

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, APRIL 17, 2018 – 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. Transfers
5. Resolution
 - A. Retaining Architectural / Engineering Firm to Develop a Facilities Master Plan
6. Updates
 - A. Facilities Management Projects Update
7. Communications, Announcements and Information
8. Adjournment

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.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland- Director of
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

April 9, 2018
DATE DRAFTED

Retaining Architectural/Engineering Firm to Develop a
Facilities Master Plan

- 1 **WHEREAS**, funds were budgeted in 2018 to develop a Facilities Master Plan addressing several
- 2 departments that utilize a majority of the facilities square footage; and,
- 3
- 4 **WHEREAS**, the Wisconsin Facilities Management Association recommended three companies that have
- 5 developed similar County Facilities Master Plans in which they were pleased with the results; and,
- 6
- 7 **WHEREAS**, these three firms were invited to Rock County be interviewed and give a presentation to a
- 8 panel consisting of members of Facilities Management, Sheriff's Office, Purchasing, Human Services
- 9 and Administration; and,
- 10
- 11 **WHEREAS**, Venture Architects from Milwaukee, Wisconsin, was the firm unanimously chosen based
- 12 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 assembled
- 15 this _____ day of _____, 2018, that a contract for architectural/engineering
- 16 services be awarded to Venture/Architects , of Milwaukee, WI, in the amount of \$77,514; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that an \$8,000 contingency also be approved to cover any needed
- 19 changes in the scope of service.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jeremy Zajac, Vice Chair

Bob Yeomans

Dave Homan

J. Russell Podzilni

FISCAL NOTE:

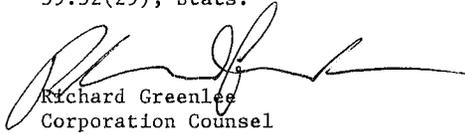
Sufficient funds were included in the 2018
for the cost of the Facilities Master Plan.
This project is being funded by sales tax
revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

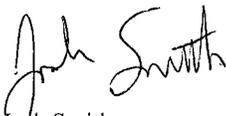
The County Board is authorized to take this
action pursuant to secs. 59.01 and 59.51,
Wis. Stats. Professional services are not
subject to bidding requirements of §
59.52(29), Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Retaining Architectural/Engineering Firm to Develop Facilities Master Plan

The resolution before you awards a contract to Venture/Architects of Milwaukee Wisconsin, to develop a County facilities Master Plan.

The plan will cover the departments that account for a large number of square footage and needs such as: Sheriff's Office, Human Services, Fairgrounds, 911, Information Technology, Medical Examiner, Council on Aging and Health Department.

Three firms were recommended by Wisconsin Facilities Management Association members who recently completed a County Facilities Master Plan in which they were pleased with the results.

These three firms were interviewed by a Rock County management team and Venture/Architects was chosen based on experience developing County Facilities Master Plans, staff qualifications and bill rate.

NEW 2018 FACILITIES MANAGEMENT PROJECT UPDATES AS OF 4/9/18

OUTSTANDING PROJECTS

BUILDING	PROJECT NAME	STATUS
JOB CENTER	PARKING LOT RESURFACING	SCHEDULED WAITING FOR ASPHALT PLANT TO OPEN

PROJECTS OUT FOR BID

BUILDING	PROJECT NAME	STATUS	BID DUE DATE	COMMITTEE APPROVAL	COUNTY BOARD APPROVAL
JOB CENTER	EXTERIOR MASONRY REPAIRS	OUT FOR BID	4/9/2018	4/17/2018	4/26/2018
OLD ROCK HAVEN	ROCK HAVEN DEMOLITION	OUT FOR BID	4/23/2018	5/1/2018	5/10/2018
PUBLIC WORKS	REMOTES AND GARAGE DOOR MOTORS	OUT FOR BID	4/16/2018	5/1/2018	5/10/2018

PROJECTS IN PROGRESS

BUILDING	PROJECT NAME	STATUS
COURTHOUSE	TUCKPOINTING	PO ISSUED TO INDUSTRIAL ROOFING FOR SPECIFICATIONS CURRENTLY BEING WORKED ON
COURTHOUSE	SECURITY UPGRADE PHASE 2	WORK IS UNDERWAY FOR DESIGN AND SPECIFICATIONS
COURTHOUSE	MULTI-BUILDING ASSESSMENT	UNDER WAY
COURTHOUSE	WINDOW WELL CRATE COVERS	GETTING PROPOSALS
COURTHOUSE	FALL PROTECTION	SPECIFICATIONS ARE BEING DEVELOPED
COURT STREET	SECURITY IMPROVEMENTS REMOVABLE SYSTEM	WORKING WITH STAFF AND SGTS ON NEEDS
DIVERSION/ASC	RELOCATE PACKAGE BOILERS FROM OLD ROCK HAVEN	IN PROGRESS ON SITE

BUILDING	PROJECT NAME	STATUS
DIVERSION/ASC	CONCRETE WORK	GOING OUT FOR BID
ECLIPSE CENTER	SECURITY IMPROVEMENTS REMOVABLE SYSTEM	WORKING WITH STAFF AND SGTS ON NEEDS
FAIRGROUNDS	ROOF REPAIRS	IN PROGRESS
FAIRGROUNDS	ELECTRICAL UPGRADES	PO ISSUED
FAIRGROUNDS	LIGHTING UPGRADES	PO ISSUED
FRANKLIN ST	SECURITY IMPROVEMENTS REMOVABLE SYSTEM	WORKING WITH STAFF AND SGTS ON NEEDS
HCC	SIDEWALK REPLACEMENT	GOING OUT FOR BID
HCC	DOOR CARD ACCESS INSTALLATION	PO ISSUED WORK TO BEGIN
HCC	REBUILD COOLING TOWER	WAITING FOR FALL TO SCHEDULE FOR END OF COOLING SEASON
HCC	FACILITIES MASTER PLAN	FIRMS HAVE BEEN INTERVIEWED AND CHOSEN SCOPE IS DEFINED AND WAITING ON PROPOSAL
JAIL	AIR HANDLER CONTROLLER REPLACEMENT	PO ISSUED WORK BEING SCHEDULED
JAIL	CAMERA SYSTEM REPLACEMENT- MAIN JAIL	PO ISSUED WORK BEING SCHEDULED
JAIL	CAMERA SYSTEM REPLACEMENT- BLOCKS E&F	WORKING WITH ENGINEER ON PROPOSAL
JAIL	TUCK POINTING	SPECIFICATIONS ARE BEING WRITTEN
JAIL	SHOWER REFURBISH	PO ISSUED WORK BEING SCHEDULED
JAIL	INTERCOM-BLOCKS E&F	WORKING WITH ENGINEER ON PROPOSAL
JAIL	GRINDER PIPING REPLACEMENT	AT COUNTY BOARD FOR APPROVAL

BUILDING	PROJECT NAME	STATUS
JAIL	TWO CANOPIES FOR DOORWAY	DESIGN IS BEING WORKED ON
JOB CENTER	RENOVATE STAFF BATHROOMS	SPECIFICATIONS BEING DEVELOPED
JOB CENTER	CARPET REPLACEMENT	PO ISSUED AND IS BEING SCHEDULED
JOB CENTER	INSTALL DROP DOWN STAIRS	WAITING ON UPDATED PROPOSAL
OLD ROCK HAVEN	HAZARDOUS MATERIAL ABATEMENT	WORK IS UNDERWAY AND WILL BE COMPLETED 4/15/18
PUBLIC WORKS	NEW BELOIT FACILITIES ENGINEERING	WORKING WITH ANGUS YOUNG ON DESIGN AND SPECIFICATIONS
PUBLIC WORKS	EXTERIOR ELECTRICAL –MAIN SHOP	WAITING ON ENGINEERING PROPOSAL
PUBLIC WORKS	SHEET METAL BARRIER – MAIN SHOP	WAITING ON ENGINEER FOR PROPOSAL
PUBLIC WORKS	EXTERIOR LIGHTING	IN PROGRESS
PUBLIC WORKS	SALT SHED BEAMS	WAITING ON ENGINEERING PROPOSAL
PUBLIC WORKS	SERVICE DOOR REPLACEMENT	DISCUSSED WITH FACILITIES STAFF WILL DO IN HOUSE AS SOON AS WEATHER BREAKS WORK WILL BEGIN
UW-ROCK COUNTY YOUTH SERVICES	PATIO, RAMP, SIDEWALK CONCRETE WORK SHELTER CARE	GOING OUT FOR BID PUT ON HOLD.

PROJECTS NOT STARTED

BUILDING	PROJECT NAME	STATUS
COUNCIL ON AGING	DIRECTIONAL SIGN	
COUNCIL ON AGING	CANOPY	
DIVERSION/ADOLESCENT	RENOVATION OF VACANT ASC. FOR OCCUPANCY	
DIVERSION/ADOLESCENT	REPLACE WATER SOFTNER	
JAIL	VISITATION PASS-THROUGH WINDOW INSTALLATION	
JAIL	WATER COOLER REPLACEMENT	
JOB CENTER	CONCRETE FLOORING CLEANING	
PUBLIC WORKS	REPAIR WINDOW SEALS	
ROCK HAVEN	MAGNETIC DOOR HOLDERS	

COMPLETED PROJECTS

BUILDING	PROJECT NAME	STATUS
COURTHOUSE	CARPET REPLACEMENT	COMPLETED
COURTHOUSE	REPLACE COURTROOM H SEATING	COMPLETED
COUNCIL ON AGING	FLOORING REPLACEMENT	COMPLETED
HEALTH DEPT	REPLACE FLOORING	COMPLETED
JAIL	REMOVAL OF VINYL FLOORING AND POLISH CONCRTE	COMPLETED
PUBLIC WORKS	INSTALL COVERS OVER BALLARDS	COMPLETED
NEW ROCK HAVEN	ADD NEW ENTRANCE SIGN	COMPLETED