

## Appellants' Proposed Exhibit List

1. MWH's SBE Certification
2. Copy of R. Kelsey's 10/6/17 Email
3. Bonfire Disclosure Counsel Services Scoring Summary
4. Chapter 365 Local Business Enterprise Contracting Program Ordinance
5. Katten's Small Business Development-Form A Contractor Compliance Plan
6. Chapter 370 Small Business Enterprise Program Ordinance
7. Redacted MWH Office Lease (4/2016)
8. Excerpt from City of Milwaukee Purchasing Liaison Manual
9. City of Milwaukee RFP 14749 VSC for Disclosure Counsel Services (Partial)
10. City of Milwaukee DOA-Purchasing Division (Partial)
11. Standard Terms & Conditions City of Milwaukee DOA-Purchasing Division
12. RFP/VSC for Bond/Disclosure Counsel Services-Responsibilities of RFP Evaluation Committee Members Forms (5/19/17)
13. Richard Li emails regarding Proposed Evaluation Committee Members for RFP/ VSC for Bond/Disclosure Counsel Services-Request for Proposed (5/15/17)
14. MWH LBE Program Affidavit of Compliance (12/18/16)
15. Scoring Chart for Disclosure Counsel Services RFP (4/27/17)

# Exhibit No. 1

# City of Milwaukee

## Office of Small Business Development (OSBD)

### Small Business Enterprise Certification & Compliance Program

This certificate acknowledges

### **MWH Law Group, LLP**

As a **Small Business Enterprise (SBE)** owned, operated and controlled company, which has met the criteria established by the City of Milwaukee.

CERTIFICATE EXPIRES: 3/31/2020

CERTIFICATE OSBD

<u>NAICS Code</u>	<u>Description</u>
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541110	Offices of Lawyers
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Small Business Development Manager

*This certificate supersedes any certificate previously issued. If there are any changes regarding the information (i.e. business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business application for certification as a SBE, you must immediately (within 30 days of such changes) notify the Office of Small Business Development in writing. The Office of Small Business Development reserves the right to conduct a compliance review at any time to confirm certification eligibility. Furthermore, certification may be suspended or revoked upon findings of ineligibility.*

# Exhibit No. 2

---

**Subject:**

RFP 14749 - Disclosure Counsel Services

**From:** Kelsey, Rhonda [<mailto:Rhonda.Kelsey@milwaukee.gov>]**Sent:** Friday, October 6, 2017 5:19 PM**To:** Bertieri, Pamela S. (MKE x1826) <[Pamela.Bertieri@quarles.com](mailto:Pamela.Bertieri@quarles.com)>**Subject:** RE: RFP 14749 - Disclosure Counsel Services

Hello Ms. Bertieri:

I am following up to the email below. While I certainly do understand the concern, please see the responses below to the remaining two questions that you posed:

In regard to your question regarding LBE participation, MWH Law Group, LLP does not qualify as an LBE because it does not meet criterion #3 as set forth in the City of Milwaukee's LBE Program Affidavit of Compliance.

As it relates to your question regarding SBE participation, the Request for Proposal (RFP) states: **SBE Participation:** Effective Utilization of a City Certified SBE Firm (**Optional**) Other Services Offered (**Optional**). Proposers who utilize a City-certified SBE vendor for this contract will be eligible for up to 10 additional points for subcontracting a portion of the work with a city certified SBE vendor. In order to qualify for these additional SBE points, proposers must provide details in their proposal response as to the percentage of the contract that will be subcontracted to the SBE vendor and a description of the meaningful services that the SBE subcontractor will be performing. The Office of Small Business Development Contractor Compliance Plan (Form A) must be completed and submitted with your proposal if you intend to utilize an SBE subcontractor. Failure to return these properly completed forms will result in disqualification from receiving the additional points for SBE.

Should you have any additional questions or concerns, please do not hesitate to contact me at 414-286-3501.

Rhonda U. Kelsey

City Purchasing Director

City of Milwaukee

DOA-Purchasing Division

200 E. Wells, Room 601

Milwaukee, WI 53202

# Exhibit No. 3



## Navigation

Projects

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## Submission Scores

[Return to Project](#)**RFP 14749 - VENDOR SERVICE CONTRACT  
FOR DISCLOSURE COUNSEL SERVICES**

Katten Muchin Rosenman LLP

Documents/Data: Open... « Prev Next »

Scoring Summary 105.4 pts (Rank: #1)

+ Show

Scoring Comments

- Hide

**Evaluation Group 1 - Mandatory Evaluation**

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

25 pts

Karen Jeffries, CPPB

Comments: LOWEST COST

Primary Reason: Other

Recorded on [page 1 of Affidavits of Compliance](#) Aug 03, 2017 12:35 PM CDTA - Bonus Points

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded on [page 1 of Affidavits of Compliance](#) Aug 03, 2017 12:36 PM CDT

A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB  
DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: N/A

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:57 AM CDT from Project View

**Evaluation Group 2 - Methodology/Technical Evaluation**

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members

Reviewer Scores

36 pts

Richard Li

Comments: Good Process description (8), and good due diligence description (8). Experienced team and Katten Securities Litigation (20). No discussion on City Procedures (0).

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:09 PM CDT from Project View

+ Show Score Updates

40 pts

David Anderson

Comments: Strong team with significant experience advising the City. Resumes do not focus on disclosure counsel role

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 9:23 AM CDT from Project View

43 pts

Jerry Allen

Comments: Proven track record serving in this capacity.

Primary Reason: Meets or exceeds my expectations

Recorded by Jerry Allen Jul 25, 2017 9:40 AM CDT from Project View

45 pts

Jeremy McKenzie

Comments: Katten has demonstrated the capability as a firm as via its team to provide the City with the requested services.

Primary Reason: Other

Recorded on page 47 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services Jun 29, 2017 3:57 PM CDT

45 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on page 55 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services May 30, 2017 3:54 PM CDT

Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel

Reviewer Scores

20 pts

Richard Li

Comments: Good firm (13), good after hours (5), good use of SBE (2)

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:06 PM CDT from Project View

20 pts

David Anderson

Comments: significant firm experience with City good working relationship with SBE firm

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 9:25 AM CDT from Project View

18 pts

Jerry Allen

Comments: Highly experienced firm in this area of the law.

Primary Reason: Meets or exceeds my expectations

Recorded by Jerry Allen Jul 25, 2017 9:42 AM CDT from Project View

20 pts

Jeremy McKenzie

Comments: Firm has the appropriate experience and abilities and has used SBE firms in the past.

Primary Reason: Other

Recorded by Jeremy McKenzie Jun 29, 2017 4:25 PM CDT from Project View

20 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on page 55 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services May 30, 2017 3:54 PM CDT

Overall quality of the proposal

Reviewer Scores

10 pts

Richard Li

Comments: Good response (5), local presence through SBE (5)

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:07 PM CDT from Project View

9 pts

David Anderson



**Comments:** Strong discussion of the disclosure process.  
**Primary Reason:** Meets or exceeds my expectations  
 Recorded by **David Anderson** Jun 20, 2017 9:28 AM CDT from Project View

10 pts

**Jerry Allen**  
**Comments:** Best in class proposal.  
**Primary Reason:** Meets or exceeds my expectations  
 Recorded by **Jerry Allen** Jul 25, 2017 9:44 AM CDT from Project View

10 pts

**Jeremy McKenzie**  
**Comments:** High quality proposal with large amount of supporting information.  
**Primary Reason:** Other  
 Recorded on [page 47 of RFP Documentation in Accordance with Submission Checklist; Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:58 PM CDT

10 pts

**Dennis Yaccarino**  
**Comments:** None.  
**Primary Reason:** Strongly fits desired attribute(s)  
 Recorded on [page 55 of RFP Documentation in Accordance with Submission Checklist; Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 3:54 PM CDT

### **B - Bonus Points**

#### **B-1 - SBE Participation**

##### **Reviewer Scores**

7 / 10

**Richard Li**  
**Comments:** Decent use of SBE  
**Primary Reason:** Mostly complete response  
 Recorded by **Richard Li** May 26, 2017 6:07 PM CDT from Project View

10 / 10

**David Anderson**  
**Comments:** SBE firm with substantial experience with the City, good working relationship between the firms.  
**Primary Reason:** Strongly fits desired attribute(s)  
 Recorded by **David Anderson** Jun 20, 2017 9:29 AM CDT from Project View  
[+ Show Score Updates](#)

9 / 10

**Jerry Allen**  
**Comments:** Chose well regarded and experienced local firm.  
**Primary Reason:** Meets or exceeds my expectations  
 Recorded by **Jerry Allen** Jul 25, 2017 9:45 AM CDT from Project View

10 / 10

**Jeremy McKenzie**  
**Comments:** Katten will work with Hurtado if selected.  
**Primary Reason:** Other  
 Recorded by **Jeremy McKenzie** Jun 29, 2017 3:37 PM CDT from Project View

10 / 10

**Dennis Yaccarino**  
**Comments:** None.  
**Primary Reason:** Strongly fits desired attribute(s)  
 Recorded on [page 55 of RFP Documentation in Accordance with Submission Checklist; Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 3:53 PM CDT

## **Evaluation Group 3 - Pricing**

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## Submission Scores

[Return to Project](#)**RFP 14749 - VENDOR SERVICE CONTRACT  
FOR DISCLOSURE COUNSEL SERVICES**

Quarles &amp; Brady LLP

Documents/Data:   

Scoring Summary 97.8 pts (Rank: #2)

+ Show

Scoring Comments

- Hide

**Evaluation Group 1 - Mandatory Evaluation**

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

19 pts

Karen Jeffries, CPPB

Comments: POINTS EARNED. SBE POINTS WILL BE REMOVED DUE TO LACK OF OSBD PLAN SUBMISSION.

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:58 PM CDT from Project View

A - Bonus Points

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:58 PM CDT from Project View

A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB

DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: DEDUCTION OF 9.6 BONUS SBE POINTS. REQUIRED OSBD PLAN A NOT SUBMITTED. K. JEFFRIES, CPPB

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:59 AM CDT from Project View

**Evaluation Group 2 - Methodology/Technical Evaluation**

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members

Reviewer Scores

40 pts

Richard Li

Comments: Good process (10), due diligence (10), no City Procedures (0). Good team and local (20).

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li Jul 17, 2017 12:14 PM CDT from Project View

[+ Show Score Updates](#)

45 pts

David Anderson

Comments: Legal team has a strong disclosure focus

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 8:52 AM CDT from Project View

30 pts

Jerry Allen

Comments: Adequate capabilities

Primary Reason: Strongly fits desired attribute(s)

Recorded by Jerry Allen Jul 25, 2017 11:10 AM CDT from Project View

45 pts

Jeremy McKenzie

Comments: Firm and proposed team members are well qualified to provide the requested services.

Primary Reason: Other

Recorded on [page 13 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 4:06 PM CDT

45 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on [page 1 of References \(3\)](#) May 30, 2017 4:21 PM CDT

Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel

Reviewer Scores

20 pts

Richard Li

Comments: Good firm (13), good after hours (5), good SBE use (2)

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:19 PM CDT from Project View

[+ Show Score Updates](#)

20 pts

David Anderson

Comments: Firm has disclosure systems and practices in place

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 8:53 AM CDT from Project View

15 pts

Jerry Allen

Comments: Sufficient experience

Primary Reason: Meets or exceeds my expectations

Recorded by Jerry Allen Jul 25, 2017 11:10 AM CDT from Project View

20 pts

Jeremy McKenzie

Comments: Firm has the requisite experience and capabilities and has demonstrated a commitment to using SBE firms.

Primary Reason: Other

Recorded by Jeremy McKenzie Jun 29, 2017 4:26 PM CDT from Project View

20 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on [page 1 of References \(3\)](#) May 30, 2017 4:22 PM CDT

Overall quality of the proposal

Reviewer Scores

9 pts

Richard Li

Comments: Good proposal (4), and local presence (5)

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:20 PM CDT from Project View

10 pts

David Anderson

Comments: best, on point proposal for disclosure service

Primary Reason: Meets or exceeds my expectations

Recorded by David Anderson Jun 20, 2017 8:55 AM CDT from Project View

7 pts

Jerry Allen

Comments: Adequate response

Primary Reason: Strongly fits desired attribute(s)

Recorded by Jerry Allen Jul 25, 2017 11:11 AM CDT from Project View

10 pts

Jeremy McKenzie

Comments: Proposal is well supported and demonstrates firm's capabilities.

Primary Reason: Other

Recorded on [page 13 of RFP Documentation in Accordance with Submission Checklist; Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 4:17 PM CDT

10 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on [page 1 of References \(3\)](#) May 30, 2017 4:22 PM CDT**B - Bonus Points****B-1 - SBE Participation****Reviewer Scores**

10 / 10

Richard Li

Comments: Good use of SBE

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:20 PM CDT from Project View

10 / 10

David Anderson

Comments: SBE firm has substantial disclosure experience including the recent MPS transactions

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 8:56 AM CDT from Project View

8 / 10

Jerry Allen

Comments: Satisfactory SBE firm

Primary Reason: Meets or exceeds my expectations

Recorded by Jerry Allen Jul 25, 2017 11:09 AM CDT from Project View

10 / 10

Jeremy McKenzie

Comments: Quarles has identified a qualified SBE firm with which it will work.

Primary Reason: Meets or exceeds my expectations

Recorded on [page 1 of Affidavits of Compliance](#) Jun 29, 2017 3:34 PM CDT

10 / 10

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on [page 1 of References \(3\)](#) May 30, 2017 4:22 PM CDT**Evaluation Group 3 - Pricing**

## Navigation

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## Submission Scores

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# RFP 14749 - VENDOR SERVICE CONTRACT FOR DISCLOSURE COUNSEL SERVICES

Chapman and Cutler LLP

Documents/Data:  [« Prev](#) [Next »](#)

Scoring Summary 85.2 pts (Rank: #3)

[+ Show](#)

Scoring Comments

[- Hide](#)

## Evaluation Group 1 - Mandatory Evaluation

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

10 pts

Karen Jeffries, CPPB

Comments: EARNED POINTS

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:26 PM CDT from Project View

A - Bonus Points

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:27 PM CDT from Project View

A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB  
DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: N/A

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:46 AM CDT from Project View

[+ Show Score Updates](#)

## Evaluation Group 2 - Methodology/Technical Evaluation

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members

Reviewer Scores

31 pts

Richard Li

Comments: Competent team (15), good process (8), and due diligence (8). No discussion of City Procedures (0)

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 5:57 PM CDT from Project View

[+ Show Score Updates](#)

35 pts David Anderson  
Comments: Strong team, but lead attorney retiring in March 2018  
Primary Reason: Meets or exceeds my expectations  
Recorded by David Anderson Jun 20, 2017 9:57 AM CDT from Project View

40 pts Jerry Allen  
Comments: Includes leading professional in this field.  
Primary Reason: Meets or exceeds my expectations  
Recorded by Jerry Allen Jul 25, 2017 9:19 AM CDT from Project View

40 pts

Jeremy McKenzie

Comments: Submission demonstrates the firm and proposed team members are capable of providing a high level of service for the requested services. However the team lead will be retiring in March of 2018.

Primary Reason: Other

Recorded on [page 28 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 4:01 PM CDT

[+ Show Score Updates](#)

45 pts Dennis Yaccarino  
Comments: None.  
Primary Reason: Strongly fits desired attribute(s)  
Recorded by Dennis Yaccarino May 30, 2017 12:46 PM CDT from Project View

Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel

[Reviewer Scores](#)

20 pts Richard Li  
Comments: Competent firm, good after hours staffing. good use of SBE  
Primary Reason: Strongly fits desired attribute(s)  
Recorded by Richard Li May 26, 2017 5:56 PM CDT from Project View

20 pts

David Anderson

Comments: Firm has very strong disclosure practice. Ranked number 1 (based on par amount) each year since 2012

Primary Reason: Meets or exceeds my expectations

Recorded by David Anderson Jun 20, 2017 9:59 AM CDT from Project View

15 pts Jerry Allen  
Comments: Capabilities are adequate.  
Primary Reason: Strongly fits desired attribute(s)  
Recorded by Jerry Allen Jul 25, 2017 9:29 AM CDT from Project View

20 pts

Jeremy McKenzie

Comments: Firm undoubtedly has the capabilities and experience to do the job and has used SBE firms in the past.

Primary Reason: Other

Recorded by Jeremy McKenzie Jun 29, 2017 4:26 PM CDT from Project View

20 pts Dennis Yaccarino  
Comments: None.  
Primary Reason: Strongly fits desired attribute(s)  
Recorded by Dennis Yaccarino May 30, 2017 12:47 PM CDT from Project View

Overall quality of the proposal

[Reviewer Scores](#)

8 pts Richard Li  
Comments: Ok overall proposal (3), local through SBE (5)  
Primary Reason: Strongly fits desired attribute(s)  
Recorded by Richard Li May 26, 2017 5:57 PM CDT from Project View

10 pts

David Anderson

Comments: strong discussion of experience as disclosure counsel and the specific disclosure services

Primary Reason: Meets or exceeds my expectations

Recorded by David Anderson Jun 20, 2017 10:05 AM CDT from Project View

6 pts

Jerry Allen

Comments: satisfactory

Primary Reason: Mostly complete response

Recorded by Jerry Allen Jul 25, 2017 9:32 AM CDT from Project View

10 pts

Jeremy McKenzie

Comments: Well put together presentation of the firm's qualifications for the requested work.

Primary Reason: Other

Recorded on [page 28 of RFP Documentation in Accordance with Submission Checklist; Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 4:01 PM CDT

10 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded by Dennis Yaccarino May 30, 2017 12:47 PM CDT from Project View

## B - Bonus Points

### B-1 - SBE Participation

#### Reviewer Scores

7 / 10

Richard Li

Comments: Decent use of SBE. Nothing exceptional.

Primary Reason: Partially meets my expectations

Recorded by Richard Li May 26, 2017 5:58 PM CDT from Project View

10 / 10

David Anderson

Comments: SBE with significant City experience.

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 10:07 AM CDT from Project View

9 / 10

Jerry Allen

Comments: Well regarded local minority bond co-counsel

Primary Reason: Meets or exceeds my expectations

Recorded by Jerry Allen Jul 25, 2017 9:37 AM CDT from Project View

10 / 10

Jeremy McKenzie

Comments: Chapman and Cutler identified Hurtado as the SBE contractor with which it will partner.

Primary Reason: Other

Recorded on [page 21 of RFP Documentation in Accordance with Submission Checklist; Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:37 PM CDT

10 / 10

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded by Dennis Yaccarino May 30, 2017 12:47 PM CDT from Project View

## Evaluation Group 3 - Pricing



## Navigation

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## Submission Scores

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# RFP 14749 - VENDOR SERVICE CONTRACT FOR DISCLOSURE COUNSEL SERVICES

Mayer Brown LLP

Documents/Data:   

Scoring Summary 73.6 pts (Rank: #4)

+ Show

## Scoring Comments

- Hide

## Evaluation Group 1 - Mandatory Evaluation

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

13 pts

Karen Jeffries, CPPB

Comments: EARNED POINTS

Primary Reason: Other

Recorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Aug 03, 2017 12:43 PM CDTA - Bonus Points

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Aug 03, 2017 12:43 PM CDT

A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB

DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: LOSS OF 3.2 SBE BONUS POINTS. REQUIRED OSBD PLAN A NOT SUBMITTED. K. JEFFRIES, CPPB

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:58 AM CDT from Project View

## Evaluation Group 2 - Methodology/Technical Evaluation

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members



Reviewer Scores

31 pts

Richard Li

Comments: Good process (8), good due diligence (8), and good team (15). No City Procedures discussion (0)

Primary Reason: Meets or exceeds my expectations

Recorded by Richard Li May 26, 2017 6:10 PM CDT from Project View

[+ Show Score Updates](#)

35 pts

David Anderson

Comments: Strong team assigned to the project

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 9:14 AM CDT from Project View

30 pts

Jerry Allen

Comments: Adequate capabilities

Primary Reason: Strongly fits desired attribute(s)

Recorded by Jerry Allen Jul 25, 2017 11:13 AM CDT from Project View

45 pts

Jeremy McKenzie

Comments: Proposal demonstrates the firm's high level of capability to provide the requested services as well as a roster of highly capable attorneys assigned to the legal team.

Primary Reason: Well-supported claim(s)

Recorded on [page 51 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 4:00 PM CDT

45 pts

Dennis Yaccarino

Comments: None.

Primary Reason: Strongly fits desired attribute(s)

Recorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 4:04 PM CDT

Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel

Reviewer Scores

18 pts

Richard Li

Comments: Good firm (13), good after hours (5), no SBE (0)

Primary Reason: Strongly fits desired attribute(s)

Recorded by Richard Li May 26, 2017 6:11 PM CDT from Project View

15 pts

David Anderson

Comments: Substantial disclosure experience, especially with Illinois issuers

Primary Reason: Strongly fits desired attribute(s)

Recorded by David Anderson Jun 20, 2017 9:15 AM CDT from Project View

15 pts

Jerry Allen

Comments: Very experienced firm

Primary Reason: Meets or exceeds my expectations

Recorded by Jerry Allen Jul 25, 2017 11:14 AM CDT from Project View

15 pts

Jeremy McKenzie

Comments: Firm has the capability and experience required, but has no history of using SBE firms as co-counsel.

Primary Reason: Other

Recorded by Jeremy McKenzie Jun 29, 2017 4:27 PM CDT from Project View

15 pts

Dennis Yaccarino

Comments: Concerned about their insurance statement.

Primary Reason: Other

Recorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 4:04 PM CDT

Overall quality of the proposal

Reviewer Scores

- 3 pts  
**Richard Li**  
**Comments:** Average response (3). no local presence (0)  
**Primary Reason:** Missing / mismatched attributes  
 Recorded by **Richard Li** May 26, 2017 6:12 PM CDT from Project View
- 10 pts  
**David Anderson**  
**Comments:** strong discussion of disclosure services  
**Primary Reason:** Meets or exceeds my expectations  
 Recorded by **David Anderson** Jun 20, 2017 9:17 AM CDT from Project View
- 8 pts  
**Jerry Allen**  
**Comments:** Satisfactory response  
**Primary Reason:** Strongly fits desired attribute(s)  
 Recorded by **Jerry Allen** Jul 25, 2017 11:14 AM CDT from Project View
- 10 pts  
**Jeremy McKenzie**  
**Comments:** Well put together proposal with detailed responses to requested information.  
**Primary Reason:** High level of detail in response  
 Recorded on page 51 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services Jun 29, 2017 3:59 PM CDT
- 8 pts  
**Dennis Yaccarino**  
**Comments:** Concerned about their insurance statement.  
**Primary Reason:** Other  
 Recorded on page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services May 30, 2017 4:05 PM CDT

### B - Bonus Points

#### B-1 - SBE Participation

##### Reviewer Scores

- 0 / 10  
**Richard Li**  
**Comments:** No SBE participation  
**Primary Reason:** Doesn't meet my expectations  
 Recorded by **Richard Li** May 26, 2017 6:12 PM CDT from Project View
- 0 / 10  
**David Anderson**  
**Comments:** No SBE firm included in the proposal  
**Primary Reason:** Missing / mismatched attributes  
 Recorded by **David Anderson** Jun 20, 2017 9:18 AM CDT from Project View
- 0 / 10  
**Jerry Allen**  
**Comments:** No SBE firm named  
**Primary Reason:** Other  
 Recorded by **Jerry Allen** Jul 25, 2017 11:13 AM CDT from Project View
- 0 / 10  
**Jeremy McKenzie**  
**Comments:** No SBE contractor identified or any response regarding willingness to use one.  
**Primary Reason:** Other  
 Recorded on page 30 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services Jun 29, 2017 3:42 PM CDT
- 0 / 10  
**Dennis Yaccarino**  
**Comments:** None.  
**Primary Reason:** Doesn't meet my expectations  
 Recorded on page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services May 30, 2017 4:05 PM CDT

## Evaluation Group 3 - Pricing





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FOR DISCLOSURE COUNSEL SERVICES**

Duane Morris LLP

Documents/Data: [Open...](#) [« Prev](#) [Next »](#)

Scoring Summary 62.8 pts (Rank: #5)

+ Show

## Scoring Comments

- Hide

**Evaluation Group 1 - Mandatory Evaluation**

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

4 pts

Karen Jeffries, CPPB

Comments: EARNED POINTS

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:31 PM CDT from Project View

A - Bonus Points

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:31 PM CDT from Project View

**A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB**

**DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.**

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: DEDUCT 3.2 POINTS FOR SBE BONUS POINTS. REQUIRED OSBD PLAN A NOT SUBMITTED, K. JEFFRIES

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:47 AM CDT from Project View

**Evaluation Group 2 - Methodology/Technical Evaluation**

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members

Reviewer Scores

35 pts

Richard Li

Comments: Ok general discussion of process (5). Good Due Diligence (10). Team has broad disclosure experience (20). Nothing on City Procedures (0).

Primary Reason: Strongly fits desired attribute(s)

Recorded by Richard Li May 26, 2017 6:01 PM CDT from Project View

25 pts

David Anderson

Comments: legal team members have significant public finance experience. specific detail related to disclosure counsel limited

Primary Reason: Medium level of detail in response

Recorded by David Anderson Jun 20, 2017 9:45 AM CDT from Project View

35 pts

Jerry Allen

Comments: well qualified team of attorneys.

Primary Reason: Strongly fits desired attribute(s)

Recorded by Jerry Allen Jul 25, 2017 9:47 AM CDT from Project View

45 pts

Jeremy McKenzie

Comments: Firm is well positioned and staffed to provide the requested services to the City.

Primary Reason: Strongly fits desired attribute(s)

Recorded on [page 46 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:55 PM CDT

38 pts

Dennis Yaccarino

Comments: Appear to have limited work with municipal finance.

Primary Reason: Other

Recorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 12:36 PM CDT

Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel

Reviewer Scores

11 pts

Richard Li

Comments: Experience of firm may or may not be what we want (9). Unsure about after hours staffing (2). No use of SBE (0)

Primary Reason: Partially meets my expectations

Recorded by Richard Li May 26, 2017 6:02 PM CDT from Project View

10 pts

David Anderson

Comments: lack of specificity in disclosure experience

Primary Reason: Medium level of detail in response

Recorded by David Anderson Jun 20, 2017 9:47 AM CDT from Project View

15 pts

Jerry Allen

Comments: Substantial experience in this field

Primary Reason: Strongly fits desired attribute(s)

Recorded by Jerry Allen Jul 25, 2017 9:48 AM CDT from Project View

17 pts

Jeremy McKenzie

Comments: Proposal shows that the firm has the needed experience and capabilities to do the requested work. While firm does not have a track record of SBE participation, it expressed willingness to engage an SBE co-counsel.

Primary Reason: Other

Recorded by Jeremy McKenzie Jun 29, 2017 4:29 PM CDT from Project View

[+ Show Score Updates](#)

15 pts

Dennis Yaccarino

Comments: Appear to have limited experience in municipal finance.

Primary Reason: Other

Recorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 12:37 PM CDT

Overall quality of the proposal

Reviewer Scores

- 2 pts      **Richard Li**  
**Comments:** Response was too generic (2), No local presence (0).  
**Primary Reason:** Doesn't meet my expectations  
 Recorded by **Richard Li** May 26, 2017 6:03 PM CDT from Project View
- 5 pts      **David Anderson**  
**Comments:** fairly generic proposal  
**Primary Reason:** Medium level of detail in response  
 Recorded by **David Anderson** Jun 20, 2017 9:50 AM CDT from Project View
- 8 pts      **Jerry Allen**  
**Comments:** solid proposal  
**Primary Reason:** Strongly fits desired attribute(s)  
 Recorded by **Jerry Allen** Jul 25, 2017 9:49 AM CDT from Project View
- 10 pts

**Jeremy McKenzie****Comments:** Well presented submission with well detailed responses.**Primary Reason:** OtherRecorded on [page 46 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:54 PM CDT

7 pts

**Dennis Yaccarino****Comments:** Limited experience with municipal finance**Primary Reason:** OtherRecorded on [page 1 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 12:38 PM CDTB - Bonus Points**B-1 - SBE Participation**Reviewer Scores

- 0 / 10      **Richard Li**  
**Comments:** No SBE participation.  
**Primary Reason:** Doesn't meet my expectations  
 Recorded by **Richard Li** May 26, 2017 6:04 PM CDT from Project View
- 0 / 10      **David Anderson**  
**Comments:** no SBE proposed for the engagement  
**Primary Reason:** Missing / mismatched attributes  
 Recorded by **David Anderson** Jun 20, 2017 9:51 AM CDT from Project View
- 5 / 10      **Jerry Allen**  
**Comments:** No specific firm named  
**Primary Reason:** Partially supported claim(s)  
 Recorded by **Jerry Allen** Jul 25, 2017 9:54 AM CDT from Project View
- 5 / 10

**Jeremy McKenzie****Comments:** Duane Morris while willing to work with an SBE firm, did not identify one.**Primary Reason:** OtherRecorded on [page 27 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:36 PM CDT

6 / 10

**Dennis Yaccarino****Comments:** Looks like they would try to find SBE and are a diverse organization.**Primary Reason:** Partially supported claim(s)Recorded by **Dennis Yaccarino** May 30, 2017 12:49 PM CDT from Project View[+ Show Score Updates](#)**Evaluation Group 3 - Pricing**





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FOR DISCLOSURE COUNSEL SERVICES**

McGuiureWoods

Documents/Data:   

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## Scoring Comments

- Hide

**Evaluation Group 1 - Mandatory Evaluation**

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

10 pts

Karen Jeffries, CPPB

Comments: EARNED POINTS

Primary Reason: Other

Recorded on [page 7 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Aug 03, 2017 12:46 PM CDTA - Bonus Points

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded on [page 7 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Aug 03, 2017 12:47 PM CDT

**A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB**  
DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: N/A

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:59 AM CDT from Project View

**Evaluation Group 2 - Methodology/Technical Evaluation**

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members

Reviewer Scores

10 pts



**Richard Li**

**Comments:** No discussion of process (0), due diligence (0), and City procedures (0). acceptable team members but diverse locations (10)

**Primary Reason:** Missing / mismatched attributes

Recorded by Richard Li May 26, 2017 6:15 PM CDT from Project View

[+ Show Score Updates](#)

15 pts

**David Anderson**

**Comments:** generic resumes of legal team members, no specific reference to disclosure counsel in resumes

**Primary Reason:** Medium level of detail in response

Recorded by David Anderson Jun 20, 2017 9:03 AM CDT from Project View

30 pts

**Jerry Allen**

**Comments:** Adequate capabilities

**Primary Reason:** Strongly fits desired attribute(s)

Recorded by Jerry Allen Jul 25, 2017 11:04 AM CDT from Project View

45 pts

**Jeremy McKenzie**

**Comments:** Firm and team members are well qualified to provide the requested services.

**Primary Reason:** Strongly fits desired attribute(s)

Recorded on [page 33 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:51 PM CDT

45 pts

**Dennis Yaccarino**

**Comments:** None.

**Primary Reason:** Strongly fits desired attribute(s)

Recorded on [page 58 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 4:12 PM CDT

**Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel**

**Reviewer Scores**

18 pts

**Richard Li**

**Comments:** Good firm (13), good after hours (5), no SBE (0)

**Primary Reason:** Strongly fits desired attribute(s)

Recorded by Richard Li May 26, 2017 6:21 PM CDT from Project View

[+ Show Score Updates](#)

10 pts

**David Anderson**

**Comments:** capable firm, but not very detailed response to disclosure services

**Primary Reason:** Partially meets my expectations

Recorded by David Anderson Jun 20, 2017 9:06 AM CDT from Project View

10 pts

**Jerry Allen**

**Comments:** Acceptable experience level

**Primary Reason:** Partially fits desired attributes

Recorded by Jerry Allen Jul 25, 2017 11:05 AM CDT from Project View

15 pts

**Jeremy McKenzie**

**Comments:** Firm as a whole and proposed team members have the needed experience and abilities. No history of SBE usage as co-counsel.

**Primary Reason:** Other

Recorded by Jeremy McKenzie Jun 29, 2017 4:27 PM CDT from Project View

[+ Show Score Updates](#)

20 pts

**Dennis Yaccarino**

**Comments:** None.

**Primary Reason:** Strongly fits desired attribute(s)

Recorded on [page 58 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 4:13 PM CDT

**Overall quality of the proposal**

**Reviewer Scores**

- 2 pts      **Richard Li**  
**Comments:** Marginal proposal (2), no local presence (0)  
**Primary Reason:** Doesn't meet my expectations  
 Recorded by **Richard Li** May 26, 2017 6:15 PM CDT from Project View
- 5 pts      **David Anderson**  
**Comments:** primarily a generic proposal  
**Primary Reason:** Partially meets my expectations  
 Recorded by **David Anderson** Jun 20, 2017 9:07 AM CDT from Project View
- 5 pts      **Jerry Allen**  
**Comments:** Adequate response  
**Primary Reason:** Partially meets my expectations  
 Recorded by **Jerry Allen** Jul 25, 2017 11:05 AM CDT from Project View
- 10 pts      **Jeremy McKenzie**  
**Comments:** Proposal was well done and firm has required depth and breath of experience.  
**Primary Reason:** Strongly fits desired attribute(s)  
 Recorded on [page 1 of Affidavits of Compliance](#) Jun 29, 2017 3:49 PM CDT

10 pts

**Dennis Yaccarino****Comments:** None.**Primary Reason:** Strongly fits desired attribute(s)Recorded on [page 58 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 4:13 PM CDT**B - Bonus Points****B-1 - SBE Participation****Reviewer Scores**

- 0 / 10      **Richard Li**  
**Comments:** No SBE participation  
**Primary Reason:** Doesn't meet my expectations  
 Recorded by **Richard Li** May 26, 2017 6:16 PM CDT from Project View
- 0 / 10      **David Anderson**  
**Comments:** No SBE identified  
**Primary Reason:** Doesn't meet my expectations  
 Recorded by **David Anderson** Jun 20, 2017 9:08 AM CDT from Project View
- 0 / 10      **Jerry Allen**  
**Comments:** No SBE firm proposed  
**Primary Reason:** Other  
 Recorded by **Jerry Allen** Jul 25, 2017 10:57 AM CDT from Project View

0 / 10

**Jeremy McKenzie****Comments:** Firm is not proposing to work with an SBE firm.**Primary Reason:** OtherRecorded on [page 21 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) Jun 29, 2017 3:44 PM CDT

0 / 10

**Dennis Yaccarino****Comments:** No mention of attempting to secure a SBE.**Primary Reason:** Doesn't meet my expectationsRecorded on [page 58 of RFP Documentation in Accordance with Submission Checklist: Attachment A - Scope of Services and Scope of Services](#) May 30, 2017 4:13 PM CDT**Evaluation Group 3 - Pricing**





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FOR DISCLOSURE COUNSEL SERVICES**

Ice Miller LLP

Documents/Data:

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Scoring Summary 8 pts (Rank: #7)

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Scoring Comments

- Hide

**Evaluation Group 1 - Mandatory Evaluation**

Proposers Cost Proposal - Fees

FEES

Reviewer Scores

8 pts

Karen Jeffries, CPPB

Comments: POINTS EARNED

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:33 PM CDT from Project View

**A - Bonus Points**

A-1 - LBE Participation

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: NO AFFIDAVIT

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 03, 2017 12:33 PM CDT from Project View

**A-2 - SBE CORRECTIONS: 1. QUARLES AND BRADY -9.6 SBE POINTS - OSBD PLAN NOT SUBMITTED FOR EVALUATOR REVIEW AS REQUIRED. DUANE MORRIS LOSS OF 3.2 SBE POINTS- NO OSBD PLAN SUBMITTED. K. JEFFRIES, CPPB**

**DEDUCT 9.6 POINTS FOR QUARLES & BRADY BONUS SBE POINTS TO ZERO. DEDUCT 3.2 POINTS FOR DUANE MORRIS BONUS SBE POINTS TO ZERO.**

Reviewer Scores

0 / 10

Karen Jeffries, CPPB

Comments: N/A

Primary Reason: Other

Recorded by Karen Jeffries, CPPB Aug 23, 2017 10:48 AM CDT from Project View

**Evaluation Group 2 - Methodology/Technical Evaluation**

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members

Reviewer Scores

0 pts

Richard Li

Comments: No response found

Primary Reason: Incomplete response

Recorded by Richard Li Jun 13, 2017 5:16 PM CDT from Project View

0 pts

David Anderson

Comments: incomplete  
 Primary Reason: Incomplete response  
 Recorded by David Anderson Jun 20, 2017 9:36 AM CDT from Project View

0 pts

Jerry Allen  
 Comments: No proposal  
 Primary Reason: Incomplete response  
 Recorded by Jerry Allen Jul 25, 2017 11:18 AM CDT from Project View  
[+ Show Score Updates](#)

0 pts

Jeremy McKenzie  
 Comments: No response  
 Primary Reason: Incomplete response  
 Recorded on [page 2 of Designation of Confidential and Proprietary Information](#) Jun 29, 2017 3:28 PM CDT

0 pts

Dennis Yaccarino  
 Comments: No response  
 Primary Reason: Incomplete response  
 Recorded by Dennis Yaccarino Jun 14, 2017 11:14 AM CDT from Project View

Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel

Reviewer Scores

0 pts

Richard Li  
 Comments: No response found  
 Primary Reason: Incomplete response  
 Recorded by Richard Li Jun 13, 2017 5:16 PM CDT from Project View

0 pts

David Anderson  
 Comments: incomplete  
 Primary Reason: Incomplete response  
 Recorded by David Anderson Jun 20, 2017 9:37 AM CDT from Project View

0 pts

Jerry Allen  
 Comments: No proposal  
 Primary Reason: Incomplete response  
 Recorded by Jerry Allen Jul 25, 2017 11:18 AM CDT from Project View  
[+ Show Score Updates](#)

0 pts

Jeremy McKenzie  
 Comments: No response  
 Primary Reason: Incomplete response  
 Recorded on [page 2 of Designation of Confidential and Proprietary Information](#) Jun 29, 2017 3:29 PM CDT

0 pts

Dennis Yaccarino  
 Comments: No response  
 Primary Reason: Incomplete response  
 Recorded by Dennis Yaccarino Jun 14, 2017 11:14 AM CDT from Project View

Overall quality of the proposal

Reviewer Scores

0 pts

Richard Li  
 Comments: No response found  
 Primary Reason: Incomplete response  
 Recorded by Richard Li Jun 13, 2017 5:16 PM CDT from Project View

0 pts

David Anderson  
 Comments: incomplete  
 Primary Reason: Incomplete response  
 Recorded by David Anderson Jun 20, 2017 9:37 AM CDT from Project View

0 pts

Jerry Allen  
 Comments: No proposal  
 Primary Reason: Incomplete response  
 Recorded by Jerry Allen Jul 25, 2017 11:18 AM CDT from Project View  
[+ Show Score Updates](#)

0 pts

Jeremy McKenzie

Comments: No response

Primary Reason: Incomplete response

Recorded on [page 2 of Designation of Confidential and Proprietary Information](#) Jun 29, 2017 3:29 PM CDT

0 pts

Dennis Yaccarino

Comments: No response

Primary Reason: Incomplete response

Recorded by Dennis Yaccarino Jun 14, 2017 11:14 AM CDT from Project View

## **B - Bonus Points**

### **B-1 - SBE Participation**

#### **Reviewer Scores**

0 / 10

Richard Li

Comments: No response found

Primary Reason: Incomplete response

Recorded by Richard Li Jun 13, 2017 5:17 PM CDT from Project View

0 / 10

David Anderson

Comments: incomplete

Primary Reason: Incomplete response

Recorded by David Anderson Jun 20, 2017 9:37 AM CDT from Project View

0 / 10

Jerry Allen

Comments: No proposal

Primary Reason: Incomplete response

Recorded by Jerry Allen Jul 25, 2017 11:19 AM CDT from Project View

[+ Show Score Updates](#)

0 / 10

Jeremy McKenzie

Comments: No response

Primary Reason: Incomplete response

Recorded on [page 2 of Designation of Confidential and Proprietary Information](#) Jun 29, 2017 3:29 PM CDT

0 / 10

Dennis Yaccarino

Comments: No response

Primary Reason: Incomplete response

Recorded by Dennis Yaccarino Jun 14, 2017 11:15 AM CDT from Project View

## **Evaluation Group 3 - Pricing**

# Exhibit No. 4

CHAPTER 365  
LOCAL BUSINESS ENTERPRISE CONTRACTING PROGRAM

TABLE

365-1	Creation; Purpose
365-3	Definition
365-4	Application.
365-5	Administration
365-7	Obligations of Contracting Departments
365-9	Duration
365-11	Sanctions
365-13	Penalty

**365-1. Creation; Purpose.** There is created a local business enterprise contracting program in order to offset unemployment in the city of Milwaukee and promote the economic growth of the city.

**365-3. Definition.** In this chapter:

1. **CONTRACTING AGENCY** means any city department, agency, board, commission or officer that has contracting authority.

2. **LOCAL BUSINESS ENTERPRISE** means a business which satisfies all of the following criteria:

a. Operates a business, or owns or leases real property within the geographical boundaries of the city of Milwaukee. Post office box numbers shall not suffice to establish compliance with this paragraph. A residential address may suffice to establish compliance with this paragraph, but only if the business does not operate another business, or 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 with this paragraph unless at least half of the acreage of all of the real property owned, operated or leased by the business is located within the geographical boundaries of the city of Milwaukee.

b. Has been doing business within the geographical boundaries of the city of Milwaukee for at least one year.

c. Is not delinquent in the payment of any local taxes, charges, or fees, or has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.

d. Will perform at least 10% of the monetary value of the work required under the contract.

3. **PURCHASING DIRECTOR** means the city purchasing director granted the authority to purchase in s. 16-05-1-a of the charter.

**365-4. Application.** This chapter shall not apply to any competitive bid contract for the construction, execution, repair, remodeling or improvement of a public work or building, or for the furnishing of supplies or material of any kind for the construction, execution, repair, remodeling or improvement of a public work or building.

**365-5. Administration.** The local business enterprise contracting program shall be administered by the purchasing director. The director shall develop appropriate rules, procedures and regulations for assuring compliance with the purpose and intent of this chapter, and supervise, coordinate, monitor and enforce the implementation of the local business enterprise contracting program goals in accordance with those rules, procedures and regulations.

1. **DOCUMENTATION.** Rules and procedures shall be made available to the public and distributed to contracting agencies. In addition, the city purchasing director shall establish reporting requirements for all contracting agencies to document the dollar amount of contracts that have been awarded to local business enterprises.

2. **ANNUAL REPORT.** The purchasing director shall review the activities of the local business enterprise program annually and submit an annual report to the mayor and the common council.

**365-7. Obligations of Contracting Departments.**

1. **CONTRACT AWARD.**

a. A contracting agency, shall, unless contrary to federal, state or local law or regulation, apply an award standard in all formal competitive 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%.



### **365-9 Local Business Enterprise Contracting Program**

b. A contracting agency shall, unless contrary to federal, state or local law or regulation, apply an award standard in the composition of scales used to evaluate proposals submitted in response to formal requests for proposals to procure goods or services. An additional number of points, equal to 5% of the maximum number of points used in the evaluation, shall be applied to increase the total score attained by a local business enterprise.

c. If the bids of 2 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.

d. 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. If 2 bids submitted by 2 local business enterprises are identical, the winner will be determined in accordance with the process for tie-breakers as established by the city purchasing director.

e. The preference under par. a shall not exceed \$25,000 for any one solicitation and award determination. The preference under par. f shall not exceed \$30,000 for any one solicitation and award determination.

f. If a local business enterprise is also certified as a small business enterprise under s. 370-25, the award standards set forth in pars. a to d shall be 10%.

**2. DUTIES OF CONTRACTING AGENCY.** Each contracting agency shall:

a. Obtain affidavits from local business enterprises with their bids or proposals verifying their status.

b. Cooperate with the purchasing director in the implementation of this chapter.

c. Provide monthly reports to the purchasing director not later than 30 calendar days after the end of the previous month specifying with respect to contracts:

c-1. Provide the dollar amount of those contracts awarded to local business enterprises.

c-2. Provide other information as may be requested by the purchasing director.

**365-9. Duration.** This chapter shall be in effect for a period of 7 years after the effective date of this chapter [August 8, 2009], provided, however, that the common council shall determine the necessity for the continuation of the program as well as the applicable percentage of bid award standards for local business enterprises at 2-year intervals from the effective date of this chapter.

**365-11. Sanctions.** Every contract awarded under this chapter shall contain language indicating that if any document submitted by a contractor contract contains false, misleading or fraudulent information, the contracting agency or the purchasing director, as the case may be, may direct the imposition of any of the following sanctions on the offending contractor:

a. Withholding of payment.

b. Termination, suspension or cancellation of the contract in whole or in part.

c. Denial to participate in any further contracts awarded by the city.

**365-13. Penalty.** Any person, firm 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.

**Local Business Enterprise contracting  
Program 365--(HISTORY)**

**LEGISLATIVE HISTORY  
CHAPTER 365**

Abbreviations:

am = amended  
cr = created

ra = renumbered and amended  
rc = repealed and recreated

rn = renumbered  
rp = repealed

<u>Section</u>	<u>Action</u>	<u>File</u>	<u>Passed</u>	<u>Effective</u>
Ch. 365	cr	080218	3/25/2009	8/8/2009
365-3-1	am	130100	5/13/2014	5/31/2014
365-3-2	rc	090823	12/1/2009	12/18/2009
365-3-2-a	am	151474	6/14/2016	1/1/2017
365-3-2-b	am	151474	6/14/2016	1/1/2017
365-3-3	cr	130100	5/13/2014	5/31/2014
365-4	cr	110754	12/20/2011	1/12/2012
365-4	am	111233	1/18/2012	2/4/2012
365-5	am	130100	5/13/2014	5/31/2014
365-7-1-a	am	130100	5/13/2014	5/31/2014
365-7-1-b	am	130100	5/13/2014	5/31/2014
365-7-1-e	am	151474	6/14/2016	1/1/2017
365-7-1-f	cr	151474	6/14/2016	1/1/2017
365-7-2	am	130100	5/13/2014	5/31/2014
365-7-2-c	am	151474	6/14/2016	1/1/2017
365-11-0	am	130100	5/13/2014	5/31/2014

**Local Business Enterprise contracting  
Program 365--(HISTORY)**

**[Pages 1294 to1350 are blank]**

# Exhibit No. 5



CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
FORM A - CONTRACTOR COMPLIANCE PLAN

This compliance plan must be completed in its entirety and is a required submission with an Invitation to Bid or a Request for Proposal regardless of SBE participation or the lack thereof.

I. GENERAL INFORMATION (REQUIRED)

RFP # 14749 SBE Participation: 20% Total Dollar Amount: \$

BID Description: Disclosure counsel services relating to the issuance and management of the City's debt

II. PRIME CONTRACTOR INFORMATION (REQUIRED)

Contractor Name: Katten Muchin Rosenman LLP

Address: 525 West Monroe Street

City/State/Zip: Chicago, IL 60661

Contact Person: Lewis Greenbaum Title: Partner

Phone: (312) 902-5418 Fax: (312) 577-8960 Email: lewis.greenbaum@kattenlaw.com


Print Name: Lewis Greenbaum Title: Partner

City of Milwaukee SBE Certification:  Yes X No

III. ACKNOWLEDGEMENT (REQUIRED)

I certify that the information included in this Compliance Plan is true and complete to the best of my knowledge. I further understand and agree that this compliance plan is a condition of my Bid/RFP responsiveness. Failure to submit this form and/or meet the specified SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative: Lewis Greenbaum Title: Partner

Signature:  Date: May 12, 2017

FOR STAFF USE ONLY

Reviewed by OSBD Staff:  Date:

CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
CONTRACTOR COMPLIANCE PLAN

List all subcontractor information in its entirety. Only SBE firms certified through the City Of Milwaukee Office of Small Business Development will be counted towards specified SBE requirements. Individual subcontractor SBE percentages should equal the overall participation as listed on Page 1. Please visit the OSBD website [www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd) for a complete list of certified firms.

IV. SUBCONTRACTOR INFORMATION

Subcontractor Name: Hurtado Zimmerman SC

Contact Person: Kimberly A. Hurtado Title: Managing Shareholder

Phone: (414) 727-6250 Fax: (414) 727-6247 Email: khurtado@hzattva.com

Owner/Representative Signature: \_\_\_\_\_

Date: 5-5-17

Work performed / Materials supplied: Legal services as co-disclosure counsel

City of Milwaukee SBE Certification ☒ Yes ☐ No

Please identify the proposed award amount and percentage of the contract the subcontractor will fulfill (if applicable).

Proposed Award: \$ \_\_\_\_\_

Percentage of contract: 20%

Subcontractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work performed / Materials supplied: \_\_\_\_\_

City of Milwaukee SBE Certification ☐ Yes ☐ No

Please identify the proposed award amount and percentage of the contract the subcontractor will fulfill (if applicable).

Proposed Award: \$ \_\_\_\_\_

Percentage of contract: \_\_\_\_\_ %

\*PLEASE DUPLICATE AS NEEDED TO PROVIDE ADDITIONAL SUBCONTRACTOR INFORMATION\*

Department of Administration - Business Operations Division  
Office of Small Business Development  
City Hall, Room 606  
200 East Wells Street  
Milwaukee, WI 53202  
Information Line: 414-286-5553 Fax: 286-8752  
[www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd)

# Exhibit No. 6

**CHAPTER 370  
SMALL BUSINESS ENTERPRISE PROGRAM**

**TABLE  
SUBCHAPTER 1  
GENERAL PROVISIONS**

370-1	Definitions
370-3	Administration
370-5	Goals of Contracting Departments
370-9	Sanctions
370-11	Penalties

**SUBCHAPTER 4  
SMALL BUSINESS  
ENTERPRISE PROGRAM**

370-23	Creation
370-25	Certification Requirements for a Small Business Enterprise
370-27	Requirements for the Participation of Small Business Enterprises

**SUBCHAPTER 1  
GENERAL PROVISIONS**

**370-1. Definitions. In this chapter:**

1. **AT A DISADVANTAGE WITH RESPECT TO BUSINESS LOCATION** means location within a renewal community within the city for a period of not less than one year of the applicant's principal office and business of which the applicant is the sole owner or one of the owners and a principal operator.

2. **AT A DISADVANTAGE WITH RESPECT TO EDUCATION** means failure to attain a high school degree or its equivalent for good reason or attendance in schools which have repeatedly achieved ratings below national, state and community averages in educational standards, educational standardized test scores and student grade point averages.

3. **AT A DISADVANTAGE WITH RESPECT TO EMPLOYMENT** means a pattern of nonachievement in hiring, promotion and other aspects of employment advancement due to factors beyond the individual's reasonable control, a lack of current knowledge and skills necessary for employment, career advancement or consistent earning of average annual income below the median income level of adults of comparable age in this city.

4. **AT A SOCIAL DISADVANTAGE** means an applicant's experience of substantial difficulty in attaining employment or business success at least in part due to location of the individual's residence and lack of mobility, physical handicap or other causes beyond the individual's reasonable control.

5. **AT AN ECONOMIC DISADVANTAGE** means an inability to compete in the free enterprise system due to diminished capital, credit or bonding opportunities. Factors which will be considered as an indication that an individual has been economically disadvantaged include, but are not limited to, failure to accumulate adequate business capital or obtain sufficient credit to start or support a going business concern, failure to acquire business-related credit or bonding under terms or circumstances as favorable as those generally experienced by nondisadvantaged individuals, consistent failure to receive awards or bids of governmental contracts despite competitive pricing or other similar factors which have disadvantaged the applicant in the development of a business.

6. **CONSTRUCTION** means the erection, rehabilitation, alteration, conversion, extension, demolition or repair of improvements to real property, including facilities providing utility service and includes the supervision, inspection and other on-site functions incidental to construction.

7. **CONTRACT** means a binding agreement by which the city is committed to expend or does expend its funds or other resources for in connection with any of the following purposes:

a. Construction of any public improvements.

b. Purchase of any personal property.

c. Purchase of any services, goods or supplies.

d. Lease of any personal or real property.

e. Concession agreements whereby the city grants a specific permission, privilege or license.



### Small Business Enterprise Program 370-3

8. **CONTRACTING AGENCY** means any city department, agency, board, commission or officer that has contracting authority.

9. **CONTRACTOR** means a separate and distinguishable business entity participating or seeking to participate in the performance of a contract.

d disadvantaged by the common council.

11. **INDIVIDUAL AT A DISADVANTAGE** means a person who is at an economic disadvantage, who is a citizen or lawful permanent resident of the United States and who is experiencing substantial difficulty in achieving business-related success as a result of at least 3 of the following:

a. At a disadvantage with respect to business location.

b. At a disadvantage with respect to education.

c. At a disadvantage with respect to employment.

d. At a social disadvantage.

12. **JOINT VENTURE** means an association of 2 or more persons or businesses carrying out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills and knowledge.

13. **MANAGER** means the manager of the office of small business development.

15. **OWNED, OPERATED AND CONTROLLED** means a business which is one of the following:

a. A sole proprietorship legitimately owned, operated and controlled by an individual at a disadvantage.

b. A partnership or joint venture legitimately owned, operated and controlled by individuals who are at a disadvantage and who own at least 51% of the beneficial ownership interests in the enterprise and who hold at least 51% of the voting interests of the enterprise.

c. A corporation legitimately owned, operated and controlled by one or more individuals who are at a disadvantage and who own at least 51% of the outstanding shares and who hold at least 51% of the voting interests of the corporation.

17. **RENEWAL COMMUNITY** means an area within the city for which an application for designation as a renewal community has been submitted to the United States secretary of housing and urban development, or which has been designated as a renewal community by the United States secretary of housing and urban development, under 26 U.S.C., ss. 1400E, et seq., as amended, or similar area designated as disadvantaged by the common council.

18. **SMALL BUSINESS ENTERPRISE** means a business that has been certified by the office of small business development based on the requirements specified in s. 370-25.

**370-3. Administration.** There is created an office of small business development in the department of administration which shall be responsible for the administration, coordination and implementation of the city's small business enterprise program. Under the direction of the department of administration, the office of small business development shall be administered by the manager. The manager shall be appointed by the mayor and confirmed by the common council and shall serve concurrently with the term of the mayor. The manager shall:

1. Establish criteria and procedures for reviewing contract performance and compliance with the requirements of the program, subject to approval by the common council.

2. Develop appropriate rules, procedures and regulations for assuring participation of small business enterprises in city contracts, subject to approval by the common council, and supervise, coordinate, monitor and enforce the implementation of small business enterprise participation goals for all city procurements in accordance with those rules, procedures and regulations.

3. Develop procedures for certification of small business enterprises.

4. Provide appropriate management assistance and direction to small business enterprises so as to maximize their participation in contracts let by the city, with such assistance to include:

## **Small Business Enterprise Program 370-5**

a. Providing assistance and information in connection with the establishment, expansion and overall development of small business enterprises.

b. Assisting in the introduction of business associations between individuals of small business enterprises and others or between 2 or more small business enterprises.

c. Planning and participating in training seminars for informing potential bidders of the small business enterprise program and of business opportunities available.

d. Serving as a clearinghouse for information about training and educational programs.

e. Developing various types of financial assistance for consideration by the common council to assist small business enterprises to obtain working capital to begin, continue and maintain a satisfactory level of business. These include a revolving loan program, guaranteed loan program, gap lending program and bond reduction and waivers when feasible.

5. Use centralized labor and contract compliance software reporting and evaluation systems for uniform data collection, maintenance, monitoring and reporting by all city departments and contractors with responsibilities under the city's small business enterprise and residents preference programs.

6. Review and monitor all city contracts with small business enterprises for compliance and notify in written form the contractor on the findings of the review and decisions concerning satisfaction of contractual deficiencies.

7. Serve as liaison with economic development organizations and agencies working in support of economic development in the community.

8. Coordinate any city-sponsored economic development programs for small business enterprises.

9. Review small business enterprise participation progress in the city's contract and procurement activities and submit, on or before October 1 of each year, a written report to the mayor and common council.

10. Establish reporting requirements for all contracting departments to document the percentage of contracts which have been awarded to small business enterprises.

11. Devise rules, regulations and procedures governing requests for waivers from the requirements of the small business enterprise program, subject to approval by the common council.

12. Conduct hearings on requests by contracting agencies for waivers from the requirements of the program. Upon a denial of a request for a waiver, the affected agency may apply for a waiver to the appropriate standing committee of the common council. The committee shall have the authority to waive any requirements of this chapter upon showing of good cause.

13. Develop and monitor affirmative action criteria for employment of minorities and women by contractors, subcontractors and suppliers consistent with law.

### **370-5. Goals of Contracting Departments.**

1. GOALS. The following requirements are adopted by the city for increasing the level of small business enterprise participation in city contracts. It shall be the responsibility of each contracting agency to attain such goals in accordance with the criteria specified in this section. Each contracting agency shall, unless contrary to federal, state or local law, utilize small business enterprises for the following percentage of the total dollars, through prime contracts or subcontracts, annually expended on:

a. Construction: 25%.

b. The purchase of goods and services: 25%.

c. The purchase of professional services: 18%.

2. REVIEW OF GOALS. To assure the appropriate percentage goals for small business enterprise participation, the manager shall annually review and adjust the percentage goal, with the approval of the common council.

3. JOINT VENTURES. Participation of small business enterprises in joint ventures with other such businesses and mainstream business entities is encouraged. In the case of a certified joint venture, only that portion of the total dollar value of the contract equal to the percentage of participation of the small business enterprise partner venture in the joint venture shall be counted toward the applicable requirement.

## **Small Business Enterprise Program 370-9**

**4. DUTIES OF CONTRACTING AGENCIES.** Each contracting agency is directed to:

a. Cooperate with the office of small business development in the implementation of the small business enterprise program.

b. Develop lists of small business enterprises experienced in the various types of services, products or property typically contracted for.

c. Provide monthly reports to the manager not later than 30 calendar days after the end of the previous month specifying with respect to contracts and subcontracts for the following:

c-1. For the forthcoming month, the means by which it intends to meet the requirements established by this section and the projected opportunities for small business enterprises.

c-2. The total dollar percentage and dollar amount expended on all city contracts, including with and without small business enterprises.

c-3. The degree to which the goals set forth in this section have been met, any past and current activities undertaken and being undertaken in trying to meet the goals and, if necessary, a detailed explanation of why the goals have not been met.

c-4. Any other information requested by the manager.

d. Appoint a member of the contracting agency or division to serve as a liaison between the contracting agency and the office of small business development.

e. Identify appropriate categories of contracts, on an annual basis, for the inclusion of requirements specifying designated levels of participation of small business enterprises, and, where appropriate, include in each contract a requirement that the contractor achieve the stated percentages.

f. Comply with the monitoring requirement that all prime contractors pay subcontractors within 7 business days of receipt of payment from the city.

**5. PERFORMANCE ASSURANCE PROCEDURE.** Each contracting agency shall develop and implement procedures, unless inappropriate, to assure that suppliers, employees, agents or other persons providing goods or services to small business enterprises participating in city contracts shall be paid in full in a timely manner. The procedures shall include joint check payments, bonding requirements and other financial safeguards. Nothing contained in this subsection shall require the city to make payments in excess of the contract price.

**370-9. Sanctions.** Every contract awarded under this chapter shall contain language indicating that if any document submitted to the office of small business development by a contractor, subcontractor, bidder or individual to be certified as a small business enterprise for participating in any city contract contains false, misleading or fraudulent information, the office of small business development may direct the imposition of any of the following sanctions on the offending contractor, subcontractor, bidder or individual:

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 for a period of one year after the first violation is found and for a period of 3 years after any subsequent violations are found.

**370-11. Penalties.** Any person, firm 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, or upon default of payment, shall be imprisoned in the house of correction or county jail not to exceed 90 days.

## Small Business Enterprise Program 370-23

### SUBCHAPTER 4 SMALL BUSINESS ENTERPRISE PROGRAM

**370-23. Creation.** There is created a small business enterprise program to assist and protect the interests of individuals at a disadvantage owning, operating and controlling small businesses to promote and encourage full and open competition in the city, and to enhance opportunities for individuals who are at an economic disadvantage to successfully compete in a free market as independent business owners. The program shall apply to all contracts and shall include the taking of steps to increase the participation of small business enterprises, assisting in small business enterprise development programs and the identification and elimination of barriers that deny small business enterprises equal opportunity.

**370-25. Certification Requirements for a Small Business Enterprise.** A business shall be certified by the office of small business development as a small business enterprise for participation in the program, and shall meet the following requirements:

1. The business shall be a U.S.-based business which is independently owned, operated and controlled and is not dominant in its field of operation, or an affiliate of subsidiary of a business dominant in its field of operation.

2. The business shall meet the size standards of the United States small business administration.

3. The business shall have demonstrated capacity to perform independently or as a subcontractor relative to its field of operation.

4. The business shall not be owned, operated and controlled by individuals or groups of individuals who own, operate and control a large business involved in the same category of work as the business for which small business enterprise status is sought.

5. The business shall be operational for at least one year prior to certification.

6. The owner shall control the day-to-day critical operations of the firm.

7. The owner or owners shall be citizens or permanent, legal residents of the United States.

8. The business shall be at least 51% owned, operated and controlled by one or more individuals at a disadvantage.

**370-27. Requirements for the Participation of Small Business Enterprises.** Annually, there shall be required levels of participation of small business enterprises for the following types of contracts:

1. Construction contracts: 25%.

2. Goods and services contracts: 25%.

3. Professional services contracts: 18%.

**370 – Small Business Enterprise Program**

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**LEGISLATIVE HISTORY  
CHAPTER 370**

Abbreviations:  
am = amended  
cr = created

ra = renumbered and amended  
rc = repealed and recreated

rn = renumbered  
rp = repealed

<u>Section</u>	<u>Action</u>	<u>File</u>	<u>Passed</u>	<u>Effective</u>
Ch. 370	cr	110086	10/11/2011	1/1/2012
370 (title)	am	130303	11/5/2013	11/22/2013
370-1	rc	111226	2/7/2012	2/24/2012
370-1-1	rp	130303	11/5/2013	11/22/2013
370-1-1	am	151474	6/14/2016	7/1/2016
370-1-2	rp	130303	11/5/2013	11/22/2013
370-1-3	ra to 370-1-1	130303	11/5/2013	11/22/2013
370-1-4	rn to 370-1-2	130303	11/5/2013	11/22/2013
370-1-5	rn to 370-1-3	130303	11/5/2013	11/22/2013
370-1-6	rn to 370-1-4	130303	11/5/2013	11/22/2013
370-1-7	rn to 370-1-5	130303	11/5/2013	11/22/2013
370-1-8	rn to 370-1-6	130303	11/5/2013	11/22/2013
370-1-8	am	130100	5/13/2014	5/31/2014
370-1-9	rn to 370-1-7	130303	11/5/2013	11/22/2013
370-1-10	rn to 370-1-8	130303	11/5/2013	11/22/2013
370-1-10	am	141261	12/16/2014	1/10/2015
370-1-10	rp	160591	11/1/2016	11/18/2016
370-1-11	rn to 370-1-9	130303	11/5/2013	11/22/2013
370-1-11	am	141261	12/16/2014	1/10/2015
370-1-12	rn to 370-1-10	130303	11/5/2013	11/22/2013
370-1-13	rp	130303	11/5/2013	11/22/2013
370-1-14	rn to 370-1-11	130303	11/5/2013	11/22/2013
370-1-14	rp	141261	12/16/2014	1/10/2015
370-1-15	rn to 370-1-12	130303	11/5/2013	11/22/2013
370-1-16	rn to 370-1-13	130303	11/5/2013	11/22/2013
370-1-16	rp	141261	12/16/2014	1/10/2015
370-1-17	rn to 370-1-14	130303	11/5/2013	11/22/2013
370-1-17	rn to 370-1-18	151474	6/14/2016	7/1/2016
370-1-17	cr	151474	6/14/2016	7/1/2016
370-1-18	rp	130303	11/5/2013	11/22/2013
370-1-19	rp	130303	11/5/2013	11/22/2013
370-1-20	rp	130303	11/5/2013	11/22/2013
370-1-21	ra to 370-1-15	130303	11/5/2013	11/22/2013
370-1-22	rn to 370-1-16	130303	11/5/2013	11/22/2013
370-1-23	rn to 370-1-17	130303	11/5/2013	11/22/2013
370-1-24	rp	130303	11/5/2013	11/22/2013
370-3-0	am	130303	11/5/2013	11/22/2013
370-3-0	am	130100	5/13/2014	5/31/2014
370-3-1	am	130303	11/5/2013	11/22/2013
370-3-2	am	130303	11/5/2013	11/22/2013
370-3-3	am	130303	11/5/2013	11/22/2013
370-3-4-0	am	130303	11/5/2013	11/22/2013
370-3-4-a	am	130303	11/5/2013	11/22/2013
370-3-4-b	am	130303	11/5/2013	11/22/2013
370-3-4-c	am	130303	11/5/2013	11/22/2013
370-3-4-e	am	130303	11/5/2013	11/22/2013
370-3-5	am	130303	11/5/2013	11/22/2013

**370-(HISTORY) Small Business Enterprise Program**

370-3-5	rc	151055	12152015	12/31/2015
370-3-5	am	151474	6/14/2016	1/1/2017
370-3-6	am	130303	11/5/2013	11/22/2013
370-3-8	am	130303	11/5/2013	11/22/2013
370-3-9	am	130303	11/5/2013	11/22/2013
370-3-9	am	151474	6/14/2016	1/1/2017
370-3-10	am	130303	11/5/2013	11/22/2013
370-3-10	am	130100	5/13/2014	5/31/2014
370-3-11	am	130303	11/5/2013	11/22/2013
370-3-12	am	130303	11/5/2013	11/22/2013
370-3-12	am	130100	5/13/2014	5/31/2014
370-5-1-0	am	130303	11/5/2013	11/22/2013
370-5-1-0	am	130100	5/13/2014	5/31/2014
370-5-2	am	130303	11/5/2013	11/22/2013
370-5-3	am	130303	11/5/2013	11/22/2013
370-5-4-0	am	130100	5/13/2014	5/31/2014
370-5-4-a	am	130303	11/5/2013	11/22/2013
370-5-4-b	am	130303	11/5/2013	11/22/2013
370-5-4-c	am	151474	6/14/2016	1/1/2017
370-5-4-c-1	am	130303	11/5/2013	11/22/2013
370-5-4-c-1	am	151474	6/14/2016	1/1/2017
370-5-4-c-2	am	130303	11/5/2013	11/22/2013
370-5-4-d	am	130100	5/13/2014	5/31/2014
370-5-4-e	am	130303	11/5/2013	11/22/2013
370-5-5	am	130303	11/5/2013	11/22/2013
370-5-5	am	130100	5/13/2014	5/31/2014
370-7	am	130303	11/5/2013	11/22/2013
370-7	rp	141574	3/3/2015	3/19/2015
370-9	am	130303	11/5/2013	11/22/2013
370-9	am	130100	5/13/2014	5/31/2014
Subch. 2, ch. 370	rp	130303	11/5/2013	11/22/2013
Subch. 3, ch. 370	rp	130303	11/5/2013	11/22/2013
370-23	am	111226	2/7/2012	2/24/2012
370-25-6	rp	130303	11/5/2013	11/22/2013
370-25-7	rn to 370-25-6	130303	11/5/2013	11/22/2013
370-25-8	rn to 370-25-7	130303	11/5/2013	11/22/2013
370-25-9	cr	111226	2/7/2012	2/24/2012
370-25-9	rn to 370-25-8	130303	11/5/2013	11/22/2013
370-27-1	am	130303	11/5/2013	11/22/2013
370-27-2	am	130303	11/5/2013	11/22/2013

**[Pages 1359 to 1360 are blank]**

# Exhibit No. 7



[REDACTED]

**OFFICE LEASE**

THIS INDENTURE, made this 5th day of April, 2016, by and between [REDACTED], a Wisconsin limited liability company (the "Landlord"), and **MWH Law Group LLP, a Wisconsin limited liability partnership** (the "Tenant").

**WITNESSETH:**

(1) **DEMISE AND PREMISES:** Subject to the terms and conditions hereof, Landlord leases to Tenant, and Tenant leases from Landlord at 735 North Water Street, Milwaukee, Wisconsin (herein called the "Building") the following described space on the 6<sup>th</sup> floor comprising 3,173 rentable square feet, known as Suite 610 and is herein called the "Premises". [REDACTED]

(2) **TERM:** This Lease shall be for a term of two (2) Years commencing on May 1, 2016 (the "Commencement Date"), and ending at midnight on April 30, 2018 ("Initial Term").

[REDACTED]



IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their duly authorized representative as of the day and year first above written.

**LANDLORD:**

[Redacted]

By: [Redacted]

Sole Manager

By: [Redacted]

Authorized Agent

By: [Redacted]

Name: [Redacted]

Title: [Redacted]

**TENANT:**  
MWH Law Group LLP

By: 

Name: Eugene Harkins

Title: Partner

**FIRST LEASE MODIFICATION**

THIS FIRST LEASE MODIFICATION is made and entered into as of this 9<sup>th</sup> day of Feb., 2017, by and between [REDACTED] hereinafter referred to as "Landlord" and MWH LAW GROUP, LLP hereinafter referred to as "Tenant".

**WITNESSETH:**

WHEREAS, by written Lease bearing date of April 28, 2016, the ("Lease"), Landlord leased to Tenant the following described premises, situated in the City of West Des Moines, Polk County, Iowa, Suite 465, One Corporate Place, 1501 42nd Street, to-wit:

for a term ending January 31, 2017;

WHEREAS, Lessee desires to extend the term of its lease and expand into approximately 892 rentable square feet bringing the total rentable square footage under Lease to 2,484 the ("Premises") as outlined on attached Exhibit "A", upon the terms and conditions stated in this First Lease Modification.

NOW, THEREFORE, in consideration of the premises and their mutual covenants and agreements, the parties hereto agree as follows, to-wit:

1. That, the term of said First Lease Modification shall commence February 1<sup>st</sup> 2017 and expire January 31, 2018.

[REDACTED]

[REDACTED]

4. That, except as herein modified, all other terms, covenants, and conditions of said Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this First Lease Modification, the day and year first above written.

LANDLORD:

[REDACTED]

[REDACTED]

TENANT:

MWH LAW GROUP LLP



BY: Kerrie M. Murphy  
Kerrie M. Murphy, Partner


OFFICE LEASE

THIS OFFICE LEASE ("Lease") is entered into by Landlord and Tenant as described in the following basic lease information on the date that is set forth for reference only in the following basic lease information. Landlord and Tenant agree:

ARTICLE 1 BASIC LEASE INFORMATION

1.1 **Basic Lease Information.** In addition to the terms that are defined elsewhere in this Lease, these terms are used in this Lease:

- (a) LEASE DATE: April 28, 2016
- (b) LANDLORD: Vischering, L.L.C.
- (c) LANDLORD'S ADDRESS:  

- (d) TENANT:  
MWH Law Group LLP  
1501 42<sup>nd</sup> Street Suite 465  
West Des Moines Iowa 50266
- (e) TENANT'S ADDRESS: The Premises as defined in this Lease
- (f) BUILDING ADDRESS:  
1501 42<sup>nd</sup> Street  
West Des Moines, IA 50266
- (g) PREMISES: The premises outlined on Exhibit A to this Lease, known as Suite 465.
- (h) RENTABLE AREA OF THE PREMISES: 1,592 square feet.
- (i) RENTABLE AREA OF THE BUILDING: 61,933 square feet.
- (j) TERM: Eleven (11) months, beginning on the March 1<sup>st</sup> 2016 and expiring on the January 31, 2017.
- (k) COMMENCEMENT DATE: March 1<sup>st</sup> 2016.
- (l) EXPIRATION DATE: January 31, 2017.
- (m) SECURITY DEPOSIT: 
- (n) MONTHLY RENT:  

<u>Months:</u>	<u>Rent Per Month:</u>
1-11	
- (o) OPERATING EXPENSE BASE YEAR: N/A
- (p) REAL ESTATE TAXES BASE YEAR: N/A

**CONSULT YOUR ATTORNEY:**

If this Lease has been filled in, it has been prepared for submission to your attorney for his or her approval. No representation or recommendation is made by [REDACTED] or its agents or employees as to the legal sufficiency, legal effect, or tax consequences of this Lease.

Landlord and Tenant have executed this Lease as of the day and year first above written.

ATTEST/WITNESS:

By: [REDACTED]  
Printed Name: [REDACTED]  
Date: 4/28/16

ATTEST/WITNESS:

By: Brooke Masek  
Printed Name: Brooke Masek  
Date: 3/23/16

Landlord: [REDACTED]  
By: [REDACTED]  
As Agent for Owner

By: [REDACTED]  
Printed Name: [REDACTED]  
Its: Vice President  
Date: 4/28/2016

Tenant: MWH LAW GROUP LLP

By: Kerrie Murphy  
Printed Name: Kerrie M. Murphy  
Its: Partner  
Date: 3/23/2016

# Exhibit No. 8

## **Request for Proposal (RFP) Process**

The Request for Proposal (RFP) process may be used when price is not the only factor to be considered in determining the contract award. To award the contract, evaluation criteria would be established and weighted, for example:

- Experience of firm,
- Experience of personnel assigned to the project,
- Approach to project,
- Reporting methods,
- Training,
- Completeness of proposal,
- Ability to meet the City's needs

The RFP process is considered an exception to the bid process and a Request for Exception to Bidding form is required. The City Purchasing Director must approve the request to conduct the RFP process.

Formal RFP's are advertised in the City's official newspaper at least two days prior to the closing date. RFPs are defined as exceptions to the bidding process (ETBs) and will not be publicly opened so as to maintain the integrity of the negotiation process. Allow a minimum of 90 to 120 days for processing a requisition that requires an RFP. Depending on the complexity of Scope of Work, the evaluation of RFP by the committee, award recommendation, and contract negotiations, the processing time may be extended past the normal 120 days.

### **Requirements**

The following must be submitted to the Purchasing Division:

- Request for Exception to Bidding form
- Approved PeopleSoft requisition to include the following information
  - A detailed description of what is to be purchased.
  - Suggested vendor(s) to be solicited entered in the Line Comments, or provide a hard copy listing.
  - Any other pertinent information for the Purchasing Agent in the Line Comments.
- Scope of work and any related documents providing details for the purchase.

The scope of work and any attachments are posted on the Purchasing Division's website under the Bids Pending link. Potential proposers who have registered for E-Notify will receive an email notification when the RFP documents are posted and available to download from our website. The web posting would include the details of a pre-proposal conference, if required.

### **Addendums to RFPs**

If a change is required to a RFP once it is posted, the user department should notify the Purchasing Agent responsible for the RFP as soon as possible after the discovery is made. An addendum to the RFP will be issued and posted on the website and proposers who have registered for E-Notify will receive an email notification when the addendum is posted. If possible, the request should be submitted at least seven (7) days prior to the posted closing date to allow the proposers sufficient time to make the changes to their proposal. Submission of a request for an addendum less than seven (7) days prior to the RFP closing date may result in a delay of the closing date.

It is the proposer's responsibility to check the website for any addenda and to download, sign and return them prior to the closing date.

### **Evaluation and Award**

The proposals received are reviewed by an evaluation committee. At the first meeting of the evaluation committee, the members will be provided with the guidelines and responsibilities found in the document titled, “Responsibilities of RFP Evaluation Committee Members”. The document must be signed and will be kept as part of the RFP file.

The evaluation committee will meet as a whole (all members must be present), but its members will individually review and score the proposals based on the evaluation criteria and the assigned weights.

Once the evaluation committee completes its review of the proposals received, the Purchasing Agent tabulates the scores. A letter of award recommendation to the highest ranked proposer is prepared by the Evaluation Committee. The Purchasing Agent will then prepare an award recommendation for review and approval by the Purchasing Director. ***There is no appeal process for a RFP.***

### **Scope of Work Guidelines**

The Scope of Work for an RFP should contain the following minimum requirements:

- Cover Page
- Table of contents
- Summary of project, including size and scope of project
- Overview of Department and current environment
- Narrative of general goals and objectives of the project
- Overview of RFP
- Mandatory requirements (if any)
- Definitions of any abbreviations used
- Complete statement of work detailing the description of the physical or functional characteristics, or the nature of a supply or service that is being requested. Included in the statement of work should be the deliverables, preferred development methodology and approach (if any), performance expectations, training requirements, progress reporting requirements, and inspection, acceptance and quality assurance issues.
- Statement that “the City accepts no responsibility for any costs incurred by the proposer in either responding to this RFP, benchmark testing, oral interviews, etc. and that all costs are the sole responsibility of the proposer”.
- Statement listing any plans, reports, statistics, space, personnel, equipment, or other City provided items that will be made available to the contractor throughout the project.
- Statement that if the contractor requires additional equipment, and/or items to meet and/or implement the requirements of this proposal, this must be included in the contractor’s proposal.
- Proposed schedule of events, for example:
  - Date proposal will be let
  - Date for receiving questions prior to the pre-proposal conference, if required
  - Date for pre-proposal conference, if required
  - Proposal due date
  - Tentative dates for the evaluation team meeting
  - Tentative dates for site visits, if required
  - Tentative dates for contract execution
  - Tentative dates for commencement of work
  - Tentative installation schedule, if multiple deliverables are to be installed or a completion date for the entire project.



### **Scope of Work Guidelines**

- Information about addenda and how changes to the RFP will be addressed
- Minimum proposer qualifications, if required
- Use of subcontractors, if required
- Experience requirements for the proposers (usually based on number of similar installations of similar equipment or service that the proposer has provided and references).
- Proposal requirements (how the proposal should be structured)
- Proposal format (how you want the proposers to respond)
- Number of proposal copies required (bound and/or unbound)
- Pricing and schedule format
- Statement on proposer financial stability requirements
- Guaranty and warranty requirements
- Delivery performance (if required)
- Proposal effective period
- Evaluation criteria and other pertinent details (Cost to be at least 25%)
- Information on benchmark testing
- Selection and rejection of proposals statement
- Contract award information
- For IT software, please indicate the purpose of the software

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"> <li>• Use the word “shall” to describe a command or mandatory requirement</li> <li>• Use the words “should” or “may” to describe an advisory or optional requirement</li> <li>• Be specific and detailed in presenting mandatory requirements</li> <li>• State a requirement or fact once and avoid duplication</li> <li>• Submit an electronic copy of the scope of work to the Purchasing Division via email</li> </ul>	<ul style="list-style-type: none"> <li>• Don't present something as mandatory if it is really only optional</li> <li>• Don't write a scope of work that restricts the response to the RFP to a single proposer</li> <li>• Don't place administrative or contractual terms in the scope of work portion of the proposal</li> </ul>

### **RFP Evaluation Committees**

RFP Evaluation Committees are determined and finalized by the City Purchasing Director with input from the user department. Please note, department recommendations may not be approved. In an effort to ensure the fairness and integrity of the RFP process, the following is considered when finalizing the evaluation committee (EC).

1. The EC should consist of an odd number of individuals, not to exceed 7 depending on the complexity of the RFP.
2. Members of the EC should have the ability to meet all of the requirements contained on the “Responsibilities of RFP Evaluation Committee Members” form.
3. The make-up of the EC shall be balanced, unbiased and include subject matter experts, representation from the user department, other City departments and potential external stakeholders.

### **Responsibilities of RFP Evaluation Committee Members**

Each Evaluation Committee member must understand and abide by the following responsibilities, and will be asked to sign a form indicating such. Adherence to these requirements will help assure the effectiveness of the evaluation team as a whole, and it will protect the overall interest of the City of Milwaukee and the vendors in the award of the RFP.

- ***Fairness and Integrity:*** It is the responsibility of every member of the evaluation panel to collectively ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort is extended to the evaluation of all vendors' proposals.
- ***Understanding of the Project:*** Your success as an effective member of the team depends on your comprehensive understanding of the project, and your familiarity with the requirements and specifications contained in the RFP. Please review the RFP thoroughly prior to beginning your evaluation of vendor proposals.
- ***Attendance:*** Attendance of all committee members at all scheduled meetings is crucial to the quality of the evaluation process. Without all representatives present, meetings are not effective, as not all opinions can be shared in a group setting. Therefore, committee members must attend all meetings of the committee, including interviews with the proposers if conducted, and must agree to participate in any off-site visits, if scheduled.
- ***Confidentiality:*** To preserve the integrity of the evaluation process, the following rules of confidentiality must be observed:
  - Committee members must not discuss the evaluation with one another unless all members are present.
  - Committee members must not communicate with others outside of the evaluation committee on the nature or content of the written proposals, product demonstrations, interviews, evaluation proceedings, deliberations of the evaluation panel, or individual opinions about the proposers or the project.
  - The names or number of proposers/firms who have submitted proposals must also be held in confidence.
  - Some panel members may need to communicate the details of their involvement with their supervisor, department head, or other superior(s) from time to time. However, it is imperative that the panel member convey the importance of confidentiality to those individuals.
  - Committee members must not communicate with proposers about this project outside of any scheduled and sanctioned evaluation activity.
- ***Conflicts of Interest:*** You may not participate as a member of this committee if you have, or a member of your immediate family has, a financial interest pertaining to this purchase.
- You must agree that if you currently have, or later discover, a conflict of interest which meets these criteria, you will declare the circumstances immediately to the City Purchasing Director and remove yourself from the committee.

# Exhibit No. 9



Request for Proposal (RFP) 14749

**Vendor Service Contract (VSC) for Disclosure Counsel Services**

All Proposals shall be addressed and delivered to:

Karen Jeffries, CPPB, Procurement Specialist

City of Milwaukee  
Department of Administration - Purchasing Division  
200 E Wells Street, Room 601  
Milwaukee, WI 53202

March 14, 2017

Proposals Must Be Received No Later Than:

**2:00 p.m. CST on April 27, 2017**

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### **ANTICIPATED CONTRACT TERM**

July 1, 2017 through June 30, 2020 or Three Years from Date of Contract Award with two one year extensions, or one two-year extension at the option of the City upon mutual consent of both parties.

### **COST PROPOSAL**

The required Pricing Format has been provided separately. Please use RFP 14749 Attachment B – Cost Proposal Word document provided to supply your pricing quotation.

This separately submitted document shall include a description of the proposed costs and prices. All pricing information shall be limited *solely* to this Cost Proposal. This document should address all requirements set forth in Scope of Work and RFP 14749 Attachment A – Scope of Services as well as any other items pertinent to your proposal pricing. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal.

The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part or the entire proposal.

### **SCOPE OF SERVICES**

As contained in this document and **RFP 0000014749 Attachment A - Scope of Services for Bond Counsel Services dated March 14, 2017.**

### **CHANGES**

The City will not consider change orders or amendments unless it is deemed a change in the original scope of the project. All items not itemized in the pricing above which are instrumental to completing the project will be at the cost of the vendor to supply at no additional charge to the City. All prices quoted shall be firm and fixed for the specified contract period.

## CONTACT INFORMATION

Proposers are specifically directed not to contact any other City of Milwaukee staff for discussions that are related to this RFP. **Unauthorized contact of any City personnel is a cause for rejection of the proposal.**

Any additional information or clarifications that are provided to one firm will be provided to all firms in the form of an addendum posted to the Bonfire Portal.

All communications regarding this RFP and the submittal process should be directed to:

Karen Jeffries, CPPB, Procurement Specialist  
City of Milwaukee, Department of Administration  
Purchasing Division  
200 E. Wells Street, Room 601  
Milwaukee, WI 53202-3560

Phone: 414-286-3501 Email: [kdjeffr@milwaukee.gov](mailto:kdjeffr@milwaukee.gov) (preferred method)

## RFP ESTIMATED TIMELINE

The following is the proposed schedule for this project. DOA – Purchasing Division reserves the right to change the RFP schedule, issue amendments to the RFP, cancel the RFP, or reissue the RFP at any time.

RFP Release Date	Wednesday, March 29, 2017
Questions Due to Purchasing Division	Monday, April 10, 2017
Answers to Questions Posted Online via an Addendum	Wednesday, April 12, 2017*
Closing Date	Thursday, April 27, 2017
Evaluation of Proposals	May 1-5, 2017*
Selection of Highest-Ranked Proposers	May 8, 2017*
Oral Interviews	May 9-12, 2017*
Contract Negotiations Public Debt Commission/Purchasing Division endorsement of Award	May 15-19, 2017*
Award of Contract	May 23, 2017*
Commencement of Services	July 1, 2017*
*TENTATIVE DATES	

## EVALUATION AND AWARD PROCESS

### Award

An evaluation team will review accepted proposals utilizing the weights and criteria in the Proposal Evaluation section below.

The City will select the respondents whose proposals best meets the City's needs as defined in this RFP. Contractual commitments are contingent upon the availability of funds. All contracts are subject to the approval of the City's legal counsel and the Purchasing Director, prior to execution. Once awarded, the contracts will be the final expression of the agreement between the parties and may not be altered, changed or amended except by mutual agreement, in writing.

Proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Proposals will be scored according to the following criteria.

## PROPOSAL EVALUATION

### EVALUATION - SCORING

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members	<b>45 Points Maximum</b>
Fees	<b>25 Points Maximum</b>
Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel	<b>20 Points Maximum</b>
Overall quality of the proposal	<b>10 Points Maximum</b>
<b>Bonus:</b> If a <b>Local Business Enterprise (LBE)</b> is a responsive and responsible Proposer, an additional number of points equal to 5% of the maximum number of points used in the evaluation of	<b>Up to Ten (10) Additional</b>



the RFP shall be applied to the total score attained by the LBE. <b>Effective January 01, 2017</b> , if the LBE is certified as a Small Business Enterprise (SBE) with the City of Milwaukee's Office of Small Business Development, an additional number of points equal to 10% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE.	<b>Points</b>
<b>Bonus:</b>  <b>SBE Participation:</b> Effective Utilization of a City Certified SBE Firm <b>(Optional)</b> Other Services Offered <b>(Optional)</b> . Proposers who utilize a City-certified SBE vendor for this contract will be eligible for up to 10 additional points for subcontracting a portion of the work with a city certified SBE vendor. In order to qualify for these additional SBE points, proposers must provide details in their proposal response as to the percentage of the contract that will be subcontracted to the SBE vendor and a description of the meaningful services that the SBE subcontractor will be performing. The Office of Small Business Development Contractor Compliance Plan (Form A) must be completed and submitted with your proposal if you intend to utilize an SBE subcontractor. Failure to return these properly completed forms will result in disqualification from receiving the additional points for SBE participation.	<b>Up to Ten (10) Additional Points</b>

## RESPONSE REQUIREMENTS

For this RFP, the City of Milwaukee is using a Bonfire portal for accepting and evaluating proposals digitally.

Upload your submission at:

**<https://cityofmilwaukee.bonfirehub.com/opportunities/2986>**

Your submission must be uploaded, submitted, and finalized prior to the **Closing Time of April 27, 2017 at 2:00 PM CST**. We strongly recommend that you give yourself sufficient time and at least **ONE (1) hour before Closing Time** to begin the uploading process and to finalize your submission.

In addition to the above, **three (3) hard copies** of your proposal, which includes the entire proposal and any attachments must be provided prior to the closing date and time to:

City of Milwaukee  
DOA-Purchasing Division

Attention: Karen Jeffries, CPPB  
200 E. Wells Street, Room 601  
Milwaukee, WI 53202

The proposal must be sealed and clearly marked with the following information:

RFP #

RFP description

Name of the Proposer

Closing Date

Closing Time

### **Structure of Responses**

In order to simplify the review process and to obtain the maximum degree of comparability, proposals should be submitted in accordance with the RFP 0000014749 Proposer's Document Submission Checklist and Attachment A: Scope of Services Section VIII. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive and not receive further consideration.

**The City accepts no responsibility for any costs incurred by the proposer in either responding to this RFP, benchmark testing, oral interviews, etc., and that all costs are the sole responsibility of the proposer. Please see INCURRED COST on Page 9.**

**If the contractor requires additional equipment, and/or items to meet and/or implement the requirements of this proposal, this must be included in the contractor's proposal.**

### **OTHER**

#### **Proposal Questions**

The deadline for submitting questions regarding this RFP is no later than **April 10, 2017**. Questions are to be submitted to Karen Jeffries, CPPB via email (only) at [kdjeffr@milwaukee.gov](mailto:kdjeffr@milwaukee.gov). Answers to the questions submitted will be posted in the form of an addendum to this RFP no later than April 12, 2017.

**. Questions submitted after the deadline will not be considered. (No exceptions)**

### **Contractor's Relationship to the City of Milwaukee**

It is expressly understood that the successful vendor is in all respects an Independent Contractor as to the work, and the vendor is no respect an agent, servant or employee of the City of Milwaukee.

### **Insurance**

The successful proposer will be required to provide the City with evidence of Insurance coverage that is in full compliance with the City's Insurance Requirements.

It is the successful proposer's responsibility to provide its insurance agent with a copy of the City's insurance requirements.

It is the successful proposer's responsibility to check the Insurance Certificate before it is sent to the City to verify that these documents are in full compliance with the City's insurance requirements.

An original copy of the fully compliant Insurance Certificate and shall be furnished to the City, in accordance with the request requirements.

### **Exceptions**

Any exceptions taken to the Scope of Services should be provided in writing to the Purchasing Agent listed on the cover page of this RFP no later than seven (7) days prior to the closing date. The written request should include any and all changes or exceptions proposed by the consultant to the requirements detailed in this Request For Proposal. The request shall be under consideration for negotiation and proposed exceptions will not be considered a disqualification of any consulting firm, nor should inclusion of the exceptions be viewed as acceptance by the City, without negotiation. Exceptions not provided in this manner, will not be considered.

### **Addendums**

It is the responsibility of the Proposer, prior to submitting a response to the RFP, to periodically check the Purchasing Division webpage to insure that all addenda for this Request for Proposal have been downloaded and that all of the information, documentation, etc. that has been requested has been included in the RFP response.

### **Jurisdiction, Venue, Choice of Law**

This RFP and any resulting contract shall be governed by and construed according to the laws of the State of Wisconsin.

### **Follow-up Interviews**

Should the department request follow-up interviews, proposers must be available for these follow-up interviews/presentations at City facilities or by teleconference on specific dates and times. **The contractor's and/or consultant's proposed primary point of contact person must be present at this meeting or during the teleconference call to lead the interview team.**

**Negotiations**

After interviews and final evaluations are completed, the City may at its sole option open negotiations with three or more of the highest ranked proposers prior to award. The City also reserves the right to open negotiations with one or more of the next highest ranked proposers if negotiations with one or more of the previously selected highest ranked proposers are not successful.

**Incurred Costs**

Those Proposers submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the City or for attending and/or participating in any follow-up interviews and negotiation sessions.

**Confidential Matters**

- **City Data:** All data and information pertaining to this RFP, shall be treated by the Proposer and its agents as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, publicity, propaganda, and/or in another job or jobs, unless written consent is obtained from the City Purchasing Director.
- **Vendor Data:** If any information submitted in the proposal is confidential or proprietary, the Proposer must identify this information by completing and including the Designation of Confidential and Proprietary Information with their proposal.

**Assignment**

The Proposer may not reassign any portion of the work that is awarded as a result of this RFP, without prior written consent from the City.

**Rejection**

The City reserves the right to reject any and all proposals, to waive any informality in the proposals that are received, to accept or reject any or all items in the proposal. Moreover, the City reserves the right to make no selection if the proposals are deemed to be outside the fiscal constraint or not in the best interests of the City.

# Exhibit No. 10

City of Milwaukee  
Department of Administration – Purchasing Division

## Request for Proposal (RFP)

PLEASE COMPLETE

Vendor Company Name:	Purchasing Agent:	Karen Jeffries, CPPB
Address:	Phone:	(414) 286-3612
	E-Mail:	kdjeffr@milwaukee.gov
	RFP Closing Date:	Thursday, April 27, 2017
	RFP Closing Time:	2:00 PM CST

<b>Ship to Address:</b> <b>COMPTROLLER – 2110</b> 200 East Wells Street, Room 404 Milwaukee, WI 53202-3560	<b>Bill to Address:</b> <b>COMPTROLLER – 2110</b> 200 East Wells Street, Room 404 Milwaukee, WI 53202-3560
---	---

### Request for Proposal (RFP) Information

Request for Proposal (Hereinafter "RFP") to award a Vendor Service Contract for Disclosure Counsel Services in accordance with RFP 14749 Scope of Services for Disclosure Counsel Services dated March 14, 2017, Attachment A – RFP 14749 Scope of Services for Disclosure Counsel Services dated March 14, 2017 and Attachment B - RFP 14749 Cost Proposal for the anticipated period July 1, 2017 through June 30, 2020 with the option to extend for two additional one (1)-year periods or one (1) additional two (2)-year period at the option of the City and upon mutual consent of both parties.

The Public Debt Commission ("Commission") of the City of Milwaukee ("City") seeks to engage firm(s) to provide Disclosure Counsel Services relating to the issuance and management of the City's debt by conducting a Request for Proposal ("RFP"). The Disclosure Counsel will provide preparation of offering documents, legal opinions, consult on matters relating to disclosure, and other duties normally provided by Disclosure Counsel, for the City's general obligation ("GO") debt, certain revenue anticipation notes ("RAN"), and other revenue debt.

The City desires to select a Lead Disclosure Counsel firm to perform Disclosure Counsel duties and encourages, but does not require sub-contracting with a Small Business Enterprise ("SBE") as Co-Disclosure Counsel. Together, Lead Disclosure Counsel and Co-Disclosure Counsel may be referred to as Counsel.

Note: SBE participation is not mandatory. You may submit responses without SBE participation; however, up to an additional 10 points will be awarded to proposals with effective SBE participation. If your response does not include SBE participation, then no SBE participation will be required during the term of the contract. If your response does include SBE participation, then SBE participation will be required during the entire term of the contract. For additional information on Small Business Enterprises, or for a list of certified SBE firms, you may call the Office of Small Business Development at (414) 286-5553.

**Award Statement**

Award will be made to the highest ranked proposer based on the following evaluation criteria found in Attachment A - Scope of Services Section VI: Criteria for Award:

Service delivery capabilities, emphasizing the capabilities of the assigned Legal Team members	45 Points Maximum
Proposer's Cost Proposal – Fees	25 Points Maximum
Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel	20 Points Maximum
Overall Quality of the Proposal	10 Points Maximum
<b>Bonus:</b> If a <b>Local Business Enterprise (LBE)</b> is a responsive and responsible Proposer, an additional number of points equal to 5% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE. <b>Effective January 01, 2017</b> , if the LBE is certified as a Small Business Enterprise (SBE) with the City of Milwaukee's Office of Small Business Development, an additional number of points equal to 10% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE.	Up to Ten (10) Additional Points
<b>Bonus:</b> <b>SBE Participation:</b> Effective Utilization of a City Certified SBE Firm <b>(Optional)</b> Other Services Offered <b>(Optional)</b> . Proposers who utilize a City-certified SBE vendor for this contract will be eligible for up to 10 additional points for subcontracting a portion of the work with a city certified SBE vendor. In order to qualify for these additional SBE points, proposers must provide details in their proposal response as to the percentage of the contract that will be subcontracted to the SBE vendor and a description of the meaningful services that the SBE subcontractor will be performing. The Office of Small Business Development Contractor Compliance Plan (Form A) must be completed and submitted with your proposal if you intend to utilize an SBE subcontractor. Failure to return these properly completed forms will result in disqualification from receiving the additional points for SBE participation.	Up to Ten (10) Additional Points

**Contact Person(s)**

Contact person for order placement:

Name:	_____	Phone:	_____
E-Mail:	_____	Fax:	_____

Contact person for signature of contract:

Name:	_____	Phone:	_____
E-Mail:	_____	Fax:	_____

**Questions**

Any questions, clarifications, etc. must be sent ***in writing by email*** to the purchasing agent listed on the first page of this RFP no later than **4:45 P.M. CST on April 10, 2017**. Requests received after that time will not be considered.

It is anticipated that the answers to the questions submitted by the March 28, 2017 deadline will be posted to the Purchasing Division's webpage in the form of an addendum to the RFP no later than April 12, 2017.

Proposers are specifically directed not to contact any City of Milwaukee staff other than the Purchasing Agent for meetings, conferences, or technical discussions related to this RFP. Unauthorized contact of any City Department employee is a cause for rejection of the proposal. Any additional information or clarifications provided to one Proposer will be provided to all Proposers in the form of an addendum posted to the City's web site (Bids Pending page).

**Addenda to the RFP**

Any changes made as a result of a written request will be issued via an addendum, and, if necessary, an extension will be made to the RFP closing date. Any addenda will be posted to the City of Milwaukee Purchasing Division's website ([www.city.milwaukee.gov](http://www.city.milwaukee.gov) > Directory > Purchasing Division > Contract Opportunities > Current Bid Opportunities). Proposers are responsible for checking this website for any future addenda, etc., prior to the RFP closing date. All addenda must be signed and returned by the RFP closing date and time (electronic signatures are acceptable). Proposers who do not return the addenda may have their proposal rejected. If you are unable to access the internet, contact the Purchasing Division at 414-286-3501 to obtain a hard copy.



## **RFP Requirements:**

Failure to submit the proposal in the manner described herein may result in proposal rejection.

### **A. Invitation:**

#### **Upload your submission at:**

**<https://cityofmilwaukee.bonfirehub.com/opportunities/2986>**

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **April 27, 2017 at 2:00 PM CST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission

**In addition to the above, three (3) hard copies of your proposal which includes the entire proposal and any attachments must be provided** (preferably in 3-ring binders) prior to the closing date and time to:

City of Milwaukee  
DOA-Purchasing Division  
200 E. Wells Street, Room 601  
Milwaukee, WI 53202

The proposal must be sealed and clearly marked with the following information:

- RFP #
- RFP description
- Name of the Proposer
- Closing Date
- Closing Time

All proposals received after the specified closing date and time will be rejected.

Proposals will be made available for review only after all interviews have been conducted and a contract has been fully executed.

Failure to submit the proposal in the manner described herein may result in proposal rejection.

### **Important Notes about Bonfire:**

- Each item of Requested Information is instantly sealed and will only be visible after the Closing Time.

- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

**B. Plans and/or Specifications:**

- As contained in the Scope of Services and Attachment A: Scope of Services
- Insurance Requirements

**C. Deposit or Bond Requirements: None****D. Performance Bond Required: None**

Failure to adhere to the performance or delivery schedule as specified, shall render the Contractor liable for the difference between the "open market" and the contract price.

**Will you comply with these requirements?**

☐ Yes ☐ No

*If you cannot meet the above submission requirements, your RFP will be considered non-responsive!*

**Insurance Requirements**

The successful proposer will be required to provide a certificate of insurance acceptable to the City of Milwaukee evidencing appropriate insurance coverage is in effect. An acceptable certificate of insurance must be provided to the City of Milwaukee prior to contract execution. In addition, updated certificates must be provided showing appropriate insurance coverage throughout the term of the contract.

**Americans With Disabilities Act**

Proposer agrees that they will comply with all applicable requirements of the Americans with Disability Act of 1990, 42 U.S.C. 12101, et seq.

**Will you comply with these requirements?**

☐ Yes ☐ No

*Failure to comply with this requirement may result in rejection of your proposal.*

**SBE Requirements**

Has your business been certified as a Small Business Enterprise by the City of Milwaukee's Office of Small Business Development?

☐ Yes ☐ No

This RFP does not require Small Business Enterprise (SBE) participation. However, the City strongly encourages the use of certified City of Milwaukee SBE firms for any supplementary services attendant to the goods or services provided hereunder. Use of SBE firms whenever possible throughout the course of this engagement for such supplementary services is strongly encouraged by the City, but is not a requirement for submitting a RFP, unless otherwise specified. Information regarding the Office of Small Business Development (OSBD) SBE program can be obtained from:

Office of Small Business Development  
City of Milwaukee  
200 E. Wells Street, Room 606  
Milwaukee, WI 53202  
414-286-5553

**Local Business Enterprise Contracting Standards**

RFPs that are issued on or after August 10, 2009 include a Local Business Enterprise (LBE) RFP incentive in accordance with Chapter 365 of the Milwaukee Code of Ordinances. Please note that the LBE criteria has been revised, effective December 18, 2009. Information regarding the LBE incentive and revised criteria can be found on the Purchasing Division's website at: <http://city.milwaukee.gov> > Directory > Purchasing Division > Programs > Local Business Enterprise (LBE) Program.

It is your responsibility as a Proposer to familiarize yourself with this ordinance prior to submitting your RFP.

Local business enterprise means a business which satisfies all of the following criteria:

- A. Owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish compliance 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.
- B. Has owned or leased real property and has been doing business within the geographical boundaries of the City of Milwaukee for at least one year.
- C. Is not delinquent in the payment of any local taxes, charges or fees, or has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
- D. Will perform at least 10% of the monetary value of the work required under the contract.

The notarized Local Business Enterprise Program Affidavit of Compliance must be submitted with your response to be considered for LBE status. Electronic signatures are acceptable. This affidavit can be found on the same page with the LBE Ordinance at the website referenced above.

**Slavery Disclosure Affidavit**

Effective May 31, 2014, the City of Milwaukee adopted Ordinance 310-14 relative to the disclosure of participation in or profits derived from slavery by contractors. All contractors whose company was established during the slavery era, and awarded a contract on behalf of the City of Milwaukee, whether or not subject to a competitive bid, shall complete an affidavit prior to entering into the contract verifying that the contractor has searched any and all records of the company or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any enslaved persons or slaveholders described in those records must be disclosed in the affidavit.

The City shall make the information contained in the affidavit available to the public. Any contract between the city and a contractor which fails to provide the requisite affidavit or which includes material false information on such affidavit shall be rendered null and void.

**Form W-9**

The City of Milwaukee uses the information from the contractor's Form W-9 for set-up and continued maintenance of tax information. The Form W-9 is a required form to ensure payment can be made and any appropriate reporting performed in the event of a bid award. Please provide a copy of your current W-9 with your bid submission.

Blank copies of the W-9 form are available from the Internal Revenue Service (<http://www.irs.gov>).

**Terms and Conditions**

Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Standard Terms and Conditions City of Milwaukee Department of Administration Purchasing Division Request for Proposal Request dated March 4, 2016; City of Milwaukee Terms and Conditions for Service Contracts dated March 4, 2016 and Conditions for and the City of Milwaukee Contract.

Your proposal must meet the plan(s) or scope of services set forth herein. Proposals must be submitted on the forms provided with attachments as applicable.

Proposers are cautioned not to change any of the terms or conditions in the RFP and/or specifications without the written approval of the Purchasing Division. Any unauthorized changes will constitute a counteroffer and will subject the proposal to rejection.

**Payment Terms**

It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract

documentation, the city shall pay simple interest beginning with the 31<sup>st</sup> calendar day at the rate of one percent per month (unless the amount due is subject to a good-faith dispute and, before the 45<sup>th</sup> day of receipt, notice of the dispute is sent to the contractor by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are subcontractors, consistent with S.66.0135(3), Wis. Stats., the prime contractor must pay the subcontractors for satisfactory work within seven days of the contractor's receipt of payment from the City of Milwaukee, or seven (7) days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay interest at the rate of 12 percent per year, compounded monthly, beginning with the 8<sup>th</sup> calendar day. Reference Common Council File No. 101137 adopted January 2011.

Please indicate if you would like to offer a payment discount to the City:

\_\_\_\_\_ % \_\_\_\_\_ days

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

#### **Payment Monitoring Requirements**

All Contractors awarded a contract valued at \$25,000.00 or more are required to participate in training on the City of Milwaukee's contract compliance software. Contractors must complete the training no later than 30 days after the date of contract award. Throughout the contract term, Contractors are required to regularly provide timely payment information in the City's contract compliance software. Please contact the Office of Small Business Development (OSBD) at 414-286-5553 should you have any questions or concerns regarding the training process.

#### **Price Escalations**

This will be a three (3) year contract from date of award subject to annual review by the City within sixty (60) days of the anniversary date. Contract continuance is contingent upon the availability of funding for the materials or services to be provided during the three year term of the contract.

Prices quoted must be firm for one year after which an escalator may be invoked upon request and verification of a letter from the supplier and market data or published price sheets. Such request must be made to the purchasing agent listed on the contract at least sixty (60) days in advance of the effective date of the increase. Price shall be based on product cost only and not to exceed 15% of the firm bid price during the contract period. The increase must be approved by the Purchasing Division prior to its effective date.

Likewise, any de-escalation in price shall be passed on to the City of Milwaukee. Vendors are obligated to treat price decreases as equally as price increases during the tenure of the contract.

Price escalation clauses are not applicable for "discount from list" contracts as the vendor's current list will already reflect market changes. Therefore, while the percent of discount offered by the vendor must remain firm for term of contract, the vendor must provide updated price lists to the City User Department(s) when updated.

**Special Interests**

Does any officer, employee, agent, member of a governing body, or public official of the City of Milwaukee who exercises any functions or responsibilities in connection with the reviewing, approving or administering the carrying out of any services or requirements to which this RFP pertains, have any personal interest, direct or indirect, in this RFP and any contract that may result thereof?

☐ Yes ☐ No

**Cooperative Purchasing**

Would you be willing to extend the pricing from any contract that may result from this RFP to other V.A.L.U.E. members of local government entities in the Southeastern Wisconsin area, including but not limited to, the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

☐ Yes ☐ No

Please be advised that the award of this RFP by the City of Milwaukee is not contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

**Tips for Responders**

Below is a list of common items that may result in the City of Milwaukee deeming your proposal to be non-responsive / non-compliant:

- Not fully completing and/or signing the binding signature page
- Not providing the required addenda with your proposal
- Not completing or submitting the required attachments (SBE requirements, Affidavits of Compliance, Living Wage Affidavit, etc.) and returning them with the proposal
- Proposal not received prior to the closing date / time
- Not submitting a quote for all line items or an entire group. Read the award statement carefully.
- Taking exception to the RFP requirements or specification(s) without approval from the Purchasing Division.
- Not submitting the specification with your proposal, when the City requires you to indicate whether you comply with specific items in the specification.
- Providing a price list that is different than the pricing information requested.
- Not providing a warranty statement when required, or providing one that conflicts with the City's specifications.
- Not providing descriptive literature when required.
- Submitting pricing information for a brand or part number different than requested when there is "no substitute" indicated.
- Not providing pricing in the correct units of measurement indicated on the Request for Proposal.
- Not having a service facility within the physical distance indicated in the Request for Proposal.
- Failure to submit your proposal in the sequence detailed in the "Proposers and/or Bidders Submission Checklist".

**Binding Signatures for RFP and Contract**

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, the Standard Terms and Conditions, the City contract, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

**This binding signature page must be completed in its entirety, and it must be fully-signed, or your RFP may be rejected.** Electronic signatures are acceptable. Your signature will signify your agreement to all pricing, terms and conditions stated herein. Respondents are required to complete and return all RFP pages with their response.

<b>CONTRACTOR</b>	
Proposer's Firm:	
Address:	
City, State, Zip:	
Telephone:	
Fax:	
E-Mail:	
Federal ID #	
Date:	
Signature:	
Printed Name:	
Title:	
Signature:	
Printed Name:	
Title:	
Witness Signature:	
Printed Name:	
Title:	
Witness Signature:	
Printed Name:	
Title:	

<b>FOR OFFICIAL CITY USE ONLY</b>	
CITY OF MILWAUKEE, a municipal corporation	
By:	City of Milwaukee Purchasing Director
Date:	
Countersigned:	
By:	City Comptroller
Date:	



# Exhibit No. 11

**STANDARD TERMS AND CONDITIONS**  
**CITY OF MILWAUKEE**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
**Request for Proposal**

**1. HOW TO RESPOND:**

All proposals shall be in writing and all prices and amounts (where applicable) stated in figures. If any of the terms and conditions prevent you from responding, consideration will be given, if possible, to a request for a change. This request must be submitted to the office of the Department of Administration - Purchasing Division in writing seven (7) days prior to the proposal closing, and if granted, it will require sending an addendum to all prospective responders.

**2. HOW TO AMEND A REQUEST FOR PROPOSAL BEFORE DUE DATE AND TIME:**

After a Request for Proposal has been filed with the Department of Administration - Purchasing Division, the responder desires to amend the proposal, PROPOSER MAY DO SO BEFORE THE DUE DATE AND TIME set for the receipt of proposals in the Request for Proposal by filing an amendment fully identified with the original proposal submitted by number, commodity or service. All the conditions and provisions of the original proposal will be in effect. NO REQUESTS FOR PROPOSAL OR AMENDMENTS WILL BE ACCEPTED AFTER THE DUE DATE AND TIME FOR RECEIPT OF PROPOSALS AS SPECIFIED IN THE REQUEST FOR PROPOSAL. This does not preclude the City from requesting additional information and/or clarification.

**3. CONTRACT AND EXECUTION OF CONTRACT:**

Unless otherwise specified in the Request for Proposal, the successful responder agrees to enter into the contract on the form prepared by the City, a copy of which will be on file in the office of the DOA Purchasing Division. The executed contract shall be returned to the Department of Administration - Purchasing Division by the Contractor within 20 days after the receipt of the contract.

**4. DELAYS IN DELIVERY:**

Delays in delivery caused by any bona fide strikes, government priority of requisition, riots, fires, sabotage, acts of God, or any other delays deemed by the Department of Administration - Purchasing Division to be clearly and unequivocally beyond the contractor's control will be recognized by the City. The contractor may be relieved of the responsibility of meeting the delivery time as stipulated in the contract upon contractor's filing with the Department of Administration - Purchasing Division just and true statements requesting an extension of delivery, signed by the contractor and giving in detail all the essential circumstances which, upon verification by the City, justify such action under the provisions of this section by the Department of Administration - Purchasing Division.

**5. FAIR EMPLOYMENT PRACTICES:**

All proposals shall be subject to the provisions of Section 109-45 of the Milwaukee Code of Ordinances relating to prohibition of discrimination in employment. This provision shall be applicable and incorporated as part of any contract or proposal award.

**6. NON-DISCRIMINATION:**

In performing in accordance with the terms of the RFP, the contractor agrees not to discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these protected categories as defined in Section 109-45 of

the Milwaukee Code of Ordinances. Contractor is required to include a similar provision in all subcontracts. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to insure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places available for employees and applicants for employment notices to be provided by the contracting officer setting for the provisions of the nondiscrimination clause. Wisconsin Statutes 16.765 (1) and (2) and provisions of section 109-45 of the Milwaukee Code of Ordinances.

**7. SPECIAL CONDITIONS PERTAINING TO FORMAL CONTRACT EXCEEDING \$50,000:**

When an award is made and the total amount exceeds \$50,000 or when the consideration can reasonably be interpreted to exceed a value of \$50,000, such an award shall not be deemed to be an acceptance by the City. Acceptance by the City shall not be effective until such acceptance is evidenced by the delivery of a formal written contract to the successful proposer and prior to its execution the City Attorney's office has first approved the provisions of said agreement, contract or instrument and said fact appears in writing on the face of such agreement, contract or instrument

**8. LICENSES AND PERMITS:**

Proposers shall have any and all licenses and permits required to perform the work specified and furnish proof of such licensing authorization and permits with their proposals if required.

**9. ADDITIONAL CONTRACT TERMS:**

As a condition of the proposal the proposer also agrees to accept the following conditions and terms which will be a part of the contract:

- a. Contractor shall not assign this contract or any interest therein, nor sublet the same, or any part thereof, without the consent in writing of the Department of Administration - Purchasing Division being first obtained, and that if the party of the first part shall so assign or sublet, with such consent, then the Department of Administration - Purchasing Division shall have the right, in its discretion, to rescind the contract and to declare the same null and void.
- b. Contractor shall and will well and truly execute and perform this contract under the terms applicable to the satisfaction of the Department of Administration - Purchasing Division, and shall promptly make payment to each and every person or party entitled thereto of all the claims for work or labor performed and materials furnished in the performance of this contract.
- c. Contractor will save, indemnify and keep harmless the City of Milwaukee against all loss, liability, judgments, costs and expenses which may in anyway come against said City by virtue of the infringement of any patents or patents in any manner in connection with the work or materials furnished under this contract.
- d. Contractor assumes full liability for all of its acts or omissions in the performance of this contract. Contractor will save and indemnify and keep harmless the City of Milwaukee against all liabilities, judgments, costs and expenses which may be claimed against the City in consequence of the granting of this contract to said contractor, or which may result from the carelessness or neglect of said contractor, or the agents, employees or workmen of said contractor in any respect whatever. If judgment is recovered, whether in suits of law or in equity, against the City by reason of the carelessness, negligence, whether by acts of commission or omission, of the contractor such persons, firms or corporations carrying out the provisions of the contract for the contractor, the contractor assumes full liability for such judgment not only as to the amount of damages, but also the cost, attorney fees or other expenses resulting therefrom.
- e. If contractor shall fail to fully and completely perform the contract within the time limited for the performance thereof, contractor shall and will pay the City, as liquidated damages for such default, the amount as indicated in the RFP as an assessment for delay in completing said contract, after the expiration of time limited for its completion.
- f. Failure or neglect of the Department of Administration - Purchasing Division to require compliance with any term or condition of the contract or the scope of services shall not be deemed a waiver of such term or condition.
- g. The award of a contract by the City of Milwaukee does not grant permission to commercially advertise such an award unless specific authority is granted by the City Purchasing Director.

- h. The contractor covenants and agrees that as a proposer, contractor is the only one interested in this contract; that no person or corporation other than named has any interest in the proposal or in the contract. Contractor covenants and agrees that: the proposal was made without any understanding, agreement, or connection with any person, firm or corporation making a bid for the same supplies; and the proposal is in all respects fair and without collusion or fraud; no officer, employee or agent of the City who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect, in this contract. No member of the governing body of the locality and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this contract.
- i. Both parties understand that the City is bound by the Wisconsin Public Records Law, and as such, all of the terms of the Agreement are subject to and conditioned on the provisions of Wis. Stat. Section 19.21, et seq. Contractor acknowledges that it is obligated to assist the City in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of Agreement, and that the Contractor must defend and hold the City harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under the Agreement.
- j. **FEDERAL EXECUTIVE ORDERS 12549 AND 12689 DEBARMENT AND SUSPENSION:** The City of Milwaukee reserves the right to cancel this contract with any federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

**10. INSURANCE:**

If insurance is required, satisfactory proof of the existence and carriage of such insurance of the kinds and limits specified will be required.

**11. RESPONSES TO REMAIN OPEN:**

Responses must remain open and will be deemed to be open and subject to acceptance until awarding of the RFP is finalized, or a minimum of sixty (60) days unless otherwise specified following the date set forth for the receipt and filing of the response to the Request for Proposal.

**12. PRICING:**

Vendors may submit lower pricing than U.S. Government contract prices. The City is exempt from the Robinson-Patman Act. Quotation must conform to government regulation on prices and wages.

**13. APPLICATION OF TERMS AND CONDITIONS:**

All terms, conditions, and scope of services included in the document apply to any subsequent award.

**14. DEPARTMENT OF ADMINISTRATION – PURCHASING DIVISION RESERVES THE RIGHT TO:**

Accept or reject all or part of any proposal submitted and accept such proposal deemed to be in the best interests of the City; Reject any and all proposals received in response to this request; Accept a proposal that is not the lowest cost; Request clarification regarding any proposal; Make a partial award, or not make any award.

**15. INTEREST IN CONTRACT:**

No officer, employee or agent of the City of Milwaukee who exercises any functions or responsibilities in connection with the review, approval or administration of this contract shall have any personal interest, direct or indirect, in this contract.

**16. IMPORTANT – FAILURE OF COMPLIANCE:**

Failure on the part of the responder to comply with all of the instructions and terms of the Standard Terms and Conditions may result in proposal rejection by the Department of Administration - Purchasing Division, and/or cancellation of orders without liability to the City.

# Exhibit No. 12

## Jeffries, Karen

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**From:** Jeffries, Karen  
**Sent:** Friday, May 19, 2017 4:27 PM  
**To:** Allen, Jerry (contact); 'David Anderson'; Li, Richard; Matson, Martin; Mckenzie, Jeremy; Yaccarino, Dennis  
**Cc:** Kelsey, Rhonda  
**Subject:** RE: RFP#14746 and #14749 VSC for Bond/Disclosure Counsel Services - Responsibilities of RFP Evaluation Committee Members Form  
**Attachments:** RFP 14746 Evaluation Committee Members and Responsibilities, 20151230.pdf; RFP 14749 Evaluation Committee Members and Responsibilities 20151230.pdf  
**Importance:** High

Good Afternoon,

Please return a signed electronic copy of the RFP Evaluation Committee Members Form marked "X" for your initials in the table below on *Monday the 22<sup>nd</sup>* for the RFP process.

INITIALS	14746	14749
J.A.	X	X
D.A.		
R.L.		X
M.M.		X
J.M.		
D.Y.	X	X

Thank you,

**Karen Jeffries, CPPB**  
**Procurement Specialist**  
City of Milwaukee  
200 E. Wells Street, Room 601  
Department of Administration - Purchasing Division  
Phone: (414) 286-3612 | Fax: (414) 286-5976  
***Wisconsin Association for Public Procurement President***  
[kdjeffr@milwaukee.gov](mailto:kdjeffr@milwaukee.gov)



RFP # 14749

City of Milwaukee  
Department of Administration  
Purchasing Division

**RESPONSIBILITIES OF RFP EVALUATION COMMITTEE MEMBERS**

Thank you for participating in the evaluation committee for this Request for Proposals (RFP). To protect the integrity of this formal solicitation and the evaluation process, it is essential that each participant understand and abide by the following responsibilities.

Adherence to these requirements will help assure the effectiveness of the evaluation team as a whole, and it will protect the overall interest of the City of Milwaukee and the vendors in the award of this RFP.

1. **Fairness and Integrity.** It is the responsibility of every member of the evaluation panel to collectively ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort is extended to the evaluation of all vendors' proposals.
2. **Understanding of the Project.** Your success as an effective member of the team depends on your comprehensive understanding of the project, and your familiarity with the requirements and specifications contained in the RFP. Please review the RFP thoroughly prior to beginning your evaluation of vendor proposals.
3. **Attendance.** Attendance of all committee members at all scheduled meetings is crucial to the quality of the evaluation process. Without all representatives present, meetings are not effective, as not all opinions can be shared in a group setting. Members must be physically present at the meeting to be considered participating members, and they must attend all meetings of the committee, including interviews with the proposers, if conducted, and any off-site visits, if scheduled.

Additionally, committee members must not discuss the evaluation with one another unless all members are present.

4. **Confidentiality.** To preserve the integrity of the evaluation process, the following rules of confidentiality must be observed:
  - a. Committee members must not communicate with others outside of the evaluation committee on the nature or content of the written proposals, product demonstrations, interviews, evaluation proceedings, deliberations of the evaluation panel, or individual opinions about the proposers or the project.
  - b. The names or number of proposers/firms who have submitted proposals must also be held in confidence.
  - c. Some panel members may need to communicate the details of their involvement with their supervisor, department head, or other superior(s) from time to time; however, it is imperative that the panel member convey the importance of confidentiality to those individuals.
  - d. Committee members must not communicate with proposers about this project outside of any scheduled and sanctioned evaluation activity.
5. **Conflicts of Interest.** You may not participate as a member of this committee if you have, or a member of your immediate family has, a financial interest pertaining to this procurement.

You must agree that if you currently have, or later discover, a conflict of interest which meets these criteria, you will declare the circumstances immediately to the City Purchasing Director and remove yourself from the committee.

***I understand and agree to adhere to the above guidelines or proposal evaluations. I do not currently have a Conflict of Interest which would prevent my participation in this process.***

Signature: Martin Mason

Date: 5-20-17

Printed Name: MARTIN MASON

Phone: 22301

Department: COMPTROLLER





City of Milwaukee  
Department of Administration  
Purchasing Division

RFP # 14749

RESPONSIBILITIES OF RFP EVALUATION COMMITTEE MEMBERS

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2. Understanding of the Project. Your success as an effective member of the team depends on your comprehensive understanding of the project, and your familiarity with the requirements and specifications contained in the RFP. Please review the RFP thoroughly prior to beginning your evaluation of vendor proposals.
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  - a. Committee members must not communicate with others outside of the evaluation committee on the nature or content of the written proposals, product demonstrations, interviews, evaluation proceedings, deliberations of the evaluation panel, or individual opinions about the proposers or the project.
  - b. The names or number of proposers/firms who have submitted proposals must also be held in confidence.
  - c. Some panel members may need to communicate the details of their involvement with their supervisor, department head, or other superior(s) from time to time; however, it is imperative that the panel member convey the importance of confidentiality to those individuals.
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5. Conflicts of Interest. You may not participate as a member of this committee if you have, or a member of your immediate family has, a financial interest pertaining to this procurement.

You must agree that if you currently have, or later discover, a conflict of interest which meets these criteria, you will declare the circumstances immediately to the City Purchasing Director and remove yourself from the committee.

***I understand and agree to adhere to the above guidelines or proposal evaluations. I do not currently have a Conflict of Interest which would prevent my participation in this process.***

Signature:

*Bernard J. Allen*

Date:

*5/25/2017*

Printed Name:

*Bernard J. Allen*

Phone:

*414-286-5454*

Department:

*ERS*





City of Milwaukee  
Department of Administration  
Purchasing Division

RFP # 14749

**RESPONSIBILITIES OF RFP EVALUATION COMMITTEE MEMBERS**

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5. **Conflicts of Interest.** You may not participate as a member of this committee if you have, or a member of your immediate family has, a financial interest pertaining to this procurement.

You must agree that if you currently have, or later discover, a conflict of interest which meets these criteria, you will declare the circumstances immediately to the City Purchasing Director and remove yourself from the committee.

***I understand and agree to adhere to the above guidelines or proposal evaluations. I do not currently have a Conflict of Interest which would prevent my participation in this process.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

RFP # 14749

City of Milwaukee  
Department of Administration  
Purchasing Division

**RESPONSIBILITIES OF RFP EVALUATION COMMITTEE MEMBERS**

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Signature: Dennis Yaccarino Date: 5-25-17  
Printed Name: Dennis Yaccarino Phone: 414-286-8552  
Department: DOA - Budget & Management Division



City of Milwaukee  
Department of Administration  
Purchasing Division  
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RFP # 14749

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_



RFP # 14749

City of Milwaukee  
Department of Administration  
Purchasing Division

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RFP # 14749

City of Milwaukee  
Department of Administration  
Purchasing Division

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Signature: \_\_\_\_\_

Date: 3/29/17Printed Name: David AndersonPhone: 414-771-2700

Department: \_\_\_\_\_



# Exhibit No. 13

**Jeffries, Karen**

---

**From:** Li, Richard  
**Sent:** Wednesday, March 15, 2017 4:04 PM  
**To:** Jeffries, Karen  
**Cc:** Matson, Martin  
**Subject:** RE: Requisition No. 14746 RFP for VSC - Bond and Disclosure Counsel Services - Request for Proposed Evaluation Committee Member List for 14749 VSC for Disclosure Bond Services and RFP 14746 Member Department/Organization Information

David Anderson and Bryan Della both work for Public Financial Management, the City's Financial Advisor.

Proposed Committee List:

- 1) Martin Matson - Comptroller
- 2) Richard Li – Public Debt Specialist
- 3) David Anderson (PFM, City's Financial Advisor)
- 4) Jeremy McKenzie – City Attorney
- 5) Lawanda Baldwin - MPS

Richard Li  
(414) 286-2319  
(414) 286-0653 fax

The information contained in this electronic message (e-mail) and any attachment is intended for the exclusive use of the intended addressee and may contain information that is confidential and/or privileged and exempt from disclosure under applicable law. If you are not the intended recipient and have received this communication in error, please do not distribute it. Instead, please notify [rsli@milwaukee.gov](mailto:rsli@milwaukee.gov) and destroy all copies of this message and any attachments. Thank you.

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**From:** Jeffries, Karen  
**Sent:** Tuesday, March 14, 2017 5:44 PM  
**To:** Li, Richard  
**Subject:** RE: Requisition No. 14746 RFP for VSC - Bond and Disclosure Counsel Services - Request for Proposed Evaluation Committee Member List for 14749 VSC for Disclosure Bond Services and RFP 14746 Member Department/Organization Information  
**Importance:** High

Good Afternoon,

1. Please provide the department/organization information for David Anderson and Bryan Della.
2. I will also need a proposed committee list for RFP#14749 VSC for Disclosure Counsel Services.

Please advise.

Thank you,

**Karen Jeffries, CPPB**  
**Procurement Specialist**

City of Milwaukee  
200 E. Wells Street, Room 601  
Department of Administration - Purchasing Division  
Phone: (414) 286-3612 | Fax: (414) 286-5976  
*Wisconsin Association for Public Procurement President*  
[kdjeffr@milwaukee.gov](mailto:kdjeffr@milwaukee.gov)



**From:** Li, Richard  
**Sent:** Tuesday, October 04, 2016 11:45 AM  
**To:** Jeffries, Karen <[KDJEFFR@milwaukee.gov](mailto:KDJEFFR@milwaukee.gov)>  
**Subject:** RE: Requisition No. 14746 RFP for VSC - Bond Counsel Services - Request for Scope of Services/Cost Proposal Draft Requirements and Proposed Evaluation Committee Member List

Evaluation Committee:

Comptroller

Richard Li  
Marty Matson

City Attorney

Jeremy McKenzie

Financial Advisor

David Anderson or Bryan Della

Do we need a 5<sup>th</sup> person? Maybe one of the Commissioners of the Public Debt.

Richard Li  
(414) 286-2319  
(414) 286-0653 fax

The information contained in this electronic message (e-mail) and any attachment is intended for the exclusive use of the intended addressee and may contain information that is confidential and/or privileged and exempt from disclosure under applicable law. If you are not the intended recipient and have received this communication in error, please do not distribute it. Instead, please notify [rsli@milwaukee.gov](mailto:rsli@milwaukee.gov) and destroy all copies of this message and any attachments. Thank you.

---

**From:** Jeffries, Karen  
**Sent:** Tuesday, October 04, 2016 11:41 AM  
**To:** Li, Richard  
**Subject:** Requisition No. 14746 RFP for VSC - Bond Counsel Services - Request for Scope of Services/Cost Proposal Draft Requirements and Proposed Evaluation Committee Member List  
**Importance:** High

Good Afternoon,



Please provide an electronic copy of the Scope of Services/Cost Proposal draft for the RFP document development process as well as the proposed list of Evaluation Committee members.

Thank you,

**Karen Jeffries, CPPB**  
**Procurement Specialist**  
City of Milwaukee  
200 E. Wells Street, Room 601  
Department of Administration - Purchasing Division  
Phone: (414) 286-3612 | Fax: (414) 286-5976  
*Wisconsin Association for Public Procurement Vice President*  
[kdjeffr@milwaukee.gov](mailto:kdjeffr@milwaukee.gov)



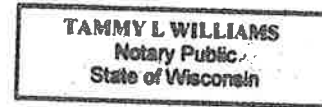
# Exhibit No. 14



# NOTARIZATION

Subscribed to before me on this 11<sup>th</sup> day of April in the year 2017, at Milwaukee County, Wisconsin State.

NOTARY PUBLIC SIGNATURE: Tammy L. Williams



(SEAL)

PRINT NAME: Tammy L. Williams

My commission expires: 2/5/18

**PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL TO:**

**200 E. WELLS STREET, ROOM 601  
MILWAUKEE, WISCONSIN 53202  
OR FAX TO 414-286-5976**



DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

Revised: December 30, 2015

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.

RFP # 14749

**Property Location 1**

Name:	MWH Law Group LLP
Address:	735 N. Water Street, Suite 610
City, State, Zip	Milwaukee, Wisconsin 53202

**Property Location 2**

Name:	MWH Law Group LLP
Address:	8206 Rockville Road #321
City, State, Zip	Indianapolis, Indiana 46214

**Property Location 3**

Name:	MWH Law Group LLP
Address:	1501 42nd Street, Suite 465
City, State, Zip	West Des Moines, Iowa 50266

**Property Location 4**

Name:	MWH Law Group LLP
Address:	150 N. Michigan Avenue, Suite 2800
City, State, Zip	Chicago, Illinois 60601

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OR FAX TO 414-286-5976

# Exhibit No. 15

**RFP 14749 - VENDOR SERVICE CONTRACT FOR DISCLOSURE  
COUNSEL SERVICES**

Opened 04/27/2017

PROCUREMENT SPECIALIST: KAREN JEFFRIES, CPPB  
TELEPHONE NO.: (414) 285-3612  
EMAIL: KJEFFR@milwaukee.gov

	Total	Service Delivery Capabilities, emphasizing the capabilities of the assigned Legal Team members	Experience and Capabilities of the Firm, including its history and use of SBE firms as Co-Bond Counsel	Proposer's Cost Proposal - Fees	Overall Quality of the Proposal	Local Business Enterprise (LBE) Participation	Small Business Enterprise (SBE) Participation
Proposer	/ 120 pts	/ 45 pts	/ 20 pts	/ 25 pts	/ 10 pts	/ 10 pts	/ 10 pts
Katten Muchin Rosenman LLP (Chicago, IL)	105.4 pts	41.8 pts	19.0 pts	25 pts	9.8 pts	0 pts	9.2 pts
Quarles & Brady LLP (Milwaukee, WI)	88.2 pts	41 pts	10 pts	10 pts	9.2 pts	0 pts	0 pts
Chapman and Cutler LLP (Chicago, IL)	85.2 pts	38.2 pts	10 pts	10 pts	8.8 pts	0 pts	9.2 pts
Mayer Brown LLP (Chicago, IL)	73.0 pts	37.2 pts	15.0 pts	13 pts	7.8 pts	0 pts	0 pts
Duane Morris LLP (Chicago, IL)	59.0 pts	35.0 pts	13.0 pts	4 pts	6.4 pts	0 pts	0 pts
McGuireWoods, LLP (Chicago, IL)	60 pts	29 pts	14.6 pts	10 pts	6.4 pts	0 pts	0 pts
Ice Miller LLP (Chicago, IL)	8 pts	0 pts	0 pts	3 pts	0 pts	0 pts	0 pts