



DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County

11/21/2016

From: Jeremy Theis, Facilities Management Division, Director
To: Attorney Bill Lynch, Chairman, Mitchell Park Horticultural Conservatory Task Force
Subject: Status of Horticultural Conservatory Planning Funds

To ensure all members of the Mitchell Park Horticultural Conservatory Task Force (‘the Task Force’) have a clear understanding of the planning funds status and the resources available, a summary is provided within this letter.

BACKGROUND

The total planning funds allocated to date totals \$205,000 out of the overarching capital project total of \$1,472,000 supporting the Mitchell Park Horticultural Conservatory since 2015. Planning efforts had begun prior to the Task Force’s stand up and encumbered \$85,000. The Task Force was allocated \$120,000 for long term planning via the County Board, thus the total becoming \$205,000. The two efforts are broken down below.

EXISTING CONTRACT

The existing contract is executed with Graef, Inc. and is focused on initial planning and outreach efforts. The contract does not include facility programming or design, which would come in future work associated with the long term planning effort.

Existing Contract Status

Appropriated:	\$85,000 of \$1,472,000 in Project No. WP490
Encumbered:	\$85,000
Invoiced (as of 1 Oct 2016):	\$56,397.21 (Paid: \$22,672.34)
Available:	\$28,602.79

FURTHER FUNDING AVAILABLE TO THE TASK FORCE

With approval of the Milwaukee County Board of Supervisors, the Task Force has access to an additional \$120,000 for further planning. There are currently no contracts encumbered against this funding and all funding is available.

Funding Summary

Appropriated:	\$120,000 of \$1,472,000 in Project No. WP490*
Encumbered:	\$0
Invoiced:	\$0
Available	\$120,000

* This funding was isolated as a sub-project within WP490 for clarity.

RECOMMENDATION

The remaining funds on the existing Graef planning contract should be focused to provide a smooth transition to further long term planning efforts.

The Task Force's planning budget should be utilized for future efforts that are not contracted to date. To begin that process, the Task Force must provide input to the Milwaukee County Facilities Management Division regarding the specific tasks they would like to see accomplished in 2017. Utilizing that information and engineering support funds from appropriations within WP490, Milwaukee County Architecture, Engineering, & Environmental Services can develop the scope of work, in collaboration with Milwaukee County Parks, Graef and other partners.

It should be noted that future efforts would likely fall into the category of professional service contracts. Milwaukee County Ordinance 56.30 (5) governs requirements related to acquisition methods and competition for professional service contracts. The details can be found at: https://www.municode.com/library/wi/milwaukee_county/codes/code_of_ordinances, but a short summary of the competition threshold is provided here from Ordinance 56.30 (5) (a) (3):

“The request for proposal procedure must be used for all contracts with an estimated value of one hundred thousand dollars (\$100,000.00) or more unless action is required to protect property or protect life, health or welfare of persons, or in circumstances where contractual services are approved by specific county board action.”

The Facilities Management Division is standing by ready to support the Task Force in any manner we can. Please let us know if you have any questions or concerns regarding this information and we will promptly address them.

Sincerely,



Jeremy Theis, P.E.
Facilities Management Division, Director
Milwaukee County

cc: Theodore Lipscomb, Sr, Chairman, County Board of Supervisors
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Jason Haas, Supervisor, Milwaukee County Board of Supervisors
Chris Abele, County Executive

Scott Manske, County Comptroller
Colleen Foley, Corporation Counsel, Office of Corporation Counsel
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