

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

DATE: December 21, 2023

TO: Chairwoman Marcelia Nicholson, County Board of Supervisors

FROM: Sean Hayes, Director, Architecture, Engineering and Environmental Services Section, Facilities Management Division, Department of Administrative Services

SUBJECT: A request from the Director, Department of Administrative Services (DAS) requesting authorization of project professional service use plan for adopted 2024 capital projects.

File Type: Action Report

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**REQUEST**

The Director of the Architecture, Engineering and Environmental Services Section, Facilities Management Division, Department of Administrative Services, requests approval of the updated project delivery plan for adopted 2024 capital projects.

To meet the requirements of Milwaukee County Professional Services Ordinance 56.30 (4)(a)(1), Table 1 of this report indicates the 2024 capital projects that may include professional services over \$20,000. To meet the requirements of Wisconsin Statute 59.52(31), Table 1 also indicates projects where professional services contracts on land zoned as parks may exceed \$100,000 requiring County Board passive review or \$300,000 requiring County Board action for approval.

**POLICY**

Milwaukee County Professional Services Ordinance 56.30 (4)(a)(1) requires that the Department of Administrative Services, Facilities Management Division (DAS-FMD) shall provide in February each year to the Committee on Finance, and the Committee on Community, Environment and Economic Development, an updated report on public works capital projects requiring the use of any professional services contract.

Wisconsin Statute 59.52(31) with regard to purchase of professional services agreements (under the Milwaukee General Ordinance Chapter 56) for capital projects requires County Board review for use of professional services contracts over \$100,000 and County Board approval for use of professional services contracts over \$300,000 for contracts related to county land zoned as a park.

Approval of this project delivery plan will provide signature authority to those departments executing the projects identified in Table 1 and provide authority to DAS-FMD to enter into professional services agreements as necessary to complete the projects identified in Table 1.

**ALIGNMENT TO STRATEGIC PLAN**

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The 2024 Adopted Budget makes significant investments in Milwaukee County's shared vision to achieve racial equity and by doing so become the healthiest county in Wisconsin. This recommendation helps move the Budget into reality.

**FISCAL EFFECT**

There is no tax levy or budget impact associated with this request.

**TERMS**

There are no proposed contracts or terms associated with this request. All professional service contracts for 2024 capital projects will meet DAS-FMD and Milwaukee County requirements. The signature authorities will remain in place for the duration of the projects to which they are assigned.

**VIRTUAL MEETING INVITES**

Sean Hayes, Director, Department of Administrative Services, Facilities Management Division, Architecture, Engineering, and Environmental Services Section  
Stuart Carron, Director, Department of Administrative Services, Facilities Management Division

**PREPARED BY**

Sean Hayes, Director, Department of Administrative Services, Facilities Management Division, Architecture, Engineering, and Environmental Services Section

**APPROVED BY**

*Stuart Carron*

Director, Department of Administrative Services, Facilities Management Division

**ATTACHMENTS**

Table 1: 2024 Project Delivery Plan  
Resolution  
Fiscal Note

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Cc: David Crowley, Milwaukee County Executive  
Sup. Pricilla E Coggs-Jones, Chair, Committee on Transportation and Transit  
Sup. Liz Sumner, Chair, Finance and Audit 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  
Scott Manske, Comptroller  
Pam Bryant, Capital Finance Manager, Office of the Comptroller  
Steven Cady, Research and Policy Director, Office of the Comptroller  
Janelle M. Jensen, Manager, Legislative Services, Office of the County Clerk  
Scott Manske, Comptroller  
Pam Bryant, Capital Finance Manager, Office of the Comptroller  
Joseph Lamers, Fiscal & Budget Director, SPB  
Vince Masterson, Strategic Asset Coordinator, SPB  
Donna Brown-Martin, Director, MCDOT  
Jaci Bobo, Interim CIO, IMSD Division, DAS  
Guy Smith, Director, Parks Recreation and Culture