



# ARCHITECTURE, ENGINEERING, & ENVIRONMENTAL SERVICES SECTION

## CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL

Date: 06/10/2020

I. PROJECT DESCRIPTION

Project Title: North Point Parking Lot

Project No.: P320-20141

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

Consultants from the 2020 Annual Consultants list that listed their specialty as Civil Engineering were sent an email and link to the Milwaukee County Construction RFP website to notify the consultants that a Request for Proposals (RFP) for Professional Services was being requested. In addition, the Request for Proposals was advertised in the Daily Reporter on 4/22/20.

Ten proposals were received via email as a pdf document by the deadline on Monday, May 11, 2020 at 5:00 PM. The following firms submitted proposals:

- 1) Ayres & Associates, Inc.
- 2) Baxter & Woodman Consulting Engineers
- 3) Bloom Companies, LLC
- 4) Collins Engineers, Inc.
- 5) GRAEF
- 6) KSingh
- 7) raSmith
- 8) SEH



**Department of Administrative Services**  
*Facilities Management Division*

14.80.36.F1

III. RECOMMENDED CONSULTANT SELECTION

Consultant: Short Elliott Hendrickson, Inc.  
316 North Milwaukee Street, Suite 302, Landmark Building  
Milwaukee, WI 53202-5888

ANTICIPATED NTE FEE: \$ 152,937.00

IV. D/TBE UTILIZATION

Approved D/TBE Participation Recommendation Form (D/TBE-12 Form if 0% goal) or "D/TBE" Utilization Report (D/TBE-14 Form approved by CBDP office) are attached.

V. FISCAL NOTE

BASIC SERVICES - "LUMP SUM" fee for Planning, Design, and Construction Documents.  
Lump Sum Fee \$152,937.00.  
Sufficient funds are available in the project account to award the consultant contract.

VI. SPECIAL NOTES

The Milwaukee County DAS Facilities Management Division Consultant Agreement for Professional Services, Type "A" Agreement will be used upon completion of the negotiation of final scope of services, fee, and expenses.

VII. COVID19 PREPAREDNESS PLAN

Check the box to confirm the Unit Head has approved the Consultant COVID19 Preparedness Plan and the PM has notified the vendor in writing of approval, copying the project file, Unit Head, and Director of AE&ES.

PREPARED BY: David S. Gulgowski, P.E.

Attachments:  Consultant Scope of Work w/Task-Hours Matrix  
 Approved D/TBE Participation Form  
 1684 Form (14.80.76.F1)



**PROJECT APPROACH**



# Project Approach

## PROJECT UNDERSTANDING

The North Point parking lot plays an integral role in connecting the Lakefront, Bradford Beach and the North Point Snack Bar. Years of use, paired with high water levels and wave action, have resulted in site damage, coastal armoring erosion and pavement structure deterioration. This damage to the physical infrastructure of the parking lot has resulted in reduced capacity, difficult accessibility and potentially dangerous situations for patrons. The SEH team understands the importance of comprehensive design. We have assembled a team of technical experts to work collaboratively, in partnership with Milwaukee County, to deliver a parking lot and site that is resilient, maintainable and accessible. Our team, largely local and Lakefront users ourselves, will strive to deliver a solution that is fit to Milwaukee's needs and specifications.



## PROJECT APPROACH

Our design process will begin with a complete review of all existing project information and an assessment of existing conditions. The assessment will include a video analysis of existing storm sewer, physical inspection of existing outfalls within the project limits, a bathymetric survey, creation of a 3D surface of the existing coastal armoring below water level and a pavement condition report with opinions on rehabilitation/replacement options. This assessment will combine with the survey and topographic surface by Milwaukee County to paint a complete picture of existing conditions.

To address the unique features, conditions and challenges of the site, our team will conduct a site visit that involves at least one delegate from each discipline: coastal, ecological and site/civil. This site visit will help us root our vision in the reality of current conditions, so we can ultimately deliver a design that meets current and future challenges. During this site visit, we will follow the COVID-19 "Safer At Home" order, including all social distancing guidelines.

Following the design kick-off meeting, our integrated team of coastal engineers, ecologists, civil engineers and landscape architects will begin to develop the features of the North Point Parking Lot site. We propose to hold monthly meetings between delegates from each discipline and the Milwaukee County project manager or representative to gain input and encourage a bidirectional flow of information, ideas and innovation. We also advocate for open communication between meetings and as

required for decisions, permitting and milestones. As the design of the parking lot reconfiguration, coastal armoring opportunities and ecological applications progress, we will weave them together into a comprehensive design.

## SITE CONNECTIVITY & FLOW

The site of the North Point Parking Lot is constrained by Lincoln Memorial Drive (a heavily trafficked parkway) and pedestrian sidewalk to the west, a sandy and occasionally rough Lake Michigan to the east, Bradford Beach to the north and the McKinley Beach green space to the south. These valued features create the tapestry of Milwaukee's Lakefront. As such, connectivity, accessibility and good circulation are imperative to the flow of bicycle, pedestrian and automobile traffic. Another integral piece of the connectivity puzzle is the Oak Leaf trail, one of Milwaukee County's premier multi-activity trails. A small, synchronous segment to the trail currently connects into the North Point Parking Lot with very little prescriptive or advisory pavement marking or signing. The SEH team would like to explore whether reconfiguring parking spaces in the southeast corner - east of where the trail enters (currently barricaded off due to erosion) would create space for the paved path to continue along the shoreline and pick up the existing travel-worn "goat path" that runs along the shoreline in the northern one-third of the site, terminating at Bradford Beach or connecting into the street-side sidewalk. The circulating path seems to be a natural pedestrian pathway as it shows up as early as

1963 in aerial photography by the Milwaukee County Land Information Office (MCLIO) and SEWRPC. By reducing the flow of pathway users who traverse the parking lot, we not only improve internal circulation, we reduce interruptions of the flow of vehicular traffic that spills out onto Lincoln Memorial Drive or Water Tower Road. Understanding, however, that some pathway users with a final destination of the Snack Bar will still need to cross the parking lot ingress, the SEH team would still like to work with Milwaukee County to recommend advisory signs or pavement markings to encourage shared awareness by all users regardless of other reconfiguration components. Though a paved pathway adjacent to the parking lot is not found to be part of the current scope, our holistic design will be delivered in a way that accommodates a future path immediately east of the parking lot, connecting to Bradford Beach. If the Milwaukee County team would like to include add a paved pathway as an alternate scope item, the design and development of plans and specifications is well within the capacity and experience of this design team. Our engineers are always on the lookout for connectivity, accommodation and the natural flow of people throughout a site.



**WE'LL WORK WITH OUR  
IN-HOUSE FUNDING SPECIALISTS  
TO ASSESS GRANT  
OPPORTUNITIES AT 50%  
AND FINAL. IF OPPORTUNITIES ARE  
FOUND, WE'LL ENSURE GRANT  
CRITERIA ARE MET.**



## IMPROVING CIRCULATION

A casual inventory of existing spaces reveals approximately 145 standard parking stalls currently available for use and six handicap accessible stalls. We estimate that about 30 stalls have been lost due to coastal erosion and high water and are currently barricaded off for patron safety. We believe that traffic flow could be improved, and about 25 stalls recovered, through use of 45 degree angled parking for a short duration along the southeast corner of the parking lot, as well as about 99 linear feet (lf) of perpendicular parking north of the snack bar. Allotting for angled stalls and a 16 ft.-wide one-way drive aisle (which still allows for passing of a stalled or waiting vehicle and circulation of emergency vehicles) for approximately 150 lf pulls the parking lot extent back from the shoreline, which would create space for appropriate coastal armoring and for future accommodation of a path connecting the trail terminus at the south end of the parking lot with Bradford Beach as discussed above. Creating defined loading zones with access to the beach, allows for pickup and drop-off away from Lincoln Memorial Drive when traffic is heavy; making this path one-way reduces pedestrian/car crossings and encourages flow. Additionally, other flow patterns, configurations and layouts would be investigated as part of our design approach. Taking a holistic

approach, the SEH team's engineers, landscape architects and ecologists will work with Milwaukee County to meet appropriate screening guidelines and minimize the impact to mature trees. The trees on the southern two islands in the parking lot are already gone. This will allow more substantial grading modifications at that end, if needed. You can see our initial thoughts at improving internal flow, refining accessibility and recovering parking capacity below; though we'll present multiple alternatives early on. Our Value Add Scope Alternative #1, Connector Path, is also shown.

## CIVIL DESIGN

The SEH team will carefully design site grading and drainage by collaborating with the coastal and ecological engineering described below. Stormwater outfalls are currently overcome by high water levels; we'll work to reduce the number of outfalls as part of a redesign of the storm sewer system. As we devise our grading, we will apply lessons learned from previous Lakefront experience to balance the site when possible. We know that past issues have arisen when it was discovered that fill was made up of contaminated soil or was otherwise unsuitable for contemporary fill specifications. If soil needs to be removed from the site, we'll work with Milwaukee county to identify, calculate and coordinate disposal to a different site.



## VIEW FROM ABOVE



A brief survey of aerial photography by MCLIO/SEWRPC shows significant past and on-going erosion of what was once a small spit at the south end of the parking lot, now barricaded off. Our coastal design will take into account these historic/developmentally impacted coastal flow patterns as well as present day information from our bathymetric survey and wave analysis.

(Photo Credit: Milwaukee County Land Information Office/SEWRPC; Milwaukee Co. GIS Website)

## COASTAL ENGINEERING

### COASTAL ANALYSIS

SEH will evaluate the wave conditions at the site and design the shoreline armor system using the US Army Corps of Engineers Coastal Engineering Manual (EM 1110-2-1100) and associated software. We will use bathymetry and topo data collected at the site to determine wave characteristics at the site. Utilizing linear wave theory, the offshore wave conditions will be transformed into the nearshore wave climate to understand site specific wave characteristics. Using depth of closure and the offshore wave conditions, FreshWater will determine the 0.01-annual-chance expected wave heights at the site. Current and historic water levels will also be considered in the design of the shoreline armor.

Lake Michigan is experiencing historic high water levels. It will be important to design a resilient shoreline armoring system that takes into account potentially rising lake levels due to climate change. SEH will evaluate historic and projected lake levels to design the most sustainable shoreline armor system. Variable ice levels and thicknesses, and wind-driven ice events will also be evaluated as part of the armor design.

Up to four substrate grab samples will be taken offshore near the parking lot. A grain size analysis of the grab samples will be completed for each sample. The gradation of the substrate samples will be used to design the armor section bedding and scour protection. It is critical to

design the armor section bedding in a way that prevents migration of the existing substrate into the armor section. Migration of substrate materials into the armor section would ultimately compromise the integrity of the shoreline armor section.

Scour protection design will be critical to the longevity of the shoreline armor. Scour at the toe of the armor section would cause undermining – this is a common failure mechanism of shoreline armoring. Both high-water and low-water conditions will be considered in the design of the scour protection to ensure that the shoreline armor system will provide protection over a range of variable conditions that will occur over project's lifetime.



## COASTAL CONSTRUCTABILITY REVIEW

Our main strategy: Build the shoreline armoring first to avoid damage to the new parking lot. Construction access, staging and sequence will be important to carefully evaluate and consider in terms of cost and schedule. One consideration is to construct the new shore armoring prior to any work on the parking lot and storm sewer. The shore armor construction will require large rock and large equipment, which will likely further damage the existing parking lot. By constructing the shore armor first, the contractor can stage in the existing parking lot without concern of damaging the new construction, which will follow completion of the shore armoring.

## DESIGN CONSIDERATIONS

The design of the permeable pavement, green infrastructure, stormwater drainage system and bank armoring will need to be carefully considered due to the wave conditions at the site. During high wave conditions, water could be driven up into the stormwater drainage system and other components of the system that are hydraulically connected. This wave movement in and out of the system could potentially compromise the permeable pavement and green infrastructure components of the project that are hydraulically connected. Potential solutions include check valves on the stormwater drainage system as well as internal energy dissipation measures. Another solution may be to place stormwater outfalls in locations that do not receive direct impact from waves. Pipe ties may also be considered for all joints of the storm sewer pipes in order to prevent leakage from the joints.

The stormwater outfalls will be integrated into the armor section to ensure that the storm sewer is not damaged during wave and ice events. SEH will consider potential options such as an outfall with a foundation or flexible pipe connections that would allow some movement over time.

## ECOLOGICAL AND RESTORATIVE LANDSCAPING

The reconstruction of North Point Parking Lot as proposed by Milwaukee County provides the opportunity to address failing gray infrastructure and implement green infrastructure that addresses water quality, supplements coastal armoring, as well as emphasizes and restores the site's natural areas. Coastal engineering will be supplemented with native plantings that provide additional stabilization to the shoreline as well as softening the appearance of stone revetments and restoring coastal habitat damaged by recent storm events. The grassed area at the northern end of the parking lot could be graded to provide stormwater capture and treatment through installation of bioretention. Dune habitat could be restored where this area transitions to the southern end of Bradford Beach to provide additional coastal habitat, aesthetic improvement and screening from the adjacent beach. Native plantings should be a considerations around the connection to the Oak Leaf Trail to capture stormwater runoff and restore habitat, while enhancing the appearance of and drawing attention to the trail entrance.

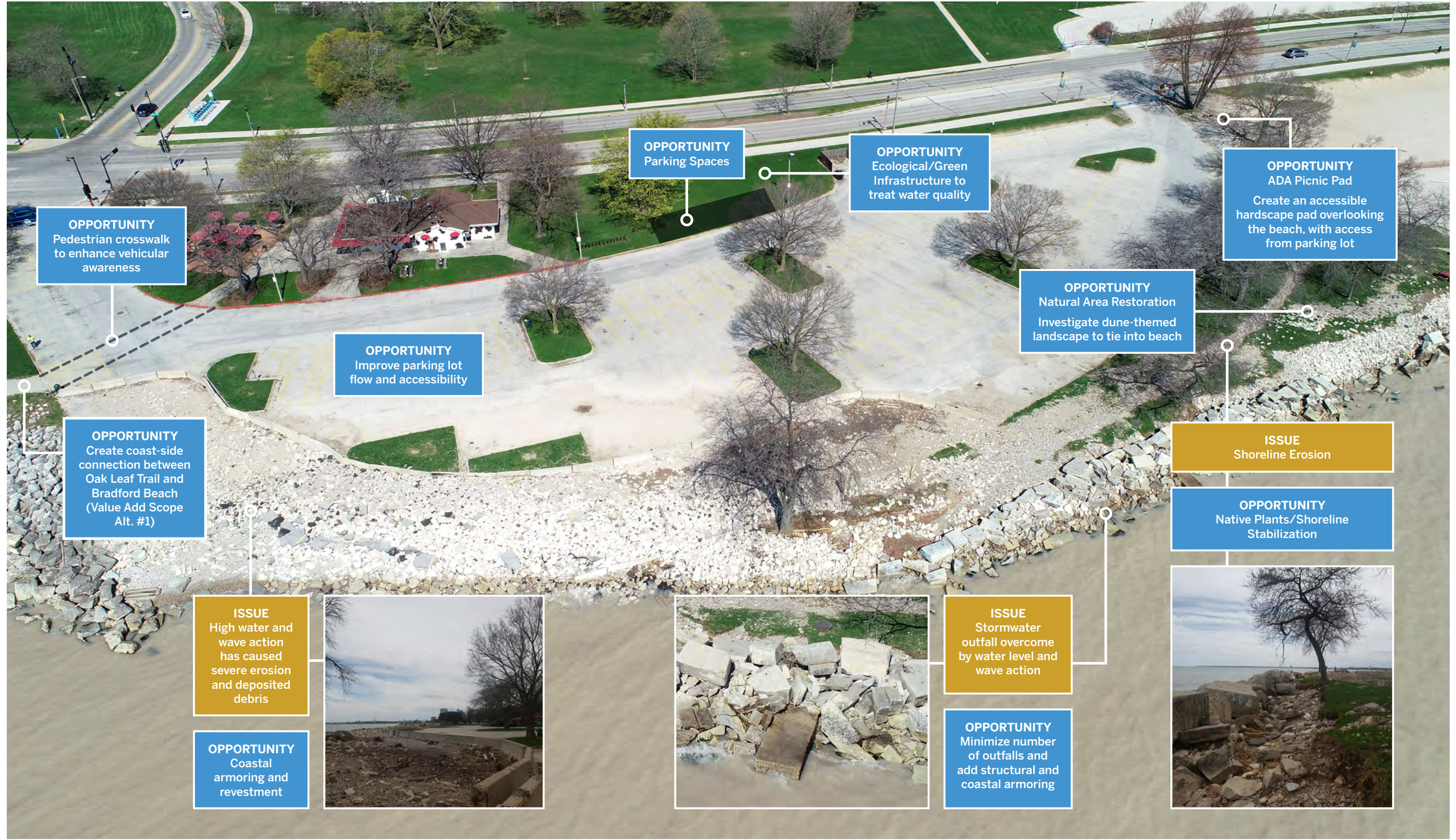
## LIGHTING AND ELECTRICAL IMPROVEMENTS

IBC's electrical engineers and lighting specialists will design parking lot site lighting to meet contemporary standards. New poles, matching those used at McKinley Marina Parking Lot will be utilized in order to augment standardization across the park system. A final touch on this comprehensive design, we know the site lighting is an important factor in the feeling of patron safety, atmosphere and aesthetics.





# NORTH POINT PARKING LOT ISSUES AND OPPORTUNITIES



**OPPORTUNITY**  
Pedestrian crosswalk to enhance vehicular awareness

**OPPORTUNITY**  
Parking Spaces

**OPPORTUNITY**  
Ecological/Green Infrastructure to treat water quality

**OPPORTUNITY**  
ADA Picnic Pad  
Create an accessible hardscape pad overlooking the beach, with access from parking lot

**OPPORTUNITY**  
Improve parking lot flow and accessibility

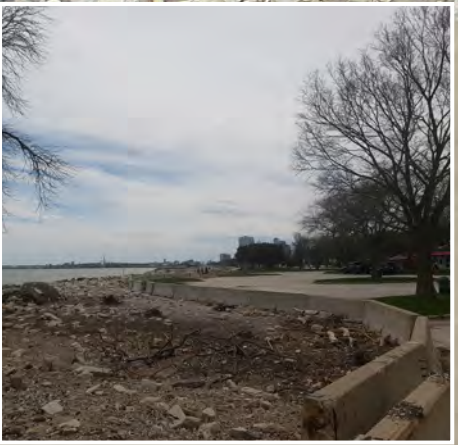
**OPPORTUNITY**  
Natural Area Restoration  
Investigate dune-themed landscape to tie into beach

**OPPORTUNITY**  
Create coast-side connection between Oak Leaf Trail and Bradford Beach (Value Add Scope Alt. #1)

**ISSUE**  
Shoreline Erosion

**OPPORTUNITY**  
Native Plants/Shoreline Stabilization

**ISSUE**  
High water and wave action has caused severe erosion and deposited debris



**OPPORTUNITY**  
Coastal armoring and revestment



**ISSUE**  
Stormwater outfall overcome by water level and wave action

**OPPORTUNITY**  
Minimize number of outfalls and add structural and coastal armoring



### North Point Parking Lot

Project No. P320-20141

Client Liaison	Project Manager	Coastal Engineering	Plan Production	Ecological Design & Green Infrastructure			Lighting	Existing Conditions				QA/QC		
	Civil Engineer	Coastal Engineer	Engineer Technician	Ecologist	Civil Engineer	Landscape Architect	Electrical Engineer	Engineer & Hydrographer	Geotechnical Engineer	Storm Video Analysis	Pavement Analysis	Civil	Coastal	Landscape Ecological
Gary Randle	Heather Stabo	Jeremy Walgrave	TBD	Mark O'Leary	Collin Smith	Cole Clayton	IBC	Freshwater	Gestra	VisuSewer	Robert Malzahn	Jeremy Tomesh	Ron Farmer	Caitlin Blue
SEH	SEH	SEH	SEH	AES	AES	AES	TBE Subconsultant	TBE Subconsultant	Non-TBE Subconsultant	SEH	SEH	SEH	SEH	SEH
\$198.00	\$132.00	\$187.50	\$78.30	\$204.99	\$84.99	\$110.01	\$7,700.00	\$19,500.00	\$4,148.50	\$4,200.00	\$90.60	\$163.50	\$181.50	\$115.50

Task Total	
Hours	Fee

**1. General Scope**

A. Perform geotechnical analysis for all design efforts if needed		1								1							2	\$4,280.50
B. Perform video analysis to evaluate condition of all storm sewer pipes underneath the proposed pavement area if needed.		1								1							2	\$4,332.00
C. Provide agency coordination and permit applications for required plan reviews and permits. Investigate, develop and incorporate into the planning and construction documents elements necessary to comply with permit conditions.		6	8	12	6	10	2						2				46	\$5,894.46
D. Provide erosion control planning and design for all aspects of the projects. File all necessary agency notices, such as WDNR Notice of Intent, etc., if applicable.		4	4	8		8	5						2				31	\$3,497.37
E. Schedule, attend and facilitate a project design kickoff meeting. The consultant shall be prepared to attend monthly meetings (at a minimum) to review the project status with their design team and the work group as necessary to address planning and design issues.	4	10	5		5	10	5										39	\$5,474.40
E.1. Team Kickoff Site Visit		4	4		4	4	4										20	\$2,877.96
F. Submit three (3) hard copy sets and an electronic file of various reports, project manuals and construction plans for review and comments at each level of project development.		8	4			6							2				20	\$2,678.94
G. Bidding services and construction oversight are not included in the scope of this request for qualification / proposal.																	0	\$0.00

**2. Design Development and Construction Document Preparation**

A. Complete review of all existing project information.		4	8			12	8		1								33	\$23,427.96
B. Coordinate impacts to parks and Milwaukee County staff - construction access, staging, temporary equipment relocation, scheduling around events, etc. Existing project information will also be reviewed by each discipline	2	4															6	\$924.00
C. Prepare a Report (design development report) assessing the condition of the pavement, detailing appropriate rehabilitation materials and methods, replacement options and issues, construction cost estimate, etc.		2									8						10	\$988.80
D. Complete design and construction documents for each capital project.		20	120	290	24	60	30	1									545	\$68,866.46
E. Complete technical specification in CSI format for inclusion into the Milwaukee County assembled project manual. Prepare the schedule of prices for the bid form for electronic bidding. Bid form template will be provided to consultant.	2	8	18	4	12	24	10										78	\$10,739.94
F. Complete a final pre-bid engineer's probably construction cost estimate.		8	4			8	4										24	\$2,925.96

**3. QA/QC PLAN**

A. Draft Technical Review		8	8										4	12	4		36	\$5,850.00
B. Final Technical Review	4	8	8										4	12	4		40	\$6,642.00
C. Final Estimate Review	2	4	4											2			12	\$2,037.00
Person Hours	14	100	195	314	51	142	68	1	1	1	1	8	8	32	8			<b>944</b>
Fee	\$2,772.00	\$13,200.00	\$36,562.50	\$24,586.20	\$10,454.49	\$12,068.58	\$7,480.68	\$7,700.00	\$19,500.00	\$4,148.50	\$4,200.00	\$724.80	\$1,308.00	\$5,808.00	\$924.00			<b>\$151,437.75</b>
																		<b>\$1,499.25</b>
																		<b>\$152,937.00</b>

TBE Goal	17%
TBE Budget	20.5%

Reimbursable	\$1,499.25
Lump Sum Total	\$152,937.00

**Value Add Scope Alternate #1**

															Task Total				
	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee			
A. Engineering Design and Construction Documents for paved pathway connecting coastal Oak Leaf Trail terminus to Bradford Beach			8	4	8			4					2	2	2			30	\$3,793.44



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH TBE

PROJECT No. P320-20141PROJECT TITLE North Point Parking LotTOTAL CONTRACT AMOUNT (less allowances) \$ 152,937.00TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	1) TBE Contract Amount	2) % of Total Contract
IBC Engineering Services, Inc N8 W22195 Johnson Dr. Ste 180 Waukesha, WI 53186	Electrical Engineering	\$7,700.00	5.03%

- The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations the TBE sub-contract amount **might NOT** be based on the total project contract amount.
- The **percentage** is based on the eligible scope of services that TBE participation can reasonably be obtained; which might not be based on the total project contract amount. The commitment percentage is the key indicator of TBE participation. The **Pass/Fail** determination is based on the percentage stated in the RFP/BID. If the Prime is using one or multiple TBE companies the sum of the percentages **MUST** satisfy the minimum percentage stated in the RFP/BID. Note the percentage indicated on this document will be viewed by CBDP the Prime's **COMMITMENT** to the TBE company.

### **Bidder/Proposer Commitment (To be completed by firm committing work to TBE)**

I certify that the TBE firm 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 the TBE firm listed herein. Prime Contractor/Consultant Short Elliott Hendrickson Inc. (SEH®) Phone 414.465.1200, or one of our subs, will enter into contract with the TBE firm listed, for the service(s) and amount(s) specified when awarded 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.

Signature of Authorized Representative

Mark Broses, Principal

Name &amp; Title of Authorized Representative

5/20/2020

Date

### **TBE Affirmation (To be completed by TBE Owner/Authorized Representative)**

- I affirm that our company is certified as (check all certifications that apply)
  - DBE by the Wisconsin Unified Certification Program certifying partners
  - MBE by State of Wisconsin DOA
  - WBE by State of Wisconsin DOA
  - SBE by SBA Federal Size Standards, NAICS and registered in SAM
  - SBE by Milwaukee County
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein. I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces. I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project. I affirm that our company meets one of the following requirements: Certified as DBE and listed in the Wisconsin UCP Directory, certified as MBE or WBE with the State of Wisconsin DOA, or SBE firm certified by Milwaukee County or meets the SBA size standards and is listed in the SAM directory.

Signature of Authorized TBE Representative

Mike Roller, Dir. Operations

Name &amp; Title of Authorized TBE Representative

262.522.4422

Phone Number

5/21/2020

Date

### **FOR CBDP USE ONLY**

Commitment number 1 of 3Participation: 5.03%Project Total: 20.49%

Authorized Signature

6/4/2020

Date



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

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PROJECT No. P320-20141 PROJECT TITLE North Point Parking Lot

TOTAL CONTRACT AMOUNT (less allowances) \$ 152,937.00 TBE Goal: 17%

Name & Address of TBE	Scope of Work Detailed Description	1) TBE Contract Amount	2) % of Total Contract
FreshWater Engineering 1433 N. Water St. Suite 400 Milwaukee, WI 53202	Bathymetrics, Wave Analysis	\$19,500.00	12.75%

- The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations the TBE sub-contract amount **might NOT** be based on the total project contract amount.
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Signature of Authorized Representative

Mark Broses, Principal

Name & Title of Authorized Representative

5/20/2020

Date

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Signature of Authorized TBE Representative

Laura Rozumalski, President

Name & Title of Authorized TBE Representative

608-616-0128

Phone Number

5/20/2020

Date

### **FOR CBDP USE ONLY**

Commitment number 2 of 3 Participation: 12.75% Project Total: 20.49%

Authorized Signature

6/4/2020

Date



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

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Name & Address of TBE	Scope of Work Detailed Description	1) TBE Contract Amount	2) % of Total Contract
GESTRA Engineering, Inc., 191 W. Edgerton Ave., Milwaukee, WI 53207	Geotechnical Engineering	\$4,148.50	2.71%

- The total project contract amount is an estimate based on the outcome of negotiation between the Prime and Milwaukee County. In some situations the TBE sub-contract amount **might NOT** be based on the total project contract amount.
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Signature of Authorized Representative

Mark Broses, Principal

Name &amp; Title of Authorized Representative

5/20/2020

Date

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- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein. I understand and accept that this commitment is for service(s) to be rendered in completion of the project specified herein and all work is to be completed with my own forces. I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project. I affirm that our company meets one of the following requirements: Certified as DBE and listed in the Wisconsin UCP Directory, certified as MBE or WBE with the State of Wisconsin DOA, or SBE firm certified by Milwaukee County or meets the SBA size standards and is listed in the SAM directory.

Douglas Dettmers

Digitally signed by Douglas Dettmers  
DN: cn=Douglas Dettmers, o=GESTRA  
Engineering, Inc. ou,  
email=Douglas.Dettmers@gestrac.com, c=US  
Date: 2020.05.20 16:27:30-0500

Signature of Authorized TBE Representative

Douglas Dettmers, Regional Manager

Name &amp; Title of Authorized TBE Representative

414-933-7444

Phone Number

05/20/2020

Date

### **FOR CBDP USE ONLY**

Commitment number 3 of 3Participation: 2.71%Project Total: 20.49%

Authorized Signature

6/4/2020

Date

**CONTRACT FORM** 1684 R5 (Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures)

Mail to: Preliminary: Office of the Comptroller, Contract Signatures, Room 301 Courthouse Final: Office of the Comptroller, Accounts Payable, Room 301 Courthouse Community Business Development Partners, 9th Floor - 633 W. Wisconsin	<b>CONTRACT TYPE</b>		
	Professional Service - Operating		
	Professional Service - Capital		X
	Purchase of Service		
	Preliminary		Final

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG
DAS - Facilities Management	120	1400

**VENDOR INFORMATION**

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.
80592		X		

NAME OF VENDOR	ADDRESS
Short Elliott Hendrickson, Inc.	316 North Milwaukee Street, Suite 302, Landmark Building Milwaukee, WI 53202-5888

TAX I.D. NO.	EFFECTIVE DATES: begin date      end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	06/10/20      12/31/20	6		\$ 152,937.00

**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
2020	01	1400	120	1400			6146	WP320011			\$ 152,937.00

**PURPOSE OF CONTRACT**

North Point Parking Lot, Project Number P320-20141. Professional consulting services to complete planning, design, and construction documents.



Was County Board approval received prior to contract execution or contract amendment or extension?

If YES, give County Board File No. TBD Date Approved TBD

If NO, why is County Board approval not required? \_\_\_\_\_

Was Contract **fully** executed prior to work being performed (all signatures received)?  YES  NO

Is Vendor a certified professional service DBE?  YES  NO

Prepared By DocuSigned by:  Elena LaMendola	Date 6.10.20	Title Sr. Budget And Fiscal Analyst
Signature of County Administrator  Gregory G. High	Date 6/16/2020	Title Director AE&ES DAS - Facilities Management

This Retention Approval executed by:

DocuSigned by:  
BY: Gregory G. High DATE: 6/16/2020  
**Director**  
53608AA15A3846B...  
Department of Administrative Services  
Facilities Management Division  
AE&ES Section

DocuSigned by:  
BY: Guy Smith DATE: 6/18/2020  
3C64EEF1D1CC409...  
NAME: Guy Smith

TITLE: Executive Director, Parks Department

DocuSigned by:  
BY: Stuart Carron DATE: 6/18/2020  
**Director**  
52850113CDB7473...  
Department of Administrative Services  
Facilities Management Division

DEPARTMENT: Milwaukee County Parks

DocuSigned by:  
Sarah Toomsen  
134132F383B84D2...

## Certificate Of Completion

Envelope Id: 66D6079D7975450DAA444878EC622A2C	Status: Completed
Subject: Please DocuSign: P320-20141 North Point Parking Lot Consultant Selection Approval	
Source Envelope:	
Document Pages: 15	Signatures: 5
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Katie Dunne
Time Zone: (UTC-06:00) Central Time (US & Canada)	633 W. Wisconsin Ave.
	Suite 901
	Milwaukee, WI 53203
	katie.dunne@milwaukeecountywi.gov
	IP Address: 204.194.251.5

## Record Tracking

Status: Original	Holder: Katie Dunne	Location: DocuSign
6/16/2020 10:23:01 AM	katie.dunne@milwaukeecountywi.gov	

## Signer Events

Gregory G. High  
 gregory.high@milwaukeecountywi.gov  
 Director of AE&ES Section - DAS - Facilities Management  
 Milwaukee County  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 B9605AA15A3846B...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.194.251.3

## Timestamp

Sent: 6/16/2020 10:33:35 AM  
 Viewed: 6/16/2020 10:49:58 AM  
 Signed: 6/16/2020 10:50:20 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Stuart Carron  
 Stuart.Carron@milwaukeecountywi.gov  
 Director, Facilities Management Div.  
 Milwaukee County  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 928D0113CDB7473...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.194.251.5

Sent: 6/16/2020 10:50:22 AM  
 Viewed: 6/18/2020 11:42:02 AM  
 Signed: 6/18/2020 11:44:26 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Sarah Toomsen  
 Sarah.Toomsen@milwaukeecountywi.gov  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 134132F383B84D2...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.194.251.3

Sent: 6/18/2020 11:44:28 AM  
 Viewed: 6/18/2020 12:20:20 PM  
 Signed: 6/18/2020 12:20:35 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/18/2020 12:20:20 PM  
 ID: 2f1352a3-45c4-4c3a-bdde-9f2b996dbf95

Guy Smith  
 Guy.Smith@milwaukeecountywi.gov  
 Executive Director, Parks Department  
 Milwaukee County  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 3C64EEF1D1CC409...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 204.194.251.5

Sent: 6/18/2020 12:20:37 PM  
 Viewed: 6/18/2020 12:55:44 PM  
 Signed: 6/18/2020 12:56:00 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 12/11/2017 4:09:25 PM  
 ID: 022e4205-7af7-4f9e-a114-b604b5086b96



In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
David Gulgowski david.gulgowski@milwaukeecountywi.gov Managing Engineer - Site Development Milwaukee County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 6/18/2020 12:56:02 PM Viewed: 6/22/2020 3:29:10 PM
Lamont Robinson lamont.robinson@milwaukeecountywi.gov Kevin Crampton kevin.crampton@milwaukeecountywi.gov Shirlean Clayton shirlean.clayton@milwaukeecountywi.gov Mya Robinson mya.robinson@milwaukeecountywi.gov Milwaukee County Signing Group: Community Business Development Partners Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 6/18/2020 12:56:02 PM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	6/18/2020 12:56:02 PM
Certified Delivered	Security Checked	6/18/2020 12:56:02 PM
Signing Complete	Security Checked	6/18/2020 12:56:02 PM
Completed	Security Checked	6/18/2020 12:56:02 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **CONSUMER DISCLOSURE**

From time to time, Wisconsin Milwaukee County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **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..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Wisconsin Milwaukee County**

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.

**To withdraw your consent with Wisconsin Milwaukee County**

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.

By checking the 'I Agree' box, I confirm that:

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Wisconsin Milwaukee County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Wisconsin Milwaukee County during the course of my relationship with you.