

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** May 6, 2019

**TO:** Theodore Lipscomb, Sr. Chairman, Milwaukee County Board of Supervisors

**FROM:** Donna Brown-Martin, Director of Transportation

**SUBJECT:** **PASSIVE REVIEW - Report from the Airport Director requesting authorization to enter into a professional services contract between Milwaukee County Department of Transportation (MCDOT), Airport Division, Milwaukee Mitchell International Airport (MKE), and Unison Consulting, Inc. for consultant services related to selection and implementation of an Airport Business Information Management System.**

**POLICY**

Per Wis. Stat. §59.52(31)(b), contracts, in excess of \$100,000 but less than \$300,000, require County Board passive review. In accordance with this statute, the Airport Director is submitting a 2019 professional services contract with Unison Consulting for passive review.

**BACKGROUND**

In 2005, MKE procured an Airport Business Information Management System that is today outdated and will soon no longer be supported by the vendor. Therefore, MKE, in association with Milwaukee County's Procurement Division has been exploring replacement options.

Early in 2018, a Request for Information (RFI) was issued to solicit information from interested airport industry software solution providers regarding the replacement of the existing Airport Management Software System for Milwaukee County's Airport Division. Responses to the RFI revealed that there are numerous vendors and solutions available in the aviation industry marketplace. Given the range of solutions available in the marketplace, a Request for Proposal (RFP) was issued in September 2018 by the Milwaukee County Procurement Division that invited proposals from qualified firms interested in providing consulting services to assist in the selection and implementation of an Airport Business Information Management System & Airport Operational Database. The September 2018 RFP for consulting planning and implementation services was subsequently canceled due to the cost prohibitive fees that were proposed in consultant responses that significantly exceeded the available budget.

After cancellation of the RFP, airport staff entered informal discussions with MKE's current financial services consultant, Unison Consulting, Inc. (Unison), anticipating that there would be economies of scale to be captured due to Unison's familiarity with MKE's overall financial and business intelligence framework. Following discussions with MKE, Unison Consulting Inc., a certified DBE, submitted a proposal that was found to fulfill both project expertise and budget requirements. Given the unsuccessful outcome of the prior competitive consulting RFP, the Airport is proposing this contract as a sole source arrangement with Unison. Upon contract approval, Unison would provide professional services to assist MKE in the next steps of replacing the existing Airport Management Software System. Unison would complete several major specialized technology related tasks identified in the attached proposal to include development of a specification, assistance in the selection of a software vendor and management of the software system implementation process in association with airport staff. The estimated timeline for overall completion of the MKE Airport Business Information Management System replacement project is late 2020.

Overall, the goal of this project is to implement a modern, modular system that will aid the Airport in the management of all leases, contracts, concessions agreements and tenant receivables making the process less manually staff intensive and timelier. The system will also address the present staff intensive, spreadsheet-driven aircraft gate utilization task by moving to an automated gate management module. Unison will assist MKE in obtaining an efficient system that will meet current needs and industry standards while also being flexible enough to readily adapt to future requirements.

### **RECOMMENDATION**

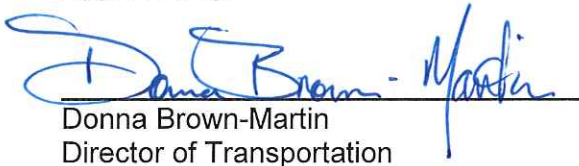
It is recommended that the Milwaukee County Board of Supervisors authorize the Airport Director to enter into a professional services agreement with Unison Consulting, Inc. in the amount not to exceed \$217,920 for professional services related to replacement of the Airport Management Software System for Milwaukee County's Airport Division.

### **FISCAL NOTE**

Funding for the proposed consulting services is included in the 2019 Adopted Budget for Airport operations. A fiscal note is attached.

Prepared by: Kim Berry, Airport Planning Manager

Approved by:

  
Donna Brown-Martin  
Director of Transportation