

GENERAL SERVICES COMMITTEE
Minutes – February 16, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, February 16, 2016 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Nash, Zajac and Brien.

Committee Members Absent: Supervisor Heidenreich.

Staff Members Present: Rob Leu, General Services Director; Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Jodi Timmerman, Deputy Corporation Counsel.

Others Present: Supervisor Russ Podzilni; Dean Charles Clark, UW Rock County.

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

Citizen Participation. Dean Clark informed the Committee that a verbal offer was made for the Facilities Planning and Management Director position and they will hopefully have the person in place by the end of March, if not before.

Approval of Minutes. Supervisor Zajac moved approval of the minutes of February 2, 2016 as presented, second by Supervisor Nash. ADOPTED.

Transfers and Appropriations - 2015.

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1810-0000-46205	\$1,929.87	18-1810-0000-63500	\$1,929.87
Insurance Proceeds		Repair & Maintenance	

Supervisor Zajac moved approval of the above Transfers and Appropriations for the General Services Committee, second by Chair Brill. ADOPTED.

Bills/Encumbrances - 2015

General Services	\$ 4,975.02
Youth Services Center	12.25
Jail Capital Improvements	404.77

Bills/Encumbrances - 2016

General Services	\$ 23,813.72
Glen Oaks Facility Operation	172.50
Youth Services Center	92.00
Communications Center Operations	3,116.48
Diversion / ASC	6.28
Jail	4,674.47
UW Rock County	50.00
Job Center	230.44

Jail Capital Improvements	1,689.22
UW Rock Expansion	8,925.00
HCC Building Complex	81,339.00
HCC Building Complex	16,350.33

Pre-Approved Encumbrance Amendments

Otis Elevator Co.	\$ 3.36
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Supervisor Zajac moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Brien. ADOPTED.

Resolution.

Authorizing Purchase of Kubota Loader

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016, authorizes the purchase of a Kubota Wheeled Loader from A.C. McCartney Equipment Inc. of Durand, IL, in the amount of \$68,949.00; and,

BE IT FURTHER RESOLVED, that payment be made to the vendor upon approval of the General Services Committee.”

Supervisor Zajac moved approval of the above resolution, second by Supervisor Brien. ADOPTED.

Discussion on Courthouse Security Project. Mr. Leu handed out an update on the three phases of the project and went over them; the architectural services proposal from Potter Lawson; and a timeline of the project from Potter Lawson (all 3 are attached).

Chair Brill said he feels a Judge should be at the meetings.

Discussion on Options for Courthouse Windows. Mr. Leu said the cash settlement offer from Kawneer, in lieu of the glass, for \$40,792.94, which is \$64.85 per pane of glass; Luick’s contacted two suppliers and received a price of \$115 per pane of glass, said they would not accept someone else’s glass for installation in their windows; Angus Young submitted a proposal of \$10,300 to prepare plans and specifications to replace all windows and frames throughout the Courthouse; and one manufacturer estimated the project cost at \$412,000.

Mr. Leu asked for recommendations from the Committee. He asked some things for the Committee to think about are: if they want to turn this over to Corporation Counsel for further settlement discussion; do a recount of the failed panes; find out how we collect on the remaining 300+ panes that will fail incrementally up to the end of the warranty in 2017.

Chair Brill said he feels this has gone on for so long and would like to put an end to it. He said he feels the County should take a cash settlement, get bids for a three pane section, and for a single pane.

Mr. Leu said part of what Angus Young would do would be to check on what the historical society will accept and to see what size panes will work with the wind and weather.

Supervisor Brien asked where the funds would come from for this project. Mr. Smith said from the excess sales tax account.

Supervisor Zajac said he feels we should turn this over to Corporation Counsel to see what cash settlement we can get for the failed windows, go with Angus Young for plans and specs, and get bids for the replacement windows.

Chair Brill asked Mr. Leu to have a resolution on the next agenda.

Communications, Announcements and Information. None.

Adjournment. Supervisor Zajac moved adjournment at 8:30 A.M., second by Supervisor Nash. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- Facilities Management
- Maintenance
- Duplicating

To: The General Services Committee
Fr: Rob, GS Director
Date: 2/16/16
Re: CTHS Security Project

Phase 1, which is in the early stages of design includes: Duress Alarms, Card Access, Door Control, & Video Surveillance.

Phase 2, is being called *Building Access and Weapons Screening*. Due to the complexity of the topic, and the policy decisions that have to be made, the Committee has asked for more information on options, and costs. To get this information, Architectural expertise is needed. A project overview, and a request for a cost proposal was sent to Potter Lawson Architects. A copy of their proposal is attached.

Typically, such proposals are on a fixed fee basis. The problem with a fixed fee proposal is the limitations it puts on the design professional, and in this case the Committee, to explore new options or twists to an existing option. To give the Committee some latitude, a *design contingency*, controlled by the Committee could be set up to pay for additional services of the architect, or another engineering discipline. Potter Lawson submitted a fixed fee proposal, on an hourly basis, not to exceed \$30,000.00, for a defined scope of services. I'm suggesting that a design contingency of \$15,000 be created to cover additional services. Approval to use any portion of that contingency would rest with the General Services Committee. It goes without saying, money spent at this stage of the project, is often the best money spent, reaping the greatest benefit down the road.

Before the Committee acts on a resolution hiring Potter Lawson, I would like to throw out the option of having Potter Lawson come to a Committee meeting. At that time, the parties could share their understandings of this project, and also hear specifics on what expertise Potter Lawson brings to the table. Potter Lawson has penciled in the March 2nd Committee meeting for this purpose. After that, the Committee could act on a resolution hiring Potter Lawson at their March 15 meeting, with County Board action on March 24th. Committee appointments and reorganization of the County Board will occur in late April, if that makes a difference.

Following Phase 2, will be **Phase 3**

Phase 3 has yet to be defined, but will include emergency mass notification, service counter upgrades, public access review, and resolution of identified shortcomings in some of the court facilities in the 1955 Building.



COPY

January 29, 2016

Mr. Rob Leu
Rock County – General Services
51 South Main Street
Janesville, WI 53545

RE: Building Access and Weapons Screening
Architectural Services Proposal

Dear Mr. Leu:

We are pleased you have requested Potter Lawson, Inc. to provide an architectural study to conceptualize alternatives for improving Building Access and Weapons Screening at the Rock County Courthouse located at 51 West Main Street in Janesville, Wisconsin. This letter will serve to outline the project, the services to be provided, and the basis for our compensation.

Project Background:

In September 2015, the Rock County Board hired Mead & Hunt to prepare plans and specifications for the design and bidding of Duress Alarms, Card Access, Door Control / Monitoring and Video Surveillance improvements to the existing Courthouse – this work has been defined by Rock County as Phase 1. Mead & Hunt’s work does not include development of alternatives to improve building access and weapons screening. Phase 1 is being completed by Mead & Hunt under a separate contract with the County without Potter Lawson’s involvement.

Project Description:

Rock County (Owner) wants to investigate and identify alternatives for improving building access and weapons screening at the Courthouse – this work has been defined by Rock County as Phase 2. The Rock County Court Security Committee has gone on record supporting the screening of the public and employees. The Rock County General Services Committee has not decided what they will recommend to the County Board. Potter Lawson understands that the General Services Committee is requesting this architectural study and, as such, Potter Lawson will be working and meeting with the General Services Committee only during this study.

One key question that this architectural study must address is the question of one building entrance or two. There are many factors that may weigh into a recommendation by the General Services Committee to the County Board including, but not limited to:

- New construction and/or remodeling costs
- Operational staffing costs
- Proximity of parking to the entrance(s) for the public and/or employees
- Separation of the existing parking for public and employees
- Wayfinding for public and employees
- Safety for the public and employees – outside and inside the courthouse
- Adequacy of space for screening, entry, exit and evacuation
- Existing site constraints and existing Courthouse configuration

A future Phase 3 has been identified by the County that improves safety for employees within the Courthouse. Safety within the Courthouse could be improved through the use of service counters at departments and in some

locations within the building restricting currently unrestricted access to County personnel. Phase 3 would also include an analysis of the 1955 courts facilities and improving judicial safety, space, layout, and inmate/public circulation issues that currently exist.

The scope of the architectural study and services of Potter Lawson being requested by Rock County is limited to addressing Phase 2 as defined above. Phase 3 may be address in a future study by the County.

Scope of Services:

1. Attached is Potter Lawson's Process, Approach and Schedule (dated January 29, 2016) for completion of the architectural study.
2. The Process, Approach and Schedule outlines the number of site visits and Owner meetings (General Services or County Board) that are included in Potter Lawson's not-to-exceed fee noted below. Additional meetings and/or site visits would be considered an Additional Service.
3. Potter Lawson understands that preliminary estimates of costs can be provided as part of the study as anticipated ranges of cost rather than specific amounts. We agree with this approach, as these preliminary estimates will be based primarily upon assumptions and allowances and not specific information assembled through design and documentation. If a project moves forward as a result of this study, then further cost estimating, in subsequent design phases, can be utilized by Rock County to refine the cost estimate and establish an approved cost of the work.
4. Potter Lawson has assumed that Rock County will provide AutoCAD electronic files of the existing Courthouse floor plans and site plan for use in completion of this study. Potter Lawson has assumed that it will color code the department boundaries on the first and second levels of the building as these departments may be impacted by incorporation of a building security and weapons screening area. Potter Lawson has assumed that it would document these boundaries by meeting with the General Services department and not through meetings with individual departments on these floors. Meetings with individual departments or departmental representatives would be considered an Additional Service.
5. Potter Lawson has not included a code analysis of the building as part of this architectural study. General assumptions will be made regarding occupant loads and exiting pathways based upon corridor, stair and exit door locations and widths shown on the electronic floor plans provided by the County. If the County is aware of any unique exiting and/or building code situations that may be in place as a part of the 1999 building expansion or as part of the 1955 building it would beneficial to understand these prior to beginning the architectural study. If a project moves forward as a result of this study, then one of the initial items to complete will be a code analysis and likely a meeting with the building code official(s) to review the conceptual building modifications.
6. Potter Lawson is not responsible for preparation of staffing, operation, maintenance, or utility costs. These costs, if required, will be provided by others. Potter Lawson can insert information provided by others into our report and presentations to allow the County to have information in a single location.

Deliverables:

1. A report will be assembled, including the following:
 - a. Executive summary
 - b. Brief description of existing conditions at the Courthouse
 - c. Description of options and alternatives explored
 - d. Description of the General Services Committee preferred or recommended option
 - e. Estimate of cost of the preferred or recommended option

Compensation:

1. These services will be provided on an hourly basis not to exceed Thirty Thousand Dollars (\$30,000.00) in accordance with the Schedule of Fixed Hourly Rates outlined below.

Schedule of Fixed Hourly Rates:

Principal	\$155.00 - \$170.00/Hr.
Architectural Staff	\$75.00 - \$155.00/Hr.
Interior Design Staff	\$90.00 - \$100.00/Hr.
Professional Support Staff	\$50.00 - \$75.00/Hr.
Clerical Staff	\$50.00 - \$100.00/Hr.

Salaries and billing rates shall be adjusted in accordance with Potter Lawson's normal review practices.

2. Potter Lawson's consultants shall be invoiced to the Owner at one (1.0) times the amount billed Potter Lawson.
3. Sales tax on architectural, engineering and interior design fees, if mandated by law, would be in addition to the stated fee.
4. Reimbursable expenses are in addition to the fee for professional services. Typical expenses include reproduction costs and transportation in connection with the project. Reimbursable expenses are invoiced to the Owner at one (1.1) times the actual cost.
5. At this point, because facility options have not been determined, Potter Lawson has assumed it is providing architectural services only. Should consulting services (structural, mechanical, electrical, etc.) be required at some point during this study to address specific questions or further analyze the feasibility and potential costs of potential options, these consulting services will be considered Additional Services. It is likely that some services may be required and Potter Lawson would suggest that a contingency amount be held by the County to add these services. Consultant fees, if provided by Potter Lawson, will be in addition to the above stated fee.

Miscellaneous Provisions:

1. Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Upon recognizing the need to perform Additional Services, Potter Lawson shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. Additional Services shall entitle Potter Lawson to additional compensation and an appropriate adjustment in the schedule for delivery of the Project. Potter Lawson shall not proceed to provide Additional Services until receiving the Owner's written authorization.
2. Potter Lawson shall review laws, codes and regulations applicable to its services in effect as of the date of the submission of this Project to governmental authorities having jurisdiction over the Project. Potter Lawson shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project.
3. Estimates of construction cost and/or evaluations of the Owner's project budget, prepared by Potter Lawson represent professional judgment familiar with the construction industry. It is recognized, however, that Potter Lawson does not have control over the cost of materials, market or negotiating conditions. Accordingly, Potter Lawson cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of construction cost or evaluation prepared or agreed to by Potter Lawson.
4. Potter Lawson shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. Potter Lawson's services do not include verifying the accuracy of drawings furnished by the Owner or investigation of existing building conditions to make measured drawings thereof. Potter Lawson shall provide prompt written notice to the Owner if Potter Lawson becomes aware of any

error, omission or inconsistency in such services, information or drawings. Investigating, evaluating, verifying or documenting the accuracy of information and/or existing conditions shall be considered an Additional Service.

Potter Lawson's services will be provided in accordance with the Terms and Conditions for Professional Services, copy attached. If this Letter Fee Agreement is acceptable, please acknowledge your receipt and acceptance of this Letter Fee Agreement and the Terms and Conditions for Professional Services by signing and returning one copy to our office.

Sincerely,



Eric D. Lawson, AIA
President /CEO

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Enclosures

Proposal Submitted:

Accepted & Authorized to Proceed:

Potter Lawson, Inc.

Rock County

By:  _____

By: _____

Title: President

Title: _____

Date: JAN. 29, 2016

Date: _____

Rock County Building Access and Weapons Screening | Architectural Study
Process, Approach and Schedule
January 29, 2016

**Potter
 LAWSON**
 Success by Design

		2016																													
		March			April			May			June			July			August			September											
		7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26
KICK-OFF / ORIENTATION PHASE (5 weeks)																															
1	Meeting with General Services Committee																														
2	Review Potter Lawson Experience																														
3	Present Process and Approach																														
4	Confirm Project Goals, Objectives and Criteria																														
5																															
6	County Board Approval of Proposal																														
7																															
8	Review of existing building documentation																														
9	Site visit to observe existing conditions																														
10	Update existing building documentation to reflect existing department location(s)																														
CONCEPT DEVELOPMENT / DESIGN PHASE (9 weeks)																															
11	Development of entry options																														
12																															
13	Meeting with General Services Committee																														
14	Present entry options for committee's consideration																														
15	Determine preferred options for refinement and estimating																														
16																															
17	Refinement of preferred options																														
18	Develop construction phasing scenarios for each option																														
19	Preparation of preliminary estimates of cost																														
20																															
21	Meeting with General Services Committee																														
22	Present refined options and preliminary costs																														
23	Determine preferred option																														
REPORT PHASE (6 weeks)																															
24	Preparation of report																														
25	Preparation of PowerPoint presentation of report findings																														
26																															
27	Meeting with the General Services Committee																														
28	Presentation of the report																														
29	Presentation of the PowerPoint																														
30																															
31	Refinement based upon General Services Committee comments																														
PRESENTATION PHASE (5 weeks)																															
32	Present the report to the County Board																														
33	One follow-up meeting with the County Board																														