

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL

Project Title: Marcus Center Phase 5 HVAC Renovations

Project No.: O038-15445

Date: May 1, 2015

I. PROJECT DESCRIPTION

Project Title: Marcus Center Phase 5 HVAC Renovations

Project No.: O038-15445

Agency: 120 Org. No.: 1850 Object No.: 6146

Project Code: WO038011 Activity: \_\_\_\_\_

Function: \_\_\_\_\_ Category: \_\_\_\_\_

REVIEWED BY SLP  
DATE 5-6-15

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**

II. CONSULTANT SELECTION PROCEDURE

A request for professional consulting services was publicly advertised in the Daily Reporter. A total of six (6) proposals were received by Department of A&E and ES of DAS by the requested closing date of April 24, 2015 as follows:

- GRAEF
- Grumman/Butkus Associates
- IBC Engineering
- Henneman Engineering
- Thunderbird Engineering
- OTIE

III. RECOMMENDED CONSULTANT SELECTION

Consultant: (Name, Address, & Dollar Amount)

Grumman/Butkus Associates  
1011 N. Mayfair Road, Suite 300  
Wauwatosa, WI. 53226

ANTICIPATED NTE FEE: \$ 140,900.00 and reimbursable expenses of \$5,000.00

Proposal Evaluation Summary:

Evaluation Criteria – As indicated in the RFP, the evaluation of the RFP is based upon 5 (five) weighted criteria on a subjective ten-point scale.

Criteria & Their Weights:

1. Quality & responsiveness to the RFP: Weight 15%
2. Project approach and understanding, including strategy to perform requested work and time schedule: Weight 30%
3. Qualifications and experience: Weight 40%
4. Fee and hourly rates: Weight 15%

Ten Point Scale:

- 1-2 Poor, does not meet any expectations  
 3-4 Marginally Satisfactory, meets a few expectations but not all  
 5-6 Good, meets all expectations  
 7-8 Very Good, meets all expectations & exceeds a few  
 9-10 Excellent, meets all expectations & exceeds many

Final Average Scores (ten point scale) From Evaluators:

Consultant Name	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Average
Grumman/Butkus	9.30	9.70	6.85	7.85	33.70
GRAEF	10.00	10.00	6.15	6.70	32.85
IBC Engineering	7.20	9.40	5.20	5.40	27.20
Henneman Engineering	5.85	8.95	5.00	5.55	25.35
Thunderbird Engineering	6.90	9.55	5.75	5.70	27.90
OTIE	7.95	9.40	5.65	5.70	28.70

IV. DBE UTILIZATION

(Approved DBE Participation Recommendation Form (DBE-12 Form if 0% goal) or "DBE" Utilization Report (DBE-14 Form approved by CDBP office) are attached)  
 The CDBP office concurs with the proposed DBE participation of 25.7%.

V. FISCAL NOTE

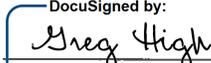
Sufficient funds are available to award the contract to consultant for total fee and reimbursable expenses of \$145,900.00

VI. SPECIAL NOTES

1. The new HVAC system will provide energy savings and improved IAQ.

PREPARED BY: Vijay Mehta, P.E. (Managing Mechanical Engineer)

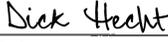
REVIEWED AND RECOMMENDED BY:

DocuSigned by:  
  
 Gregory A. Hight, Director  
 Architecture, Engineering and  
 Environmental Services Section

5/7/2015  
 \_\_\_\_\_  
 Date

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
Dick Hecht, V.P. Operations  
Marcus Center

5/7/2015  
Date

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

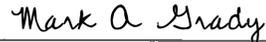
Consultant Selection Approved:

DocuSigned by:  
  
Teig Whaley-Smith, Interim Director  
Department of Administrative Services

5/11/2015  
Date

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
Mark A. Grady  
Corporation Counsel

5/12/2015  
Date

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
Scott M. Adams, Comptroller  
Office of the Comptroller

5/15/2015  
Date

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
Chris Abels, County Executive  
Office of the County Executive

5/18/2015  
Date

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

COPIES AFTER APPROVAL

cc:

G. High, A&E, DTPW  
G. Drent A&E, DTPW  
D. Hecht, Marcus Center

B. Engel, CBDP  
V. Mehta

S. Keith      G. Bennett  
Project File – Original

**PROFESSIONAL SERVICE CONTRACT** 1684 R4

INSTRUCTIONS: (Type or Print Form) Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures  
 Mail to: Accounts Payable, Courthouse - Room 301 and Community Business Development Partners, City Campus - 8th Floor

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG NO.
DAS-Facilities Management	570	5740

**VENDOR INFORMATION**

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.

NAME OF VENDOR	ADDRESS
Grumman/Butkus Associates	1011 N. Mayfair Road Suite 300 Wauwatosa WI 53226

TAX I.D. NO.	EFFECTIVE DATES: begin date                      end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	05/07/15                      12/31/15	7		\$ 145,900.00

**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
2014		1850	120	1850			6146	WO038011			\$ 145,900.00

**PURPOSE OF CONTRACT**

Marcus Center HVAC Renovation Phase 5

Was County Board approval received prior to contract execution or contract amendment or extension?  
 If YES, give County Board File No. TBD Date Approved TSD  
 If NO, why is County Board approval not required? Capital Project *GOING TO JUNE CB CYCLE W/ IN PROMOTIONAL REPORT*

Was Corp Counsel, DBD Division and Risk Managment approval received prior to execution of contract?  YES  NO  
 Was Contract executed prior to work being performed?  YES  NO  
 Is Vendor a certified professional service DBE?  YES  NO

Gary E. Drent	05/07/15	Manager Support Services
Prepared By	Date	Title
	5/7/15	Director AE & ES DAS-Facilities Management
Signature of County Administrator	Date	Title

MILWAUKEE COUNTY  
DEPARTMENT OF Administration  
ARCHITECTURE AND ENGINEERING DIVISION

PROJECT: Marcus Center Phase 5 HVAC Renovations  
0038-15445

CONSULTANT PROPOSAL

I. PHASE I - BASIC SERVICES (Include services of all needed subconsultants)

A. "LUMP SUM" fee for design development and bid documents: \$ 112,520.00  
( One Hundred and Twelve Thousand, Five Hundred and Twenty Dollars )

B. Reimbursable Expenses: Actual Cost \$ 4,500.00  
( Four Thousand Five Hundred Dollars )

II. PHASE II - BASIC SERVICES (Include services of all needed subconsultants)

A. "LUMP SUM" fee for bidding and construction oversight: \$ 28,380.00  
( Twenty-eight Thousand, Three Hundred and Eighty Dollars )

B. Reimbursable Expenses: Actual Cost \$ 500.00  
( Five Hundred Dollars )

IV. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 10% will be required.

Firm Name Grumman/Butkus Associates

Authorized Signature



Title

Vice President

Date

April 24, 2015

Milwaukee County  
 Marcus Center Phase 5 HVAC Renovations  
 4/23/2015

CONSTANT EFFORT MAN HOURS

	Mechanical			Electrical (Zoe)		Arch/Struct (Continuum)	
	Project Manager (Bill Edwards)	Designer (Rick Czudec)	Drafter	Project Manager (Daphne Wilson)	Engineer	Project Manager	Arch. Tech.
<b>PHASE I – Programming and Schematic Design (Analysis Phase)</b>							
1. Field survey extensively in the mechanical rooms and all other affected spaces in the building to document the existing conditions to enable design of the installation of the new HVAC equipment and associated ductwork and piping.	8	24	32	4	4	4	12
2. Field survey throughout the building, as required, to gather information required to perform accurate heating and cooling load calculations.		24					
3. Meet with Milwaukee County personnel to become familiar with the expectations of the new HVAC systems and historical problems with the existing systems. Discuss any HVAC equipment manufacturers and types that the County will not consider due to past poor performance.							
4. Examine the supply air discharge ductwork associated with AHUs 351, 352 and 353 in the penthouse to determine if the ductwork can be modified to reduce what appears to be significant pressure drops.	4	4					
5. Perform heating and cooling load calculations for the building to determine the required HVAC equipment and system capacities. Note that calculations are not required to determine the capacities of the steam to hot water heat exchangers that are being replaced.	8	32					
6. Present AHU replacement options to Milwaukee County and Marcus Center personnel for consideration.	8	16		1	4	5	8
7. Discuss temporary AHU and ductwork requirements and options for location with Marcus Center personnel.	2	8					
8. Present estimates of funding assistance available from Focus on Energy towards new HVAC equipment.	4						
9. G/BA will attend three meetings with the County during this phase of the project.	12					2	
<b>Phase II – Design Development and Contract Documents</b>							
1. Create demolition drawings to show the extent of demolition of AHUs, ductwork, piping, heat exchangers, electrical power, controls, etc. required for the system modifications.	8	48				6	30
2. Design the installation of temporary AHUs, ductwork and power, as required, to provide cooling and ventilation during replacement of the AHUs.	8	20					
3. Design installation of the new AHUs.	16	80				4	4
4. Design the installation of one VAV box and hot water reheat coil per existing multi-zone unit zone. The VAV boxes are assumed to be located in the basement mechanical rooms and the penthouse.	8	40					
5. Design the installation of the new heat exchangers.	4	40				5	4
6. Design ductwork modifications required within mechanical equipment spaces due to the AHU replacements.	4	60					
7. Design the modification of existing sprinkler piping as required by the installation of new ductwork and AHUs.	2	16					
8. Design new electrical power for new or relocated equipment.	2	2		5	62		
9. Design modification of lighting, power receptacles, conduits, etc., as required by installation of new equipment, ductwork and piping.				1	12		
10. Design the expansion of the existing digital control system to provide digital control for all new HVAC equipment and to replace existing pneumatic controls on the existing chillers, river water pumps and moving screen. Stage Grid Ceiling relief dampers, main steam line pressure reducing valve, heat pumps, chilled water change-over valves. Control drawings shall include floor plan drawings indicating the extent of demolition of existing controls, locations of new equipment and controllers.	24		40				
11. Create detailed sequences of operation for the digital controls for all new HVAC equipment.	8		8				
12. Create architectural drawings required to indicate replacement of equipment pads, creation of wall openings, etc., required by the HVAC equipment modifications.	1	2				18	56
13. Create architectural and structural drawings for a new penthouse roof hatch for replacement of AHU 354.	1	2					
14. Prepare full project specifications for all equipment and materials required by the project. Specifications will be provided in a project manual format.	24			3		3	
15. Assist the County in obtaining available funding from WE Energies and Wisconsin Focus on Energy (FOE) for energy efficiency improvements resulting from the equipment replacements and system modifications.	2						
16. Prepare cost estimates at the Programming and Schematic Design, Design Development and Construction Documents review stages of the project.	8			1			
17. Review LEED standards for the rating system that applies to this project and provide the list of all potential credits that are available to the project. Identify any LEED credits/points that the project would be capable of attaining.	4						
18. Prepare a sustainability accomplishments report that addresses the following:							
a. List of equipment and systems that reduce energy consumption	1						
b. List of equipment and systems that reduce potable water consumption	1						
c. List of equipment and systems that reduce negative impacts on storm water discharge	1						
d. List of equipment and systems or materials that reduce negative impacts on indoor air quality	1						
e. Plans for recycling of construction materials						1	
19. AutoCAD files are assumed not to exist for architectural, mechanical and electrical systems in the buildings.							
20. G/BA will attend three meetings with the County during this phase of the project.	12			3	3	7	6
<b>Phase III - Bidding</b>							

120

	Mechanical			Electrical (Zoe)		Arch/Struct (Continuum)			
	Project Manager (Bill Edwards)	Designer (Rick Czudec)	Drafter	Project Manager (Daphne Wilson)	Engineer	Project Manager	Arch. Tech.		
1. G/BA shall prepare construction documents based on comments received in the final review phase.	4	16							
2. G/BA shall provide one set of reproducible drawings and an original specification for Milwaukee County to reproduce and distribute to bidding Contractors.	1								
3. G/BA shall send construction drawings and specifications for review/approval to the governmental authority having jurisdiction, if required. Plan approval costs will be considered an additional reimbursable expense.	4								
4. G/BA to furnish Milwaukee County with electronic copies of specifications and drawings.									
5. G/BA shall attend a pre-bid meeting with contractors at the site and prepare meeting minutes.	4					1			
6. G/BA shall issue addenda, as required, to Milwaukee County for their distribution to bidding Contractors.	2	4		1	2			4	
7. G/BA shall assist Milwaukee County with an evaluation of the bids, if required.	2			1	2	1			
<b>Phase IV - CONSTRUCTION PHASE</b>									
1. Milwaukee County shall prepare contracts with successful bidder.									
2. G/BA shall attend construction phase meetings every two weeks to review the project status. We anticipate the attendance at 18 meetings. Our lead mechanical engineer will attend all meeting. We have assumed that our lead electrical engineer will attend two meetings and that our lead architect will attend two meetings. Milwaukee County shall provide daily on-site construction administration.	54								
3. G/BA shall visit the jobsite during construction as required to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the plans and specifications. Grumman/Bulkus Associates shall in no event have control or charge of the techniques, or sequences or procedures or for safety precautions or the acts or omissions of the Contractor or		18		3	3	6		12	
4. G/BA shall review contractor furnished shop drawings to determine conformance with design intent.	4	16		2	10	2			
5. G/BA shall provide one (1) substantial completion observation of the installation and develop a final punch list for project.	4	4		1	1	2		2	
6. G/BA shall provide one (1) observation site visit to follow-up on the completed punch list.	4								
7. Prepare a sustainability report that addresses the following:									
a. Estimated energy savings resulting from the use of energy efficient equipment or systems compared to the existing systems and equipment	4								
b. Estimated water consumption savings resulting from the use of efficient equipment or systems compared to the existing systems and equipment	2								
c. Major materials that have a significant amount of recycled content	1						2		
d. Quantity of recycled materials	1								
8. G/BA shall collect Operations and Maintenance Manuals, warranties and other closeout documentation from the installing contractors and submit to Milwaukee County. G/BA will collect as-built marked-up drawings from the installing contractors and use these to update the AutoCAD design drawing files for submission to Milwaukee County.	2	4	12	1	4	4		4	
	279	480	92	27	107	73		142	
	\$43,245	\$53,760	\$8,740	\$4,158	\$12,840	\$8,948		\$10,241	\$141,932
			\$105,745		\$16,998			\$19,189	% DBE 25.49621



# 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.: 0038-15445 PROJECT TITLE: Marcus Center Phase 5 HVAC Renovations

TOTAL CONTRACT AMOUNT \$ 140,900 DBE Goal: 25%

Name & Address of DBE <sup>(*)</sup>	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
Continuum Architects and Planners	Architectural and structural engineering design	19,189	13.6

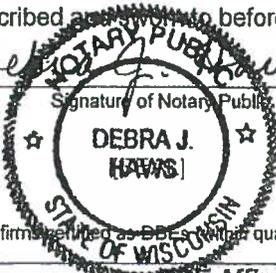
(\* Separate commitment form must be completed for each DBE firm)

### 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 Grumman/Butkus Associates (Phone No. 414-476-8980), 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.

\_\_\_\_\_ Richard Katzung - Vice President \_\_\_\_\_ 5-5-15  
 Signature of Authorized Representative Name & Title of Authorized Representative Date

Subscribed and sworn to before me this 5<sup>th</sup> day of May, 2015  
Debra J. Haws \_\_\_\_\_ State of WI. My Commission expires 5-17-2015  
 Signature of Notary Public



\* 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 Grumman Butkus Associates
- 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.

\_\_\_\_\_ Michael A. Solo \_\_\_\_\_ 5/4/15  
 Signature of Authorized DBE Representative Name & Title of Authorized DBE Representative Date

### FOR CBDP USE ONLY

Commitment number 1 of 2 Project Total: (A) 13.6% (V) \$ 0.7% Total % 25.7%

Verified with: once 5/5 \_\_\_\_\_ \_\_\_\_\_ 5/5/15  
 Authorized Signature Date



# 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.: 0038-15445 PROJECT TITLE: Marcus Center Phase 5 HVAC Renovations

TOTAL CONTRACT AMOUNT \$ 140,900 DBE Goal: 25%

Name & Address of DBE <sup>(*)</sup>	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
Zoe Engineering	Electrical Engineering Design Services	\$16,998	12.1

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

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[Signature]  
Signature of Authorized Representative

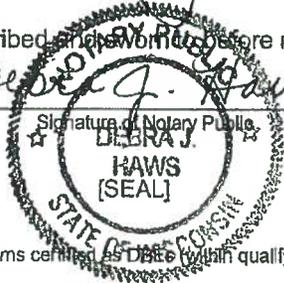
Richard Katzung - Vice President  
Name & Title of Authorized Representative

5-5-15  
Date

Subscribed and sworn to before me this 5<sup>th</sup> day of May, 2015

[Signature]  
Signature of Notary Public

State of WI. My Commission expires 5-17-2015



\* 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.

Daphne M. Wilson  
Signature of Authorized DBE Representative

DAPHNE M. WILSON / PRESIDENT  
Name & Title of Authorized DBE Representative

5/5/15  
Date

### FOR CBDP USE ONLY

Commitment number 2 of 2 Project Total: (A) 12.1% (V) \$ 0.7% Total % 25.7%

Verified with: RESPONSE ZOE 5/5

[Signature]  
Authorized Signature

5/5/15  
Date

## Certificate of Completion

Envelope Number: 897CD12C8B5546C0B67D586F0B0B1206

Status: Completed

Subject: Please DocuSign this document: Marcus Ctr Phase 5 HVAC Reno.pdf

Source Envelope:

Document Pages: 9

Signatures: 6

Envelope Originator:

Certificate Pages: 5

Initials: 0

Katie Dunne

AutoNav: Enabled

901 N 9th St

Envelopeld Stamping: Enabled

Ste 301

Milwaukee, WI 53233

katie.dunne@milwaukeecountywi.gov

IP Address: 204.194.251.5

## Record Tracking

Status: Original

Holder: Katie Dunne

Location: DocuSign

5/7/2015 2:41:22 PM CT

katie.dunne@milwaukeecountywi.gov

## Signer Events

### Signature

### Timestamp

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  
ID:

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Using IP Address: 204.194.251.5

Dick Hecht

dhecht@marcuscenter.org

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:  
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Signed: 5/7/2015 6:04:16 PM CT

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Signed using mobile

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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Using IP Address: 204.194.251.5

Mark A Grady

corp counselsignature@milwcnty.com

Deputy Corporation Counsel

Milwaukee County

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:  
Not Offered  
ID:

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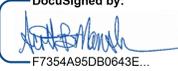
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**Signer Events**

Scott B. Manske  
 comptrollersignature@milwcnty.com  
 Comptroller  
 Milwaukee County  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure:  
 Not Offered  
 ID:

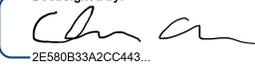
**Signature**

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**Timestamp**

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 Signed: 5/15/2015 10:07:33 AM CT

Chris Abele  
 cable@milwcnty.com  
 County Executive  
 Milwaukee County  
 Security Level: Email, Account Authentication (None)  
 Electronic Record and Signature Disclosure:  
 Not Offered  
 ID:

DocuSigned by:  
  
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 Using IP Address: 204.194.251.5

Sent: 5/15/2015 10:07:34 AM CT  
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**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****Notary Events****Timestamp****Envelope Summary Events****Status****Timestamps**

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Certified Delivered	Security Checked	5/18/2015 3:11:14 PM CT
Signing Complete	Security Checked	5/18/2015 3:13:57 PM CT
Completed	Security Checked	5/18/2015 3:13:57 PM CT

**Electronic Record and Signature Disclosure**

## **CONSUMER DISCLOSURE**

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### **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](mailto: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](mailto: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..

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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](mailto: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.

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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](mailto: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"><li>• Allow per session cookies</li><li>• Users accessing the internet behind a Proxy Server must enable HTTP</li></ul>

1.1 settings via proxy connection
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\*\* 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.

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