**COUNTY OF MILWAUKEE**

**INTER-OFFICE COMMUNICATION**

DATE: February 17, 2015

TO: Supervisor Marina Dimitrijevic, Chair, County Board of Supervisors

FROM: Brian Dranzik, Director, Department of Transportation

SUBJECT: Authorization for MCDOT to Enter into a Professional Services Contract in an Amount Not to Exceed $329,000 with AECOM Technical Services Incorporated (AECOM) as part of the Highway Billing System Replacement Project

POLICY

Per Wisconsin Statute 59.52(31) approval of the County Board is required to enter into a contract that exceeds $300,000.

BACKGROUND

File 14-290, adopted April 24, 2014 by the Milwaukee County Board of Supervisors, approved a Highway Billing System Replacement project for the Milwaukee County Department of Transportation – Highway Division (MCDOT – Highway). The approved project included a budgeted appropriation of $688,000.

Since the inception of the project MCDOT – Highway, in conjunction with the Information Management Services Division (IMSD), has made substantial progress in achieving multiple milestones that are necessary for an overall successful completion of the project. The major project milestones achieved to date include documentation of both current and future process flows to be used by MCDOT – Highway staff, selection of the software to be used which is the Geographic Information Systems (GIS) based Cityworks suite, and creation of a Senior GIS Analyst – Cityworks which will be responsible for ongoing administration of the new system once operational.

The Director of the Department of Transportation is now requesting authorization to enter into a Professional Service Contract with AECOM Technical Services Incorporated (AECOM) in an amount not to exceed $329,000 to complete the next step of the Highway billing and workflow management system replacement project. AECOM will complete several major, specialized technology related tasks under the proposed contract including: installation of the Cityworks software; programming all of the necessary workflows developed by MCDOT – Highway; loading of various data sources such as aerial imagery, equipment, materials, highway related assets (bridges, lampposts, signage, etc); development and configuration of the multiple billing and reporting output formats required by the State of Wisconsin Department of Transportation; and finally initial training on the new system.

The estimated timeline for overall completion of the MCDOT Highway Billing System Replacement project is Fall 2015. This timeline is dictated in part by a planned County upgrade to a component within Ceridian that will provide labor and wage related data from that system that can be electronically compared to and reconciled with data residing in the Highway Billing System.

FISCAL EFFECT

Approval to enter into the requested professional services contract has no property tax levy impact as funds for this purpose were included as part of the approved Highway Billing System Replacement Project budget.

RECOMMENDATION

The Director of the Milwaukee County Department of Transportation recommends entering into a professional services contract with AECOM Technical Services (AECOM) in an amount not to exceed $329,000 as part of the Highway Billing System Replacement Project.

Prepared by: James H. Martin, Director of Administration, MCDOT

Approved by:

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Brian Dranzik, Director

Department of Transportation

cc: Chris Abele, County Executive

Raisa Koltun, Chief of Staff, Office of the County Executive

Kelly Bablitch, Chief of Staff, County Board of Supervisors

Laurie Panella, Chief Information Officer, DAS – IMSD

Kim Klees, Project Manager, DAS - IMSD

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Steve Cady, Research and Policy Director, Office of the Comptroller