

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**DATE:** November 7, 2023

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

**FROM:** Stuart Carron, Director, Facilities Management Division  
Sean Hayes, Director of Architecture, Engineering, & Environmental Services

**SUBJECT:** **A Request from the Director, Department of Administrative Services (DAS) requesting retroactive Authorization to Execute a Professional Service Agreement Exceeding \$300,000 for Capital Project WP056901 Washington Park New Service Yard Building and Standardization.**

**FILE TYPE:** Action

**REQUEST**

The Director of DAS respectfully requests retroactive authorization to execute a professional services agreement with Barrientos Design and Consulting, Inc. to provide professional services for Capital Project WP056901 – Washington Park New Service Yard Building and Standardization project resulting in a Not to Exceed (NTE) contract value up to \$376,140.00.

**OVERVIEW**

The capital project was previously approved and funded at \$823,883 budget for design-only phase. Future construction scope and cost will be submitted for future review and approval. The design services proposed for the project include analysis and creation of new standards for Parks service yards across the system to ensure a facilities are sustainable, meeting industry standards, and reflective of current and future park system needs. Following this planning phase of work, a full design for the service yard facility at Washington Park will be completed, including the maintenance garage, cold storage building, fueling station, outdoor material bins and parking. Design services shall extend from programming, space needs and schematic design, through construction documents and preparation of cost estimates based upon completed construction documents. The initial facility shall be designed to provide service in a regional park setting. It is anticipated the maintenance garage will provide approximately (15) truck storage spaces; maintenance bay; wash bay; (3) offices; lunchroom; men's and women's locker rooms; conference room; tool room and workshop. The cold storage building will be sized for approximately (19) spaces to store mowers, carts, pick-up trucks, trailers and other seasonal equipment. Ultimately, through the elimination of structural bay(s), the garage shall have the capability of being reduced to an appropriate size to service a community park setting.

Design services for this project were bid out and awarded to Barrientos Design and Consulting Inc. in October. Since the approval of that contract by all parties, we have received a revised interpretation of County Ordinances regarding professional services that support public works

projects such as this. Accordingly, we are requesting retroactive approval by the Board of this particular contract.

### **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 \$300,000.

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

### **FISCAL EFFECT**

Adopted project number WP056901 for design of the Washington Park New Service Yard Building has a capital appropriation amount of \$823,883. The professional services contract results in a lump sum fee of \$376,140 inclusive of expenses for the project, well within project budget. 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 Barrientos Design and Consulting, Inc. Lump Sum fee breakdown for the project is as follows:

#### **FEE BREAKDOWNS:**

Current Allowable Fee plus Allowance:	
1. Basic Services - Lump Sum Not to Exceed Sum	\$371,140.00
2. Reimbursable Allowance (NTE)	<u>\$ 5,000.00</u>
3. Fee Plus Allowance (NTE)	\$376,140.00

### **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**

Sean Hayes, Director of Architecture & Engineering  
David Gulgowski, Principal Site Development, AE&ES  
James R. Joehnk, Director, The Concord Group (consultant)  
Sarah Toomsen, Manager of Planning & Development, Dept. of Parks, Recreation & Culture

### **PREPARED BY**

Sean Hayes, Director of Architecture & Engineering

**APPROVED BY**

***Stuart Carron***

Stuart Carron, Director  
Facilities Management Division  
Department of Administrative Services

**ATTACHMENTS**

Consultant Proposal Including Fee Matrix  
Resolution  
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