

**DEPARTMENT OF ADMINISTRATIVE SERVICES
FACILITIES MANAGEMENT DIVISION
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION
(CONSULTANT FEE INCREASE APPROVAL FORM)**

FEE INCREASE No. 1

I. PROJECT DESCRIPTION

Project Title: Consolidated Facilities Plan, Phase 3.0

Project No.: 5702-15472

Agency: 115 Org. No.: 5702 Object No.: 6149

Project Code: Activity: _____

Function: _____ Category: _____

Consultant: CBRE Global Corporate Services
777 East Wisconsin Avenue
Suite 3150
Milwaukee, WI 53202

REVIEWED BY SLP
DATE 5-21-15

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**

Fee Increase Type: Lump sum - Not-to-Exceed

II. FEE INCREASE REASON

A. The original professional services agreement between CBRE and Milwaukee County was entered into on 6 June 2012 to develop a comprehensive facilities plan, including an implementation plan and analysis for County-owned and County-leased facilities, and the period of performance was six (6) months from date of contract award. The contract was awarded as a result of a County-issued request for proposal, against which six proposals were received. The value of this contract was \$450,000.00.

B. At the direction of the Milwaukee County Board of Supervisors, on 27 March, 2014, the County entered into a sole-source contract (CFP 2) with CBRE for the contractor's assistance in implementing the contractor's real-estate consolidation plan, namely the exiting and disposition of City Campus buildings; the definition of the preliminary analysis of the Marcia Coggs Center; and an analysis for staff relocating to other facilities. The period of performance for this second stage was from date of contract award through 27 October 2014. The value of this contract was \$200,000.00.

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C. On 22 January 2015, and as a continuation and development of the second stage, the County and CBRE entered into a third continuing agreement (CFP 3) to advise on the issues surrounding the State of Wisconsin’s occupancy of the Marcia Coggs Building; the final clean-up and disposal of the City Campus buildings; and provide focus on a review of other County surplus real estate and facilities. The period of performance for this continuation of the second stage is from date of award through 15 August 2015. The value of this contract is \$97,500.00.

This document seeks approval to increase the scope of work of the third continuing agreement (the second stage), to increase the total value of this agreement, and to lengthen the period of performance. This continuation is for CBRE to focus on the highest and best use of the iconic Milwaukee County Courthouse. This will work will require CBRE to complete the following:

1. Define the parameters of a study of the Courthouse: CBRE working with a selected architectural firm and the Consolidated Facilities Planning Committee will analyze the current physical condition of the courthouse, the present utilization of space in the courthouse, code compliance, and adaptability of the courthouse for other uses.
2. Analyze the appropriateness of the current occupants in the Courthouse: Determine if the mix of occupants in the current Courthouse configuration is appropriate and best use of this iconic County building. If the current occupants or a portion of the occupants in the building are appropriate, does the building support their business needs in the most efficient, safe and effective manner. If it does not, what is needed to accomplish the goal of a modern, cost effective workplace for Milwaukee County in the Courthouse?
3. Review alternative block planning options for major occupants of the Courthouse: If the Courthouse is not appropriate for some of the occupants, what is the right facility? Is it other County property (Coggs) a renovated building (Safety Building) a new facility (owned/leased) or some other existing building(s) in Milwaukee?
4. Provide cost analysis for various alternatives: Similar to what CBRE did with the City Campus study, a financial analysis will be prepared for options related to the Courthouse and associated County business units that do not occupy the Courthouse, but are directly related. This process will identify short term and long term cost savings and/or investment for the County (Courts/Children’s Courts/DA/Sheriff/etc.).

The total fee increase for additional Phase 1 work and Phase 2 professional services is \$152,500.00, as shown below. The total adjusted contract agreement value is \$250,000.00.

III. APPROVED FEE BREAKDOWN:

A. Original Fee plus Allowance:

1.	Basic Services Compensation	\$97,500.00
2.	Actual Cost Not To Exceed Sum	\$0.00
3.	<u>Reimbursable Allowance (NTE)</u>	<u>\$0.00</u>
4.	Total Fee plus Allowance	\$97,500.00

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B.	Previously Approved Fee Increases plus Allowance (NTE):	\$
1.	Fee Increase	\$0
2.	<u>Reimbursable Allowance (NTE)</u>	\$0
3.	Total	\$0

C.	This Fee Increase plus Allowance (NTE):	
1.	Basic Services Compensation	\$151,011.00
3.	Actual Cost Not To Exceed Sum	\$0.00
4.	<u>Reimbursable Allowance (NTE)</u>	<u>\$1,489.00</u>
5.	Total	\$152,500.00

D.	Revised Maximum Allowable Fee plus Allowance:	
1.	Basic Services Compensation (NTE)	\$248,511.00
2.	Actual Cost Not to Exceed Sum	\$0.00
3.	<u>Reimbursable Allowance (NTE)</u>	<u>\$1,489.00</u>
4.	Fee Plus Allowance (NTE)	\$250,000.00

IV. **DBE UTILIZATION**

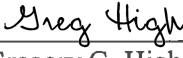
Approved DBE Participation Recommendation Form (DBE-12 Form) is attached. DBE participation for this project is being achieved in a separate contract for architectural services.

V. **FISCAL NOTE**

Sufficient funds are available in the project account to cover the consultant fee increase.

PREPARED BY: Gregory G. High, Project Manager

REVIEWED AND RECOMMENDED BY:

DocuSigned by:

 Gregory G. High, Director
 Architecture, Engineering
 and Environmental Services Section

5/22/2015

 Date

OWNER DEPARTMENT APPROVAL

Consultant Fee Increase Approved:

_____ N/A _____

_____ Date _____

FEE INCREASE APPROVAL FORM

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Project No.: 5702-15472

FEE INCREASE NO.: 1

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

Consultant Fee Increase Approved:

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

5/26/2015
Date

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Fee Increase Approved:

Corporation Counsel

Date

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Fee Increase Approved:

Scott Manske, Comptroller
Office of the Comptroller

Date

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Fee Increase Approved:

Chris Abele, County Executive
Office of the County Executive

Date

Attachments:

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

COPIES AFTER APPROVAL

cc:

- G. High
- G. Drent
- D. Gulgowski
- B. Engel, CBDP
- S. Toomsen, DPRC
- K. Stave
- Project File – Original
- J. Keegan, DPRC

PROFESSIONAL SERVICE CONTRACT 1684 R4

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

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG NO.
DAS-Facilities Management	115	5740

VENDOR INFORMATION

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.

NAME OF VENDOR	ADDRESS
CBRE-Global Corp[orate Services	777 East Wisconsin Ave Suite 3150 Milwaukee WI 53202

TAX I.D. NO.	EFFECTIVE DATES: begin date end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY: DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	05/22/15 12/31/15	7		\$ 250,000.00

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
2015		0001	115	5702			6149				\$ 152,500.00

PURPOSE OF CONTRACT

Consolidated Facilities Plan Phase 3. Fee Increase #1

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

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


If NO, why is County Board approval not required? **"PASSIVE REVIEW" TO COUNTY BOARD IN JUNE CYCLE**

Was Corp Counsel, DBD Division and Risk Managmnt 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 05/22/15
 Prepared By Date

 5/22/15
 Signature of County Administrator Date

Manager Support Services
 Title

Director AE & ES DAS-Facilities Management
 Title



COMMUNITY BUSINESS DEVELOPMENT PARTNERS

MILWAUKEE COUNTY

DBE Participation Recommendation

To be completed by project owner. Please, direct questions regarding this form to CDBP, 414-278-4747.

FUNDING SOURCE

Is this a federally funded project? Yes No What percentage? _____

Source of Funds: FAA FTA DOT (includes WisDOT) Other: _____

CONTACT INFORMATION

Contract Administrator: Greg High Date: January 2, 2015

Building: City Campus Room No.: 205 Phone: 278-4943

Fund: _____ Agency: 570 Org No. 5702

PROJECT INFORMATION

Project Name: Consolidated Facilities Plan – Phase 2 A Project No.: 5702-14439

Contract Scope/Project Description (attach scope/description of work or estimating sheet): Sole source contract with CBRE to continue its work on space planning consulting services including:

1. In order to keep the momentum that was built around exiting City Campus, CBRE will keep the CFP committee meeting and defining next steps.
2. The CFP committee with the guidance of CBRE will identify timing and approach to the State of Wisconsin concerning their continued occupancy of the Marla Cogg Building. Once the State is given deadlines, several other questions will need to be addressed.
3. The committee should continue to address the final clean-up and disposal of City Campus and an evaluation of the relocation process.
4. As requested CBRE can provide support and background information to help give structure to internal Milwaukee County office restacking and moving requests and processing, managing and implementing tenant improvement requests at the Courthouse Complex and certain facilities on County Grounds.
5. Since CBRE has been retained by BHD, we will supply a communication link between the current Behavioral Health Real Estate and Facilities study and CFP.
6. CBRE will also help provide focus on a review other County surplus real estate and facilities assets that may be significant in the first 3 to 4 months of 2015. (County Grounds Food Service Building use/Medical Examiners' potential relocation/Children's' Court resolution/Office of Emergency Management, pending recommendations in the CBRE 2012/13 Comprehensive Facilities Plan)

Contracting Opportunities (List NAICS codes): CBRE's contract for this transition to Phase 3 will be month to month with a not to exceed price of \$13,000 per month for 7.5 months or \$97,500. There is no viable opportunity for CBRE to subcontract their work. However, AE&ES anticipates contracting separately for architectural consulting services for at least \$20,000 which will exceed the 17% overall goal for DBE participation.

RFP will be used (Yes/No) NO Advertising Date: N/A Bid/Proposal Due Date: N/A

TYPE OF PROJECT

<u>Professional Services</u>	<u>Estimated Amount</u>	<u>Recommended DBE Participation</u>	
	\$ <u>\$97,000</u>	<u>17 (overall project) %</u>	
<u>Construction Related</u>	<u>Estimated Amount</u>	<u>Estimated Allowance</u>	<u>Recommended DBE Participation</u>
General Construction	\$ _____	\$ _____	_____ %
Plumbing	\$ _____	\$ _____	_____ %
HVAC	\$ _____	\$ _____	_____ %
Electrical	\$ _____	\$ _____	_____ %
_____	\$ _____	\$ _____	_____ %
_____	\$ _____	\$ _____	_____ %

APPROVALS

Is county board approval required? Yes No Resolution #: _____ (attach resolution)

Request for a goal of 0% requires a full scope of project attached, explanation and signature of department head.

Department/Division Administrator Name _____

Signature _____

Date _____



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

CBDP USE ONLY

Concur with Recommendation YES, or provide the following goals:

_____ % _____ %

This contract is exempt from the DBE goal: ___ Yes No

Approved:

[Signature]

Date: 1/15/15

Certificate of Completion

Envelope Number: 983146C3DC1F4CFCA82F2D1D2F851A6F	Status: Sent
Subject: Please DocuSign this document: Consolidated Facilities Plan-Phase 3.0. CBRE Global Corp.pdf	
Source Envelope:	
Document Pages: 8	Signatures: 5
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Ivette Cruz
	901 N 9th St
	Ste 301
	Milwaukee, WI 53233
	ivette.cruz@milwaukeecountywi.gov
	IP Address: 204.194.251.5

Record Tracking

Status: Original	Holder: Ivette Cruz	Location: DocuSign
5/22/2015 9:00:36 AM CT	ivette.cruz@milwaukeecountywi.gov	

Signer Events

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:

Signature

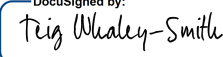
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Signed: 5/22/2015 9:25:33 AM CT

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:
Accepted: 1/27/2015 8:36:57 AM CT
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Signed: 5/26/2015 6:57:12 AM CT

Corporation Counsel
corp counselsignature@milwcnty.com
Deputy Corporation Counsel
Milwaukee County
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered
ID:

Sent: 5/26/2015 6:57:13 AM CT

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

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

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events		Timestamp
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Envelope Summary Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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Withdrawing your consent

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.

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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

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 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 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 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">• Allow per session cookies• Users accessing the internet behind a Proxy Server must enable HTTP

1.1 settings via proxy connection

** 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:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- 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.