



FEE INCREASE APPROVAL FORM

PROJECT TITLE: South Shore Park

PROJECT NO.: P298-14616

FEE INCREASE NO.: 2

C. **This Fee Increase plus Allowance (NTE)**

1 Fee Increase	\$	115,102.00
2 Reimbursable Allowance (NTE)	\$	17,000.00
3 Total	\$	132,102.00

D. Revised Maximum Allowable Fee Plus Allow

1 Fee (NTE)	\$	210,572.00
2 Allowance (NTE)	\$	19,000.00
3 Fee Plus Allowance (NTE)	\$	229,572.00

IV. DBE UTILIZATION

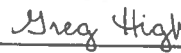
(Approved "DBE" Utilization Plan is attached to this communication)

V. FISCAL NOTE

There are sufficient funds available in this project. Note that this project is subject to the requirements of 2013 Wisconsin Act 14.

PREPARED BY: Sean Hayes

REVIEWED AND RECOMMENDED BY:

DocuSigned by:  
  
 \_\_\_\_\_  
 Gregory C. High, Director  
 Architecture, Engineering and  
 Environmental Services

4/23/2015  
 \_\_\_\_\_  
 Date

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
 \_\_\_\_\_  
 John Dangle, Director

4/27/2015  
 \_\_\_\_\_  
 Date

Parks, Recreation and Culture

FEE INCREASE APPROVAL FORM

PROJECT TITLE: South Shore Park

PROJECT NO.: P298-14616

FEE INCREASE NO.: 2

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Teig Whaley-Smith  
Teig Whaley-Smith, Director  
Department of Administrative  
Services

4/29/2015  
Date

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Mark A Grady  
Corporation Counsel

5/8/2015  
Date

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Scott Minkler  
Scott Minkler, Comptroller  
Office of the Comptroller

5/8/2015  
Date

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Chris Abate  
Chris Abate, County Executive  
Office of the County Executive

5/8/2015  
Date

Attachments: Consultant Scope of Work w/Task-Hours Matrix  
Approved DBE Participation Form  
1684 Form

COPIES AFTER APPROVAL

cc:

- G. High, A&E, DAS    B. Engel, CBDP    K. Haley, Parks
- D. Drent, A&E, DAS    S. Keith, A&E, DAS    S. Hayes, A&E, DAS
- J. Dargle, Parks

# PROFESSIONAL SERVICE CONTRACT 1684 R4

INSTRUCTIONS: (Type or Print Form)  
 Mail to: Accounts Payable, Courthouse - Room 301 and Community Business Development Partners, City Campus - 8th Floor

Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG NO.
DAS-Facilities Management	115	5740

VENDOR INFORMATION				
VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.

NAME OF VENDOR	ADDRESS
The Sigma Group	1300 W. Canal Street Milwaukee WI 53233

TAX ID NO.	EFFECTIVE DATES:	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	begin date      end date			
	04/22/15      12/31/15	8		\$ 229,572.00

ACCOUNTING INFORMATION											
Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/ Amendment
2015		1400	120	1400			6146	WP298021			\$ 132,102.00

**PURPOSE OF CONTRACT**  
 South Shore Park      Fee Increase #2

Was County Board approval received prior to contract execution or contract amendment or extension?  
 If YES, give County Board File No. \_\_\_\_\_ Date Approved \_\_\_\_\_  
*WILL BE SUBMITTED TO COUNTY BOARD FOR PAKIVE REVIEW IN JUNE 2015*  
 If NO, why is County Board approval not required? \_\_\_\_\_

Was Corp Counsel, DBD Division and Risk Managmnt approval received prior to execution of contract?       YES  NO  
 Was Contract executed prior to work being performed?       YES  NO  
 Is Vendor a certified professional service DBE?       YES  NO

Gary E. Drent      04/22/15  
 Prepared By      Date

Manager Support Services  
 Title

      4/22/15  
 Signature of County Administrator      Date

Director AE & ES DAS-Facilities Management  
 Title

4/10/15

## Request for Proposal: Scope Modifications for 2015 South Shore Park Additional Work

P298-14616

### Introduction

Milwaukee County seeks to redevelop a portion of South Shore Park. Please review this document and provide me a short (1 – 2 page) proposal describing your understanding of the work and a fee proposal including a breakdown of your fees by task and person.

### DBE Goal

There is a 25% DBE Goal for this phase of the project. In your proposal, please indicate how you plan to meet this goal, or complete a good faith effort form.

### Background

In March 2015 Milwaukee County allocated \$1.6 million to reconstruct a portion of South Shore Park using storm water best management practices and other measures to improve beach health and water quality. Milwaukee County seeks to retain a consultant to design, prepare a detailed bid package, and provide limited construction coordination related to this reconstruction. The design for this reconstruction shall follow the recommendations set forth in the 2015 South Shore Park Master Plan completed by The Sigma Group. See **Figure 1** for the focus area of this project. The consultant shall review and modify the exact project focus area based on the project budget and input from County staff.

#### Task 1 – Review of project goals

- Meet with County staff to review project goals.
- Review prior design plans, reports and other information needed to become thoroughly familiar with the project area and project needs.
- Identify and acquire any additional information required to complete the project. This includes any additional utility coordination and mapping based on Milwaukee County and Diggers Hotline.

#### Task 3 – Design and Bid Package

- Design and provide a detailed bid package including plans and technical specifications. Use the South Shore Park Master Plan as a basis for the design.
- The design shall take into account completing the construction work in the low season (October – May) and shall include a strategy to provide parking access and Oak Leaf Trail detours during construction.
- Evaluate opportunities to expedite the construction process.
- Identify and apply for any required regulatory permits and plan reviews. Milwaukee County will pay any permitting and plan review fees directly to the agency. The contractor is responsible for permits required for construction.
- Provide 75% complete plans and technical specifications and engineers estimate for review.

- Provide 100% complete plans and technical specifications and engineer's cost estimate.

#### Task 4 – Limited Construction Coordination

- Review for approval any required submittals, RFI's, Change Orders, etc.
- Visit the site to attend the pre-construction meeting, punch list meeting and to review contractor work as requested by Milwaukee County. Assume six site visits total.

#### Task 5 – As Build

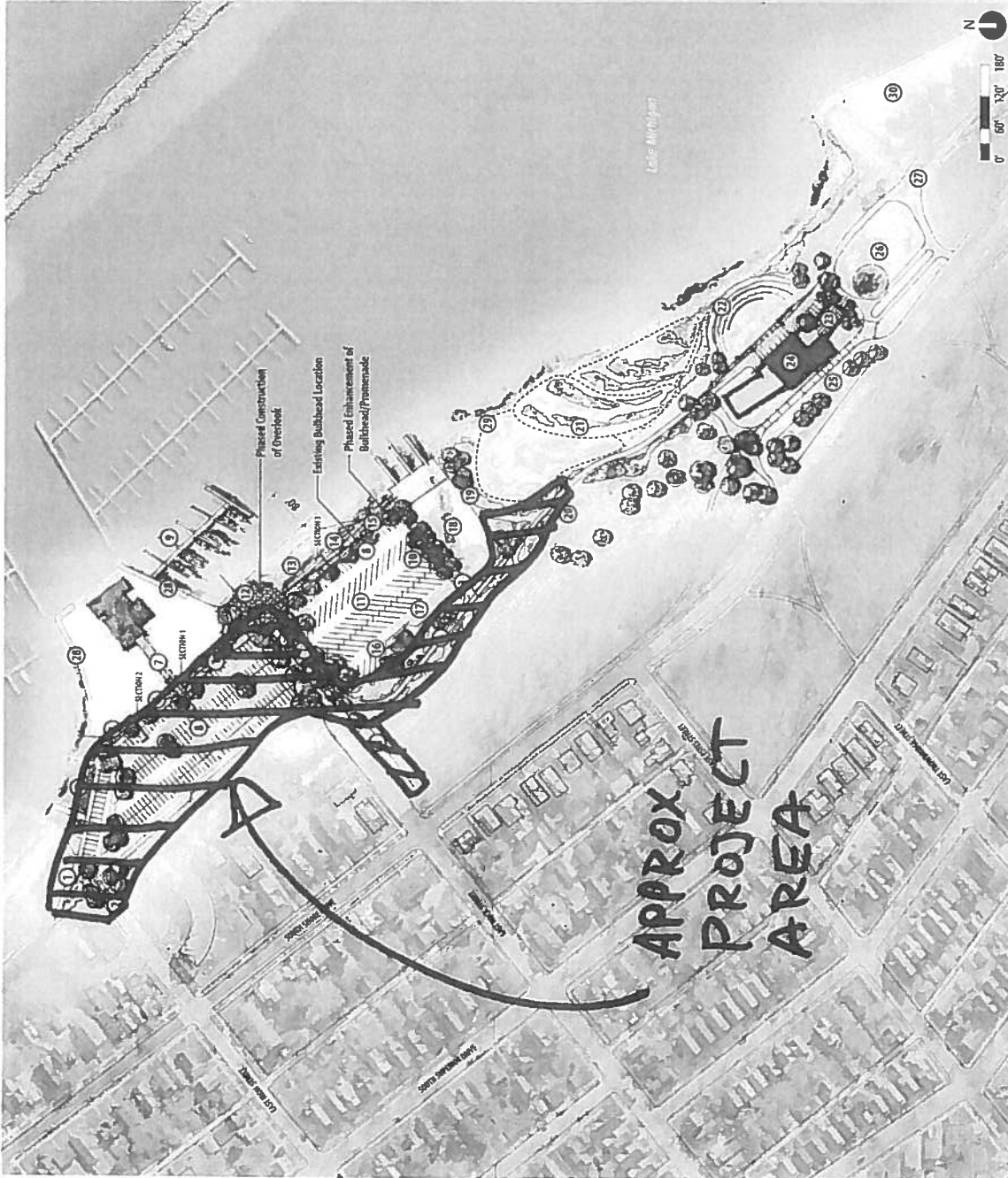
- Provide as-build drawings of the complete project.

#### Task 6 – Miscellaneous Project Meetings

- Additional project meetings as required.

#### Timeline

1. 6/19/15: Fee Increase / Notice to Proceed
2. 8/19/15: 75% Plans complete for review
3. 9/30/15: 100% Complete Plans & Tech Specs
4. 10/1/15: Advertise Construction
5. 11/13/15: Issue Construction Notice to Proceed
6. 5/31/16: Construction Substantially Complete.



**Legend**

- 1 Realigned Oak Leaf Trail
- 2 Managed Entry
- 3 Pedestrian Walkway
- 4 Existing Fence
- 5 Expanded Rain Garden
- 6 Filtration Strip
- 7 South Shore Yacht Club Entry
- 8 Vehicle Parking
- 9 Existing Boat Slips
- 10 Parking Booth
- 11 Trailer Parking
- 12 Terminal Focal Element
- 13 Dredge Sediment
- 14 Courtesy Dock
- 15 Lakefront Promenade
  - Seating
  - Vending
  - Lighting
- 16 Renovated Fish Cleaning & Restrooms
- 17 Boat Washdown
- 18 Existing Boat Launch
- 19 Filtration Rain Garden
- 20 Naturalized Plantings
- 21 Phased Beach Garden/ Swimming Beach
- 22 Stepped Sculpture Garden
- 23 Patio
- 24 Existing Park Pavilion
- 25 Reconfigured Drop Off
- 26 Existing Play Area
- 27 Reconnection to Existing Trail
- 28 Pervious Pavement
- 29 Kayak Launch
- 30 Additional Recreational Beach Opportunities

Made possible by funding through:  
  
 WISCONSIN COASTAL  
 MANAGEMENT PROGRAM

## Scope for 2015 South Shore Park Additional Work

Based on our understanding, the scope is for the design, permitting, and limited administration through construction for "Phase 1" of the work as delineated on Page 3 "approximate Project Area. Specifically we are including the following general design:

- Bike trail from Cupertino Park to South Shore Beach
- Parking lot and access drives from Iron to Knock, including sidewalk modification on Nock Street.
- Stormwater management for the project area.
- Site lighting for the project area, including coordination with We Energies on overhead modifications to underground
- Landscaping for the project area including some fencing and site amenities. We have included a limited design for amenities including fences and benches.
- Design of utilities for the site to include storm sewer in parking lot.
- All permits and approvals for the proposed work from the City of Milwaukee and WDNR.

The following items are NOT included in the scope and fee

- Any work related to the existing dockwall or dredging adjacent to it.
- Final design for the south parking lot including the bike trail extension past the boat launch.
- Any work at the pavilion or for a new ticket booth.
- Fish Cleaning upgrades
- Stormwater management or landscaping for the south lot.
- Overlook adjacent to Yacht Club
- Design of Beach Garden and modified swimming beach.
- Road improvement on Nock or Iron.
- Utility improvements to Yacht Club, including data and telephone.
- Topographic Survey- We feel that the existing survey provided does not meet standards for final design. We assume County will upgrade the existing survey providing information on all existing utilities and spot grades throughout the project for final design.

## DETAILED TASK ITEMS

### TASK 1- REVIEW OF PROJECT GOALS

- Two meetings with County staff and key stakeholders to finalize the site plan. The initial meeting will include the same staff that worked on the planning effort
- Review prior design
- Identify gaps in existing information



- Engage with County to support additional grant submittals. We assume County will make all grant submittals and team will provide required supporting documentation

## TASK 2- DESIGN AND BID PACKAGE

- Five team meetings including consulting group and County staff during the development of the Construction Documents.
- Provide 75% Construction Documents including cost estimate. Drawings to include
  - Site Survey
  - Erosion Control and Demolition Plan
  - Phasing Plan
  - Site Plan
  - Site Grading Plan
  - Site Utility Plan
  - Site Details
  - Site Landscaping Plans and Details
  - Site Lighting Plans
- Complete a preliminary SWMP plan for submittal to City of Milwaukee.
- Initial Coordination for Permits and Approval for the project to include
  - City of Milwaukee Zoning and Plan Approval
  - City of Milwaukee SWMP Approval
  - City of Milwaukee Erosion Control Approval
  - City of Milwaukee Plumbing Approval
  - WDNR WRAPP for Erosion Control and new Outfall to Lake.
- Provide 75% Technical Specifications for the Project. Assume County will assemble front end and Project Manual
- Submit 75% plans and revise plans based on comments.
- Provide 100% Construction Documents including cost estimate. Drawings to include
  - Site Survey
  - Erosion Control and Demolition Plan
  - Phasing Plan
  - Site Plan
  - Site Grading Plan
  - Site Utility Plan
  - Site Details
  - Site Landscaping Plans and Details
  - Site Lighting Plans
- Complete a final SWMP plan for submittal to City of Milwaukee.
- Final Coordination for Permits and Approval for the project to include
  - City of Milwaukee Zoning and Plan Approval
  - City of Milwaukee SWMP Approval
  - City of Milwaukee Erosion Control Approval

- City of Milwaukee Plumbing Approval
- WDNR WRAPP for Erosion Control and new Outfall to Lake.
- Provide 100% Technical Specifications for the Project. Assume County will assemble front end and Project Manual
- Submit 100% plans and revise plans based on comments.
- Submit final bidding documents.
- Attend prebid meeting
- Answer questions during bidding.

**TASK 3- LIMITED CONSTRUCTION COORDINATION- SCOPE FOR PHASE 3 IS BASED ON MILWAUKEE COUNTY PROVIDING FULL TIME CONSTRUCTION ADMINISTRATION AND DESIGN TEAM SUPPORTING THEM FOR MEETINGS AND SITE VISITS**

- Review submittals.
- Respond to RFIs
- Attendance at 16 Weekly Meetings (1 Team Rep at Each Meeting)
- 6 Site Visits (1 Team Rep at Each Meeting)
- Final Punch List (Attended by all disciplines)

**TASK 4- AS BUILT DESIGN AND BID PACKAGE**

- Provide as built based on red lines provided by the County. No additional survey work will be completed by team in this phase.

**TASK 5- ADDITIONAL MEETINGS**

- We have assumed 4 additional meetings attended by the PM from Sigma



TASK		Total Hours Per Task	Total Fee
<b>1 Review of Project Goals</b>			
Internal Team Meeting			
Kick-off Meeting with County			
Review Existing Documents			
<b>Subtotal Hours</b>	0	34	
	\$ -		\$ 5,544.00
<b>2 Design and Bid Package</b>			
Team Meeting #1			
Geotechnical Report			
Design Development Civil			
Design Development Landscape/Beach			
Design Development Stormwater			
Design Development- Electric			
Team Meeting #2			
Permit Review			
Phasing Review and Discussion			
Provide 75% Plan Set and Estimate			
Team Meeting #3			
Construction Documents Civil			
Construction Documents Landscape/Beach			
Construction Documents Stormwater			
Construction Documents- Electric			
Team Meeting #4			
Permit Review			
Phasing Review and Discussion			
Team Meeting #5			
Provide 100% Plan Set and Estimate			
Update Plans and Provide Manual			
<b>Subtotal Hours</b>	0	591	
	\$ -		\$ 90,694.00
<b>3 Limited Construction Coordination</b>			
Submittals			
Weekly Meetings (16)			
Site Visits (6)			
Final Punch List			
<b>Subtotal Hours</b>	0	108	
	\$ -		\$ 14,864.00
<b>4 As Builts</b>			
Provide Record Drawings			
<b>Subtotal Hours</b>	0	22	
	\$ -		\$ 2,400.00
<b>5 Additional Meetings</b>			
Assume at least 4			
<b>Subtotal Hours</b>	0	12	
	\$ -		\$ 1,600.00
<b>Phase 2 Project Total</b>	0	767	\$ 115,102.00
<b>Reimbursables and Permit Fees</b>			\$ 2,000.00
<b>Phase 2 Total Costs</b>	\$ -		\$ 117,102.00

cent DBE: 30% \$ 15,000.00 Allow  
 al DBE: \$ 34,562.00  
 132,102.00



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
MILWAUKEE COUNTY**

**COMMITMENT TO CONTRACT WITH DBE**

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No.: P 298-14616 PROJECT TITLE: South Shore Park – Phase 2

TOTAL CONTRACT AMOUNT \$ 117,102.00 (\$115,102.00 Labor) DBE Goal: 25%

Name & Address of DBE <sup>(1)</sup>	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
I B C ENGINEERING SERVICES, INC. N8 W22195 Johnson Drive, Suite 180 Waukesha, Wisconsin 53186	Parking Lot Lighting	\$9,806.00	8.5%

(\* Separate commitment form must be completed for each DBE firm)

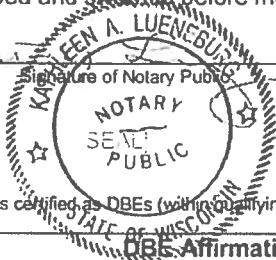
**Bidder/Proposer Commitment (To be completed by firm committing work to DBE)**

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm THE SIGMA GROUP, INC (Phone No (414) 643-4200), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CBDP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Robert Peschel Signature of Authorized Representative      ROBERT PESCHEL SR. ENGINEER Name & Title of Authorized Representative      4/20/2015 Date

Subscribed and sworn to before me this 20<sup>th</sup> day of April, 20 15

Karen A. Luencibus Signature of Notary Public      State of Wisconsin My Commission expires 1/31/2016



\* Only firms certified as DBEs (with qualifying NAICS codes) by the State of Wisconsin UCP prior to bid/proposal opening will be credited on this contract

**DBE Affirmation (To be completed by DBE Owner/Authorized Representative)**

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by THE SIGMA GROUP.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CBDP.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

Mike R. Rollan Signature of Authorized DBE Representative      Mike R. Rollan - Director of Operations Name & Title of Authorized DBE Representative      4-20-2015 Date

**FOR CBDP USE ONLY**

Commitment number 1 of 2 Project Total: (A) 8.5% (V) \$ 5.0% Total % 30.0%

Verified with: MIKE 4/20      [Signature] Authorized Signature      4/20/15 Date



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH DBE

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No.: P 298-14616 PROJECT TITLE: South Shore Park – Phase 2

TOTAL CONTRACT AMOUNT \$ 117,102.00 (\$115,102.00 Labor) DBE Goal: 25%

Name & Address of DBE <sup>(*)</sup>	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
Stormwater Solutions Engineering, LLC 247 W. Freshwater Way, Suite 410 Milwaukee, WI 53204	Storm Water Management Design	\$24,756.00	21.5%

(\* Separate commitment form must be completed for each DBE firm)

### Bidder/Proposer Commitment (To be completed by firm committing work to DBE)

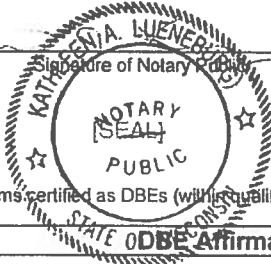
I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm THE SIGMA GROUP, INC (Phone No (414) 643-4200), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CDBP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Robert Peschel  
Signature of Authorized Representative

ROBERT PESCHEL SR ENGINEER 4/20/2015  
Name & Title of Authorized Representative Date

Subscribed and sworn to before me this 20<sup>th</sup> day of April, 2015

Katharina Luener State of Wisconsin My Commission expires 1/31/2016  
Signature of Notary Public



\* Only firms certified as DBEs (with qualifying NAICS codes) by the State of Wisconsin UCP prior to bid/proposal opening will be credited on this contract

### DBE Affirmation (To be completed by DBE Owner/Authorized Representative)

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by The Sigma Group.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CDBP.
- I affirm that approval from CDBP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

Carrie Bristol-Groll, PE, CFM  
Signature of Authorized DBE Representative

Carrie Bristol-Groll, PE, CFM/  
Principal Civil Engineer 4-20-2015  
Name & Title of Authorized DBE Representative Date

### FOR CDBP USE ONLY

Commitment number 2 of 2 Project Total: (A) 21.5% (V) \$ 5.8% Total % 30.0%  
Verified with: CARRIE 4/20 [Signature] 4/20/15  
Authorized Signature Date



COMMUNITY BUSINESS DEVELOPMENT PARTNERS

MILWAUKEE COUNTY

DBE Participation Recommendation/Wavier Request

To be completed by project owner. Please, direct questions regarding this form to CBDDP, 414-278-4747 or

CBDDP@milwaukeeCountyWi.gov

FUNDING SOURCE

X Local \_\_\_ State \_\_\_ Federal \_\_\_ Grant If Federally Funded, what percentage? \_\_\_ %
Federal Source of Funds: \_\_\_ FAA \_\_\_ FTA \_\_\_ DOT (includes WisDOT) \_\_\_ Other: \_\_\_

CONTACT INFORMATION

Contract Administrator: Sean Hayes Phone: 414-651-4894 Date: 4/20/15
Email Address sean.hayes@milwaukeeCountywi.gov Fund: \_\_\_ Agency: \_\_\_ Org No. \_\_\_

PROJECT INFORMATION

Project Name: South Shore Park - Phase 2 - Northern Lot Project No.: P298-14616

Contract Scope/Project Description (attach scope/description of work or estimating sheet):
Phase 1 was for the master planning of the park. This fee increase is for the design and construction of a portion of the master plan. See attached for the scope.

Contracting Opportunities (List NAICS codes): 541320, 541330, 541340

RFP/BID will be used (Yes/No) no Advertising Date: \_\_\_ Bid/Proposal Due Date: \_\_\_

TYPE OF PROJECT

Table with 4 columns: Professional Services, Estimated Amount, Recommended DBE Participation, Construction Related, Estimated Amount, Estimated Allowance, Recommended DBE Participation.

APPROVALS

Is county board approval required? \_\_\_ Yes \_\_\_ No Resolution #: \_\_\_ (attach resolution)

WAIVER REQUEST

Request for a goal of 0% requires signature of department head, a full scope of project and explanation.

Explanation: \_\_\_

Department/Division Administrator Name Signature Date

CBDDP USE ONLY

Concur with Recommendation YES, or provide the following goals: \_\_\_ %

This contract is exempt from the DBE goal: \_\_\_ Yes X No

Approved: [Signature] Date: 4/20/15