

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**DATE:** November 27, 2023

**TO:** Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

**FROM:** Stuart Carron, Director, Facilities Management Division  
Sean Hayes, Director of Architecture, Engineering, & Environmental Services

**SUBJECT:** **Request for Passive Review: WP07520 – Simmons Baseball and Softball Fields Lighting.**

A Request from the Director, Department of Administrative Services, regarding Passive Review of a Professional Services Agreement exceeding \$100,000 but less than \$300,000 for Capital Project WP07520 – Simmons Baseball and Softball Fields Lighting.

**FILE TYPE:** **Passive Review Contract**

**REQUEST**

The Director of the Department of Administrative Services (DAS) is requesting passive review to enter a professional service agreement with Harwood Engineering Consultants, Ltd. to provide professional design services for the 2023 Capital Project WP07520 – Simmons Baseball and Softball Fields Lighting.

**OVERVIEW**

Capital project **WP07520 – Simmons Baseball and Softball Fields Lighting** is many years beyond its useful life and past reasonable repair. The high voltage cabinet feeding the field is unreliable, cumbersome to maintain, and currently fed by means other than WE-Energies (City of Milwaukee). The light fixtures in place are of high energy consumption and the cords feeding the lights on top of the poles are UV rotted to a point of bare copper. This popular baseball field has therefore been subject to many years with random outages and such. This field lighting is maintained by the City of Milwaukee's Bureau of Electrical Services, and Milwaukee County is billed for their service. In previous years the City has stated that a rewire of the poles would be needed to remedy these ongoing issues. The city does not have the manpower to devote such a timely repair and suggest that funding be procured to source necessary work.

The scope of work includes design, evaluation and cost comparison of reasonable project alternatives, depending on the integrity of the existing poles, including demolition of existing electrical distribution, possible inclusion of light poles, installation of new WE-Energies Service, installation of new LED lighting system and distribution.

The project is being funded as part of the Milwaukee County Capital Improvement Plan (CIP).

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A capital project has been approved in the Milwaukee County 2023 Capital Budget to complete the assessment, planning, design and construction documents for the Simmons Field and the two adjacent softball fields. The 2023 capital budget includes funding for design only. A passive review of the proposed Harwood Engineering Consultants, Ltd. consultant agreement is requested.

### **POLICY**

Implementation of Wisconsin Statutes 59.21(31) with regard to purchase of professional service agreements (under the Milwaukee General Ordinance Chapter 56) for Capital projects requires County Board review to award the initial agreement, or fee extension(s) to the original agreement, when the total contractual fee exceeds \$100,000 but is less than \$300,000.

Wisconsin State Statutes: 59.21(31)  
Milwaukee County Code of General Ordinances: Chapter 56

### **FISCAL EFFECT**

The 2023 Adopted Budget includes funding for this contract. The contract does not increase capital expenditures or use contingency funds, grants funds or funds from a future budget year.

### **TERMS**

The standard Milwaukee County professional services agreement is being used to define the terms.

### **RACIAL EQUITY COMPONENT**

The contract includes a targeted business enterprise (TBE) goal of 17%. The approved TBE participation plan for the contract will meet the goal.

### **VIRTUAL MEETING INVITEES**

Stuart Carron, Director, Facilities Management Division  
Sean Hayes, Director of Architecture & Engineering  
Sarah Toomsen, Manager of Planning and Development, Department of Parks, Recreation and Culture

### **PREPARED BY**

Sean Hayes, Director of Architecture & Engineering

### **APPROVED BY**

*Stuart Carron*

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Stuart Carron, Director  
Facilities Management Division  
Department of Administrative Services

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**ATTACHMENTS**

Draft Contract

Fiscal Note

cc: David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, Office of the County Executive  
Kelly Bablitch, Chief of Staff, County Board  
Janelle M. Jensen, Manager, Legislative Services Division, Office of the County Clerk  
Joseph Lamers, Director, Office of Performance, Strategy and Budget, Department of Administrative Services  
Vince Masterson, Capital Budget Coordinator, Office of Performance, Strategy and Budget, Department of Administrative Services  
Pamela Bryant, Capital Finance Manager, Office of the Comptroller  
Justin Rodriguez, Budget and Management Coordinator, Office of the Comptroller  
Guy Smith, Director, Department of Parks, Recreation and Culture