

**OFFICIAL NOTICE
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES
MILWAUKEE PUBLIC LIBRARY
GOOD HOPE ROAD REDEVELOPMENT PROJECT**

The City of Milwaukee, acting through the Board of Trustees, Milwaukee Public Library (Board) seeks architectural and engineering services for the design of and to oversee the construction of a new library space. The Library will occupy the first floor of a multi-story, mixed-use building located at 7717 W. Good Hope Road. The remaining floors will be renovated for rental occupancy by the partner developer.

Architectural firms who want to be considered for this project must return three copies of their response by **4:00 p.m. on Thursday, February 23, 2017** to:

Board of Trustees, Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

Responses will be ranked as defined in the Request for Qualifications. The Library Board's Building and Development Committee will conduct interviews with the three highest ranked firms at **8:00 a.m. on Thursday, March 2, 2017**. The interviews will include presentation of potential design of the renovated space.

The Request for Qualifications documents may be obtained from the Business Office, Central Library, 814 West Wisconsin Avenue, third floor; between the hours of 9:00 a.m. and 4:30 p.m. Documents may also be emailed to prospective proposers. For questions regarding obtaining these documents, please contact Jackie Jones, Office Assistant, 414.286.3530 or via email to jojones@milwaukee.gov.

All questions as to the meaning or intent of the RFQ should be submitted in writing to:

Mr. Sam McGovern-Rowen
Library Construction Project Manager
814 W. Wisconsin Avenue
Milwaukee, Wisconsin, 53233

FAX 414-286-2794
SJMcGov@milwaukee.gov


Questions must be submitted no later than February 17, 2017. Replies shall be issued by Addenda; faxed, mailed or emailed, to all parties recorded by the Library Director as having received the Official Notice.

Published by authority of the Board of Trustees, Milwaukee Public Library, City of Milwaukee, Wisconsin.

Dated at Milwaukee, Wisconsin this 6th day of February, 2017.

Signed: Paula A. Kiely, Secretary

CITY OF MILWAUKEE, represented by
the Board of Trustees, Milwaukee
Public Library

BY 
Secretary

Return by **4:00 p.m. on Thursday, February 23, 2017**

To: Board of Trustees
% Business Office
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

**Milwaukee Public Library
Good Hope Road Redevelopment Project
Request for Qualifications
for Architecture and Engineering Services
MPL-17-001**

The Board of Trustees, Milwaukee Public Library is seeking qualified firms for the design and construction management of the interior of the Good Hope Road Redevelopment project. Firms will be evaluated based on their experience with library design, experience with renovations of historic and mixed-use buildings, professional capability of firm and staff, and ability to meet project goals, timelines and City of Milwaukee 18% requirement for the Small Business Enterprise Provision.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, Local Business Enterprise (LBE) program, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% of the maximum number of points used in the evaluation of the Request for Qualifications (RFQ), to increase the total score attained by a local business enterprise. Responders seeking the Local Business Enterprise preference shall prepare and submit with the bid an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

The three highest ranked firms will be invited to make a presentation to the Board of Trustees. The final contract will be negotiated with the selected architectural firm.

Project: Milwaukee Public Library – Good Hope Road Redevelopment Design and Construction

- I. The undersigned hereby declares that this firm is interested in furnishing services for the Milwaukee Public Library on the designated project. To be signed by person authorized to legally bind firm to proposal.

Name (Print or Type)

Title (Print or Type)

Signature

Date

Name of Firm _____

Address _____

City/State _____

Telephone No.: _____ Fax No. _____

Email Address: _____

Date Firm Established _____

Indicate Organization Status (Partnership, Corporation, Etc.) _____

II. General Information

The selected firm will be expected to review the Library Program Plan and to provide design and specification services for architectural interior build-out, mechanical and security systems, furniture, shelving, and equipment.

The Library hopes to bid the interior build-out in 2017 with scheduled occupancy in 2018.

III. Instructions for Preparation of Responses

Interested firms must provide five copies of all of the following information in order to be considered. Responses shall be limited to 15 single sided pages. A letter of introduction, signature page, table of contents, section dividers, detailed resumes and sample work products (photographs or drawings) are not included in this limit.

1. Specify Principals of firm. Include names, titles, and any degrees obtained.
2. List the key individuals who will be the architect/designer and project manager. Describe his or her relevant qualifications and experience and length of time with firm.
3. List other associates that would be involved in this project, including relevant qualifications and experience.
4. If you would engage the services of any other consultants or specialists please provide information on the firm's qualifications and experience.
5. Describe experience with redevelopment of mixed-use ventures, library development projects, design of sustainable buildings, project and construction management.
6. List five library projects completed or in progress, including any public redevelopment and mixed-use projects. Include the project name, owner and location; scope of services; year of completion; project budget and final cost; name and role of firm member assigned to the project; and names of any sub-consultants.
7. Provide four client references for projects completed in the last five years. Include name, email address and telephone number for each contact.
8. Describe your proposed approach to managing the project expertly and efficiently, including your team participation. Describe what approach you take to integrating the design and construction process. Describe what you do to verify quality of work and mitigate problems.
9. Describe your fee structure (percentage of project, lump sum, etc.), including a definition of basic and additional services. Indicate how you would address program review, conceptual design, reviewing/revising construction cost estimates and construction management.
10. Identify SBE firm(s) that will be involved in this project.
11. Prepare and submit the attached affidavit certifying LBE status.

Attachment 5 - LBE Provisions

Revised: February 24, 2012

City of Milwaukee Milwaukee Public Library

Local Business Enterprise Provisions

I. General:

- A. In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities of the Milwaukee Public Library, unless contrary to federal, state or local law or regulation. To this end, the Library Director, as a contracting officer of the City, will apply an award standard in all bids so that an otherwise responsive and responsible bidder which is a Local Business Enterprise shall be awarded the contract, provided that its bid does not exceed the lowest bid by more than 5%. An additional number of points, equal to 5% of the maximum number of points used in the evaluation of Request for Proposals (RFPs), shall be applied to increase the total score attained by a local business enterprise.
- B. Bidders seeking the Local Business Enterprise preference shall prepare and submit with the bid an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.
- C. Sanctions – If any document submitted to the city by a contractor under this chapter for the purpose of participating in any city contract contains false, misleading or fraudulent information, the Library Director may direct the imposition of any of the following sanctions on the offending contractor:
 - 1. Withholding of payment.
 - 2. Termination, suspension or cancellation of the contract in whole or in part.
 - 3. Denial to participate in any further contracts awarded by the City.
- D. Penalty – Any person, business or corporation knowingly engaging in fraud, misrepresentation or in any attempt, direct or indirect, to evade the provisions of this chapter by providing false, misleading or fraudulent information shall, upon conviction, forfeit not less than \$2,000 nor more than \$5,000 together with the costs of prosecution.

II. Protest and Appeal Procedure:

- A. Prior to Bid Opening - Protests regarding form and content of bid documents must be received by the Library Director not less than five days prior to the scheduled bid opening time. A protest shall be in writing and state the reason for it. The protest will be reviewed and if modification is necessary, the bid opening day will be extended and addenda sent to each bidder. The decision of the Library Director is final.
- B. The Milwaukee Public Library reserves the right to waive any of these specifications when it is in the best interest of the City and in accordance with the procedures set forth in Chapter 365 of the Milwaukee Code of Ordinances.

Attachment 5 - LBE Provisions

Revised: February 24, 2012

III. Definitions:

- A. Local Business Enterprise means a business which satisfies all of the following criteria:
 - 1. Owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish status as a Local Business Enterprise.
 - 2. A residential address may qualify, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee.
 - 3. Has leased property and at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
 - 4. Has been doing business in the City of Milwaukee for at least one (1) year.
 - 5. Is not delinquent in the payment of any local taxes, charges or fees, or the business has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
 - 6. Will perform at least 10% of the monetary value of the work required under the contract.

IV. Local Business Enterprise Requirement:

- A. The Milwaukee Public Library shall, unless contrary to federal, state or local law or regulation, apply an award standard in all bids so that an otherwise responsive and responsible bidder which is a Local Business Enterprise shall be awarded the contract, provided that its bid does not exceed the lowest bid by more than 5%.
- B. If the bids of two or more Local Business Enterprises do not exceed the lowest bid by more than 5%, the contract shall be awarded to the Local Business Enterprise that submitted a bid that exceeded the lowest bid by the smallest amount.
- C. If a bid submitted by a non-Local Business Enterprise and a bid submitted by a Local Business Enterprise are identical, the contract shall be awarded to the Local Business Enterprise, even if the bids are only identical due to the 5% award standard provided for in this chapter.
- D. If two bids submitted by two Local Business Enterprises are identical, the winner will be determined in accordance with the process for tie-breakers as established by the Library Director.
- E. If the difference between the low bidder's amount and the lowest Local Business Enterprise amount is within 5% of the low bidder and exceeds \$25,000, then the provisions in section III-A shall not apply.
- F. Paragraph III-A shall only be applied to the "base bid".



MILWAUKEE PUBLIC LIBRARY

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM

AFFIDAVIT OF COMPLIANCE

IMPORTANT: This form must be submitted with your bid to be considered for LBE status.

Bid/RFP No.: _____

Company Name: _____

Address: _____

City, State, Zip _____

This affidavit of compliance will be the contractor's sworn statement that the business meets the following criteria:

- The business owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish status as a Local Business Enterprise.
- A residential address may suffice to establish compliance as a Local Business Enterprise, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee.
- Leased property shall not suffice to establish compliance as a Local Business Enterprise unless at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
- The business has owned or leased real property within the geographical boundaries of the City of Milwaukee *and* the business has been doing business in the City of Milwaukee for at least one (1) year.
- The business is not delinquent in the payment of any local taxes, charges or fees, or the business has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
- The business will perform at least 10% of the monetary value of the work required under the contract.

NOTE: If you are the primary owner of more than one business location and the other business location(s) is not located within the geographical boundaries of the City of Milwaukee, the business you are seeking to qualify as a Local Business Enterprise must serve as the primary functionally operational entity that is capable of providing the required services, commodities, or supplies for the purposes of this Bid/RFP. If you own more than one business, please list the name of the business (es) and their addresses on the "Business Property Location" form.

SITE VISITS: Please note the contractor agrees to allow the City to verify Local Business Enterprise status by allowing City Staff to visit the operation(s) of the business that is seeking Local Business Enterprise status at any time without notice, in an effort to maintain the integrity of the City's bidding process.

I hereby declare compliance with the City of Milwaukee Code of Ordinances Chapter 365.

Authorized Signature: _____

Printed Name: _____

Date: _____

NOTARIZATION

Subscribed to before me on this _____ day of _____ in the year
_____, at _____ County, _____ State.

NOTARY PUBLIC SIGNATURE: _____

(SEAL)

PRINT NAME: _____

My commission expires: _____

PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL TO:

**Milwaukee Public Library
814 W. Wisconsin Avenue
Milwaukee, Wisconsin 53233
OR FAX TO 414-286-2798**



MILWAUKEE PUBLIC LIBRARY

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM BUSINESS PROPERTY LOCATION FORM

Important Note: This form must be submitted with your bid to be considered for LBE status.

Bid / RFP # _____

Property Location 1

Name:	
Address:	
City, State, Zip	

Property Location 2

Name:	
Address:	
City, State, Zip	

Property Location 3

Name:	
Address:	
City, State, Zip	

Property Location 4

Name:	
Address:	
City, State, Zip	

PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL TO:

814 W. WISCONSIN AVENUE
MILWAUKEE, WISCONSIN 53233
OR FAX TO 414-286-2798

Attachment 6 – Confidential and Proprietary Information Designation Form

Material submitted in response to the _____ Request for Proposal for _____ includes information that we have determined is proprietary, confidential and for information which qualifies as a trade secret*, as provided in Wis. Stat. Section 19.36(5), or is otherwise material that can be kept confidential under the Wisconsin Public Records Law. Wis. Stat. §§ 19.31-39.

As such, the proposer asks that certain pages, or sections of pages, as indicated below, of this proposal be treated as confidential material and not be released to the public. I am providing the following information with the understanding that it is being submitted to _____ under a pledge of confidentiality. I would not have submitted this information had the _____ not pledged to keep it confidential** and request that the following pages not be release:

<u>Section</u>	<u>Page</u>	<u>Topic</u>

*Trade secret is defined in Section 134.90(1) (c), Wisconsin Statutes, as follows:

“Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply: 1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. 2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

**NOTE: Proposers are cautioned that the ENTIRE PROPOSAL MAY NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY. THE ABOVE DESIGNATION(S) OF CONFIDENTIALITY IN NO WAY GUARANTEES THAT DESIGNATED INFORMATION WILL BE KEPT CONFIDENTIAL. UNDER THE PROVISION OF THE PUBLIC RECORDS LAW, PROPOSER IS NOT ENTITLED TO NOTIFICATION PRIOR TO RELEASE OF INFORMATION.

IF THE _____ AGREES WITH PROPOSER’S DESIGNATION OF TRADE SECRET OR CONFIDENTIALITY AND THE DESIGNATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY THE LIBRARY FOR ALL COSTS, FEES AND EXPENSES ASSOCIATED WITH, OR GENERATED FROM, THE CHALLENGE TO THE DESIGNATION.

Attachment 6 – Confidential and Proprietary Information Designation Form

Failure to include this designation in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying to the public. The _____ considers other markings as confidential in the proposal document to be insufficient.

Signature (Authorized Representative)

Telephone Number

Name (Please print)

Company Name

Title

Date

NOTE: The _____ as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential.