COUNTY OF MILWAUKEE

**INTEROFFICE COMMUNICATION**

**DATE:** April 24, 2015

**TO:** Chairwoman Marina Dimitrijevic, Milwaukee County Board of Supervisors

Supervisors Willie Johnson & Theodore Lipscomb, Sr. , Co-Chairs Finance, Personnel & Audit

Supervisor Michael Mayo, Sr., Chairman Transportation & Public Works

**FROM:** Greg High, Director, AE&ES Section, DAS-FM Division

SUBJECT: Professional Services Agreement Exceeding $100,000 for Capital Project WP298–South Shore Park Improvements

Informational Item

# 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. The Director of the Department of Administration (DAS) is planning to execute a professional service agreement with The Sigma Group. to provide professional design services for the adopted 2015 Capital Project WP298 – South Shore Park Improvements.

# BACKGROUND

The South Shore Improvement project was originally initiated in 2014. At that time, the Architecture, Engineering and Environmental Services Section (AE&ES) of DAS-FM issued a Request of Proposals (RFP) for qualified firms to provide architectural and engineering, planning and design services related to the master planning of South Shore Park with a goal of including improvements to enhance beach health. Milwaukee County selected The Sigma Group to complete the master plan for the park. In the spring of 2015 Milwaukee County allocated capital funding for the design and construction of portions of the master plan. The scope of the adopted project is substantially the same as identified in the 2014 RFP and the proposal evaluation and selection process outlined above remains valid. The consultant team led by The Sigma Group remains substantially the same as originally proposed and The Sigma Group indicates they are ready and able to complete the work as currently scoped.

The selected consultant has submitted a revised scope of services that has been reviewed and accepted by the AE&ES Section of DAS-FM. A copy of the approved scope of services and consultant effort fee spreadsheet is attached. The total fee increase for this phase of work totals 132,102.00. The total proposed cost of the professional services agreement is $229,572.00.

FEE BREAKDOWN:

Maximum Allowable Fee plus Allowance:

1. Actual Cost Not to Exceed Sum – Consulting Fees $210,572.00

3. Reimbursable Allowance (NTE) $19,000.00

4. Fee Plus Allowance (NTE) $229,572.00

The adopted 2015 capital budget includes a total of $1,616,209.00 for capital project WP298 – South Shore Park Improvements. There are sufficient funds in the current WP298 capital budget to award the requested professional services agreement fee increase.

The Director of the DAS respectfully informs the County Board that he plans to execute a professional services agreement fee revision in the amount of $132,102 with The Sigma Group for design services for the South Shore Park Improvements, which brings the agreement amount to $229,572.00.

Prepared by: Sean Hayes, Project Manager, Environmental Services, AE&ES, DAS-FM

Approved By:

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Gregory G. High. P.E., Director

AE&ES Section, DAS-FM Division

Department of Administrative Services

Attachments:

1. Fee Increase Approval

Cc: Chris Abele, County Executive

Raisa Koltun, Chief of Staff, County Executive’s Office

Kelly Bablitch, Chief of Staff, County Board

Teig Whaley-Smith, Director, Department of Administrative Services

Steve Kreklow Fiscal & Budget Director, DAS

Vince Masterson, Fiscal & Strategic Asset Coordinator, DAS

Pamela Bryant, Capital Finance Manager, Comptroller’s Office

Justin Rodriguez, Capital Finance Analyst, Comptroller’s Office