

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



February 20, 2024

To All Interested Consultants

Project: Project Manager/Owner Representative
Services for Courthouse Complex Planning
Phase IV - New Milwaukee County Justice
Center

Project No.: WC027601

Subject: AMENDMENT #3 TO REQUEST FOR
PROPOSALS (R.F.P.)

RFP Clarifications

The focus of this contract will be on the Architecture and Engineering stream of work. While the selected consultant will be expected to contribute to the Stakeholder Engagement and Funding streams of work, that will only be to the extent needed to coordinate planning, design and future project delivery activities. Other County staff and consultants are expected to take the lead on stakeholder engagement and funding. As such, the following paragraph at the end of Section I. Background of the RFP is edited as follows:

Throughout all phases to-date, Milwaukee County has utilized an advisory group of core stakeholders. The advisory group has been briefed at key points during the project. The selected consultant will be expected to participate in similar briefings to the advisory group **specifically to provide information to, and solicit feedback and direction from, the advisory group regarding architecture and engineering aspects of project development.** In addition, the selected consultant will **may** be expected to lead multiple meetings to gather County staff input and may be asked to participate in external community information sessions **as led and coordinated by other Milwaukee County staff and their associated consultants.** These meetings could take the form of town halls, one-on-one meetings, specific 'single group' community engagement meetings, and publicly held community information gathering sessions.

Responses to questions received

Who are the members of Milwaukee County's core stakeholder Advisory Group for this project?

- The Phase IV Advisory Group consists of key County stakeholders, including Wisconsin Circuit Court First Judicial District staff, Milwaukee County elected officials and Milwaukee County staff. Phase IV Advisory Group membership was developed based on the membership utilized from the previous phases of the project. Phase IV Advisory Group membership is subject to change. See attached membership list.

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What roles may give rise to a conflict of interest that would prohibit a firm or individual from participating in this project as part of the Owner's Representative/Project Management team?

Specifically:

Are individual participants in the Advisory Group referenced above prohibited from participating?

Are informal advisors to members of the First Judicial District prohibited from participating?

Are consultants to Milwaukee County's Department of Administrative Services that perform procurement functions prohibited from participating?

- Potential conflicts of interest in participation as a member of the Owner's Representative/Project Management team will be considered on a case-by-case basis. If the proposer perceives a potential conflict of interest, the proposer should disclose that in their proposal for further evaluation by Milwaukee County.

RFP states to provide a Lump Sum Fee. The agreement refers to a NTE. Please confirm.

- Please submit a proposal with an hourly, not-to-exceed (NTE) fee. Revise RFP Section IX, Proposal Content, Paragraph K, Fee Proposal, as follows:

Fee Proposal: The fee for this project shall be clearly stated as ~~lump sum~~ **an hourly, not-to-exceed** fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

Schedule – Please confirm that you anticipate the design and preconstruction phase services to run from Q3 2024 to Q3 2028?

- We anticipate a multi-year design and preconstruction phase for the construction management at risk contract. The timing of the development and execution of a guaranteed maximum price amendment are to be determined. Preliminary estimates of project schedule show completion of design development in Q2 2027. Please consider design and preconstruction phase services through Q2 2027.

What are your financial constraints currently?

- As stated in the RFP, the adopted 2024 capital budget included \$9.45 million for this contract, as well as other consultant contracts to support planning and design, stakeholder engagement (if required), and funding strategy (if required). The current working estimate for the project is \$435 million to \$490 million. The Milwaukee County Office of Strategy, Budget and Performance has included the estimated remaining funding necessary in the five year capital improvement plan. Milwaukee County is on an annual budget adoption cycle, with adoption of the next year's capital budget in November of the previous year. The consultant selected for this assignment will be asked to help develop capital project requests for consideration in future capital budgets.

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Attachments

1. Advisory Group membership

Sincerely,

A handwritten signature in black ink that reads "Peter W. Nilles". The signature is written in a cursive style with a large initial "P".

Peter Nilles
Director, Facilities Planning and Development

cc: S. Hayes, DAS-FMD
S. Carron, DAS-FMD
L. Robinson, DAS-OEI

Advisory Group membership

<u>Name</u>	<u>Representing</u>	<u>Name</u>	<u>Representing</u>
Chief Judge Carl Ashley	First Judicial District	Sheriff Denita Ball	Milwaukee County Sheriff's Office
Stephanie Garbo	Combined Courts	Inspector Aaron Dobson	Milwaukee County Sheriff's Office
Supervisor Steve Taylor	County Board	Capt. Brent Smoot	Milwaukee County Sheriff's Office
Tim Schabo	Office of the County Executive	Capt. George Anagnostopoulos	Milwaukee County Sheriff's Office
Alec Knutson	Office of the County Executive	Chief Deputy Daniel Hughes	Milwaukee County Sheriff's Office
Anna Hodges	Clerk of Courts	Joe Lamers	Office of Strategy, Budget and Performance
John Chisholm	Milwaukee County DA	Vince Masterson	Office of Strategy, Budget and Performance
Kent Lovern	Milwaukee County DA	Shakita LaGrant	Department of Health and Human Services
Tom Reed	Office of the Public Defender	Aaron Hertzberg	Department of Administrative Services
Scott Manske	Office of the Comptroller	Stu Carron	Department of Administrative Services
Michelle Nate	Office of the Comptroller	Gwyn Wheeler	Department of Administrative Services
Pam Bryant	Office of the Comptroller	Peter Nilles	Department of Administrative Services

