

REFERENCE NO. _____

January 19, 2012

**REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL
ARCHITECTURAL & ENGINEERING SERVICES
TO DESIGN
A NEW BEHAVIORAL HEALTH BUILDING
FOR
MILWAUKEE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Project No. E033-12415: Behavioral Health Department

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
Facilities Management Division
ARCHITECTURAL, ENGINEERING & ENVIRONMENTAL
SERVICES
2711 W. WELLS STREET
MILWAUKEE, WI 53208**

January 19, 2012

Ref. No.

All Interested Consultants.

Subject:

Request For Proposals (RFP) To Provide Professional Architectural and Engineering Design Services:

Project No. & Name -

E033: Behavioral Health Department - New Building Design
Milwaukee, Wisconsin

Section I - Introduction:

Background

This is a Request for Proposal (RFP) authorized by the Department of Health and Human Services (DHHS) to provide basic professional architectural and engineering design services necessary to program and design a new behavioral health building, which is necessary to assure continued mental health services in the Milwaukee area. The new building may replace functions now provided at the existing Behavioral Health Division (BHD) facility located at 9455 Watertown Plank Road, in Wauwatosa, Wisconsin.

The Mental Health Complex was constructed in 1978 and is located at 9455 Watertown Plank Road in Wauwatosa, Wisconsin. It is a four story, multi-level facility constructed slab on grade. The existing 300 bed facility includes a licensed psychiatric care hospital unit, with approximately 120 beds; two long term care nursing homes for mentally ill, approximately 21 beds; a chronically mentally ill patients unit, approximately 72 beds; and a dual diagnosis unit, approximately 72 beds. Emergency room services for 15 beds are provided to patients with mental related problems. Conference rooms, administrative support offices, doctor offices, and nurses' stations are located within the facility, as well. Minor renovations have occurred in various sections of the hospital since its original construction; although a code compliance upgrade, HF124, as mandated by the state of Wisconsin, is currently underway. The facility also includes a sandwich shop, a courtroom, a pharmacy, a group therapy and security station. The BHD currently uses approximately 425,400 total square feet of a total usable space of 591,000 square feet.

Over the last 5 years BHD has been actively exploring various ways to provide efficient space of their operations. Consideration has been given to consolidating space used within the existing building, relocating BHD into an existing newly remodeled code compliant building, building a new building, or a combination thereof.

Design Considerations

In the past two years, on behalf of Milwaukee County Department of Health and Human Services [DHHS], planning and space evaluation studies were conducted by a respected, local architectural firm, Zimmerman Architectural Studios [ZAS]. The studies first looked at relocating the Behavioral Health Division [BHD], including a Psychiatric Crisis Services/Observation Unit, Patient Units, and office space into the existing St. Michaels Hospital. Subsequently a plan submitted by the "New Behavioral Health Facility Study Committee" endorsed a plan stating that Milwaukee County's current inpatient model of providing mental health care is financially unsustainable and less cost effective than a community-based mental health system and urged county government to permanently and fundamentally shift its funding, staffing, and programming

into a community-based system of care, also, endorsing Milwaukee County's continued operation of an inpatient hospital facility with a hypothetical 120 (*maximum*) number of county provided inpatient beds as part of the Milwaukee County obligation to provide safety net services to persons with mental illness.

The New Behavioral Health Facility Study Committee, the DHHS and BHD presented a report that responded to the question, "If a new mental health facility were to be built, what would be the minimum size (*building*) needed and what would need to occur to assure continued service to individuals with mental health services needs in Milwaukee County?"

ZAS presented a preliminary model of what they envisioned a future mental health facility might look like to the New Behavioral Health Facility Study Committee. However, ZAS was clear in stating that the model that they presented was not intended to be taken as a final recommendation of what the future Milwaukee County mental health facility might look like. Based upon the ZAS report the following data was generated:

Building Location: 10 to 13 acres on Milwaukee County Grounds site

- 450 Surface parking spaces
- 0.75 Acre detention pond (*for storm water management*).
- Loop water system with two water sources per hospital code

Building Gross Floor Area: 200,000 gross square feet

- 96 long term inpatient beds
- 24 observation beds
- 140,000 square feet (approx.) Patient Units, Support Services and Day Treatment
- 60,000 square feet (approx.) Medical Office Building
Note: 300 Offices/Cubicles
- Patient Care Hospital with 24 Beds/Patient Unit (*one-story unit*).
- Expansion or swing space (*to be used as needed*).

Estimated Probable Construction Costs: Between \$49,363,000 @ \$200/sf. and \$59,187,000 @ \$242/sf. (*Exclusive of engineering design and County A/E project management fees*)

Information Technology Costs: \$600,000 (approx.)/300 Units (*Offices/Cubes*), including phones, switches, new computers, cabling and internet, copiers, printers, and teleconferences units.

Movable Equipment: Not included

Furniture Costs: \$360,000 at \$6.00/square foot.

Moving and Relocation Costs: \$200,000 (*Moving existing furniture, patient belongings, support equipment and miscellaneous*).

Section II - General:

Consultant services shall be divided into two distinct parts: Programming and Design. Both parts are required to establish and confirm the design and construction of a new Behavioral Health Facility for Milwaukee County Department of Health and Human Services.

Project Programming Stage:

The Consultant shall establish a methodology to verify existing information and stimulate client and user groups decisions, which shall be necessary to establish client goals, process extensive

existing pertinent information and data, determine what goals and objectives shall be achieved, confirm the construction budget, synthesize spatial needs and quality of construction, and, finally, state what are the significant conditions and general directions the design of a new building or facility should take. The Consultant shall also establish in this phase the likely annual costs for operation and maintenance over the life of the facility.

The consultant shall demonstrate that it has an effective strategy to match up client goals, facts, concepts, needs, and problems with form, economy and time (historical, present, and future) as it relates to this project, a new behavioral health facility. The consultant's program must be well organized, make sense, and ease transition from program to design.

(Refer to Attachment 2 – Milwaukee County Department of Administrative Services Type "A" Agreement, attached).

Project Design Stage:

Design services shall include programming, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation and Construction Administration Phases. The architect/engineer responsible for design must provide Milwaukee County with final plans stamped and signed by the responsible architect/engineer(s) with their respective Wisconsin Registration Seal(s).

A copy of Milwaukee County Department of Public Works - Stipulated Sum (Lump Sum) Standard Prime Consultant Agreement for Professional Services (Type "A" Agreement) is attached. The Architect/Engineer's (*Consultant's*) scope of service is to be divided into six (6) phases.

(Refer to Attachment 2 - Type "A" Agreement, Article 3: Basic Services).

Section III - Scope of Consultant's Basic Services:

A. Stage 1 – Project Programming

B. Stage 2 – Project Design

Phase 1 – Schematic Design Phase:

Provide a schematic design and cost estimate for this phase of the project. The cost estimate shall be broken down into the proposed respective construction phases and include a breakdown of the major components. Include a breakdown of work done as a part of this project's construction budget and, if necessary, those items that might need to be funded outside the project budget or in future years.

Phase 2 - Design Development Phase:

Based upon the approved written program and budget, the Consultant shall prepare studies and drawings, an outline specification of suggested construction materials and systems, and submit recommendations for approval by the Owner.

Phase 3 - Construction Document Phase:

Based on the approved results of the Design Development Phase, this phase will include a minimum eighty percent (80%) completed construction / bid documents review period for the work to be included in the construction phase of this project, which includes the Project Manual and Drawings.

This phase of the project shall also include the 100% completion of the construction Bid Documents, printing and delivery of one (1) set of the completed construction Bid Documents for reproduction and distribution by Milwaukee County during the bidding phase of the project.

Phase 4 - Bid / Negotiation Phase

All Contract Documents shall be made available to the bidders through the Owner. The Consultant, however, shall be prepared to answer questions and provide necessary clarifications to the Contract Documents when required at no additional cost to the Owner.

Phase 5 - Construction Phase

In addition to the documentation requirements for each phase of work as noted in the attached agreement for professional services, the Consultant(s) will be required to provide a zip disk in Microsoft Word 2000 format, containing all relevant project documents they have prepared during each phase of the project. Those documents shall include all correspondence, transmittals, etc. to Milwaukee County, other agencies, sub-consultants, etc.

Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

General Services Required of Consultant(s):

The Consultant shall provide complete and comprehensive architectural programming and design services. The architect/engineer responsible for the design must provide Milwaukee County with final plans stamped and signed by the responsible architect/engineer(s) with their Wisconsin Registration Seal(s).

(Refer to Attachment 2 – Milwaukee County Department of Administrative Services Type “A” Agreement for additional information regarding the requirements of the Milwaukee County Professional Services contract.)

Section IV – Tentative Schedule:

The schedule shown below is based on Consultant Contract Award Date of April 9, 2012.

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|----|--|----------------------|
| 1. | RFP Public Advertisement start | 1/19/12 thru 2/20/12 |
| 2. | RFP Pre-proposal Meeting (MANDATORY) | 1/31/12 |
| 3. | RFP Due: 2/20/12 and Selection Committee Review | 2/21/12 thru 2/29/12 |
| 4. | Selection Committee top 3 Consultants | 3/01/12 |
| 5. | Interview of Top Three Consultant(s): | 3/15/12 |
| 6. | Consultant agreement signed and Notice to Proceed: | 3/27/12 thru 4/10/12 |

Part 1 of Consultant Services

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|--------------------------------------|----------------------|
| 7. Programming Plan Phase completed: | 4/12/12 thru 5/10/12 |
| 8. Reviewed and approved: | 5/11/12 thru 5/18/12 |

Part 2 of Consultant Services

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|---|------------------------|
| 9. Schematic design Phase completed: | 5/21/12 thru 7/02/12 |
| 10. Reviewed and approved: | 7/03/12 thru 7/13/12 |
| 11. Design Development Phase completed: | 7/16/12 thru 8/17/12 |
| 12. Reviewed and approved: | 8/20/12 thru 8/27/12 |
| 13. Construction / Bid Document 80% Completed: | 10/15/12 |
| 14. 80% Construction / Bid Documents reviewed & approved: | 10/22/12 |
| 15. Construction / Bid Documents 100% completed: | 11/12/12 |
| 16. Print & Deliver Bid Documents: | 11/13/12 thru 11/16/12 |
| 17. Bidding Phase, project out to Bid: | 11/19/12 |
| 18. Bid Opening Due: | 12/19/12 |
| 19. Award Construction Contract: | 1/11/13 |
| 20. Construction, Notice to Start Construction to Contractor: | 1/25/13 |
| 21. Pre-construction meeting: | 2/08/13 |
| 22. Project Closeout, Project completed: | 6/08/14 |

Section V - Proposal Content:

Each proposal shall contain a description or information in the following areas:

- A. Cover: Include project number and name, project location, proposal title (Proposal for Professional Services), Consultants name(s), address(es), telephone number(s), FAX number(s), etc., proposal date, etc.
- B. Table of Contents: Include a clear identification of the material by section and by page number.
- C. Letter or Transmittal: Limit to two pages; briefly state the consultant's understanding of the service to be provided and a positive commitment to perform the services as defined in the RFP.
- D. Organization Description: 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. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification or registration.
- E. Organization's Experience: We are looking for Architecture/Engineer(s) who have proven experience in similar types of projects. We are looking for Architect/Engineer(s) who have proven experience in similar types of projects, as well as LEED, Green Globe, green building, and sustainable design practice experience. Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organization's participation.

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- F. **Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants chosen for this project. The name of the Principal-In-Charge of this project along with their Professional Engineers Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager, who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects and qualifications.
- G. **Alternate Principal-In-Charge:** Include the name of an Alternate Principal-In-Charge in the event that the originally declared Principal-In-Charge is not able to fulfill their duties. Milwaukee County DPW also reserves the option to select an Alternate Principal-In-Charge.
- H. **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 of service required.
- I. **Project Approach:** Provide a description of the programmatic, architectural, engineering, environmental, mental health service challenges and public involvement issues you anticipate in this project and how you propose to overcome them.
- J. **Scheduling:** Provide a bar chart form schedule which indicates a sequential, time table, and relationship of tasks, which are necessary to complete the project, based on the schedule as noted in the Project Schedule of this RFP.
- K. **Constant Effort:** Provide a detailed breakdown (*spreadsheet format*) of the direct hours by task, position, and person to complete the project as described in this RFP.
- L. **DBE Goals:** Milwaukee County's policy is to achieve twenty-five percent (25%) Disadvantaged Business Enterprise participation in the professional services to be performed. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work performed by them. The work must be done by certified DBE firms, with the goal of the selected work which will enhance and further the DBE's experience in the design through construction administration process of this project. For assistance, contact the Community Business Development Partners [CBDP] Office at (414) 278-5248.
- M. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on a ongoing basis.
- N. **Equal Opportunity Employer:** The Consultant(s) must be an Equal Opportunity Employer. Proof of this must be indicated in that section of the Proposal.
- O. **Fee Proposal:** The fee for this project shall be clearly stated as a lump sum for basic services as detailed in this document. Progress payments for those services will be

made as stated in the attached professional services agreement. Include a copy of Attachment B-1" of the attached professional services agreement in this part of the proposal to indicate the direct salary rates, fixed overhead rates, etc. for any additional services that may be required.

Section VI - Proposal Submission Requirements and Format:

- A. The Proposal must be submitted by Monday, February 20, 2012 at 2:00 P.M. csto:
Milwaukee County Department of Administrative Services
Architecture, Engineering & Environmental Services Section
Facilities Management Division
City Campus, Room 223
2711 W. Wells Street.
Milwaukee, Wisconsin 53208
Attention: Walter L. Wilson, FAIA, NOMA, NCARB
Principal Architect
- B. Six (6) copies of the Proposal must be submitted in a sealed envelope only. No other container is acceptable.
- C. Each envelope must be identified with the submission date, RFP number, project number and title, and name and address of the submitting party. Envelopes which are not properly identified or received after the time and date as noted above will be rejected.
- D. The proposal must be submitted in a single bound 8-1/2" X 11" document.
- E. In order to expedite the Agreement award process, each Prime Consultant is to completely fill in and include the attached Stipulated (Lump Sum) Standard Prime Consultant Agreement for Professional Services Type "A" Agreement. Insurance forms as required per the agreement will be required from the successful consultant only. This is to be included in the Fee Proposal envelope.

Section VII - Proposal Evaluation / Consultant Selection:

- A. Refer to Section XV of the attached "Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines" for the evaluation criteria. 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.
- B. With the signing and submission of a statement of proposal the submitting the 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.

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- C. The successful Consultant must be an Equal Opportunity Employer.
- D. Proposals will be evaluated and ranked on the following criteria:
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|--|-------|
| 1. Quality and responsiveness to the RFP: | 20%. |
| 2. Project approach and understanding, including strategy to perform requested work and time schedule* | 35%. |
| 3. Qualifications and experience Prime Consultant* | 20%. |
| 4. Fee and hourly rates: | 10%. |
| 5. Qualifications/Experience of DBE Consultant(s) | 15%. |
| <hr/> | |
| Total: | 100%. |
- E. The evaluation team will be made up of three (3) to five (5) individuals with technical knowledge of the requirements, and familiarity with the project.
- F. Selection of the Consultant(s) will be made entirely on the basis of the items requested in the RFP and as addressed in the Proposals.
- G. The evaluation may include an interview of a short list of up to three (3) finalists.

However, an award may be made without this interview. The interview will be evaluated 40% on the previous qualification rating, as well as fee and the response to the project requirements. A contract award may be made without this interview.

* Amends "Proposal Preparation, Submission & Evaluation", Article XV, paragraph b & c in Attachment 3.

Section VIII – General Requirements:

- A. The successful 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. Bidders shall follow Milwaukee County Code of Ethics as follows:
- 1) 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.
 - 2) 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.

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- C. Milwaukee County reserves the right, in its sole discretion, to reject any or all proposals, issue addenda, request clarification, waive technicalities, alter the nature and / or scope of the proposed project, request submittal, and / or discontinue this process.
 - D. Milwaukee County shall be not be responsible for oral interpretations that commit the County to the influence of the outcome of the proposal, given by Milwaukee County employees, representatives, or others.
 - E. All proposals should use this RFP and its attachments as the sole basis for the proposal.
 - F. The issuance of a written addendum and the pre-proposal meeting are the only official methods through which interpretation, clarification or additional information will be given.
 - G. Proposals will not be opened in public.
 - H. This is an RFP, not a bid. Therefore, Milwaukee County is not bound to accept the lowest fee for professional services as the basis of selecting Consultant(s).
 - I. All incurred costs attributable to 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.
 - J. All materials submitted will not be returned.
 - K. All questions regarding this RFP shall be directed in writing to:

Milwaukee County Dept. of Administrative Services
Architecture, Engineering & Environmental Services Section
Facilities Management Division
City Campus - Room 223
2711 W. Wells Street
Milwaukee, Wisconsin 53208
Tel.: (414) 278-4854. Fax: (414) 223-1366
Internet Email: wwilson@milwcnty.com

Attention: Walter L. Wilson, FAIA, NOMA, NCARB
Principal Architect

Sincerely,

Walter L. Wilson, FAIA, NOMA, NCARB.
Principal Architect

Attachments:

- Attachment 1 – Project Location Map
- Attachment 2 - Milwaukee County Dept. of Public Works - Stipulated Sum (Lump Sum) Standard Prime Consultant Agreement for Professional Services (Type "A" Agreement)
- Attachment 3 – Proposal Preparation, Submission and Evaluation Guidelines

Attachment 4 – Consultant Proposal Form

Attachment 5 - Study for Milwaukee County Behavioral Health New Hospital Conceptual Layout
Milwaukee County Inter-Office Communication Dated April 18, 2011 from Interim Dir. DHHS