

**DEPARTMENT OF ADMINISTRATIVE SERVICES
FACILITIES MANAGEMENT DIVISION
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION
(CONSULTANT FEE INCREASE APPROVAL FORM)**

FEE INCREASE No. 3

I. PROJECT DESCRIPTION

Project Title: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)

Project No.: WA176-13003

Agency: 120

Org. No.: 1300

Object No.: 6146

Project Code: WA176011

Activity: _____

Function: _____

Category: _____

Consultant: Crawford, Murphy & Tilly, Inc. (CMT)
2750 W. Washington Street
Springfield, IL 62702

REVIEWED BY SLP
DATE 6-15-16

Agreement Type

- Lump Sum - Not-To-Exceed Type "A" or "D" Agreement
- Lump Sum - Not-To-Exceed Type "B" Agreement – Annual
- Actual Cost - Not-To-Exceed Fee Type "B" Agreement – Annual
- Actual Cost - Not-to-Exceed Fee Type "C" Agreement

Fee Increase Type: Actual Cost: Not-to-Exceed (if other type , justify in reason section)

II. FEE INCREASE REASON

The increase is needed because the work expended by the consultant was more than was originally anticipated to complete the scope. The additional work was necessary for multiple meetings and presentations to the FAA Airports District Office (ADO) due to the complexity of future runway and taxiway configuration at GMIA. An ALP that reflects compliant pavement geometry requires substantial change to the current runway layout. In order for GMIA to maintain current operational flexibility, commitment on the part of the FAA was sought through multiple meetings and correspondences that require additional resources. This fee revision will enable the original scope and intent of the project to be completed, as well as assist with the production of the FAA-requested justification for the future funding for the implementation of the revised airfield geometry.

The airport has received federal and state AIP grant funding for the project, with the balance covered by PFC funds.

III. APPROVED FEE BREAKDOWN:

FEE INCREASE APPROVAL FORM

PROJECT TITLE: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)
PROJECT NO.: WA176-13003

FEE INCREASE NO. : 3

A.	Original Fee Plus Allowance:	\$229,028.00
1.	Fee	\$221,878.00
2.	<u>Reimbursable Allowance</u>	<u>\$7,150.00</u>
3.	Fee Plus Allowance	\$229,028.00
B.	Previously Approved Fee Increases plus Allowance (NTE):	\$260,893.00
1.	Fee Increase	\$244,193.00
2.	<u>Reimbursable Allowance (NTE)</u>	<u>\$16,700.00</u>
3.	Total	\$260,893.00
C.	This Fee Increase plus Allowance (NTE):	\$74,037.00
1.	Fee Increase	\$68,037.00
2.	<u>Reimbursable Allowance (NTE)</u>	<u>\$6,000.00</u>
3.	Total	\$74,037.00
D.	Revised Maximum Allowable Fee Plus Allowance:	\$563,958.00
1.	Fee (NTE)	\$534,108.00
2.	<u>Allowance (NTE)</u>	<u>\$29,850.00</u>
3.	Fee Plus Allowance (NTE)	\$563,958.00

IV. DBE UTILIZATION

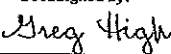
(Approved DBE Participation Recommendation Form (DBE-12 Form if 0% goal) or "DBE" Utilization Report (DBE-14 Form approved by DBE office) are attached)

V. FISCAL NOTE

Appropriation transfer will increase the project budget to cover this fee revision.

PREPARED BY: James R. Zsebe

REVIEWED AND RECOMMENDED BY:

DocuSigned by:


 Gregory G. High, Director
 Architecture, Engineering
 and Environmental Services Section

6/15/2016

 Date

FEE INCREASE APPROVAL FORM

PROJECT TITLE: GMIA Airport Master Plan -- Completion of Airport Layout Plan (ALP)

PROJECT NO.: WA176-13003

FEE INCREASE NO. : 3

OWNER DEPARTMENT APPROVAL

Consultant Fee Increase Approved:

DocuSigned by: <i>Ismael Bonilla</i>	6/15/2016
Ismael Bonilla	Date
Director General Mitchell International Airport	

DIRECTOR OF FACILITIES MANAGEMENT

Consultant Fee Increase Approved:

DocuSigned by: <i>Jeremy Heis</i>	6/15/2016
Jeremy Heis	Date
Director DAS- Facilities Management Division	

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

Consultant Fee Increase Approved:

DocuSigned by: <i>Trig Whaley-Smith</i>	6/20/2016
Trig Whaley-Smith	Date
Director Department of Administrative Services	

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Fee Increase Approved:

DocuSigned by: <i>Paul D. Kuglitsch</i>	6/20/2016
Paul D. Kuglitsch	Date
Corporation Counsel	

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Fee Increase Approved:

Scott Manske, Comptroller Office of the Comptroller	Date

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Fee Increase Approved:

Chris Abele, County Executive Office of the County Executive	Date

FEE INCREASE APPROVAL FORM

PROJECT TITLE: GMIA Airport Master Plan – Completion of Airport Layout Plan (ALP)

PROJECT NO.: WA176-13003

FEE INCREASE NO. : 3

Attachments: Consultant Scope of Work w/Task-Hours Matrix
Approved DBE Participation Form
1684 Form

COPIES AFTER APPROVAL

cc:

G. High, A&E, DAS-FM
C. Hardy, A&E, DAS-FM

B. Engel, CBDP
Project Manager

Project File – Original

General Mitchell International Airport
GMIA Master Plan – Completion of Airport Layout Plan
Phase 3 Scope Narrative
June 10, 2016

❖ *Airport Layout Plan Update*

- Additional Effort Related to Runway 1R-19L Extension and Runway 13-31 Decommissioning Analysis
 - The development of detailed information and presentations regarding the value proposition of Runway 13-31 and the need to “replace” the critical function provided by Runway 13-31 if that facility were to be closed as part of the airfield safety enhancement program.
 - Specific tasks include:
 - ◆ an analysis of Runway 13-31 usage and associated operational safety concerns
 - ◆ definition of the Runway “replacement” program and associated benefits
 - ◆ a conceptual plan for implementation.
 - Runway analysis was specifically excluded in the original Request for Qualifications document and was not included in CMT’s original scope document.
 - Multiple meetings beyond those anticipated during scoping have been held with airport management and FAA representatives to present the value proposition.

- FAA Standard Operating Procedure 2.0
 - New criteria issued by FAA after scoping of the ALP update was completed.
 - FAA requires all “new” ALPs submitted to their office conform to SOP 2.0 requirements.
 - Additional work in preparing the existing ALP set to conform with new checklist requirements including but not limited to:
 - Additional sheet production
 - Inclusion of additional information on applicable sheets compared to previous requirements
 - Research of additional “data” required to be included in the ALP set for FAA review
 - Additional obstruction analysis
 - General management for product completion

- Future Runway 7R-25L ALP Options
 - Development of a presentation and meeting with airport management regarding the depiction of Future Runway 7R-25L on the current approved ALP including potential land use concerns in accordance with FAA criteria.
 - Research of other airport locations which depict long-range development programs and associated land use development concerns.

Assumptions/Exclusions

1. Additional Obstruction Collection During ALP Update is not Included – Existing AGIS Obstruction Data Sets Are Assumed to be Used
2. Modification to Standards, Runway Safety Area Determinations and RPZ Compliance Development are not Included

ATTACHMENT A
CLIENT: GENERAL MITCHELL INTERNATIONAL AIRPORT
PROJECT DESCRIPTION: AIRPORT LAYOUT PLAN (ALP) UPDATE FOR AC 150/5300-13A COMPLIANCE
SUMMARY OF PROJECT COST

Overall Project Cost by Deliverable					
Project Deliverable	CMT Labor Hours	CMT Labor Cost	Subconsultant Labor Cost	Project Team Expenses	Total Deliverable
Task 1: Airport Layout Plan (ALP) Update - Scope Adjustments	570	\$55,993.85	\$12,043.48	\$6,000.00	\$74,037.33
Total	570	\$55,993.85	\$12,043.48	\$6,000.00	\$74,037.33

Labor Cost Allocation by Firm	Budget	% of Total
Crawford, Murphy & Tilly Inc.	\$55,994	82.3%
M-Squared Engineering & Associates (DBE)	\$12,013	17.7%
Total	\$68,007	100%

ATTACHMENT B
CLIENT: GENERAL MITCHELL INTERNATIONAL AIRPORT
PROJECT DESCRIPTION: AIRPORT LAYOUT PLAN (ALP) UPDATE FOR AC 150/5300-13A COMPLIANCE
PROFESSIONAL SERVICES - ESTIMATE OF LABOR EFFORT
 Loaded Hourly Rates - 2013 (Overhead & Profit Included)

Work Task Description	Crawford, Murphy & Tilly, Inc. (Prime Consultant)						M-Squared Engineering			
	Senior Project Manager	Senior Planner	Senior Engineer	Engineer	Senior Technician	Technician	Project Lead	Project Manager	Senior Eng/Tech	Staff Engineer
Loaded Hourly Rate:	\$153.69	\$88.71	\$93.27	\$77.69	\$92.31	\$70.45	\$187.59	\$184.93	\$97.92	\$86.49
Task # 1 Airport Layout Plan (ALP) Update - Scope Adjustments										
Runway Justification	24	70	40	12	32					
FAA Standard Operating Procedures 2.0	12	60			108		12		100	
Future Runway 7R-25L ALP Options	12	24	12		24					
Runway 1R-19L Development Programming	16	40	40		32					
Project Management	4	4	4							
Manhours by Employee Category	68	198	96	12	196	0	12	0	100	0
Labor Cost by Employee Category	\$10,450.60	\$17,563.74	\$8,953.98	\$932.26	\$18,093.27	\$0.00	\$2,251.07	\$0.00	\$9,792.41	\$0.00
Total Labor Cost by Firm			\$53,993.85					\$12,043.48		

ATTACHMENT C
CLIENT: GENERAL MITCHELL INTERNATIONAL AIRPORT
PROJECT DESCRIPTION: AIRPORT LAYOUT PLAN (ALP) UPDATE FOR AC 150/5300-13A COMPLIANCE
PROFESSIONAL SERVICES - ESTIMATE OF EXPENSES

Costs and Expenses Summary	Crawford, Murphy & Tilly, Inc.				M-Squared Engineering			
	Travel	Lodging	Per Diem	Printing	Travel	Lodging	Printing	Printing
1 Airport Layout Plan (ALP) Update - Scope Adjustments	\$6,000							
Direct Expenses & Reimbursable	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct Expenses by Firm	\$6,000.00				\$0.00			



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH DBE

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No.: **WA176-13003** PROJECT TITLE: **GMIA Master Plan – Completion of the ALP (Phase 1)**

TOTAL CONTRACT AMOUNT \$ **534,108**

DBE Goal: **17%**

Name & Address of DBE(*)	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
M Squared Engineering, LLC W62N215 Washington Avenue Cedarburg, WI 53012	Development of Airport Layout Plan and Project Exhibits using AutoCAD and GIS	\$95,431	17.9%

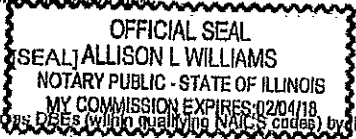
(* Separate commitment form must be completed for each DBE firm)

Bidder/Proposer Commitment (To be completed by firm committing work to DBE)

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm **Crawford, Murphy & Tilly, Inc.** (Phone No. 217-787-8050), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CBDP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

[Signature] Signature of Authorized Representative
 Charles E. Taylor - Vice President Name & Title of Authorized Representative
 6-10-16 Date

Subscribed and sworn to before me this 10 day of JUNE, 20 16
[Signature] Signature of Notary Public
 State of ILLINOIS My Commission expires 2-4-18



* Only firms certified as DBEs (with qualifying NAICS codes) by the State of Wisconsin UCP prior to bid/proposal opening will be credited on this contract

DBE Affirmation (To be completed by DBE Owner/Authorized Representative)

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by _____.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CBDP.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

[Signature] Signature of Authorized DBE Representative
 MET HAHM PRINCIPAL Name & Title of Authorized DBE Representative
 6/9/16 Date

FOR CBDP USE ONLY

Commitment number 1 of 1
 Project Total: (A) _____ (V) \$ _____
 Total % 17.9%

Verified with: N/A F13

 [Signature]
 6/14/16

Date Authorized Signature Date

CONTRACT FORM 1684 R5 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to: Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse Community Business Development Partners, 8th Floor City Campus	CONTRACT TYPE	
	Professional Service - Operating	
	Professional Service - Capital	<input checked="" type="checkbox"/>
	Purchase of Service	<input checked="" type="checkbox"/>
	Preliminary	Final

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG
DAS - Facilities Management	115	5741

VENDOR INFORMATION

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.

NAME OF VENDOR	ADDRESS
Crawford, Murphy & Tilly, Inc. (CMT)	2750 W. Washington Street Springfield, IL 62702

TAX I.D. NO.	EFFECTIVE DATES: begin date end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	06/15/16 12/31/16	6		\$ 563,958.00

ACCOUNTING INFORMATION

Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/Amendment
2016		1300	120	1300			6146	WA176011			\$ 74,037.00

PURPOSE OF CONTRACT

GMIA Airport Master Plan - Completion of Airport Layout Plan (ALP) (A176-13003) FEE INCREASE #3

Was County Board approval received prior to contract execution or contract amendment or extension?

If YES, give County Board File No. _____ Date Approved _____

If NO, why is County Board approval not required? under \$100,000

Was Contract fully executed prior to work being performed (all signatures received)? YES NO

Is Vendor a certified professional service DBE? YES NO

Courtney D. Hardy	06/13/16	Clerical Specialist
Prepared By	Date	Title
<i>Dag Hill</i>	6/13/16	Director AE&ES Das - Facilities Management
Signature of County Administrator	Date	Title

Certificate Of Completion

Envelope Id: 19DA1255103E4779B321BC5BD922030E
Subject: Please DocuSign: GMA Airport Master Plan Fee Incr #3.Crawford, Murphy & Tilly.pdf
Source Envelope:
Document Pages: 11 Signatures: 5
Certificate Pages: 5 Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
Ivette Cruz
901 N 9th St
Ste 301
Milwaukee, WI 53233
ivette.cruz@milwaukeecountywi.gov
IP Address: 204.194.251.5

Record Tracking

Status: Original
6/15/2016 9:44:30 AM

Holder: Ivette Cruz
ivette.cruz@milwaukeecountywi.gov

Location: DocuSign

Signer Events

Greg High
ghigh@milwcnty.com
Director of AE and ES Section - Facilities
Milwaukee County
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign
ID:

Signature

DocuSigned by:
Greg High
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Ismael Bonilla
ibonilla@mitchellairport.com
Ismael Bonilla
Security Level: Email, Account Authentication (None)

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Jeremy Theis
jeremy.theis@milwaukeecountywi.gov
Director of Facilities Management
Milwaukee County
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign
ID:

DocuSigned by:
Jeremy Theis
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Teig Whaley-Smith
teig.whaley-smith@milwaukeecountywi.gov
Director of Administrative Services
Milwaukee County
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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Signer Events

Paul D. Kuglitsch
corpcounsignature@milwcnty.com
Deputy Corporation Counsel
Milwaukee County
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure: Not Offered via DocuSign
ID:

Signature

DocuSigned by:
Paul D. Kuglitsch
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Comptroller
comptrollersignature@milwcnty.com
Comptroller
Milwaukee County
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Electronic Record and Signature Disclosure: Not Offered via DocuSign
ID:

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Chris Abele
cabele@milwcnty.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure: Not Offered via DocuSign
ID:

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Barbara Pariseau
Barbara.Pariseau@milwaukeecountywi.gov
Senior Executive Assistant
Milwaukee County
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Electronic Record and Signature Disclosure: Not Offered via DocuSign
ID:

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Timestamps

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Electronic Record and Signature Disclosure

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Milwaukee County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: plee@milwcnty.com

To advise Wisconsin Milwaukee County of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at plee@milwcnty.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Wisconsin Milwaukee County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Milwaukee County

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to plee@milwcnty.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies• Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.