

MILWAUKEE COUNTY  
INTEROFFICE COMMUNICATION

DATE: March 23, 2021

TO: Marcelia Nicholson, Chairperson, Milwaukee County Board of Supervisors

FROM: Karl Stave, Acting Director, AE&ES Section, DAS-FM Division

SUBJECT: Professional Services Agreement Exceeding \$100,000 for Capital Project WP686 -18426 Mitchell Domes Annex HVAC

FILE TYPE: Passive Review

REQUEST

The Director of DAS recommends, and requests passive review of this fee increase of \$17,600.00 for the contract amendment with Posko Engineering Inc. for capital project, WP686, Mitchell Domes Annex HVAC. This results in an increase in the total fee from \$88,815.00 to **\$106,415.00.**

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 fee increase to extend a professional service agreement with Posko Engineering, Inc. to provide professional services for the 2018 Capital Project WP686-18426- Mitchell Domes Annex HVAC.

BACKGROUND

The project involves installing HVAC at the Mitchell Domes Annex (greenhouse). Several changes were made during the construction phase. The original design included two AHU's placed on the ground outside the Annex and two associated sound attenuators located inside the Annex. After the bids were received, the project was reviewed from a value engineering perspective which resulted in eliminating one AHU and sound attenuator and installing a single larger AHU. Additional improvements were incorporated to provide more clear space in the Annex by moving the remaining sound attenuator outside and improving the view from inside the Annex by moving the single AHU to the roof near the loading dock. Additional design costs were required to facilitate the HVAC changes and to design the structural support and maintenance walkway/access for the new AHU location on the roof near the loading dock.

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A.	Original Fee, Plus Allowance	
	1. Fee	\$ 79,400.00
	2. Reimbursable Allowance	\$ 0.00
	3. Fee Plus Allowance	\$ 79,400.00
B.	Previously Approved Fee Revision plus Allowance (NTE)	
	1. Fee	\$ 2,500.00
	2. Reimbursable Allowance (NTE)	\$ 6,915.00
	3. Total	\$ 9,415.00
C.	This Fee Revision plus Allowance (NTE)	
	1. Fee Revision	\$ 17,600.00
	2. Reimbursable Allowance (NTE)	\$ 0.00
	3. Total	\$ 17,600.00
D.	Revised Maximum Allowable Fee Plus Allowance:	
	1. Fee	\$ 99,500.00
	2. Allowance (NTE)	\$ 6,915.00
	3. Fee Plus Allowance (NTE)	\$ 106,415.00

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TBE participation goal for this contract is 17%. The TBE participation plan has been reviewed by CBDP.

PREPARED BY: Vijay Mehta, Project Manager, AE&ES, DAS-FM

VIRTUAL MEETING INVITE: Karl Stave, AE&ES, DAS-FM

APPROVED BY:



Karl Stave, P.E., Interim Director  
AE&ES Section, DAS-FM Division  
Department of Administrative Services

Attachments: Fee Increase Approval

Cc: David Crowley, County Executive  
Mary Joe Meyers, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board  
Stuart Carron, 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