



Department of Public Works  
Infrastructure Services Division

Ghassan Korban  
Commissioner of Public Works

Preston D. Cole  
Director of Operations

Jeffrey S. Polenske  
City Engineer

December 13, 2011

Ladies/Gentlemen

**Subject: Request for Proposal  
Architectural/Engineering Design Services and  
Mechanical Engineering Design Services for  
DPW-Infrastructure Services-Facilities Development and Management Section  
For Various City Buildings  
Milwaukee, Wisconsin**

To Whom it May Concern:

Enclosed herewith is a Request for Proposal (RFP) as referenced above. The projects generally consists of providing architectural/engineering(A/E) design services for interior and exterior building projects, and mechanical engineering(ME) design services for the installation, upgrade and replacement of mechanical systems at various city buildings. The A/E and ME design services would each include all required architectural, structural, HVAC, plumbing, life/safety, fire suppression and electrical design, and commissioning services as necessary for their assigned independent projects. This work shall include the design, preparation of contract documents (plans and project manual) for bidding construction, bidding and construction phase services. In addition, the A/E and ME consultant will provide project support functions as needed, including structural engineering, CADD drafting and construction inspection services, to assist City staff on projects.

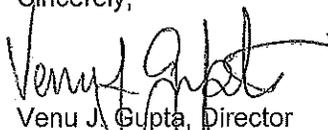
The A/E and ME design services contracts will each be for three (3) years with three (3) one (1) year options to extend each contract. The City anticipates retaining multiple consultants for this contract period. Projects for years 2012 through 2017 will be dependent upon approval of annual budgets by the City's Mayor and Common Council.

If providing these professional services is of interest to your firm, please submit your proposal to me by 4:00 PM on Tuesday, January 17, 2012.

All proposals will be reviewed and interviews conducted with the most qualified firms. The City reserves the right to select multiple firms for this consultant service contract. Negotiations will proceed with the selected firm(s) to arrive at a contract. Design services included in the initial contract will include approved 2012 projects and anticipated 2013 - 2014 projects. The contract(s) may be extended for three additional one-year terms.

All requests for clarification regarding the RFP and the selection process should be sent to Ron Schoeneck, Architectural Project Manager at [ronald.schoeneck@milwaukee.gov](mailto:ronald.schoeneck@milwaukee.gov) by Friday December 30, 2011(CDT). Only written responses and/or addenda will be binding upon the City.

Sincerely,



Venu J. Gupta, Director  
Facilities Development and Management

Enclosures  
RAS/kt

cc: P. Fredrich  
T. Tarkowski  
M. Krause  
R. Schoeneck  
Central File