



REQUEST FOR INFORMATION (RFI) FOR FACILITY MANAGEMENT SERVICES

The Wisconsin Professional Baseball Park District (the “District”) is seeking information and qualifications from parties interested in representing the District as it pertains to 2023 Wisconsin Act 40 and specifically Section 29.6805 (Facility Management): *during the term of any lease between the district and a professional baseball team with respect to baseball park facilities, the district shall, at the district's expense, contract with a facility management company or employ an executive director with expertise in managing and operating professional sports facilities and venues similar to the baseball park facilities. The contract shall require the facility management company or executive director to have primary responsibility to manage and supervise the development, construction, improvement, repair, and maintenance of the baseball park facilities.*

The District is a special district that is a local unit of government, a body corporate and politic that is separate, distinct and independent from the state. The District is charged with the oversight and monitoring of planning, financing, designing, constructing, commissioning, operating and maintaining a major league baseball facility, American Family Field, that is the home of the Milwaukee Brewers (“Team”), in Milwaukee, Wisconsin. An appointed Board of Directors comprised of thirteen (13) individuals manages the District.

Services

The District is currently seeking an experienced individual (“Contractor”) to provide owner’s representative services in managing and supervising the development, construction, improvement, repair, and maintenance of the baseball park facilities. The selected Contractor will work with District staff, the District Board of Directors, the Team, as well as other contractors and designers, in overseeing the planning, design and construction of capital projects at American Family Field.

As an owner’s representative, an individual will be the point of contact for the following ongoing facility management services:

1. Attend District Board and Committee meetings and provide advice, reports and/or responses for matters concerning the development, construction, improvement, repair, and maintenance of the baseball park facilities.
2. Oversee identification, development and assessment of needs for:
 - a. Routine operations and maintenance;
 - b. Capital repairs and improvements;
 - c. Necessary improvements; and
 - d. Discretionary improvements
3. Provide advice and oversee the District capital budget development and related analyses. Make recommendations and present proposed capital projects to the Board of Directors in compliance with all applicable laws, rules, regulations, and District policies and contracts.



WISCONSIN PROFESSIONAL BASEBALL PARK DISTRICT

ADDRESS: 1 BREWERS WAY MILWAUKEE, WI 53214 EMAIL: CONTACT@WIBASEBALLDISTRICT.COM PHONE: (414) 902-4040



4. Advise on scope of services for Request for Proposals for the design and construction of approved capital projects as well as the selection of professional consultants and contractors as needed.
5. Oversee contractors, vendors and consultants with respect to designing and construction services of capital projects.
6. Oversee the development and implementation of design standards and provide quality assurance oversight of capital projects.
7. Oversee necessary ongoing studies and periodic reviews related to the baseball park facilities.
8. Monitor the Team's maintenance and repair program to ensure that American Family Field is being properly maintained and operated by the Team, in full accordance with owner's manuals, warranty guidelines and maintenance manuals.
9. Comply with open records requirements of the District and facilitate open records requests.
10. Ensure that all actions and decisions are consistent with the direction of the District Board of Directors, including all policies, procedures and legislative requirements.
11. Maintain effective contacts and relationships with stakeholders, including regional, state and federal officials and other appropriate industry organizations, community groups and officials.

In addition to the above owner's representative facility management responsibilities, proposing Contractors should address any Contractor experience and capacity to perform the following project management functions for applicable capital projects at the baseball park facilities.

1. Ability to serve as a project manager and facilitate communications with the various project stakeholders.
2. Act as the "project point person" for communication with the design and construction manager teams, various project consultants and contractors, State and City officials, and the Team. Schedule, attend, and lead project meetings, as necessary and appropriate.
3. Provide project management, project design review and evaluation, value engineering, project schedule analysis, cost-benefit analyses, and constructability reviews. Review the project schedule and schedules prepared by others and provide comments thereon. Coordinate the project schedule with construction and procurement schedules of others. Review drawings and specifications and make recommendations for changes as necessary to ensure the documents are in conformance with project requirements. Review proposed work acceleration requests and associated costs.



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4. Develop and manage the project's budget, review all project pay applications for accuracy and completeness, and make recommendations on payment to contractors. Participate in monthly construction project meetings between the District and Team.
5. Conduct appropriate project meetings with the District, architectural firm, construction manager, consultants, contractors, project stakeholders, including the Team and others. Provide project and work schedule updates to the District (financial, milestones, open issues, action items).
6. Monitor quality assurance and contract compliance and report discrepancies to the District and contractor.
7. Review the contractor's site-specific safety plan and any necessary construction site pollution control plan and provide comments thereto. Advise the District and the contractor of any observed concerns.
8. Assist the architect with observations to determine the dates for substantial and final completion of contractor's work. Coordinate with the architect and contractors to verify that final punch list items have been addressed.
9. Communicate with the Team regarding project schedules and assist with plans to minimize disruption during construction.

Information and Qualifications

Provide a brief outline of your company's background, including size, number of employees, services provided, and other pertinent information.

Outline your company's qualifications to perform the services contained within, including services/projects of similar size and scope, what facilities, including professional sports facilities, you have worked for as well as contacts at those facilities. Focus should be on the projects and services provided by the individual proposed for the owner's representative services.

For the individual proposed for the owner's representative services, provide a detailed resume and hourly rate, including any rate guarantees or multi-year commitments. Focus should be given to the individual's relative experience serving in the capacity as an integral part of a long-term team and/or serving as a program manager and executing projects on a long-term basis and their familiarity with local contractors and State of Wisconsin laws, rules, regulations, and code.

If applicable, include resumes for other key personnel that could provide support in project management roles, including hourly rate and any rate guarantees or multi-year commitments.



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RFI Response

Please email a copy of your response to: kkreklow@wibaseballdistrict.com

Ms. Kristi Kreklow – Associate Director
Wisconsin Professional Baseball Park District
American Family Field
1 Brewers Way
Milwaukee, WI 53214

Firms will receive an email confirming receipt of their response.

Responses must be received by:

TUESDAY, JANUARY 28, 2025 at 5:00 PM (CT)