

ROCK COUNTY, WISCONSIN



NOTE:
This is a Teleconference Meeting

GENERAL SERVICES COMMITTEE
TUESDAY, SEPTEMBER 21, 2021 – 7:30 A.M.
CALL: 1-312-626-6799
MEETING ID: 830 9773 3916
PASSCODE: 501694

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If you are interested in providing public comments on items on this agenda, you must submit your comments by 3:00 p.m. on Monday, September 20, 2021. To submit a public comment, use the following email: countyadmin@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>

GENERAL SERVICES COMMITTEE
TUESDAY, SEPTEMBER 21, 2021 – 7:30 A.M.

Agenda

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes – September 7, 2021
5. Transfers
6. Resolutions and Committee Action
 - a. Retaining Architectural/Engineering Firm for Design Services for the Renovation of the Law Library and the Probate Vault Space
7. Reports, Updates, Discussion and Possible Action
 - a. Dr. Daniel Hale Williams Rock County Resource Center updates
 - i. Staff moves
 - ii. Outstanding items
 - iii. Approval of Change Orders
 - b. 911/IT renovation updates
 - i. Schedule
 - c. District Attorney renovation updates
 - i. Schedule
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.



GENERAL SERVICES COMMITTEE
Minutes – September 7, 2021

Call to Order. Chair Potter called the meeting of the General Services Committee to order at 7:30 A.M., Tuesday, September 7, 2021.

Committee Members Present: Supervisors Potter, Fox, Wilson, Homan, and Brien.

Committee Members Absent: None.

Staff Members Present: Randy Terronez, Assistant to the County Administrator; Brent Sutherland, Facilities Director; and Terri Carlson, Risk Manager.

Others Present: Brian Zobel, UW Whitewater at Rock County; and Josh Pearson, JP Cullen.

Approval of Agenda. Supervisor Wilson moved approval of the agenda, second by Supervisor Brien. ADOPTED.

Public Comment. None.

Approval of Minutes – August 17, 2021. Supervisor Wilson moved approval of the minutes of August 17, 2021 as presented, second by Supervisor Brien. ADOPTED

Review of Payments

The Committee accepted the payments.

Transfers.

None.

Resolutions and Committee Action

Authorizing the Upgrade to the Johnson Controls Building Automation System for UW Whitewater at Rock County

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, that a purchase order be issued to Johnson Controls of Madison, Wisconsin, in the amount of \$40,000, for the upgrade to the Building automation system at Rock County Facilities.”

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

Awarding the Contract for the Information Technology and 911 Communications Center Addition and Renovation

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021 does hereby approve and authorize awarding a

contract in the amount of \$8,047,246 to JP Cullen & Sons Inc. of Janesville, WI, for this Information Technology Department addition and 911 Communication Center building renovation project.

BE IT FURTHER RESOLVED, a contingency fund of \$800,000 be established to cover any unforeseeable issues that arise.”

Supervisor Homan moved approval of the above resolution, second by Supervisor Wilson. ADOPTED.

Reports, Updates, Discussion, and Possible Action

Dr. Daniel Hale Williams Rock County Resource Center updates

Schedule

Brent Sutherland informed the committee that the moves started on August 27. September 8 is the last scheduled day for moves.

Outstanding Items

Brent informed the committee that there are a few items that are still outstanding. They need to get panic hardware and a door for one of the conference rooms. They also still need to get some railings by the rocks.

911/IT renovation updates

Schedule

Brent advised that there are options for doing this project in various phases.

District Attorney renovation updates

Schedule

Brent informed the committee that this project is scheduled to start today. The resolution approving updates went to the County Board on August 12. This is a 6 month project and is estimated to be completed March 2022.

Update on Job Center real estate listing market activity

Brent informed the committee of market activity for the Job Center listing. Because of the size of the building, anyone that purchases the building will need a conditional use permit.

Communications, Announcements and Information.

Brent informed the Committee that the furniture supplier is covering the cost of furniture mishaps in the Dr. Daniel Hale Williams Resource Center. Brian Zobel informed the committee that classes started last Thursday at UW Whitewater at Rock County.

Adjournment. Supervisor Brien moved adjournment at 7:59 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Haley Hoffman
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

August 23, 2021
DATE DRAFTED

**Retaining Architectural/Engineering Firm for Design Services for the
Renovation of the Law Library and the Probate Vault Space**

- 1 **WHEREAS**, design services will be required for the renovation to the law library on 4th floor of the
- 2 Courthouse as well as renovations to the Probate vault on 3rd floor of the Courthouse; and,
- 3
- 4 **WHEREAS**, funds were budgeted in 2021 to renovate the law library and probate vault into a useable
- 5 Court Commissioners hearing rooms; and,
- 6
- 7 **WHEREAS**, Venture Architect is currently completing the Architect /Engineering services for the DA
- 8 renovation on 4th floor of the Courthouse; and,
- 9
- 10 **WHEREAS**, Venture Architects from Milwaukee, Wisconsin will be providing the services also the law
- 11 Library and Probate vault renovation project in the amount of \$133,671.00; and ,
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2021, that a contract for architectural/engineering
- 15 services be awarded to Venture/Architects, of Milwaukee, WI, in the amount of \$133,671.00.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Robert Potter, Chair

Tom Brien, Vice Chair

Brent Fox

William Wilson

Dave Homan

Retaining Architectural/Engineering Firm for Design Services for the Renovation of the Law Library
and the Probate Vault Space

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LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.1 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of sec. 59.52(29), Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

Funds were included in the 2021 budget for this project. The project is being funded with sales tax revenue.

s/Sherry Oja

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

Executive Summary

The resolution before you is awarding a contract to Venture Architects of Milwaukee, Wisconsin, for design services for the renovation of the law library on 4th floor of the Courthouse and the Probate vault on 3rd floor of the courthouse.

Venture Architect is currently providing the architectural and engineering services for the DA renovation on 4th floor at the Courthouse. They will be providing the services for the Law library and Probate vault in the amount of \$133,671.00

During a space planning it was identified the law library housed outdated law books which are now available electronically and updated to current law. It was determined the space would be better served for a hearing room for the Court Commissioners.

The Probate vault was used for the long-term records required by law to save for a certain number of years. These records were purged and scanned and are no longer requiring the vault space. It was determined the space would also be better served as a hearing room.

May 26, 2021

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



RE: Rock County

Two New Courtrooms @ the Rock County Courthouse

Dear Mr. Sutherland;

Thank you for the opportunity to propose design services for two new courtroom spaces within the present Rock County Courthouse (CH). Our proposal is broken into three sections: Scope; Deliverables and Fee.

SCOPE - Understanding

- A. The locations for the work are two existing spaces of approximately 750 sf each on the third (an existing vault) and fourth (the former law library) floors of the CH.
- B. Construction Budget for these activities is *approximately* : \$500,000.00 (\$200.00/sf)
- C. Timeline will be kick off in July 2021 with completion of Construction Documents in Mid-September 2021 and to allow bidding with the already completed District Attorney remodeling in a single, larger package and available in the bid market AFTER the completion of the summer school construction projects which occupy the contractors likely to have interest in a project of this scope.
- D. Construction will be completed in spring 2022.
- E. This proposal includes traditional engineering for: HVAC, Electrical (Power + illumination) and Fire Protection. Note that it is not expected that any structural or plumbing modifications or inclusions will be required thus the exclusion of that expertise.
- F. And also includes the following other consultants and their associated fees:
 - A. **IT** provided by Shenn Milsom Wilke as defined in collaboration with Rock County IT.
 - B. **Security** conceptual design, consultation and coordination with other engineering by SGTS (installation and procurement will be administered off the existing Rock County Purchase order.

May 26, 2021

ROCK COUNTY, WI New Courtrooms

51 S. Main Street, Janesville, Wisconsin 53545

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- C. **Audio + Video** conceptual design, consultation and coordination with other engineering by AVI (installation and procurement will be administered off the existing Rock County Purchase order.
- D. **Furniture** consultation and coordination with other engineering by Henricksen (installation and procurement will be administered off the existing Rock County Purchase order. Note that Venture will coordinate color selections and program the furniture types as part of our fee.
- G. Interior design (colors and materials) is included.

DELIVERABLE

1. **Program** – to identify the functional requirements of the project.
2. **Design** – physical representation of goals of function defined in #1 above.
3. **Bid Documents** – Consistent with the scope identified in the program and space planning phases and disciplines as noted above. Timed so as to be combined with the existing DA bid documents.
4. **Construction administration** - services are already encumbered in the DA project and as such there is no additional cost for this effort
5. **Budget (updated)** – cost of executing the work defined in the above noted space plan.

FEE

Venture Architects proposes to execute the above work scope in the time identified consistent with our work plan for a lump sum fee of **\$133,671**. The fee includes other associated out of pocket costs as identified in the table below:

Expertise	Organization	Fee	Notes
Architecture	Venture	\$39,810	7.9%
Interior design	Venture	In above	Includes furniture coordination
Specifications	Venture	In above	
Engineering			
HVAC	HEC	\$7,500	
Electrical	HEC	\$7,500	
Fire Protection	HEC	\$3,000	
IT	SMW	\$22,662	
Security	SGTS	\$20,000	
Furniture	Henricksen	\$0	Venture does programming
AV	AVI	\$25,024	
Out-of-pocket Expenses		\$8,145	To be included in the fee
TOTAL COMPENSATION		\$133,671	

May 26, 2021

ROCK COUNTY, WI New Courtrooms

51 S. Main Street, Janesville, Wisconsin 53545

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Brent – the fee seems large but it is important to note that the basic A/E fee (no IT, AV etc is \$57,810). The adds for the other non-traditional consultants equal \$67,686.

We are grateful for the opportunity to propose services for this project. Should you need clarification or take exception to the scope outlined above, confirmation of our assumptions, etc., please contact me at your convenience to allow us to reconcile our response.

We are prepared to start this work in the first week of July 2021 if that proves too ambitious we can adjust to suit your needs.

Sincerely,

VENTURE ARCHITECTS

John Sabinash
Project Manager
Vice President | Principal