

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

**DATE:** November 27, 2023

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

**FROM:** Stuart Carron, Director, Facilities Management Division  
Sean Hayes, Director of Architecture, Engineering, & Environmental Services

**SUBJECT:** **Request for Passive Review: WP068201 Whitnall Clubhouse HVAC Project.**

A Request from the Director, Department of Administrative Services, regarding Passive Review of a Professional Services Agreement exceeding \$100,000 but less than \$300,000 for Capital Project WP068201 – Whitnall Clubhouse HVAC Replacement and Kitchen Improvements.

**FILE TYPE:** **Passive Review Contract**

**REQUEST**

The Director of Architecture, Engineering & Environmental Services is requesting a passive review to enter into a professional services agreement with Quorum Architecturs Inc. to provide professional services for Capital Project WP068201 – Whitnall Clubhouse HVAC Replacement and Kitchen Improvements.

**PROJECT OVERVIEW**

The capital project was previously approved and funded at \$167,205 budget for design-only phase. Future construction scope and cost will be submitted for future review and approval. The design will focus on HVAC system replacement for kitchen and dining room to improve conditions for employees and guests. Additionally, other design will include improvements to kitchen layout, kitchen equipment, and its associated electrical, mechanical, and plumbing systems, and ADA code compliance ramps and restroom. The County's VFA database reflects the need for upgrades and repairs of this nature, as the building systems and areas described are categorized as potentially critical repairs.

The project is being funded as part of the Milwaukee County Capital Improvement Plan (CIP).

The capital budget includes funding for design only. A passive review of the proposed Quorum Architects, Inc. consultant agreement is requested.

**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

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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**

The 2023 Adopted Budget includes funding for this contract. The contract does not increase capital expenditures or use contingency funds, grants funds or funds from a future budget year.

### **TERMS**

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 approved TBE participation plan for the contract will meet the goal.

### **VIRTUAL MEETING INVITEES**

Sean Hayes, Director of Architecture & Engineering  
Ryan A. Lent, Project Executive, Concord Group (consultant)  
Sarah Toomsen, Manager of Planning & Development, Dept. of Parks, Recreation & Culture

### **PREPARED BY**

Sean Hayes, Director of Architecture & Engineering

### **APPROVED BY**

*Stuart Carron*

Stuart Carron, Director  
Facilities Management Division  
Department of Administrative Services

### **ATTACHMENTS**

Consultant Retention Approval  
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

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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