



City of Racine, Wisconsin
COMMON COUNCIL

AGENDA BRIEFING MEMORADUM (ABM)

COMMITTEE: Finance & Personnel **LEGISLATION ITEM #:** _____

AGENDA DATE: March 9, 2020 Finance & Personnel Committee

March 17, 2020 Common Council

DEPARTMENT:

Prepared By: Kathleen Fischer, Assistant Finance Director

Reviewed By: Jim Palenick, City Administrator

SUBJECT:

A Request by Mayor Mason to enter into a Professional Services Contract with WRTP/BIG STEP of Milwaukee, for a total yearly cost of \$75,000, for the provision of residency verification, certification tracking, and project payroll review associated with the monitoring and enforcement of the resident employment provisions of the Racine Works Ordinance. Further, to waive formal bidding procedures requiring the advertisement and solicitation of bids for professional services exceeding \$25,000 for such consulting services and to declare such contract appropriately "sole-sourced".

EXECUTIVE SUMMARY:

In recent years, the City amended and improved its Racine First Ordinance, adopting and renaming it as the "Racine Works" ordinance, section 46-41. Specifically, the new, Racine Works Program is designed and intended to reduce unemployment by creating work opportunities for Racine residents and by retaining current jobs of residents through the imposition of a requirement that, for certain public works contracts, as well as for those private contracts incentivized by \$1 Million or more of City funds, a designated percent (20%) of the total hours worked under the eligible contract be performed by qualified low-income City of Racine residents.

Now, with numerous significant, City-incentivized private-sector developments on the horizon, as well with all of the pending and programmed public works contracts looming, the careful monitoring,

implementation, and enforcement of the employment provisions of the Racine Works program will require significant specialized effort to fulfill. As such, and to that end, the City anticipated and budgeted, within the 2020 budget, an allocation for the expected professional services that would be necessary to assist City staff with the initial development, monitoring, and ongoing enforcement of our Racine Works Program.

Based on research and interviews we have found that the WRTP-BIG STEP Organization, from Milwaukee, is the only such existing organization/firm in the region who has developed the kind of stream-lined, effective, and comprehensive skills and programmatic approach to efficiently accomplish such an effort on behalf of the City of Racine. In fact, they have developed their expertise and programs providing similar services on behalf of the city of Milwaukee. As such, they truly represent a "sole-source" provider and hence we are asking to waive the formal bidding procedures typically required for professional service contracting, and instead declare them as a "Sole-Source Provider" under the definition of the term.

BACKGROUND & ANALYSIS:

WRTP-BIG STEP has provided a proposal (as attached) with three levels of service. The first, would merely verify and process the residency certificates. With the second level of service, they would add the ongoing tracking of all certified individuals; and with the third, or highest level of service, they would do the residency certification; do the tracking of all the certified residents; conduct the project payroll reviews required by the Ordinance, and conduct trade information sessions with residents seeking employment and/or apprenticeships.

We believe the Third level of service, quoted at \$75,000 per year, represents the appropriate, adequate and necessary level and aggregation of services the City needs to supplement staff effort and fully and effectively implement, monitor and enforce the Racine Works Ordinance on behalf of our citizens.

BUDGETARY IMPACT:

Sufficient Funds have been allocated within the adopted 2020 budget, in account number 45260 52100, to cover the \$75,000 yearly cost of this contract for 2020.

OPTIONS/ALTERNATIVES:

- 1.) To Recommend and approve the Request by Mayor Mason to enter into a Professional Services Contract with WRTP/BIG STEP of Milwaukee, for a total yearly cost of \$75,000, for the provision of residency verification, certification tracking, and project payroll review associated with the monitoring and enforcement of the resident employment provisions of the Racine Works Ordinance. Further, to waive formal bidding procedures requiring the advertisement and solicitation of bids for professional services exceeding \$25,000 for such consulting services and to declare such contract appropriately "sole-sourced".

68 **2.) To Recommend the denial or deferral of the Request by Mayor Mason to enter into a**
69 **Professional Services Contract with WRTP/BIG STEP of Milwaukee, for a total yearly cost of**
70 **\$75,000, for the provision of residency verification, certification tracking, and project payroll**
71 **review associated with the monitoring and enforcement of the resident employment**
72 **provisions of the Racine Works Ordinance. Further, to waive formal bidding procedures**
73 **requiring the advertisement and solicitation of bids for professional services exceeding**
74 **\$25,000 for such consulting services and to declare such contract appropriately “sole-**
75 **sourced”.**

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77 **RECOMMENDED ACTION:**

78 **To Recommend and approve the Request by Mayor Mason to enter into a Professional Services**
79 **Contract with WRTP/BIG STEP of Milwaukee, for a total yearly cost of \$75,000, for the provision of**
80 **residency verification, certification tracking, and project payroll review associated with the**
81 **monitoring and enforcement of the resident employment provisions of the Racine Works Ordinance.**
82 **Further, to waive formal bidding procedures requiring the advertisement and solicitation of bids for**
83 **professional services exceeding \$25,000 for such consulting services and to declare such contract**
84 **appropriately “sole-sourced”.**

85
86 **ATTACHMENT(S):**

87 **Proposal for professional Services from WRTP/BIG STEP of Milwaukee**