



# Economic & Community Development Committee January 28, 2013

# 440<sup>th</sup> Airlift Wing

## Air Force Reserve



# 440<sup>th</sup> Airlift Wing

## Air Force Reserve

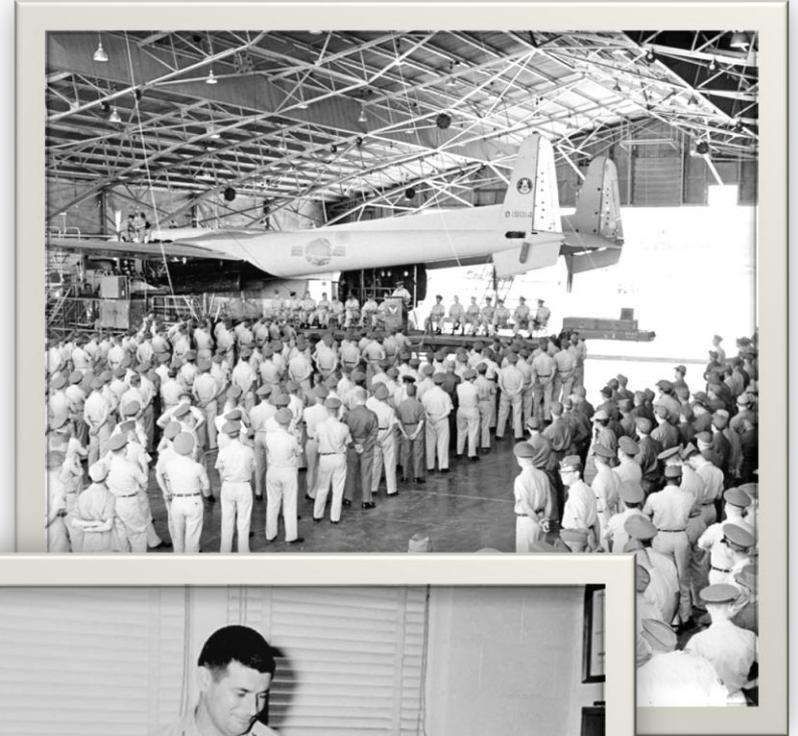
- ▶ Southern end of Mitchell International Airport
- ▶ In service mid 1950s–2008
- ▶ Closed as part of base realignment & closure act



# 440<sup>th</sup> Airlift Wing

## Air Force Reserve

- ▶ Deployments included:
  - Cuban Missile Crisis
  - Operation Desert Shield
  - Operation Desert Storm
  - Operation Iraqi Freedom
  - Operation Enduring Freedom
  - National emergencies
  - Natural disasters



# 440<sup>th</sup> Airlift Wing

## Air Force Reserve

- ▶ Unit transferred to Pope AFB, NC in 2008
- ▶ 370 civilian/1,409 military personnel affected



# Transition to Milwaukee County



MILWAUKEE  COUNTY'S

**MKE** REGIONAL  
BUSINESS PARK



- ▶ Campus-like setting
- ▶ Approx. 175,000 sq. ft. of building space available for lease
- ▶ 15–20 acres potentially available for development



- ▶ Current tenants include:
  - Tax–Air/Flyer Logistics Solutions
  - SkyWest Airlines
  - Hunger Task Force
  - Air Cargo Carriers



# Flyer Logistics Solutions



- ▶ Subsidiary of Tax AirFreight, Inc.

- ▶ Coordinating business to business shipping across United States



MILWAUKEE COUNTY'S  
**MKE** REGIONAL  
BUSINESS PARK  
**SkyWest Airlines**

- ▶ Regional airline under contract to operate and maintain regional jet aircraft for Delta, United, and ExpressJet



MILWAUKEE COUNTY'S  
**MKE** REGIONAL  
BUSINESS PARK  
Hunger Task Force

- ▶ Local food bank warehouse
- ▶ Receive, store, and sort food
- ▶ Distribute emergency food to those in need



# MKE REGIONAL BUSINESS PARK

## Hunger Task Force



MILWAUKEE COUNTY'S  
**MKE** REGIONAL  
BUSINESS PARK  
**Air Cargo Carriers**



- ▶ Cargo airline headquartered in Milwaukee
- ▶ Largest civilian operator of Shorts aircraft in the world





- ▶ Space available to accommodate wide range of uses



## Air, water, rail and road transportation

- ▶ Easy access to all transport modes:
  - General Mitchell International Airport
  - Port of Milwaukee
  - Milwaukee County Transit System
  - Chicago and Milwaukee via I-94
    - College Avenue corridor widened
    - Rebuilt Mitchell Interchange
    - Lake Parkway



# Business Opportunities available



- ▶ Approx. 175,000 square feet of building space
- ▶ Sizes range from 500 to 25,000 sq. ft.
- ▶ 15–20 acres potentially available for development



# Milwaukee County's Economic Development Division Department of Administrative Services

## Chris Abele, County Executive

Jill Didier, Economic Development Coordinator

MILWAUKEE  COUNTY'S

# MKE REGIONAL BUSINESS PARK

300 East College Avenue

Contact Ted Torcivia

414-747-5751

[ttorcivia@mitchellairport.com](mailto:ttorcivia@mitchellairport.com)

[MKERegionalBusinessPark.com](http://MKERegionalBusinessPark.com)



# MILWAUKEE SMALL BUSINESS EXPO

November 29, 2012

# THE SMALL BUSINESS BAROMETER

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What Does it Say About  
Wisconsin's Business Climate?



# IN-STATE PERCEPTION: VASTLY IMPROVED

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- A recent survey of Wisconsin employers shows that 94 percent believe that Wisconsin is headed in the right direction. That's up from 10 percent who felt that way in 2010.



- Economic Outlook Survey 2012  
Wisconsin Manufacturers and Commerce

# OUT OF STATE PERCEPTION: RECORD RANKING



★ AMERICA'S TOP STATES FOR BUSINESS 2012 ★ A CNBC SPECIAL REPORT

Overall	State	Cost of Business	Workforce	Quality of Life	Economy	Infrastructure & Transp.	Technology & Innovation	Education	Business Friendliness	Access to Capital	Cost of Living
1	Texas	28	7	35	5	1	2	26	12	8	3
2	Utah	11	9	10	7	8	24	45	10	13	6
3	Virginia	32	8	16	10	33	14	13	3	9	20
4	North Carolina	21	3	26	31	11	9	13	8	18	21
5	North Dakota	16	10	5	2	15	47	19	4	43	28
6	Nebraska	13	19	13	9	19	34	18	6	32	11
7	South Dakota	3	14	7	12	27	46	22	1	48	30
8	Colorado	40	5	8	33	23	8	27	8	4	33
9	Georgia	14	1	36	30	3	17	34	15	20	16
10	Wyoming	10	20	9	1	26	48	11	20	35	27
11	Minnesota	25	31	5	16	2	18	11	23	15	35
12	Iowa	5	37	19	3	31	28	30	10	28	19
13	Idaho	7	5	22	23	23	38	48	12	32	9
14	Indiana	16	26	40	11	18	23	25	5	37	7
15	Kansas	35	18	24	14	6	30	21	16	25	10
16	Tennessee	27	11	48	12	4	25	41	6	29	2
17	Wisconsin	15	43	14	34	6	20	10	27	27	23



# OUT OF STATE PERCEPTION: RECORD RANKING

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★ AMERICA'S TOP STATES FOR BUSINESS 2012 ★ A CNBC SPECIAL REPORT

- CNBC ranked Wisconsin 17th in the “Top States for Business 2012” study, up from 25th place in 2011 and 29<sup>th</sup> in 2010
- Highest Wisconsin has ever ranked since the study began
- Making progress to top 10, our goal



# EXECUTIVE LEADERS MORE POSITIVE

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- Earlier this year, "Chief Executive Magazine" ranked Wisconsin 20<sup>th</sup> in its **2012 Best and Worst States for Business** survey
- up four spots from last year
  - up 21 spots from 2010



# NEW BUSINESS GROWTH RECOVERING

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- The number of new business entities formed in Wisconsin through October 2012
  - 30,003 business entities
  - an increase of 8.2% compared to the same period in 2011

- DFI, Division of Corporate & Consumer Services  
NEW BUSINESS FORMATIONS  
November 6, 2012



# SE WISCONSIN UNIQUELY POSITIVE

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- MILWAUKEE — September 2012 [Manpower](#) survey shows the employment outlook in southeast Wisconsin is the “best in the nation;” and companies are more likely to hire in Milwaukee than anywhere else in the country.
- Manpower asked over 18,000 U.S. companies whether they plan to add jobs over the next three months and Milwaukee was found to have the most optimistic employers.
- According to the [Manpower Employment Outlook Survey](#), from July to September, 31% of the companies in southeast Wisconsin interviewed said they plan to hire more employees, while just 2% expect to reduce staff.
- Another 62% expect to maintain their current workforce levels, and 5% are not certain of their hiring plans.
- “The hiring growth we’re seeing is slow and steady and in fact, it has been for the last three years, so it’s going in the right direction.”

- Melanie Holmes,  
Manpower Vice President



# MILWAUKEE BUSINESS CONFIDENCE

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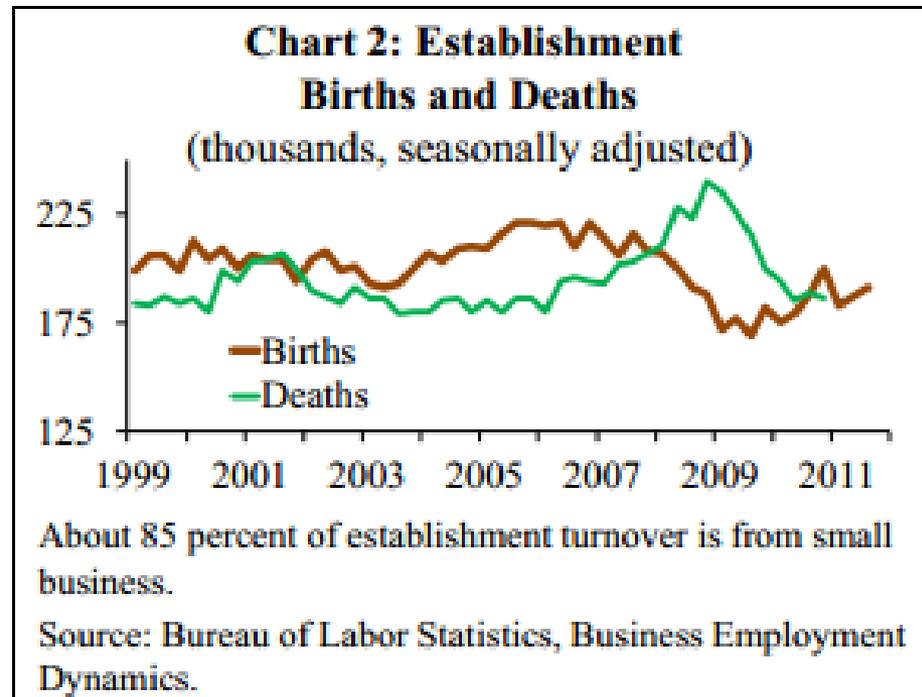


- 63 percent of businesses surveyed predict rising real sales levels for 2012 as a whole, down from the 77 percent who saw calendar year sales gains in June and the 73 percent who forecast annual gains at the beginning of 2012.
- Currently, only 13 percent of businesses expect sales declines for the year as a whole, while 24 percent predict no change.

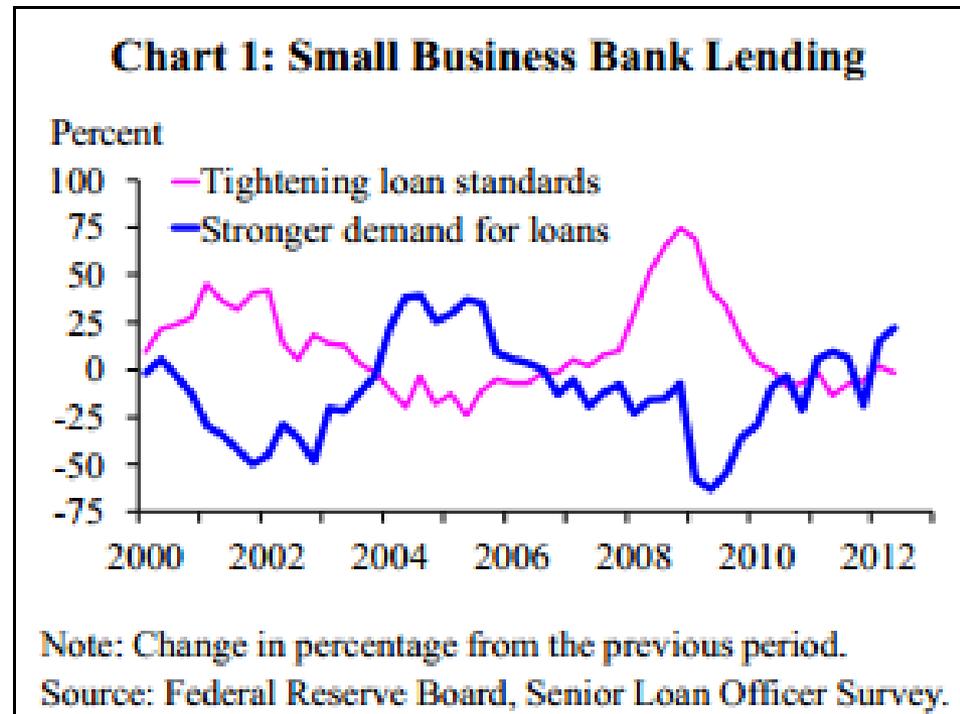
*-The Business Outlook Survey*  
October 2012  
MMAC



# REAL REASON TO BELIEVE #1



# REAL REASON TO BELIEVE #2



# TRENDING IN RIGHT DIRECTION >

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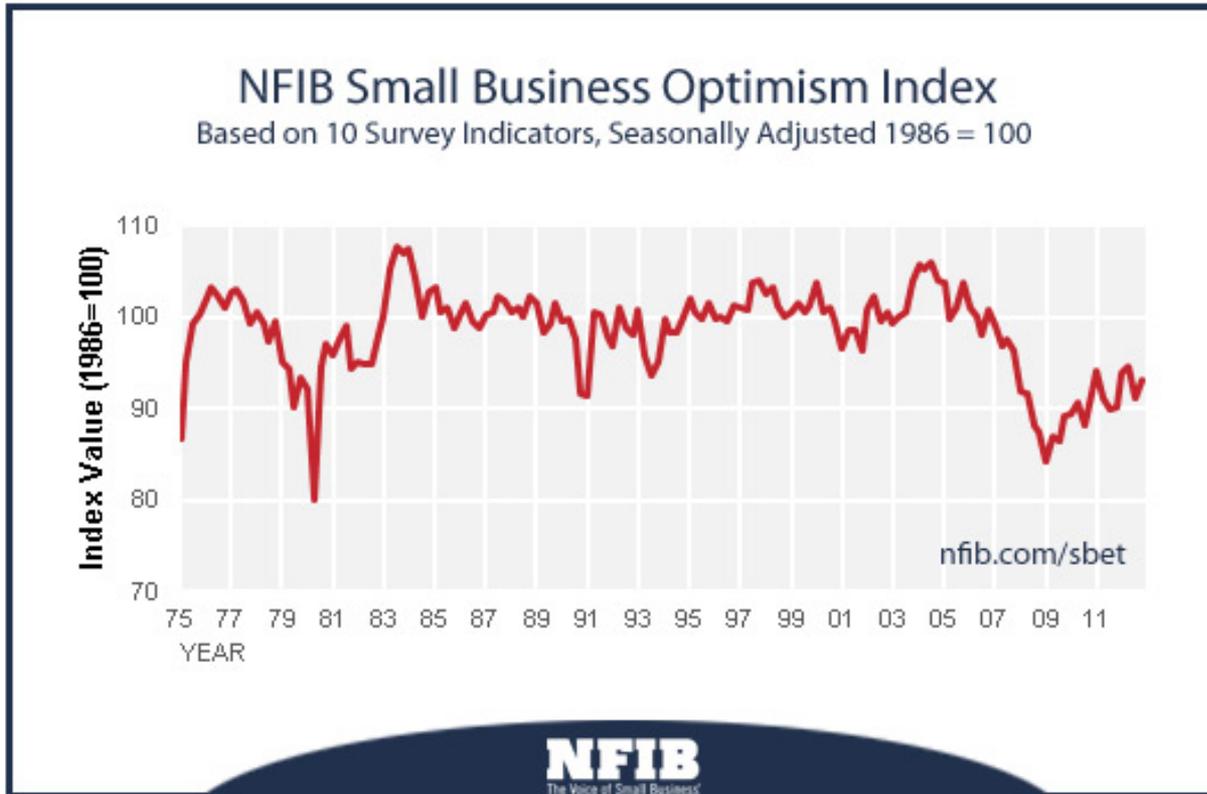
“While small firms with 20-499 employees provided three-quarters of the net employment growth since the end of the downturn....”

“Overall, the small business trends are positive with the employment increases, proprietors’ income up, and business bankruptcies trending down over the last few years.”

- Small Business Quarterly Bulletin  
June, 2012  
SBA



# SLOW ERRATIC RECOVERY



*This survey was conducted in October 2012 from a sample of 10,799 small-business owners/members.*



# SLOW ERRATIC RECOVERY



\*Duration is Longer  
\*\*Amplitude is Smaller



SOURCE: WWW.TRADINGECONOMICS.COM | INSTITUTE FOR SUPPLY MANAGEMENT



# MILWAUKEE BUSINESS CONFIDENCE

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- Local businesses gave their first look at expectations for the 2013 calendar year in this survey. Sixty-five percent of metro area businesses see real sales gains in 2013 (vs. 2012) while only 6 percent project declines. The remaining 29 percent see no change. Twelve months ago, survey respondents were more optimistic toward 2012 with 79 percent forecasting sales gains for the calendar year.
- 75 percent of manufacturers expect gains for the year vs. 57 percent among non-manufacturers.
- 75 percent of large employers see real sales gains in 2013 vs. 57 percent for small employers.

*-The Business Outlook Survey*  
October 2012  
MMAC



# STATE GOVERNMENT ROLE: MORE ATTENTION & INVESTMENT

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# WEDC SMALL BUSINESS SUPPORT

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- Business Accelerators – 6 in Wisconsin end FY 2013 (regional and cluster industry focused)
- Push for Investment Capital Bill
- Minority RLFs (4)
- Regional RLFs (136 local, 3 regional - through CDBG funding)
- Standard ECD Tools (tax credits, loans, etc.)
- Improving business climate and business confidence
- Improving investment-worthiness for internal/external investors



# LINKS TO RECENT REPORTS

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- <http://www.ibmadison.com/In-Business-Madison/December-2012/First-Business-Bank-survey-2012-more-profitable-2013-more-uncertain/index.php?cparticle=2&siarticle=1>
- <http://www.biztimes.com/apps/pbcs.dll/article?AID=/20121217/ENEWSLETTERS04/121219866/0/Hospitality/&template=printart>





# Q & A

Thank You



COUNTY BOARD OF SUPERVISORS  
*Milwaukee County*  
**John F. Weishan Jr.**  
Supervisor, 16th District



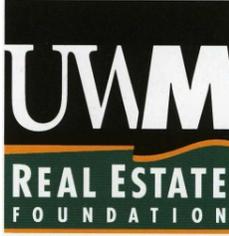
January 7, 2013

Dear Chairwoman Jursik,

This is a formal request that an informational update be added to the upcoming agenda for the January 28, 2013 Economic & Community Development meeting regarding the UWM Real Estate activities on the Milwaukee County Grounds. Representatives from the City of Wauwatosa and UWM Real Estate Foundation should be prepared to discuss, in detail, present and future construction details and timelines and Milwaukee County staff would be able to comment on compliance with county requirements. If you have any further questions, please contact my office.

Sincerely,

John F. Weishan, Jr.



CAMBRIDGE COMMONS  
1440 East North Avenue  
Milwaukee, WI 53202

DAVID H. GILBERT  
President  
(414) 4906-4670

**January 9, 2013**

**UWM Real Estate Foundation Announces First Private Sector Development at Innovation Campus**

The UWM Real Estate Foundation is pleased to announce that ABB Inc. and Zilber Property Group have entered into a Letter of Intent to develop a three-story, Class A office building at Innovation Campus. The proposed 95,000 square-foot building is intended to house ABB's businesses operating in Southeast Wisconsin. This office represents a total of 350 jobs, which includes over 100 engineers and scientists. The site is located in the western portion of Innovation Campus, situated east of I-45, between Watertown Plank Road and Swan Boulevard.

This would be the first private development at Innovation Campus. The Innovation Campus is a public-private partnership designed to provide industry and academia with a wide array of opportunities to collaborate on projects that will create jobs in Wisconsin and provide opportunities for faculty and students to enhance their research portfolios. "We are thrilled to have the opportunity to partner with ABB on our Innovation Campus. I have had the opportunity to work with other divisions of ABB in the past and know firsthand how partnering with ABB will bring new and exciting collaborative opportunities for our students and faculty" said Michael Lovell, Chancellor of the University of Wisconsin-Milwaukee.

ABB ([www.abb.com](http://www.abb.com)) is a leader in power and automation technologies that enable utility and industry customers to improve performance while lowering environmental impact. The ABB Group of companies operates in over 100 countries and employs about 145,000 people. ABB's Wisconsin operations are primarily involved in Low and Medium Voltage Drives, Low Voltage Products and Power Electronics.

The decision by ABB to build a new facility is based on the significant growth of these businesses at ABB's Glendale Ave. site in New Berlin, and the addition of more than 200 jobs there over the last three years.

The location choice and opportunity to work with faculty and students from UWM complements a similar arrangement in Raleigh, North Carolina, where ABB has part of its business operations for North America located on the Centennial Campus at North Carolina State.

-more-

Pending lease completion and public approvals, construction of the new building would begin in Spring of 2013 with anticipated occupancy a year later, in 2014.

“We are very pleased to have been chosen as the developer for this project by ABB. Innovation Campus exists today because of the forward thinking of UWM, the State of Wisconsin, Milwaukee County and the City of Wauwatosa. It is destined to become the region’s premier academia and industrial collaboration center. That thought process has been validated by this announcement and we are thrilled to be a part of this exciting development,” said Jim Borris President and CEO of Zilber Ltd.

### **More on Innovation Campus**

Innovation Campus is a place where business and industry meets academic research to launch intellectual property for the new century. Innovation Campus is a project of UWM Real Estate Foundation, a nonprofit foundation that holds and develops property for the benefit of the University of Wisconsin-Milwaukee. The ABB facility will be the second building developed on the campus, starting just months behind the Innovation Accelerator which is being constructed with a grant from the federal Economic Development Administration. A significant portion of the Innovation Campus property is reserved for private-sector development, providing space for companies interested in partnering with UWM or any other academic institutions or research-intensive industries. There are also plans for an academic research building in the future to house additional scientists from UWM and other academic institutions in the Region.

### **About Zilber Ltd.**

Headquartered in Milwaukee, Wisconsin, Zilber Ltd. is a privately-held diversified real estate company known for its multidisciplinary capabilities. The Zilber Ltd. organization has been in business for over 60 years – investing, building and managing real estate throughout the continental United States and Hawaiian Islands.

### **More on the City of Wauwatosa**

Wauwatosa, Wisconsin is strategically located in the metro-Milwaukee area. The city is one of Wisconsin’s “New Economy” hot spots —with opportunities to capture knowledge generated at the leading R&D institutions and the ability to build off of the advanced manufacturing base and local workforce. The Milwaukee Regional Medical Center, Milwaukee County Research Park and UWM Innovation Campus form a Life Science Campus that has developed into one of the driving forces in Wauwatosa’s, as well as southeast Wisconsin’s, economy. Wauwatosa offers a full urban lifestyle with a homey feel; including an excellent school system, vibrant historic neighborhoods with a wide range of housing ages and styles, outstanding pool and parks, and trendy shopping and dining making Wauwatosa a great place to live, work and play.

Contact:  
David Gilbert  
Cell: (414) 412-4140  
[dhg@uwmfdn.org](mailto:dhg@uwmfdn.org)

###



## Community Business Development Partners

# MILWAUKEE COUNTY

MARINA DIMITRIJEVIC • Chairwoman, Milwaukee County Board of Supervisors  
 NELSON SOLER • Interim Director, Community Business Development Partners

## INTER-OFFICE COMMUNICATION

**DATE:** January 14, 2013

**TO:** Marina Dimitrijevic, Chair, Milwaukee County Board of Supervisors  
 Patricia Jursik, Chair, Economic and Community Development Committee

**FROM:** Nelson Soler, Interim Director, Community Business Development Partners (CBDP)

**SUBJECT:** UW-Milwaukee Innovation Accelerator Project Update

### BACKGROUND

The Community Business Development Partners department (CBDP) has worked closely with the County's Real Estate and Economic Development departments toward the meaningful inclusion of small business in the numerous development agreements designed to marry County-owned land to various projects to the benefit of the County's citizens. The UW-Milwaukee (UWM) Innovation Accelerator project is one such development. The detailed overview of this project is best left to those whose work has gone into the conceptualization, design and development of this project. The purpose of this report is to summarize the involvement of certified firms in the construction of this forward thinking project, and to highlight the opportunities that can be increased through the involvement of small business and its advocates during initial development phases of a project.

### CBDP OVERVIEW

The UWM Innovation Accelerator project stands as representative of the complexity of the myriad issues faced by today's developer. This project is also representative of the challenges policy-makers encounter in regard to thoughtfully including small business in its operations. Among these issues, two are unique in regard to the efforts of CBDP. They are 1) structuring of inclusionary goal language, and 2) satisfying the varying requirements of multiple funding pools.

The bidding of the UWM Innovation Accelerator development was conducted by division, i.e., selection of the contractor for each scope, or division, of work absent consideration to any other division of work. The selection of each contractor then becomes a matter of low bid, even for the General Contractor that is to coordinate the work of every other contractor performing work on the project. This common practice may very well be industry standard; but when and where participation goals are implemented, they are very often expressed in terms of an overall project goal. Including goal language out of sync with how a project is structured has often been indicated as the reason for disparities in goal setting and goal attainment, and far too often leaves participation of smaller firms as a cursory talking point never put into action.

The issue of satisfying the requirements of varied financiers with sometimes divergent interests can also impact participation and result in attainment lower than forecasted. Having to satisfy the requirements of a diverse portfolio may not be as significant as the resulting confusion of which requirements complement, or whether any conflict. The inclusion of funding from the Federal Department of Commerce and its requirements for minority and female participation by trade can often be confused with the requirements of the DBE Program which gives no deference to



## Community Business Development Partners

# MILWAUKEE COUNTY

MARINA DIMITRIJEVIC • Chairwoman, Milwaukee County Board of Supervisors  
NELSON SOLER • Interim Director, Community Business Development Partners

the ethnic, racial or gender composition of a firm's workforce. Including ongoing, two-way communication during the development and solicitation phases can mitigate possible confusion later in the contracting process.

The results of the UWM Innovation Accelerator project's participation efforts are included on the following page, and indicate a 14.6% DBE utilization rate on \$5.5 million worth of construction services. Beyond the discussion points indicated, it is noteworthy that the participation achieved on this project is the result of low bids by DBE prime and subcontractors in various areas, most notably the Electrical division.

### RECOMMENDATION

CBDP prepared this report as an informational item. It is our recommendation that the issues identified herein, not be viewed in terms of success or shortcoming of any part of the development or construction team. Rather this development serves best as a model for lessons learned and identifies approaches best implemented moving forward. It is requested that this report be received, discussed and filed.

Sincerely,

**Mark Phillips**  
**Contract Compliance Manager, DBE**  
Community Business Development Partners

Cc: Chris Abele, County Executive  
Milwaukee County Board of Supervisors

**DBE PARTICIPATION PLAN**

UWM INNOVATION ACCELERATOR

MIRON PROJECT # 121105

1/9/2013

<b>BASE BID</b>	\$	<b>6,373,028.00</b>
ALT #1	\$	(38,273.00)
ALT #2	\$	(67,783.00)
ALT #3	\$	(31,168.00)
ALT #4	\$	(29,757.00)
ALT #5	\$	(48,079.00)
ALT #6	\$	(6,470.00)
ALT #7	\$	(14,733.00)
ALT #8	\$	(80,053.00)

\*Alt. 1, 3, & 8 have DBE Participation through Sonag. See comparison below\*

<b>BASE BID WITH ALTERNATES</b>	\$	<b>6,056,712.00</b>
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**SCOPE OF WORK NOT AVAILABLE TO DBE CONTRACTORS**

ELEVATOR	\$	(45,800.00)
LAB CASEWORK	\$	(138,087.00)
FIRE SUPPRESSION	\$	(60,976.00)
SPRAY FOAM INSULATION	\$	(50,168.00)
TERRAZZO	\$	(25,230.00)
METAL PANEL (SPECIFIED CENTRIA ONLY)	\$	(235,000.00)

<b>TOTAL SCOPE OF WORK NOT AVAILABLE</b>	\$	<b>(555,261.00)</b>
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<b>REVISED TOTAL BASE BID</b>	\$	<b>5,817,767.00</b>
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<b>REVISED TOTAL BASE BID WITH ALTERNATES</b>	\$	<b>5,501,451.00</b>
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<b>DBE GOAL</b>	25%	\$	<b>1,375,362.75</b>
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<b>DBE CONTRACTORS</b>	<b>BASE BID WITH ALT.</b>	<b>*BASE BID*</b>
SONAG ELECTRICAL	\$ 728,294.00	\$ 873,627.00
PRICE AND SONS (\$50,000 x 60%)	\$ 30,000.00	\$ 30,000.00
HVA PRODUCTS - TEMP CONTROL FOR J&H	\$ 45,000.00	\$ 45,000.00

<b>TOTAL</b>	\$	<b>803,294.00</b>	\$	<b>948,627.00</b>
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<b>DIFFERENCE</b>	\$	<b>(572,068.75)</b>
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**DBE PARTICIPATION**

<b>BASE BID WITH ALTERNATES (\$6,056,712 / \$803,294)</b>	<b>13.3%</b>	Current Value
<b>REVISED BASE BID W/ALTERNATES (5,501,451 / \$803,294)</b>	<b>14.6%</b>	
<b>REVISED BASE BID (\$5,817,767 / \$948,627)</b>	<b>16.3%</b>	
<b>BASE BID (\$6,373,028 / \$948,627)</b>	<b>14.9%</b>	

**Notes:**

1. Contract award based on accepting all alternates. Alternates may be introduced back into the project if additional funding is available.
2. This project was competitively bid which required qualified low bid award per division.
3. This project would not be possible without the funding from EDA. EDA has specific terms and regulations that this project must be in compliance with for said funding, one of them being 8% DBE participation. EDA required a hard bid delivery with low bid reward.
4. Note that the Alternates listed on the first page are deductions from the base bid.

**-COUNTY OF MILWAUKEE-**  
INTEROFFICE COMMUNICATION

DATE : January 17, 2013

TO : Supervisor Marina Dimitrijevic, Chairwoman, Board of Supervisors

FROM : Greg High, Director, AE&ES Section, Facilities Management Division, Department of Administrative Services

SUBJECT : **New Capital Project WO223 Research Park Entrance Signage/Landscaping Relocation and Reimbursement from Milwaukee County Research Park Corporation (MCRPC)**

**REQUEST**

Approval is requested to enter into a Memorandum of Understanding (MOU) with the Milwaukee County Research Park Corporation (MCRPC) to allow Milwaukee County to perform work for MCRPC relating to the newly created capital project WO223 Research Park Entrance Signage/Landscaping Relocation and to have the expenses reimbursed by MCRPC.

**BACKGROUND/ANALYSIS**

Various property interests needed by the Wisconsin Department of Transportation (WisDOT) for the Zoo Freeway Interchange reconstruction are located on County-owned land and also County-owned land under the jurisdiction of the Research Park. The County has received final offers from WisDOT to acquire the needed property interests on four (4) parcels (Parcels 15, 45, 50, 53) located on County-owned land and County-owned land within the Research Park.

In December 2012, Resolution 12-898 was approved by the County Board. The resolution approved the final offers from WisDOT and approved a division of proceeds between Milwaukee County and MCRPC. MCRPC has approximately \$450,000 available for work on capital projects. The funds are located in a segregated account.

Some of the property interest acquisition will require the relocation of an entrance to the Research Park. The research park is also anticipating the receipt of the right of way proceeds associated with relocating the signage and landscaping from the other affected private Research Park tenants. The MCRPC will be utilizing the proceeds from the County parcels and the private tenant parcels to finance the relocation of the signage and landscaping from the current entrance.

The MCRPC has requested the County prepare bid documents for the signage and landscaping relocation project, bid the project and administer the construction contract. The Research Park would reimburse the County from the funds received from WisDOT through land sale proceeds. The cost for County staff time would be included, along with the cost for bidding, construction and other miscellaneous items.

## **RECOMMENDATION**

The Department of Administrative Services (DAS) recommends approval of the attached resolution that authorizes DAS, Corporation Counsel, and Risk to negotiate, prepare, review, approve, execute and record all documents and perform all actions required to enter into an MOU with MCRPC to have the County perform work relating to the newly created capital project WO233 Research Park Entrance Signage/Landscaping Relocation. The MOU will include a provision that directs MCRPC to reimburse the County for all project related expenses. The resolution also directs DAS-Fiscal Affairs to process an administrative appropriation transfer of \$450,000 to create capital project WO233 Research Park Entrance Signage/Landscaping Relocation. It further directs DAS-Fiscal to process an additional administrative fund transfer for the balance of the project once MCRPC has deposited additional funds of at least \$345,000 into the segregated account for the purpose of financing project WO223 Research Park Entrance Signage/Landscaping Relocation.

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Greg High, P.E.  
Director, AE&ES Section,  
Facilities Management Division, DAS

cc: Chris Abele, County Executive  
Amber Moreen, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Patricia Jursik, Chair, Economic and Community Development Committee  
Willie Johnson, Jr., Co-Chair, Finance, Personnel, and Audit Committee  
David Culler, Co-Chair, Finance, Personnel, and Audit Committee  
Scott Manske, Comptroller  
Craig Kammholz, Fiscal and Budget Administrator, DAS  
Steve Cady, County Board Fiscal and Budget Analyst  
Jessica Janz-McKnight, County Board, Policy Analyst  
Jim Burton, Director, Facilities Management Division, DAS  
Vincent Masterson, Strategic Asset Coordinator, DAS  
Justin Rodriguez, Capital Finance Analyst, Comptroller's Office  
Pamela Bryant, Capital Finance Manager, Comptroller's Office  
Bill Drew, Executive Director, MCRPC  
Guy Mascari, Director of Development, MCRPC

1  
2  
3  
4 (ITEM \*) A resolution to authorize the Department of Administrative Services (DAS) to enter  
5 into a Memorandum of Understanding (MOU) with Milwaukee County Research Park  
6 Corporation (MCRPC) to allow Milwaukee County to perform work for MCRPC relating to the  
7 newly created capital project WO223 Research Park Entrance Signage/Landscaping Relocation  
8 and to have expenses reimbursed by MCRPC:  
9

10 **A RESOLUTION**

11  
12 WHEREAS, various property interests needed by the Wisconsin Department of  
13 Transportation (WisDOT) for the Zoo Freeway Interchange reconstruction are located on  
14 County-owned land and also County-owned land under the jurisdiction of the Research Park; and  
15

16 WHEREAS, the County has received final offers from WisDOT to acquire the needed  
17 property interests on four (4) parcels (Parcels 15, 45, 50, 53) located on County-owned land and  
18 County-owned land within the Research Park; and  
19

20 WHEREAS, Resolution 12-898 was approved by the County Board and included a  
21 division of proceeds between Milwaukee County and MCRPC; and  
22

23 WHEREAS, the resolution approved the final offers from WisDOT and approved a  
24 division of proceeds between Milwaukee County and MCRPC; and  
25

26 WHEREAS, MCRPC has approximately \$450,000 available for work on capital projects;  
27 and  
28

29 WHEREAS, the funds are located in a segregated account; and  
30

31 WHEREAS, some of the property interest acquisition will require the relocation of an  
32 entrance to the Research Park; and  
33

34 WHEREAS, the research park is also anticipating the receipt of the right of way proceeds  
35 associated with relocating the signage and landscaping from the other affected private Research  
36 Park tenants; and  
37

38 WHEREAS, the MCRPC will be utilizing the proceeds from the County parcels and the  
39 private tenant parcels to finance the relocation of the signage and landscaping from the current  
40 entrance, and  
41

42 WHEREAS, the MCRPC has requested the County prepare bid documents for the  
43 signage and landscaping relocation project, bid the project and administer the construction  
44 contract; and  
45

46 WHEREAS, the Research Park would reimburse the County from the funds received  
47 from WisDOT through land sale proceeds; and

48

49 WHEREAS, the cost for County staff time would be included, along with the cost for  
50 bidding, construction and other miscellaneous items; and,

51

52 WHEREAS, the estimated cost of the project is \$795,000; and,

53

54 WHEREAS, with the approval of Corporation Counsel, a memorandum of understanding  
55 between the DAS and MCRCP will be entered into whereby MCRCP will provide a dollar for  
56 dollar capital reimbursement for all costs associated with the new capital project WO223  
57 Research Park Entrance Signage/Landscaping Relocation; now, therefore,

58

59 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes the  
60 DAS, Corporation Counsel, and Risk Management staff to negotiate, prepare, review, approve,  
61 execute and record all documents and perform all actions required to enter into an MOU with  
62 MCRPC to have the County perform work relating to the newly created capital project WO223  
63 Research Park Entrance Signage/Landscaping Relocation

64

65 BE IT FURTHER RESOLVED, the MOU will include a provision that directs MCRPC  
66 to reimburse the County for all project related expenses; and

67

68 BE IT FURTHER RESOLVED, that the DAS – Fiscal Affairs is directed to process an  
69 administrative appropriation transfer of \$450,000 to create capital project WO223 Research Park  
70 Entrance Signage/Landscaping Relocation; and,

71

72 BE IT FURTHER RESOLVED, that the DAS-Fiscal Affairs is directed to process an  
73 additional administrative fund transfer for the balance of the project once MCRPC has deposited  
74 additional funds of at least \$345,000 into the segregated account for the purpose of financing  
75 project WO223 Research Park Entrance Signage/Landscaping Relocation.

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## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 1/17/13

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Authorization to enter into a Memorandum of Understanding with Milwaukee County Research Park Corporation and to create capital project WO223 Research Park Entrance Signage/Landscaping Relocation

**FISCAL EFFECT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input checked="" type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input checked="" type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
|---|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	0	0
	Revenue	0	0
	Net Cost	0	0
<b>Capital Improvement Budget</b>	Expenditure	795,000	0
	Revenue	795,000	0
	Net Cost	0	0

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. Approval of the resolution will allow Milwaukee County to enter into a Memorandum of Understanding (MOU) with Milwaukee County Research Park Corporation (MCRPC), to create capital project WO223 Research Park Entrance Signage/Landscaping Relocation, and to have all project related expenses be reimbursed by MCRPC.

B. This request increases revenue and expenditure authority by \$795,000 for Project WO223 Research Park Entrance Signage/Landscaping Relocation.

C. There are no net budgetary impacts associated with this proposed action in the current year or in subsequent years.

D. It is assumed that MCRPC has or will soon have at least \$795,000 available in their segregated account to finance the project. It is also assumed that the MOU will hold MPRPC responsible for all project related expenses. It is also assumed that the project will either come in under or at budget; or if the project comes in over budget that any overages are reimbursed by MCRPC.

Department/Prepared By Justin Rodriguez

Authorized Signature \_\_\_\_\_

Did DAS-Fiscal Staff Review?  Yes  No

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

**COUNTY OF MILWAUKEE**  
**INTER-OFFICE COMMUNICATION**

**DATE:** January 4, 2013

**TO:** Supervisor Patricia Jursik, Chairperson, Economic & Community Development Committee

**FROM:** Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services

**SUBJECT:** DAS-Fiscal Affairs response to the referral from the Committee on Economic and Community Development for a preliminary report addressing guidelines, the number of jobs created, accountability, and expenditures (thus far) relating to the Milwaukee County's (County) Ready-to-Work Workforce Development Program (Program) agreement with the Wisconsin Regional Training Partnership/Building Industry Group Skilled Trades Employment Program (WRTP/Big Step).

**Request**

Provided is a report outlining guidelines, the number of jobs created, accountability, and expenditures related to WRTP/Big Step's Program administration pursuant to the referral from the Committee on Economic and Community Development (Committee) relating to File No. 12-986.

**2012 Agreement Timeline**

The existing agreement between WRTP/Big Step and the County was approved by the Committee on July 23<sup>rd</sup>, by the full County Board on July 26<sup>th</sup>, and by the County Executive on August 1<sup>st</sup>. The agreement was executed August 1, 2012.

**Accountability/Guidelines**

Based upon DAS-Economic Development staff and WRTP/Big Step staff verbal updates (and subsequent discussion) relating to a proposed agreement for services during the June 18<sup>th</sup> and July 16<sup>th</sup> Committee meetings, Committee members expressed the need for accountability, oversight, and reporting requirements. As a result, the agreement was crafted in a way to address these various issues. In particular, the following provisions were included as part of the final executed agreement:

1. WRTP/Big Step is to provide **Quarterly Reports** to the County Board, Office of the Comptroller, and DAS-Economic Development. The reports are to include the following information:
  - a. Participant data
  - b. Narrative data on industry and employer outreach and coordination
  - c. Community Outreach and participation efforts
  - d. Coordination with Milwaukee County in meeting both internal workforce objectives and coordination with economic development-related initiatives
  - e. Identification of the number of individuals served by category of services received

- f. Identify the purposes for which the County funds have been spent during the quarter (including, but not limited to):
    - i. Costs for various programs
    - ii. Personnel costs
    - iii. Other direct expenditures
    - iv. Other indirect expenditures
2. An **Outside Auditor** will be used in order to provide quarterly reviews of WRTP/Big Step's Program performance and compliance reports to the County. This provides an oversight component that will be used to determine whether the quarterly reports are reasonable and accurately reflect the activities and cost expenditures that WRTP/Big Step are reporting.
3. **Access Rights** and **Records/Program Review** requirements allow for the County's Audit Division to review and examine all documents and records related to the agreement as well as have on-site visitation of Program activities.
4. **Administrative Costs** that WRTP/Big Step can charge as part of this agreement, are limited to 15% of the total agreement amount (or \$150,000).
5. Specific **Program Deliverables** are outlined in the agreement's Scope of Services and Work Plan/Timeline.

Program deliverables include the following:

- a. Place 1,000 Milwaukee County residents on a career pathway
- b. Place 500 Milwaukee County residents in employment

Although the existing Agreement specifically defines program deliverables and reporting requirements, staff from DAS-Economic Development, Comptroller Office, and DAS-Fiscal Affairs has met with WRTP/Big Step staff and are in the process of developing a more detailed reporting matrix that will track deliverables and related costs.

6. The County has the **Option to Terminate** the Agreement for violation by WRTP/Big Step. If WRTP/Big Step fails to fulfill its obligations under the agreement in a timely or proper manner, or violates any agreement provisions, the County maintains the right to terminate the agreement by giving thirty (30) days written notice to WRTP/Big Step specifying the violations and the effective date of termination. In the event of termination, WRTP/Big Step will be paid for the work completed effective the date of termination.

#### Number of Jobs Created

WRTP/Big Step provided 2012 1<sup>st</sup> quarter (August 1<sup>st</sup> – November 30<sup>th</sup>) job information on January 4<sup>th</sup>, 2013. As of November 30, 2012, WRTP/Big Step reported 547 Milwaukee County residents were served as a result of increased activity through its community referral network, general information orientation sessions, and resource information sessions. Of these 547

Milwaukee County residents, 171 participated and completed career pathways training and 47 were placed in employment with an average hourly rate of \$15.61/hr.

Expenditures

WRTP/Big Step provided 2012 1<sup>st</sup> quarter (August 1<sup>st</sup> – November 30<sup>th</sup>) expenditure information on January 4<sup>th</sup>, 2013. As of November 30, 2012, WRTP/Big Step reports \$167,678 in Program expenditures.

  
\_\_\_\_\_  
Craig Kammholz, Fiscal and Budget Administrator

cc: Chris Abele, County Executive  
David Bowen, Vice-Chairperson, Economic & Community Development Committee  
Michael Mayo, Committee Member, Economic & Community Development Committee  
Jim Schmitt, Committee Member, Economic & Community Development Committee  
Willie Johnson, Committee Member, Economic & Community Development Committee  
John Weishan, Committee Member, Economic & Community Development Committee  
Steve Taylor, Committee Member, Economic & Community Development Committee  
Amber Moreen, Chief of Staff, County Executive Office  
Patrick Farley, Director, Department of Administrative Services  
Craig Kammholz, Fiscal & Budget Administrator, Department of Administrative Services  
Jessica Janz-McKnight, County Board Research Analyst

**Exhibit 1 – Original Referral**

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**MILWAUKEE COUNTY  
INTER-OFFICE MEMORANDUM**

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**DATE:** December 10, 2012

**TO:** Craig Kammholz, Fiscal and Budget Administrator, Department of Administrative Services  
Vincent Masterson, Fiscal and Strategic Asset Coordinator, Department of Administrative Services  
Scott Manske, Comptroller

**FROM:** Janelle M. Jensen, Committee Clerk  
Committee on Economic and Community Development

**SUBJECT:** **File 12-986** - From the Fiscal and Budget Administrator, Department of Administrative Services, requesting authorization to create a County-controlled Workforce Development Trust Fund for unexpended year-end County appropriations designated for services provided by the Wisconsin Regional Training Partnership/Building Industry Group Skilled Trades Employment Program (WRTP/BIGSTEP) and to negotiate an addendum to the existing agreement that includes language establishing a County-controlled Workforce Development Trust Fund. **(Referred to the Committees on Economic and Community Development and Finance, Personnel and Audit)**

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The Committee on Economic and Community Development at its meeting on December 10, 2012 considered the subject matter.

Thereafter, Supervisor Schmitt requested a preliminary report from the Department of Administrative Services addressing guidelines, the number of jobs created, accountability and expenditures thus far.

Mr. Manske indicated that a communication would be provided to Committee members this week offering a status update and quarterly reports will address goals, timelines and expenditure information.

A formal report should be provided to the Committee in January 2013.

This memorandum is to serve as a referral to all parties concerned.

**Note: If you have previously complied with this request, please disregard.**

*Janelle M. Jensen*

Committee Clerk  
Committee on Judiciary, Safety and General Services

**COUNTY OF MILWAUKEE**  
**Inter-Office Communication**

**Date:** January 15, 2013

**To:** Patricia Jursik, Chairperson, Committee on Economic & Community Development

**From:** Jerome J. Heer, Director of Audits, Milwaukee County Comptroller's Office

**Subject:** Workforce Development Contract with Wisconsin Regional Training Partnership/Building Industry Group Skilled Trades Employment Program (WRTP/BIGSTEP) (File No 12-632)

At the December 10 meeting of the Committee on Economic & Community Development, the committee discussed the accountability provisions of the contract between Milwaukee County and WRTP/BIGSTEP. Since that meeting, the Comptroller's Audit Services Division has met with staff and the contractor to review the plan for complying with fiscal and programmatic reporting provisions of the contract. At our last meeting, on January 11, 2013, we also discussed the process and format with Baker Tilly, the firm conducting the independent external review of quarterly reports as required in the contract.

There has been considerable progress in addressing all elements of the contract related to documentation and reporting of financial and performance activity. The first quarterly report is substantially complete and is awaiting the review by Baker Tilly prior to submission to the Committee and to our office. Because of the time needed to address the detailed reporting requirements, the first report was delayed. However, the second quarterly report will be issued shortly after the first and we will work with all parties to ensure that the remaining four reports that will follow will be timely.



Jerome J. Heer

JJH/cah

cc: Scott Manske, Milwaukee County Comptroller  
 Chris Abele, Milwaukee County Executive  
 Committee Members, Economic & Community Development Committee  
 Jill Didier, Economic Development Coordinator  
 Amber Moreen, Chief of Staff, Milwaukee County Executive's Office  
 Patrick Farley, Director, Department of Administrative Services  
 Craig Kammholz, Fiscal & Budget Administrator, DAS  
 Jessica Janz-McKnight, County Board Research Analyst  
 Janelle Jensen, Committee Clerk  
 Mark Kessenich, Vice President, WRTP/BIGSTEP  
 Earl Buford, Executive Director, WRTP/BIGSTEP  
 Matt Waltz, Director of Business Administration, WRTP/BIGSTEP

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**DATE:** December 12, 2012

**TO:** Supervisor Marina Dimitrijevic, Chairperson, County Board of Supervisors

**FROM:** Brian Taffora, Director - Economic Development Division, Department of Administrative Services

**SUBJECT:** MCAMLIS Business Needs Assessment Professional Services Contract

**ISSUE**

The Director of Administrative Services, Division of Economic Development is requesting authority to execute a Professional Consultant Services contract with an experienced GIS consulting firm to conduct a 'location- based data and technologies' (LBDT) Business Needs Assessment leading to the development of a (Five Year Work Program) LBDT Implementation Plan. The Consultant developed Business Needs Assessment and Implementation Plan will capitalize on Milwaukee County Automated Mapping and Land Information System (MCAMLIS) ongoing GIS investments and resources. The development of a LBDT Implementation Plan is intended to guide the MCAMLIS Steering Committee decision making related to the support and use of location- based data and technologies into the future and is expected to result in enhanced and sustained local community operations and services as may be aided by MCAMLIS throughout Milwaukee County over a five year period.

**BACKGROUND**

On March 20<sup>th</sup>, 2012, the MCAMLIS Steering Committee directed the Committee Chairman to select members to a Sub-committee whose charge was to develop a 'Work Program' for MCAMLIS to be conducted over the next 3-5 years. Whereby a Business Needs Assessment Sub-committee was appointed and conducted meetings through the summer of 2012 and concluded its findings in November 2012.

An RFP was drafted, released and evaluated based on multiple technical and cost criteria through 2012. Requests for proposals were sent to 15 firms. These firms were identified through a list compiled by MCAMLIS Steering Committee Members, the Wisconsin State Cartographers Office, and through the advertisement process.

Six proposals were received in the Milwaukee County Land Information Office by the deadline of 2:00 PM, September 21, 2012.

The following firms submitted proposals:

1. Sanborn
2. GeoPlanning Services LLC
3. PlanGraphics, Inc.
4. BLACK & VEATCH CORP

## 5. GEODECISIONS

## 6. GRAEF

The consultant selection committee evaluated each MCAMLIS Business Needs Assessment proposals. Appointed Staff (S), Workgroup (W), Alternate (A) and Member (M) of the Sub-Committee include:

Don Nehmer (M, W) – MCAMLIS Steering Committee Chair, Capital Program Manager, MMSD

- Nancy A. Olson (M) – MCAMLIS Steering Committee Vice-chair, Chief Information Officer, City of Milwaukee
- John Bennett (M) – Inter-governmental Coordinating Council (ICC) member representative to the MCAMLIS Steering Committee, City Engineer, City of Franklin
- Greg High (M) – DAS/Facilities Management - Director, AE & ES Division
- Emily Champagne (M, W) – Senior GIS Analyst, MMSD
- Kevin Bruhn (A, S)– representing Greg High, GIS Specialist, MCAMLIS Staff, Milwaukee County
- Todd Niedermeyer (A) – representing John Bennett, City of Franklin, GIS Consultant
- William Shaw (M, W, S) – MCAMLIS Project Manager, Milwaukee County

The selection team evaluated and scored each of the submitted proposals based on but not limited to the following factors:

1. Experience of Firm in related projects
2. Response to overall Scope of Work
3. Cost

The MCAMLIS Business Needs Sub-Committee presented its findings to the Steering Committee on December 4<sup>th</sup> 2012. The Steering Committee approved the Business Needs Sub-Committee report and recommendation and authorized the MCAMLIS project Manager to effect the execution of a Professional Services Contract with GEODECISIONS, Inc. of Madison Wisconsin.

#### RECOMMENDATION

The Director of County Economic Development respectfully recommends the County Board authorize the Milwaukee County Automated Mapping and Land Information System Steering Committee to execute a Professional Services Contract with GEODECISIONS, Inc. at a cost of \$149,845 or less.

Prepared by: William Shaw, MCAMLIS Project Manager

Approved by:

  
 Brian Taffora, Director  
 DAS-ECD

1 From the Committee on .....

3 File No. 13-\_\_\_

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(ITEM NO. ) From the Director of Administrative Services, Division of Economic & Community Development requesting authority to execute a Professional Consultant Services contract with an experienced GIS consulting firm to conduct a 'location- based data and technologies' (LBDT) Business Needs Assessment leading to the development of a (Five Year Work Program) LBDT Implementation Plan. The Consultant developed Business Needs Assessment and Implementation Plan will capitalize on Milwaukee County Automated Mapping and Land Information System (MCAMLIS) ongoing GIS investments and resources. The development of a LBDT Implementation Plan is intended to guide the MCAMLIS Steering Committee decision making related to the support and use of location- based data and technologies into the future and is expected to result in enhanced and sustained local community operations and services as may be aided by MCAMLIS throughout Milwaukee County over a five year period.

A RESOLUTION

WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee County Board of Supervisors, working in cooperation with the utilities concerned, created a public-private partnership to implement the Milwaukee County automated mapping and land information system, including creation of a Steering Committee to provide oversight in the implementation of the system recommended in SEWRPC Community Assistance Planning Report No. 177; and

WHEREAS, the aforereferenced Milwaukee County resolution adopted on November 8, 1990, further authorized the execution of a Cooperative Agreement between Milwaukee County and the public and private utilities serving Milwaukee County, whereby the County and such utilities agreed to jointly fund the development of the Milwaukee County automated mapping and land information system), such Agreement delegating to the aforereferenced Steering Committee full responsibility for all policy matters relating to the conduct of the work program, including proposed contracts and specifications and the selection of contractors; and

WHEREAS, in November 2012, the MCAMLIS Business Needs Sub-Committee selected GEODECISIONS through the Request for Proposal evaluation process having been the best candidate of six (6) as capable of meeting specific technical and delivery specifications; and

44 WHEREAS, The Milwaukee County Automated Mapping and Land Information  
45 System (MCAMLIS) Steering Committee accepted the Sub-Committee  
46 recommendation and approved a project at its 12/4/2012 meeting authorizing the  
47 development of a MCAMLIS Business Needs Assessment and Implementation Plan;  
48 and

49  
50 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby  
51 authorizes the Director of County Economic Development to contract with  
52 GEODECISIONS of Madison Wisconsin to conduct a 'location- based data and  
53 technologies' (LBDT) Business Needs Assessment leading to the development of a  
54 (Five Year Work Program) LBDT Implementation Plan, whereby the cost of said  
55 contract is \$149,845 or less.

56

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58 WCS

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**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 11/18/12

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** MCAMLIS Business Needs Assessment Professional Services Contract

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required                                       | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues     |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues     |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |  |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds       |
| <input type="checkbox"/> Increase Operating Revenues   |  |
| <input type="checkbox"/> Decrease Operating Revenues   |  |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	\$149,845	
	Revenue	0	
	Net Cost	\$149,845	
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering committee recommends approval of a Professional Consultant Services contract with an experienced GIS consulting firm to conduct a 'location- based data and technologies' (LBDT) Business Needs Assessment leading to the development of a (Five Year Work Program) LBDT Implementation Plan. The Consultant developed Business Needs Assessment and Implementation Plan will capitalize on Milwaukee County Automated Mapping and Land Information System (MCAMLIS) ongoing GIS investments and resources. The development of a LBDT Implementation Plan is intended to guide the MCAMLIS Steering Committee decision making related to the support and use of location- based data and technologies into the future and is expected to result in enhanced and sustained local community operations and services as may be aided by MCAMLIS throughout Milwaukee County over a five year period.

B & C. The proposed professional services contract costs are included in the 2013 Adopted MCAMLIS Budget. Therefore there are no additional costs of funds required at this time. No tax levy impact results from the approval of this project.

D. MCAMLIS has approx. \$207k budgeted for non-recurring professional services contracts in 2013 (account 6149) and would be able to cover the cost of this contract in 2013. This action would leave the Steering Committee with about \$58k for any other projects for the rest of 2013.

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By Department of Administrative Services by William Shaw, MCAMLIS  
Project Manager \_\_\_\_\_

Authorized Signature  \_\_\_\_\_

Did DAS-Fiscal Staff Review?  Yes  No



# Milwaukee County

## DEPARTMENT OF ADMINISTRATIVE SERVICES ECONOMIC DEVELOPMENT DIVISION/MCAMLIS CONSULTANT RETENTION/CONSULTANT SELECTION APPROVAL

Date: December 7, 2012

### I. PROJECT DESCRIPTION

Project Title: MCAMLIS BUSINESS NEEDS ASSESSMENT

Stipulated Lump Sum - Not-To-Exceed      **Type "D" Agreement**

Project No.: 1199-12002

Agency: 119    Org. No.: 1199    Object No.: 6149

Project Code: -----    Activity: ---

Function: ----    Category:

### II. CONSULTANT SELECTION PROCEDURE

Requests for proposals were sent to 15 firms. Section 1 of the attached report lists the consultants that received notification of the MCAMLIS Business Needs Assessment Request for Proposal (RFP). These firms were identified through a list compiled by MCAMLIS Steering Committee Members, the Wisconsin State Cartographers Office, and through the advertisement process.

Section 2 of the attached report is a copy of the packet of information that was available through the on-line RFP services provided by the Department of Transportation Consultant RFP/RFQ website link. Copies of the email sent to 12 of the 15 firms with the RFP notification dated August 21, 2012 through September 12, 2012 are included in this section.

Section 3 of the report contains a copy of the advertisement that was sent to the Daily Reporter on August 20, 2012, to alert any interested firms in the Milwaukee area of the proposal package.

Six proposals were received in the Milwaukee County Land Information Office by the deadline of 2:00 PM, September 21, 2012.

The following firms submitted proposals:

1. Sanborn
2. GeoPlanning Services LLC
3. PlanGraphics, Inc.
4. BLACK & VEATCH CORP
5. GEODECISIONS
6. Graef

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL

MCAMLIS Business Needs Assessment

1199-12002

At its regular meeting held on March 20<sup>th</sup> 2012, the MCAMLIS Steering Committee, acting on a MCAMLIS Staff recommendation, authorized the Chairman of Steering Committee to appoint a sub-committee including MCAMLIS Steering Committee members and others to be named. The Sub-Committee was charged with the task of formulating a MCAMLIS 'Work Program' to be conducted over a span of the next three (3) to five (5) years and report progress to the Steering Committee at the next Steering Committee meeting.

The Steering Committee Chair appointed a six (6) member sub-committee and a workgroup made up of three (3) sub-committee members. The workgroup was formed to draft a mission and objectives statement and present the draft to the full subcommittee for comment and approval. The workgroup met three (3) times at MMSD Offices on 6/21, 7/13 & 8/17/2012. The sub-committee members via email commented and approved the draft mission and objectives document and the contents therein were then incorporated within the MCAMLIS Business Needs Assessment RFP.

The RFP was published on 8/17/2012 and was closed on 9/21/2012. The full MCAMLIS 'Work Program' Sub-Committee aka: 'MCAMLIS Steering Business Plan Sub-Committee' met three (3) times in October and November 2012. The meetings were held at MMSD Offices on 10/3, 10/16 & 11/2/2012. Members and alternates of the full Sub-Committee also serve as the consultant selection committee.

The consultant selection committee evaluated each MCAMLIS Business Needs Assessment proposals. Appointed Staff (S), Workgroup (W), Alternate (A) and Member (M) of the Sub-Committee include:

- Don Nehmer (M, W) - MCAMLIS Steering Committee Chair, Capital Program Manager, MMSD
- Nancy A. Olson (M) - MCAMLIS Steering Committee Vice-chair, Chief Information Officer, City of Milwaukee
- John Bennett (M) - Inter-governmental Coordinating Council (ICC) member representative to the MCAMLIS Steering Committee, City Engineer, City of Franklin
- Greg High (M) - DAS/Facilities Management - Director, AE & ES Division
- Emily Champagne (M, W) - Senior GIS Analyst, MMSD
- Kevin Bruhn (A, S) - representing Greg High, GIS Specialist, MCAMLIS Staff, Milwaukee County
- Todd Niedermeyer (A) - representing John Bennett, City of Franklin, GIS Consultant
- William Shaw (M, W, S) - MCAMLIS Project Manager, Milwaukee County

The selection team evaluated and scored each of the submitted proposals based on but not limited to the following factors:

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MCAMLIS Business Needs Assessment  
1199-12002

2. Response to overall Scope of Work
3. Cost

Section 4 of the report contains a form detailing these factors and their weighted value.

Each of the six (6) proposals were initially rated by MCAMLIS Staff and uniformly scored based on the proposed 'Experience and Scope of Work' using a form designed to rate each proposal.

MCAMLIS Staff considered four (4) proposals as meeting a minimum requirement of a 50% score or higher rating. A packet of rating forms was provided to each member of the sub-committee to score and tabulate the remaining four (4) proposals. These packets were completed through the period of September 26, 2012 to October 3, 2012, prior to the selection committee meeting. A copy of these completed forms are included in Section 4.

On October 3, 2012, members and alternates of the consultant selection committee met for about 2 hours to review the proposals. By consensus the selection committee members (comprised of four (4) appointed and two (2) alternates) decided to short-list all four firms for interviews. The four short-listed firms were Sanborn, PlanGraphics, Inc., BLACK & VEATCH CORP and GEODECISIONS. Section 4 contains a consultant evaluation matrix showing rank and score.

On October 16, 2012, interviews with the four short-listed firms were conducted in the MMSD offices at 260 W Seeboth Street. The committee could not reach consensus on the final selection at this meeting because one (1) member who attended the interviews could not be present for the follow-up discussion. The selection committee was then evenly split between GEODECISIONS and PlanGraphics. The selection committee members present elected that a final decision could be made by four (4) appointed members at a meeting to be scheduled. A final meeting on November 2, 2012 was held at MMSD offices and the consensus of the committee members present elected to recommend award of the contract to GEODECISIONS. Copies of the interview questions and notes taken by the selection committee are contained in Section 5.

III. RECOMMENDED CONSULTANT SELECTION

The consultant selection committee recommends that a Professional Services Standard Agreement (Type D) be entered into with:

GEODECISIONS  
1515 Market Street, Suite 2020  
Philadelphia, PA 19102

Estimated Lump Sum Fee \$149,845.00

See Section 6 for GEODECISIONS project approach/scope of

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MCAMLIS Business Needs Assessment  
1199-12002

services, schedule, and consultant effort breakdown by task and the consultant proposal form. The consultants approach and scope closely match with the MCAMLIS Steering Committee's desired work effort. A firm scope and price will be clarified when the selection of GEODECISIONS is confirmed.

DBE UTILIZATION

Section 7 of the report contains the Approved DBE Participation Recommendation Form that established a 5% DBE utilization goal for this project.

The recommended consultant, GEODECISIONS, has committed to at least 5% DBE involvement on this project. GEODECISIONS proposes to identify a certified DBE for this purpose within seven (7) days of receipt of Milwaukee County's Notice to Proceed.

The recommended consultant has not yet submitted a DBE Utilization Plan. The submitted plan will be forwarded to the CDBP Office for approval upon confirmation of the selection of GEODECISIONS. The approved plan will be included in the agreement.

V. FISCAL NOTE

There are sufficient funds in the 2013 MCAMLIS Budget allocation for MCAMLIS Business Needs Assessment project for retaining the recommended consultant.

VI. SPECIAL NOTES

1. The Milwaukee County DAS STIPULATED SUM (LUMP SUM) STANDARD PRIME CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES (Type "D" Agreement) will be used upon completion of the negotiation of final scope of services, fee and expenses.

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MCAMLIS Business Needs Assessment  
1199-12002

PREPARED BY: William Shaw, MCAMLIS Project Manager

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

 12/4/12  
Don R. Nehmer Date  
Chair, MCAMLIS Steering Committee

DIRECTOR OF DAS/ECONOMIC DEVELOPMENT

Consultant Selection Approved:

  
Brian Taffora Date  
Director,  
DAS/Economic Development

DIRECTOR OF DEPARTMENT OF ADMINISTRATIVE SERVICES

Consultant Selection Approved:

 12-19-12  
Patrick Farley Date  
Director,  
Department of Administrative Services

=====  
COPIES AFTER APPROVAL

cc: W. Shaw, MCAMLIS, Economic Development  
N. Soler, CDBP

Project File - Original

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CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL

MCAMLIS Business Needs Assessment

1199-12002

Section 6 Consultant Approach/Scope, Schedule and  
Consultant Effort

Section 7 Approved DBE Participation Recommendation Form

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**DATE:** December 13, 2012

**TO:** Supervisor Marina Dimitrijevic, Chairperson, County Board of Supervisors

**FROM:** Brian Taffora, Director - Economic Development Division, Department of Administrative Services

**SUBJECT:** MCAMLIS Planimetric Map Maintenance Services

ISSUE

The Director of Administrative Services, Division of Economic Development is requesting authority to execute a Professional Consultant Services contract with a qualified GIS and photogrammetric mapping firm having the capacity to provide for the update of existing digital planimetric feature map database(s) e.g., Structure Outlines, Traveled Rights of Way, fences etc. The product(s) of this effort will conform to National Map Accuracy Standards (NMAS) at a scale of one-inch equals one hundred feet (1" = 100') and will be directly compatible with Milwaukee County Automated Mapping and Land Information System (MCAMLIS) existing GIS software.

BACKGROUND

At its regular meeting held on September 13<sup>th</sup> 2011, the MCAMLIS Steering Committee, acting on a MCAMLIS Staff recommendation, approved a MCAMLIS Staff report recommendation requesting authorization of Planimetric Map Replacement Program. Subsequently on December 13<sup>th</sup> 2011 the MCAMLIS Steering Committee approved an estimated \$125,000 and authorized the MCAMLIS Project manager to coordinate the acquisition, management and implementation of the approved Planimetric Map Replacement Program.

An RFP was drafted and published on 9/18/2012 and was closed on 11/16/2012. The Consultant selection committee met twice in December. The meetings were held at Milwaukee County City Campus Room 426 on 12/3 & 12/11/2012.

Four proposals were received in the Milwaukee County Land Information Office by the deadline of 2:00 PM, November 16, 2012.

The following firms submitted proposals:

1. GRW
2. Aerometric
3. ROLTA
4. GRAEF

The consultant selection committee evaluated each Planimetric Map Maintenance Services proposal. Members of the Committee include:

- Kevin Bruhn – GIS Specialist, MCAMLIS Staff, Milwaukee County
- Kathleen Bach – GIS Technician, Milwaukee County Register of Deeds

- William Shaw – MCAMLIS Project Manager, Milwaukee County

The selection team evaluated and scored each of the submitted proposals based on but not limited to the following factors:

1. Experience of Firm in related projects
2. Response to overall Scope of Work
3. Cost

On December 3, 2012, members of the consultant selection committee met for about 2 hours to review the proposals. By consensus the selection committee members decided to short-list three (3) of the four (4) firms for follow-up questions. The three short-listed firms were Aerometric, ROLTA, and GRW Inc.

On December 11, 2012, the committee met to review the responses of the three short-listed firms. The committee reached consensus on the final selection at this meeting. The selection committee members elected to recommend award of the contract to GRW, Inc.

#### RECOMMENDATION

The Director of County Economic Development respectfully recommends the County Board authorize the Milwaukee County Automated Mapping and Land Information System Steering Committee to execute a Professional Services Contract with GRW Inc. at a cost of \$125,000 or less.

Prepared by: William Shaw, MCAMLIS Project Manager

Approved by:

  
\_\_\_\_\_  
Brian Taffora, Director  
DAS-ECD

1 From the Committee on .....

2

3

File No. 13-\_\_\_

4

5 (ITEM NO. ) From the Director of Administrative Services, Division of Economic  
6 Development requesting authority to execute a Professional Services contract  
7 with a qualified GIS and photogrammetric mapping firm having the capacity to  
8 provide for the update of existing digital planimetric feature map database(s)  
9 e.g., Structure Outlines, Traveled Rights of Way, fences etc. The product(s) of this  
10 effort will conform to National Map Accuracy Standards (NMAS) at a scale of  
11 one-inch equals one hundred feet (1" = 100') and will be directly compatible  
12 with Milwaukee County Automated Mapping and Land Information System  
13 (MCAMLIS) existing GIS software.

14

15

A RESOLUTION

16

17 WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee  
18 County Board of Supervisors, working in cooperation with the utilities concerned,  
19 created a public-private partnership to implement the Milwaukee County  
20 automated mapping and land information system, including creation of a Steering  
21 Committee to provide oversight in the implementation of the system recommended  
22 in SEWRPC Community Assistance Planning Report No. 177; and

23

24 WHEREAS, the aforereferenced Milwaukee County resolution adopted on  
25 November 8, 1990, further authorized the execution of a Cooperative Agreement  
26 between Milwaukee County and the public and private utilities serving Milwaukee  
27 County, whereby the County and such utilities agreed to jointly fund the  
28 development of the Milwaukee County automated mapping and land information  
29 system), such Agreement delegating to the aforereferenced Steering Committee full  
30 responsibility for all policy matters relating to the conduct of the work program,  
31 including proposed contracts and specifications and the selection of contractors;  
32 and

33

34 WHEREAS, on September 13<sup>th</sup> 2011, the Milwaukee County Automated  
35 Mapping and Land Information System (MCAMLIS) Steering Committee approved  
36 at its regular meeting a MCAMLIS Staff report recommending the Planimetric Map  
37 Replacement Program; and

38

39 WHEREAS, on December 13<sup>th</sup> 2011, the MCAMLIS Steering Committee  
40 approved an estimated cost of \$125,000 for the Planimetric Map Replacement  
41 Program and authorized the MCAMLIS Project Manager, guided by the  
42 specifications contained in the MCAMLIS approved report, to coordinate the  
43 acquisition, management and implementation of the Planimetric Map  
44 Replacement Program; and

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WHEREAS, on December 11<sup>th</sup> 2012, the MCAMLIS Project Manager and staff selected GRW Engineers, Inc, through the Request for Proposal process having been the best candidate of four (4) evaluated as capable of meeting specific technical and delivery specifications; and

BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby authorizes the Director of County Economic Development to execute a contract with GRW Engineers, Inc. of Lexington Kentucky to provide for the update of existing digital planimetric feature map database(s) e.g., Structure Outlines, Traveled Rights of Way, fences etc. The product(s) of this effort will conform to National Map Accuracy Standards (NMAS) at a scale of one-inch equals one hundred feet (1" = 100') and will be directly compatible with Milwaukee County Automated Mapping and Land Information System (MCAMLIS) existing GIS software, whereby the cost of said contract is \$125,000 or less.

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 12/7/12

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** MCAMLIS Planimetric Map Maintenance Services

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input checked="" type="checkbox"/> Existing Staff Time Required<br><input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input checked="" type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><br><input type="checkbox"/> Decrease Operating Expenditures<br><br><input type="checkbox"/> Increase Operating Revenues<br><br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><br><input type="checkbox"/> Decrease Capital Expenditures<br><br><input type="checkbox"/> Increase Capital Revenues<br><br><input type="checkbox"/> Decrease Capital Revenues<br><br><input type="checkbox"/> Use of contingent funds |
|--|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	125,000	
	Revenue	0	
	Net Cost	125,000	
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

**DESCRIPTION OF FISCAL EFFECT**

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. At its meeting held on September 13th, 2011, the MCAMLIS Steering Committee approved a staff recommendation to proceed with a Planimetric Map Replacement Project as recommended. This project was regarded a priority in the MCAMLIS PROGRAM STRATEGIC ASSESSMENT FOR 2010-2013. As included in the strategic assessment the project is scoped to meet requirements for updating the 2004 - 2009 Topographic/Planimetric Map Series.

B & C. The proposed professional services contract costs are not included in the 2013 Adopted MCAMLIS Budget. A fund transfer is requested to increase expenditure authority in MCAMLIS by \$125,000 and decrease the MCAMLIS Reserve by the same amount. The MCAMLIS Reserve is anticipated to have a 2012 year end balance of approximately \$1,275,000 (the beginning 2013 fund balance will reflect this amount). If this fund transfer is approved, the remaining fund balance is estimated to be \$1,150,000 for the beginning of 2013. No tax levy impact results from this fund transfer.

D. The MCAMLIS operating budget will be increased by \$125,000 (in account 6149) with the approval of the transfer from the MCAMLIS Reserve..

Department/Prepared By Department of Administrative Services by William Shaw, MCAMLIS Project Manager

Authorized Signature



Did DAS-Fiscal Staff Review?  Yes  No

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.



# Milwaukee County

## DEPARTMENT OF ADMINISTRATIVE SERVICES ECONOMIC DEVELOPMENT DIVISION/MCAMLIS CONSULTANT RETENTION/CONSULTANT SELECTION APPROVAL

Date: December 13, 2012

### I. PROJECT DESCRIPTION

Project Title: PLANIMETRIC MAP MAINTENANCE SERVICES

Stipulated Lump Sum - Not-To-Exceed                      **Type "D" Agreement**

Project No.: 1199-12003

Agency: 119    Org. No.: 1199                      Object No.: 6149

Project Code: -----                                      Activity: ---

Function: ----    Category:

### II. CONSULTANT SELECTION PROCEDURE

Section 1 of the attached report lists the consultants that received notification of the Planimetric Map Maintenance Request for Proposal (RFP). These firms were identified through a list compiled by MCAMLIS Steering Committee Members, the Wisconsin State Cartographers Office, and through the advertisement process.

Section 2 of the attached report is a copy of the packet of information that was available through the on-line RFP services provided by the Department of Transportation Consultant RFP/RFQ website link. The RFP notification dated September 18, 2012 through November 16, 2012 are included in this section.

Section 3 of the report contains a copy of the advertisement that was sent to the Daily Reporter on September 21, 2012, to alert any interested firms in the Milwaukee area of the proposal package.

Four proposals were received in the Milwaukee County Land Information Office by the deadline of 2:00 PM, November 16, 2012.

The following firms submitted proposals:

1. GRW
2. Aerometric
3. ROLTA
4. GRAEF

At its regular meeting held on September 13<sup>th</sup> 2011, the MCAMLIS Steering Committee, acting on a MCAMLIS Staff recommendation, approved a MCAMLIS Staff report recommendation requesting authorization of Planimetric Map Replacement Program.

Subsequently on December 13<sup>th</sup> 2011 the MCAMLIS Steering Committee

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MCAMLIS Planimetric Map Maintenance Services  
1199-12003

approved an estimated \$125,000 and authorized the MCAMLIS Project manager to coordinate the acquisition, management and implementation of the approved Planimetric Map Replacement Program.

An RFP was drafted and published on 9/18/2012 and was closed on 11/16/2012. The Consultant selection committee met twice in December. The meetings were held at Milwaukee County City Campus Room 426 on 12/3 & 12/11/2012.

The consultant selection committee evaluated each Planimetric Map Maintenance Services proposal. Members of the Committee include:

- Kevin Bruhn - GIS Specialist, MCAMLIS Staff, Milwaukee County
- Kathleen Bach - GIS Technician, Milwaukee County Register of Deeds
- William Shaw - MCAMLIS Project Manager, Milwaukee County

The selection team evaluated and scored each of the submitted proposals based on but not limited to the following factors:

1. Experience of Firm in related projects
2. Response to overall Scope of Work
3. Cost

Section 4 of the this report contains a form detailing these factors and their weighted value.

A packet of rating forms was provided to each member of the committee to score and tabulate the four (4) proposals. These packets were completed through the period of November 16, 2012 to December 3, 2012, prior to the selection committee meeting. A copy of the composite scores derived from completed forms is included in Section 4.

On December 3, 2012, members of the consultant selection committee met for about 2 hours to review the proposals. By consensus the selection committee members decided to short-list three (3) of the four (4) firms for follow-up questions. The three short-listed firms were Aerometric, ROLTA, and GRW Inc. Section 4 contains a consultant evaluation matrix showing rank and score.

On December 11, 2012, the committee met to review the responses of the three short-listed firms. The committee reached consensus on the final selection at this meeting. The selection committee members elected to recommend award of the contract to GRW, Inc. Copies of the follow-up questions by the selection committee is contained in Section 5.

### III. RECOMMENDED CONSULTANT SELECTION

The consultant selection committee recommends that a Professional Services Standard Agreement (Type D) be entered into with:

GRW, Inc.  
801 Corporate Drive

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MCAMLIS Planimetric Map Maintenance Services  
1199-12003

Lexington, KY. 40503

Estimated Lump Sum Fee \$125,000.00

See Section 6 for GRW project approach/scope of services, schedule, and consultant effort breakdown by task and the consultant proposal form. The consultants approach and scope closely match with the MCAMLIS Steering Committee's desired work effort. A firm scope and price will be clarified when the selection of GRW Inc. is confirmed.

DBE UTILIZATION

Section 7 of the report contains the Approved DBE Participation Recommendation Form that established a 15% DBE utilization goal for this project.

The recommended consultant, GRW Inc., has committed to at least 15% DBE involvement on this project. GRW Inc. included a signed 'Commitment To Contract with DBE' form with a certified DBE for a participation of 17.7%.

V. FISCAL NOTE

The proposed professional services contract costs are not included in the 2013 adopted MCAMLIS Budget. A fund transfer is requested to increase expenditure authority in MCAMLIS by \$125,000 and decrease the MCAMLIS Reserve by the same amount. The MCAMLIS Reserve is anticipated to have a 2012 year end balance of approximately \$1,275,000 (the beginning 2013 fund balance will reflect this amount). If this fund transfer is approved, the remaining fund balance is estimated to be \$1,150,000 for the beginning of 2013. No tax levy impact results from this fund transfer.

The MCAMLIS operating budget will be increased by \$125,000 (in account 6149) with the approval of the transfer from the MCAMLIS Reserve.

VI. SPECIAL NOTES

1. The Milwaukee County DAS STIPULATED SUM (LUMP SUM) STANDARD PRIME CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES (Type "D" Agreement) will be used upon completion of the negotiation of final scope of services, fee and expenses.

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MCAMLIS Planimetric Map Maintenance Services  
1199-12003

PREPARED BY: William Shaw, MCAMLIS Project Manager

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

 12/20/12  
Don R. Nehmer Date  
Chair, MCAMLIS Steering Committee

DIRECTOR OF DAS/ECONOMIC DEVELOPMENT

Consultant Selection Approved:

 12.19.12  
Brian Taffora Date  
Director,  
DAS/Economic Development

DIRECTOR OF DEPARTMENT OF ADMINISTRATIVE SERVICES

Consultant Selection Approved:

 12-19-12  
Patrick Farley Date  
Director,  
Department of Administrative Services

=====  
COPIES AFTER APPROVAL

cc: W. Shaw, MCAMLIS, Economic Development  
N. Soler, CDBP

Project File - Original

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1199-12003

Section 6 Consultant Approach/Scope, Schedule and  
Consultant Effort

Section 7 Approved DBE Participation Recommendation Form

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**DATE:** December 12, 2012

**TO:** Supervisor Marina Dimitrijevic, Chairperson, County Board of Supervisors

**FROM:** Brian Taffora, Director - Economic Development Division, Department of Administrative Services

**SUBJECT:** **2013 Milwaukee County Surveyor Services**

ISSUE

The Department of Administrative Services, Economic Development Division requests authority to execute an agreement, entered into by and between the Southeastern Wisconsin Regional Planning Commission and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee whereby the 'Commission' provides County Surveyor services as required under Section 59.74 of the Wisconsin Statutes.

BACKGROUND

The Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee approved an agreement at its 12/4/2012 meeting authorizing the Commission to 'act' in the capacity of the County Surveyor as described in Section 59.74 of the Wisconsin Statutes.

An RFP for County Surveyor services was not conducted. Justification for sole source is based upon Section 59.74 of the Wisconsin Statutes whereby the County Board is authorized to use SEWRPC in its role as 'acting' County Surveyor in the absence of a County Board appointed County Surveyor.

This agreement is entered into with the Regional Planning Commission 'acting' in its role as the County Surveyor as proscribed by Section 59.74 of the Wisconsin Statutes. Further under Wisconsin Statutes the Regional Planning Commission in its role as the 'acting' County Surveyor is assigned specific duties to be performed. These duties are as included under the Milwaukee County Surveyor services agreement.

Further noting that an agreement between Milwaukee County and the Regional Planning Commission has been in place since 1984 and as stated in the agreement MCAMLIS has been instructed to continue to fund the County Surveyor work functions.

RECOMMENDATION

The Director of County Economic Development respectfully recommends the County Board authorize the Milwaukee County Automated Mapping and Land Information

Steering Committee to execute the County Surveyor Services Agreement at a cost of \$78,719 or less.

Prepared by: William Shaw, MCAMLIS Project Manager

Approved by:

  
\_\_\_\_\_  
Brian Taffora, Director  
DAS-ECD

1 From the Committee on .....

File No. 13-\_\_\_

2  
3  
4 (ITEM ) From the Director of Administrative Services, Division of Economic  
5 Development requesting authority to execute an AGREEMENT, entered into by  
6 and between the Southeastern Wisconsin Regional Planning Commission  
7 (hereinafter referred to as the "Commission"); and the Milwaukee County  
8 Automated Mapping and Land Information System Steering Committee  
9 (hereinafter referred to as the "Steering Committee"), by recommending  
10 adoption of the following:

11  
12 A RESOLUTION

13  
14 WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee  
15 County Board of Supervisors, created the Steering Committee to provide  
16 oversight in the implementation of the Milwaukee County Automated Mapping  
17 and Land Information System recommended in SEWRPC Community Assistance  
18 Planning Report No. 177; and

19  
20 WHEREAS, the aforereferenced Milwaukee County resolution adopted on  
21 November 8, 1990, further delegating to the Steering Committee full  
22 responsibility for all policy matters relating to the conduct of the work program,  
23 including proposed contracts and specifications and the selection of  
24 contractors; and

25  
26 WHEREAS, the Steering Committee approved at its 12/19/2011 meeting  
27 the agreement described herein between the Committee and the Commission  
28 authorizing the Commission to 'act' in the capacity of the Milwaukee County  
29 Surveyor as described in Section 59.74 of the Wisconsin Statutes; and

30  
31 WHEREAS, under Section 59.74 of the Wisconsin Statutes, the Commission  
32 serves as the County Surveyor for Milwaukee County; and

33  
34 WHEREAS, under the requirements of this legislation, the Commission is  
35 responsible for receiving, indexing, and filing as a public record, a copy of each  
36 land survey plat prepared by a land surveyor registered in the State of  
37 Wisconsin; and

38  
39 WHEREAS, under the further requirements of this legislation, the  
40 Commission is also made responsible for the perpetuation of the corners of the  
41 U.S. Public Land Survey which may be subject to destruction, removal, or burial  
42 through construction or other activities and for maintaining a record of the  
43 surveys for such perpetuation; and

44

45 WHEREAS, the activities of the Milwaukee County Surveyor are essential to  
46 the development and maintenance of the Milwaukee County Automated  
47 Mapping and Land Information System (MCAMLIS); and  
48

49 WHEREAS, the Milwaukee County Board of Supervisors has determined  
50 that the expenses associated with the Milwaukee County surveyor function  
51 should be paid from the annual operating budget of the MCAMLIS project; and  
52

53 WHEREAS, Sections 66.0309 (12)(b) and 66.0301 of the Wisconsin Statutes  
54 authorize the Commission to enter into contracts with local units of government  
55 and their agents to make and implement studies and plans and to otherwise  
56 provide advice and services; and  
57

58 WHEREAS, in consideration of these premises and of their mutual and  
59 dependent promises and agreements, the parties hereto contract and agree as  
60 follows:  
61

62 I. Scope of Work

63 The Commission will provide the professional staff services as necessary to  
64 act in the capacity of County Surveyor for Milwaukee County pursuant to the  
65 provisions of Section 59.45(1)2, 59.45(1)5, 59.74(2)(b)1, 59.74(2)(b)2 of the  
66 Wisconsin Statutes. More specifically, under this agreement, the Commission,  
67 acting in the capacity of the Milwaukee County Surveyor, will perform the  
68 following functions:  
69

70 A. In cooperation with the MCAMLIS project staff, record and maintain a file  
71 of all land survey plats prepared by land surveyors for parcels in  
72 Milwaukee County. An estimated 1,000 such land surveys are prepared  
73 and filed annually. Such surveys are essential to the maintenance effort  
74 required to keep the MCAMLIS cadastral maps up-to-date.  
75

76 B. Perpetuate the corners of the U.S. Public Land Survey system throughout  
77 Milwaukee County. Such corners frequently are subject to destruction,  
78 removal, and burial through construction or other activities. The  
79 perpetuation work includes periodic inspection of the system of  
80 approximately 1,100 monuments and attendant reference benchmarks  
81 and witness marks, the removal and/or replacement of such monuments  
82 and reference benchmarks and witness marks either directly or through  
83 the supervision of others conducting such activities, and undertaking both  
84 horizontal and vertical control surveys to ensure the integrity of the  
85 reference framework that is critical to the automated mapping base  
86 established for Milwaukee County. An estimated 100 monuments and  
87 benchmarks are serviced annually.  
88

89 C. Provide guidance and counsel to the Milwaukee County Automated  
90 Mapping and Land Information System Steering Committee through  
91 service on that committee.

92

93 D. Provide technical support and guidance to the staff assigned to develop  
94 and maintain the Milwaukee County automated mapping and land  
95 information system program.

96

97 II. Commission to Organize and Store Information Acquired by County  
98 Surveyor

99 In order to facilitate convenient use of the land survey records concerned  
100 by land surveyors, abstractors, assessors, appraisers, attorneys, engineers and  
101 other interested parties, the Commission agrees to maintain an orderly filing and  
102 retrieval capability for the land surveys by U.S. Public Land Survey township,  
103 range, section, and quarter section.

104

105 The Commission further agrees to maintain in an orderly manner, records  
106 of individual U.S. Public Land Survey Corners (dossier sheets), and records  
107 (control survey summary diagrams) of horizontal and vertical control surveys that  
108 have been run over the U.S. Public Land survey corners.

109

110 III. Commission to Act as Custodian for all Milwaukee County Surveyor  
111 Records

112 The Commission agrees to maintain for inspection and copying as public  
113 documents, all records associated with its functions as the Milwaukee County  
114 Surveyor. The Commission further agrees to provide access to the data  
115 contained in the five lists identified in paragraph 2 above through its Regional  
116 Land Information website.

117

118 IV. Steering Committee to Receive Copies of Records

119 The Commission shall furnish to the Steering Committee, as necessary for  
120 the pursuit of its responsibilities, copies of the records created and maintained  
121 by the Milwaukee County Surveyor.

122

123 V. Compensation

124 The Steering Committee through Milwaukee County shall pay to the  
125 Commission the sum of \$78,719 as full payment for the services described herein.

126

127 VI. Method of Compensation

128 The Commission shall submit a single invoice in the amount of \$78,719 to  
129 Milwaukee County. The County, on behalf of the Steering Committee, shall pay  
130 to the Commission the amount shown on the invoice upon receipt of said  
131 invoice.

132

133 VII. Timing  
134 The work to be performed under this Agreement shall be carried out over  
135 the period from January 1, 2013, through December 31, 2013.  
136

137 VIII. Indemnity  
138 Except for acts done or taken at the direction of or pursuant to the  
139 Steering Committee policy or procedures, the Commission agrees to the fullest  
140 extent permitted by law, to indemnify, defend and hold harmless, the Steering  
141 Committee, and its agents, officers, and employees from and against all loss or  
142 expense including costs and attorney's fees by reason of statutory benefits  
143 under Worker Compensation Laws, and/or liability for damages including suits at  
144 law or in equity, caused by any wrongful, intentional, or negligent act or  
145 omission of the Commission, or its agents which may arise out of or are  
146 connected with the activities covered by this agreement.  
147

148 IX. Insurance  
149 The Commission, as an agency of the State, is self-funded for liability under  
150 Section 893.82 and Section 895.46(1) of the Statutes. As a result, such protection  
151 as is afforded under respective Wisconsin Statutes, is applicable to officers,  
152 employees, and agents while acting within the scope of their employment or  
153 agency. Since this is statutory indemnification, there is no liability policy as such  
154 that can extend protection to any other.  
155

156 X. Records and Audits  
157 The Commission shall allow Milwaukee County, the Milwaukee County  
158 Department of Audit, or any other party that Milwaukee County may  
159 name, when and as they demand, to audit, examine, and make copies of,  
160 excerpts or transcripts from, any records or other information directly relating to  
161 matters under this agreement. Any subcontracting by the Commission in  
162 performing the duties described under this contract shall subject the  
163 subcontractor and/or associates to the same audit terms and conditions as the  
164 Commission. The Commission (or any subcontractor) shall maintain and make  
165 available to Milwaukee County the aforementioned audit information for no  
166 less than three years after the conclusion of each contract term.  
167

168 XI. Independent Contractor  
169 Nothing contained in the Agreement shall constitute or be construed to  
170 create a partnership or joint venture between Milwaukee County or its  
171 successors or assigns; the Steering Committee or its successors or assigns; and  
172 the Commission or its successors or assigns. In entering into this Agreement, and  
173 in acting in compliance herewith, the Commission is at all times acting and  
174 performing as an independent contractor, duly authorized to perform the acts  
175 required of it hereunder.  
176

177 XII. Authorization

178 The Steering Committee approved the execution of this Agreement by  
179 action taken on December 4<sup>th</sup>, 2012;

180

181 now, therefore,

182

183 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby  
184 authorizes the Director of County Economic & Community Development to  
185 execute an Agreement by and between the Commission 'acting' in its capacity  
186 as the Milwaukee County Surveyor in performance of the duties specified herein  
187 and the Steering Committee, whereby the cost of County Surveyor services is  
188 \$78,719 or less.

189

190

191

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 12/7/2012

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** 2013 Milwaukee County Surveyor Services

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input checked="" type="checkbox"/> Existing Staff Time Required<br><input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
|--|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	\$78,719	0
	Revenue	0	0
	Net Cost	\$78,719	0
<b>Capital Improvement Budget</b>	Expenditure	0	
	Revenue	0	
	Net Cost	0	

**DESCRIPTION OF FISCAL EFFECT**

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
  - B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
  - C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
  - D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
- 
- A. The Director of the Department of Administrative Services Division of Economic Development requests authority to execute a sole source agreement, entered into by and between the Southeastern Wisconsin Regional Planning Commission (SEWRPC) and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee whereby SEWRPC provides 'County Surveyor' services as specified under Section 59.74 of the Wisconsin Statutes.
  - B. The cost of this service is \$78,719 and funds are included for this purpose in the 2013 adopted MCAMLIS budget.
  - C. In adopting the 2013 Budget the Milwaukee County Board of Supervisors authorized expenditures for MCAMLIS to be used for Milwaukee County Land Information System activities, of which Surveyor Services are included. Sufficient budget allocation is in low org: 1199 Acct# 6148 totaling \$78,719. No tax levy impact results from approval of this agreement.
  - D. It is assumed that an RFP for County Surveyor services is not required. Justification for sole source is based upon Section 59.74 of the Wisconsin Statutes whereby the County Board is authorized to use SEWRPC to serve as the County Surveyor in the absence of a County Board appointed County Surveyor.

Department/Prepared By DAS/ECD MCAMLIS - William Shaw

Approved by:

  
\_\_\_\_\_  
Brian Taffora, Director  
DAS – Economic Development

Did DAS-Fiscal Staff Review?

Yes

No

Reviewed With: JM/VM



# Milwaukee County

## DEPARTMENT OF ADMINISTRATIVE SERVICES ECONOMIC DEVELOPMENT DIVISION/MCAMLIS CONSULTANT RETENTION/CONSULTANT SELECTION APPROVAL

Date: December 3, 2012

### I. PROJECT DESCRIPTION

Project Title: MILWAUKEE COUNTY SURVEYOR SERVICES

Letter Agreement

Project No.: 1199-13001

Agency: 119 Org. No.: 1199 Object No.: 6148

Project Code: ----- Activity: ---

Function: ---- Category:

### II. CONSULTANT SELECTION PROCEDURE

The Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee approved an agreement at its 12/4/2012 meeting authorizing the Commission to 'act' in the capacity of the County Surveyor as described in Section 59.74 of the Wisconsin Statutes.

An RFP for County Surveyor services was not conducted. Justification for sole source is based upon Section 59.74 of the Wisconsin Statutes whereby the County Board is authorized to use SEWRPC in its role as 'acting' County Surveyor in the absence of a County Board appointed County Surveyor.

This agreement is entered into with the Regional Planning Commission 'acting' in its role as the County Surveyor as proscribed by Section 59.74 of the Wisconsin Statutes. Further under Wisconsin Statutes the Regional Planning Commission in its role as the 'acting' County Surveyor is assigned specific duties to be performed. These duties are as included under the Milwaukee County Surveyor services agreement.

Further noting that an agreement between Milwaukee County and the Regional Planning Commission has been in place since 1984 and as noted in the agreement MCAMLIS has been instructed by the County Board to continue to fund the County Surveyor work functions.

At its regular meeting held on December 4<sup>th</sup> 2012, the MCAMLIS Steering Committee re-authorized the execution of this agreement by and between the Southeastern Regional Planning Commission (SEWRPC) and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee.

The MCAMLIS Steering committee members include:

- Don Nehmer - MCAMLIS Steering Committee Chair, Capital Program

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MILWAUKEE COUNTY SURVEYOR SERVICES  
1199-13001

- Manager, MMSD
- Nancy A. Olson - MCAMLIS Steering Committee Vice-chair, Chief Information Officer, City of Milwaukee
  - John Bennett - Inter-governmental Coordinating Council (ICC) member representative to the MCAMLIS Steering Committee, City Engineer, City of Franklin
  - Greg High - DAS/Facilities Management - Director, AE & ES Division
  - Timothy Marquardt - Manager - EDAM Support, We Energies
  - John L. La Fave, LIO - Milwaukee County Register of Deeds
  - Vince Masterson - Fiscal Mgt Analyst, representing Patrick Farley, Director of Milwaukee County Department of Administrative Services
  - Kurt W. Bauer - Milwaukee County Surveyor, Southeastern Regional Planning Commission

III. RECOMMENDED CONSULTANT SELECTION

The MCAMLIS Steering Committee recommends that a Lump Sum Letter Agreement be entered into with:

Southeastern Wisconsin Regional Planning Commission (SEWRPC)  
P.O. Box 1607  
Waukesha, WI. 53187-1607

Lump Sum Fee \$78,719.00

See Section 1 for Inter-agency letter agreement approach/scope of services, and schedule. This agreement has been renewed annually since 1984 and as noted in the agreement MCAMLIS has been instructed by the County Board to continue to fund the County Surveyor work functions.

DBE UTILIZATION

Section 1 of the report contains the Approved DBE Participation Recommendation Form that established a 17% DBE utilization goal for this project.

V. FISCAL NOTE

There are sufficient funds in the 2013 MCAMLIS Budget allocation for Milwaukee County Surveyor Services and retaining SEWRPC services.

VI. SPECIAL NOTES

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
MILWAUKEE COUNTY SURVEYOR SERVICES  
1199-13001

PREPARED BY: William Shaw, MCAMLIS Project Manager

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

 12/4/12  
Don R. Nehmer Date  
Chair, MCAMLIS Steering Committee

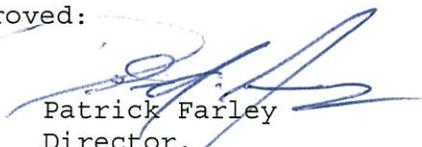
DIRECTOR OF DAS/ECONOMIC DEVELOPMENT

Consultant Selection Approved:

 12.19.12  
Brian Taffora Date  
Director,  
DAS/Economic Development

DIRECTOR OF DEPARTMENT OF ADMINISTRATIVE SERVICES

Consultant Selection Approved:

 Date 12-19-12  
Patrick Farley  
Director,  
Department of Administrative Services

=====  
COPIES AFTER APPROVAL

cc: W. Shaw, MCAMLIS, Economic Development  
N. Soler, CDBP

Project File - Original

Table of Contents

Section 1 Consultant Approach/Scope, Schedule and  
Consultant Effort

Section 2 Approved DBE Participation Recommendation Form

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**DATE:** December 11, 2012

**TO:** Supervisor Marina Dimitrijevic, Chairperson, County Board of Supervisors

**FROM:** John L. La Fave, Milwaukee County Register of Deeds, Milwaukee County Land Information Officer

**SUBJECT:** 2013 City of Milwaukee Cadastral and Address Map Maintenance

ISSUE

The Milwaukee County Register of Deeds requests authority to execute an agreement, entered into by and between the City of Milwaukee Department of Administration, Information and Technology Management Division and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee whereby the City is to provide the Steering Committee Cadastral and Address Map Maintenance Services.

BACKGROUND

The Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee approved an agreement at its December 4<sup>th</sup> 2012 meeting authorizing the City of Milwaukee to provide the Steering Committee Cadastral and Address map maintenance services.

An RFP for Cadastral and Address Map Maintenance was not conducted. Justification for sole source is based upon an understanding that these services can only be provided by the government entity that originates these records. Certification of the Cadastral record including corrections and maintenance of tax parcel boundaries within the City of Milwaukee can only be certified and delivered to Milwaukee County by the City of Milwaukee

The City will provide professional and technical information technology services. This will include maintenance on cadastral maps and the street address database in the adopted Milwaukee County geodatabase format. Copies of the data will be delivered to the MCAMLIS project manager at a minimum bi-annually. This arrangement will allow data collected and housed at the City of Milwaukee to be maintained in the same format that the County of Milwaukee uses to store and retrieve the MCAMLIS cadastral data.

Further noting that an agreement related to these services between Milwaukee County and the City of Milwaukee has been in place since 2004.

RECOMMENDATION

The Register of Deeds in his capacity as the Milwaukee County Land Information Officer respectfully recommends the Milwaukee County Automated Mapping and Land Information Steering Committee be authorized to execute the 2013 City of Milwaukee Cadastral and Address Map Maintenance Agreement at a cost of \$91,780 or less.

Prepared by: William Shaw, MCAMLIS Project Manager

Approved by:



John L. La Fave, Milwaukee County Register of Deeds, Land Information Officer  
ROD

1 From the Committee on .....

File No. 13-\_\_\_

2  
3  
4 (ITEM ) From the Milwaukee County Register of Deeds in his capacity as  
5 Land Information Officer requests authority to execute an AGREEMENT, entered  
6 into by and between the City of Milwaukee Department of Administration,  
7 Information and Technology Management Division (hereinafter referred to as  
8 the " City"); and the Milwaukee County Automated Mapping and Land  
9 Information System Steering Committee (hereinafter referred to as the "Steering  
10 Committee"), by recommending adoption of the following:

11  
12 A RESOLUTION

13  
14 WHEREAS, by resolution adopted on November 8, 1990, the Milwaukee  
15 County Board of Supervisors, created the Steering Committee to provide  
16 oversight in the implementation of the Milwaukee County Automated Mapping  
17 and Land Information System recommended in SEWRPC Community Assistance  
18 Planning Report No. 177; and

19  
20 WHEREAS, the aforementioned Milwaukee County resolution adopted on  
21 November 8, 1990, further delegating to the Steering Committee full  
22 responsibility for all policy matters relating to the conduct of the work program,  
23 including proposed contracts and specifications and the selection of  
24 contractors; and

25  
26 WHEREAS, the Steering Committee approved at its December 4<sup>th</sup> 2012  
27 meeting the AGREEMENT described herein between the Committee and the  
28 City authorizing the City to provide the Committee Cadastral and Address map  
29 maintenance services as described herein; and

30  
31 WHEREAS, the City Chief Information Officer serves as a member of the  
32 aforementioned Steering Committee and the City actively participates in  
33 implementation of the MCAMLIS; and

34  
35 WHEREAS, the City desires the financial support of the MCAMLIS program  
36 to maintain the cadastral maps and addresses within the City of Milwaukee to  
37 ensure conformance with MCAMLIS mapping standards; and

38  
39 WHEREAS, on August 26, 1999, the City, the Steering Committee, and the  
40 Southeastern Wisconsin Regional Planning Commission, through an assignment,  
41 entered into an Intergovernmental Cooperation Agreement (ICA) whereby the  
42 City would provide technical services to the Steering Committee; and  
43

44 WHEREAS, the Steering Committee on September 14, 2004, formally  
45 authorized the County to accept the responsibilities of Project Manager for the  
46 implementation of the recommended automated mapping and land  
47 information system; and

48  
49 WHEREAS, in consideration of the mutual promises of each agency made  
50 to the other, the fulfillment of the terms and conditions, agreements, and  
51 understandings hereinafter set forth,

52  
53 I. Scope of Work

54 In general, the City agrees to perform all of the tasks specified herein.  
55 Other tasks to be completed by the City not covered herein will be carried out  
56 under separate agreements.

57  
58 The City will provide professional and technical information technology  
59 services. This will include maintenance on cadastral maps and the street  
60 address database in the adopted Milwaukee County geodatabase format.  
61 Copies of the data will be delivered to the MCAMLIS project manager at a  
62 minimum bi-annually. This arrangement will allow data collected and housed at  
63 the City of Milwaukee to be maintained in the same format that Milwaukee  
64 County uses to store and retrieve the MCAMLIS cadastral data.

65  
66 Should software data transfer protocols and standards be developed, the  
67 City will work with Milwaukee County staff to deliver the cadastral and street  
68 address data on a more frequent basis.

69  
70 II. Timing

71 All services to be performed under this AGREEMENT shall be carried out  
72 over the period beginning January 1, 2013, and ending on December 31, 2013.

73  
74 III Compensation to City

75 The Steering Committee shall pay to the City the following amounts for  
76 those services described above:

77  
78

SERVICES PROVIDED	AMOUNT
MCAMLIS Cadastral and Street Address Database	
Maintenance	\$90,280
Annual software maintenance	1,500
Total	\$91,780

85  
86 IV Method of Compensation

87 Compensation is to be provided to the Department of Administration  
88 Information and Technology Management Division (ITMD) for services performed  
89 through the County Department of Transportation and Public Works Org. 5084.  
90 ITMD will request on a quarterly (March 31, June 30, September 30, December  
91 31) basis reimbursement for said services provided.

92  
93 If, during the course of carrying out the work elements identified herein,  
94 additional unanticipated work efforts not identified in the scope of work  
95 contained herein become necessary for successful project completion in the  
96 judgment of the City or in the judgment of the Steering Committee, then it is  
97 agreed that the City can request an amendment to the scope of work, with an  
98 attendant increase in the maximum amount payable to the City under this  
99 AGREEMENT. Such an amendment would require the approval of both the City  
100 and the Steering Committee before becoming effective.

101  
102 V. Support and Materials to be provided by others

103 It is assumed that the members of the Steering Committee, on behalf of  
104 their respective public agencies and private utilities, agree to make available  
105 without charge to the City all existing digital and hardcopy maps, documents,  
106 reports, legal records, and related materials deemed by the City to be needed  
107 to carry out its responsibilities under this AGREEMENT. If this assumed level of  
108 cooperation does not materialize, then it is agreed that the City may, at its  
109 discretion, request payment from the Steering Committee for these costs above  
110 and beyond the total amount set forth in Section III of this AGREEMENT.

111  
112 VI. Ownership of Data

113 As the funds that are to be paid to the City for carrying out the herein  
114 described and required work are MCAMLIS project funds, the City agrees to  
115 share the data. The City, however, will retain sole ownership of all map files, as  
116 they exist in the City digital structure. As a condition of receiving payment from  
117 MCAMLIS, the City agrees that MCAMLIS will be free to use, reproduce, modify,  
118 display, and distribute the digital map files in the MCAMLIS digital structure.

119  
120 The City will retain a nonexclusive, irrevocable and perpetual license to  
121 use and distribute the digital map files to any parties it desires.

122  
123 VII. Subcontracts

124 Although the City does not anticipate use of subcontractors, the City  
125 agrees to bring any such subcontracts to the Steering Committee for its  
126 approval prior to execution.

127  
128 VIII. Indemnity

129 Except for acts done or taken at the direction of or pursuant to the  
130 Steering Committee policy or procedures, the City agrees to the fullest extent

131 permitted by law, to indemnify, defend and hold harmless, the Steering  
132 Committee, and its agents, officers and employees, from and against all loss or  
133 expense including costs and attorney's fees by reason of statutory benefits  
134 under Worker Compensation Laws, and/or liability for damages including suits at  
135 law or in equity, caused by any wrongful, intentional, or negligent act or  
136 omission of the City, or it's (their) agents which, may arise out of or are  
137 connected with the activities covered by this AGREEMENT.

138

139 IX. Authorization

140 The Steering Committee approved the execution of this AGREEMENT by  
141 action taken on December 4<sup>th</sup>, 2012; now

142

143 Therefore,

144

145 BE IT RESOLVED, that the Milwaukee County Board of Supervisors hereby  
146 authorizes the Milwaukee County Register of Deeds to execute an AGREEMENT  
147 by and between the City of Milwaukee Department of Administration,  
148 Information and Technology Management Division and the Milwaukee County  
149 Automated Mapping and Land Information System Steering Committee, to  
150 perform map maintenance services as specified herein, whereby the cost of  
151 Cadastral and Address map maintenance services is \$91,780 or less.

152

153

154

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 12/7/2012

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** 2013 City of Milwaukee Cadastral and Address Map Maintenance

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input checked="" type="checkbox"/> Existing Staff Time Required<br><input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><br><input type="checkbox"/> Decrease Operating Expenditures<br><br><input type="checkbox"/> Increase Operating Revenues<br><br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><br><input type="checkbox"/> Decrease Capital Expenditures<br><br><input type="checkbox"/> Increase Capital Revenues<br><br><input type="checkbox"/> Decrease Capital Revenues<br><br><input type="checkbox"/> Use of contingent funds |
|--|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	\$91,780	0
	Revenue	0	0
	Net Cost	\$91,780	0
<b>Capital Improvement Budget</b>	Expenditure	0	
	Revenue	0	
	Net Cost	0	

**DESCRIPTION OF FISCAL EFFECT**

**In the space below, you must provide the following information. Attach additional pages if necessary.**

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
  - B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
  - C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
  - D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
- 
- A. The Register of Deeds requests authority to execute a sole source agreement, entered into by and between the City of Milwaukee and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee whereby the City of Milwaukee provides Cadastral and Address Map Maintenance services within the City of Milwaukee to the MCAMLIS Program.
  - B. The cost of this service is \$91,780 and funds are included for this purpose in the 2013 adopted Register of Deeds budget.
  - C. In adopting the 2013 Budget the Milwaukee County Board of Supervisors authorized expenditures for the Land Records Modernization Program to be used for City of Milwaukee Cadastral and Address Map Maintenance Services, of which this activity is included. Sufficient budget allocation is in low org: 3470 Acct# 6148 totaling \$91,780.
  - D. It is assumed that an RFP for City of Milwaukee Cadastral and Address Map maintenance services is not required. Justification for sole source is based upon an understanding that these services can only be provided by the government entity that originates these records. Certification of the Cadastral record including corrections and maintenance of tax parcel boundary records within the City of Milwaukee can only be certified and delivered to the County by the City of Milwaukee.

Department/Prepared By DAS/ECD MCAMLIS - William Shaw

Approved by:

  
\_\_\_\_\_  
John LaFave, Milwaukee County Register of Deeds  
Milwaukee County Register of Deeds Office

Did DAS-Fiscal Staff Review?

Yes

No

Reviewed With: JF

JF



# Milwaukee County

DEPARTMENT OF ADMINISTRATIVE SERVICES  
ECONOMIC DEVELOPMENT DIVISION/MCAMLIS  
CONSULTANT RETENTION/CONSULTANT SELECTION APPROVAL

Date: December 3, 2012

I. PROJECT DESCRIPTION

Project Title: CITY OF MILWAUKEE CADASTRAL AND ADDRESS MAP MAINTENANCE

Letter Agreement

Project No.: 1199-13002

Agency: 340 Org. No.: 3470 Object No.: 6148

Project Code: ----- Activity: ---

Function: ---- Category:

II. CONSULTANT SELECTION PROCEDURE

This is a sole source Inter-Governmental Agency Agreement. Justification for sole source is based upon an understanding that these services can only be provided by the government entity that originates these records. Certification of the Cadastral record including corrections and maintenance of tax parcel boundary records within the City of Milwaukee can only be certified and delivered to the County by the City of Milwaukee

The benefits of this contract to the County accrue periodically through the annual renewal of an inter-agency cooperative agreement whereby the MCAMLIS Program acquires digital cadastral and address map maintenance for the entire county. The acquisition of required data is accomplished via direct MCAMLIS Program funding of 1) the suburban community cadastral and address map maintenance activity via the Milwaukee County Register of Deeds Office and 2) the remaining cadastral and address map maintenance comprising the City of Milwaukee via renewal of an annual agreement between the MCAMLIS Program and the City of Milwaukee.

As part of this agreement the City will provide professional and technical information technology services. This will include the delivery of maintenance on cadastral maps and the street address database in the adopted Milwaukee County standard format. Copies of the data will be delivered to the MCAMLIS project manager at a minimum bi-annually. This arrangement allows data collected and housed at the City of Milwaukee to be maintained in the same format that the Milwaukee County uses to store and retrieve the MCAMLIS Countywide cadastral data.

CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
CITY OF MILWAUKEE CADASTRAL AND ADDRESS MAP MAINTENANCE  
1199-13002

At its regular meeting held on December 4<sup>th</sup> 2012, the MCAMLIS Steering Committee re-authorized the execution of this agreement by and between the City of Milwaukee and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS) Steering Committee.

The MCAMLIS Steering committee members include:

- Don Nehmer - MCAMLIS Steering Committee Chair, Capital Program Manager, MMSD
- Nancy A. Olson - MCAMLIS Steering Committee Vice-chair, Chief Information Officer, City of Milwaukee
- John Bennett - Inter-governmental Coordinating Council (ICC) member representative to the MCAMLIS Steering Committee, City Engineer, City of Franklin
- Greg High - DAS/Facilities Management - Director, AE & ES Division
- Timothy Marquardt - Manager - EDAM Support, We Energies
- John L. La Fave, LIO - Milwaukee County Register of Deeds
- Vince Masterson - Fiscal Mgt Analyst, representing Patrick Farley, Director of Milwaukee County Department of Administrative Services
- Kurt W. Bauer - Milwaukee County Surveyor, Southeastern Regional Planning Commission

III. RECOMMENDED CONSULTANT SELECTION

The MCAMLIS Steering Committee recommends that a Letter Agreement be entered into with:

City of Milwaukee Department of Administration, Information and Technology Management Division  
809 N. Broadway, Suite 400  
Milwaukee, WI. 53202

Lump Sum Fee \$91,780.00

See Section 1 for Inter-agency letter agreement approach/scope of services, and schedule. This agreement has been renewed annually since 2005 and has successfully allowed the timely and accurate delivery of critical data to the county over this period.

DBE UTILIZATION

Section 2 of the report contains the Approved DBE Participation Recommendation Form that established a 0% DBE utilization goal for this project.

IV. FISCAL NOTE

There are sufficient funds in the 2013 register of Deeds Land Information Program Budget allocation for the City of Milwaukee Cadastral and Address Map Maintenance Agreement

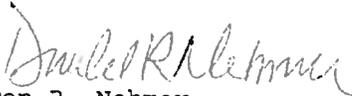
CONSULTANT RETENTION / CONSULTANT SELECTION APPROVAL  
CITY OF MILWAUKEE CADASTRAL AND ADDRESS MAP MAINTENANCE  
1199-13002

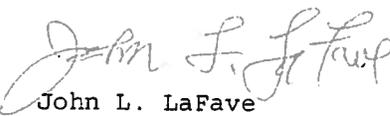
VI. SPECIAL NOTES

PREPARED BY: William Shaw, MCAMLIS Project Manager

OWNER DEPARTMENT APPROVAL

Consultant Retention Approved:

 12/4/12  
Don R. Nehmer Date  
Chair, MCAMLIS Steering Committee

 12/4/12  
John L. LaFave Date  
Milwaukee County Register of Deeds

DIRECTOR OF DAS/ECONOMIC DEVELOPMENT

Consultant Selection Approved:

 12/19/12  
Brian Taffora Date  
Director,  
DAS/Economic Development

DIRECTOR OF DEPARTMENT OF ADMINISTRATIVE SERVICES

Consultant Selection Approved:

 12-19-12  
Patrick Farley Date  
Director,  
Department of Administrative Services

=====  
COPIES AFTER APPROVAL

cc: W. Shaw, MCAMLIS, Economic Development  
N. Soler, CDBP

Project File - Original

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Section 1 Consultant Approach/Scope, Schedule and  
Consultant Effort

Section 2 Approved DBE Participation Recommendation Form



## Community Business Development Partners

# MILWAUKEE COUNTY

MARINA DIMITRIJEVIC • Chairwoman, Milwaukee County Board of Supervisors  
 NELSON SOLER • Interim Director, Community Business Development Partners

## INTER-OFFICE COMMUNICATION

DATE: January 7, 2013

TO: Supervisor Marina Dimitrijevic, Chair, County Board of Supervisors  
 Supervisor Patricia Jursik, Chair, Economic & Community Development Committee  
 Supervisor Michael Mayo, Sr., Chair, Transportation, Public Works & Transit Committee

FROM: Nelson Soler, Interim Director, Community Business Development Partners

SUBJECT: **DBE WAIVER REPORT FOR NOVEMBER & DECEMBER 2012**

### DIRECTIVE

At the request of the Committee on Economic and Community Development, the Community Business Development Partners Department (CBDP) provides a monthly update on the Disadvantaged Business Enterprise (DBE) utilization waivers requested by, and granted to, Milwaukee County departments/divisions.

### BACKGROUND

CBDP is responsible for designing, implementing, monitoring and enforcing Milwaukee County's DBE Program in order to maintain compliance with Federal Regulations and Milwaukee County Ordinances. Implementation of the Program includes establishing participation goals on, both, Federal and County funded contracts, as well as monitoring and enforcing compliance of these contracts. Participation goals may only be established on contracts where opportunities exist for ready, willing and able certified firms to perform commercially useful functions related to the satisfaction of those contracts.

In 1999, the United States Department of Transportation (USDOT) implemented DBE Program rules with seven (7) objectives directed at creating a level playing field on which certified firms could compete fairly for USDOT-assisted contracts. This legislation, 49 CFR Part 26, requires all recipients of USDOT funds to establish and maintain a DBE program that, not only, complies with the intent and language of the legislation, but that has also been reviewed and approved by USDOT. As a result of public and private stakeholder input, Milwaukee County determined and approved, by action of the County Board, to establish and maintain a program based upon the Federal DBE Program rules and standards for all of its contracts. This action of the County Board and County Executive established, and adopted, rules and regulations of USDOT Office of the Secretary, per the Federal Register (49 CFR Parts 23 and 26), over Milwaukee County's Federally, and County, funded projects.

Milwaukee County, as a Federal funding recipient, is required to provide and establish contract opportunities for certified firms on its projects based upon the number of ready, willing and able firms certified to perform within the scope(s) of each of these projects. Only firms certified through Wisconsin's Unified Certification Program (UCP), a consortium of 24 municipalities and agencies throughout the State, count as ready, willing and able firms for this purpose. Four of the UCP members serve as certifying partners for the consortium, Milwaukee County, WisDOT, Dane County, and the City of Madison. These certifying partners share the responsibility of verifying and maintaining the status of the 883 currently certified firms throughout the State, while processing all new applications.

MILWAUKEE COUNTY - CITY CAMPUS • 2711 WEST WELLS STREET, 8<sup>TH</sup> FLOOR, ROOM 830 • MILWAUKEE, WI 53208  
 TELEPHONE (414) 278-5248 • FAX (414) 223-1958

DBE GOALS

The Milwaukee County Board of Supervisors has established the County's overall desired levels of DBE participation as follows:

Public Works, Construction & Design	25%
Time & Material Contracts	25%
Professional Service Contracts	17%
Procurement of Service Contracts	17%
Procurement of Goods & Commodities	10%

WAIVER REQUESTS

When CBDP receives a waiver request from a department/division, staff thoroughly reviews it and available supporting documentation before forwarding the request on to the Director for determination. The Director may require staff to gather more comprehensive information or to provide more detailed clarification regarding any identified issues prior to issuing a determination.

WAIVER REPORT SUMMARY

The figures below include Professional Service and Capital Improvement/Maintenance contracts awarded during November and December. This report does not include contracts awarded by Procurement Division processes under Chapter 32, as CBDP is not authorized access to this information. Please see the attachment for waivers requested as broken out by owner department, contractor/consultant awarded, scope of services rendered, total contract amounts, and reason for approval, or lack thereof.

<b>Total Contracted Dollars for Period</b>	<b>\$</b>	<b>9,125,960.74</b>
<b>Total Contracted Dollars w/ Waiver Approval</b>	<b>\$</b>	<b>175,451.41</b>
<b>Total Contracted Dollars w/o Waiver Approval</b>	<b>\$</b>	<b>15,985.00</b>
<b>Percentage of Contracts Waived for Period</b>		<b>2.10%</b>

RECOMMENDATION

CBDP prepared this informational report, and humbly proposes that it be received and filed, as such.

Approved by:



Nelson Soler  
Interim Director

CC: Chris Abele, Milwaukee County Executive

## Milwaukee County Community Business Development Partners Department (CBDP) DBE Waiver Report November & December 2012

DEPARTMENT	CONSULTANT/CONTRACTOR	SCOPE OF SERVICES	CONTRACT AMOUNT	APPROVAL REASON
<u>CBDP Approved Waivers <sup>1</sup></u>				
State Court Services	Midwest Medical Records	On-site copying of court records	19,500.00	No DBE vendor bid on the contract
Human Resources	Mary J. Mountin	Provide legal service for the Civil Service Commission	1,310.00	Under \$2,000.00
DAS - Risk Management	Arthur J. Gallagher Risk Management Svcs	Provide an audit for self insured workers compensation claims program	19,220.00	Per Chapter 56.30(a)
DOT - Airport Division	Institute for Human Factors	Conduct 4 session class on "Overcoming Your Fear of Flying"	1,000.00	Under \$2,000.00
Personnel Review Board	Gonzalez, Saggio & Harlan	Outside counsel for the PRB for September-December 2012	23,166.00	Per Chapter 56.30(a)
Medical Examiner	Jim Caruso, MD	Keynote - 24th Annual John R. Teggatz Forensic Science Seminar	577.20	Under \$2,000
Grounds - by DAS - FM	Clark Dietz	Illicit Connection Field Study	9,900.00	<b>Annual Consultant Utilization <sup>2</sup></b>
GMIA - by DAS - FM	Graef USA	Parking Structure Pre-Cast Investigation	4,800.00	Annual Consultant Utilization; Emergency investigation
Parks by DAS-FM	Harwood Engineering	MLK Community Center Roof Replacement - Skylight Replacement	2,700.00	Annual Consultant Utilization; Prior facility knowledge
Facilities - by DAS - FM	Jackson MacCudden	Light Court #3 Asbestos Inspection Services	4,510.00	Annual Consultant Utilization; Prior facility knowledge
Facilities - by DAS - FM	Sigma Group	Environmental Site Assessment 1400 N 113th St	2,294.14	Annual Consultant Utilization; Participation on subsequent phase
Parks - by DAS - FM	Jackson MacCudden	Wil-O-Way Grant RC Floor Abatement Testing	1,500.00	Annual Consultant Utilization
Facilities - by DAS - FM	Sigma Group	Renovation of War Memorial Windows	889.62	Annual Consultant Utilization
Grounds - by DAS - FM	Gregg Martin	Service Agreement - Telemetry & Instrumentation Service	1,270.00	No DBE firms within this work category
Grounds - by DAS - FM	Visu-Sewer	Clean & CCTV Sewer Lines	24,205.45	Only one DBE firm with capacity to perform project scope
Facilities - by DAS - FM	Jackson MacCudden	Safety Bldg Domestic Violence Unit Remodeling - Asbestos Consulting	2,100.00	Annual Consultant Utilization
NMP by GMIA	Craig's Remodeling	Sound Mitigation Improvements at 3630 E Martin Ave	56,509.00	NMP Program guidelines

### Contracts Issued Without CBDP Review <sup>3</sup>

Human Resources	M.R.A. The Management Association	Strategic HR Partner Meeting August 2012	1,500.00	No CBDP Review
DHHS - Housing	Benavides Enterprises	Provide one day training	1,595.00	No CBDP Review
DHHS	Human Services Leadership Institute	Provide one day training	1,125.00	No CBDP Review
MCTS by DOT	Foley & Lardner	MCTS Project Ride Consultant Services	11,765.00	No CBDP Review

Total Contract \$ Amount for Month <sup>4</sup>	\$9,125,960.74
Total Approved Waiver \$ Amount	\$175,451.41
Total Unapproved Waiver \$ Amount	\$15,985.00
Percentage Waived	2.10%

<sup>1</sup> Waivers approved by CBDP; within guidelines of Code of General Ordinances

<sup>2</sup> Award of this project is to an Consultant operating under a blanket contract with the County to provide Architectural & Engineering Design Services outside of current staffing capacity

<sup>3</sup> Contracts issued by Departments in violation of the Code of General Ordinances; CBDP is made aware of these projects when Accounts Payable forwards new contract information

<sup>4</sup> Total does not include Procurement Division Figures