

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: June 18, 2026

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

From: Anthony Raab, Director, Architecture, Engineering and Environmental Services Section, Facilities Management Division, Department of Administrative Services

Subject: A Request from the Director, Department of Administrative Services, regarding Passive Review for Professional Services Exceeding \$100,000 but less than \$300,000 for Capital Project WP0827011 – Walker Square Park Improvements

File Type: Passive Review

REQUEST

The Director of the Department of Administrative Services (DAS) is requesting passive review to enter a professional service agreement to provide professional design services for Capital Project WP0827011 – Walker Square Park Improvements.

OVERVIEW

The Director of Architecture, Engineering, and Environmental Services (AE&ES), Facilities Management Division, Department of Administrative Services, requests approval to utilize project funds allocated for WP0827001 for professional design services in an amount less than \$300,000.

On December 23, 2024, the Milwaukee County Board approved the acceptance of City TID funds and subsequently allocated to new capital project (WP0827001) under File No. 24-914. On March 4, 2026 AE&ES issued an RFP for professional design services for this project. On June 3, 2026 proposals were received and disseminated to the consultant selection review team. Review of these proposals with the consultant selection review team is underway though the contract is anticipated to exceed \$100,000 though remain less than \$300,000.

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 passive review by County Board when the total contractual fee exceeds \$100,000 but is less than \$300,000.

Wisconsin State Statutes:	59.21(31)
Milwaukee County Code of General Ordinances:	Chapter 56

ALIGNMENT TO STRATEGIC PLAN

On December 23, 2024, the Milwaukee County Board approved the acceptance of grant funds through a new capital project (WP0827001) under File No. 24-914. This action report seeks approval to utilize those funds for professional design services in an amount less than \$300,000.

FISCAL EFFECT

Funds allocated to WP0827001 under File No. 24-914 will be used for professional design services for WP0827001.

TERMS

The standard Milwaukee County professional services agreement is being used to define the terms.

VIRTUAL MEETING INVITES

Anthony Raab, Director, Department of Administrative Services, Facilities Management Division, Architecture, Engineering, and Environmental Services Section

Sean Hayes, Director, Department of Administrative Services, Facilities Management Division

Jack Sudar, Senior Environmental Engineer, DAS-FM

PREPARED BY:

Jack Sudar, Senior Environmental Engineer, DAS-FM

APPROVED BY:

Tony Raab, Director, Architecture, Engineering & Environmental Services

ATTACHMENTS:

Fiscal Note

Cc: David Crowley, Milwaukee County Executive
Sup. Steven Shea Chair, Committee on Transportation and Transit
Sup. Willie Johnson Jr., Chair, Finance Committee
Sup. Sheldon A. Wasserman, Chair, Committee on Parks and Culture
Mary Jo Myers, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board
Aaron Hertzberg, Director, Department of Administrative Services
Pam Bryant, Capital Finance Manager, Office of the Comptroller
Liz Sumner, Comptroller
Pam Bryant, Capital Finance Manager, Office of the Comptroller
Isaac Rowlett, Fiscal & Budget Interim Director, SPB
Vince Masterson, Strategic Asset Coordinator, SPB
Joseph Lamers, Director, MCDOT

Jaci Bobo, CIO, IMSD Division, DAS
Guy Smith, Director, Parks Recreation and Culture