

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: November 29, 2022

TO: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

FROM: Stuart Carron, Director, Facilities Management Division

SUBJECT: **A Request from the Director, Department of Administrative Services, regarding Passive Review of a Professional Services Agreement Exceeding \$100,000 but less than \$300,000 for Capital Project WP545 – Whitnall Golf Course Irrigation.**

FILE TYPE: **Passive Review Contract**

REQUEST

The Director of the Department of Administrative Services (DAS) is requesting passive review to enter a professional service agreement with Short Elliott Hendrickson, Inc. to provide professional design services for the 2022 Capital Project WP545 – Whitnall Golf Course Irrigation.

OVERVIEW

Capital project **WP0545011 – Whitnall Golf Course Irrigation** is currently irrigated with a system that was installed in the 1970's. The system, single row irrigation, has been plagued with operational issues for the past thirty years. In 1996, the pump station was modified to improve the mechanical pump station portion of the system. However, the irrigation heads, lines, controllers and computer communication cables are past their useful life and has ongoing maintenance expenses. In addition, some features including tees, bunkers, and greens will be reconstructed to make the golf course safer and improve circulation and playability of the golf holes.

The scope of work includes planning and design for a new double row golf course irrigation system including new controller and communication cables for all 18 holes at Whitnall Golf Course. The design will include refurbishing the existing pump house/station to address normal wear that has occurred over the past 20 years since last modified. New golf course features will also be designed. Three greens will be relocated to make the golf course safer, improve circulation and playability of the golf holes. The existing bunkers and tees will be reconstructed. The new equipment and materials will incorporate energy efficient and sustainable design as appropriate for this installation.

The project is being funded as part of the Milwaukee County Capital Improvement Plan (CIP).

A capital project has been approved in the Milwaukee County 2022 Capital Budget to complete the planning, design and construction documents for the Whitnall Golf Course Irrigation project.

The 2022 capital budget includes funding for design only. A passive review of the proposed Short Elliott Hendrickson, Inc. consultant agreement is requested.

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.

Wisconsin State Statutes: 59.21(31)
Milwaukee County Code of General Ordinances: Chapter 56

FISCAL EFFECT

This request was included in the adopted 2022 capital budget for design only, as project number WP0545011 and with a capital appropriation amount of \$332,757. The professional services agreement for design only results in a Not to Exceed (NTE) fee of \$287,170 for WP0545011. The proposed scopes of services have been reviewed by the AE&ES Section of DAS-FM. A copy of the proposed scopes of services and consultant effort fee spreadsheets are attached. The Short Elliott Hendrickson, Inc. Not to Exceed (NTE) fee breakdown for the project is as follows:

FEE BREAKDOWNS:

Current Allowable Fee plus Allowance:	
1. Basic Services - Lump Sum Not to Exceed Sum	\$287,170.00
2. Reimbursable Allowance (NTE)	\$0.00
3. Fee Plus Allowance (NTE)	\$287,170.00

TERMS

The standard Milwaukee County professional services agreement is being used to define the terms.

RACIAL EQUITY COMPONENT

The contract includes a targeted business enterprise (TBE) goal of 11%. The approved TBE participation plan for the contract will meet the goal.

VIRTUAL MEETING INVITEES

Stuart Carron, Director, Facilities Management Division
Sarah Toomsen, Manager of Planning and Development, Department of Parks, Recreation and Culture

PREPARED BY

David S. Gulgowski, Project Manager, AE&ES, DAS-FM

APPROVED BY

Stuart Carron

Stuart Carron, Director
Facilities Management Division
Department of Administrative Services

ATTACHMENTS

Consultant Retention Approval
Fiscal Note

cc: David Crowley, County Executive
Mary Jo Meyers, Chief of Staff, Office of the County Executive
Kelly Bablitch, Chief of Staff, County Board
Janelle M. Jensen, Manager, Legislative Services Division, Office of the County Clerk
Joseph Lamers, Director, Office of Performance, Strategy and Budget, Department of Administrative Services
Vince Masterson, Capital Budget Coordinator, Office of Performance, Strategy and Budget, Department of Administrative Services
Pamela Bryant, Capital Finance Manager, Office of the Comptroller
Justin Rodriguez, Budget and Management Coordinator, Office of the Comptroller
Guy Smith, Director, Department of Parks, Recreation and Culture