

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION  
CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL**

Date: June 23, 2015

I. PROJECT DESCRIPTION

Project Title: Milwaukee County Courthouse Program Statement

Project No.: 57405478

Agency: 115 Org. No.: 5702 Object No.: 6149

Project Code: \_\_\_\_\_ Activity: \_\_\_\_\_

Function: \_\_\_\_\_ Category: \_\_\_\_\_

REVIEWED BY SLP  
DATE 6-24-15

Agreement Type

- Lump Sum - Not-To-Exceed      **Type "A" or "D" Agreement**
- Lump Sum - Not-To-Exceed      **Type "B" Agreement – Annual**
- Actual Cost - Not-To-Exceed Fee      **Type "B" Agreement – Annual**
- Actual Cost - Not-to-Exceed Fee      **Type "C" Agreement**

II. CONSULTANT SELECTION PROCEDURE

The court facilities located in the Courthouse, Safety Building and Vel Phillips Juvenile Justice Center do not respond to current judicial operating objectives, space needs and will not provide accommodations for future changes. Recent changes have included increased jurisdictional specialization, special emphasis on victims' rights greater use of mediation and dramatic changes in security, technology and accessibility requirements.

In general, our Courts are substandard when considering that:

- Courtrooms and ancillary spaces are inaccessible. This includes the raised witness stands and jury boxes. Jury rooms are located on mezzanine levels. There are no secured/accessible restroom facilities. Courtroom interiors lack space to maneuver.
- Circulation paths to the courtroom are not secure. Secured rooms for detainees are inappropriate. Judges, courtroom staff, attorneys, detainees, witnesses, parties for the plaintiffs/defendants all use the same corridor to access the courtroom.
- Courtrooms are inadequate for current and future judicial operations. Long-term needs based on projected caseload should be reviewed. Ancillary spaces such as conference rooms, holding rooms, waiting areas, secured restrooms, secure circulation paths and court technology are not uncommon in current courts.

An analysis should also be performed of the current Courthouse occupants to confirm if the mix of occupants is appropriate and best use of this building.

A Request for Proposal (RFP) was posted on May 1, 2015. The intent was to seek a Design Team with a specialization in criminal justice facility design. The scope of the Design Team's services would be to develop a Planning Program Statement and develop Conceptual Fit Plans to address the items described above. Proposals were received from six Design Teams

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The proposals were reviewed, utilizing a standardized review process, by two representatives from DAS and three representatives from CBRE. Two of the Design Teams were deemed to be the top candidates and subsequently invited to be interviewed. The interviews were performed by two representatives from DAS; three representatives from CBRE and two representatives from the County Courts System. The reviewers, based upon a standardized review process and questions, selected Hammel, Green and Abrahamson, Inc. as the top candidate.

III. RECOMMENDED CONSULTANT SELECTION

Consultant:

Hammel, Green and Abrahamson, Inc.  
333East Erie Street  
Milwaukee, WI 53202

ANTICIPATED NTE FEE:

Actual Cost Not to Exceed Sum-Consulting Fee	\$231,000.00
<u>Reimbursable Allowance (NTE)</u>	<u>50,000.00</u>
Fee plus Allowance (NTE)	\$281,000.00

IV. DBE UTILIZATION

(Approved DBE Participation Recommendation Form (DBE-12 Form if 0% goal) or "DBE" Utilization Report (DBE-14 Form approved by CBDP office) are attached)  
The DBE-14

V. FISCAL NOTE

There are sufficient funds in the CFP Funding in DAS Facilities Management Operation Funds.

VI. SPECIAL NOTES

1. Sustainability will be taken into account throughout this programming and planning process.

Project Title: Milwaukee County Courthouse Program Statement  
Project No.: 57405478

PREPARED BY: William J. Banach, Project Manager

REVIEWED AND RECOMMENDED BY:

DocuSigned by:  
Greg High  
Gregory G. High, Director  
Architecture, Engineering  
and Environmental Services Section

6/30/2015  
Date

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Jeffrey Kremer  
Chief Judge Jeffrey Kremer

7/1/2015  
Date

DIRECTOR OF FACILITIES MANAGEMENT

Consultant Retention Approved:

DocuSigned by:  
Jeremy Theis  
Jeremy Theis, Director  
DAS- Facilities Management Division

7/1/2015  
Date

DIRECTOR OF ADMINISTRATIVE SERVICES APPROVAL

Consultant Selection Approved:

DocuSigned by:  
Teig Whaley-Smith  
Teig Whaley-Smith, Interim Director  
Department of Administrative Services

7/1/2015  
Date

OFFICE OF CORPORATION COUNSEL APPROVAL

Consultant Retention Approved:

DocuSigned by:  
Mark A Grady  
Corporation Counsel

7/7/2015  
Date

OFFICE OF THE COMPTROLLER APPROVAL

Consultant Retention Approved:

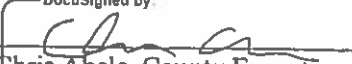
DocuSigned by:  
Scott Mansoor  
Scott Mansoor, Comptroller  
Office of the Comptroller

7/8/2015  
Date

Project Title: Milwaukee County Courthouse Program Statement  
Project No.: 57405478

OFFICE OF THE COUNTY EXECUTIVE APPROVAL

Consultant Retention Approved:

DocuSigned by:  
  
Chris Abele, County Executive  
Office of the County Executive

7/13/2015  
Date

Attachments: Consultant Scope of Work w/Task-Hours Matrix  
Approved DBE Participation Form  
1684 Form

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COPIES AFTER APPROVAL

cc:

G. High, A&E, DTPW  
G. Drent A&E, DTPW

B. Engel, CBDP  
Project Manager

S. Keith      G. Bennett  
Project File - Original

## COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY



### COMMITMENT TO CONTRACT WITH DBE

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No: \_\_\_\_\_ PROJECT TITLE Milwaukee County Courthouse Planning Program Statement

TOTAL CONTRACT AMOUNT \$ \_\_\_\_\_  
DBE Goal: 17%

Name & Address of DBE <sup>(1)</sup>	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
IBC Engineering Services NBW22195 Johnson Dr, Waukesha, WI 53186	MEP Engineering, Sustainable Design	539,250.00	17%

(\* Separate commitment form must be completed for each DBE firm)

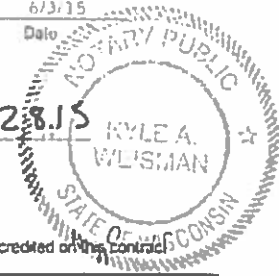
#### Bidder/Proposer Commitment (To be completed by firm committing work to DBE)

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm HGA (Phone No. 414.278.6200), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CDBP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

John Chapman, Principal
6/3/15  
 Signature of Authorized Representative      Name & Title of Authorized Representative      Date

Subscribed and sworn to before me this 3 day of JUNE, 2015  

State of Wisconsin, My Commission expires 6-2-8-15  
 Signature of Notary Public



\* Only firms certified as DBEs (within qualifying NAICS codes) by the State of Wisconsin UCP prior to bid/proposal opening will be credited on this contract.

#### DBE Affirmation (To be completed by DBE Owner/Authorized Representative)

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by HGA.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CDBP.
- I affirm that approval from CDBP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

Mike R. Roussell - Director of Operations
6-2-2015  
 Signature of Authorized DBE Representative      Name & Title of Authorized DBE Representative      Date

#### FOR CDBP USE ONLY

Commitment number 1 of 1 Project Total: (A) 39,250 / 17, (V) S Total % 17

Verified with \_\_\_\_\_  06/24/15  
 Authorized Signature      Date

**PROFESSIONAL SERVICE CONTRACT** 1684 R4

INSTRUCTIONS: (Type or Print Form)  
 Mail to: Accounts Payable, Courthouse - Room 301 and Community Business Development Partners, City Campus - 8th Floor

Refer to ADMINISTRATIVE MANUAL Section 1.13, for procedures

DEPARTMENT NAME	AGENCY NO.	DEPARTMENT (HIGH) ORG NO.
DAS-Facilities Management	570	5740

**VENDOR INFORMATION**

VENDOR NO.	ORDER TYPE	NEW or	AMEND	CONTRACT NO.

NAME OF VENDOR	ADDRESS
Hammel, Green and Abrahamson, Inc.	333 East Erie Street Milwaukee, Wisconsin 53202

TAX ID NO.	EFFECTIVE DATES begin date      end date	LENGTH OF CONTRACT (IN MONTHS)	AMENDMENT ONLY DOLLAR CHANGE	TOTAL CONTRACT AMOUNT
	06/25/15      12/30/15	6		\$251,000.00

**ACCOUNTING INFORMATION**

Year to be Expended	Line No	Fund	Agency	Org Unit	Activity	Function	Object	Job Number	Report Cat	Units	Amount to be Expended/ Amendment
2015		0001	115	5702			6149				\$ 251,000.00

**PURPOSE OF CONTRACT**

Milwaukee County Courthouse Program Statement

Was County Board approval received prior to contract execution or contract amendment or extension?  
 If YES, give County Board File No. 15-321 Date Approved GOING TO JULY 2015 CB CYCLE  
 If NO, why is County Board approval not required? \_\_\_\_\_

Was Corp Counsel, DBD Division and Risk Managment approval received prior to execution of contract?  YES  NO  
 Was Contract executed prior to work being performed?  YES  NO  
 Is Vendor a certified professional service DBE?  YES  NO

Gary E. Drent 06/25/15  
 Prepared By   Date

Support Services Manager  
 Title

Signature of County Administrator   Date

Director AE & ES DAS-Facilities Management  
 Title

# Constant Effort

HGA

	JOHN CHAPMAN PIC \$250/Hr.	DAVID NOELCK PM/SPA \$155/Hr.	PAULA VERBOOMEN Planner \$150/Hr.	CHAD O'DONNELL Struct Engineer \$165/Hr.	JOE TARLIZZO Cost Estimator \$180/Hr.
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**TASK 1: NEEDS ASSESSMENT**

1.1 Define Project Goals & Objectives	4	4	4	0	0
1.2 Analyze Current & Future Operations	8	8	8	0	0
1.3 Analyze Growth / Project System Factors	4	4	4	0	0
1.4 Project Judicial Officers / Court Staff	0	0	0	0	0
1.5 Quantify Long-Term Space Needs	4	4	4	0	0

**TASK 2: RESOURCE EVALUATION**

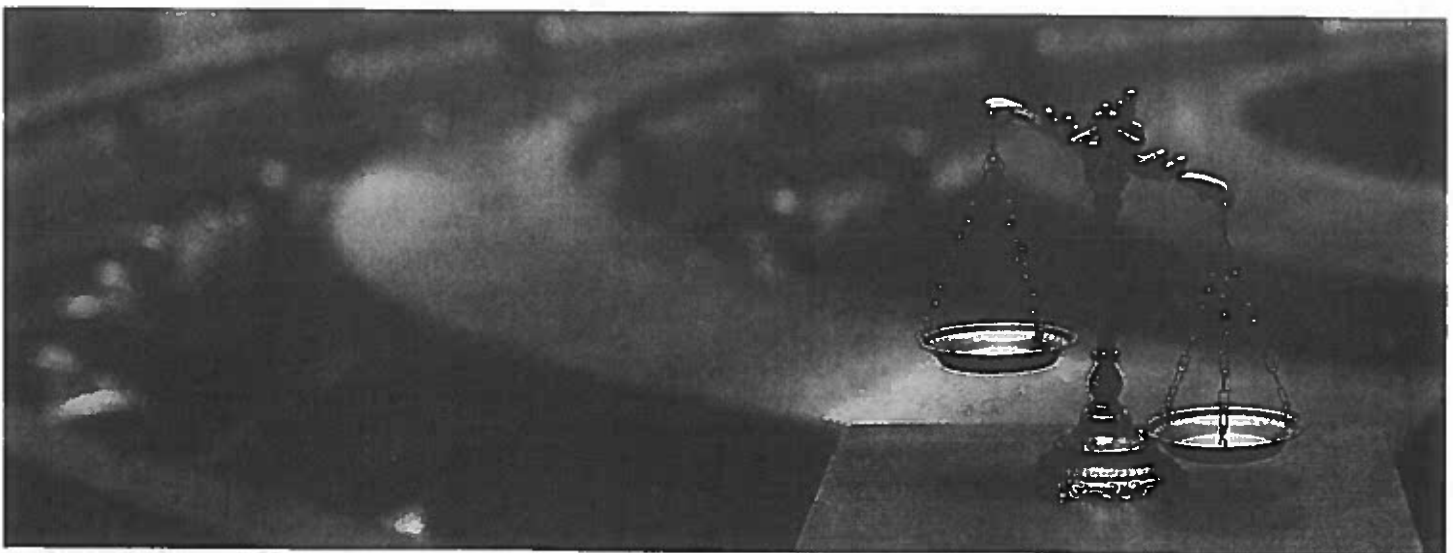
2.1 Document Existing Space	0	16	16	0	0
2.2 Develop Appropriate Space Standards	4	4	4	0	0
2.3 Evaluate Existing Agencies & Components	8	16	16	0	0
2.4 Evaluate Existing Buildings	24	40	4	4	0
2.5 Evaluate Potential Sites	8	4	8	0	0

**TASK 3: STRATEGIC PLAN**

3.1 Develop Occupancy Scenarios	8	4	32	0	0
3.2 Develop Conceptual Fit Plans	6	6	32	0	0
3.3 Define Temporary Relocation Plans	4	6	24	0	0
3.4 Define Project Priorities, Phasing & Schedule	4	16	0	0	0
3.5 Develop Cost Estimates	0	8	0	0	24

**TOTAL HOURS**

	88	144	156	4	24
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# JUSTICE PLANNING ASSOCIATES

<b>MICHAEL THOMAS</b> Planning Director \$140/Hr.	<b>CLIFF WOODARD</b> Planning Associate \$100/Hr.	<b>ELIZABETH MARTIN</b> Planning Associate \$75/Hr.
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## TASK 1: NEEDS ASSESSMENT

1.1 Define Project Goals & Objectives	8	8	8
1.2 Analyze Current & Future Operations	64	64	64
1.3 Analyze Growth / Project System Factors	24	32	32
1.4 Project Judicial Officers / Court Staff	32	32	24
1.5 Quantify Long-Term Space Needs	32	40	40

## TASK 2: RESOURCE EVALUATION

2.1 Document Existing Space	8	16	8
2.2 Develop Appropriate Space Standards	8	8	0
2.3 Evaluate Existing Agencies & Components	40	56	56
2.4 Evaluate Existing Buildings	8	8	0
2.5 Evaluate Potential Sites	16	16	0

## TASK 3: STRATEGIC PLAN

3.1 Develop Occupancy Scenarios	64	72	40
3.2 Develop Conceptual Fit Plans	32	32	24
3.3 Define Temporary Relocation Plans	24	32	16
3.4 Define Project Priorities, Phasing & Schedule	32	32	0
3.5 Develop Cost Estimates	16	16	0

## TOTAL HOURS

408	464	312
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# IBC ENGINEERING

MIKE ROLLER Principal \$127.07/Hr.	TOM KING PM/Mech Eng \$106.26/Hr.	JOHN FRY Sr. Elec Eng \$108.07/Hr.	DOUG SAUER Sr. Elec Eng \$110.56/Hr.	DESIGNER CADD Support \$71.66/Hr.
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## TASK 1: NEEDS ASSESSMENT

1.1 Define Project Goals & Objectives	2	8	8	2	0
1.2 Analyze Current & Future Operations	2	16	16	4	0
1.3 Analyze Growth / Project System Factors	0	0	0	0	0
1.4 Project Judicial Officers / Court Staff	0	0	0	0	0
1.5 Quantify Long-Term Space Needs	0	0	0	0	0

## TASK 2: RESOURCE EVALUATION

2.1 Document Existing Space	0	16	8	0	0
2.2 Develop Appropriate Space Standards	2	6	6	4	0
2.3 Evaluate Existing Agencies & Components	0	0	0	0	0
2.4 Evaluate Existing Buildings	1	16	16	2	0
2.5 Evaluate Potential Sites	2	8	8	2	0

## TASK 3: STRATEGIC PLAN

3.1 Develop Occupancy Scenarios	4	16	16	4	0
3.2 Develop Conceptual Fit Plans	4	32	16	8	24
3.3 Define Temporary Relocation Plans	0	0	0	0	0
3.4 Define Project Priorities, Phasing & Schedule	2	8	8	2	0
3.5 Develop Cost Estimates	2	16	16	2	0

## TOTAL HOURS

21	142	118	30	24
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