

COUNTY OF MILWAUKEE

Inter-office Communication

Date: November 8, 2023

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Donna Brown-Martin, Director, Department of Transportation

Subject: From the Director, Department of Transportation and the Airport Director, Airport Division, Department of Transportation, seeking authorization to enter into a Professional Service Agreement with Unison Consulting, Inc. for financial consulting services.

File Type: Action Report

REQUEST

The Department of Transportation, Airport Division, is seeking authorization to enter into a Professional Service Agreement with Unison Consulting, Inc. ("Unison") of Chicago, Illinois for financial consulting services.

POLICY

Milwaukee County Code of Ordinances Chapter 56.30 defines the procedure for purchase of Professional Services by competitive solicitation. Per Wisconsin Statutes, 59.52 (31), approval by the County Board is required for agreements exceeding \$300,000 and for multi-year budget contracts.

BACKGROUND

The agreement is needed to support the timely implementation of the Airport Division's financial objectives. Consultant services include but are not limited to supporting capital improvement planning, Passenger Facility Charge ("PFC") applications, new revenue bond debt financing/refunding including required bondholder continuing disclosure, Airport Use and Lease Agreement negotiations, airline rates and charges analysis and development, and financial planning and benchmarking.

A Request for Proposal (RFP) was issued in September 2023 by the Airport through the Department of Administrative Services, Procurement Division that requested competitive proposals from qualified firms to provide financial consulting services. Unison, the incumbent, was the sole Respondent to the RFP.

The RFP review panel reviewed the proposal and recommended that an agreement be awarded to Unison.

The RFP included a 17% Targeted Business Enterprise goal. Unison is a registered DBE and plans to meet the DBE goal through self-performed work.

ALIGNMENT TO STRATEGIC PLAN

3B: Enhance the County's fiscal health and sustainability

FISCAL EFFECT

The annual cost of the agreement is estimated to be \$300,000 and is included in the Airport's budget for 2024. A fiscal note is attached.

TERM

The term of the agreement is January 1, 2024 through December 31, 2028 with up to two (2) optional one-year extensions.

VIRTUAL MEETING INVITES:

James H. Martin, Director – Finance and Administration, MCDOT – Airport Division
Brian Dranzik, Airport Director, MCDOT – Airport Division
Donna Brown-Martin, Director, Department of Transportation

PREPARED BY:

James H. Martin, Director – Finance and Administration, MCDOT – Airport Division

APPROVED BY:

A handwritten signature in blue ink that reads "Donna Brown-Martin". The signature is written in a cursive style and is positioned above a horizontal line.

Donna Brown-Martin, Director, Department of Transportation

ATTACHMENTS:

- Resolution
- Fiscal Note
- Draft Professional Service Agreement
- Request for Proposal RFP-2023-035
- RFP-2023-035 Award Letter

cc. Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk