

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

**FILE NO. 21-644**

**DATE:** June 7, 2021

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

**FROM:** Stuart Carron, Director, Department of Administrative Services, Facilities Management Division

**SUBJECT:** A Request from the Director, Department of Administrative Services, Facilities Management Division (DAS-FMD), regarding Passive Review of a Professional Services Agreement Exceeding \$100,000 but less than \$300,000 for Capital Project WP700-20146, Kosciuszko Community Center Facility Community Needs Planning Study

**FILE TYPE:** Passive Review Contract

**REQUEST**

The Director of the Facilities Management Division of the Department of Administrative Services (DAS-FMD) is requesting passive review of a professional service agreement with Quorum Architects, Inc. to provide professional services for 2020 Capital Project WP700-20146, Kosciuszko Community Center Facility Community Needs Planning Study.

**OVERVIEW**

The Department of Parks, Recreation and Culture operates the Kosciuszko Community Center, located in Kosciuszko Park, 2201 S. 7th Street, Milwaukee. Kosciuszko Community Center was built in 1981 and serves as a hub of positive recreational and educational activity for Milwaukee's Near South Side and is an afterschool and summer programming hub for the region. Significant deferred and pending maintenance requirements at Kosciuszko Community Center have compelled Milwaukee County Parks leadership to consider the future of the community center. Deferred and planned maintenance requirements for the Community Center over the next 20 years are estimated at more than \$10 million. Further, it is expected that the uses of the facility are limited by the building's design and that additional services desired by the community could not take place in the building as currently designed. A planning process will help bring clarity to the future of the facility, help to better understand the desired uses and recreational trends, engage the public to clarify local needs, and provide guidelines for physical and functional design of the facility of the future that can better meet these needs in a sustainable manner.

Milwaukee County DAS-FMD and Parks staff, with assistance from DAS-Procurement staff, solicited proposals from consultants to provide professional services related to the project. Three responsive proposals were received. DAS-FMD and Parks staff reviewed all three proposals and

interviewed the proposers. The consensus of the reviewers was to award the professional services agreement to Quorum Architects, Inc.

### **POLICY**

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

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

### **FISCAL EFFECT**

This request was included in the adopted 2020 capital budget, as project number WP70001 and with a capital appropriation amount of \$199,646. The total contract amount is \$147,360.

### **TERMS**

The contract term start date is dependent on passive review, and the contract is anticipated to be complete by December 2021. The standard Milwaukee County professional services agreement is being used to define the terms.

### **RACIAL EQUITY COMPONENT**

The contract includes a targeted business enterprise (TBE) goal of 17%. The selected consultant is a recognized TBE firm. Racial equity will also be addressed in the recommendations of the consultant.

### **VIRTUAL MEETING INVITEES**

Peter Nilles, Director, Facilities Planning and Development, DAS-FMD  
Jim Tarantino, Director of Recreation and Business Services, Department of Parks, Recreation and Culture  
Sarah Toomsen, Manager of Planning and Development, Department of Parks, Recreation and Culture

### **PREPARED BY**

Peter Nilles, Facilities Planning & Development, DAS-FMD

### **APPROVED BY**

*Stuart Carron*

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Stuart Carron, Director, Facilities Management Division, Department of Administrative Services

### **ATTACHMENTS**

Fiscal Note

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