

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION  
CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL**

Date: May 15, 2017

**I. PROJECT DESCRIPTION**

Project Title: Mitchell Park Horticultural Conservatory Feasibility Study

Project No.: P490-16653

Agency: 120      Org. No.: 1400      Object No.: 8902

Project Code: WP490031      Activity: \_\_\_\_\_

Function: \_\_\_\_\_      Category: \_\_\_\_\_

REVIEWED BY SLP  
DATE 5-30-17

**Agreement Type**

- Lump Sum - Not-To-Exceed      **Type "A" Agreement**
- Lump Sum - Not-To-Exceed      **Type "B" Agreement – Annual**
- Actual Cost - Not-To-Exceed Fee      **Type "B" Agreement – Annual**
- Actual Cost - Not-to-Exceed Fee      **Type "C" Agreement**

**II. CONSULTANT SELECTION PROCEDURE**

A formal RFP was advertised nationally for a team of consultants that would provide the "Future Path and Feasibility Study" for the Mitchell Park Horticultural Conservatory. This is a study that at the request of the Domes Task Force would take a look at how the Conservatory is run, what services are offered, and what other conservatories provide. Additionally, the consultant will look at possible services and programming changes that may be beneficial to the Milwaukee County Conservatory to help keep it sustainable into the future. The RFP is geared toward finding options that may be considered for a future business-type model that has conservation of these rare plants at its heart. Seven proposals were received by Milwaukee County and a panel of six persons was formed as the "Proposal Review Committee". These six persons were representatives of the following: The Conservatory, Parks Planning Department, the Task Force, County Facilities Management, the County Executive's office and the Architecture and Engineering Section of the County.

**III. RECOMMENDED CONSULTANT SELECTION**

The Proposal Review Committee selected four proposals of the seven and requested that they come to the Parks Administration building for formal interviews. Following the interview, the Committee once again rated the Proposers and a consultant was chosen. At the May 3<sup>rd</sup> Task Force meeting, the Task Force accepted the recommendation and approved a motion to request the County secure the services of the team selected.

Consultant: Hammel, Green and Abrahamson, Inc. (HGA Architects & Engineers)  
With Team of: ConsultEcon, Quorum, Kapur, MSI and MCC  
333 East Erie Street  
Milwaukee, WI. 53202

Project Title: Mitchell Park Horticultural Conservatory- Future Path & Feasibility Study  
Project No.: P490-16653

ANTICIPATED NTE FEE:

Lump Sum (Not to Exceed) - Phase I :	\$ 119,770.00
<u>Lump Sum (Not to Exceed) - Phase II :</u>	<u>\$ 36,360.00</u>
TOTAL	\$ 156,130.00

Note: Phase I includes the Feasibility Study and development of options for Facility use.  
Phase II includes the public outreach and reaction to those options.

IV. DBE UTILIZATION

Targeted Business Enterprise participation is required to be 17%. The Consultant proposal achieves 17%.

V. FISCAL NOTE

Sufficient funds are available in the project account to retain the selected consultant, subject to the County Board authorizing expenditure of the project funding currently held in reserve.

VI. SPECIAL NOTES

1. Fund Transfer is being submitted to the County Board in June of 2017 to release funds in the WP490 account that are currently held in reserve.
2. The Professional Service Contract will not be extended to HGA, Inc. until approval of the fund transfer.

PREPARED BY: jmb

REVIEWED AND RECOMMENDED BY:

DocuSigned by:  
  
 \_\_\_\_\_ 6/1/2017  
 Gregory G. High, Director Date  
 Architecture, Engineering  
 and Environmental Services Section

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
 \_\_\_\_\_ 6/12/2017  
 John Dangle, Parks Date  
 Director

DIRECTOR OF FACILITIES MANAGEMENT

Consultant Retention Approved:

DocuSigned by:  
  
 \_\_\_\_\_ 6/1/2017  
 Jeremy Hays, Director Date  
 DAS- Facilities Management Division

Project Title: Mitchell Park Horticultural Conservatory- Future Path & Feasibility Study  
Project No.: P490-16653

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

Consultant Selection Approved:

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

6/1/2017  
Date

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Paul D. Kugitsch  
Corporation Counsel

6/8/2017  
Date

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Scott W. Aronson  
Scott W. Aronson, Comptroller  
Office of the Comptroller

6/22/2017  
Date

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Retention Approved:

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

6/23/2017  
Date

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

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COPIES AFTER APPROVAL

cc:

G. High, A&E, DTPW  
C. Hardy, A&E, DTPW

B. Engel, CBDP  
Julie Bastin

S. Toomsen, Parks  
Project File – Original

# Constant Effort

Phase I - Feasibility Study		HGA		ConsultEcon		Quorum		Kapur	MSI	MCC	Hours	Budget
Project Initiation meeting/Information Collection												
1	2	2	2								14	
1 Programs and Services Analysis												
				6	20	40	16				82	
2 Revenue Generation and Financial Impacts Analysis												
				6	16	40	40				102	
3 Operations and Management Analysis												
				6	16	40	40				102	
4 Social and Economic Impacts Analysis												
				6	16	30	40				92	
5 Site, Structure, and Facilities Evaluation												
2	2	2	2	6	12	10	3		4		68	
Identify/Investigate 6 Opportunities from Analysis												
2	2	2	2	4	4	20	16			8	76	
2	4	10			16		16				48	
Task Force Meetings (5)												
											12	
Milwaukee County Parks Committee Meetings (2)												
											50	
Prepare Report/Presentation												
											10	
Listening Sessions (2)												
8	16	44	18	12	30	116	216	0	0	0	662	
Total Hours		\$20,720				\$88,160						\$111,770
Total Fees this Phase						79%						100%
Percentage of Phase		19%										Expenses \$8,000
												<b>TOTAL FEE \$119,770</b>

## MITCHELL PARK PRELIMINARY WORK PLAN

CONSTANT EFFORT

**MITCHELL PARK PRELIMINARY WORK PLAN**

Phase II- Public Outreach Program	HGA		Consult/Econ				Quorum			Kapur	MSI	MEG	Hours	Budget				
	James Vander Heiden	Priss Drewry	James Shields	Marc L'Italien	Support Staff	Thomas Martin	Robert Brats	Jason Drehtelo	Support Staff	Allyson Nennee	Chris Hall	Natalie Stromm	Mark Krapp	Kevin Byrne	Support Staff	Jim Smith	Thomas Middleton	
Develop Public Outreach Program	2	4				12	10	4	4	4	5	4	4				56	
Attend 4 Public Gathering Sessions			5							16	4	4	4				48	
Manage Online Data Gathering Effort										8	4	4	4				24	
Task Force Meetings (2)			8			8				8	4	4	4				40	
Prepare Report/Presentation		4	4			4				8	4	4	4				36	
Final Presentation to Task Force			4							4							12	
<b>Total</b>	<b>2</b>	<b>8</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>10</b>	<b>4</b>	<b>4</b>	<b>52</b>	<b>48</b>	<b>24</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>216</b>	
Total Fees this Phase	\$7,350		\$7,990				\$19,520		\$0		\$0		\$0		\$0		\$24,860	
Percentage of Phase	21%		23%				56%		0%		0%		0%		0%		100%	
Expenses																	\$1,500	
<b>TOTAL FEE</b>																	<b>\$36,360</b>	





# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. P490-16653 PROJECT TITLE Mitchell Park Horticultural Conservatory Future Path & Feasibility Study

TOTAL CONTRACT AMOUNT (less allowances) \$ 388,580 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	TBE Contract Amount	% of Total Contract
Kapur & Associates, Inc. 7711 N. Port Washington Road Milwaukee, Wisconsin 53217	Site Development and Water Strategies	\$7,550.00	2%

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

I certify that the TBE firm 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 the TBE firm listed herein. Prime Contractor/Consultant Hammel, Green and Abrahamson, Inc. Phone 414-278-3300, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

  
Signature of Authorized Representative

James Vander Heiden, Principal  
Name & Title of Authorized Representative

March 17, 2017  
Date

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

- I affirm that our company is certified as (check all certifications that apply)  
 DBE by the Unified Certification Program certifying partners  
 MBE by State of Wisconsin DOA  
 WBE by State of Wisconsin DOA
- 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 Hammel, Green and Abrahamson, Inc.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory or we are certified as a MBE or WBE with the State of Wisconsin DOA.

  
Signature of Authorized TBE Representative

Jeffrey Sobczak, Marketing Manager  
Name & Title of Authorized TBE Representative

414-751-7200 March 17, 2017  
Phone Number Date

### FOR CBDP USE ONLY

Commitment number 1 of 3 Participation: 2% Project Total: 17%

  
Authorized Signature

5/23/24  
Date



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

40

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. P490-16653 PROJECT TITLE Mitchell Park Horticultural Conservatory Future Path & Feasibility Study

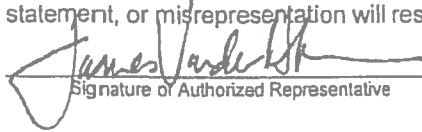
TOTAL CONTRACT AMOUNT (less allowances) \$ 388,580 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	TBE Contract Amount	% of Total Contract
Middleton Construction Consulting 6609 Cottontail Trail Madison, WI 53718	Provide cost estimating and consulting services at Phase I & III of project	\$9,200.00	2%

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

I certify that the TBE firm 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 the TBE firm listed herein.

Prime Contractor/Consultant Hammel, Green and Abrahamsom, Inc. Phone 414-278-3300, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

  
Signature of Authorized Representative

James Vander Heiden, Principal  
Name & Title of Authorized Representative

March 17, 2017  
Date

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

- I affirm that our company is certified as (check all certifications that apply)
  - DBE by the Unified Certification Program certifying partners
  - MBE by State of Wisconsin DOA
  - WBE by State of Wisconsin DOA
- 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 Hammel, Green and Abrahamson, Inc.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory or we are certified as a MBE or WBE with the State of Wisconsin DOA.

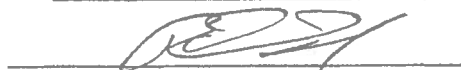
  
Signature of Authorized TBE Representative

Josh Houston, Vice President  
Name & Title of Authorized TBE Representative

608-960-9444 March 16, 2017  
Phone Number Date

### FOR CBDP USE ONLY

Commitment number 2 of 3 Participation: 2% Project Total: 17%

  
Authorized Signature

5/23/17  
Date



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

39

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. P490-16653 PROJECT TITLE Mitchell Park Horticultural Conservatory Future Path & Feasibility Study

TOTAL CONTRACT AMOUNT (less allowances) \$ 388,580 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	TBE Contract Amount	% of Total Contract
Quorum Architects, Inc. 3112 W. Highland Blvd. Milwaukee, Wisconsin 53280	Architectural Design and Public Outreach Support	\$49,000.00	13%

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

I certify that the TBE firm 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 the TBE firm listed herein. Prime Contractor/Consultant Hammel, Green and Abrahamson Phone 414-278-3300, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

Signature of Authorized Representative

James Vander Heiden, Principal  
Name & Title of Authorized Representative

March 17, 2017  
Date

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

- I affirm that our company is certified as (check all certifications that apply)
  - DBE by the Unified Certification Program certifying partners
  - MBE by State of Wisconsin DOA
  - WBE by State of Wisconsin DOA
- 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 Hammel, Green and Abrahamson, Inc.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces.
- I affirm that approval from CDBP will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory or we are certified as a MBE or WBE with the State of Wisconsin DOA.

Signature of Authorized TBE Representative

Allyson Nemec, President  
Name & Title of Authorized TBE Representative

414-265-9265 March 16, 2017  
Phone Number Date

### FOR CDBP USE ONLY

Commitment number 3 of 3

Participation: 13%

Project Total: 17%

Authorized Signature

5/23/17  
Date



**CONTRACT FORM** 1684 R5 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to: Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse Community Business Development Partners, 8th Floor City Campus	<b>CONTRACT TYPE</b> Professional Service - Operating Professional Service - Capital <input checked="" type="checkbox"/> Purchase of Service Preliminary <input type="checkbox"/> Final <input type="checkbox"/>
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DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG
DAS - Facilities Management	115	5741

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

NAME OF VENDOR	ADDRESS
Hammel, Green and Abrahamson, Inc. (HGA Architects & Engineers)	333 East Erie Street Milwaukee, WI 53202

TAX I.D. NO.	EFFECTIVE DATES	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	begin date     end date 05/30/17     12/31/17	7		\$ 156,130.00

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
2017		1400	120	1400			8902	WP490031			\$ 156,130.00

**PURPOSE OF CONTRACT**  
 Mitchell Park Horticultural Conservatory Feasibility Study (P490-16653)


Was County Board approval received prior to contract execution or contract amendment or extension?

If YES, give County Board File No. 17-446 Date Approved 06/13/17

If NO, why is County Board approval not required? \_\_\_\_\_

Was Contract fully executed prior to work being performed (all signatures received)?      YES      NO

Is Vendor a certified professional service DBE?      YES      NO

Courtney D. Hardy Prepared By	07/11/17 Date	Clerical Specialist Title
 Signature of County Administrator	7/4/17 Date	Director AE&ES Das - Facilities Management Title

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
FACILITIES MANAGEMENT DIVISION  
CONSULTANT AGREEMENT  
FOR  
PROFESSIONAL SERVICES**

Compensation Based on  
Stipulated Sum (Lump Sum)  
(Without Outside Construction Manager)

**TYPE "A" AGREEMENT**

PROJECT TITLE: Mitchell Park Horticultural Conservatory Feasibility Study  
PROJECT LOCATION: Mitchell Park Horticultural Conservatory  
PROJECT NO.: P490-16653

Agency 120 Org. No. 1400 Object No. 8902  
Project Code WP490031 Activity \_\_\_\_\_ Function \_\_\_\_\_  
Category \_\_\_\_\_

Consultant Firm: Hammel, Green and Abrahamson, Inc. (HGA Architects & Engineers)  
Address: 333 East Erie Street  
Milwaukee, WI 53202  
(City) (State) (Zip Code)

Phone No. (414) 278-8200 Fax No. \_\_\_\_\_  
Email: James Vander Heiden, Principal - jvanderheiden@hga.com  
Type of Services: Professional Design and Planning Services

**TABLE OF CONTENTS**

ARTICLE 1. GENERAL CONSULTANT ..... 1

ARTICLE 2. PROJECT SCOPE ..... 1

ARTICLE 3. BASIC SERVICES ..... 2

ARTICLE 4. COMPENSATION ..... 7

ARTICLE 5. PAYMENTS ..... 8

ARTICLE 6. DISPUTE RESOLUTION ..... 9

ARTICLE 7. CONSULTANTS RESPONSIBILITY ..... 10

ARTICLE 8. OWNERS RESPONSIBILITY ..... 12

ARTICLE 9. AUDIT AND INSPECTION OF RECORDS ..... 13

ARTICLE 10. OWNERSHIP OF DOCUMENTS ..... 13

ARTICLE 11. EQUAL EMPLOYMENT OPPORTUNITY ..... 14

ARTICLE 12. TERMINATION OF AGREEMENT ..... 15

ARTICLE 13. SUCCESSORS AND ASSIGNS ..... 15

ARTICLE 14. APPLICABLE LAW ..... 16

ARTICLE 15. INDEPENDENT CONTRACTOR ..... 16

ARTICLE 16. PROHIBITED PRACTICES ..... 16

ARTICLE 17. EXTENT OF AGREEMENT ..... 16

ARTICLE 18. TARGETED BUSINESS ENTERPRISE ..... 17

ARTICLE 19. ADDENDUM (IF NEEDED) ..... 19

**ATTACHMENTS**

A. SCOPE OF PROJECT (BY OWNER) ..... A-1 TO A-19

B. MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT  
FACTOR SCHEDULE (BY PRIME CONSULTANT & SUBCONSULTANTS) ..... B-1 TO B-2

C. GUIDELINES FOR REIMBURSABLE EXPENSES (BY OWNER) ..... C-1 TO C-2

D. CONSULTANT INVOICE FORMS (FORMS D-1,2 & 3 – BY OWNER;  
FOR “FORMAT” ONLY ..... D-1 TO D-3

E. INSURANCE CERTIFICATES & PROOF OF FINANCIAL RESPONSIBILITY  
(BY CONSULTANT & SUBCONSULTANTS) ..... E

F. MILWAUKEE COUNTY "TBE" FORMS  
(BY PRIME CONSULTANT) .....

G. COST & SCHEDULING SYSTEM REQUIREMENTS (BY OWNER) ..... G

H. RECORD DOCUMENTS (BY OWNER) ..... H-1 TO H-4

I. COMPLETE LISTING OF SUBCONSULTANTS (BY PRIME CONSULTANT) ..... I

J. SUBCONSULTANT COMPLIANCE CERTIFICATION (BY EACH SUBCONSULTANT) ..... J

K. CONSULTANT AGREEMENT CLOSEOUT CHECKLIST ..... K-1 TO K-2

L. SIGNATURE PAGE ..... L-1 TO L-2

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between MILWAUKEE COUNTY (hereinafter referred to as "MILWAUKEE COUNTY" or "OWNER") and

Hammel, Green and Abrahamson, Inc.

(hereinafter referred to "CONSULTANT"), is subject to the following conditions:

**1. GENERAL CONSULTANT**

1.1 The Consultant shall provide Professional Architectural and/or Engineering Services for the various phases of the Project, as may be authorized, in accordance with the terms and conditions of this Agreement.

1.2 The CONSULTANT shall designate in the space provided below one principal of the firm responsible to OWNER and available to answer questions, make decisions, and bear full responsibility for the Project.

James Vander Heiden, AIA is the designated principal.

**2. PROJECT SCOPE**

2.1 Work within the scope of this Agreement shall include the tasks and objectives set forth in the OWNERS Request for Proposal ("RFP"), which is incorporated herein by reference, the CONSULTANTS Scope of Work (see Attachment "A"), and any Addenda, on a Lump Sum Basis with Reimbursable Expense if required as outlines in this Agreement.

2.1.1 CONSULTANT shall preform professional consulting services for OWNER when and as directed by OWNER and shall respond to OWNER inquiries within forty-eight (48) hours.

2.1.2 OWNERS desired completion dates for critical items: (refer to Paragraph 3.8 Performance Time)

.1	Programming and Master Plan	PHASE 1 - 12/15/2017 ; PHASE 2 - 2/15/2018
.2	Schematic Design	N/A
.3	Design Development	"
.4	Contract Documents	"
.5	Bid Opening	"
.6	Construction Start	"
.7	Substantial Completion/Occupancy	"
.8		
.9		
.10		

### **3. BASIC SERVICES**

Services shall be furnished by the CONSULTANT for performance of the following as may be requested in the RFP and the Scope of Work. Basic Services shall include all work described herein except as more specifically described, required, added or modified by the RFP, Scope of Work and Addenda.

#### **3.1 Programming and/or Master Plan Phase**

**3.1.1** From Interviews, research, and study of the OWNERS needs, the CONSULTANT shall prepare a program and an Estimate of Probable Construction Costs for the project. Elements of the program shall include a full description of each of the following:

- .1 Exterior and interior functional areas and spaces of the Project, with technical and equipment requirements on each;
- .2 Comparisons between existing and proposed facilities and systems;
- .3 Diagrams to describe proposed circulation and relationships between functional areas and departments;
- .4 Descriptions of provisions for future changes and growth;
- .5 Narrative of the rationale for proposed program and prioritized options to maintain Project budget.

**3.1.2** Upon completion of the Programming Phase documents, the CONSULTANT shall submit three (3) copies of drafts of same for review.

**3.1.3** After review, the CONSULTANT shall incorporate necessary corrections and additions into the final report and submit three (3) copies to OWNER for approval.

#### **3.2 Schematic Design Phase**

**3.2.1** Based upon the approved written program and budget, the CONSULTANT shall further examine the site and existing facilities, study existing conditions, and, based on the programmed analysis of OWNER's requirements, prepare studies and drawings of suggested solutions, outline suggested construction materials and systems, and submit recommendations for approval by OWNER.

**3.2.2** The CONSULTANT shall prepare drawings and other exhibits which are conceptual in character and closely follow the program developed and accepted in the Programming Phase.

**3.2.3** The CONSULTANT shall incorporate in these schemes conceptual building plans, preliminary sections and elevations, influence of site, selection of building systems and materials, and show approximate dimensions, areas and volumes.

**3.2.4** The CONSULTANT shall submit an Estimate of Probable Construction Costs upon which OWNER can evaluate the Project and determine whether to proceed with the Design Development Phase.

**3.2.5** The CONSULTANT shall submit three (3) copies of the Schematic Design Phase documents for review.

### **3.3 Design Development Phase**

- 3.3.1 After receiving approval of the Schematic Design Phase submittal, the CONSULTANT shall develop design and prepare drawings and other documents to fix and describe the size and character of the entire Project as to site work, architectural, structural, mechanical, and electrical systems, equipment, construction materials, and such other essentials as may be appropriate, including functional and operational aspects of facilities.
- 3.3.2 The CONSULTANT shall design the Project in compliance with applicable federal, state, and local codes, ordinances and regulations, and with requirements or service rules of utilities having jurisdiction.
- 3.3.3 The CONSULTANT shall provide revised Estimate of Probable Construction Costs provided during Schematic Design Phase.
- 3.3.4 The CONSULTANT shall submit three (3) copies of the Design Development Phase documents for review.

### **3.4 Contract Documents Phase**

- 3.4.1 After receiving approval of Design Development Phase submittal, the CONSULTANT shall prepare drawings and specifications for bidding and construction purposes, including what testing, warranties and guarantees are required of the parts and systems. When documents are approximately eighty percent (80%) complete, the CONSULTANT shall submit three (3) copies to OWNER for review and comments.
- 3.4.2 When the documents are one hundred percent (100%) complete, the CONSULTANT shall submit three (3) copies to OWNER for approval of completed Bidding Documents and an updated Estimate of Probable Construction Costs.
- 3.4.3 The CONSULTANT shall conform to OWNER's current standard formats on file in Architecture, Engineering and Environmental Services Section of the Facilities Management Division of Milwaukee County Department of Administrative Services, 633 W. Wisconsin Avenue, 10<sup>th</sup> Floor, Milwaukee, Wisconsin 53203.
- 3.4.4 After the one hundred percent (100%) complete bidding documents have been approved by OWNER, the CONSULTANT shall submit one (1) signed, stamped original set of Bidding Documents suitable for use in reproducing document sets for distribution during the bid process, unless otherwise specified in the Agreement.

### **3.5 Bidding Phase**

- 3.5.1 OWNER will make Contract Documents available to Bidders. OWNER will determine cost and other terms. OWNER will direct bidding of Contracts (informal, formal, multiple or single prime construction contracts).
- 3.5.2 CONSULTANT shall:
  - .1 Coordinate with OWNER for Advertisement of Bids. OWNER will prepare and place Advertisement of Bids.
  - .2 Make Application for required plan approvals. Pay local and state Examination Fees and be reimbursed at cost (fee for General Building Permit to be paid by Contractor).
  - .3 Prepare necessary Addenda copies for distribution required to amend or clarify Bidding

Documents. Complete Addenda so Bidders have access to them at least five (5) working days prior to bid opening. OWNER will mail out Addenda copies if they are delivered no later than seven (7) working days prior to bid opening.

- .4 Conduct a pre-bid conference, log attendance, tour site and take minutes of the conference, with one (1) copy to OWNER.
  - .5 Review bids for conformance with bidding requirements. Make recommendations as to award of contract(s).
- 3.5.3 If the low acceptable bid total received exceeds by five percent (5%) the Estimate of Probable Construction Costs submitted prior to bidding, the CONSULTANT shall revise the Bidding Documents, and rebid the project at no additional cost to OWNER.

### 3.6 Construction Phase

- 3.6.1 The CONSULTANT shall provide clarifications necessary for construction; review and approve shop drawings and other submittals; coordinate colors and materials with OWNER as defined in the Contract Documents.
- 3.6.2 The CONSULTANT shall provide administration; coordination and on-site observation of the work in compliance with Wis. Stats. Chapter 443; confirm compliance with Contract Documents; determine quality and acceptability of materials provided and interpret Contract Documents; observe required tests; make recommendations regarding Change Orders and payments to contractors; and make recommendations as to Substantial Completion and final acceptance of the Project.
- 3.6.3 The CONSULTANT shall issue a Construction Bulletin ("CB") in response to all Requests for Information ("RFIs") estimated to impact the construction contract dollar amount by more than \$5,000.00. A CB may be required on a case-by-case basis by the OWNER for RFIs estimated to impact the construction contract dollar amount by less than \$5,000.00.
- 3.6.4 The number of additional CONSULTANT visits to site shall be as stated in the RFP.
- 3.6.5 The CONSULTANT shall not have authority over or responsibility for means, methods, techniques, sequences or procedures of construction selected by contractor(s) for safety precautions and programs incident to the work of contractor(s) or for the failure of contractor(s) to comply with laws, rules or regulations, ordinances, codes, or orders applicable to contractor(s) furnishing and performing work.

### 3.7 General Consultant Services

CONSULTANT services applicable to the above phases include the following:

- 3.7.1 Conferences with OWNER, Users, Prime Contractors and subcontractors required to review and resolve questions regarding the Project.
- 3.7.2 When requested by OWNER, the CONSULTANT shall attend presentations and appearances before public bodies with OWNER to discuss details, to comment, to recommend, to give progress reports, and to obtain approvals.
- 3.7.3 **Cost Control:** The budget established by the OWNER for the construction of the Project and CONSULTANT fee shall be considered as absolute. The CONSULTANT shall advise OWNER in writing of the following:



- .1 If directives or actions of OWNER increase the scope or cost of the Project or are considered by CONSULTANT to constitute Additional Services under this Agreement.
- .2 If CONSULTANT becomes aware that current market conditions have changed sufficiently to preclude construction within the limits of the approved budget.

**3.7.4** The CONSULTANT shall recommend to OWNER the obtaining of such investigations, surveys, tests, analyses, and reports as may be necessary for proper execution of CONSULTANT's services.

**3.7.5** CONSULTANT shall comply with Wisconsin Laws pertaining to registered architects and engineers, and federal, state, and local laws, codes, and regulations relating to responsibilities in design and administration of this Agreement.

**3.8 Performance Time**

The CONSULTANT shall complete the following time schedule for the performance of CONSULTANTS services:

- .1 Programming and/or Master Plan Phase
- .2 Schematic Design Phase
- .3 Design Development Phase
- .4 Contract Document Phase

PHASE 1 - 12/15/2017; PHASE 2 - 2/15/2018  
 \_\_\_\_\_  
 N/A  
 \_\_\_\_\_  
 "  
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The schedule shall show each phase of the Project in working days, including review times, and, if required, sub-schedules to define critical portions of schedule. The schedule shall be mutually acceptable to CONSULTANT and OWNER and, at a minimum, shall be consistent with the completion dates included in Paragraph 2.1.2.

**3.9 Record Documents**

See Attachment "H".

**3.10 Subconsultant Services**

Should CONSULTANT find it necessary or advisable to employ subconsultants for performing services under this Agreement, the following shall apply:

**3.10.1** CONSULTANT shall:

- .1 Be responsible for services performed by any subconsultants under this Agreement.
- .2 Be compensated for the cost of any subconsultants as provided under Payments (subconsultant compensation is included in the overall basic compensation total).

**3.10.2** Subconsultants employed shall be engaged in conformance with the following:

- .1 Obtain OWNER's written approval for the hiring of each proposed subconsultant to be used in performance of the contractual obligations under this Agreement. Milwaukee County's Project Manager will indicate such approval and/or rejection on Attachment "I".
- .2 Within five (5) days of the above approval, subconsultant shall execute Attachment "J", binding subconsultant to the terms and conditions of this Agreement including the Audit and

Inspection of Records requirements.

- .3 Milwaukee County will not approve as a subconsultant a person connected with a firm manufacturing, selling, or installing material or equipment that is or may be included in Project.
- .4 Approved subconsultants shall also complete **Attachment "B"** (Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule) for potential additional services to be requested at a later date.

**3.10.3** Unless otherwise approved by OWNER, CONSULTANT shall not employ subconsultants within the CONSULTANT's specialties, i.e. architectural design for architects, electrical for electrical engineers, HVAC for HVAC engineers, etc.

**3.10.4** Fees for subconsultants shall be compensated by OWNER as billed to CONSULTANT (there shall be no mark up for costs/fees billed by subconsultants).

### **3.11 Additional Services**

Based on hourly service rates (see **Attachment "B"**).

Services described in this Section are not included in Basic Services, and shall be paid by OWNER in addition to compensation for Basic Services. The services described under this Section shall only be provided if authorized in writing by the OWNER following a mutual agreement of the scope of the additional services and negotiation of a fair and reasonable actual cost "not-to exceed" fee.

**3.11.1** If OWNER and CONSULTANT agree that the performance of this Agreement requires representation at the construction site in addition to that described in Paragraph 3.6.2, then CONSULTANT shall provide one or more Project Representatives to assist in carrying out of such additional on-site responsibilities.

- .1 Through the observations by such Project Representatives, the CONSULTANT shall endeavor to provide further protection for OWNER against defects and deficiencies in work, but furnishing such project representation shall not modify rights, responsibilities or obligations of CONSULTANT as described elsewhere in this Agreement.

**3.11.2** Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1 The result of a change by OWNER from a previous instruction or approval given by the OWNER, including revisions made necessary by adjustments in OWNER's program or Project budget;
- .2 Required by enactment or revision of codes, laws or regulations subsequent to preparation of such documents; or
- .3 Due to changes required as a result of OWNER's failure to render decisions in a timely manner.

**3.11.3** Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, OWNER's schedule or method of bidding and contracting for construction.

**3.11.4** Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such work.

- 3.11.5 Providing services made necessary by the default of a contractor, by major defects or deficiencies in the work of a contractor, or by the failure of performance of either the OWNER or a contractor under contract for construction.
- 3.11.6 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where CONSULTANT is party thereto or as exempted by Paragraph 4.3.1.
- 3.11.7 Providing services to apply for and obtain code variances, if necessary.
- 3.11.8 Provide an inventory and placement of OWNER's existing furniture and equipment.
- 3.11.9 Providing other services as requested by the OWNER.

**3.12 Reimbursable Expenses**

See **Attachment "C"** for specific description of reimbursable expenses. Reimbursable expenses are limited to those not included in the CONSULTANTs and/or subconsultants' "Overhead Factor".

3.12.1 The allowance for all reimbursables for the project shall not exceed           N/A           Dollars. ( \$ \_\_\_\_\_ ).

**4. COMPENSATION (applicable to both CONSULTANT and subconsultants)**

CONSULTANT compensation for services shall be based on the following terms and conditions:

4.1.1 The Basic Services Compensation Total for the project for the CONSULTANT including all subconsultants shall be the "Stipulated" sum of **\$156,130.00** Dollars.

**4.2 Additional Services Rate Itemization**

The form on which the Additional Services Rate Itemization is reported and approved is included as **Attachment "B"** (by CONSULTANT and subconsultants).

On **Attachment "B"** list staff by name, including clerical staff, who will be assigned to the Project.

"Overhead Rate" (Overhead Factor less profit) contained within the Overhead Factor submitted by CONSULTANT and each subconsultant shall be Federal Acquisition Regulation ("FAR") (48 CFR 1-31) audit certified. Provide a copy of the most recent auditor's report for each rate.

If CONSULTANT or subconsultant does not possess a FAR audit certified rate then each shall submit as **Attachment "B-2"** their proposed rate, for the fiscal year, with identification of the accounting method used and certification that the proposed rate contains only those indirect costs proper and appropriate for the type of professional services sought by this Agreement. It is understood and agreed that no direct charge will be made for labor or expenses included in the Overhead Factor.

"Overhead Factor" and the "Principal's Flat Rate" shall include but are not limited to reimbursement of the following:

- Social Security
- Vacation, Holiday & Sick Pay
- Pension & Personal Insurance Plans
- Local Telephone & Fax Service
- General Office Expenses
- Dues & Subscriptions
- Profit
- Registration Fees

- Insurance
- Postage & Shipping (see "C-2")
- Taxes
- Office & Drafting Supplies
- Repairs & Maintenance
- Selling Expense
- Office Rental
- General Advertising
- Office Utilities
- Legal & Accounting Expenses
- Auto Expenses, Parking
- Travel Costs to locations within a 100 mile radius of Milwaukee
- Meals
- Use of Gadd Equipment and Systems (including drawing plots)
- Miscellaneous Overhead

For personnel changes during the term of this Agreement submit a new **Attachment "B-1"** within sixty (60) days of adding or deleting staff used or permanent classification changes. In case of added personnel or classification changes, the new "Direct Salary Rate/Hour" will not increase more than 10 percent (10%) above the rate previously listed for the specific classification being replaced.

#### 4.3 Payment for Approved Additional Services

If approved Additional Services as set forth in Paragraph 3.11 are performed, CONSULTANT shall be paid for such services and expenses on the basis of hourly rates set forth in Paragraph 4.2. Amounts paid may be in excess of the Basic Compensation.

##### 4.3.1 Non-Reimbursable Costs and Services

If arbitration or court proceedings are brought against OWNER for damages or other relief attributable to the negligent acts of CONSULTANT or defective drawings, specifications, or other Contract Documents for which the CONSULTANT is responsible, CONSULTANT, to the extent CONSULTANT is found responsible, shall assume the defense, bear any related legal expense, and satisfy awards and judgments resulting from such claims. The CONSULTANT shall pay the costs of revisions to drawings or other documents because of errors or omissions on the part of CONSULTANT.

Costs not specifically mentioned in **Attachment "C"**.

## 5. PAYMENTS

Payments to CONSULTANT for services shall be made as follows:

- 5.1 Monthly invoices: **Attachments "D-1" & "D-2"** for "Basic Services Compensation" and **Attachments "D-1", "D-2" and "D-3"** for approved "Additional Services". All costs submitted on these attachments shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to the Agreement. Except for documentation specifically required by the attachments, all other supporting documentation shall not be submitted but shall be clearly identified and readily accessible as specified herein under Section 9, AUDIT AND INSPECTION OF RECORDS.

- 5.1.1 Bill each individual annual project or requested service separately following the format of OWNER's **Attachments "D-1" though "D-3"** not more than once monthly or when project CONSULTANT service is complete. Each billing shall be for not less than \$500, except for the final billing for an amount due.

**5.2 Monthly Invoices and Retainage**

OWNER will make payments to CONSULTANT within thirty (30) days of invoice approval on the basis of monthly billings prepared by the CONSULTANT and approved by the OWNER. Payments will be made on the basis of ninety five percent (95%) of the approved statement. No retainage, however, shall be withheld for reimbursable expenses.

**5.3 Progress Payment limitations**

Progress payments for basic services shall total no more than the following percentages of total basic compensation payable.

Program and Master Plan .....	Ten Percent (10%)
Schematic Design .....	Twenty Five Percent (25%)
Design Development .....	Forty Percent (40%)
Contract Documents .....	Seventy Eight Percent (78%)
Bidding .....	Eighty Two Percent (82%)
Construction Administration .....	One Hundred Percent (100%)

**5.4 Final Payment**

**5.4.1** Final Payment shall be made after the following have been accomplished:

- .1 OWNER is in receipt of CONSULTANT's signed Certification of Substantial Completion (A.I.A. Document G704) in conformance with Contract Documents (for each contract).
- .2 OWNER is in receipt of "Record Documents".
- .3 OWNER is in receipt of CONSULTANT's invoice labeled "Final Billing".
- .4 OWNER has determined that CONSULTANT has performed the obligations under this Agreement.

**5.4.2** Final payment shall be the release of the five percent (5%) retainage, held by OWNER from partial payments for performance under this Agreement.

**5.4.3** Upon notification from OWNER to the CONSULTANT that the obligations under this Agreement have been completed, the CONSULTANT shall within thirty (30) calendar days submit for payment a final invoice for any remaining unpaid charges. Should the CONSULTANT fail to respond within the thirty (30) days, the OWNER will assume no additional charges have been incurred. OWNER will transmit to CONSULTANT notice of termination of this Agreement with a check for any remaining retainage.

**6. DISPUTE RESOLUTION**

**6.1** Claims, disputes and other matters in question between the CONSULTANT and the OWNER arising out of or relating to the Agreement or breach thereof, which cannot be resolved through negotiation between the parties, shall be subject to and decided at the sole discretion of the OWNER, either by the process and procedures set forth in Article 6 of AIA Document 8901, Part 1, (1996 edition, not bound herein) Dispute Resolution - Mediation and Arbitration or in a court of law.

**6.2** Any mediation or arbitration conducted under this Agreement shall take place in Milwaukee, Wisconsin, unless an alternative location is chosen by mutual agreement of the Parties. The exclusive venue for any cause of action brought in relation to this Agreement shall be Milwaukee

County Circuit Court, Milwaukee, Wisconsin.

**7. CONSULTANTS RESPONSIBILITY**

**7.1 Insurance & Proof of Financial Responsibility for Claims**

Purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arise from claims of tort as respect damage to persons or property and third parties in such coverage and amounts as required and approved by the County Risk Manager. Furnish acceptable proof of such coverage to the County Risk Manager prior to services commenced under this Agreement.

**7.1.2 Provide evidence of the following coverage and minimum amounts.**

<u>Type of Coverage</u>	<u>Minimum Limits</u>
Wisconsin Workers Compensation	Statutory (Waiver of Subrogation for Worker Comp by Endorsement)
Employers Liability & Disease USL&H and All States Endorsement	\$100,000/\$500,000/\$100,000
General Liability	\$5,000,000 Per Occurrence (name the OWNER as additional insured in the general liability policy by endorsement)
Bodily Injury & Property Damage to include personal injury, fire, legal, products and complete operations Contractual Liability and X, C & U	\$5,000,000 Aggregate
Architects & Engineers Professional Liability & Errors & Omissions	\$2,000,000 Per Occurrence
(Refer to paragraph 7.2 for additional conditions)	
Environmental Impairment Insurance	\$1,000,000 Aggregate minimum (Unless not required)
Automobile Liability	(Name the OWNER as an Additional Insured in the automobile policy by endorsement)
Bodily Injury & Property Damage All Autos	\$1,000,000 Per Accident

Note: Consultants performing work on the secured air side at General Mitchell International Airport and Timmerman airport shall maintain at least \$5,000,000 Auto & Commercial General Liability Limits. This can be satisfied through a combination of Auto and Umbrella, and General Liability and Umbrella Limits.

**7.1.3 Except for Environmental Impairment Insurance, Professional Liability (Errors and Omissions), Workers Compensation and Employers Liability, name OWNER as an additional insured in the general liability and automobile policy as their interests may appear as respects services provided in this Agreement. A Waiver of Subrogation for Workers Compensation by endorsement in favor of Milwaukee County shall be provided. Afford OWNER Thirty (30) day written notice of cancellation or non-renewal.**

- 7.1.4 Place insurance specified above with at least an "A" rated carrier per Best's Rating Guide approved to do business in the State of Wisconsin. Submit deviations or waiver of required coverage or minimums in writing to OWNER's Risk Manager for approval as a condition of this Agreement. Waivers may be granted when surplus lines and specialty carriers are used.
- 7.1.5 Submit certificate of insurance and endorsements for review to OWNER for each successive period of coverage for duration of this Agreement.
- 7.1.6 The insurance requirements contained within this Agreement are subject to periodic review and adjustment by the OWNER's Risk Manager.
- 7.1.7 Required certificates and endorsements shall be part of **Attachment "E"**.

## **7.2 Professional Liability - Additional Provisions**

- 7.2.1 Provide additional information on professional liability coverage as respects policy type, i.e., errors and omissions for consultants, architects, and/or engineers, etc.; applicable retention levels; coverage form, i.e. claims-made, occurrence; discovery clause conditions; and effective, retroactive, and expiration dates, to OWNER's Risk Manager as requested to obtain approval of coverage as respects this section.
- 7.2.2 Be responsible for the accuracy of the services performed under this Agreement and promptly make necessary revisions or corrections to services resulting from negligent acts, errors or omissions without additional compensation.
- 7.2.3 Give immediate attention to these revisions or corrections to prevent or minimize delay to Project schedule.
- 7.2.4 Be responsible to the OWNER for losses or costs to repair or remedy as a result of CONSULTANT's negligent acts, errors or omissions.
- 7.2.5 It is understood and agreed that coverage which applies to services inherent in this Agreement will be extended for two (2) years after completion of work contemplated in this Project if coverage is written on a claims-made basis.
- 7.2.6 Deviations and waivers may be requested in writing based on market conditions to OWNER's Risk Manager. Approval shall be given in writing of any acceptable deviation or waiver to the CONSULTANT prior to the CONSULTANT effecting any change in conditions as contained in this section. Waivers shall not be unduly withheld nor denied without consultation with the CONSULTANT.
- 7.2.7 Obtain information on the professional liability coverage of subconsultants and/or subcontractors in the same form as specified above for review by OWNER's Risk Manager.

## **7.3 Compliance with Governmental Requirements**

- 7.3.1 Evidence satisfactory compliance for Unemployment Compensation and Social Security Reporting as required by federal and state laws.

## **7.4 Indemnity**

Each party agrees to the fullest extent permitted by law to indemnify, defend and hold harmless, the other party, and its agents, officers and employees, from and against all loss and expenses including costs and attorney's fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of its employees or agents which may arise out of or are connected with the activities covered by this Agreement.

Each party shall further indemnify the other from, and defend against, any liability or expenses (including reasonable attorneys' fees) arising out of or relating to an act or omission by it or its employees arising out of or relating to (1) federal, state, or other laws or regulations for the protection of persons who are members of a protected class or category of persons, (2) sexual discrimination or harassment, (3) any personal injury (including death) received or sustained by any employee of either party, its subcontractors, agents, or invitees for any reason not covered by workers compensation, and (4) any personal injury (including death) sustained by a third party or property damage by reason of any act or omission, negligent, or otherwise, to the extent caused by a party or its employees. Milwaukee County's liability shall be limited by Wisconsin State Statutes § 345.05(3) for automobile and § 893.80(3) for general liability.

**7.5 Conflict of Interest**

**7.5.1** CONSULTANT shall not specify, recommend, nor commit OWNER to purchase or install material or equipment from an entity with which CONSULTANT has financial or ownership interest without obtaining prior approval.

**7.6 Cost and Scheduling**

See **Attachment "G"** - Cost & Scheduling Systems Requirements.

The CONSULTANT shall prepare for inclusion with **Attachment "A"** a "Scope of Work and Budget" spreadsheet that is intended to represent the CONSULTANT's work plan, estimates of cost by task, and the consequent development of the "Not-To-Exceed" compensation totals for each service provided. The Spreadsheet shall identify all scheduled project tasks, assigned staff and firm, estimated labor hours for each staff by task, the cost per hour for each, reimbursable expenses, and total cost for each staff by task. Reimbursable expenses shall be totaled to correspond with each allowance indicated in Section 3. Additional columns on the spreadsheet shall provide a breakdown of project cost by CONSULTANT and subconsultant.

If specifically requested by OWNER, the spreadsheet shall also contain the direct salary rate per hour, overhead rate and profit for each staff and columns shall be totaled to identify the direct labor, overhead, and profit breakdown of each Basic Services Compensation Total indicated in Section 4 of this Agreement.

Concurrent with each monthly invoice the CONSULTANT shall submit an "Earned Value" spreadsheet in the same format as described above. This spreadsheet shall identify project cost and value earned through the date of each invoice. A pay application will not be accepted for payment processing without an appropriate and accurate identification of earned value on this spreadsheet. Each "Earned Value" spreadsheet shall correspond and agree with the project schedule updates required in **Attachment "G"**.

**8. OWNERS RESPONSIBILITIES**

**8.1** OWNER will provide information regarding the requirements for the Project which will set forth OWNER's objectives, schedule, constraints and criteria.

**8.2** OWNER will designate a representative authorized to act on the OWNER's behalf with respect to the Project. The OWNER or such authorized representative shall render, in a timely manner, decisions pertaining to documents submitted by the CONSULTANT.

**8.3** OWNER will furnish surveys required by the Project, and not otherwise provided in the CONSULTANTS proposal, describing physical characteristics, legal limitations and utility locations for the site of the Project and a written legal description of the site. Surveys and legal information will include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements,



encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; utility services and lines, both public and private, above and below grade, including inverts and depths. Survey information will be referenced to the project benchmark.

- 8.4 OWNER will furnish the services of geotechnical engineers when such services are requested by the CONSULTANT.
- 8.5 OWNER will furnish structural, mechanical, and other laboratory and environmental tests, required by law or the Contract Documents.
- 8.6 OWNER will give prompt written notice to CONSULTANT if OWNER becomes aware of a fault or defect in the Project or CONSULTANT's nonconformance with the Contract Documents.
- 8.7 OWNER will utilize a consultant grading procedure for CONSULTANT's performance on each Milwaukee County project. The Project Manager will grade CONSULTANT's performance and share preliminary grading with the CONSULTANT. CONSULTANT will have an opportunity to review and comment on the performance report. The final report along with CONSULTANT comments will become part of the Project file and will also be added to a database tabulating all such performance ratings (see **Attachment "K"**).

**9. AUDIT AND INSPECTION OF RECORDS**

- 9.1 Pursuant to Milwaukee County Code of General Ordinances Section 56.30, CONSULTANT shall allow Milwaukee County or any other party the County may name, when and as they demand, to audit, examine and make copies of records in any form and format, meaning any medium on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by the CONSULTANT, including not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer files, computer printouts and optical disks, and excerpts or transcripts from any such records or other information directly relating to matters under this Agreement, all at no cost to the County. Any subcontracting by the CONSULTANT in performing the duties described under this Agreement shall subject the subcontractor and/or associates to the same audit terms and conditions as the CONSULTANT. The CONSULTANT (or any subcontractor) shall maintain and make available to the County the aforementioned audit information for no less than three (3) years after the conclusion of this Agreement.

**10. OWNERSHIP OF DOCUMENTS**

- 10.1 Upon completion of the Project or upon termination of this Agreement, it is understood that all completed or partially completed data, drawings, records, computations, survey information, and all other material that CONSULTANT has collected or prepared in carrying out this Agreement shall be provided to and become the exclusive property of the County. Therefore, any reports, information and data, given to or prepared or assembled by CONSULTANT under this Agreement shall not be made available to any individual or organization by CONSULTANT without the prior written approval of the OWNER (see **Attachment "H"**).

No reports or documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the CONSULTANT.

- 10.2 CONSULTANT further understands that oral and written communications with OWNER regarding CONSULTANT'S services under this Agreement are confidential. No aspect of CONSULTANT'S services may be discussed with any individual or organization other than OWNER, unless CONSULTANT receives prior written authorization from OWNER for such discussion.

10.3 If CONSULTANT'S services are terminated prior to completion of the Project, OWNER will indemnify and hold CONSULTANT and CONSULTANT's subconsultants harmless for costs or claims for damages arising out of use the of incomplete documents, interpretation, revision, alteration, or omission to the documents which are not made by CONSULTANT or subconsultants . Should OWNER reuse documents, created by CONSULTANT, the seals and certifications of CONSULTANT and subconsultants shall be invalid, shall not be used and shall be deleted and OWNER will indemnify and hold CONSULTANT and CONSULTANT'S subconsultants harmless for cost or claims for damages arising out of the reuse of the documents.

**11. EQUAL EMPLOYMENT OPPORTUNITY**

11.1 In accordance with Section 56.17 of the Milwaukee County Code of General Ordinances and Title 41 of the Code of Federal Regulations, Chapter 60, CONSULTANT certifies as to the following:

**11.1.1 Non-Discrimination**

- .1 The CONSULTANT shall not discriminate against an employee or applicant for employment because of race, color, national origin or ancestry, age, sex, sexual orientation, gender identity and gender expression, or disability, marital status, family status, lawful source of income or status as a victim of domestic abuse, sexual assault or stalking, which includes, but is not 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.
- .2 The CONSULTANT shall post in conspicuous places, available to employees, notices to be provided by the County, setting forth provisions of non-discrimination clause.
- .3 A violation of this Section 11 shall be sufficient cause for OWNER to terminate this Agreement without liability for uncompleted portion or for materials or services purchased or paid for by CONSULTANT for use in completing this Agreement.

**11.1.2 Affirmative Action Program**

- .1 CONSULTANT shall strive to implement principles of equal employment opportunity through an effective affirmative action program, which shall have as its objective to increase the use of women, minorities, and persons with disabilities and other protected groups, at all levels of employment in all divisions of CONSULTANT's work force, where these groups may have been previously under-used and under-represented.
- .2 In the event of dispute of compliance with these requirements, CONSULTANT shall be responsible for showing that the requirements have been met.

**11.1.3 Affirmative Action Plan**

- .1 CONSULTANT shall certify that if it has fifty (50) or more employees, a written affirmative action plan has been filed or will be developed and submitted (within 120 days of contract award) for each establishment. File current Affirmative Action plans, if required, with one of the following: The Office of Federal Contract Compliance Programs, the State of Wisconsin, or the Milwaukee County Department of Audit, 633 W. Wisconsin Avenue, 9<sup>th</sup> Floor, Milwaukee, Wisconsin 53203. If a current plan has been filed,

indicate where filed Milwaukee County Dept of Audit and the year covered 2016

- .2 The CONSULTANT shall require lower-tier subcontractors who have fifty (50) or more employees to establish similar written affirmative action plans.

**11.1.4 Non-Segregated Facilities**

CONSULTANT shall certify that it does not and will not maintain or provide segregated facilities for employees at its establishments, and that employees are not permitted to perform their services at a location under its control where segregated facilities are maintained.

**11.1.5 Subconsultants**

CONSULTANT shall certify that certifications regarding non-discrimination, affirmative action program, and non-segregated facilities have been obtained from proposed subconsultants that are directly related to contracts with Milwaukee County, if any, prior to the award of subcontracts, and that such certification will be retained.

**11.1.6 Reporting Requirement**

Where applicable, CONSULTANT shall certify compliance with reporting requirements and procedures established in Title 41 Code of Federal Regulations, Chapter 60 (Equal Opportunity Employment).

**11.1.7 Employees**

CONSULTANT shall certify that 181 employees are in the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee, and Washington, Wisconsin) and that it has 816 employees in total.

**11.1.8 Compliance**

CONSULTANT shall certify that it is not currently in receipt of outstanding letters of deficiencies, show cause, probable cause, or other notification of non-compliance with EEO regulations.

**12. TERMINATION OF AGREEMENT**

**12.1** This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**12.2** This Agreement may be terminated by the OWNER without cause upon at least seven (7) days written notice to CONSULTANT.

**12.3** OWNER's obligation for CONSULTANT'S services rendered to the date of termination shall be for that proportion of fee earned, plus retainage and authorized Reimbursable Expenses.

**12.4** In the event of termination completed or partially complete work materials prepared by CONSULTANT in conduct of this Agreement shall be provided to and become the property of OWNER.

**12.5** This Agreement shall terminate on December 31 of the calendar year in which the Agreement was executed, unless mutually extended in writing.

**13. SUCCESSORS AND ASSIGNS**

This Agreement is binding upon the OWNER, the CONSULTANT, and their respective successors, assigns, and legal representatives. Neither shall assign, sublet, nor transfer its interest in this Agreement without the prior written consent of the other.

**14. APPLICABLE LAW**

This Agreement shall be governed by the Laws of the State of Wisconsin.

**15. INDEPENDENT CONTRACTOR**

Nothing contained in this Agreement shall constitute or be construed to create a partnership or joint venture between OWNER or its successors or assigns and CONSULTANT or its successors or assigns. In entering into this Agreement, and in acting in compliance herewith, CONSULTANT is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder.

**16. PROHIBITED PRACTICES**

- 16.1** CONSULTANT during the period of this Agreement shall not hire, retain or utilize for compensation any member, officer, or employee of Milwaukee County or any person who, to the knowledge of CONSULTANT, has a conflict of interest with Milwaukee County.
- 16.2** CONSULTANT hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part, "No person may offer to give to any County officer or employee or his immediate family, and no County officer or employee or his immediate family, may solicit or receive anything of value pursuant to an understanding that such officer's or employee's vote, official actions or judgment would be influenced thereby."

**17. EXTENT OF AGREEMENT**

- 17.1** This Agreement represents the entire and integrated Agreement between the OWNER and the CONSULTANT and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement shall not be superseded by provisions of contracts for design or construction and may be amended only by a written instrument signed by both the OWNER and the CONSULTANT.
- 17.2** Nothing contained herein shall be deemed to create any contractual relationship between the CONSULTANT and any of the contractors, subcontractors, or material suppliers on the Project; nor shall anything contained herein be deemed to give any third party any claim or right of action against the OWNER or the CONSULTANT which does not otherwise exist without regard to this Agreement.

## ARTICLE 19 - ADDENDUM

### PROJECT PHASES and DELIVERABLES

Basic Services stated in Section 3 are revised to consist only of the preliminary Feasibility Study Phase I and Phase II services listed below, as further defined in the Constant Effort Workplan.

- Phase I: Feasibility Study
- Phase II: Public Outreach Program

---

Progress payment limitations stated in Section 5.3 are revised and restated as follows:

Progress payments for basic services shall total no more than the following percentages of total basic compensation payable.

Phase I: Feasibility Study	77 Percent	(77%)
Phase II: Public Outreach Program	23 Percent	(23%)
Total	100 Percent	(100%)

## **B. PROJECT PHASES and DELIVERABLES**

**a. Phase I:** *Feasibility Study as described in section II, Items 1-6. It is expected that consultant will:*

- *Investigate up to six (6) opportunities or variations thereof, with cost opinions.*
- *Attend each monthly task force meeting, two (2) minimum in person presentations and three (3) updates of findings. (May be able to Skype updates if unable to attend)*
- *Meet with County staff and Task Force members as needed to further develop studies and research needs for operations of the facility.*
- *Attend at least two (2) Milwaukee County Board Parks Committee meetings and give updates.*
- *Provide a multimedia presentation and final bound report (also in digital format) to be submitted per schedule.*
- *Develop and coordinate a strategy for public input at a minimum of two (2) listening sessions.*

**b. Phase II:** *Consultant to use the findings and ideas gathered in phase I to develop a public outreach program for feedback on all the ideas as presented.*

- *This feedback to be arranged to provide guidance to task force in preparing a selection of preferred alternatives.*
- *It is expected that the consultant will attend at least two task force meetings for updates and up to four public gathering sessions as well as on-line data gathering and analysis.*
- *The findings and statistics will be presented to the task force along with a digital report and multimedia presentation.*

# Constant Effort

## MITCHELL PARK PRELIMINARY WORK PLAN

Phase I - Feasibility Study		HGA		ConsultEcon.		Quorum		Kapur		MSI		MCC		Hours		Budget	
Project: Initiation meeting/Information Collection																	
1	2	2	2												14		
1 Programs and Services Analysis																	
															82		
2 Revenue Generation and Financial Impacts Analysis																	
															102		
3 Operations and Management Analysis																	
															102		
4 Social and Economic Impacts Analysis																	
															92		
5 Site, Structure, and Facilities Evaluation																	
															68		
Identify/Investigate 6 Opportunities from Analysis																	
															76		
Task Force Meetings (5)																	
															48		
Milwaukee County Parks Committee Meetings (2)																	
															12		
Prepare Report/Presentation																	
															56		
Listening Sessions (2)																	
															10		
Total Hours																	
8	16	44	18	12	30	116	180	216	0	0	0	10	0	4	662		
Total Fees this Phase																	
							\$68,160							\$500	\$1,240		\$111,770
Percentage of Phase																	
							79%							0%	1%	0%	100%
															Expenses		\$8,000
															TOTAL FEE		\$119,770

CONSTANT EFFORT







## COMMUNITY BUSINESS DEVELOPMENT PARTNERS

# MILWAUKEE COUNTY

## TARGETED BUSINESS ENTERPRISE (TBE) UTILIZATION SPECIFICATIONS for PROFESSIONAL SERVICES

1. The award of the contract is conditioned upon achieving the Targeted Business Enterprise (TBE) participation goal of 17%. Firms that qualify as a TBE include DBE firms certified by and listed in the Wisconsin Unified Certification Program (UCP) directory and MBE and WBE firms certified by the State of Wisconsin DOA. All firms must be certified prior to the proposal submission deadline. A firm certified in another state must be certified by the UCP or State of Wisconsin DOA prior to submission of proposal.
2. **TBE Participation:** The participation goal is based upon the total dollar value of your proposal less reimbursable items. Participation must be maintained throughout the contract, including any fee increases. For either a non-certified firm or DBE proposing as Prime, participation may be obtained utilizing a TBE firm, whether DBE, MBE, or WBE. For a TBE firm proposing as Prime (other than DBE), the goal must be satisfied using only DBE firms and MBE and WBE certifications count as additional participation once the goal is achieved through DBE participation. Any work a TBE Prime self-performs would be counted as additional participation in excess of the participation provided by certified sub-consultants.

### PROPOSAL CONSIDERATIONS

3. The County may reject your proposal if it does not include the **Commitment to Contract with TBE (TBE-14)** form(s), one completed for each of the firms you are including for participation. The Prime must indicate the dollar amount of work to be provided to the sub-consultant, sign the form, and have the TBE firm sign the form in the affirmation section prior to acceptance of your proposal by the County.
4. If awarded the contract, you will enter into a contractual agreement, directly or through sub-consultant, according to the **Commitment to Contract with TBE (TBE-14)** form(s) provided with your proposal. Copies of the executed agreements(s) will be submitted to the County.
5. TBE participation credit is calculated as follows:
  - a. All of the identified scope(s) of work must have a commercially useful function in the actual performance of the contract and work must be performed directly by the TBE with their own employees.
  - b. One hundred percent (100%) for the work performed by a TBE sub-consultant. If a TBE subcontracts a portion of work to another firm, the value of the subcontracted work will not be counted towards the TBE participation unless the work is performed by another TBE.
  - c. You must notify the County if any TBE contractor(s) sublet any portion of their work.
6. The County reserves the right to request supporting documentation from both you and any listed TBE. If you fail to respond within the time specified, the County may determine you to be non-responsive and remove you from further consideration for contract award.



## COMMUNITY BUSINESS DEVELOPMENT PARTNERS

# MILWAUKEE COUNTY

### FOLLOWING CONTRACT AWARD

7. The County reserves the right to conduct compliance reviews and request, both from you and your subs, supporting documentation to verify TBE participation, in addition to the information entered monthly into the County's online reporting system. The County will notify you if you are not in compliance with contract terms. If you fail to take corrective action as directed, the County may take one or more of the following actions:
  - a. Terminate or cancel your contract, in whole or in part;
  - b. Remove you from the list of qualified consultants, and refuse to accept future proposals from you for a period not to exceed three (3) years;
  - c. Withhold contract payments to cover shortfall; and/or
  - d. Bring suit to recover damages up to the amount of the shortfall, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
8. You must submit copies of the executed subcontract agreement(s) for each of the sub-consultants listed on the contract. REQUESTS FOR PAYMENT WILL BE DELAYED IF NOT SUBMITTED.
9. If the TBE(s) cannot perform, or any other issues arise, you must immediately contact CDBP Compliance at (414) 278-4851. You must submit written notification of your desire for substitution to the TBE affected, and copy the County. This notice must state the reason for the request. The TBE has five (5) business days to provide written objection/acceptance to you. Approval must be obtained from County prior to making any substitutions. TBE consultants are also required to notify and obtain approval from the County prior to subletting work.
10. The Prime will record payments received from the County and payments made to sub-consultants directly into the County's online reporting system on a monthly basis. These entries will cover payments during the preceding month and will include zero dollar (\$0) entries where no payment has occurred. You must also indicate on the invoice work being performed by TBEs. Either a) place the word "TBE" behind the work item or b) break out the work done by TBEs at the end of the report. Failure to comply may result in withholding of payments, or enforcement of other sanctions including those listed in Section 7, above.
11. The County has a revolving loan program for DBE firms. If you have contracted with a DBE that is using these County funds, you must assist the County for repayment of these funds. This may include, but is not limited to, providing written information regarding the sub's contract balance, prior payment (two or three party) agreements, and the issuance of two-party checks payable in the name of Milwaukee County and the DBE indebted to the County under this program.
12. The County reserves the right to waive any of these specifications when it is in our best interest.

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE  
Used For Basic Services & Additional Services  
Separate Schedule Required for Prime Consultant & each Subconsultant**

Firm Name: Hammel, Green and Abrahamson, Inc. Principal-in-Charge James G. Vander Heiden

Wisconsin Reg. Number: A-6758-5

Principal's Flat Rate ..... \$ 275.00 /hr.

Overhead & Profit Factor (Multiplier) ..... 3.55

(Include copy of audited account of overhead factor or complete **Attachment "B-2"**)

Name	Classification	Direct Salary Rate/Hour
<u>Russell Drewry</u>	<u>Project Manager</u>	<u>\$175.00</u> <u>49.30</u>
<u>James Shields</u>	<u>Senior Designer</u>	<u>\$225.00</u> <u>63.38</u>
<u>Marc L'Italien</u>	<u>Senior Project Architect</u>	<u>\$250.00</u> <u>70.42</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the CONSULTANT. This factor remains fixed for the life of the project.


Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

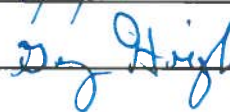
The foregoing is a true and actual accounting of the rates:

Approved for Milwaukee County  
Department of Administrative Services,  
Facilities Management Division

as of: July 11, 2017

Date: 7/11/17

  
Signature  
Vice President  
Title

  
Signature  
\_\_\_\_\_  
Title

If your firm does not possess a FAR audit certified rate, please complete the following:

**Overhead Rate = 2.75 (Without Profit)**

Hammel, Green and Abrahamson, Inc. does not have an audit-certified overhead rate calculation.  
(Name of Firm)

The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

GAAP

(Accounting Practice Used)

It is understood and agreed that no direct charge will be made for labor or expense not otherwise included in the Overhead Rate Factor.

Signature: 

Date: July 11, 2017

Title: James G. Vander Heiden

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE**  
Used For Basic Services & Additional Services  
Separate Schedule Required for Prime Consultant & each Subconsultant

Firm Name: ConsultEcon, Inc. Principal-in-Charge Thomas Martin

Wisconsin Reg. Number: 336445-000-1

Principal's Flat Rate ..... \$ 67.50 /hr.

Overhead & Profit Factor (Multiplier)..... 3.06

(Include copy of audited account of overhead factor or complete Attachment "B-2")

Name	Classification	Direct Salary Rate/Hour
Virginia Beatty	Staff	\$33.00
Monika Bernotas	Staff	\$28.85
Robert Brais	Officer	\$65.96
Jason Drebitko	Staff	\$53.00
Elena Kazlas	Staff	\$60.58
Allison Kehn	Staff	\$36.05
Jane Martin	Staff	\$35.77
Thomas Martin	Officer	\$67.50
James Stevens	Staff	\$49.85

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the CONSULTANT. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual accounting of the rates:

as of: 7/10, 2017  
Thomas Martin  
Signature

Approved for Milwaukee County  
Department of Administrative Services,  
Facilities Management Division

Date: 7/11/17  
[Signature]  
Signature

Title

If your firm does not possess a FAR audit certified rate, please complete the following:

Overhead Rate = 187.03% (Without Profit)

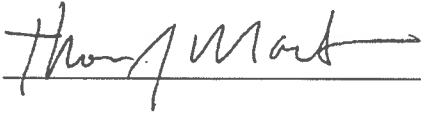
ConsultEcon, Inc. does not have an audit-certified overhead rate calculation.

The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

Generally Accepted Accounting Principles (GAAP)

(Accounting Practice Used)

It is understood and agreed that no direct charge will be made for labor or expense not otherwise included in the Overhead Rate Factor.

Signature: 

Date: 7/10/2017

Title: Principal, ConsultEcon, Inc.

**Milwaukee County  
Department of Public Works**

MANPOWER, DIRECT SALARY RATE AND OVERHEAD FACTOR SCHEDULE  
(Used For Additional Services Only; Separate  
Schedule Required for Prime Consultant & Each Subconsultant)

Firm Name Quorum Architects Inc. Principal-in-Charge Allyson D. Nemeč  
 Wisconsin Reg. Number . . . . . A7154  
 Principal's Flat Rate . . . . . \$.150/HR.  
 Overhead Factor . . . . . 3.0

Name	Classification	Direct Salary Rate/Hour
<u>Natalie Strohm</u>	<u>Project Manager / Project Administration</u>	<u>\$33.65</u>
<u>Jennifer Current</u>	<u>Landscape Architect</u>	<u>\$32.00</u>
<u>Kate Edwards</u>	<u>Project Architect</u>	<u>\$32.69</u>
<u>Emily Neal</u>	<u>CAD Draftsperson</u>	<u>\$20.19</u>
<u>Kimberly Workman</u>	<u>CAD Draftsperson</u>	<u>\$19.47</u>
<u>Kaitlin Furbush</u>	<u>CAD Draftsperson</u>	<u>\$17.00</u>

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

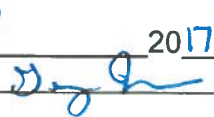
Overhead Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the consultant's firm. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual accounting of the rates of

Approved for Milwaukee County  
Department of Public Works

Quorum Architects, Inc.  
as of: January 1, 2017

Date: 7/11/2017  
Signature: 

Signature:   
Allyson Nemeč

Title: \_\_\_\_\_

Title: President  
AGR A, B & D/3-98

If your firm does not possess a FAR audit certified rate, please complete the following:

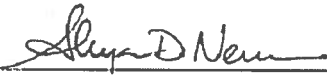
Overhead Rate = 3.0 (Without Profit)

Quorum Architects, Inc. does not have an audit-certified  
(Name of Firm)

overhead rate calculation. The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

Cash Method  
(Accounting Practice Used)

It is understood and agreed that no charge will be made for labor or expense not otherwise included in the proposed overhead rate.

Signature: 

Date: January 1, 2017

Title: Principal



**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE  
Used For Basic Services & Additional Services  
Separate Schedule Required for Prime Consultant & each Subconsultant**

Firm Name: Kapur & Associates, Inc Principal-in-Charge Ramesh Kapur

Wisconsin Reg. Number: 1K11162

Principal's Flat Rate ..... \$ 153.85 /hr.

Overhead & Profit Factor (Multiplier)..... 158.30% .....

(Include copy of audited account of overhead factor or complete Attachment "B-2")

Name	Classification	Direct Salary Rate/Hour
<u>Thomas Perez</u>	<u>Project Manager/Senior Associate</u>	<u>\$65.63</u>
<u>Kevin Byrne</u>	<u>Project Manager</u>	<u>\$36.04</u>
<u>Brad Jors</u>	<u>Professional Engineer</u>	<u>\$32.10</u>
<u>Tony Cha</u>	<u>Technician</u>	<u>\$27.32</u>
<u>Mike Marlin</u>	<u>Landscape Architect</u>	<u>\$28.08</u>

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the CONSULTANT. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual accounting of the rates:

Approved for Milwaukee County  
Department of Administrative Services,  
Facilities Management Division

as of: July 10, 2017

Date: 7/11/17

Catherine M. Jurewicz  
Signature

[Signature]  
Signature

Accounting Manager  
Title

\_\_\_\_\_  
Title



**WISCONSIN DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRANSPORTATION INVESTMENT MANAGEMENT  
BUREAU OF STATE HIGHWAY PROGRAMS  
**MEMORANDUM**

**TO:** RAMESH KAPUR  
**FROM:** MARY K. BRAAKSMA, AUDIT SUPERVISOR  
**SUBJECT:** CFR ACCEPTANCE  
**DATE:** JULY 6, 2017  
**CC:** AUDIT FILES

We have received the Kapur & Associates, Inc. Consultant Financial Report for the year-ended September 30, 2016. Based on a cursory review, your Consultant Financial Report has met the requirements of our Facilities Development Manual 8-5-47.

The home indirect cost rate of 158.30% and the field indirect cost rate of 134.97% are the approved **provisional maximum rates to be used immediately for estimating** on WisDOT contracts. For rates to be used for invoicing, please see the attached CARS table.

This approval is a provisional approval of your overhead rates. Under WisDOT policy, the rates and information submitted in the Consultant Financial Report are subject to audit and/or adjustment. Actual cost projects (cost plus fixed fee) are also subject to audit and/or adjustment with the invoiced overhead rate(s) adjusted to the accepted overhead rate(s) for the applicable period. This may result in **money owed to WisDOT** or to the consultant, not to exceed contract maximums.

Costs included in the direct cost list submitted with the Consultant Financial Report are approved to be charged directly to WisDOT projects at actual cost. No markup is allowable per Federal Acquisition Regulations, Part 31.202.

Our limited acceptance of your Consultant Financial Report is not based on an audit and does not constitute "establishment of a rate by a cognizant agency" for the purposes of applying the rules published in 23 C.F.R. §172.7. Audits are performed at the discretion of WisDOT.

If you have any questions, feel free to call me at (608) 261-6270 or via email at [mary.braaksma@dot.wi.gov](mailto:mary.braaksma@dot.wi.gov)

Mary K. Braaksma  
Audit Supervisor  
Wisconsin Department of Transportation

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE  
Used For Basic Services & Additional Services  
Separate Schedule Required for Prime Consultant & each Subconsultant

Firm Name: Middleton Construction Consulting Principal-in-Charge Thomas Middleton

Wisconsin Reg. Number: M079563

Principal's Flat Rate ..... \$ 154 /hr.

Overhead & Profit Factor (Multiplier)..... 3.2 .....

(Include copy of audited account of overhead factor or complete Attachment "B-2")

Name	Classification	Direct Salary Rate/Hour
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the CONSULTANT. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual accounting of the rates:

Approved for Milwaukee County  
Department of Administrative Services,  
Facilities Management Division

as of: July 10, 2017

Date: 7/11/17

  
Signature

  
Signature

Vice President  
Title

Vice President  
Title

If your firm does not possess a FAR audit certified rate, please complete the following:

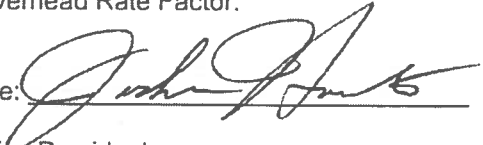
Overhead Rate = 136.50 (Without Profit)

Middleton Construction Consulting LLC does not have an audit-certified overhead rate calculation.  
(Name of Firm)

The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

Generally Accepted Accounting Principals  
(Accounting Practice Used)

It is understood and agreed that no direct charge will be made for labor or expense not otherwise included in the Overhead Rate Factor.

Signature:  Date: July 10, 2017  
Title: Vice President

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE  
Used For Basic Services & Additional Services  
Separate Schedule Required for Prime Consultant & each Subconsultant

Firm Name: Montgomery Smith, Inc. Principal-in-Charge James M. Smith

Wisconsin Reg. Number: \_\_\_\_\_

Principal's Flat Rate ..... \$ 165.00 /hr.

Overhead & Profit Factor (Multiplier)..... \_\_\_\_\_

(Include copy of audited account of overhead factor or complete **Attachment "B-2"**)

Name	Classification	Direct Salary Rate/Hour
<u>James M. Smith</u>	<u>President</u>	<u>165.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit Factor is defined as the multiplying factor representing each employee's pro-rata share of all other direct and indirect expenses and profit for the CONSULTANT. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual accounting of the rates:

Approved for Milwaukee County  
Department of Administrative Services,  
Facilities Management Division

as of: July 11th, 2017

Date: 7/11/17

[Signature]  
Signature

[Signature]  
Signature

President  
Title

\_\_\_\_\_  
Title

If your firm does not possess a FAR audit certified rate, please complete the following:

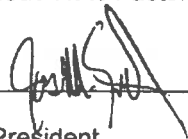
Overhead Rate = 10% (Without Profit)

Montgomery Smith, Inc. does not have an audit-certified overhead rate calculation.  
(Name of Firm)

The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards of

GAAP Cash Basis  
(Accounting Practice Used)

It is understood and agreed that no direct charge will be made for labor or expense not otherwise included in the Overhead Rate Factor.

Signature:  \_\_\_\_\_  
Title: President

Date: 7/11/2017

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**GUIDELINES FOR REIMBURSABLE EXPENSES**

**GENERAL**

Milwaukee County reimburses consultants under contract for expenses in connection with authorized out-of-town travel; long distance communications; fees paid to approving authorities; reproductions which are products of service; requested renderings, presentation models and mockups; and the expenses of requested additional insurance coverage. There may be other qualifying reimbursable expense items if the project or circumstances are unique and terms concerning them are contained in an approved and signed contract. These guidelines are intended to clarify the County's general policies concerning payments for reimbursable items.

**DEFINITION**

Reimbursable expenses are out-of-pocket expenses incurred by the consultant and consultant's employees in direct support of the project. Over and above compensation for Basic and Additional Services, they are unique and non-recurring costs. By their nature, the cost is not predictable in advance of occurrence.

Approved reimbursable expenses are billed at the same cost paid by the consultant and are not subject to retainage provisions found in Milwaukee County service agreements.

**DOCUMENTATION**

Most reimbursables can be documented by presenting a copy of the original sales slip or invoice clearly highlighted, dated, and labeled with the appropriate job number/name and person incurring the expense. When the original charge has been recorded on an employee expense log, an in-house printing or copy log, or on a phone bill printout, for examples, a copy of the appropriate log or journal can be submitted as long as the costs are clearly highlighted, dated and labeled. All documentation must be attached to a cover sheet which itemizes and sub-totals the charges, by type. The documentation and cover sheet is attached to the consultant's monthly invoice.

**REIMBURSABLES BUDGET ALLOWANCE**

All agreements shall establish a pre-approved budget allowance for the total out-of-pocket reimbursable expenses of consultant's. Changes to the approved allowance total require a written amendment to the consultant's contract. As part of final contract negotiations, the consultant shall prepare an itemized budget estimate for reimbursables for review and approval by the County. Special care should be taken to differentiate those out-of-pocket expenses that will be initially borne by the consultant and those that will be paid directly by the County (under a separate County Services line item in the project budget).

**AUTHORIZED OUT-OF-TOWN TRAVEL**

Reimbursable travel expenses can accrue for both travel to and from Milwaukee for work in connection with a project if that travel involves a distance greater than a 100 mile radius from Milwaukee **or if the consultant's working office is more than 100 miles from Milwaukee.** Milwaukee County will reimburse consultant's for reasonable expenses incurred for such transportation, subsistence and lodging. Mutual agreement about what constitutes an authorized travel expense begins at the time of contract negotiations when the budget for these items is established and continues as the project proceeds. Milwaukee County policy is to pay for essential, not luxury, services.

Whenever possible, air travel dates should be planned in advance to take advantage of the lowest coach fares available on connecting airlines; Milwaukee County does not pay for first-class or business-class travel.

Daily rental car rates are rarely competitive with airport van or taxi fares to and from the airport, hotel and project meeting sites. Consultants should confer with Milwaukee County's project manager regarding the most reasonable and cost-effective means for transportation while in Milwaukee.

If traveling by personal car, the total mileage may be charged at the prevailing cost per mile rate allowed by the Internal Revenue Service. Highway tolls and parking fees for out of town consultants are also reimbursable, if properly documented and if the consultant's office is more than JOO miles from Milwaukee.

Meals reimbursement qualifies if the consultant's employees are required to eat in restaurants in connection with an out-of-town (JOO mile radius) visit/trip directly in service of the project. The consultant's choice of restaurants should be modest in every circumstance. Milwaukee County does not pay for meals taken in first-class restaurants, for cocktails, or for entertaining guests or in-town project team members. Milwaukee County discourages the scheduling of a business meeting over a meal period, thus avoiding the question of which meals might be authorized for reimbursement. Check with Milwaukee County's project manager if you are uncertain about which kind of meal expenditure might be disallowed.

Lodging costs at medium-priced accommodations will be approved. Deluxe accommodations and charges involving personal services of any kind will be disallowed.

#### LONG DISTANCE COMMUNICATIONS

Milwaukee County will reimburse the consultant for properly documented long distance telephone tolls made for project business.

#### FEES PAID TO APPROVING AUTHORITIES

Milwaukee County will reimburse the cost of fees paid for securing the approval of authorities having jurisdiction over the project. Consultants should plan for this expense in advance, because cutting County checks to coincide with dates of submittal cannot usually be done. The County will accept, however, an out-of-sequence invoice covering an unusually high plan exam fee in order to minimize the inconvenience to the consultant.

#### REPRODUCTIONS AND REPROGRAPHICS

The cost of drawings, specifications, reports, exhibits and other documents which are products of service are reimbursed with proper documentation. Charges for postage, handling and shipping of reproductions are considered overhead expenses and are not reimbursed. Bid sets, which are often the most expensive segment of the out-of-pocket expense paid by the consultant, are sometimes contracted for by the County on larger jobs that could benefit from competitive bidding for that service. Consult with the County project manager if the furnishing of bid sets is not specifically excluded from consultant's reimbursable allowance budget.

#### ADDITIONAL INSURANCE

When additional insurance coverage or limits, over and above that normally carried by a consultant is specifically requested by the County, the County will reimburse that additional premium cost. Specific documentation will be requested by the County project manager if this expense qualifies as reimbursable.



MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES FACILITIES MANAGEMENT DIVISION

INVOICE FOR CONSULTING SERVICES  
(Lump Sum Contract Form)

INVOICE # \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

SERVICES FOR THE MONTH ENDING: \_\_\_\_\_

- 1.) BASIC SERVICES (**Attachment "D-2"**):
- 2.) REIMBURSABLE EXPENSES (**Attachment "D-2"**):  
(Attach itemization and back-up copies of all charges)
- 3.) ADDITIONAL SERVICES (**Attachment "D-3"**):  
(Attach itemization for each service by name, classification,  
direct salary rate x O.H. factor x man hours)

**TOTAL THIS MONTH:**

LESS: Retainage @ 5% (On Items 1. & 3. Only).....

**CURRENT PAYMENT DUE:**  
(Attach continuation sheet, D-2, on job status)

Approved for Billing:

Approved for Milwaukee County  
Department of Administrative Services  
Facilities Management Division:

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

CONSULTANT INVOICE CONTINUATION SHEET FOR REPORTING JOB STATUS PROJECT NO.:

CONSULTANT: INVOICE #

Basic Services	Fee Limit Per Phase/ or Totals	Previously Billed	Billed This Month	Percent Complete (%)	Total Billed To Date	Retainage To Date	Balance To Completion
Program, Master Plan							
Schematic Des							
Design Dev.							
Contract Doc.							
Bidding							
Const. Admin.							
Subtotal							
Reimbursables (Itemized)	\$			N.A.		N.A.	
Subtotal							
Additional Services (Itemized) INCR.	\$						
Subtotal							
Totals							

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

INVOICE FOR ADDITIONAL CONSULTING SERVICES ONLY  
(Multiple of Direct Salary Rate Form)  
(One FORM "D-3"/Ea. Increase/Billing)

INVOICE # \_\_\_\_\_

Fee Increase # \_\_\_\_\_

DATE: \_\_\_\_\_

Fee Increase Total \$ \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT NO.: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

SERVICES FOR THE MONTH ENGING: \_\_\_\_\_

1.) **CONSULTANT LABOR** (Refer to approved Manpower Direct Salary Rate & O.H. Factor Schedule)

Name	Classification	Direct Sal. Rate/Hr.	OH Factor	Man Hrs	Cost
_____	_____	\$ x	x	_____	= _____
_____	_____	\$ x	x	_____	= _____
_____	_____	\$ x	x	_____	= _____
_____	_____	\$ x	x	_____	= _____
_____	_____	\$ x	x	_____	= _____

Subtotal \_\_\_\_\_

2.) **SUBCONSULTANTS**  
(Attach itemizations in same form as above)

Subtotal \_\_\_\_\_

3.) **REIMBURSABLE EXPENSES**  
(Attach itemization and backup copies of all charges)

Subtotal \_\_\_\_\_

**TOTAL THIS MONTH:**

**LESS:** Retainage @ 5% (On Items 1. & 2. Only).....

**CURRENT PAYMENT DUE:**  
(Attach continuation sheet on job status)

Approved for Billing:

Approved for Milwaukee County  
Department of Administrative Services  
Facilities Management Division:

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/29/2017

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Commercial Lines - (952) 242-3100 Wells Fargo Insurance Services USA, Inc. 400 Highway 169 South, 8th Floor St. Louis Park, MN 55426	<b>CONTACT NAME:</b> Christine Williams <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> christine.m.williams@wellsfargo.com																					
<b>INSURED</b> Hammel, Green and Abrahamson, Inc. 420 5th Street North, Suite 100 Minneapolis, MN 55401	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td><b>INSURER A :</b></td> <td>Phoenix Insurance Company</td> <td style="text-align: center;">25623</td> </tr> <tr> <td><b>INSURER B :</b></td> <td>Travelers Indemnity Company</td> <td style="text-align: center;">25658</td> </tr> <tr> <td><b>INSURER C :</b></td> <td>Travelers Property Casualty Co of America</td> <td style="text-align: center;">25674</td> </tr> <tr> <td><b>INSURER D :</b></td> <td>Lloyd's of London</td> <td></td> </tr> <tr> <td><b>INSURER E :</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER F :</b></td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A :</b>	Phoenix Insurance Company	25623	<b>INSURER B :</b>	Travelers Indemnity Company	25658	<b>INSURER C :</b>	Travelers Property Casualty Co of America	25674	<b>INSURER D :</b>	Lloyd's of London		<b>INSURER E :</b>			<b>INSURER F :</b>		
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<b>INSURER E :</b>																						
<b>INSURER F :</b>																						

**COVERAGES** **CERTIFICATE NUMBER: 11620296** **REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Perils included <input checked="" type="checkbox"/> Contractual -Insured contract GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Broad Form Prop. Damage	X		630 1975C531 PHX16	11/01/2016	11/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ None
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> No Liability D			BA 1975C531-16	11/01/2016	11/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PSMCUP1975C531 TIL16	11/01/2016	11/01/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	PJUB-1975C53-1-16	11/01/2016	11/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Architects & Engineers Professional Liability			B0385N171668	04/01/2017	04/01/2018	\$10,000,000 Per Claim \$20,000,000 Aggregate

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Re: Professional Design Services ? Milwaukee County Dept. of Administrative Services  
 Client# 1215, All Projects

Milwaukee County is an Additional Insured with respect to the General Liability and Automobile Liability, as required by written contract. The Umbrella Liability policy is excess over the General Liability and Automobile Liability and the Additional Insured endorsements extend to the Umbrella.

Waiver of Subrogation applies in favor of Milwaukee County with respects to the Workers' Compensation as required by written contract.

<b>CERTIFICATE HOLDER</b> Milwaukee County Department of Administrative Services Attn: Gregory High, Director of AE & ES Section 633 West Wisconsin Avenue, Suite 1000 Milwaukee, Wisconsin 53203	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

## TARGETED BUSINESS ENTERPRISE (TBE) REQUIREMENTS

Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified by the Unified Certification Program under Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

Targeted Business Enterprise (TBE) participation goal for this project is \_\_\_\_%. To be considered for this project, you must submit a *Subcontractor/Supplier Information Sheet* (TBE-02) with your Bid/Proposal listing all subcontractors as well as signed and notarized *Commitment to Contract with TBE* (TBE-14) forms, one for each of the TBE firms included to meet participation.

TBE-14 form(s) must identify (1) the TBE firm by name and address, (2) the scope of work/service(s) to be provided, (3) the dollar amount of such work, and (4) the percentage. The form is first completed and signed by the Prime, then forwarded to the TBE subcontractor for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form may be considered non-responsive. Community Business Development Partners (CBDP) is entitled to reject your Bid/Proposal for improperly completed forms.

CBDP may be contacted at 414-278-4851 or [cbdpcompliance@milwaukeecountywi.gov](mailto:cbdpcompliance@milwaukeecountywi.gov) for assistance in identifying TBE firms and understanding the County's TBE Program.

The official UCP directory of eligible DBE firms can be accessed through the following link:

<http://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

The official directory of eligible MBE and WBE firms may be found at the following link:

<https://wisdp.wi.gov/Search.aspx>

Adherence with prompt payment requirements is monitored through information entered into the Diversity Management and Compliance System, utilizing B2GNow software. Prime contractors are required to report payments received from the County and amounts paid to subcontractors. Subcontractors will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payment policy were complied with. There is no cost to the Prime or any subcontractor, the only requirement is to become a registered user and complete the one hour webinar training. The County will enter the initial contract into the system, and the Prime will enter all subcontractors, including both TBE and non-TBE firms.

The Targeted Business Enterprise (TBE) Utilization Specifications and forms to be used are included in the Project Manual/RFP.



COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH TBE

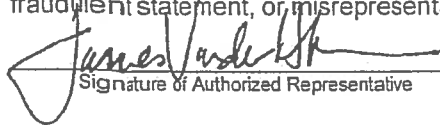
PROJECT No. P490-16653 PROJECT TITLE Mitchell Park Horticultural Conservatory Future Path & Feasibility Stud.

TOTAL CONTRACT AMOUNT (less allowances) \$ 388,580 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	TBE Contract Amount	% of Total Contract
Kapur & Associates, Inc. 7711 N. Port Washington Road Milwaukee, Wisconsin 53217	Site Development and Water Strategies	\$7,550.00	2%

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

I certify that the TBE firm 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 the TBE firm listed herein. Prime Contractor/Consultant Hammel, Green and Abrahamson, Inc. Phone 414-278-3300, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

  
Signature of Authorized Representative

James Vander Heiden, Principal  
Name & Title of Authorized Representative

March 17, 2017  
Date

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

- I affirm that our company is certified as (check all certifications that apply)  
 DBE by the Unified Certification Program certifying partners  
 MBE by State of Wisconsin DOA  
 WBE by State of Wisconsin DOA
- 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 Hammel, Green and Abrahamson, Inc.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory or we are certified as a MBE or WBE with the State of Wisconsin DOA.

  
Signature of Authorized TBE Representative

Jeffrey Sobczak, Marketing Manager  
Name & Title of Authorized TBE Representative

414-751-7200  
Phone Number

March 17, 2017  
Date

**FOR CBDP USE ONLY**

Commitment number 1 of 3

Participation: 2%

Project Total: 17%

  
Authorized Signature

5/23/24  
Date



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

40

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. P490-16653 PROJECT TITLE Mitchell Park Horticultural Conservatory Future Path & Feasibility Study

TOTAL CONTRACT AMOUNT (less allowances) \$ 388,580 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	TBE Contract Amount	% of Total Contract
Middleton Construction Consulting 6609 Cottontail Trail Madison, WI 53718	Provide cost estimating and consulting services at Phase I & III of project	\$9,200.00	2%

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

I certify that the TBE firm 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 the TBE firm listed herein. Prime Contractor/Consultant Hammel, Green and Abrahamsom, Inc. Phone 414-278-3300, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

\_\_\_\_\_  
 Signature of Authorized Representative

James Vander Heiden, Principal  
 Name & Title of Authorized Representative

March 17, 2017  
 Date

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

- I affirm that our company is certified as (check all certifications that apply)  
 DBE by the Unified Certification Program certifying partners  
 MBE by State of Wisconsin DOA  
 WBE by State of Wisconsin DOA
- 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 Hammel, Green and Abrahamsom, Inc.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory or we are certified as a MBE or WBE with the State of Wisconsin DOA.

\_\_\_\_\_  
 Signature of Authorized TBE Representative

Josh Houston, Vice President  
 Name & Title of Authorized TBE Representative

608-960-9444      March 16, 2017  
 Phone Number                      Date

### FOR CBDP USE ONLY

Commitment number 2 of 3 Participation: 2% Project Total: 17%

\_\_\_\_\_  
 Authorized Signature

5/23/17  
 Date



COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
MILWAUKEE COUNTY

39

COMMITMENT TO CONTRACT WITH TBE

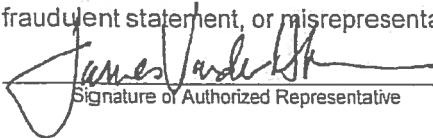
PROJECT No. P490-16653 PROJECT TITLE Mitchell Park Horticultural Conservatory Future Path & Feasibility Study

TOTAL CONTRACT AMOUNT (less allowances) \$ 388,580 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	TBE Contract Amount	% of Total Contract
Quorum Architects, Inc. 3112 W. Highland Blvd. Milwaukee, Wisconsin 53280	Architectural Design and Public Outreach Support	\$49,000.00	13%

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

I certify that the TBE firm 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 the TBE firm listed herein. Prime Contractor/Consultant Hammel, Green and Abrahamson Phone 414-278-3300, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

  
Signature of Authorized Representative

James Vander Heiden, Principal  
Name & Title of Authorized Representative

March 17, 2017  
Date

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

- I affirm that our company is certified as (check all certifications that apply)
  - DBE by the Unified Certification Program certifying partners
  - MBE by State of Wisconsin DOA
  - WBE by State of Wisconsin DOA
- 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 Hammel, Green and Abrahamson, Inc.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.
- I affirm that the Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the Wisconsin UCP Directory or we are certified as a MBE or WBE with the State of Wisconsin DOA.

  
Signature of Authorized TBE Representative

Allyson Nemeč, President  
Name & Title of Authorized TBE Representative

414-265-9265  
Phone Number

March 16, 2017  
Date

**FOR CBDP USE ONLY**

Commitment number 3 of 3 Participation: 13% Project Total: 17%

  
Authorized Signature

5/23/17  
Date





# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH TBE

### **ADDITIONAL INFORMATION & REQUIREMENTS:**

1. The Directory of Certified DBE firms eligible for credit toward the satisfaction of participation will be found at the following link, and can be searched by Name and/or NAICS code.

<http://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

The Directory of MBE and WBE firms certified by the State of Wisconsin DOA eligible for credit toward the satisfaction of participation will be found at the following link:

<http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program>

2. **CONTRACT ADJUSTMENTS:** The successful Bidder/Proposer will maintain the approved TBE participation level during the term of the contract with the County, including any additional work on the contract, e.g., change orders, addendums, scope changes, etc. Contract adjustments shall include proportional TBE participation.

3. **WRITTEN CONTRACTS WITH TBE:** The County requires that the successful Bidder/Proposer enter into contract, directly or through subcontractors, as stated in this form. Agreements must be submitted to the County within 7 days of receipt of the Notice-To-Proceed. By executing this commitment, you are certifying that you have had contact with the named TBE firm and that they will be hired if you are awarded the contract by the County.

4. **SUBSTITUTIONS, TBE SUBCONTRACTING WORK, TRUCKING FIRMS:** The successful Bidder/Proposer must submit written notification of desire for substitution to the TBE affected, and send a copy to the County, stating the reason(s) for the request. The TBE will have five (5) business days to provide written objection/acceptance of the substitution. The "right to correct" must be afforded any TBE objecting to substitution/termination for less than good cause as determined by the County. Approval must be obtained from the County prior to making any substitutions. TBE firms are required to notify and obtain approval from the County prior to seeking to subcontract out work on this project. In the case of TBE trucking firms, credit will be given for trucks leased from other TBE firms; however, if the TBE leases trucks from non-TBE firms, the commission or fee will be counted for crediting.

5. **REQUESTS FOR PAYMENT:** The successful Bidder/Proposer must indicate on the Continuation Sheet (AIA form G703, or equivalent) the work being performed by TBE by either a) placing the word "TBE" behind the work item or b) breaking out the work done by TBES at the end of the report. The successful Bidder/Proposer shall notify TBE firms of the date on which they must submit their invoices for payment.

6. **TBE UTILIZATION REPORTS:** The successful Bidder/Proposer will enter payments to subs and suppliers directly into the County's online reporting system on a monthly basis. These entries will cover payments made during the preceding month and will include zero dollar (\$0) entries where no payment has occurred.

If you have any questions related to Milwaukee County's TBE Program, please contact:  
**414.278.4747 or [cbdpcpliance@milwaukeecountywi.gov](mailto:cbdpcpliance@milwaukeecountywi.gov)**

**MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION**

**COST & SCHEDULING SYSTEM REQUIREMENTS**

**GENERAL**

SureTrak and Expedition are software packages produced by Primavera Systems, Inc. This software, in addition to Microsoft Project, is used by Milwaukee County.

**Requirements According To Agreement Size**

Schedule and control services using Sure Trak or Microsoft Project software are required for this project to the degree listed below:

- A. For consultant services agreements with fees up to \$50,000, FACILITIES MANAGEMENT DIVISION staff will enter schedule and control information on FACILITIES MANAGEMENT DIVISION's contract management information system. Prime Consultant shall provide scheduling information requested by FACILITIES MANAGEMENT DIVISION according to the needs of the project.
- B. For consultant agreements with a fee range from \$50,000 to \$500,000, Prime Consultant shall use Microsoft Project and provide scheduling information determined necessary by FACILITIES MANAGEMENT DIVISION according to the needs of the project. Milwaukee County will use Primavera Contract Manager for contract cost control.
- C. For consultant services contracts over \$500,000, consultant shall use Microsoft Project and provide scheduling information determined necessary by FACILITIES MANAGEMENT DIVISION according to the needs of the project. Milwaukee County will use Primavera Contract Manager for contract cost control.

**SCHEDULE DEVELOPMENT**

Before work begins, the Prime Consultant shall prepare a Baseline Schedule of the work scope in Critical Path Method form. Milwaukee County will furnish an activity coding format to facilitate reports and graphics used in project management activities. The Prime Consultant shall submit the completed schedule for review and approval (cd disc format or electronic mail) by FACILITIES MANAGEMENT DIVISION's project manager. The review will confirm the following: that the schedule is complete and reflects a realistic work plan; that the total schedule costs equal the contract values; that there is a defined, justifiable critical path with design activity durations subdivided into periods less than 20 working days or \$10,000 value; that responsible parties are assigned; and that all the key project milestone dates are recorded. Milwaukee County approval of the Baseline Schedule is required before any pay request from the Prime Consultant can be processed.

The consultant is responsible for information required to develop the schedule. Content includes work operations, sequencing, activity breakdown and time estimates. Milwaukee County may require additional schedules or reports to verify timely completion of scheduled activities and project milestones.

On a monthly basis, the consultant shall review the schedule and report on actual performance, i.e., the actual start and finish dates and durations, work performed since the last update, description of problem areas, delaying factors and their impacts, and corrective actions taken. The Prime Consultant shall also update the current schedule, identifying changes in network logic, work sequences and durations needed to meet contract requirements, and contract time adjustments, when authorized by Milwaukee County. Each schedule update will be submitted to the County project manager for approval on 3.5" discs or through electronic mail, concurrent with submittal of consultant's monthly invoice for professional services. Pay applications will not be processed if updated schedule with all information required is not submitted. Copies of approved schedule updates shall be distributed to other members of project teams with instructions to recipients to promptly report discrepancies and problems anticipated by projections shown in the schedule.

**MILWAUKEE COUNTY DEPT. OF ADMINISTRATIVE SERVICES - FACILITIES MANAGEMENT DIVISION RECORD DOCUMENT  
STANDARDS FOR PROFESSIONAL SERVICES  
SECTION H-2015**

**I. RECORD DOCUMENTS**

The Prime Consultant shall prepare and file record documents of the project with Milwaukee County DEPT. OF ADMINISTRATIVE SERVICES - FACILITIES MANAGEMENT DIVISION, as per this attachment. Prime Consultant agreement close-out and final payment will be contingent on approval of complete record document submittal by Prime Consultant.

**II. ELECTRONIC MEDIA REQUIREMENTS**

- A. Produce Project Manuals, Reports, and other permanent records in an electronic word processing format that can be read by Microsoft Office 2013, Microsoft Office 365 or newer. Produce Project Manual technical sections in Milwaukee County format. Obtain electronic formats for Project Manual technical sections through the Architect/Engineer of record for the Project or contacting John Bunn (414-278-3921).

These materials shall be submitted on a CD-ROM which adheres to ISO 9660 CD, or CD-ROM XA (Mode 2) format for multi-session CD-ROM.

- B. CADD drawings shall be produced in AutoCAD 2013 software, or higher, and be capable of residing on an IBM-compatible computer utilizing Windows 7, Windows 7 Professional, or newer operating systems. Provide drawings in DWG & PDF formats. **Drawings submitted in DXF format will NOT be accepted.**

The Consultant shall use AutoCAD 2013 or newer for AutoCAD engineering drawings.

Obtain Milwaukee County drawing format standards for title blocks and cover sheets: B\_1711, D\_3624, and/ or F\_4230 by contacting the Architect/ Engineer of Record for the Project.

AutoCAD drawings shall be submitted on a CD which adheres to ISO 9660 CD, or CD-ROM XA (Mode 2) format for multi-session CD-ROM, and (1) additional copy of drawings on separate CD in PDF format.

**III. AUTOCAD DRAWING STANDARDS**

The Prime Consultant and his/her sub-consultants shall prepare AutoCAD drawings in accordance with the following document standards:

- A. Xref Files, Image Files, Blocks and 3rd Party Fonts
1. XBIND all Xref d files to their drawing(s). Each individual electronic graphic document must be submitted in a single file format without any external files attached.
  2. Insert all image files in Final Drawing
  3. A document created with multiple files **MUST NOT SHARE LAYER NAMES** among the files.
  4. Provide a **SINGLE DRAWING FILE** for each Drawing Sheet.
  5. While working in Paper Space, **TURN ON VIEW LOCK** to prevent your viewport view from being accidentally altered while moving between Paper Space and Floating Model Space mode.
  6. Purge all drawing files of all unused entities-Blocks, Layers, Fonts
  7. "READ-ONLY" and "LOCKED" drawing files will not be accepted.
- B. It is PREFERRED that all final drawings be submitted in Model Space. However, final drawings may be submitted in Paper Space as long as AutoCAD Drawing Standards A-1 through A-7 are adhered to.
- C. Consultants shall utilize the following Milwaukee County drawing format standards:
1. Standard text set-up and dimension set-up (**page H-20**)
  2. Standard drawing conversion scale (**page H-21**)
  3. Standard title blocks (**B\_1711, D\_3624, E\_4230**)
  4. The standard AutoCAD font to be used is **ROMANS.shx**
  5. Sheet sizes to be used, on BOND PAPER, are:

**Architectural:**

A = 9" x 12"

B = 12" x 18"

**Engineering:**

Ansi A = 8 1/2" x 11"

B = 11" x 17"

C = 18" x 24"  
D = 24" x 36"  
E = 36" x 48"  
E1 = 30" x 42"

C = 17" x 22"  
D = 22" x 34"  
E = 34" x 44"

D. Drawing Sheet numbers and electronic drawing files shall consist of the following:

1. Alphanumeric discipline designation
  - A - Architectural Interiors and Facilities Management
  - C - Civil Engineering and Site Work
  - E - Electrical
  - EV - Environmental
  - F - Fire Protection
  - L - Landscape Architecture
  - M - Mechanical
  - P - Plumbing
  - S - Structural
2. A maximum of 3 characters for sheet number

Example:       A101.dwg  
                  | |  
                  | | \_\_\_\_\_ Sheet Number  
                  | \_\_\_\_\_ Discipline

- E. The DOS 8+3 naming convention shall be used for all Drawing Sheet numbers and electronic drawing files (e.g., A101.dwg).
- F. Consultants shall utilize the **AIA**, or Milwaukee County Standard Layer Index, including color and line type (**pages H-6 through H-19**); or for approval of your firm's standard layer index.
- G. The room attributes shall be provided on all AutoCAD building plans. Window attributes shall be shown on elevation drawings. The following attribute data shall be included:

1. **Rooms**
  - Room number (serves as the room tag)
  - Dimensions (length, width, height)
2. **Tag number**
  - Door size
  - Frame size
  - Fire rating
3. **Windows**
  - Tag number
  - Size
  - Glazing
  - Framing material

**IV. DOCUMENT REQUIREMENTS**

A. **Design Documents:** Prepare and submit the following documents to the DAS - Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

1. City/State Approved Drawings                   (1) Original set
2. Bid Set Drawings                                   (1) Set BOND PAPER (marked as "ORIGINAL")  
  (1) Set electronic file (DWG & PDF)
3. Project Manual                                       (1) Set hard copy  
& Detail Manual                                       (1) Set electronic file

B. **As-Built/Record Documents:** Prepare and submit the following record documents to the DAS -

Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

1. As-Built/Record Drawings (2) Sets BOND PAPER (marked as "ORIGINAL")  
(1) Set electronic file (DWG & PDF)
2. Project Manual (2) Sets hard copy  
& Detail Manual (1) Set electronic file
3. Operating/Maintenance Manuals (2) Sets hard copy, (1) set electronic file

The Prime Consultant and his/her sub-consultants shall prepare and submit the required As- Built/Record Drawings and Project Manuals in accordance with the following procedures:

1. Obtain from each Prime Contractor marked-up prints, clarification drawings, shop drawings and/or any other data showing significant changes in the work made during the construction phase, including all changes described in the original addenda.
2. Update the original electronic drawings and project manuals by transferring all addenda and field changes from the contractor's marked-up documents, describing significant changes to the original drawings and project manuals.

The Prime Consultant shall list all revisions on each drawing and identify each revision with boundaries. Each drawing shall be labeled **AS-BUILT/RECORD DRAWINGS** and **PROJECT and DETAIL MANUAL**, and have them dated and signed by the Principal in Charge.

3. The end product shall consist of a composite set of Record Drawings and Project Manuals accurately showing the as-built, on-site conditions of the entire project.

**C. Studies/Analysis/Survey Reports:** Prepare and submit the following documents to the DTPW Records Management Office with a copy of the transmittal letter submitted to the respective Project Manager:

1. Final Approved Report (2) Sets hard copy  
(1) Set electronically produced

## V. FINAL DOCUMENT REQUIREMENTS FOR ELETRONIC MEDIA

The Prime Consultant and his/her subconsultants shall prepare and submit:

- A. A Drawing Directory consisting of a drawing index, in hard copy and on electronic media, that is sorted by:
  1. Property site
  2. Building
  3. Discipline

And shall include:

4. MILWAUKEE COUNTY Project Number
5. MILWAUKEE COUNTY Site I.D. and Building I.D.
6. MILWAUKEE COUNTY Drawing Name and Description
7. Sheet number
8. Text Style
9. Image Files
10. 3rc1\_party Fonts
11. **Layer Log** for each Drawing Sheet including layer name, state (on/off), color, line type, defined blocks, user blocks, dependent blocks and unnamed blocks.

- B. Detail Drawings produced as a MANUAL shall include a Drawing Index consisting of the detail title and/or description, and identification number sorted by discipline and page number. The Drawing Index shall be submitted in hard copy and shall be incorporated in the Detail Manual.
- C. Consultants shall also submit correspondence outlining all special loading or start-up procedures required to generate the drawings for viewing, manipulating and editing on Milwaukee County DAS's CADD system (AutoCAD 2013).
- D. Consultants shall label the CD-ROM identifying:
  - 1. Project Number
  - 2. Project Title with Site I.D. and Building I.D.
  - 3. Name of Consultant Firm and Principal in Charge
  - 4. Date
- E. Consultants may insert their logos on Milwaukee County's Standard Cover Sheet with PRIOR APPROVAL from the Architect/ Engineer of record for the project.

Submit the Project Cover Sheet Layout to the Architect/ Engineer of record for review and approval. Consultants **MAY NOT** insert their logos on the Project Drawing Sheets. The consultant firm's name may be inserted in the designated space provided within Milwaukee County's Standard Title Block.

- F. For an example of file and layer indexing, please visit [http://county.milwaukee.gov/ImageLibrary/Groups/cntyArchEng/dturzai/09172013forward/SectionHFileLayerIndex2015 .pdf](http://county.milwaukee.gov/ImageLibrary/Groups/cntyArchEng/dturzai/09172013forward/SectionHFileLayerIndex2015.pdf)

**SUBMIT TO:**

**MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES ARCHITECTURAL, ENGINEERING & ENVIRONMENTAL SERVICES DIVISION  
633 WEST WISCONSIN AVENUE-SUITE 1000  
MILWAUKEE, WI 53203**

**PHONE: 414-278-3986**

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

COMPLETE LISTING OF SUBCONSULTANTS

(To Be Completed by Prime Consultant)

DATE: July 10, 2017

PROJECT TITLE: Mitchell Park Horticultural Conservatory Feasibility Study

PROJECT NO.: P490-16653

PRIME CONSULTANT: Hammel, Green and Abrahamson, Inc.

In the execution of the subject Prime Consultant Agreement, I/We propose to use the following subconsultants:

<u>No.</u>	<u>Name &amp; Address</u>	<u>Type of Service</u>	<u>Principal Contact</u>
1.	<u>ConsultEcon, Inc. 545 Concord Ave., Suite 210 Cambridge, MA 02138</u>	<u>Economic Development and Strategic Planning</u>	<u>Thomas Martin</u>
2.	<u>Quorum Architects, Inc. 3112 W. Highland Blvd. Milwaukee, WI 53208</u>	<u>Community Engagement</u>	<u>Allyson Nemece</u>
3.	<u>Kapur &amp; Associates Inc. 7711 N. Port Washington Rd. Milwaukee, WI 53217</u>	<u>Site Development &amp; Water Strategies</u>	<u>Kevin Byrne</u>
4.	<u>Montgomery Smith, Inc. PO Box 383 Burlington, KY 41005</u>	<u>Greenhouse Design &amp; Restoration</u>	<u>James Smith</u>
5.	<u>Middleton Construction Consulting 6009 Cottontail Trail Madison, WI 53718</u>	<u>Cost Estimating</u>	<u>Tom Middleton</u>

For Milwaukee County  
Department of Administrative Services  
Facilities Management Division

For Prime Consultant:

Approved (No.'s): 1-5

Rejected/Resubmit (No.'s) \_\_\_\_\_

  
Signature

James G. Vander Heiden, AIA  
Name

Vice President  
Title

July 10, 2017  
Date

  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

7/11/17  
Date

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

SUBCONSULTANT COMPLIANCE CERTIFICATION

DATE July 7, 2017

PROJECT TITLE Mitchell Park Horticultural Conservatory Feasibility Study

PROJECT NO P490-16653

PRIME CONSULTANT Hammel, Green and Abrahamson, Inc.

This is to certify that I/We:

SUBCONSULTANT NAME: ConsultEcon, Inc.

ADDRESS: 545 Concord Avenue, Suite 210  
Cambridge, MA 02138

Shall provide the following Subconsulting Services to the above named Prime Consultant:

TYPE OF SERVICES: Economic, Feasibility, Management and Planning Services

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions, including "Audit and Inspection of Records" requirements required of the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

**SUBCONSULTANT**

ConsultEcon, Inc.  
Subconsultant's Name

*Thomas J. M...*  
Signature

President  
Title

July 10, 2017  
Date

If Principal is a Corporation  
IMPRINT CORPORATE SEAL





MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

SUBCONSULTANT COMPLIANCE CERTIFICATION

DATE July 10, 2017

PROJECT TITLE Mitchell Park Horticultural Conservatory Feasibility Study

PROJECT NO P490-16653

PRIME CONSULTANT Hammel, Green and Abrahamson, Inc.

This is to certify that I/We:

SUBCONSULTANT NAME: Quorum Architects, Inc.

ADDRESS: 3112 West Highland Boulevard, Milwaukee, WI 53208


Shall provide the following Subconsulting Services to the above named Prime Consultant:

TYPE OF SERVICES: Public involvement/community meetings and architectural design support

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions, including "Audit and Inspection of Records" requirements required of the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

**SUBCONSULTANT**

Quorum Architects, Inc./Allyson Nemec  
Subconsultant's Name

  
Signature

President  
Title

\_\_\_\_\_  
Date

If Principal is a Corporation  
IMPRINT CORPORATE SEAL

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

SUBCONSULTANT COMPLIANCE CERTIFICATION

DATE 7/10/17

PROJECT TITLE Mitchell Park Horticultural Conservatory Feasibility Study

PROJECT NO P490-16653

PRIME CONSULTANT Hammel, Green and Abrahamson, Inc.

This is to certify that I/We:

SUBCONSULTANT NAME: KAPUR & ASSOCIATES, Inc.

ADDRESS: 7711 N. PORT WASHINGTON ROAD  
MILWAUKEE WI 53217

Shall provide the following Subconsulting Services to the above named Prime Consultant:

TYPE OF SERVICES: ENGINEERING

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions, including "Audit and Inspection of Records" requirements required of the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

**SUBCONSULTANT**

THOMAS R. PEREZ  
Subconsultant's Name

7/10/17  
Date

Thomas R Perez  
Signature

If Principal is a Corporation  
IMPRINT CORPORATE SEAL

ASSOCIATE  
Title

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

SUBCONSULTANT COMPLIANCE CERTIFICATION

DATE July 11, 2017

PROJECT TITLE Mitchell Park Horticultural Conservatory Feasibility Study

PROJECT NO P490-16653

PRIME CONSULTANT Hammel, Green and Abrahamson, Inc.

This is to certify that I/We:

SUBCONSULTANT NAME: Montgomery Smith, Inc.

ADDRESS: 4076 Petersburg Road

Burlington, KY 41005

Shall provide the following Subconsulting Services to the above named Prime Consultant:

TYPE OF SERVICES: Conservatory glazing and environmental systems assessments

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions, including "Audit and Inspection of Records" requirements required of the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

**SUBCONSULTANT**

James M. Smith, Montgomery Smith, Inc.  
Subconsultant's Name

7-11-17  
Date

[Signature]  
Signature

If Principal is a Corporation  
IMPRINT CORPORATE SEAL

President  
Title



MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

SUBCONSULTANT COMPLIANCE CERTIFICATION

DATE July 10, 2017

PROJECT TITLE Mitchell Park Horticultural Conservatory Feasibility Study

PROJECT NO P490-16653

PRIME CONSULTANT Hammel, Green and Abrahamson, Inc.

This is to certify that I/We:

SUBCONSULTANT NAME: Middleton Construction Consulting

ADDRESS: 6609 Cottontail Trail Madison, WI 53718

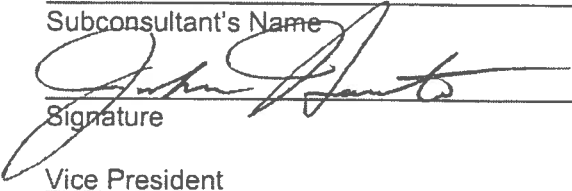
Shall provide the following Subconsulting Services to the above named Prime Consultant:

TYPE OF SERVICES: Cost Estimating

We also certify, that if we are approved for this project, we shall be bound by all applicable terms and conditions, including "Audit and Inspection of Records" requirements required of the Prime Consultant. No work will be started until we have an executed Agreement with the Prime Consultant incorporating all of the above requirements.

**SUBCONSULTANT**

Josh Houston  
Subconsultant's Name

  
Signature

Vice President  
Title

July 10, 2017  
Date

If Principal is a Corporation  
IMPRINT CORPORATE SEAL

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION  
CONSULTANT AGREEMENT CLOSEOUT CHECKLIST

Consultant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project No.: \_\_\_\_\_

Agreement (Contract) No.: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Type Agreement: A: \_\_\_ B (Annual): \_\_\_ C: \_\_\_ D: \_\_\_

Consultant Selection Documentation in File: Yes No

**These deliverable item from the consultant must be in the FACILITIES MANAGEMENT DIVISION  
Project (job) File:**

- Final Project Program Report (Sec. 3.1.3) (*Scope of project as agreed by all parties*)
- Final Estimate of Probable Construction Costs (Sec. 3.4.2) (*Submitted before bid process begins*)
- Copies of all State and Local Plan Examination approvals and receipts for paid application fees (Sec. 3.5.2.2)
- Project Manual and all addendum originals (Sec. 3.4.2, 3.5.2.3)
- Written recommendation as to Substantial Completion and final acceptance of the project (Sec. 3.6.2, 5.4.1.1) (AIA Form G704)
- Written confirmation of compliance of the Work with Contract Documents (sec. 3.6.2) (WI Commercial Bldg. Code, Form SBDB-9720)
- Final updated cost loaded schedule (Attachment "G-1")
- Record documents (Attachment "H-1") are accessible and useable \_\_\_\_\_  
(FCAP Records)
- Operation and maintenance manuals and data (CONSULTANT approved)
- Confirmation of Site Clean-Up (*i.e., environmental or geotechnical soil cuttings, purge water*)
- DBE Participation (Attach Approved Final Utilization Report): DBD-016PS, DBD-01BPS

**All of the above items applicable to this project have been submitted**

Prime CONSULTANT Signature: \_\_\_\_\_

County Project Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

SCORE: \_\_\_\_\_

MILWAUKEE COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES, FACILITIES MANAGEMENT DIVISION

CONSULTANT EVALUATION FORM

Consultant: \_\_\_\_\_

Consultant P.M.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project No.: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_ Evaluation Form Completed By: \_\_\_\_\_

Basic Services Provided by the CONSULTANT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please circle the Appropriate Response:**  
**Performance Assessment:**

- I. Quality of Work:
  - (4) Satisfied/Above Average
  - (3) Acceptable/Average
  - (2) Marginally Acceptable/Below Average
  - (1) Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_

- II. Adherence to Schedule/Timeliness/Responsiveness:
  - (4) Satisfied/Above Average
  - (3) Acceptable/Average
  - (2) Marginally Acceptable/Below Average
  - (1) Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_

- III. Budget Management/DBE Compliance:
  - (4) Satisfied/Above Average
  - (3) Acceptable/Average
  - (2) Marginally Acceptable/Below Average
  - (1) Unacceptable

Comments: \_\_\_\_\_

\_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

Composite Score = I + II + III / 3

IN WITNESS WHEREOF, This Agreement executed the day and year first above written.

FOR MILWAUKEE COUNTY:

DocuSigned by:  
Gregory High 7/12/2017  
Gregory G. High, Director (Date)  
DAS- Architecture, Engineering  
And Environmental Services

DocuSigned by:  
Teig Whaley-Smith 7/13/2017  
Teig Whaley-Smith, Director (Date)  
Administrative Services

DocuSigned by:  
Jerome P. Peltz 7/12/2017  
Jerome P. Peltz, Director (Date)  
DAS- Facilities Management Division

DocuSigned by:  
Chris Able 7/14/2017  
Chris Able, County Executive (Date)  
Office of the County Executive

APPROVED AS TO FUNDS AVAILABLE FOR WISCONSIN STATE STATUTES SECTION 59.255(2)(E):

DocuSigned by:  
[Signature] 7/14/2017  
[Signature] (Date)  
Office of the Comptroller

REVIEWED AS TO DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS (APPROVED WITH REGARD TO COUNTY ORDINANCE CHAPTER 42):

DocuSigned by:  
Rick Norris 7/13/2017  
Rick Norris (Date)  
Community Business Development Partners

APPROVED AS TO FORM AND INDEPENDENT CONTRACT STATUS BY CORPORATION COUNSEL:

DocuSigned by:  
Paul D. Kuglitsch 7/14/2017  
Paul D. Kuglitsch (Date)  
Corporation Counsel

REVIEWED AS TO INSURANCE REQUIREMENTS:

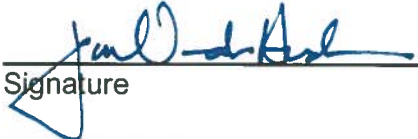
DocuSigned by:  
Paul Schweigel 7/12/2017  
Paul Schweigel (Date)  
Risk Manager

APPROVED AS COMPLIANT UNDER SEC. 59.42(2)(B)5, STATS.:

\_\_\_\_\_  
Corporation Counsel (Date)

BY CONSULTANT / CONTRACTOR:

Hammel, Green and Abrahamson, Inc.  
Contracting Firms Name

  
Signature

July 11, 2017  
Date

James Vander Heiden, AIA – Vice President  
Title

  
Witnessed By

If Principal is a Corporation  
IMPRINT CORPORATE SEAL



## Certificate Of Completion

Envelope Id: 98CBB6FBC22947EFA126116B2371BFD8	Status: Sent
Subject: Please DocuSign: HGA Mitchell Park Hortc. Conservtry Feasibility study.pdf	
Source Envelope:	
Document Pages: 72	Signatures: 8
Supplemental Document Pages: 0	Initials: 0
Certificate Pages: 6	
AutoNav: Enabled	Payments: 0
Envelope Stamping: Enabled	
Time Zone: (UTC-06:00) Central Time (US & Canada)	
	Envelope Originator: Katie Dunne
	633 W. Wisconsin Ave. Suite 901 Milwaukee, WI 53203 katie.dunne@milwaukeecountywi.gov IP Address: 204.194.251.5

## Record Tracking

Status: Original 7/12/2017 12:23:39 PM	Holder: Katie Dunne katie.dunne@milwaukeecountywi.gov	Location: DocuSign
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## Signer Events

Gregory High  
Gregory.High@milwaukeecountywi.gov  
Director of AE&ES Section - DAS - Facilities Management  
Milwaukee County  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Chris Abele  
cabele@milwcnty.com  
County Executive  
Milwaukee County  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jeremy Theis  
jeremy.theis@milwaukeecountywi.gov  
Director of Facilities Management  
Milwaukee County  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Paul D. Kuglitsch  
corpcounselsignature@milwcnty.com  
Deputy Corporation Counsel  
Milwaukee County  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
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## Signature

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Using IP Address: 204.194.251.5

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Signed using mobile

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Using IP Address: 204.194.251.5

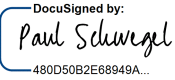

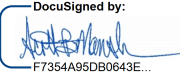
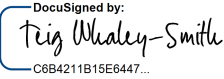
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Signed: 7/12/2017 2:39:10 PM

Sent: 7/14/2017 11:38:14 AM  
Viewed: 7/14/2017 2:49:47 PM  
Signed: 7/14/2017 2:50:52 PM

Sent: 7/12/2017 2:39:12 PM  
Viewed: 7/12/2017 2:53:43 PM  
Signed: 7/12/2017 2:57:12 PM

Sent: 7/12/2017 2:39:12 PM  
Viewed: 7/14/2017 11:47:17 AM  
Signed: 7/14/2017 11:47:36 AM

Signer Events	Signature	Timestamp
<p>Paul Schwegel paul.schwegel@milwaukeecountywi.gov Safety Manager Milwaukee County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p>DocuSigned by:  480D50B2E68949A...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 7/12/2017 2:39:12 PM Viewed: 7/12/2017 3:44:44 PM Signed: 7/12/2017 4:05:27 PM</p>
<p>Rick Norris rick.norris@milwaukeecountywi.gov CBDP Director Milwaukee County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p>DocuSigned by:  AD4C84D4023E450...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 7/12/2017 2:39:12 PM Viewed: 7/13/2017 8:42:15 AM Signed: 7/13/2017 8:46:34 AM</p>
<p>Scott B. Manske comptrollersignature@milwcnty.com Comptroller Milwaukee County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p>DocuSigned by:  F7354A95DB0643E...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 7/14/2017 7:23:28 AM Viewed: 7/14/2017 8:17:25 AM Signed: 7/14/2017 8:51:11 AM</p>
<p>Teig Whaley-Smith Teig.Whaley-Smith@milwaukeecountywi.gov Director of Administrative Services Milwaukee County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 1/27/2015 8:36:57 AM ID: edf36fad-2204-4057-8b19-ec98b81091b2</p>	<p>DocuSigned by:  C6B4211B15E6447...</p> <p>Using IP Address: 204.194.251.5</p>	<p>Sent: 7/12/2017 2:39:13 PM Viewed: 7/13/2017 7:16:17 AM Signed: 7/13/2017 7:16:53 AM</p>
<p>Corporation Counsel corp counselsignature@milwcnty.com Deputy Corporation Counsel Milwaukee County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		<p>Sent: 7/14/2017 2:50:55 PM</p>

In Person Signer Events	Signature	Timestamp
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<b>Agent Delivery Events</b>	Status	Timestamp
<b>Intermediary Delivery Events</b>	Status	Timestamp
<b>Certified Delivery Events</b>	Status	Timestamp
<b>Carbon Copy Events</b>	Status	Timestamp
<b>Notary Events</b>	Signature	Timestamp

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>• Allow per session cookies</li><li>• Users accessing the internet behind a Proxy Server must enable HTTP</li></ul>

1.1 settings via proxy connection
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\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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