

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: February 23, 2018

TO: Chairman Theodore Lipscomb, Milwaukee County Board of Supervisors

FROM: High, Greg, Director, AE&ES Section, DAS-FM Division

SUBJECT: **Professional Services Agreement Exceeding \$100,000 for Capital Project
WO51705, 07 & 14 – War Memorial Elevator Modernization
Passive Review**

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. The Director of the Department of Administration (DAS) is requesting passive review of a fee increase to an existing professional service agreement with Leedy & Petzold Associates (LPA) to provide professional design services for the adopted 2014-2016 Capital Project WO51705, 07 & 14 – War Memorial Elevator Modernization, inclusive of 3 separate elevator projects approved over three years.

BACKGROUND

In a previous phase of elevator repairs for the War Memorial/Art Museum, LPA contracted with Milwaukee County to do a survey of the existing seven elevators in the Saarinen building and the Kahler building for deficiencies and future work that would be needed as a part of the Development Agreement recently made between the War Memorial, Art Museum and Milwaukee County. The immediate items were repaired in the following year, but there were other items that needed greater funding and planning. In the interim, these items have become more urgent due to the safety factors involved. The elevators were unable to be linked into the new fire and security system and are not retrievable in an emergency as required.

The 2014-16 Capital Budget included funds for design and implementation of elevator modernization. An RFP for this planning and design work was issued in January, 2017. Only one proposal was received on February 28th, 2017 for the design work and that was from LPA.

We have required LPA to consult with an elevator systems expert to guide them in the technical modernization of the controllers. Their proposal included work on elevators in the two buildings (Saarinen and Kahler). The proposal included a \$24,800.00 construction services cost. For purposes of meeting the planning and design schedule, design and preparation of the plans were started but authorization for construction services was withheld. Because LPA has done well on the previous study and plans on these elevators, we wish to authorize them to oversee the construction required. The

inclusion of the construction oversight will place their fees over \$100,000 and therefore requires a passive review.

The previously awarded design phase fee was \$96,970.00. The fee increase to add the construction phase is \$24,800.00, making the total cost of the professional services agreement \$122,270.00.

FEE BREAKDOWN:

Current Allowable Fee plus Allowance:

1. Actual Cost Not to Exceed Sum – Consulting Fees	\$96,970.00
3. <u>Reimbursable Allowance (NTE)</u>	<u>\$500.00</u>
4. Fee Plus Allowance (NTE)	\$97,470.00

This Fee Increase plus Allowance (NTE):	\$24,800.00
1. Fee Increase – Phase 2 Design Effort	\$24,800.00
2. <u>Reimbursable Allowance (NTE)</u>	<u>\$0</u>
3. Total	\$24,800.00

Revised Maximum Allowable Fee Plus Allowance:	\$121,770.00
1. Fee (NTE)	\$500.00
2. <u>Allowance (NTE)</u>	<u>\$0</u>
3. Fee Plus Allowance (NTE)	\$122,270.00

The adopted 2014-16 capital budget included a total of \$1,025,000.00 for capital project WO51705, 07 & 14 – War Memorial Elevator Modernization. There are sufficient funds in the current WO51705, 07 & 14 capital budget to award the requested professional services agreement fee increase to LPA.


TBE participation goal for this contract is still 17%. The approved TBE participation plan will meet the goal.

RECOMMENDATION

The Director of the DAS respectfully requests passive review of this fee increase to the professional services agreement with Leedy & Petzold Associates for construction services for the War Memorial Elevator Modernization. This results in an adjusted total fee of \$122,270.

Prepared by: Julie Bastin, Project Manager, AE&ES, DAS-FM

Approved By:



Gregory G. High, P.E., Director
AE&ES Section, DAS-FM Division
Department of Administrative Services

Attachments:

1. Fee Increase Approval

Cc: Chris Abele, County Executive
Raisa Koltun, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Teig Whaley-Smith, Director, Department of Administrative Services
Steve Kreklow, Fiscal & Budget Director, DAS
Vince Masterson, Fiscal & Strategic Asset Coordinator, DAS
Pamela Bryant, Capital Finance Manager, Comptroller's Office
Justin Rodriguez, Capital Finance Analyst, Comptroller's Office

