

ROCK COUNTY, WISCONSIN



NOTE:
This is a Teleconference Meeting

Amended:
11/12/20

GENERAL SERVICES COMMITTEE
TUESDAY, NOVEMBER 17, 2020 – 8:00 A.M.
CALL: 1-312-626-6799
MEETING ID: 816 0165 9536
PASSCODE: 550983

Join Zoom Meeting

<https://us02web.zoom.us/j/81601659536?pwd=L3h1K2xQdTZGUmF0c1kwS01UWDVLT09>

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Passcode: 550983

One tap mobile

+16699006833,,81601659536#,,,,,0#,,550983# US (San Jose)

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Meeting ID: 816 0165 9536

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Find your local number: <https://us02web.zoom.us/j/81601659536>

Join by Skype for Business

<https://us02web.zoom.us/skype/81601659536>

If you are interested in providing public comments on items on this agenda, you must submit your comments by 5:00 p.m. on Monday, November 16, 2020. To submit a public comment use the following email: marilyn.bondehagen@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>

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.

Amended:

11/12/20

**GENERAL SERVICES COMMITTEE
TUESDAY, NOVEMBER 17, 2020 – 8:00 A.M.**

Agenda

1. Call to Order
2. Approve Agenda
3. Approval of Minutes – November 3, 2020
4. Public Comment - sent in via email by 5 p.m. Monday, November 16, 2020
5. Transfers
6. Resolutions and Committee Approval
 - A. Awarding Contract for Rental Services of Uniforms, Shop Towels and Walk-off Mats for Facilities Management Department 2021-2024
 - B. Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location
7. Updates, Discussion and Possible Action
 - A. Update on 1717 Center Ave. Project
 - 1) Approval of Change Orders
 - 2) Schedule
 - 3) Payback on the Boiler Upgrade
 - B. Update on DPW Garage at Shopiere
 - 1) Schedule
 - 2) Approval of Change Orders
 - 3) Progress on Plan for Correcting Campground Well on County Property
 - C. Update on Potential Usage and Cost for the Courts to Use Conference Room K in the Job Center
8. Introduction of Facilities Superintendents
9. Discussion of December-January Meeting Times
10. Communications, Announcements and Information
11. 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 – November 3, 2020

Call to Order. Acting Chair Potter called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, November 3, 2020 via teleconference.

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

Committee Members Absent: One vacancy.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Michael Parille and Dave Froeber, Facilities Superintendents; Terri Carlson, Risk Manager.

Others Present: Brian Zobel, UW Whitewater at Rock County; Supervisor Richard Bostwick.

Approval of Agenda. Supervisor Fox moved approval of the agenda, second by Supervisor Homan. ADOPTED.

Approval of Minutes – October 20, 2020. Supervisor Brien moved approval of the minutes of October 20, 2020 as presented, second by Supervisor Fox. ADOPTED.

Public Comment. No comments were submitted.

Transfers. None.

Review of Payments. The Committee accepted the report.

Updates, Discussion and Possible Action.

Update on 1717 Center Avenue Renovation

Approval of Change Orders Mr. Parille said there are none at this time.

Schedule Mr. Parille said there is nothing new to report at this time. The project is on schedule.

Payback on the Boiler Upgrade Mr. Parille said they are waiting for more information and should have this for the next meeting.

Update on DPW Garage at Shopiere

Schedule Mr. Parille said November 11, 2021 is still the new completion date.

Approval of Change Orders Mr. Parille went over Change Order #9 in the amount of \$3,740 for salt storage foundation protection.

Supervisor Homan moved approval of Change Order #9 in the amount of \$3,740, second by Supervisor Brien. ADOPTED on the following vote: YES – Supervisors Brien, Homan and Potter; ABSTAIN – Supervisor Fox; and one vacant position.

Progress on Plan for Correcting Campground Well on County Property Mr. Parille said there is no easement between the two properties; and Mr. Baker, Planning & Development Director, is looking into what would be needed to add the well to the campground property.

Update on Cost for the Courts to Use Conference Room K Mr. Parille said they met with the Judges, looked into renting a stage, and security is still being discussed.

Communications, Announcements and Information. Supervisor Brien asked if it was known what caused the outage the prior day. Mr. Parille said it was still being determined as to the cause and also what needs to be done so it does not happen again.

Mr. Zobel said they are still looking to have hybrid classes until November 20; and Tommy Thompson is directing a UW wide testing for COVID.

Adjournment. Supervisor Fox moved adjournment at 8:11 A.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

November 10, 2020
DATE DRAFTED

AWARDING CONTRACT FOR RENTAL SERVICES OF UNIFORMS, SHOP TOWELS AND
WALK-OFF MATS FOR FACILITIES MANAGEMENT DEPARTMENT 2021-2024

- 1 **WHEREAS**, funds are incorporated into the budget each year for the rental of uniforms, shop
- 2 towels and walk-off mats that are used by Facilities Management Department at all locations; and,
- 3
- 4 **WHEREAS**, specifications were prepared and solicited from five vendors with only one vendor
- 5 submitting a bid (results attached); and,
- 6
- 7 **WHEREAS**, the bid was reviewed by Purchasing and Facilities Management staff with the
- 8 recommendation to accept the bid from Unifirst of Menominee Falls, WI.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 11 assembled this _____ day of _____, 2020 that a contract for uniforms, shop towels and
- 12 walk-off mats be awarded to Unifirst of Menomonee Falls, WI based on the terms and conditions
- 13 set forth in the contract and Invitation to Bid #2021-06.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Vacant, Chair

Robert Potter, Vice Chair

Brent Fox

David Homan

Tom Brien

FISCAL NOTE:

Funds were included in the 2021 budget and will need to be included in future budgets for this contract.

/s/ Sherry Oja

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.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Executive Summary

**AWARDING CONTRACT FOR RENTAL SERVICES OF
UNIFORMS, SHOP TOWELS AND WALK-OFF MATS FOR FACILITIES
MANAGEMENT**

Facilities Management contracts with a private vendor to provide employee uniforms, shop towels and walk-off mats for all locations. Bids were solicited from five vendors with one responding. The only bid was received from Unifirst of Menomonee Falls, WI.

The contract will begin January 1, 2021 and terminate December 31, 2021. Facilities Management may opt to renew the contract for two additional years, 2022 and 2023. The total contract shall not exceed three years.



BID SUMMARY FORM

PROJECT NUMBER #2021-06
 PROJECT NAME UNIFORMS, SHOP TOWELS & WALK-OFF MATS
 DEPARTMENT FACILITIES MANAGEMENT
 BID DUE DATE OCTOBER 13, 2020 – 1:30 P.M.

	UNIFIRST MENOMONEE FALLS WI
2021 FACILITIES	6,307.60
2022 FACILITIES	6,496.82
2023 FACILITIES	6,691.72
TOTAL 3 YEAR CONTRACT	\$ 19,496.14

The Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: Jodi Millis, Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Unifirst

Bob Antela 11-10-2010
 Signature Date

GOVERNING COMMITTEE APPROVAL:

 Chair Vote Date

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland- Director of
Facilities Management
DRAFTED BY

November 11, 2020
DATE DRAFTED

**Retaining Architectural/Engineering Firm for Design Services for the
Renovation and Addition to the 911 Communication Center to
Accommodate the Information Technology Department and Data Center at
the Same Location**

- 1 **WHEREAS**, design services will be required for the renovation and addition to 911 Communication
- 2 Center to accommodate the Information Technology Department (IT) which includes the data center; and,
- 3
- 4 **WHEREAS**, Venture Architects developed the Facilities Masterplan which included the 911
- 5 Communications Center as well as the Information Technology department space needs assessment; 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 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 _____, 2020, that a contract for architectural/engineering services be awarded
- 16 to Venture/Architects, of Milwaukee, WI, in the amount of \$798,059; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that based on the phases, timelines and budget, \$575,000 of this fee
- 19 is budgeted and will be billed in 2020. The balance of the fee in the amount of \$223,059 is budgeted
- 20 and will be billed in 2021.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Vacant, Chair

Robert Potter, Vice Chair

Brent Fox

Tom Brien

Dave Homan

Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location

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FISCAL NOTE:

Funds were included in the 2020 and 2021 budgets for the cost of the project. The \$575,000 in 2020 will be funded by sales tax revenues. The remaining \$223,059 will be funded by debt issuance proceeds.

/s/ Sherry Oja

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), Stats.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location

Executive Summary

Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location

The resolution before you awards a contract to Venture Architects of Milwaukee, Wisconsin, for design services for the renovation and addition to the 911 Communications Center Department and building to include the Information Technology Department and data center at the same location.

Venture Architects of Milwaukee was chosen unanimously out of three firms interviewed by a team consisting of Human Services, Sheriff's Office, Purchasing, Administration and Facilities Management to complete the Masterplan which included the 911 and IT operations.

Due to timelines, cost savings and work already performed on the 911 Communication Center and Information Technology space needs assessments, it is recommended to continue with Venture Architects for the design services.

The total cost is \$798,059. Based on the phases, timelines and budget, \$575,000.00 of this fee was budgeted and will be billed in 2020. The balance of the fee in the amount of \$223,059 was budgeted and will be billed in 2021.

Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location



October 12, 2020

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



ROCK COUNTY
WISCONSIN

RE: Rock County

Addition to the existing Communications Center for RockIT *and* remodeling of and addition to the Communications Building for the 911 department

Dear Mr. Sutherland;

Thank you for the opportunity to propose our work scope for the addition to and remodeling of the Communications Building. The enclosed is our proposal to satisfy the work scope as we understand it. Our repose is broken into three sections: Scope; Deliverables and Fee.

SCOPE - Understanding

- A. The county intends to add to and remodel the present Communications Building at: 3636 N. County Road F, Janesville, WI 53545.
- B. The existing building is approximately 10,500 SF.
- C. The project envisions adding approximately 15,000 sf for RockIT and approximately 2,500 sf to 911 while remodeling approximately 1,000 sf of the dispatch floor area.
- D. The cost of construction is \$6,816,893.00.
- E. Services will include design, specification, documents and construction administration of the following topics: Architecture and Interior Design, and the following Engineering: Structural, HVAC, Electrical + Lighting, Plumbing, Fire Protection (scope docs), Security (Access control and CCTV), Civil as well as Landscape Architecture.
- F. We will hold the following other professional services in our contract and thus in our fee: Surveying, Geotechnical, Audio + Video, Furniture (color and materials coordination only with Henricksen providing design and procurement within the existing County service contract).
- G. We will also hold a \$100,000 allowance to a Data and telecom designer pending receipt of proposals for this work from the list of service providers Rock County deems best apt

[/Venture/Architects / 212 North 25th Street, Milwaukee, Wisconsin 53233 / 414.271.3359 p / 414.271.0939 f / ventarch.com](#)

M:\Proposals\Rock County\911 + IT construction\Rock County 911 + IT 20.10.12 REVISED.docx

Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location



October 12, 2020

ROCK COUNTY, WI Communications Building Addition and Remodeling
51 S. Main Street, Janesville, Wisconsin 53545

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to execute the work. Should the proposal be less than the allowance Venture will credit those funds back to Rock County.

- H. We have also included the following expenses in our fee: Plan review, Bid Advertising and traditional architectural reimbursables for mileage and printing.
- I. The County would like to begin work immediately based on the following design schedule
 - 1) Schematic design:.....October 2020
 - 2) Design Development:November 2020
 - 3) Construction Documents:December 2019–February 2021
 - 4) Bidding:March 2021
 - 5) Construction:.....April 2021–December 2021
 - 6) Installation:.....January-March 2022

We are committed to improving this schedule as design is occasionally non-linear. If our design process enables earlier completion we will do so in consultation with you to optimize timing and market exposure.

- J. The architect will further be responsible to acquire necessary approvals from the City of Janesville and within the County process. Submittal costs associated with this process are NOT included in our fee but may be included if so desired.
- K. We expect to combine this project and the DA remodeling project into a single bid package to enhance construction interest and to optimize our production activity.
- L. The Architect will enter into a mutually agreeable contract as negotiated with Facilities and Rock County Corporate Counsel.
- M. The fee for the services will be billed for less than the 2020 professional services cap of \$575,000. We will amend our contract for the of the IT designer final fee once we have a stipulated fee. At that time should the fee allowance we have created be more than that fee we will credit the remaining portion to Rock County.

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 60-70 sheets.

Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location

October 12, 2020



ROCK COUNTY, WI Communications Building Addition and Remodeling
51 S. Main Street, Janesville, Wisconsin 53545

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- H. The timeline described in the scope section could be accelerated modestly. We expect that the project be positioned to fulfill contractor 2020 backlog. 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.
- I. 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.
- J. Attendance at alternate-week construction meetings during the construction administration phase.
- K. Other tasks not specifically enumerated but usual and customary for a project of this magnitude.

FEE

Our fee for the task as described is \$798,059. The sum for basic services [\$556,260] represents 8.16% of the construction value. We have included an additional sum to complete the tasks and expenses in E, F, G and H above as requested. Please note that the budget allocated \$914,170 for professional services. Our fee is \$125,111 less than the budgeted fee allocation. This is achieved by economy of scale and a better understanding of your processes and we believe is a measurable value to Rock County.

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

John Sabinash
Project Manager
Vice President | Principal

Attachment (budget and responsibility matrix)