

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: July 5, 2017

TO: Chairman Theodore Lipscomb, Milwaukee County Board of Supervisors

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

SUBJECT: **Professional Services Agreement Exceeding \$100,000 for Capital Project WP490 – Mitchell Park Horticultural Conservatory- Future Path & Feasibility Study Passive Review**

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 and the contract is related to Milwaukee County land zoned as a Park. The Director of the Department of Administration (DAS) is requesting passive review of a professional service agreement with HGA (Hammel, Green and Abrahamson, Inc.) to provide professional services for the adopted 2017 Capital Project WP490-16653 – Mitchell Park Horticultural Conservatory – Future Path & Feasibility Study.

BACKGROUND

The current Horticultural Conservatory in Mitchell Park (the Domes) was dedicated in 1965 and is now in need of major repairs to sustain the structure for the future. In 2016, the Domes were closed temporarily to install a safety mesh such that patrons would be protected from the small surface chipping (spalling) of the concrete structure. Both the age of the structure and a failing glazing system that leaks have contributed toward the deterioration of the concrete. While the surface is deteriorating, the structure is still sound.

Prior to starting those repairs, it is imperative that Milwaukee County develop a long term vision for the Conservatory and the attractions it offers to Milwaukee County and all visitors. This long term plan is meant to make sure that this facility is sustainable in many ways including economic, services provided, operating, social impact and maintenance of the structure.

Milwaukee County Board Resolution 16-200 authorized a Domes Task Force to look into a long range recommendation on the future of the Domes. The Task Force has recognized the need for a feasibility study and requested a Request for Proposal (RFP) be established for the needed services that will aid in determining a final recommendation for the County. That RFP was issued in February of 2017.

The RFP for the feasibility study of the facility requested proposals on three phases of the study:

1. Phase I: The Feasibility Study and development of options for future use.
2. Phase II: Public Outreach on the proposed options.
3. Phase III: Development of space needs and estimated cost for selected options.

A proposal review committee of six persons was assembled to review the seven proposals received by the County. This committee was comprised of staff from Parks, the Conservatory, the Domes Task Force and DAS – FM. After rating the proposals individually, four proposal teams were selected to be interviewed. The teams were interviewed on April 26, 2017 at the Parks Administration building. The committee members again ranked the teams.

The selected proposal for the Future Path and Feasibility Study is the Hammel, Green and Abrahamson proposal (HGA Architects, Milwaukee). They will be teaming with ConsultEcon, Inc. from Cambridge, MA as the primary leadership on the study. Other team members will include Montgomery Smith, Inc from Burlington, KY, Middleton Construction Consulting from Madison, Quorum Architects and Kapur & Associates of Milwaukee.

FEE BREAKDOWN:

Current Allowable Fee plus Allowance:

1. Phase I: Lump Sum - Not to Exceed – Consulting Fees	\$119,770
2. Phase II: Lump Sum - Not to Exceed – Consulting Fees	\$ 36,360
3. <u>Reimbursable Allowance (NTE)</u>	<u>\$ 0.00</u>
4. Fee Plus Allowance (NTE)	\$156,130

NOTE: Phase III: will not be awarded at this time, but may be awarded in the future as would be directed by the Domes Task Force.

The 2016 capital budget included a total of \$500,000 for capital project WP490 – Mitchell Park Horticultural Conservatory – both long and short term planning. Short term planning included the safety mesh. Safety mesh and planning needs were accelerated when the Domes were closed to the public and additional funding of \$972,000 was allocated to work on this project. There are sufficient funds in the current WP490 budget to award the requested professional services agreement to HGA.


TBE participation goal for this contract is 17%. The approved DBE participation plan will meet the goal.

RECOMMENDATION

The Director of the DAS respectfully requests passive review of this consultant agreement for professional services with HGA Architects for the Future Path and Feasibility Study for the Mitchell Park Horticultural Conservatory – Future Path and Feasibility Study. This results in a total fee of \$ 156,130.00.

Prepared by: Julie Bastin, Project Manager, AE&ES, DAS-FM

Approved By:

 7/5/17

Gregory G. High, P.E., Director
AE&ES Section, DAS-FM Division
Department of Administrative Services

Attachments:

- 1.Executed Consultant Contract
- 2.Fiscal Note

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

