
- b. **History:** All underground fuel tanks to be replaced were originally installed in 1981. All tanks are single walled and fiberglass construction. The piping associated with tanks were upgraded in 1991 on the south side and in 1992 on the north side. All piping in 1991 was upgraded to single walled fiberglass piping and all piping in 1992 was upgraded to double wall fiberglass except for to tank T-8. Plan sheets from these projects can be found in *Attachment 2*. Many repairs and replacement of parts have been made in recent years to the fuel tanks including replacing sump pumps and replacing of manhole covers as well as others to maintain compliance.
- c. **Ownership/Departmental Jurisdiction:** The property is owned by Milwaukee County and is managed by MCTS. The project is being administered by Milwaukee County Environmental Services. The project area is located in the City of Milwaukee.

## II. GENERAL PROJECT DESCRIPTION

The scope of work includes design services for the excavation and replacement of underground storage tanks (UST), piping, automatic tank gauge (ATG) units, pumps/dispensers, leak detection system, and concrete. The tanks to be replaced include three 15,000-gallon diesel USTs, two 1,000-gallon oil USTs, a 2,000-gallon waste oil UST, and a 550-gallon transmission fluid UST. A table with detailed information on each tank can be found in *Attachment 3*.

As mentioned above, the site is small and has limited entrances and travel lanes for buses. MCTS provides critical service to the public and therefore needs to be open 24 hours a day, 7 days a week. It is crucial that a phasing plan be created for this project for the contractor to follow to minimize disturbance to operations of the facilities as much as possible.

- 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. Complete all survey work needed to produce construction plans.
2. Provide agency coordination and cost for all plan reviews 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 attend monthly meetings to review the project status with their design team and stakeholders as necessary. The consultant shall prepare agendas and issue meeting minutes for all design meetings.
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 must be stamped by a Professional Engineer licensed in the State of Wisconsin.
8. Upon completion of the design, Milwaukee County may authorize the selected consultant to provide additional designer services during construction. Construction is currently anticipated to occur in 2028.

#### IV. **PROJECT SCHEDULE**

- a. **3/19/2026** Issue Request for Proposal
- b. **3/26/2026** Optional Pre-proposal Meeting on Teams, 10:00 AM,
  - i. Email [aaron.brasfield@milwaukeecountywi.gov](mailto:aaron.brasfield@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 4/5/26).
- c. **4/9/2026** Proposals Due
- d. **4/16/2026** Selection Committee selects consultant.
- e. **5/25/2026** Consultant contract awarded (approximate date).
- f. **7/22/2026** 30% Design Plans

- g. **9/16/2026** 60% Design Plans and technical specifications
- h. **11/4/2026** 90% Design Plans and technical specifications
- i. **1/6/2027** Final design plans, technical specifications, and engineer's construction cost estimate due.

V. **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 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 **10.43%**.
  - 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.
- l. **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.

## VI. 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.

**VII. 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 April 9, 2026, 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. Plan Sheets from UST Piping Replacement Projects
3. KK Transit Complex Storage Tank Table
4. Pictures of Project Area
5. Proposal Preparation, Submission and Evaluation
6. Consultant Proposal Form
7. TBE Forms

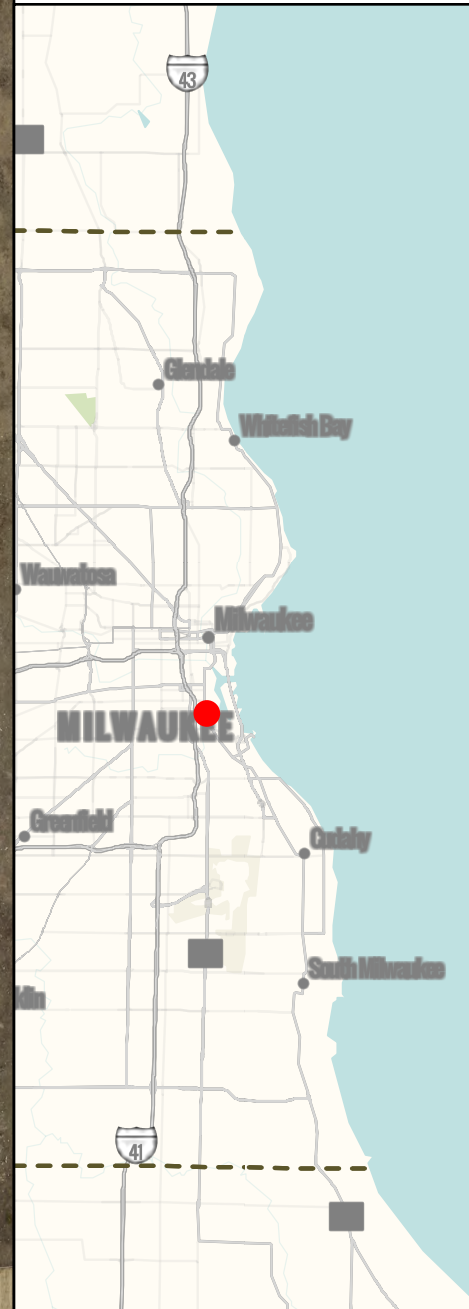
ATTACHMENT 1  
PROJECT LOCATION MAPS



MILWAUKEE COUNTY

### Storage Tank Points

- AST
- UST



WT015801 Replacement of Underground Fuel Tanks at Kinnickinnic Transit Complex  
Aerial Map



0 100 200 Feet



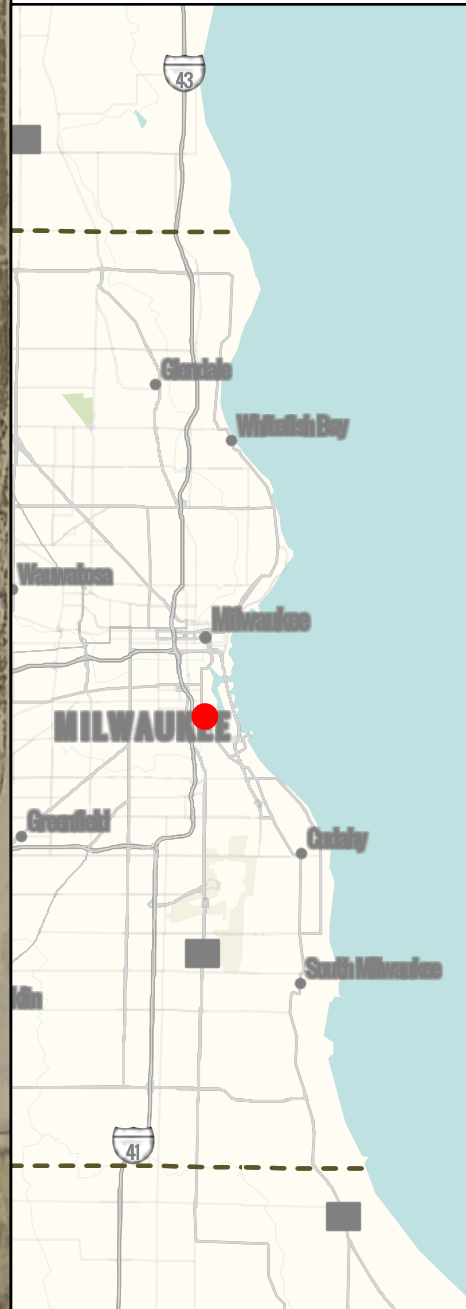
MILWAUKEE COUNTY

### Storage Tank Points

- AST
- UST
- Concrete Removal



Scope includes replacement of tanks T-4, T-5, and T-7



WT015801 Replacement of Underground Fuel Tanks at KK - Maintenance Building  
Aerial Map



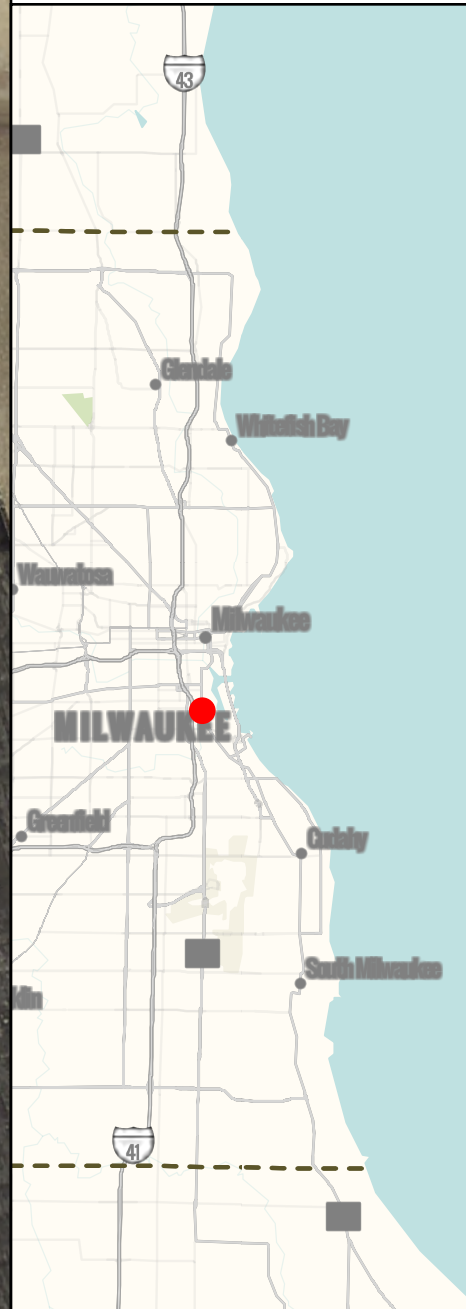
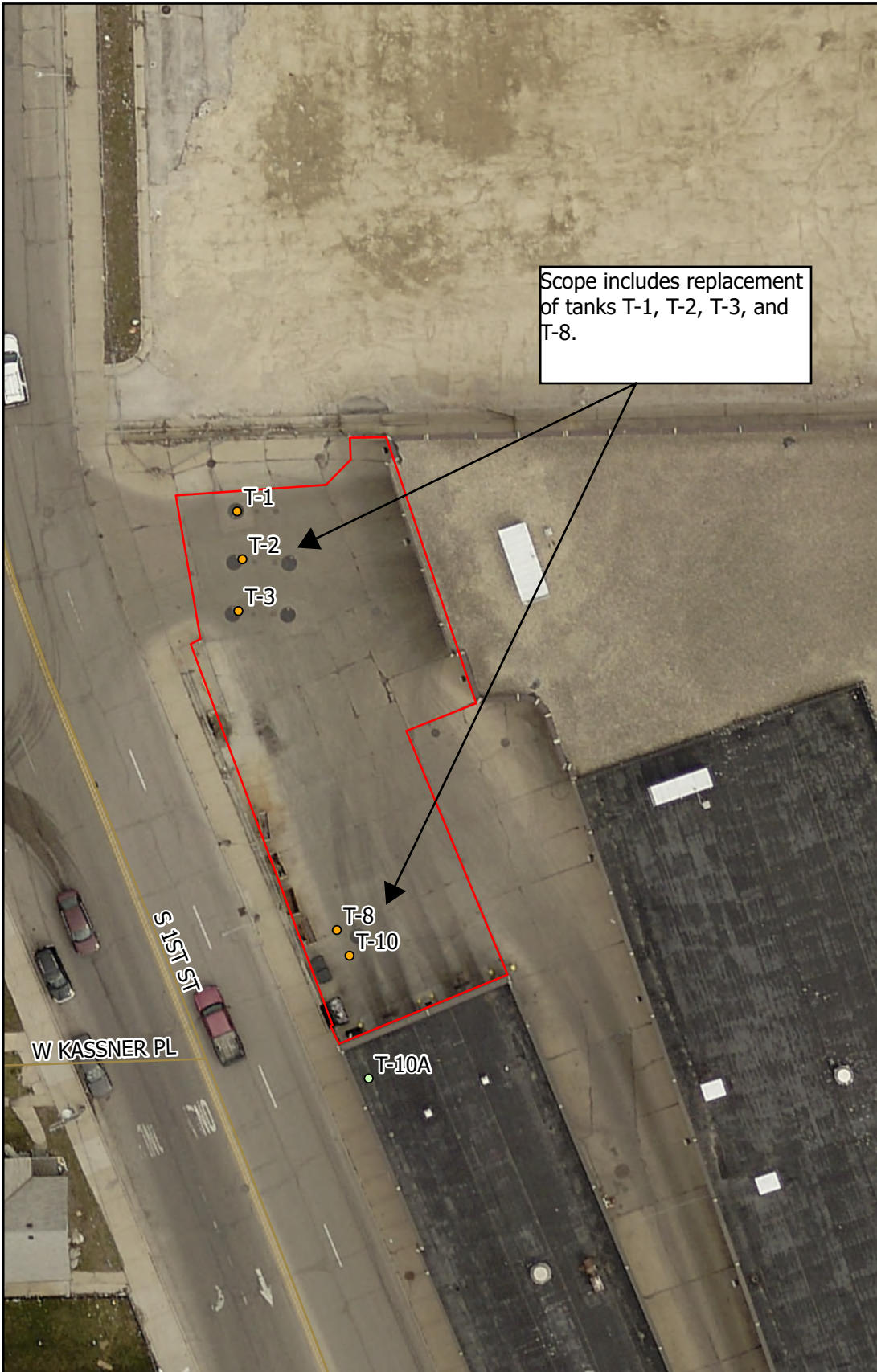
0 25 50 Feet



MILWAUKEE COUNTY

### Storage Tank Points

- AST
- UST
- Concrete Removal



WT015801 Replacement of Underground Fuel Tanks at KK - Service Building Aerial Map

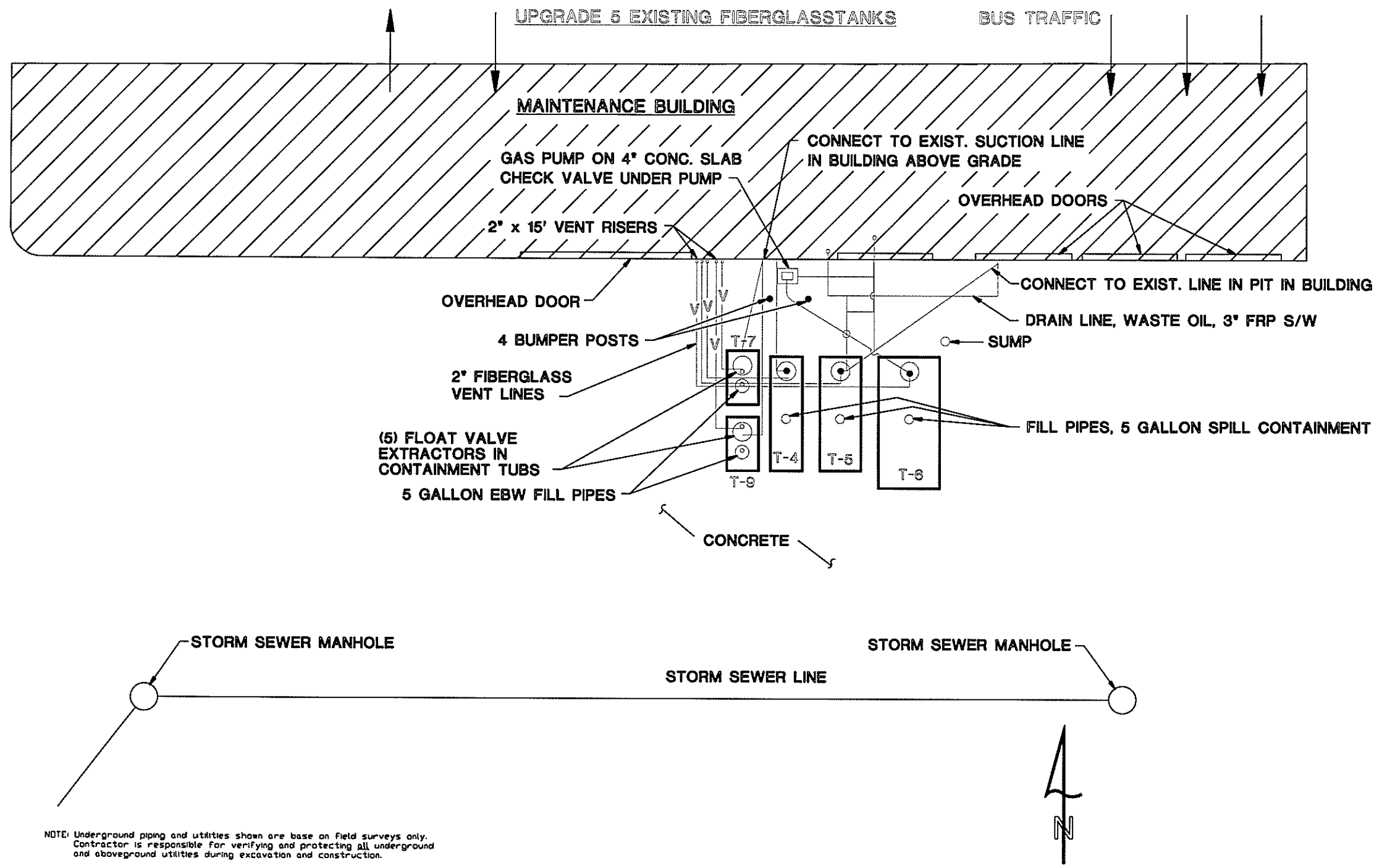


0 25 50 Feet

ATTACHMENT 2

PLAN SHEETS FROM UST PIPING REPLACEMENT PROJECTS

|                             |              |              |
|-----------------------------|--------------|--------------|
| PROJECT I.D.                | SHEET NUMBER | TOTAL SHEETS |
| FEDERAL PROJECT DESIGNATION |              |              |



- TANK:
- T-4 ENGINE OIL  
1,000 FIBERGLASS  
UPGRADED 11/91
  - T-5 WASTE OIL  
2,000 FIBERGLASS  
UPGRADED 11/91
  - T-6 UNLEADED GAS  
4,000 FIBERGLASS  
UPGRADED 11/91
  - T-7 TRANS. OIL  
550 FIBERGLASS  
UPGRADED 11/91
  - T-9 ANTIFREEZE  
550 FIBERGLASS  
UPGRADED 11/91

NOTE: Underground piping and utilities shown are base on field surveys only. Contractor is responsible for verifying and protecting all underground and aboveground utilities during excavation and construction.

TRANSIT - KINNICKINNIC

|   |   |        |
|---|---|--------|
|   | MILWAUKEE COUNTY<br>DEPARTMENT OF PUBLIC WORKS<br>TRANSPORTATION DIVISION |        |
|   | T-4, T-5, T-6, T-7 & T-9  |        |
| <b>TRANSIT - KINNICKINNIC<br/>         UNDERGROUND STORAGE TANK<br/>         MANAGEMENT PROJECT</b> |   |        |
| DESIGNED  | SCALE   |        |
| DRAWN   | DATE  |        |
| CHECKED   | SHEET   | 1 of 1 |

|                             |              |              |
|-----------------------------|--------------|--------------|
| PROJECT I.D.                | SHEET NUMBER | TOTAL SHEETS |
| FEDERAL PROJECT DESIGNATION |              |              |

NOTES: Diesel fuel product lines - Double wall. Intersectional liquid sensors in sumps.  
 Lube oil tanks - Single wall, check valve is in tank. Annual line test  
 Offset fill lines installed to extractor without ball float to allow  
 isolation of lines for leak detection testing.

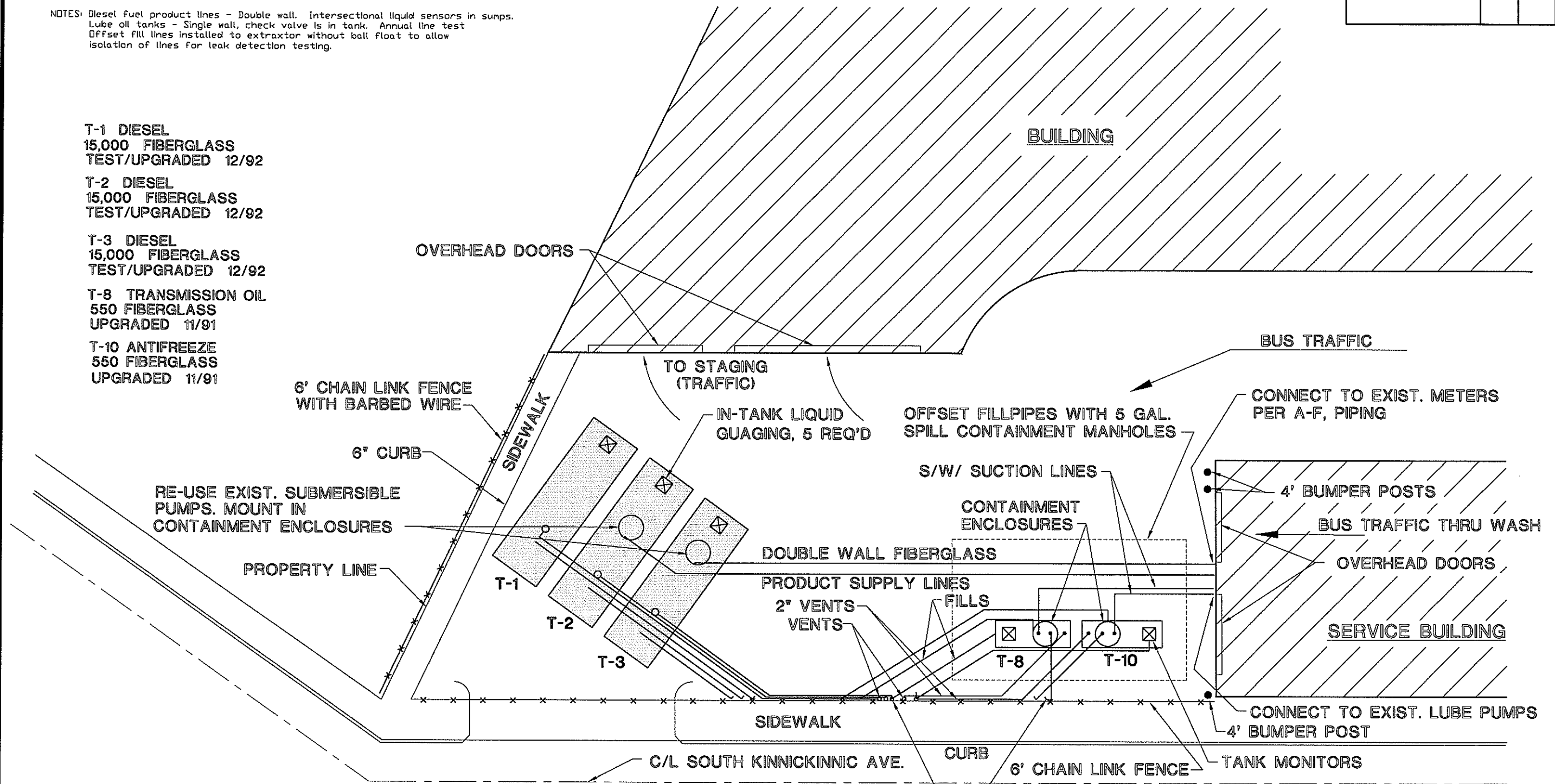
T-1 DIESEL  
 15,000 FIBERGLASS  
 TEST/UPGRADED 12/92

T-2 DIESEL  
 15,000 FIBERGLASS  
 TEST/UPGRADED 12/92

T-3 DIESEL  
 15,000 FIBERGLASS  
 TEST/UPGRADED 12/92

T-8 TRANSMISSION OIL  
 550 FIBERGLASS  
 UPGRADED 11/91

T-10 ANTIFREEZE  
 550 FIBERGLASS  
 UPGRADED 11/91



NOTE: Underground piping and utilities shown are base on field surveys only.  
 Contractor is responsible for verifying and protecting all underground  
 and aboveground utilities during excavation and construction.

5-TANK VENTS, 2" x 12' A.G.  
 VENT FLOAT EXTRACTOR  
 VALVES AT EACH TANK

**TRANSIT - KINNICKINNIC**  
 1710 S. KINNICKINNIC



MILWAUKEE COUNTY  
 DEPARTMENT OF PUBLIC WORKS  
 TRANSPORTATION DIVISION  
 T-1, T-2, T-3, T-8 & T-10  
**TRANSIT - KINNICKINNIC**  
 UNDERGROUND STORAGE TANK  
 MANAGEMENT PROJECT

|          |              |
|----------|--------------|
| DESIGNED | SCALE        |
| DRAWN    | DATE         |
| CHECKED  | SHEET 1 of 1 |

ATTACHMENT 3

KK TRANSIT COMPLEX STORAGE TANK TABLE

**Underground Storage Tanks at the Kinnickinnic Transit Complex (DATCP Facility ID 415004)**

| County ID | State ID | Status                             | Involved in Project? | Size  | Material   | Year Installed | Contents  | Double Walled? | Leak Detection | Piping Construction | Year Piping Installed/Updated? | Piping Double Walled? | Piping System Type | Piping Leak Detection               |
|-----------|----------|------------------------------------|----------------------|-------|------------|----------------|-----------|----------------|----------------|---------------------|--------------------------------|-----------------------|--------------------|-------------------------------------|
| T-1       | 113512   | In Use                             | Yes                  | 15000 | Fiberglass | 1981           | Diesel    | No             | ATG            | Fiberglass          | 1992                           | Yes                   | Pressurized        | Inventory Control/Tightness Testing |
| T-2       | 113514   | In Use                             | Yes                  | 15000 | Fiberglass | 1981           | Diesel    | No             | ATG            | Fiberglass          | 1992                           | Yes                   | Pressurized        | Inventory Control/Tightness Testing |
| T-3       | 113519   | In Use                             | Yes                  | 15000 | Fiberglass | 1981           | Diesel    | No             | ATG            | Fiberglass          | 1992                           | Yes                   | Pressurized        | Inventory Control/Tightness Testing |
| T-4       | 101868   | In Use                             | Yes                  | 1000  | Fiberglass | 1981           | New Oil   | No             | ATG            | Fiberglass          | 1991                           | No                    | Suction            | N/A                                 |
| T-5       | 103358   | In Use                             | Yes                  | 2000  | Fiberglass | 1981           | Waste Oil | No             | ATG            | Fiberglass          | 1991                           | No                    | Suction            | N/A                                 |
| T-6       | 39844    | Closed Filled w/<br>Inert Material | No                   | 4000  | Fiberglass | 1981           | Empty     | No             | N/A            | N/A                 | N/A                            | N/A                   | N/A                | N/A                                 |
| T-7       | 93629    | In Use                             | Yes                  | 550   | Fiberglass | 1981           | New Oil   | No             | ATG            | Fiberglass          | 1991                           | No                    | Suction            | N/A                                 |
| T-8       | 101869   | In Use                             | Yes                  | 1000  | Fiberglass | 1981           | New Oil   | No             | ATG            | Fiberglass          | 1992                           | No                    | Suction            | N/A                                 |
| T-9       | N/A      | Closed Filled w/<br>Inert Material | No                   | 550   | Unknown    | Unknown        | Empty     | No             | N/A            | N/A                 | N/A                            | N/A                   | N/A                | N/A                                 |
| T-10      | N/A      | Closed Filled w/<br>Inert Material | No                   | 550   | Unknown    | 1991           | Empty     | No             | N/A            | N/A                 | N/A                            | N/A                   | N/A                | N/A                                 |

ATTACHMENT 4  
PICTURES OF PROJECT AREA

## Pictures of KK Transit Complex UST System

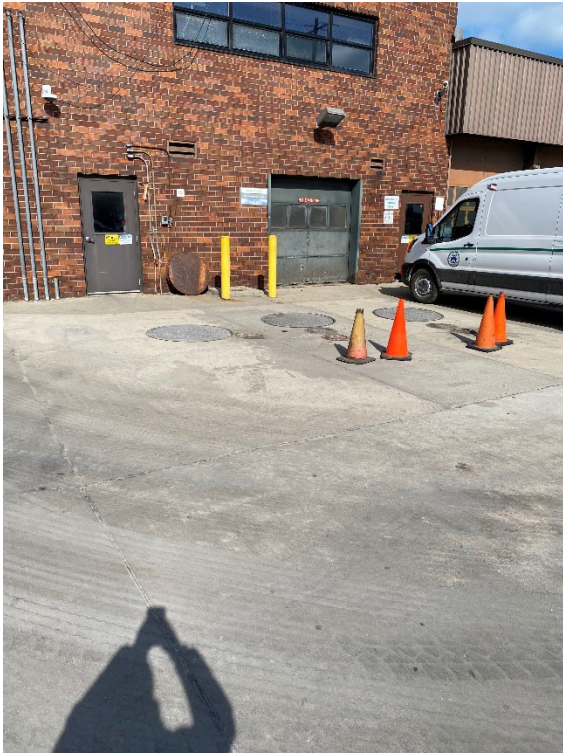


Figure 1: Maintenance Building (South Side) USTs



Figure 2: Maintenance Building (South Side) Overfill Alarm



Figure 3: Maintenance Building (South Side) Automatic Tank Gauge (ATG)



Figure 4: Service Building (North Side) Pumping Station

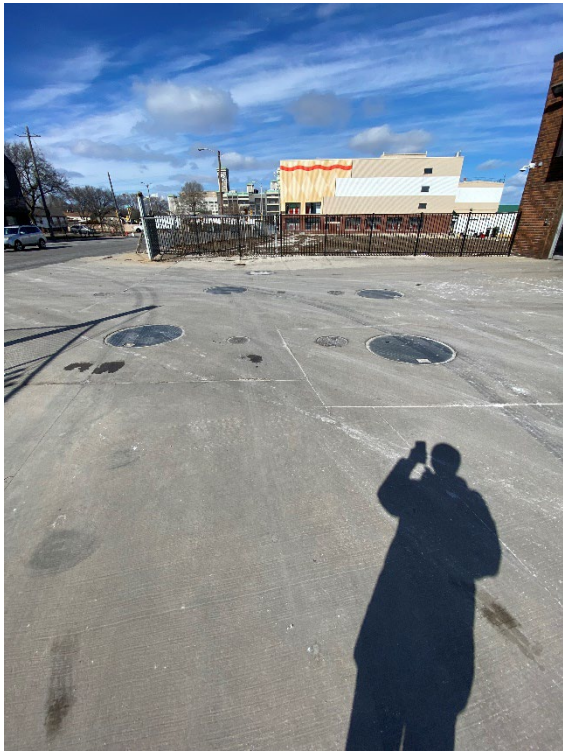


Figure 5: Service Building (North Side)  
Diesel USTs



Figure 6: Service Building (North Side)  
New Oil UST



Figure 7: Service Building (North Side)  
Fill Area

ATTACHMENT 5

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 6  
CONSULTANT PROPOSAL

MILWAUKEE COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Replacement of Underground Fuel Tanks KK  
WT015801**

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 10.43% will be required.

Firm Name

Authorized Signature

Title

Date

ATTACHMENT 7

TARGETED BUSINESS ENTERPRISE (TBE)  
INSTRUCTIONS & FORMS

## Office of Economic Inclusion (OEI)

### COMMITMENT TO CONTRACT WITH TBE

#### TBE Information

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

#### Contract Information

|   |   |
|---|---|
| <b>Contract Name:</b>                                 | <b>Contract No:</b>                                   |
| Contract Total: \$                                    | Contract Exclusions (Allowances & Reimbursements): \$ |
| Contract Total (LESS Allowances & Reimbursements): \$ |   |

|                                       |                  |
|---------------------------------------|------------------|
| <b>Type of Contract: (SELECT ONE)</b> | <b>TBE Goal:</b> |
|---------------------------------------|------------------|

#### Scope of Work

|  |  |
|--|--|
| <b>Scope of Work Detailed Description:</b> |  |
|--|--|

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

|                         |        |
|-------------------------|--------|
| Work Scope Description: | NAICS: |
| Work Scope Description: | NAICS: |
| Work Scope Description: | NAICS: |

|                                |                                |
|--------------------------------|--------------------------------|
| <b>1. TBE Contract Amount:</b> | <b>2. % of Total Contract:</b> |
|--------------------------------|--------------------------------|

*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 OR 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 acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, by  
(Prime or sub firm name, if sub to a sub) \_\_\_\_\_
  
- 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.

|  |   |              |      |
|--|---|--------------|------|
| 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:

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](mailto:oeicompliance@milwaukeecountywi.gov)

