**COUNTY OF MILWAUKEE**

**INTER-OFFICE COMMUNICATION**

**DATE:** October 26, 2016

**TO:** Theodore Lipscomb, Sr., Chair, County Board of Supervisors

Michael Mayo, Sr., Chair, Transportation, Public Works & Transit Committee

Peggy A. West, Chair, Finance and Audit Committee

**FROM**: Brian Dranzik, Director, Department of Transportation

**SUBJECT**: Informational Report: Passive review authorization to enter into a contract between Milwaukee County Department of Transportation, Airport Division and Hanson Professional Services Inc. for consulting services at Timmerman Airport

This passive review is submitted for consideration during the December 2016 County Board cycle. It is requested the attached contract be referred to the Committee on Finance and Audit. Pursuant to 59.52(31)(b)(1), Wisconsin Statutes, the County Executive has approved this contract, authorizing a sum not to exceed $250,000 and the contract will take effect unless the Committee takes action to reject or affirm the contract within 14 days.

The 2016 Adopted Budget included an amendment with $250,000 for consulting services related to Timmerman Airport. The funds were initially placed in an allocated contingency account within the Airport budget, and then released for consulting services at Timmerman Airport as stated in Action Report 16-386, adopted by the County Board on July 28, 2016 and signed by the County Executive on August 12, 2016.

The Airport Director has determined that an airport business plan is essential in planning for the future of Timmerman Airport.  Sound business planning will provide the Airport Director with the tools to make informed business decisions relating to its operation, management, and future direction.

Airport staff followed qualification based selection procedures to select the best qualified firm to provide airport business planning and related management consulting services which will include development of business goals, objectives, and action plans for Timmerman’s General Aviation aeronautic activity, real estate, and non-aeronautic business opportunities. A Request for Proposals Statement was issued September 5, 2016. Addendum 1 to Official Notice No. 7146 was published September 21, 2016. Proposals were received on October 3, 2016 from four (4) consultants.

Proposal / Qualification Statements were evaluated by a selection team consisting of airport staff per the advertised criteria.

The consultant selection team found Hanson Professional Services, Inc. to be the top ranked firm. The recommended consultant, Hanson Professional Services, Inc., has committed to a 17% Targeted Business Enterprise (TBE) involvement on the project including the utilization of Compass Solutions and Quorum Architects.

Funding currently exists in the 2016 Timmerman Airport budget to complete this project. There will be no tax levy impact related to this professional services agreement between Milwaukee County and Hanson Professional Services Inc.

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Brian Dranzik, Director Ismael Bonilla, Airport Director

Department of Transportation

CC: Chirs Abele, Milwaukee County Executive

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

Kelly Bablitch, Chief of Staff County Board of Supervisors

Steven Kreklow, Director, DAS-PSB

James Martin, Director of Administration, Department of Transportation

Karen Freiberg, Deputy Airport Director, Finance & Administration