

ROCK COUNTY, WISCONSIN

NOTE: This is a Teleconference



**GENERAL SERVICES COMMITTEE
TUESDAY, JULY 21, 2020 – 8:00 A.M.
CALL: 1-312-626-6799
MEETING ID: 841 9103 8285**

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, July 20, 2020. To submit a public comment use the following email: tracey.vanzandt@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

GENERAL SERVICES COMMITTEE
TUESDAY, JULY 21, 2020 – 8:00 A.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – July 7, 2020
4. Public Comment - sent in via email by noon Monday, July 20, 2020
5. Transfers
6. Resolutions and Committee Action
7. Updates, Discussion and Possible Action
 - A. Update on DPW Beloit Garage
 - 1) Lamar Sign
 - 2) Approval of Change Orders
 - B. Update on 1717 Center Ave
 - 1) City Approvals
 - 2) Approval of Change Orders
 - 3) Evaluation of Bids
 - C. COVID-19 Updates
 - 1) Rock County Rebound changes
 - D. Semi-annual Training Report
8. Communications, Announcements and Information
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.



GENERAL SERVICES COMMITTEE
Minutes – July 7, 2020

Call to Order. Chair Zajac called the meeting of the General Services Committee to order at 8:00 A.M. via video/telephone conference.

Committee Members Present via Video/Phone: Supervisors Zajac, Brien, Potter, Fox and Homan.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Dave Froeber and Michael Parille, Facilities Superintendents; Brent Sutherland, Facilities Management Director; Terri Carlson, Risk Manager.

Others Present: Brian Zobel, UW Whitewater at Rock County; Supervisor Purviance.

Approval of Agenda: Supervisor Fox moved approval of the agenda as presented, second by Supervisor Potter. ADOPTED.

Approval of Minutes – June 23, 2020. Supervisor Potter moved approval of the minutes of June 23, 2020 as presented, second by Supervisor Fox. ADOPTED.

Public Comment. None.

Transfers. None.

Review of Payments. Mr. Sutherland said there are two payments that were posted incorrectly and will be fixed. The committee accepted the report.

Resolutions and Committee Action.

Naming of the County Owned Building at 1717 Center Ave.

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2020 does hereby approve the naming of the 1717 Center Ave. building “Rock County Resource Center.”

Supervisor Fox moved approval of the above resolution, second by Supervisor Potter.

Mr. Sutherland provided the background on collecting the name suggestions. Mr. Smith said some employees are concerned with the suggested name. They are asking for Daniel Hale Williams to be part of the name. Mr. Smith provided a brief background on Mr. Williams. Chair Zajac asked if we could reach out to surviving family members and make sure they would approve. Supervisor Fox is concerned that if we start naming buildings after individuals, it will be expected in the future. Mr. Sutherland said he will talk with Corporation Counsel about any possible issues with the use of Mr. Williams' name. The committee felt the name in this resolution is simple and is clear to the public what services are offered at the building.

ADOPTED.

Updates, Discussion and Possible Action.

Update on Facilities Masterplan 911 & IT. Mr. Sutherland said they are working on the engineering space study. It made the most sense because of cooling and cabling to place IT offices and the Data Center in the 911 building. This would increase the 911 building by 5,000 square feet. The building should be ready for construction next year. Once Council on Aging has moved to the new 1717 Center Ave. building, the Medical Examiner's office will occupy that space with only a few modifications needed.

Update on Reducing Energy Footprint and Greenhouse Gas. Mr. Sutherland said the goal is to reduce operating costs and reduce our footprint by 25% over a 25 year span. We started late in 2018. Mr. Sutherland has a spreadsheet that he has been tracking projects completed and cost savings. He will share this with the committee at the next meeting. Some cost saving items are LED lighting upgrades and boiler tune ups. Mr. Sutherland said they will be using heat recovery and sky lights in the new 1717 Center Ave building. He said he is using 2015 as the benchmark. Between 2015 and 2019, we have reduced our footprint by 15.5%.

Communications, Announcements and Information. Mr. Zobel said they continue to prepare for the fall semester.

Mr. Sutherland said he will update the committee at the next meeting on all ongoing projects.

Adjournment. Supervisor Potter moved adjournment at 8:45 A.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Tracey VanZandt
Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	2020-25
PROJECT NAME	New Vehicle Storage Building and Site Improvements Rock County
PURCHASE ORDER NUMBER	P1701616
ARCHITECT FIRM & CONTACT	Angus Young Associates Inc Joe Stadelman 555 S River St Janesville, WI 53548-4783
A/E JOB NUMBER	61670
DISTRIBUTION	OWNER _____ CONTRACTOR _____ FILE _____ OTHER _____

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION:

Site layout drawing revisions to permit visibility of existing Lamar billboard: \$3,500

ORIGINAL CONTRACT SUM	\$205,600
PREVIOUS CHANGE ORDERS	\$0
CURRENT CHANGE ORDER	\$3,500
TOTAL CHANGE ORDER AMOUNT	\$3,500
NEW CONTRACT SUM	\$209,100
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	<i>Brent Sutherland</i>
ARCHITECT/ENGINEER SIGNATURE	<i>[Signature]</i>



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <input checked="" type="checkbox"/> _____ CONTRACTOR <input type="checkbox"/> _____ FILE <input checked="" type="checkbox"/> _____ OTHER <input type="checkbox"/> Engineer _____
<p><i>We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.</i></p>	
<p>DESCRIPTION: Change order #1</p> <p>West Parking Lot Revisions Background – The City of Janesville required a reduction of 226 parking stalls based on city requirements. The west most parking areas resulted in excessive walking distance for public and staff. These areas are also possible to be made available for sale in the future as out lots when appropriate and when the market avails the best resale value. To design this solution, Venture reworked the SWMP for this change, and designed a landscape solution consistent with the requirements of the City of Janesville. This change was managed after the original design was completed, but was incorporated into the bid documents.</p>	
ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	0
CURRENT CHANGE ORDER	\$7,830.00
TOTAL CHANGE ORDER AMOUNT	\$7,830.00
NEW CONTRACT SUM	\$905,830.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

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PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <input checked="" type="checkbox"/> _____ CONTRACTOR <input type="checkbox"/> _____ FILE <input checked="" type="checkbox"/> _____ OTHER <input type="checkbox"/> Engineer _____

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #2

Site Design - Parking

Background – the site was initially thought require minimal design work. As the population of staff to be included in the new HHS increased with the design (approximately 1/3 of the building was initially intended to be occupied in the future and it is now largely filled ((estimated as 7/8) albeit with still-adequate provisions for future growth), additional parking spaces were required and the design subsequently added approximately 100 parking spaces generally surrounding the building to the north south and east. Fee for this service is for civil engineering.

*Fee requested is for paving, illumination, grading, and curb and gutter - sum of request: **\$8,800.00***

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$7,830.00
CURRENT CHANGE ORDER	\$8,800.00
TOTAL CHANGE ORDER AMOUNT	\$16,630.00
NEW CONTRACT SUM	\$914,630.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <u> X </u> CONTRACTOR <u> </u> FILE <u> X </u> OTHER <u> Engineer </u>

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #3

Site Design - Landscaping

Background – the site was anticipated to be accepted as is. Once additional parking and reconfiguration was required. We needed to retain a consultant to design landscape and associated plantings for screening and consistent with the requirements of the City of Janesville. Venture retained a landscape consultant for this design work. The required landscape ideas were vetted, designed and incorporated into the bid documents and submitted for review and approval by the City of Janesville for site plan acceptance.

*Fee requested is for landscape design and documentation - sum of request: **\$6,680.00***

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$16,630.00
CURRENT CHANGE ORDER	\$6,680.00
TOTAL CHANGE ORDER AMOUNT	\$23,310.00
NEW CONTRACT SUM	\$921,310.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <input checked="" type="checkbox"/> _____ CONTRACTOR <input type="checkbox"/> _____ FILE <input checked="" type="checkbox"/> _____ OTHER <input type="checkbox"/> Engineer _____

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #4

Site Design – Storm Water Master Plan (SWMP) and associated utilities

Background - as part of site wide re-paving, re striping and vehicle circulation changes, Venture was asked to design and adapt to the relocation of islands and rework of piped utilities. This reconfiguration triggered a revision to and a submittal of a site SWMP. Since there was little to no site work identified in the proposal scope, we request compensation as an additional service requiring additional civil engineering expertise. Venture submitted and managed the design and approval process and necessary approvals encumbered as part of the bid.

*Fee requested for SWMP and piped utilities: **\$8,000.00***

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$23,310.00
CURRENT CHANGE ORDER	\$8,000.00
TOTAL CHANGE ORDER AMOUNT	\$31,310.00
NEW CONTRACT SUM	\$929,310.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <input checked="" type="checkbox"/> _____ CONTRACTOR <input type="checkbox"/> _____ FILE <input checked="" type="checkbox"/> _____ OTHER <input type="checkbox"/> Engineer _____

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #5

Technology – Audio and Video (AV)

Background - there was no AV included in our proposed scope as this was initially thought to be work be designed, managed and incorporated at a later date and directly procured by ROCK/IT. Upon consultation with the County, ROCK/IT preferred to have this work executed by a third party and procured in the main bid package rather than later under separate managed by that department. Venture retained an outside consultant for this work.

Fee for the AV consultant is \$8,700.00 (note this is the TV's and other associated presentation equipment).

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$31,310.00
CURRENT CHANGE ORDER	\$8,700.00
TOTAL CHANGE ORDER AMOUNT	\$40,010.00
NEW CONTRACT SUM	\$938,010.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <u> X </u> CONTRACTOR <u> </u> FILE <u> X </u> OTHER <u> Engineer </u>

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #6

Electrical work in support of AV and IT

Background - there was no IT or AV included in our proposed scope as this was initially thought to be work be designed, managed and incorporated at a later date and directly procured by ROCK/IT. Upon consultation with the County, ROCK/IT preferred to have this work executed by third parties and procured in the main bid package rather than later under separate managed by that department. Venture needed to amplify the work of our electrical consultant for the conduit, switches and associated in wall, above ceiling an underfloor raceways and cable management (Cable tray).

Fee for the Electrical consultant is \$9,100.00 (Note – this is cable tray, conduit, boxes, cover plates, switches, backboards etc.)

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$40,010.00
CURRENT CHANGE ORDER	\$9,100.00
TOTAL CHANGE ORDER AMOUNT	\$49,110.00
NEW CONTRACT SUM	\$947,110.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <input checked="" type="checkbox"/> _____ CONTRACTOR <input type="checkbox"/> _____ FILE <input checked="" type="checkbox"/> _____ OTHER <input type="checkbox"/> Engineer _____

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #7

Technology – Information Technology (IT)

Background - there was no IT included in our proposed scope as this was initially thought to be work be designed, managed and incorporated at a later date and directly procured by ROCK/IT. Upon consultation with the County, ROCK/IT preferred to have this work executed by a third party and procured in the main bid package rather than later under separate managed by that department. Venture retained an outside consultant for this work. *Fee for the IT consultant is \$9,700.00 (note this is the data cabling, terminations, testing, devices etc.).*

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$49,110.00
CURRENT CHANGE ORDER	\$9,700.00
TOTAL CHANGE ORDER AMOUNT	\$58,810.00
NEW CONTRACT SUM	\$956,810.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	#2020-22
PROJECT NAME	Construction and Renovation Rock County Human Services Building- 1717 Center Ave
PURCHASE ORDER NUMBER	P1901642
ARCHITECT FIRM & CONTACT	Venture Architects LLC. -John Sabinash
A/E JOB NUMBER	190062.00
DISTRIBUTION	OWNER <input checked="" type="checkbox"/> _____ CONTRACTOR <input type="checkbox"/> _____ FILE <input checked="" type="checkbox"/> _____ OTHER <input type="checkbox"/> Engineer _____

We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.

DESCRIPTION: Change order #8

Security

Background - there was no security system in our proposal as we understood that work to be executed by the County's Security (SGTS) vendor in a direct purchase order. Upon consultation with the County, the security system is to be designed and specified in the base building project in consultation with SGTS.

*Fee for Security design and consultation is: **\$8,828.00***

ORIGINAL CONTRACT SUM	\$898,000.00
PREVIOUS CHANGE ORDERS	\$58,810.00
CURRENT CHANGE ORDER	\$8,828.00
TOTAL CHANGE ORDER AMOUNT	\$67,638.00
NEW CONTRACT SUM	\$ 965,638.00
CONTRACTOR SIGNATURE	
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



MEMORANDUM

DATE: July 13, 2020

TO: General Services Committee

FROM: Brent Sutherland, Director of facilities Management

SUBJECT: Out-of-State Training and Conferences

As required by Resolution #06-9A-087, each department head shall report semi-annually, all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee, to their respective governing committee for informational purposes.

Please be advised that during the first six months of 2020, Facilities Management Team attended no out of state training or conferences. Facilities Management Team also attended no training that exceeded \$1,000 per event, per person.