

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: September 7, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Guy D. Smith, Executive Director, Milwaukee County Parks

Subject: A Request from the Executive Director of Milwaukee County Parks for Passive Review of a Professional Services Agreement Exceeding \$100,000 but less than \$300,000 for final design and development of habitat restoration plan sets for Little Menomonee River Parkway Sections 2, 3, & 6 in the Area of Concern

File Type: Passive Review

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**REQUEST**

The Executive Director of Milwaukee County Parks is requesting passive review of a professional service agreement in an amount not to exceed \$143,058, including any future amendments, for final design and development of habitat restoration plan sets for Little Menomonee River Parkway Sections 2, 3, & 6 in the Area of Concern.

**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.

Wisconsin State Statutes:	Wis Stat 59.21(31)
Milwaukee County Code of General Ordinances:	Chapter 56
Specific Adopted Budget:	
Specific Adopted Budget Amendment:	
Specific Adopted Capital Project:	

**BACKGROUND**

This project is part of the first phase of the Little Menomonee River Parkway Ecological Restoration and Management Plan (LMRP ERMP) developed by Milwaukee County Parks in coordination with the Wisconsin Department of Natural Resources (WDNR) and the AOC Fish & Wildlife Technical Advisory Committee (Tech Team). The development of a habitat restoration plan (HRP) for Sections 2, 3, and 6 are specific objectives defined in the ERMP and WDNR Scope of Work for LMRP Habitat restoration.

This contract is fully paid for by grant funding. The contract will be awarded through a

Request for Proposal.

Related File No's:	
Associated File No's (Including Transfer Packets):	
Previous Action Date(s):	

**ALIGNMENT TO STRATEGIC PLAN**

This item aligns to the objectives in the [strategic plan](#):

- 2C: Apply a racial equity lens to all decisions
- 3A: Invest “upstream” to address root causes of health disparities
- 3B: Enhance the County’s fiscal health and sustainability
- 3C: Dismantle barriers to diverse and inclusive communities

Delisting AOCs often have a positive impact on property values in AOC communities, as well as increased outdoor recreation, commerce, port or shoreline activity, residential development that's all supported by a healthy and sustainable environment. The use of grant money for this work ensures the fiscal health and sustainability of the County.

**FISCAL EFFECT**

Sufficient funds are budgeted as the contract is fully grant funded.

**TERMS**

- Term shall commence on effective date and continue until 12/30/2023
- Fee will be determined through the RFP process, but total contract fee will not exceed \$143,058
- Deliverable per the Scope of Work:
  - Phase I Archaeological Survey & Architectural History Reconnaissance
  - Habitat Restoration Plan – broken into 3 phases:
    - Phase 1 - Development (60%) HRP for LMRP Sections 2, 3, and 6.
    - Phase 2 - Complete final design development, plan sets and specifications for all elements of the project. Prepare and gain permits and approvals from local and state governments.
    - Phase 3 - Habitat Restoration Oversight and implementation of Monitoring Plan

**VIRTUAL MEETING INVITES**

Erica Goblet, Contracts Manager, Milwaukee County Parks

**PREPARED BY:**

Erica Goblet, Contracts Manager, Milwaukee County Parks

**APPROVED BY:**

Guy Smith, Executive Director Milwaukee County Parks *Guy Smith*

**ATTACHMENTS:**

- Fiscal Note

- Draft Professional Service Agreement

CC:

David Crowley, County Executive  
Mary Jo Meyers, Chief of Staff, County Executive's Office  
Sheldon Wasserman, Supervisor District 3, PEEC Chair  
Steven Shea, Supervisor District 8, PEEC Vice Chair  
Felicia Martin, Supervisor District 7, PEEC Member  
Juan Miguel Martinez, Supervisor District 12, PEEC Member  
Steve Taylor, Supervisor District 17, PEEC Member  
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
Janelle M. Jensen, Legislative Services Division Mgr, Office of the County Clerk  
Aaron Hertzberg, 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  
Kelsey Evans, Committee Coordinator, Office of the County Clerk  
Ciara Miller, Research & Policy Analyst, Office of the Comptroller  
Anthony Rux, Budget & Management Analyst, DAS-PSB