

Redevelopment Authority of the City of Milwaukee

Request for Proposal #57605
Economic Feasibility Services

Addendum #1
June 26, 2015

THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.

Questions and Answers:

Below are questions and answers grouped into categories and specific parts of the scope.

Question #1: A question regarding the Proposal Format: In addition to the requirements of Letter of Transmittal through SBE Participation (items A. through H.), are submissions to include a summary of those bulleted items listed after the first paragraph on page 5 (Fee for ..., Summary of qualifications, Work sample, etc.)?

Answer #1: The intent of the four bullet points in Section IV were to provide instruction on how the proposal should be organized. After re-reading that portion of the RFP, the decision has been made to make the following change to Section IV as shown in the document below.

Question #2: I notice that two of the required forms (Attachments A & B) have blanks for notarization by a Milwaukee County notary. Does that indicate that you will not accept proposals or consider firms located outside of the County or State?

Answer #3: Proposals will be accepted from firms located outside of the State and County.

Question #3: Is the 18% SBE a definite requirement or an aspirational goal for the project? Will a consultant's proposal be non-responsive if there is not a SBE subcontractor included?

Answer #3: SBE participation is a goal and is scored accordingly per the evaluation criteria. A consultant's proposal will not be considered non-responsive if no SBE subcontractor is included.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED June 26, 2015) FOR REQUEST FOR PROPOSAL #57605, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR REQUEST FOR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS _____ DAY OF _____, 2015.

SIGNATURE

COMPANY NAME

IV. PROPOSAL FORMAT

Consultants responding to this RFP must provide the following information in their proposals. Brevity is encouraged.

A. Letter of Transmittal

This letter should state concisely, in less than one page, the proposer's understanding of the work to be performed, and the ability of the firm to perform the work.

B. Title Page

The title page should include "Request for Proposal, Redevelopment Authority of the City of Milwaukee, Economic Feasibility Services", the name of the proposing firm, address, telephone number, name of contact person, email address and the date.

C. Table of Contents

Include a table of contents, which identifies the material by section and page number, including any appendices.

D. Firm Profile

Briefly describe the firm and the range of services that the firm provides.

E. Qualifications and Experience

Because we are not able to outline a specific scope of work for this contract, we are asking proposer's to present qualifications and experience for the following categories, which this umbrella contract will encompass. For each category explain related experience the firm has and include example project descriptions for each category as Appendix A.

- review of the request for public assistance related to a proposed development project
- analysis of the developer's assumptions
- estimation of future values and tax increments
- documentation of recommendations on the structuring of City assistance, including the creation of, or amendment to, tax incremental districts in the form of a written report that will be available for public consumption
- Conducting work under umbrella contracts

In this section include five client contact references and a phone number for each.

F. Project Team

In this section proposers should present staff experience and organization of staff that will be working under this contract. Include an organizational structure of the project team and staff resumes as Appendix B.

This section should also identify the subcontractors that proposer's plan to utilize under this contract, and an explanation of the role of the subcontracted firms. Resumes or qualification documents for the subcontractors should also be included as Appendix B.

G. Costs

In this section proposers should include a list of standard unit rates that the firm will charge the RACM during the duration of the contract for:

- Labor (include personnel titles and hourly rates)
- Office equipment and shipping (including photocopy and phone charges)

All overhead rates must be included in the cost estimates provided to the Redevelopment Authority of the City of Milwaukee. The successful contractor will be expected to honor the prices identified in this RFP for the duration of the contract, unless modified by mutual agreement in writing.

H. Work Sample

Proponents are to provide a sample of work similar in nature to the services being requested in this RFP

I. Work plan

Proponents are to provide a work plan, with a schedule, describing how the scope of services would be addressed.

J. Small Business Enterprise (SBE) Participation

The goal for this contract is a total combined Small Business Enterprise (SBE) participation rate of 18% of the total dollars expended on this Contract. SBE's must be currently certified by the City of Milwaukee. For a listing of SBE firms certified by the City of Milwaukee, go to the following link, click on the "SBE Business Directory" and then click on "Search for Certified Firms": <http://city.milwaukee.gov/osbd>

Proposers **must complete and submit with their proposal** Form A, as referenced in the Table of Contents (Attachment A).