

GENERAL SERVICES COMMITTEE
Minutes – June 18, 2013

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, June 18, 2013 in the Conference Room N-1, Fifth Floor, Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Heidenreich and Nash.

Committee Members Absent: Supervisor Collins.

Staff Members Present: Rob Leu, General Services Director; Craig Knutson, County Administrator; Nick Osborne, Assistant to the County Administrator; Sherry Gunderson, Nursing Home Administrator; Jodi Millis, Purchasing Manager.

Others Present: Dean Carmen Wilson, Michael Pierick and Mike Connors, UW Rock County; Jeff Pronschinske, Arnold & O'Sheridan.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Heidenreich moved approval of the minutes of June 4, 2013 as presented, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

General Services	\$ 8,702.21
Glen Oaks Operations	710.86
Youth Services Center	232.18
HCC Complex Maintenance	3,850.86
Communications Center Operations	249.78
Adolescent Services/Guidance Center	440.83
Jail Capital Improvement	4,838.70
Rock Haven Building Project	43,049.57
Rock Haven Building Project	5,000.00

Pre-Approved Encumbrance Amendments None.

Supervisor Brill moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Heidenreich. ADOPTED.

UW-Rock Mass Notification and Security Systems Report – Discussion and Recommendation Relative to the Project’s Scope and Engineering Design Services Needed.

Mr. Leu handed out a memo from Dean Wilson outlining the current system, the security recommendations from the consultant’s report and what she feels is most critical to the safety of the campus; a fee proposal from Arnold & O’Sheridan for engineering the bid documents and management of the project through construction for the Security Electronics System Upgrade and the Emergency Mass notification System Implementation; and the cost breakdown for Existing System Upgrades and Expansion and New System Implementation (attached).

Dean Wilson said the Mass Notification System is the most important to have for the security of the campus.

Mr. Pronschinske said, for the most part, the project can be broke apart to do the Voice Communication, Distributed Antenna and Emergency Mass Notification, but it is best if it is kept together.

Mr. Knutson asked if it were decided to do part now and the rest in 2 to 5 years would there be any problems. Mr. Pronschinske said there could be. Mr. Knutson said then we may have to look at replacing 5 year old equipment if it would be split.

Supervisor Heidenreich asked about the fire alarm. Mr. Pronschinske said that is being bypassed because the current system is a proprietary system.

Supervisor Nash moved to move ahead with the whole project as outlined, second by Supervisor Heidenreich. ADOPTED.

Mr. Leu said he will write the resolution to come before this Committee on July 2nd and County Board on July 11th.

Dean Wilson thanked the Committee and the County for their support.

Resolution.

Awarding Contract to Potter Lawson to Design an Outdoor Recreation Yard for the Youth Services Center and Amending the 2013 Human Services Department Budget

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 does hereby authorize a contract with Potter Lawson of Madison, Wisconsin, in the amount of \$38,000 for design services for a two phase project; and,

BE IT FURTHER RESOLVED that Phase One cost shall not exceed \$15,700 for a schematic design that must meet the approval of the Human Services Board and General Services Committee prior to proceeding with Phase Two, which shall not exceed \$22,300 to develop the bid specifications for construction of an outdoor recreational yard; and

BE IT FURTHER RESOLVED that the payments be made to the vendor upon approval of the Human Services Board; and,

BE IT FINALLY RESOLVED that the 2013 budget be amended as follows to pay for design services:

...”

Supervisor Heidenreich moved approval of the resolution, second by Chair Owens. ADOPTED.

Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project Not needed at this time.

Updates.

Jail Project

Update Report None.

Change Orders None.

Rock Haven

Supervisor Nash left at 8:45 A.M.

Update Report Ms. Gunderson said the screen porches should be installed in July; have a few problems with the magnetic hold open on some of the doors; a bit more fire stopping is needed; only a very small amount of the landscaping did not make it and that is being taken care of; some of the cubical track needs to be rehung; Limestone West is having some problems with the chair rail; and Mr. Keating will be installing some reflective posts along the road by the retention pond. Ms. Gunderson said the New Building Survey is in progress and there are a few citations that will need to be corrected.

Chair Owens thanked Ms. Gunderson for her patience and for everything she has done. He said we will all miss her.

Change Orders None.

Courthouse Windows Mr. Leu said they are doing a count again to see if any more windows with problems so the proper number of windows are ordered.

Courthouse Parking Lots – Leaks and Warranty Work Mr. Leu handed out copies of the Base Bid page to show what is part of Phase I, and what is part of Phase II. He added that the references from the low bidder are still being checked.

Courthouse Entrance – West Side – Concrete Planters Mr. Leu said there is nothing new to report on at this time.

No Smoking Signs on County Property Mr. Leu said signs have been ordered; have not heard from Parks or the fairgrounds.

Communications, Announcements and Information. Supervisor Heidenreich requested the UW-Rock feasibility study be added to a future agenda. Mr. Knutson said RFQs are needed first. Supervisor Heidenreich said he would like to see us move ahead with this project.

Adjournment. Supervisor Heidenreich moved adjournment at 9:25 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

To: The General Services Committee
Fr: Rob
Date: June 18, 2013
Re: UW-Rock Mass Notification/Security Agenda Item #6

Attached are three documents for use at today's meeting.

-The first document is a memorandum from the Dean that speaks to implementation of all security system improvements, or possibly implementing only those items needed for emergency mass notification.

-The second document is the fee proposal from Jeff Pronschinske for engineering/design services for the full project, and just the mass notification piece.

-The third document is the page from Jeff's presentation to the Committee at the April 23rd meeting. The page shows the cost of each security system piece.

Agenda item #6 allows for discussion, and a recommendation from the Committee relative to the project's scope, and thus the cost of engineering services. If the Committee makes a recommendation at today's meeting, (or defers a decision to the next meeting) I will draft the resolution that hires Arnold & O'Sheridan for Jeff's services.

The normal meeting dates for the Committee in July would be July 2nd and July 16th. With five Tuesday's in July, the Committee has some flexibility. As it stands now, the County Board will be meeting on July 11th and August 8th.

Unless the Committee feels differently, I do not feel it's necessary for Jeff or anyone from the Campus to be present when the Committee meets on the resolution. I would recommend that the Dean, or her designee attend the County Board meeting. Therefore the date the resolution goes to the County Board depends on the Dean's schedule.

Thank You



arnold & o'sheridan
consulting engineers

June 4, 2013

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

Re: **Security Upgrade and Emergency Mass Notification System**
University of Wisconsin Rock County
Janesville, WI

Dear Rob:

Arnold & O'Sheridan is pleased to submit an engineering proposal for the **Security Upgrade and Emergency Mass Notification System** at the **University of Wisconsin Rock County**.

Arnold & O'Sheridan's Security Assessment dated 8/14/12 disclosed an existing security system insufficient for a campus environment, exposing the County to greater vulnerabilities associated with emergency and life safety issues. In response to this need, Arnold & O'Sheridan is pleased to provide the following engineering services as defined by Rock County General Services and the University of Rock County:

- A. Security Electronics System Upgrade
1. Design upgrade and expansion of existing door control system
 2. Design upgrade and expansion of existing card access system
 3. Design upgrade and expansion of existing video surveillance system
 4. Design upgrade and expansion of existing duress alarm system

Our fee for engineering the bid documents and management of the project through construction as stated above is \$ 28,000

- B. Emergency Mass Notification System Implementation
1. Integrate existing voice communication system
 2. Design distributed antenna system
 3. Design emergency mass notification system

Our fee for engineering the bid documents and management of the project through construction as stated above is \$ 41,000

The following Project related expenses will be billed as reimbursable expenses [to the extent they are reimbursable by the Owner under the Prime Agreement]:

- Expense of plotting and reproduction of Drawings and Specifications and other documents associated with the Project. This includes the following: Requested check sets (including those for coordination meetings and light table review meetings), defined Project milestone printings (including final bid documents), hard copies of electronically distributed Drawings and Specifications, plan review submittal packages, and other requested progress sets.
- Fees paid for securing approval of authorities having jurisdiction over the Project
- Expense of transportation in connection with the Project (including vehicle mileage)
- Postage, shipping, and delivery expenses related to the handling of documents for the Project

ROB LEU - UW-Rock County Mass Notification Report

From: "Wilson, Carmen"
To: "knutson@co.rock.wi.us" , Phil Owens , "owens@co.rock.wi.us" , ROB LEU
Date: 4/29/2013 5:15 PM
Subject: UW-Rock County Mass Notification Report
CC: "deremer@co.rock.wi.us" , "podzilni@co.rock.wi.us" , "Pierick, Michael"

Dear Craig, Phil, and Rob,

Thank you for supporting campus safety through the consultant's study of security systems and emergency communications at UW-Rock County. It is reassuring, especially now, to know that the County is taking active steps to help make the campus more safe and to assure the campus has the ability to respond rapidly and completely if a dangerous incident were to take place.

As you probably know, the campus already has system to "blast" emergency email and cell phone text and voice message alerts to all of the phone numbers of the Faculty, Staff, and Students who have not opted out of that system. Unfortunately, as noted in the consultant's report, there is a large gap in the audience for such alerts, namely those who are at the time of the "blast" located in our buildings, especially the lower level where there is very limited cell phone coverage. Furthermore, the campus also has an emergency notification public address system installed on the north campus (Allen Hall, Hyatt Smith Hall, and lower Andrews Hall) during the 2007-2009 construction and renovation project. Even while in an alarm state, this system can be used to address a verbal message to the campus, to every room containing an alarm strobe, which of course is very inclusive on the north campus. Unfortunately this system does not extend to the rest of the campus, and the control and annunciator panel are located in an unoccupied mechanicals room in lower Hyatt Smith some distance from administrative offices.

We appreciate the breadth of the security recommendations present in the consultant's report, and the willingness of Rock County to consider proceeding with the design of a full implementation of the security systems outlined there. At the same time, given the \$690,000 price tag of a report that is approaching one year old, and therefore could very well increase, we are wondering if it might be useful to also consider a secondary approach.

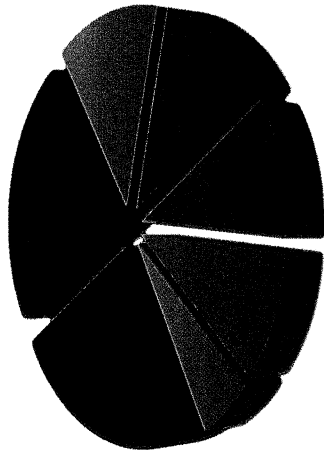
The most critical security need for the campus right now is emergency notification via a campus-wide public address system. If there were a serious threatening incident on campus such as an active shooter, we need to have some way to announce this to the campus so that Faculty, Staff, and Students across the campus can take appropriate security steps while awaiting the response of police officers. We would be most grateful if you might consider, in addition to a quote for the design of the full implementation of the security systems, requesting a quote for the design of an expansion of the existing public address system as a separate, stand alone project. Since this work would be a subset of the entire project, we believe it will likely not require substantial additional work on the part of the consultant to provide this secondary quote. And this design quote may provide Rock County and the campus with a way to move forward and resolve the most critical security need on campus – an emergency notification public address system expanded to the whole campus – at considerably less cost than the \$690,000 or more dollars required for an entire implementation. As an added benefit, it would replace the old fire and severe weather alarm system in Williams Hall, Wells Cultural Center, and first and second floors of Andrews Hall, with a contemporary alarm system that is consistent with that in the north campus.

If you would like to discuss this further, please do not hesitate to contact me. Thank you so much for your support!

Cheers,
Carmen

Carmen R. Wilson, CEO & Dean
UW-Rock County

Budget



- Existing System Upgrades and Expansion
 - Door Control & Monitoring... \$ 25,500
 - Card Access..... \$ 20,000
 - Duress Alarm..... \$ 50,000
 - Video Surveillance..... \$ 129,500
 - Voice Communication..... \$ 180,000
 - Fire Alarm N/A
 - New System Implementation
 - Distributed Antenna..... \$ 124,500
 - Emergency Mass Notification \$ 55,500
 - Warranty, Contingency..... \$ 105,000
- Total Project Budget \$ 690,000