

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: October 22, 2021

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

FROM: Guy Smith, Executive Director Milwaukee County Parks

SUBJECT: A Request from the Executive Director of Milwaukee County Parks for Passive Review of a Professional Services Agreement Exceeding \$100,000 but less than \$300,000 for Capital Project WP0707 –Old Loomis Road.

FILE TYPE: Passive Review Contract

REQUEST

The Executive Director of Milwaukee County Parks is requesting passive review of a professional service agreement with Exp U.S. Services, Inc. to provide professional services for 2021 Capital Project WP0707 –Old Loomis Road for design funding only.

OVERVIEW

While this section of local road does carry a portion of the Oak Leaf Trail, it is primarily used by residents of an adjacent residential neighborhood. The 0.38 mile section of roadway falls within both the City of Franklin and the Village of Greendale. The pavement is in poor condition and has a pavement rating of 20/100. Potholes have been continuously patched but is deteriorated to a point where it continues to worsen. The project will address complete roadway reconstruction including integrated vegetation management to make sure sufficient clearance is available adjacent to the pavement.

The scope of work includes planning and design for the replacement of Old Loomis Road from S. 76th Street to the connection point of the Oak Leaf Bike Trail located at Hollow Lane. The approved capital project envisions pulverizing the existing asphalt pavement and reconditioning the asphalt pavement. The roadway width and typical section will be determined during the design phase of the project. New driveway approaches, turf restoration and some tree clearing are also included. Storm water best management practices, green infrastructure, natural areas restoration and management shall be incorporated where possible.

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 2021 capital budget, as project number WP0707011 and with a capital appropriation amount of \$170,000. The total contract Not to Exceed (NTE) fee is \$158,925.75. The project is partially funded through the State of Wisconsin, Department of Transportation, Local Roads Improvement Program. The 2021 capital budget includes funding for design only. Exp U.S. Services, Inc Not to Exceed (NTE) fee breakdown for the project is as follows:

FEE BREAKDOWNS:**WP707 –Old Loomis Road Reconstruction****Current Allowable Fee plus Allowance:**

1. Basic Services - Lump Sum Not to Exceed Sum	\$132,175.75
2. Additional Services - Lump Sum Not to Exceed Sum	\$1,750.00
3. Design Fee Contingency (NTE)	\$5,000.00
4. Future Construction Oversight Contingency (NTE)	\$20,000.00
5. <u>Reimbursable Allowance (NTE)</u>	<u>\$0.00</u>
6. Fee Plus Allowance (NTE)	\$158,925.75

TERMS

The contract term start date is dependent on passive review, and the contract is anticipated to be complete by March of 2022. The standard Milwaukee County professional services agreement is being used to define the terms.

RACIAL EQUITY COMPONENT

The contract includes a disadvantaged business enterprise (DBE) goal of 17%. The approved DBE participation plan for the contract will exceed the goal.

VIRTUAL MEETING INVITEES

Amy Keltner, Director, AE&ES Section, DAS-FM Division
Sarah Toomsen, Manager of Planning and Development, Milwaukee County Parks
Donna Brown-Martin, Director, Milwaukee County Department of Transportation
David S. Gulgowski, Project Manager, AE&ES, DAS-FM

Request for Passive Review

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PREPARED BY

Jeremy Lucas, Director of Administration & Planning, Milwaukee County Parks

APPROVED BY

Guy Smith

Guy Smith, Executive Director, Milwaukee County Parks

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