DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

February 1, 2022

To All Interested Program Managers

Subject: **ADDENDUM #2 to REQUEST FOR PROPOSALS (R.F.P.)**

This Addendum is provided as written response to questions received from interested parties on or before February 1, 2022.

Project: **Milwaukee County ARPA Capital Program Management Office**

PRE-PROPOSAL MEETING Q&A

An optional pre-proposal meeting was held at 1:30 p.m. on Monday, January 31, 2022, held virtually via Microsoft Teams.   Milwaukee County staff was on hand to answer questions about this RFP. The questions received were recorded and responses and clarifications are included here. This list includes any questions which were additionally received by email, for the benefit of all proposers.

List of Pre-Proposal Meeting Attendees

Milwaukee County employees

Carron, Stuart	Director Facilities Management Div
Nilles, Peter	Director, Facilities Planning & Devel
Banach, William	Principal Architect
Bainer, Katie	Contracts Coordinator
Moon, James	Financial Manager

Subject: *Request for Proposal*
Project: **Milwaukee County CPMO (Capital Program Management Office) and**
Project Management/Owner's Representative
Project No.:

Non-Milwaukee County

Scholz Jon	Gilbane
Michael Huffman	Huffman Facility Development
Noah Salmeri	Huffman Facility Development
Dan Veriotti	GZA
Nahid Afsari	Sigma
Sam Bluemer	McKinstry
Johansen, Anton	CBRE
Clinton Snider	Cotter Consulting
Megan Houston	Cotter Consulting
Patrick Aiston	Cotter Consulting
John Duggan	Concord Group
Jenny DePaolis	Concord Group
Corey Burbach	Anser Advisory

Q&A

1. Do you anticipate any Waterfront/shoreline improvements projects part of the Parks Department category? If yes, should the team have specialized professionals in these areas?

A: Waterfront/shoreline projects may or may not be included as part of the ARPA capital program. We anticipate a wide range of types of projects – from facilities to infrastructure – will be part of the ARPA capital program. We would not require specialized professionals in our ARPA CPMO or as Project Managers/Owners Representatives (PM/OR) for these or any other capital project that may get approved and managed by the successful proposer, since general project management skills will be needed to apply to the full range of projects.

2. The $500k owners budget, how was this amount established?

A: The $500k budget for the ARPA CPMO setup and operation was developed by the ARPA Task Force based on a high-level estimate of the resources required to set up and operate the CPMO for the duration of the ARPA Program.

3. Can you explain how the Unifier PMIS is currently used for county projects?

A: Unifier is basically a used as a file storage and financial control system for capital projects run by the County (not all available modules are currently in use). A license will be provided to the successful proposer for use in tracking the ARPA capital program as well as managing any

individual project within this that may be managed by a PM/OR. Training and orientation to the system will be provided by Milwaukee County as needed. Additional program tracking and project management tools may be provided and used by consultant as needed.

4. Is the consultant expected to manage TBE compliance using the B2GNow system?

A: Yes, the consultant is expected to manage both its own compliance, as well as the compliance of contractors on capital projects, using the B2GNow system.

5. Can the successful consultant bid on any construction contracts bid out by the County?

A: The ARPA CPMO consultant will not be allowed to bid on any Milwaukee County projects funded with ARPA funds that are under the purveyance of the ARPA CPMO. The consultant is certainly not constrained, and will be allowed, to bid on other Milwaukee County project work, including projects which are funded through the normal County Adopted Capital Budget.

6. There are notes imbedded in the RFP document. Do they need to be considered in the response? For example, the note on p. 9 lists "'Program Management Plan' developed during Planning phase may be the on-going best practice" but that is not a task anywhere in the document.

A: All notes embedded in the RFP document are superfluous and should be ignored. Apologies for our editing error.

7. How long do you anticipate the CPMO planning phase to be?

A: While it's difficult to say precisely, the CPMO planning phase should occur immediately upon commencement of the services, and take from 1 to 3 months to complete, with the bulk of the work up front. Operational phase may begin concurrently depending on when projects are approved.

8. When do you anticipate the first project to commence?

A: We anticipate that the March cycle of the ARPA Task Force and Board of Supervisors meetings will result in our first project(s) approvals. The ARPA Task Force is scheduled for March 20, and the Board meets on March 24.

7. Is there a minimum construction budget for a project to be considered?

A: There is no defined minimum for projects that may receive ARPA funding. That said, our
        information is that County departments developing requests for funding are either
        considering large value requests or are bundling smaller projects into a larger request for
        consideration by the Board. The range of project values that may develop are shown on the
        pricing worksheet.

8. Will space be set aside in a County facility for the ARPA CPMO?

A: It is expected that the PMO and all PM/OR work will be accomplished virtually, or occur on
        project job sites. There will be no physical space available in County facilities for the CPMO.

End of Addendum No. 2