

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: April 27, 2012

TO: Supervisor Peggy Romo West, Chairperson, Health & Human Needs Committee
Supervisor Willie Jr. Johnson, Chairperson, Finance and Audit Committee

FROM: Gregory G. High, Director, Architecture, Engineering and Environmental Services
Section, DAS - Facilities Management

SUBJECT: **Informational Report #2 - Progress of an RFP for Architectural Design Services
for a New Mental Health Facility**

BACKGROUND

In September 2011, the County Board passed a resolution (File No. 11-516) endorsing a plan submitted by the New Behavioral Health Facility Study Committee (Facility Committee) which directed the Director of the Department of Administrative Services (DAS) to return to the Committee on Health and Human Needs and the Committee on Finance and Audit in the March 2012 County Board cycle to report on the results of a Request for Proposal (RFP) for architectural design services for a new mental health facility. In March, the Director of the Architecture, Engineering and Environmental Services Section (AE&ES) within DAS - Facilities Management Division (DAS-FM) submitted an informational report regarding the status of the RFP. At that meeting, it was requested that a follow-up report be brought back to the Board in the May cycle.

DISCUSSION

The RFP document was advertised in the Daily Reporter and posted on the Milwaukee County Business Portal on 1/19/12. A mandatory pre-proposal meeting for the interested consultants was conducted on 1/31/12. Representatives from 21 consulting firms attended. Six (6) consultant proposals were submitted in response to the RFP on 2/20/12. The proposal evaluation committee was comprised of staff from the Department of Health & Human Services (DHHS) and AE&ES. The proposals were reviewed and the three (3) most qualified consulting firms were invited for an interview on April 10, 2012. The RFP panel then made a final recommendation to the Director of AE&ES.

Tentative Schedule

Since the consultant contract award and all subsequent scheduled activities are contingent on County Board approval and the release of funding, the below timeline is theoretical and would not begin until the County Board takes action.

Consultant Contract Award

- Consultant Contract Award: 1 week
- Consultant agreement signed and Notice to Proceed: 3 weeks

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Programming Stage are as follows:

- Programming Plan Phase completed: 4 weeks
- Reviewed and approved: 2 weeks

Design Stage

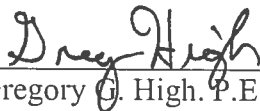
- Schematic Design: 7 weeks
- Design Development Phase completed: 6 weeks
- Construction / Bid Documents 100% completed: 12 weeks
- Bidding Phase: 6 weeks
- Award Construction Contract: 4 weeks
- Project Closeout, Project completed: 24 months

Next Steps

As stated above, the consultant contract award cannot take place until the County Board authorizes the use of a portion of the 2010 Behavioral Health Division budgeted capital funds remaining in the allocated contingency fund (WE033) to pay for these consultant services and the related services provided by DAS-FM, AE&ES staff.

The Director of AE&ES, DAS-FM will await further direction from the County Board before proceeding with the award of a contract, fee negotiations and contract execution for architectural design services for a new mental health facility.

Respectfully Submitted,



Gregory G. High, P.E., Director
AE&ES Section, DAS-FM Division

GGH:

cc: Chris Abele, Milwaukee County Executive
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Amber Moreen, Chief of Staff, County Executive's Office
Craig Kammholz, Fiscal and Budget Administrator, DAS
Pam Bryant, Capital Finance Manager
Héctor Colón, Director, Department of Health and Human Services
Paula Lucey, Administrator, Behavioral Health Division
Tia Torhorst, County Executive's Office
Antoinette Thomas-Bailey, Fiscal and Management Analyst – DAS
Jennifer Collins, County Board Staff
Jodi Mapp, County Board Staff