

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, MAY 21, 2019 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approve Agenda
3. Citizen Participation
4. Approval of Minutes – May 7, 2019
5. Transfers
6. Resolution & Committee Action
 - A. Authorizing the Purchase of the Property at 1717 Center Avenue and Amending the 2019 Facilities Management Capital Budget
 - B. Retaining Architectural/Engineering Firm for Design Services for the Renovation of 1717 Center Avenue Building and Amending the 2019 Facilities Management Budget
7. Updates and Possible Action
 - A. Courthouse Security
 - 1) Phase 2 & 3 Construction Schedule Update
 - 2) Courthouse Security Phase 2 & 3 Change Orders
8. Communications, Announcements and Information
9. Tour of Courthouse Construction
10. 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 – May 7, 2019

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Monday, May 7, 2019 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Zajac, Brien and Potter (at 8:11 A.M.).

Committee Members Absent: Supervisor Rashkin.

Staff Members Present: Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the County Administrator; Richard Greenlee, Corporation Counsel; Jodi Millis, Purchasing Manager; Dave Froeber, Facilities Superintendent; Jon Furseth, Facilities Superintendent.

Others Present: Supervisors Podzilni and Mawhinney; Brian Zobel, UW Whitewater at Rock County.

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

Citizen Participation. None.

Approval of Minutes – April 16, 2019 and April 29, 2019. Supervisor Zajac moved approval of the minutes of April 16, 2019 and April 29, 2019 as presented, second by Supervisor Brien. ADOPTED.

Transfer. None.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Contracting for the Installation of a Back-up Boiler at the Diversion and UW Extension Building

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of _____ 2019, authorize a purchase order be issued to Illingworth-Kilgust Mechanical Inc. of West Allis, Wisconsin, in the amount of \$31,887 for the installation of the county owned back-up boiler.

BE IT FURTHER RESOLVED, that a \$3,000 contingency also be approved to cover any unforeseen items.”

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

Committee Approval for Water Treatment Services to HOHJ Water, Palatine, IL
Supervisor Brien moved to approve the water treatments services from HOH Water of Palatine, IL, second by Supervisor Zajac. ADOPTED.

Updates and Possible Action.

Courthouse Security

Phase 2 & 3 Construction Schedule Update Mr. Sutherland said everything is pretty much on schedule.

Supervisor Potter arrived at 8:11 A.M.

Courthouse Security Phase 2 & 3 Change Orders Mr. Sutherland said there are no change orders at this time.

Communications, Announcements and Information. Mr. Zobel said they are going through the interview process for the Chancellor position and added that one applicant withdrew their name.

Executive Session: Supervisors Zajac and Potter moved to go into Executive Session at 8:13 A.M. per Section 19.85(1)(e), Wis. Stats. – Deliberate or Negotiate the Purchase of Public Properties when Competitive or Bargaining Reasons Require a Closed Session. ADOPTED on a roll call vote with the following: Ayes – Supervisors Brill, Zajac, Brien and Potter; Supervisor Rashkin was absent

Supervisor Zajac moved to go out of Executive Session at 8:24 A.M., second by Supervisor Brien. ADOPTED.

Adjournment. Supervisor Zajac moved adjournment at 8:24 A.M., second by Supervisor Potter. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director of
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

May 13, 2019
DATE DRAFTED

**Authorizing the Purchase of the Property at 1717 Center Avenue and
Amending the 2019 Facilities Management Capital Budget**

1 **WHEREAS**, part of the facilities masterplan recognized the need for a new Human Services
2 building to replace the existing Human Services building due to the buildings current conditions,
3 and;
4

5 **WHEREAS**, General Services Committee and Facilities Management reviewed several options,
6 locations and costs with the best option being the 1717 Center Ave property, and;
7

8 **WHEREAS** renovation of the property at 1717 Center Ave allows Rock County an opportunity
9 to renovate more square footage, thus improving department efficiency for less cost than a new,
10 smaller building.
11

12 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
13 assembled this ____ day of _____, 2019 does hereby approve and authorize the
14 purchase of the property at 1717 Center Avenue in the amount of \$4,400,000.00, plus closing
15 costs, from 1717 4GK, LLC of Janesville, Wisconsin.
16

17 **BE IT FURTHER RESOLVED**, that the Facilities Management 2019 budget be amended as
18 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>5/1/19</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1857-0000-49100	0	\$4,400,000.00	\$4,400,000.00
Notes Issued			
<u>Use of Funds:</u>			
18-1857-0000-67200	0	\$4,400,000.00	\$4,400,000.00
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Hank Brill, Chair

Reviewed and approved on a vote of _____

Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair

Yuri Rashkin

Tom Brien

Robert Potter

Authorizing the Purchase of the Property at 1717 Center Avenue and Amending the
2019 Facilities Management Capital Budget
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FISCAL NOTE:

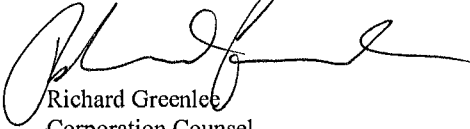
This resolution authorizes the purchase of the land and building at 1717 Center Avenue. This resolution also amends the 2019 budget to provide appropriation authority for the purchase and a funding source of a future debt issue.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the county board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services
Facilities Management
(608)757-5527

Executive Summary

Authorizing the Purchase of the Property at 1717 West Center Avenue and Amending 2019 Facilities Management Capital Budget

The Resolution before you authorizes the purchase of the property located at 1717 West Center Avenue on Janesville's south side for the cost of \$4,400,000. This building will be renovated for the occupancy of our Human Services Department. This will allow Human Services to consolidate their services from several different locations into one facility.

The resolution also amends the 2019 Facilities Management Budget with an increase of \$4,400,000 plus closing costs and uses sales tax to fund the purchase.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director of
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

May 14, 2019
DATE DRAFTED

**Retaining Architectural/Engineering Firm for Design Services for the Renovation of
1717 Center Avenue Building and
Amending the 2019 Facilities Management Budget**

1 **WHEREAS**, design services will be required for the renovation of 1717 Center Avenue property;
2 and,
3

4 **WHEREAS**, Venture Architects developed the Facilities Masterplan which included the Human
5 Services building needs; and,
6

7 **WHEREAS**, Venture Architects was one of three firms that was invited to Rock County to be
8 interviewed and give a presentation to a panel consisting of members of Facilities Management,
9 Sheriff's Office, Purchasing, Human Services and Administration; and,
10

11 **WHEREAS**, Venture Architects from Milwaukee, Wisconsin, was the firm unanimously chosen
12 based on experience conducting similar projects, team experience and bill rates.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
15 assembled this _____ day of _____, 2019, that a contract for
16 architectural/engineering services be awarded to Venture/Architects, of Milwaukee, WI, in the
17 amount of \$724,000; and,
18

19 **BE IT FURTHER RESOLVED**, that a \$72,000.00 contingency also be approved to cover any
20 needed changes in the scope of service
21

22 **BE IT FURTHER RESOLVED**, that the Facilities Management 2019 budget be amended as
23 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>5/1/19</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1857-0000-49100	0	\$796,000.00	\$796,000.00
Notes issued			
<u>Use of Funds:</u>			
18-1857-0000-67200	0	\$796,000.00	\$796,000.00
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Hank Brill, Chair

Jeremy Zajac, Vice Chair

Yuri Rashkin

Tom Brien

Robert Potter

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

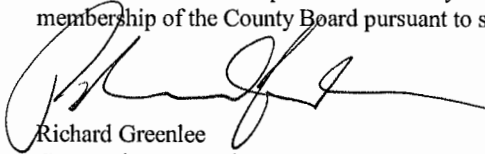
This resolution authorizes a contract for design services for the building at 1717 Center Ave. This contract will be funded by a future debt issue.



Sherry Oja
Finance Director

LEGAL NOTE:

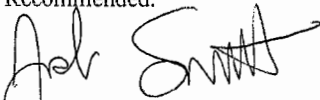
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of sec. 59.52(29), Wis. Stats. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Retaining Architectural/Engineering Firm for Design Services for Renovation of
1717 Center Avenue Building and
Amending the 2019 Facilities Management Budget

The resolution before you awards a contract to Venture Architects of Milwaukee, Wisconsin, for design services for renovating the 1717 Center Avenue building for a new Human Services building.

Venture Architects of Milwaukee was chosen unanimously out of three firms interviewed by a team consisting of Human Services, Sherriff's Office, Purchasing, Administration and Facilities Management to complete the Masterplan which included the Human Services operations.

Due to timelines, cost savings and work already performed on the Human Services building needs, it is recommended to continue with Venture Architects for the design services.

May 9, 2019

Brent Sutherland
Facilities Management Director
Rock County Courthouse
51 S. Main Street
Janesville, WI 53545



ROCK COUNTY
WISCONSIN

RE: Rock County

Remodel mothballed building for use as a new Health and Human Services Building

Dear Mr. Sutherland;

Thank you for the opportunity to propose for the new Health and Human Services Building (HHS). The enclosed is our proposal to satisfy the work scope as we understand it. Our proposal is broken into three sections: Scope; Deliverables and Fee.

SCOPE - Understanding

- A. The County is near an agreement to purchase the Pick n' Save property @ 1717 Center Street, Janesville WI [Tax Key: 0412100306] and intends to provide County Services (HHS as well as ancillary services such as records storage) within that space.
- B. The building is approximately 129,000 SF.
- C. The construction budget is approximately \$12,384,000.
- D. The County would like to begin work immediately based on the following design schedule
 - 1) Schematic design:.....June – July, 2019
 - 2) Design Development:August – September 2019
 - 3) Construction Documents:October – December 2019
 - 4) Bidding:January - February 2020
 - 5) Contractor mobilization:March 2020
 - 6) Construction:.....April 2020 – December 2020.
- E. Architectural services for this proposal include: Architecture, Interior Design (colors and materials), Specification, Landscape Architecture and Engineering: Civil, Plumbing, Fire Protection, Mechanical (HVAC) and Electrical (Power, Illumination, Emergency Power, Access Control, CCTV and Duress) as well as rough in for AV, FF+E and IT.

May 9, 2019

ROCK COUNTY, WI HHS Building

51 S. Main Street, Janesville, Wisconsin 53545

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- F. The architect will further be responsible to acquire necessary approvals (City of Janesville, Department of Commerce and within the County process).
- G. The Architect will enter into a mutually agreeable contract as negotiated with Facilities and Rock County Corporate Counsel.

DELIVERABLES

Includes drawings necessary to acquire bids:

- A. Plans (Floor, Site, Ceiling, Roof, Enlarged);
- B. Sections (Building, Wall);
- C. Elevations (Building, Interior);
- D. Schedules (Door / Frame, Room Finish, plus associated engineering schedules);
- E. Details explaining the design intent;
- F. Renderings indicating the nature of the design, to develop the ideas presented and to facilitate local approvals (entitlement);
- G. The project as described will result in a bid set consisting of approximately 80-90 sheets.
- H. We will also assist with the procurement of geotechnical information and a site survey as required.
- I. The timeline described in the scope section could be accelerated. We prefer that the project be positioned to fulfill contractor 2020 backlog and as such bid in 2019. That timeline is aggressive but possible and we would work with staff to determine how to best fulfill that goal without compromising design and document quality.
- J. Attendance at required meetings to fulfill the design requirements and collect data and opinion necessary to conclude the design as well as to obtain approvals.
- K. Attendance at alternate-week construction meetings during the construction administration phase.
- L. Other tasks not specifically enumerated but usual and customary for a project of this magnitude.

FEE

Our fee for this task as described is **5.85%** of the cost of construction (\$724,000).

We believe:

- ✓ our ability to **immediately** engage in the design task; plus
- ✓ our **history** of work with the County as well as the tenant allowing us to execute the work faster; plus
- ✓ our ability to deliver a **high quality** work product; plus
- ✓ our **experience** designing contemporary HHS environments (Waukesha (recently completed) and Walworth (under construction)) and;
- ✓ our commitment to get the project completed and into the construction market **sooner**; Provide substantial value to Rock County.

May 9, 2019

ROCK COUNTY, WI HHS Building

51 S. Main Street, Janesville, Wisconsin 53545

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The budget for A/E services in the master plan is benchmarked @ 7% -8% and ranges between \$1.4 and \$1.6 MM. Our aggregate fee represents roughly half of that budget - demonstrating our commitment and responsible value for the services rendered.

We are grateful for the opportunity to continue to work with Rock County.

We look forward to working with you to create a service oriented and appropriate design solution. And, we are committed to doing so quickly, and with the attention to detail necessary for those who will work here, be served here and pay for the effort.

Sincerely,

VENTURE ARCHITECTS

A handwritten signature in black ink, appearing to read "John Sabinash", is written over the printed name and title. The signature is stylized and somewhat abstract, with a long, thin stroke extending upwards and to the right.

John Sabinash
Project Manager

Vice President | Principal