

**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 WP255 – Sherman Park Boys & Girls Club HVAC Passive Review**

POLICY

Implementation of 2013 Wisconsin Act 14 with regard to purchase of professional service agreements (under the Milwaukee General Ordinance Chapter 56) for Capital projects requires County Board passive 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 fee increase to an existing professional service agreement with IBC Engineering Services to provide professional design services for the adopted 2015 Capital Project WP255 – Sherman Park Boys & Girls Club HVAC

BACKGROUND

This project was approved as a part of the 2015 Adopted Capital Improvements budget. The existing HVAC system was past its useful life and was beyond repair. A formal RFP process was conducted and IBC Engineering Services was selected to complete the full planning and design effort for replacement of the existing HVAC system. Construction of this project was substantially completed on 1/19/2017. The consultant visited the site on 3/2/2017 to investigate temperature variation complaints and further observed that low temperature issues were occurring in some areas adjacent to exterior walls. Temperatures were observed to be 57-60 degrees F below the ceiling and 42-44 degrees F above the ceiling. The thermal images of these areas also indicated excessive heat loss around the surrounding walls. It was also observed that some exterior walls had no insulation and penetrations above ceiling needed to be sealed and insulated. The knee wall areas at second floor were observed to have no insulation in the unheated space between the knee wall and exterior wall. Based on these field conditions, the consultant was requested to submit a cost proposal to investigate and provide design solutions to rectify the existing building envelope issues. It is anticipated that there is sufficient funding in the project budget to allow for implementation of any improvements or corrections required.

FEE BREAKDOWN:

Current Allowable Fee plus Allowance:	
1. Actual Cost Not to Exceed Sum – Consulting Fees	\$81,696.00
3. <u>Reimbursable Allowance (NTE)</u>	<u>\$8105.00</u>
4. Fee Plus Allowance (NTE)	\$89,801.00
This Fee Increase #1 plus Allowance (NTE):	
1. Fee Increase #1 Design Effort	\$14,724.00
2. <u>Reimbursable Allowance (NTE)</u>	<u>\$0</u>
3. Total	\$14,724.00
Revised Maximum Allowable Fee Plus Allowance:	
1. Fee (NTE)	\$104,525.00
2. <u>Allowance (NTE)</u>	<u>\$96,420.00</u>
3. Fee Plus Allowance (NTE)	\$8,105.00
	\$104,525.00

The adopted 2015 capital budget project for WP255 – Sherman Park Boys & Girls Club HVAC included \$250,000.00 for design and the 2016 capital budget included \$1,943,208.00 for construction. There are sufficient funds in the current capital project budget to award the requested professional services agreement fee increase to IBC Engineering.


DBE participation goal for this contract is 25%. The approved DBE participation plan will exceed the goal.

RECOMMENDATION

The Director of the DAS respectfully requests passive review of this fee increase to the professional services agreement with IBC Engineering Services for design services for the Sherman Park Boys & Girls Club HVAC. This results in an adjusted total fee of \$104,525.00.

Prepared by: Vijay Mehta, P.E., Sr. Mechanical Engineer, 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

Chairman Lipscomb

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Attachments:

- 1. Fee Increase Approval**
- 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**

