



**GENERAL MITCHELL INTERNATIONAL AIRPORT**  
**PHYSICAL ACCESS CONTROL UPGRADE SYSTEM**

***CONSTRUCTION MANAGEMENT SERVICES***

**March 25, 2019**

**REQUEST FOR QUALIFICATIONS**

Milwaukee County Department of Administrative Services is requesting proposals from consultants to perform construction management services for the Physical Access Control System Upgrade project at General Mitchell International Airport (MKE) in Milwaukee, Wisconsin.

**I. BACKGROUND**

The Milwaukee County Department of Administration Services (DAS) is soliciting for a project to upgrade the physical access control system (PACS) at General Mitchell International Airport (MKE) in Milwaukee WI. This project covers the terminal, concourses, South maintenance, power house, MKE Business park and vehicle gate entrances. The Construction Manager is needed to oversee the contractors that will be awarded this project.

The new PACs will upgrade the existing system to a new deemed state-of-the-art technology that will integrate with existing MKE's VMS (Video Management System) and IDMS (Identification Management System) equipment. The majority of the card readers will remain in place. The contractor will be supplying and installing new headend equipment, field panels, power and data cabling and integration with the existing VMS and IDM equipment.

The construction contract went out for bid January 7<sup>th</sup>, 2019. The bids were received February 20<sup>th</sup>. The project was awarded to Next Electric.

**II. GENERAL SCOPE OF WORK –Physical Access Control Upgrade**

The scope of work of the Project is defined by the Contract Documents and includes, but is not limited to:

- The replacement of the existing Physical Access Control System (PACS) with a completely new PACS. This work shall include the demolition of existing equipment and cabling and the furnishing, installation, programming, configuration and testing of the new PACS.
- Modification and/or replacement of existing PACS devices including cabling at secured doors.
- Upgrade of the existing Intellisoft Identity Management System (IDMS)
- Integration of the new PACS with the following existing systems:
  - Existing Verint Video Management System (VMS) including updating the existing GIS map to include all PACS device points.
  - Existing Innovonics wireless duress alarm system.
  - Existing fire alarm system for release of electrified door locks upon fire alarm
- Provision of 120VAC emergency branch circuits to existing access control panel enclosures.
- Provision of Category 6 cabling to existing access control panel enclosures.
- Upgrade of the existing Test Lab to simulate new systems and environment.

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The Construction Manager for this Project will act as a project coordinator and advisor to the Airport and Engineer. As an agent of the Airport, the Construction Manager will assume project coordination duties and responsibilities. The duties and responsibilities of the Construction Manager will include oversight of the construction schedule, assistance in coordinating and scheduling work with the Airport and tenants, scheduling of system outages that affect the Airport and tenants and conducting project meetings. The construction management of the Physical Access Control Upgrade project shall consist of any and all solicited scope of services which includes, but is not limited to, the following tasks:

- Provide management, administration and oversight of the Project construction contract.
- Review a job specific safety program provided by the Contractor(s).
- Review construction work and phasing plans with GMIA Departments, including tenants, and make recommendations to minimize disruption to Airport and tenant operations.
- Ensure construction activities/shutdowns/closures are properly coordinated with and approved by GMIA Departments and all affected tenants.
- Coordinate the use and assignment of security guards provided by the Contractor for the use of securing secured doors and portals taken out of service during the construction phase and assisting the Contractor in minimizing total downtime.
- Ensure that the Contractor has scheduled all formal code inspections with the Airport's Building Inspection and Code Enforcement Division once a pre-inspection has been performed with the Contractor.
- Manage and log/record the submission of samples, shop drawings, Operation & Maintenance (O&M) manuals, and other submittals for contract and code compliance and all software design and integration documentation for the Project.
- Maintain a log of any requests for information and manage responses for approval by the Airport Project Manager and/or the Engineer.
- Review progress pay requests for accuracy and recommend approval. Contractor shall prepare all supporting documentation for progress pay requests, including but not limited to, certified payroll tracking forms.
- Review Contractor reports, as-built drawings, and other construction documentation and ensure information is appropriately captured in Airport records. Coordinate review of documents by Engineer.
- Coordinate job site meetings and prepare meeting minutes. CM shall review and communicate information presented to Airport managers and all attendees.
- Administer the evaluation and negotiation of change orders, prepare and process change orders and contract modifications for Airport approval, and maintain a change log. All change documentation shall utilize Airport standard templates.
- Provide inspection of punch lists prepared by the Airport and Engineer to confirm all work has been completed per contract requirements.
- Security infrastructure/interfaces requirements and interdisciplinary roles with Transportation Security Administration, Milwaukee County Sheriff, U.S. Customs, GMIA Security & GMIA IT
- Maintaining security and airport operations during construction at all times.
- Various other associated and supporting work.
- Plan set constructability review to ensure the project is buildable, cost effective, biddable and maintainable.
- Applicant must be familiar with industry code requirements involve in low voltage systems as well as construction methods involved in installation of the proposed card reader network.
- Emphasis will be placed on experience with design and construction coordination with IT and other engineering disciplines. The construction manager requires up-to-date knowledge of the

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latest low voltage system technologies and engineering practices.

- The construction award for the Physical Access Control Upgrade is \$1,543,040 with an alternate bid of \$70,000 for Concourse E if needed.
- A Non-Disclosure Agreement is required prior to receiving any construction documents.

All airport facilities will be required to remain in full operation while the construction proceeds. Only the areas designated in the phase drawings with agreed upon timeframes will be vacated for the work.

**III. PROJECT OBJECTIVE(S)**

Milwaukee County wishes to proceed with an agreement for construction management services for the Physical Access Control Upgrade project located at General Mitchell International Airport.

**IV. SCOPE OF PROFESSIONAL SERVICES**

**The selected Construction Manager shall have overall coordination and day to day construction management responsibilities for the project within the overall project timetable. The contract will include Basic Services, as described in Article 3 of the County Type C Agreement; “Not to Exceed” Sum.**

Construction management services are generally required as follows:

**A. GENERAL SCOPE OF PROFESSIONAL SERVICES**

**1. PRE-CONSTRUCTION PHASE**

Pre-construction services shall include a quality assurance review of the design work. The quality assurance review shall include evaluation of the quality and value of materials and systems proposed by the Prime contractors team, project constructability, coordination and completeness of all project elements and disciplines, accuracy of the construction cost estimate, and viability of proposed construction schedules and phasing plans. Services during this part shall include a written report of the review and advice and assistance to the design team regarding any correction or improvement to the construction documents. Though the construction phase of the project is in the process of being awarded to Next Electric, the construction has not started and review comments on the documents is still required.

**2. CONSTRUCTION PHASE**

Construction management services shall include day-to-day, or as needed on-site monitoring and documentation of construction activities to assure quality and compliance with construction contract requirements. This work shall include all required and necessary quality assurance construction testing per the project specifications. All schedules, as-built notes and details shall be maintained, monitored, and updated. Coordination of construction contracts shall be provided to include seamless provision of temporary project facilities and services. Project budget shall be monitored including responsibility for preparation of all construction progress payments and evaluation and processing of all claims and change orders, and RFI processing.

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Construction phasing and coordination is critical due to the project requirement that at no time will the Owner be left without a fully operable access control system and at no time shall any secured door/portal be unsecured without a guard. Construction management services shall include review and coordination of the contractor's detailed construction phasing schedule with GMIA Departments, including tenants affected by the work of this contract. Construction Manager shall ensure construction activities/shutdowns/closures are properly coordinated with and approved by GMIA Departments and all affected tenants.

Construction management services shall also include the coordination with other work being performed by the Milwaukee County Airport (MKE), airport tenants, and the TSA. As part of the scope of services, the consultant shall communicate with all aforementioned agencies, for the purpose of insuring a smooth and safe worksite, and to facilitate the execution of all the necessary construction work in order to maintain the owner's schedule.

3. Team members shall use the 48-section CSI Code Format for estimating and project management, and other yet-to-be determined software important for team use.

**V. PROJECT TIMETABLE**

This timetable is based on the best information available as of the date of this Request for Qualifications (RFQ) and is intended to give prospective consultants a general idea of the anticipated project schedule.

- |   |                        |
|---|------------------------|
| 1. Begin issue of Request for Proposals (RFP) to proposers.   | March 28, 2019         |
| 2. Pre-Proposal conference in the Sijan Conference Room, located at the rear of the Gallery of Flight Museum, 2 <sup>nd</sup> level of the main terminal, GMIA. | 10:00AM, April 2, 2019 |
| 3. <b>Proposals due.</b>  | <b>April 10, 2019</b>  |
| 4. Interview consultants (some or all as selected)<br>If interviews to occur it will be no sooner than:   | April 12, 2019         |
| 5. Project award (will occur no sooner than).   | April 16, 2019         |
| 6. Consultant Agreement execution/project Notice-to-Proceed.  | May 13, 2019           |
| 7. Begin constructability review  | May 20, 2019           |
| 8. Preconstruction meeting for Contractor   | April 23, 2019         |
| 9. Anticipated construction start   | May 6, 2019            |
| 10. Project Closeout tentative  | February 10, 2020      |

**VI. STATEMENT OF QUALIFICATIONS PREPARATION AND SUBMISSION GUIDELINES**

1. Explanation to Prospective Proposers

Any prospective proposer desiring an explanation or interpretation of this RFQ must request it in writing no later than seven business days before the last date for submission of statements. Requests should be directed to the individual in charge at the address listed in the RFQ. Any information given to a prospective proposer concerning a solicitation will be furnished promptly to all other prospective proposers as an amendment to the RFQ, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective proposers.

2. Complete Statements

Statements shall represent the best efforts of the proposers and will be evaluated as such. Statements must set forth full, accurate, and complete information as required by this section and other sections of this RFQ.

3. Unnecessarily Elaborate Statements

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the proposer's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear statements are sought.

4. Retention of Statements

All statement documents shall be retained by the County and therefore, will not be returned to the proposers. The County will not pay for preparation of statements or for statements that are retained by the County.

5. Examination by Prospective Proposers

Proposers are expected to examine the project location, scope of services, project objective and all instructions and attachments in this RFQ. Failure to do so will be at the proposer's risk.

6. Statement of Qualifications Content

The Statement of Qualifications shall include the following information:

- A. Cover: Include project number and name, project location, proposer's name, address, telephone number, email address, statement date, etc. Provide tabs for each section.
- B. Table of Contents: Include an identification of the material by section and page number.
- C. Letter or Transmittal: The name and description of the organization submitting the statement briefly stating the proposers understanding of the service to be provided.
- D. Project Organization and Staff Experience: Include an organizational structure of the project

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- team, including the relationship of the sub-consultants to be used for this project. The name of the Principal-In-Charge of this project along with Professional Registration must be clearly indicated in this section of the statement, 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/or duties for the project, professional registration, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.
- E. 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.
- F. Project Approach: Provide a statement to indicate an understanding of the project requirements, a description of the planning and design approach, the technical problems you anticipate in this project and how you propose to solve them.
- G. Scheduling: Provide a bar chart form schedule which indicates a sequence, time table, and relationship of tasks which are necessary to complete the project. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the consultant cannot meet the proposed schedule.
- H. DBE Goals: The Targeted Business Enterprise (TBE) participation goal for this project/agreement is 17%. Indicate the planned approach to meet the TBE goal.
- For more information on the TBE participation program, call Mr. Brian Engel of the Community Business Development Partner (CBDP) Office at 414-278-4803.
- I. Quality Control: Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.

**7. Late Statements and Modifications and Withdrawals of Statements**

Any statement received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

**VII. STATEMENT EVALUATION AND CONSULTANT SELECTION**

Following is a list of criteria that will be used to evaluate the submitted statements of qualification:

1. The qualifications and experience of the firm(s) and primary personnel to be assigned to the project as submitted with the statement.
2. The firm's past performance on projects of similar scope and size as submitted with the statement.
3. The organization of the proposer's team including effective utilization of TBE firms.
4. Coverage within the proposer's team of all required disciplines including but not limited to:
  - Constructability review

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- Low voltage security card access systems
  - Structured cabling
  - Knowledge and experience in integration of multiple software platforms.
  - Structural, civil, mechanical, electrical, systems, and site design
  - BIM for model coordination
  - Construction in an airport environment
5. The firm's indicated understanding of the project requirements
  6. The consultant's project approach and methodology as presented in the statement.
  7. The project team's resources and availability of key personnel as related to the needs of this project.
  8. The proposer's proposed schedule of project tasks and activities that meet the requirements of the project. Coordination of Next Electric's proposed schedule.
  9. The proposer's responsiveness to the RFQ.
  10. The proposer's plan and assurance of meeting Milwaukee County's TBE requirements.
  11. Analysis of the proposer's overall interest, commitment, and ability.

Selection of the proposer for award of this project will be qualifications-based subject to a mutual understanding of the scope of services and a negotiation of a fair and reasonable fee. After evaluation of the submitted proposals and the following interviews (if needed) the selection committee will score and rank the proposals. Negotiation will follow with the highest ranked proposer to fully define the scope of work and to reach a fair and reasonable fee. If this cannot be accomplished with the highest ranked proposer then negotiation will proceed with each succeeding proposer until an acceptable agreement is reached.

Milwaukee County reserves the right to accept or reject any and all statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

**VIII. GENERAL REQUIREMENTS**

Submitting proposers shall comply with Milwaukee County Code of Ethics as follows:

**GENERAL ORDINANCE OF MILWAUKEE COUNTY**

**- 9.05 CODE OF ETHICS**

- (2)(I) 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. Contract considerations 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, proceedings on veto (if necessary) or departmental approval. This provision does not apply to those items covered by Section 9.15 unless an acceptance by an elected

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official would conflict with this section. The language in Section 9.05(2)(1) shall be included in all Request for Proposals (RFP) and bid documents.

With the signing and submission of a statement or proposal the submitting proposer certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected proposer) has been read and understood and that the submitting consultant is ready, willing, and able to sign such an agreement, when requested, without making any substantive changes.

The successful proposer must be an Equal Opportunity Employer.

The submitted statement of qualifications shall conform to the requirements of this RFQ and all attached documents. All statements should use this RFQ and its attachments as the sole basis for the statement. The issuance of a written addendum and the pre-submission meeting minutes (if issued) are the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing a statement, attending a pre-proposal meeting, attending the selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.

The statement must be submitted in a single bound 8-1/2" x 11" document.

Any firm currently a part of the Physical Access Control Upgrade project design team will <u>not</u> be permitted to become any part of the selected construction management team under this agreement.
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**IX. ADDITIONAL REQUIREMENTS**

The successful proposer must be an Equal Opportunity Employer. The proposer shall utilize Targeted Business Enterprise (TBE) with a goal of *seventeen percent (17%)* of the proposer's fee.

Proposer are required to sign a non-disclosure agreement with Milwaukee prior to receiving any construction documents. A set of bid documents can be purchased from Faith Group LLC for \$400.00. A plan set is available for viewing in the Airport engineering office.

Submit four (4) copies of your Proposal, complete as specified in this request, no later than **3:00 PM CST April 10** to:

Mary Turner  
Administration building A260 Airport Engineers Office  
General Mitchell International Airport  
5300 South Howell Avenue  
Milwaukee, Wisconsin 53207-6189

Please contact Mary Turner at (414) 747-6233 or mturner@mitchellairport.com with any questions.

**Milwaukee County reserves the right to accept or reject any and all proposals as determined to be in the best interests of Milwaukee County.**