

COUNTY OF MILWAUKEE
Inter-office Communication

DATE: 3/17/2023
TO: Marcelia Nicholson, Chair, County Board of Supervisors
FROM: Donna Brown-Martin, Director, Department of Transportation
SUBJECT: From the Director of the Department of Transportation requesting approval to execute Professional Service Contract with MUSE Community + Design
FILE TYPE: Action Report

REQUEST

The Milwaukee County Department of Transportation (MCDOT) is requesting the approval of a Professional Service Contract with MUSE Community + Design as its primary consultant for MCDOT's Transportation Alternatives Program (TAP) grant-funded project, "Complete Communities: Addressing Multimodal Safety in All 19 County Municipalities".

POLICY

As this is a multi-year contract, County Board approval is required.

BACKGROUND

The Transportation Alternatives Program (TAP) is a legislative program that was authorized in Fixing America's Surface Transportation Act (or "FAST Act"), the federal transportation act that was signed into law on December 4, 2015. With certain exceptions, projects that meet eligibility criteria for the Safe Routes to School Program, Transportation Enhancements, and/or the Bicycle & Pedestrian Facilities Program are eligible TAP projects.

For the 2022-2023 TAP application cycle, Milwaukee County through the Department of Transportation (MCDOT) submitted a grant application to address reckless driving and its impact on pedestrians, bicyclists, and transit riders in Milwaukee County. On July 26, 2022, the County was awarded \$235,000, 80% of which (\$188,000) is composed of federal funding, meaning \$47,000 will be composed of local match. All TAP projects require local sponsors to pay 20% of approved project costs. TAP projects are capped and may not be substituted for another project. TAP projects must commence within four years of the award date. At its March 2022 meeting, the Milwaukee County Board of Supervisors retroactively approved application for and acceptance of this funding, if awarded (File No. 22-374).

Department of Transportation staff worked with the DAS-Procurement Division to prepare and distribute a Request for Proposal (# RFP-2022-020). A vast majority of that funding, \$225,000 worth, has been allocated for a Professional Service Contract for three years with the consultant firm, MUSE Community + Design, LLC (MUSE), who had the winning proposal in the RFP process. MUSE is accredited in the State of Wisconsin as a Woman-Owned Disadvantaged Business Enterprise (WDBE) in the areas of Urban Planning and Public Involvement. In exchange for the contracted amount, MUSE will provide the following services: project management, crash data analysis, generating and carrying out a public outreach and engagement plan encompassing all 19 municipalities in Milwaukee County. MUSE will also generate a final report summarizing Milwaukee County crash data analysis, outreach and

engagement findings and street safety recommendations for all 19 Milwaukee County municipalities to implement, if they so choose.

ALIGNMENT TO STRATEGIC PLAN

- 1C: Increase the number of County contracts awarded to minority and women-owned businesses.
- 2A: Determine what, where, and how we deliver services to advance health equity.
- 2C: Apply a racial equity lens to all decisions.

RECOMMENDATION

The Department of Transportation respectfully requests approval of the Professional Service Agreement for a three-year term.

FISCAL EFFECT

The maximum total cost of this contract will be \$225,000, \$180,000 (80%) of which will come from MCDOT's TAP grant award while \$45,000 (20% local match) will come from MCDOT's operating budget.

TERMS (If applicable)

Terms of the contract are three years for a total of \$225,000.

VIRTUAL MEETING INVITES

Donna Brown-Martin, Director, Department of Transportation
Julie Esch, Deputy Director, Department of Transportation

PREPARED BY:

Jeff Sponcia, Transportation Program Planning Manager, MCDOT Director's Office

APPROVED BY:

Donna Brown-Martin

Donna Brown-Martin
Director, Department of Transportation

ATTACHMENTS:

Resolution/Ordinance, Fiscal Note

cc: Kelly Bablitch, Chief of Staff, County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk