

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: June 28, 2023

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

FROM: Stuart Carron, Director, Facilities Management Division

SUBJECT: **A Request from the Director, Department of Administrative Services, regarding Passive Review of a Professional Services Agreement Exceeding \$100,000 but less than \$300,000 for Capital Project WP067401 – Underwood Creek Parkway Replacement – Roundabout to Swan Boulevard**

FILE TYPE: **Passive Review Contract**

REQUEST

The Director of the Department of Administrative Services (DAS) is requesting passive review to enter a professional service agreement with Kapur & Associates, Inc. to provide professional design services for the 2023 Capital Project WP067401 – Underwood Creek Parkway Replacement – Roundabout to Swan Boulevard project.

OVERVIEW

The subject Parkway for this project is 1.58 miles in length and is in poor condition. This portion of roadway serves facilities including Wil-O-Way, Firefly Ridge, Forestry Exploration Center, MMSD County Grounds Basin, and Hansen Golf Course.

The scope of work includes planning and design for the reconstruction of the Underwood Creek Parkway segment that falls between the Roundabout and Swan Boulevard. The Parkway shall be designed for shared use to accommodate bicycles along with wayfinding signage. The approved capital project envisions a public outreach phase of work to create and evaluate several design alternatives, and related feedback to determine the preferred alternative. Storm water best management practices including curb cuts with a concrete ribbon, green infrastructure, natural areas restoration and management shall be incorporated where applicable. Lighting will be evaluated for both safety and natural resource impacts.

A capital project has been adopted in the Milwaukee County 2023 Capital Budget to complete the planning, design and construction documents for the Underwood Creek Parkway Replacement – Roundabout to Swan Boulevard project. The 2023 capital budget includes funding for design only. A passive review of the proposed Kapur & Associates, Inc. consultant agreement is requested.

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

FISCAL EFFECT

This request was included in the adopted 2023 capital budget for design only, as project number WP067401 and with a capital appropriation amount of \$285,660. The professional services agreement for design only results in a Not to Exceed (NTE) fee of \$156,195.00 for WP067401. The proposed scopes of services have been reviewed by the AE&ES Section of DAS-FM. A copy of the proposed scopes of services and consultant effort fee spreadsheets are attached. The Kapur & Associates, Inc. Not to Exceed (NTE) fee breakdown for the project is as follows:

FEE BREAKDOWNS:

Current Allowable Fee plus Allowance:

1. Basic Services - Lump Sum Not to Exceed Sum	\$156,195.00
2. <u>Reimbursable Allowance (NTE)</u>	<u>\$0.00</u>
3. Fee Plus Allowance (NTE)	\$156,195.00

TERMS

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

RACIAL EQUITY COMPONENT

The contract includes a targeted business enterprise (TBE) goal of 17%. The approved TBE participation plan for the contract will meet the goal.

VIRTUAL MEETING INVITEES

David S. Gulgowski, Project Manager, AE&ES, DAS-FM

Sarah Toomsen, Manager of Planning and Development, Department of Parks, Recreation and Culture

PREPARED BY

David S. Gulgowski, Project Manager, AE&ES, DAS-FM

APPROVED BY

Stuart Carron

Stuart Carron, Director

Facilities Management Division

Department of Administrative Services

ATTACHMENTS

Consultant Retention Approval

Fiscal Note

cc: David Crowley, County Executive
Mary Jo Meyers, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board
Janelle M. Jensen, Manager, Legislative Services Division, Office of the County Clerk
Joseph Lamers, Director, Office of Performance, Strategy and Budget, Department of Administrative Services
Vince Masterson, Capital Budget Coordinator, Office of Performance, Strategy and Budget, Department of Administrative Services
Pamela Bryant, Capital Finance Manager, Office of the Comptroller
Justin Rodriguez, Budget and Management Coordinator, Office of the Comptroller
Guy Smith, Director, Department of Parks, Recreation and Culture