

**COMMISSION FILE NO:** 25-112-9 **DATE INTRODUCED:** September 8, 2025

**INTRODUCED BY:** Executive Director (Signature on File in the Office of the Commission)

**REFERRED BY COMMISSION CHAIRPERSON TO:** Operations Committee

**RELATING TO:** Change Order Request, Contract M01044D01, Headquarters Remodel, and Restore the Executive Director's Original Delegated Authority

**SUMMARY:**

The Commission is requested to authorize the Executive Director to execute a change order to Contract M01044D01, Headquarters Remodel, with Engberg Anderson, Inc., in an amount not to exceed \$126,417 and to restore the Executive Director's original delegated authority.

The District's Headquarters (HQ) and Central Laboratory (Lab) were built in 1987 to provide a central location for office and lab functions for the District. The HQ building, located at 260 West Seeboth Street, in Milwaukee, has four floors of primarily office and common spaces. Directly to the east, the Lab building has two floors where the first floor is predominantly laboratories, and the second floor is office and common spaces. More than 200 employees work in the HQ and Lab buildings. The District has made minor building modifications throughout the years to meet immediate and specific operational needs but has not yet performed a holistic update to the facilities to address aging infrastructure, improve functionality of spaces, and meet organizational objectives.

In 2020, the District completed a conceptual plan that made recommendations for the remodel of HQ and the Lab to best fit the current and future needs of the District. Recommendations included updating building systems to meet the District's environmental goals, full remodeling the Commission room, including audio and visual upgrades, redesigning buildings to accommodate growth, as there are no available offices for new staff, ensuring that interior spaces meet Americans with Disabilities Act (ADA) requirements, and designing cohesive spaces that meet departments' needs.

**ATTACHMENTS:** **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒  
**FISCAL NOTE** ☒ **S/W/MBE** ☐ **OTHER** ☐ \_\_\_\_\_

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**COMMITTEE ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMISSION ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **SUMMARY (Cont'd)**

### **Change Order Request, Contract M01044D01, Headquarters Remodel, and Restore the Executive Director's Original Delegated Authority**

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The purpose of Contract M01044D01 was to develop a design for the conceptual recommendations, develop bid and contract documents, and provide support services through construction and startup.

In February 2023, the Commission authorized the Executive Director to enter into Contract M01044D01 in an amount not to exceed \$760,000. The scope of Contract M01044D01 includes:

- Reviewing existing reference information.
- District stakeholder meetings.
- Engineering and architecture evaluations.
- Developing construction phasing to minimize operational disruptions during construction.
- Documenting work in technical memoranda and a design report.
- Preparing up to four bid and construction documents.
- Providing engineering services during construction and deliver record drawings.
- Post construction services, including updates to facility operation and maintenance (O&M) manuals, and O&M staff training.

Over the course of the project there have been many District stakeholder meetings to fully develop District needs and design requirements based on the original conceptual plan. The project team has identified modifications to the scope of work that will meet stakeholder objectives, optimize interconnected District projects, conserve resources, and limit the disruption to daily operations.

Following is a summary of services performed under a change order executed using the Executive Director's authority:

- Additional stakeholder meetings and project management effort to develop design requirements.
- Develop an additional detailed cost estimate for the interim conceptual plan.
- Design efforts to accommodate plan changes.

## SUMMARY (Cont'd)

Change Order Request, Contract M01044D01, Headquarters Remodel, and Restore the Executive Director's Original Delegated Authority

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The requested change order includes the following scope changes:

- Addition of design and bid services at the HQ building for the following:
  - Full restroom remodel on all four floors and addition of a separate single occupant restroom on each floor to meet current ADA regulations.
  - Fire suppression system to comply with current building codes.
  - Fire suppression water line and exterior concrete work.
  - Heating, ventilation, and air conditioning (HVAC) system in basement.
  - Exterior window replacement.
- Perform an HVAC technology evaluation to recommend the most efficient system to update the original, failing HVAC components in alignment with the District's 2035 Vision.
- Furniture layout, selection, and bid services for the HQ building.
- Reduction in bid packages by performing the HQ remodel in one construction phase to minimize disruption to operations.
- Removal of Lab Building remodel due to the specific design needs of the laboratory spaces.

## CONTRACT COST CHANGES

ITEM	AMOUNT	PERCENTAGE INCREASE OVER ORIGINAL CONTRACT	AUTHORIZED BY	SWMBE
Original Contract	\$760,000	-	Commission	51.9%
Previous Change Order	\$76,000	10.0%	Executive Director	48.0%
Requested Change Order	\$126,417	16.6%	Request of Commission	12.1%
Total Change Orders	\$202,417	26.6%	-	25.6%
<b>TOTAL</b>	<b>\$962,417</b>	-	-	<b>46.3%</b>

## **SUMMARY (Cont'd)**

Change Order Request, Contract M01044D01, Headquarters Remodel, and Restore the Executive Director's Original Delegated Authority

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For architect/engineering service contracts greater than or equal to \$500,000, the Commission has delegated to the Executive Director the authority to make changes up to \$200,000 or 10% of the original contract price, whichever is less. For contract M01044D01, a limit of \$76,000 prevails. To date, the Executive Director has utilized the full \$76,000 of this authority, leaving a balance of \$0. The request to restore the Executive Director's authority is in case any additional changes are necessary. Without this restored authority, work may need to stop while staff obtains necessary change order authority from the Commission.

## **RESOLUTION**

Change Order Request, Contract M01044D01, Headquarters Remodel, and Restore the Executive Director's Original Delegated Authority

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**RESOLVED**, by the Milwaukee Metropolitan Sewerage Commission, that the Executive Director is authorized to execute a change order to Contract M01044D01, Headquarters Remodel, with Engberg Anderson, Inc., in an amount not to exceed \$126,417, and that the Executive Director's original delegated authority is restored.