



Milwaukee County

DEPARTMENT OF ADMINISTRATIVE SERVICES ECONOMIC DEVELOPMENT DIVISION/MCAMLIS CONSULTANT RETENTION/CONSULTANT SELECTION APPROVAL

Date: December 13, 2012

I. PROJECT DESCRIPTION

Project Title: PLANIMETRIC MAP MAINTENANCE SERVICES

Stipulated Lump Sum - Not-To-Exceed **Type "D" Agreement**

Project No.: 1199-12003

Agency: 119 Org. No.: 1199 Object No.: 6149

Project Code: ----- Activity: ---

Function: ---- Category:

II. CONSULTANT SELECTION PROCEDURE

Section 1 of the attached report lists the consultants that received notification of the Planimetric Map Maintenance Request for Proposal (RFP). These firms were identified through a list compiled by MCAMLIS Steering Committee Members, the Wisconsin State Cartographers Office, and through the advertisement process.

Section 2 of the attached report is a copy of the packet of information that was available through the on-line RFP services provided by the Department of Transportation Consultant RFP/RFQ website link. The RFP notification dated September 18, 2012 through November 16, 2012 are included in this section.

Section 3 of the report contains a copy of the advertisement that was sent to the Daily Reporter on September 21, 2012, to alert any interested firms in the Milwaukee area of the proposal package.

Four proposals were received in the Milwaukee County Land Information Office by the deadline of 2:00 PM, November 16, 2012.

The following firms submitted proposals:

1. GRW
2. Aerometric
3. ROLTA
4. GRAEF

At its regular meeting held on September 13th 2011, the MCAMLIS Steering Committee, acting on a MCAMLIS Staff recommendation, approved a MCAMLIS Staff report recommendation requesting authorization of Planimetric Map Replacement Program. Subsequently on December 13th 2011 the MCAMLIS Steering Committee

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approved an estimated \$125,000 and authorized the MCAMLIS Project manager to coordinate the acquisition, management and implementation of the approved Planimetric Map Replacement Program.

An RFP was drafted and published on 9/18/2012 and was closed on 11/16/2012. The Consultant selection committee met twice in December. The meetings were held at Milwaukee County City Campus Room 426 on 12/3 & 12/11/2012.

The consultant selection committee evaluated each Planimetric Map Maintenance Services proposal. Members of the Committee include:

- Kevin Bruhn - GIS Specialist, MCAMLIS Staff, Milwaukee County
- Kathleen Bach - GIS Technician, Milwaukee County Register of Deeds
- William Shaw - MCAMLIS Project Manager, Milwaukee County

The selection team evaluated and scored each of the submitted proposals based on but not limited to the following factors:

1. Experience of Firm in related projects
2. Response to overall Scope of Work
3. Cost

Section 4 of the this report contains a form detailing these factors and their weighted value.

A packet of rating forms was provided to each member of the committee to score and tabulate the four (4) proposals. These packets were completed through the period of November 16, 2012 to December 3, 2012, prior to the selection committee meeting. A copy of the composite scores derived from completed forms is included in Section 4.

On December 3, 2012, members of the consultant selection committee met for about 2 hours to review the proposals. By consensus the selection committee members decided to short-list three (3) of the four (4) firms for follow-up questions. The three short-listed firms were Aerometric, ROLTA, and GRW Inc. Section 4 contains a consultant evaluation matrix showing rank and score.

On December 11, 2012, the committee met to review the responses of the three short-listed firms. The committee reached consensus on the final selection at this meeting. The selection committee members elected to recommend award of the contract to GRW, Inc. Copies of the follow-up questions by the selection committee is contained in Section 5.

III. RECOMMENDED CONSULTANT SELECTION

The consultant selection committee recommends that a Professional Services Standard Agreement (Type D) be entered into with:

GRW, Inc.
801 Corporate Drive

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Lexington, KY. 40503

Estimated Lump Sum Fee \$125,000.00

See Section 6 for GRW project approach/scope of services, schedule, and consultant effort breakdown by task and the consultant proposal form. The consultants approach and scope closely match with the MCAMLIS Steering Committee's desired work effort. A firm scope and price will be clarified when the selection of GRW Inc. is confirmed.

DBE UTILIZATION

Section 7 of the report contains the Approved DBE Participation Recommendation Form that established a 15% DBE utilization goal for this project.

The recommended consultant, GRW Inc., has committed to at least 15% DBE involvement on this project. GRW Inc. included a signed 'Commitment To Contract with DBE' form with a certified DBE for a participation of 17.7%.

V. FISCAL NOTE

The proposed professional services contract costs are not included in the 2013 adopted MCAMLIS Budget. A fund transfer is requested to increase expenditure authority in MCAMLIS by \$125,000 and decrease the MCAMLIS Reserve by the same amount. The MCAMLIS Reserve is anticipated to have a 2012 year end balance of approximately \$1,275,000 (the beginning 2013 fund balance will reflect this amount). If this fund transfer is approved, the remaining fund balance is estimated to be \$1,150,000 for the beginning of 2013. No tax levy impact results from this fund transfer.

The MCAMLIS operating budget will be increased by \$125,000 (in account 6149) with the approval of the transfer from the MCAMLIS Reserve.

VI. SPECIAL NOTES

1. The Milwaukee County DAS STIPULATED SUM (LUMP SUM) STANDARD PRIME CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES (Type "D" Agreement) will be used upon completion of the negotiation of final scope of services, fee and expenses.

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PREPARED BY: William Shaw, MCAMLIS Project Manager

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

 12/20/12
Don R. Nehmer Date
Chair, MCAMLIS Steering Committee

DIRECTOR OF DAS/ECONOMIC DEVELOPMENT

Consultant Selection Approved:

 12.19.12
Brian Taffora Date
Director,
DAS/Economic Development

DIRECTOR OF DEPARTMENT OF ADMINISTRATIVE SERVICES

Consultant Selection Approved:

 12-19-12
Patrick Farley Date
Director,
Department of Administrative Services

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COPIES AFTER APPROVAL

cc: W. Shaw, MCAMLIS, Economic Development
N. Soler, CDBP

Project File - Original

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Section 1 List of Consultants Receiving RFP

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Section 6 Consultant Approach/Scope, Schedule and
Consultant Effort

Section 7 Approved DBE Participation Recommendation Form