

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** December 28, 2018

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Authorization to Enter into a Multiple Year (2019 and 2020) Professional Services Agreement with Collins Engineers, Inc. for Milwaukee County Bridge Inspection and Related Program Management Services in an Amount not to Exceed \$139,285.71

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	See Explanation	See Explanation
	Revenue	See Explanation	See Explanation
	Net Cost	See Explanation	See Explanation
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. Authorization for the Milwaukee County Department of Transportation to enter into a multiple year (2019 and 2020) professional services contract with Collins Engineers, Inc. for Milwaukee County Bridge Inspection and Program Management Services in a total contract amount not to exceed \$139,285.71.

B. The total contract value of \$139,285.71 is based upon costs provided by the vendor as part of a competitive Request for Proposal (RFP) process. A competitive Request for Proposal (RFP) for Milwaukee County Bridge Inspection and Program Management Services was completed and three companies (Bloom Companies, LLC, AECOM and Collins Engineering Inc.) submitted a proposal. Based on the information provided in the RFP's submitted, Collins Engineers Inc. met the criteria for providing the Bridge Inspection and Program Management services. It is estimated the Milwaukee County Department of Transportation will expend \$105,000.00 during 2019 and \$34,285.71 during 2020 for this contract.

C. There is no impact to the 2018 Budget as expenditures for the contract are included in the 2019 Budget.

D. No direct county fiscal impact was selected under the Fiscal Effect section because budgeted funds are available to cover the cost. This fiscal note was prepared with the understanding that full County Board approval is required because this is a multiple year contract.

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

Department/Prepared By Andrea Weddle-Henning, Transportation Engineering Manager, MCDOT

Authorized Signature

A handwritten signature in blue ink, appearing to read "Dana Brown - Martin", is written over a horizontal line.

Did DAS-Fiscal Staff Review?  Yes  No

Did CDBP Review?<sup>2</sup>  Yes  No  Not Required