

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: June 7, 2019

TO: Chairman Theodore Lipscomb, Milwaukee County Board of Supervisors

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

SUBJECT: **Professional Services Agreement Exceeding \$100,000 for Capital Project WO535 – War Memorial Center – North Lot Design and Greenprint Plan**
- Passive Review

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 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, MMSD 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 members. The committee members again ranked the teams and The Sigma Group was selected by all. A contract was awarded to the consultant for Phase 1 work, including planning and preliminary design services.

The preliminary designs have been presented to all three granting agencies as well as the Art Museum, City of Milwaukee, Parks Department and many other stakeholders. The preliminary plan has been well received and the construction plans are in need of completion in order to keep the project on schedule.

DAS-FM plans to extend the current agreement to cover Phase 2 which includes 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.

FEE BREAKDOWN:

| | | |
|----|---|-----------------------|
| A. | Original Fee Plus Allowance: | \$93,649.11 |
| | 1.Fee | \$91,949.11 |
| | 2. <u>Reimbursable Allowance</u> | <u>\$1,700.00</u> |
| | 3.Fee Plus Allowance | \$93,649.11 |
| B. | Previously Approved Fee Increases plus Allowance (NTE): | \$0.00 |
| | 1.Fee Increase | \$0.00 |
| | 2. <u>Reimbursable Allowance (NTE)</u> | <u>\$0.00</u> |
| | 3.Total | \$0.00 |
| C. | This Fee Increase plus Allowance (NTE): | \$84,372.50 |
| | 1.Fee Increase | \$84,372.50 |
| | 2.<u>Reimbursable Allowance (NTE)</u> | <u>\$00.00</u> |
| | 3.Total | \$84,372.50 |
| D. | Revised Max Allowable Fee Plus Allowance: | \$178,021.61 |
| | 1.Fee | \$176,321.61 |
| | 2. <u>Allowance (NTE)</u> | <u>\$1,700.00</u> |
| | 3.Fee Plus Allowance (NTE) | \$178,021.61 |

There are sufficient funds in the current project budget for this fee increase.

TBE participation goal for this contract is 17%. The approved DBE participation plan will meet the goal.


RECOMMENDATION

The Director of the DAS respectfully requests passive review of this fee increase of \$84,372.50 for professional services with The Sigma Group, Inc for the War Memorial Center North Lot Design and Greenprint Plan.

This results in a total fee of **\$ 178,021.61.**

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

Approved By:



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

Attachments: Fee Increase Approval

Chairman Lipscomb

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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
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