

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: June 13, 2023

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

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

SUBJECT: From the Director, Department of Administrative Services Facilities Management Division (DAS-FMD), providing an informational report on the selection of a consultant to provide professional services for design of renovations to the Family Court Commissioner space on the seventh floor of the Historic Courthouse

FILE TYPE: Informational Report

REQUEST

This informational report provides details on selection of a consultant for a professional services contract that is currently being executed for design of renovations to the Family Court Commissioner space on the seventh floor of the Historic Courthouse

POLICY

This informational report is provided to demonstrate alignment of the consultant selection process with Milwaukee County Ordinance (MCO) § 56.30.

BACKGROUND

DAS-FMD staff have been working with Family Court Commission staff to improve the existing Family Court Commission space on the seventh floor of the Historic Courthouse. The original request, from the Chief Judge of the First Judicial District in 2021, requested renovations to the space to provide for adequate social distancing during the COVID-19 pandemic, and to provide for safer, more appropriate facilities for proceedings and administrative functions.

Conceptual design for the renovations began in May 2022. Continuum Architects + Planners, S.C. (Continuum) was selected using an informal proposal process in accordance with MCO § 56.30(5)(a). Proposals were requested from Continuum and two other design consultants. One of the design consultants declined to submit a proposal. Between the two proposals received, Continuum was selected to provide the services, for a total fee of \$28,276. The conceptual design professional services contract was funded out of DAS-FMD operating budget. Continuum included IBC Engineering Services, Inc. (IBC) in their proposal, to provide conceptual design of the mechanical and electrical upgrades. IBC qualifies as a targeted business enterprise (TBE), and IBC's portion of the conceptual design contract was approximately 31.6% of the total fee, which exceeds the 17% TBE participation goal set by the Office of Economic Inclusion.

American Rescue Plan Act (ARPA) funding was allocated to the project later in 2022, in the amount of \$750,000, in Adopted County Board file 22-977 (capital project number WY062510). Another consultant, The Concord Group (Concord), has been providing project management support to Milwaukee County staff for this and other ARPA funded projects under a separate professional services agreement. On behalf of Milwaukee County, Concord requested a proposal from Continuum to continue design development, provide construction documents and provide services during construction, for Phase 1 of the project. Continuum submitted a proposal in the amount of \$94,621 for the requested services, again with IBC included for TBE participation, at 39%.

STATUS UPDATE

Independent consultants to Milwaukee County (The Concord Group) have reviewed the proposal and provided a memo (attached) to justify retaining Continuum to continue their design services.

Please note, Phase 2 of the project, which is scheduled for implementation in 2024, will also require design services. We anticipate selecting a design consultant for Phase 2 using a new request for proposals, in accordance with MCO § 56.30.

RACIAL EQUITY COMPONENT

This professional services contract approach aligns to the County's strategic plan in the following ways:

- Enhancing Milwaukee County's fiscal health and sustainability
- Increasing the number of Milwaukee County contracts awarded to minority and women-owned businesses

FISCAL EFFECT

This report is informational only. There is no fiscal effect.

TERMS

As there are no contracts for review and action as part of this informational report, there are no contract terms to provide. The standard Milwaukee County professional services contract for design consultants will be used for this project.

VIRTUAL MEETING INVITEES

Peter Nilles, Director, Facilities Planning and Development, DAS-FMD

PREPARED BY

Peter Nilles, Director, Facilities Planning & Development, DAS-FMD

APPROVED BY

Stuart Carron

Stuart Carron, Director

Department of Administrative Services Facilities Management Division

ATTACHMENTS

Memo from The Concord Group dated June 12, 2023

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