

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: October 29, 2019

TO: Chairman Theodore Lipscomb, Milwaukee County Board of Supervisors

FROM: Greg High, Director, AE&ES Section, DAS-FM Division

SUBJECT: **2018 Capital Project WO535 –War Memorial Center – North Lot Design and Greenprint Plan: From the Director, Architecture, Engineering, and Environmental Services Section, Facilities Management Division, Department of Administrative Services, requesting passive review of fee increase #2 to extend a professional service agreement with The Sigma Group, Inc. to provide professional services**

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. The Director of the Department of Administration (DAS) is requesting passive review of fee increase #2 to extend a professional service agreement with The Sigma Group, Inc. to provide professional services for the 2018 Capital Project WO535-18612 – War Memorial Center- North Lot Design and Greenprint plan

BACKGROUND

The War Memorial Center has been working with Milwaukee County to develop a re-design of the existing North Parking Lot area on the lakefront. They have obtained three grants totaling over \$960,000 from the Fund For Lake Michigan, MMMSD and the NFWF SOGL grant to help insure that this design is a worthwhile and environmentally sustainable project. The RFP was put out in August of 2018 for the design portion.

A proposal review committee of six persons was assembled to review the five proposals received by the County. This committee was comprised of Parks, the WMC and DAS – Facilities staff members. The committee members again ranked the teams after the interview process and The Sigma Group was selected.

In July of 2019 DAS-FM submitted a fee increase on this agreement for passive review. That fee increase extended the current agreement to cover Phase 2 which included additional survey investigation and soil testing, completion of the final design, preparation of construction bid documents, bid process services and designer construction services during construction.

The project for the North Lot design of the War Memorial Center has passed through the design stages and has received public support and favor. Additional soil testing and soil management per WDNR requirements are now needed for the project construction. This was an unexpected change in policy for this site and has caused additional work and cost to the project as a contaminated fill site. The contract is now requiring a separation of the contract for the grant program completion and additional project work that has required additional plan sheet preparation and additional plan review for completion.

FEE BREAKDOWN:

Current Allowable Fee plus Allowance:

1. Phase I: Lump Sum - Not to Exceed - Consulting Fees	\$ 91,949.11
2. Phase II: Lump Sum - Not to Exceed - Consulting Fees (fee increase #1)	\$ 84,372.50
3. Fee increase for #2 redesign and contaminated site engineering	\$ 60,774.00
3. <u>Reimbursable Allowance (NTE)</u>	<u>\$ 1,700.00</u>
4. Fee Plus Allowance (NTE)	\$ 238,795.61

NOTE: Phase I base contract and Phase II fee increase were previously authorized.


TBE participation goal for this contract is 17%. This fee increase is in conformance with the approved TBE participation plan which will meet the goal.

RECOMMENDATION

The Director of the DAS respectfully requests passive review of this fee increase for professional services with The Sigma Group, Inc for the War Memorial Center North Lot Design and Greenprint plan, resulting in a total fee of **\$ 238,795.61**.

Prepared by: Julie Bastin, Project Manager, AE&ES, DAS-FM

Approved By:

 12/2/19
Gregory G. High, P.E., Director
AE&ES Section, DAS-FM Division
Department of Administrative Services

Attachments: Fee Increase Approval
Fiscal Note

Cc: Chris Abele, County Executive
Raisa Koltun, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Teig Whaley-Smith, Director, Department of Administrative Services

Chairman Lipscomb

October 29, 2019

Page 3

Joseph Lamers, Fiscal & Budget Director, DAS

Vince Masterson, Fiscal & Strategic Asset Coordinator, DAS

Pamela Bryant, Capital Finance Manager, Comptroller's Office

Justin Rodriguez, Capital Finance Analyst, Comptroller's Office

