

## Infrastructure Committee

### AGENDA

Jefferson County Courthouse  
320 S. Main Street, Room 112  
Jefferson, WI 53549

March 20, 2013

\*REVISED 03-15-2013

10:30 a.m.

### Committee Members

Richard Jones, Rick Kuhlman, Vice Chair, Russell Kutz, Don Reese, Chair, Dick Schultz, Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the March 12, 2013 Infrastructure Committee meeting minutes
7. Communications
8. \*Discussion and possible action on the purchase of a Storage Area Network (SAN) by the MIS Department
9. \*Discussion and possible action on the purchase of an Uninterruptable Power Supply (UPS) unit by the MIS Department
10. Discussion and possible action on Community Supported Agriculture (CSA) County/City drop off site
11. Discussion and possible action on the final environmental inspection report for former Countryside Home
12. Discussion and possible action on the purchase of the old Countryside Home property
13. Discussion and possible action on Sheriff Annex Building construction project
14. Status report on the courthouse bathroom remodeling project
15. Discussion and possible action on advantages of construction management contracts
16. Discussion and possible action on proposals from architectural and engineering firms on the final site plan and building design for the Highway Department's new main facility
17. Discussion and possible action on a Request for Proposal (RFP) for final design of the Lake Mills and Concord new satellite facilities for the Highway Department
18. Review committee 2013-2014 meeting schedule
19. Potential items for the Committee's next meeting
20. Set tentative next committee meeting time and date
21. Adjourn

2013
April 17 <sup>th</sup>
May be Rescheduled

All meetings in Room 112 at 10:30 a.m. unless noted

The Committee may discuss and/or take action on any item specifically listed on the agenda

A quorum of the members of Land and Water Conservation Committee and the Highway Committee may attend this meeting. No action will be taken by these two Committees.

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made***

**Jefferson County Board  
Committee Minutes  
March 12, 2013  
Infrastructure Committee**

#6

**1. Call to order**

Meeting called to order by Supervisor Reese at 1:00 p.m.

**2. Roll call of Committee Members**

Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese and Dick Schultz.

Others Present: Gary Petre – County Administrator; Phil Ristow – Corporation Counsel; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Assistant-Confidential; Bill Kern – Highway Commissioner; Meg Kelly – High Meadow Farmer CSA Program; Supervisor Walt Christensen; Terri Palm-Kostroski – HR Director; Mark Miller – Maintenance Director.

**3. Certification of compliance with the Open Meetings Law**

The County Administrator reported that the meeting agenda was properly noticed in compliance with the law.

**4. Review of the Agenda**

No changes were made.

**5. Public Comment**

None

**6. Approval of the February 19, 2013 Infrastructure Committee meeting minutes**

Motion made by Supervisor Schultz; Second by Supervisor Kuhlman to approve the February 19, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).

**7. Communications**

- High Meadow Farm – Community Supported Agriculture program brochure
- Asbestos Neshap Demolition Inspection Report – Delahey Industries, Inc.
- Information on Highway Department's Lake Mills satellite facility project

**8. Discussion and possible action on establishing drop off site(s) for the Community Supported Agriculture (CSA) program deliveries.**

Terri Palm explained that she sent a survey out to county employees and a lot of employees were interested in the CSA program. She also noted that there is a reimbursement available through our health insurance wellness program for participating in a CSA. There is in need for a drop off location for the county. Meg Kelly (High Meadow farm) explained to the committee how the program works and what kind of location would work best for the drop off site. The committee authorized a drop site at Human Services if needed. Terri talked about the possibility of partnering with the City of Jefferson and using city property for a drop off site. She will follow up with the City to see if this is still an option.

Motion made by Supervisor Reese; Second by Supervisor Kutz to allow a drop off site for the CSA program at Human Services. Ayes-All (Motion Carried).

**9. Discussion and possible action on reconsideration of the Committee's February 19, 2013 motion to recommend to the County Board approval of an architectural and engineering contract with Barrientos Design for the final design and construction management of the Highway Department's Lake Mills satellite facility.**

Phil Ristow provided information for the Committee to review. He went over the information and talked about the ordinance relating to issuing RFPs. He discussed the possible consequences of not putting the project out for bid. Gary Petre reviewed the reasoning behind the Highway Committee recommendation and resolution that is going to County Board. Bill Kern agreed that the recommendation was made with the best interest of the taxpayers in mind and to get the project completed. The Committee feels that they have an experienced engineering firm that has already completed much of the work and are comfortable contracting with Barrientos Design to complete the project. No action taken.

**10. Closed session per Wisconsin State Statutes §19.85(1)(e) and (g) to discuss negotiations concerning the purchase of public property and conferring with legal counsel**

Motion made by Supervisor Schultz; Second by Supervisor Jones to convene in closed session to discuss negotiations concerning the purchase of public property and conferring with legal counsel. Roll Call Vote was taken – Ayes All (Motion Carried)

**11. Reconvene in open session to take possible action on any items discussed in closed session**

Motion made by Supervisor Kuhlman; Second by Supervisor Jones to reconvene in open session to take possible action on item discussed in closed session at 2:13 p.m. Ayes-All (Motion Carried). No action was taken on any items discussed in closed session.

**12. Potential items for the Committee's next meeting**

- Approval of the March 12, 2013 Committee meeting minutes
- Discussion and possible action on the final environmental inspection report for former Countryside Home
- Status report on courthouse bathroom remodeling project
- Discussion and possible action on Sheriff Annex Building construction project
- Discussion and possible action on advantages of construction management contracts
- Review committee meeting schedule
- Discussion and possible action on the purchase of the old Countryside Home property

**13. Set tentative next committee meeting time and date: March 20, 2013 at 10:30 a.m.**

**14. Adjourn**

Supervisor Schultz made a motion to adjourn; Second by Supervisor Kutz at 2:15 p.m. Ayes – All (Motion Carried).

**From:** Roland Welsch, Jr.  
**Sent:** Thursday, March 14, 2013 3:31 PM  
**To:** Gary Petre  
**Subject:** UPS and SAN purchase

Gary

I would like to make 2 purchases. The UPS for the secondary data center and a replacement SAN. The UPS is budgeted in the 2013 budget. The replacement SAN is funded with 2012 to 2013 carry over money and savings from the purchase of the UPS and some additional money kicked in from LIO.

UPS for WFD Purchase price \$35,250  
Electrical work \$5,000  
Total \$40,250  
Budgeted \$70,000  
Savings \$29,750

SAN  
SAN Purchase price \$96,128  
2012 to 2013 Carry Over \$58,025.05  
Savings from UPS \$29,750  
Andy is going to kick in about \$8352.95 not to exceed \$10,000

What do I need to do to move forward? Let me know if you want to come over or have me come over there to discuss this.

Thanks,  
Roland

Background information

Quotes received:

UPS

Power Resources, Hope Valley, RI \$41,030  
Power Pros, Zebulon, NC \$36,237  
MaxPower Corp, Necedah, WI \$72,202  
Superior Power Solutions, Magnolia, TX \$34,130  
Quality Power Solutions, Madison, WI \$35,250

SAN

Synercom, Brookfield, WI \$194,763.40  
PCM-G, Chantilly, VA \$190,600  
MNJ Technologies, Buffalo Grove, IL \$194,968.42  
SHI, Somerset, NJ \$187,072.20  
Nimble Storage (Direct Manufacturer), San Jose, CA \$96,128

Roland Welsch, Jr.  
Information Technology Manager  
402 S. Center Avenue  
Jefferson, WI 53549



### *Summary of Advantages of Construction Management Contracts*

As a recap, and in no particular order, I have tried to itemize the advantages to the Owner of the Construction Management approach discussed herein:

1. The CM can orchestrate the bidding of individual bid packages to enable a fast-track approach to construction.
2. The earliest possible starting and completion dates are obtainable due to phased construction.
3. The objectives of the Owner and Construction Manager are aligned. The Owner, Architect and CM work together towards the project's success. The animosity attributed to other contract formats is avoided under the CM methodology.
4. The CM acts to protect the Owner's interests with subcontractors throughout the Construction phase.
5. The Owner is able to maximize the use of his construction dollar due to the cost input during the design phase.
6. Pre-purchasing of long lead items is available in order to prevent delays in the construction phase.
7. The CM troubleshoots the design to prevent change orders and redesign. The CM also checks constructability and construction methodologies.
8. It is possible to redesign certain portions of the project without affecting the schedule during construction.
9. Price checks by the CM throughout the design phase keep the project in budget and on schedule by preventing redesign.
10. The CM schedules and administrates the bid process.
11. The CM works on a fixed fee or percentage fee basis with all of the construction savings being returned to the Owner.
12. There is input on costs, materials, and scheduling throughout the design phase. The Owner is best positioned to make good design decisions when armed with accurate and timely information through the preconstruction involvement of the Construction Manager.
13. The Owner is afforded an open-book to job costs and is billed actual costs rather than an estimate of costs.
14. There are typically fewer change orders on CM projects than there are on bid jobs.
15. The selection process for Construction Manager focuses on qualifications rather than price.
16. Bids are received from a select list of prequalified subcontractors, thus giving the Owner the benefit of a bid project.
17. Costs are paid for after they are incurred. The Owner is not expected to cash flow expenses.
18. There are real savings for most tax-exempt organizations.
19. The need for bonding can be evaluated on a case-by-case basis.



## YOUR COUNTY GOVERNMENT AT WORK - SCHEDULE OF MEETINGS 2013-2014

COMMITTEE / BOARD	ROOM/TIME	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Administration & Rules/ICC Committee 8:30 a.m. / 9:00 a.m.	Administrative & Rules Last Wednesday, 8:30 a.m. Rm 112 ICC 3rd Monday	29 20	26 17	31 15	28 19	25 16	30 21	27 18	25 16	29 20	26 17	26 17	30 21
Blue Spring Lake Mgmt District	Called by President												
County Board of Health	Bi Monthly 3rd Wed 1:00 p.m. Conf. Rm	8	X	17	X	18	X	20	X	15	X	19	X
Economic Development Consortium	2nd Wednesday 8:30 a.m. UWX Rm 12	8	12	10	14	11	9	13	11	8	12	12	9
Fair Park Committee	1st Thursday 8:00 a.m. Conf. Rm	2	6	4	1	5	3	7	5	2	6	6	3
Farmland Conservation Easement	2nd Monday 12:30 p.m. Rm 203	13	10	8	12	9	14	11	9	13	10	10	14
Finance Committee	2nd Thursday 8:30 a.m. Rm 112	9	13	11	8	12	10	14	12	9	13	13	10
Highway Committee	1st Tuesday 8:00 a.m. Hwy Office	7	4	2	6	3	1	5	3	7	4	4	1
Historic Sites Preservation Commission	4th Thursday 6:30 p.m. UWX	23	27	25	22	26	24	28	26	23	27	27	24
Home Consortium Board	3rd Thursday 9:00 a.m. Waukesha	16	20	18	15	19	17	21	19	16	20	20	17
Human Resources Committee	3rd Tuesday 8:30 a.m. Rm 112	21	18	16	20	17	15	19	17	21	18	18	15
Human Services Board	2nd Tuesday 8:30 a.m. Workforce	14	11	9	13	10	8	12	10	14	11	11	8
Infrastructure Committee	3rd Wednesday 10:30 a.m. Rm 112	15	19	17	21	18	16	20	18	15	19	19	16
Jefferson County Library Council	7:00 p.m. TBD												
Lake Ripley Management District	3rd Saturday 9:00 a.m. Oakland	18	15	20	17	21	19	16	21	18	15	15	19
Land & Water Conservation Committee	3rd Wednesday 8:30 a.m. Rm 202	15	19	17	21	18	16	20	18	15	19	19	16
Law Enforcement Emergency Mgmt	4th Friday 8:30 a.m. Rm 112	24	28	26	23	27	25	22	27	24	28	28	25
Mid-WI Federated Library Systems Bd	Last Tuesday 6:00 p.m. Horicon	28	25	30	27	24	29	26	31	28	25	25	29
Parks Committee	1st Monday 1:00 p.m. Rm 202	6	3	1	5	2	7	4	2	6	3	3	7
Planning & Zoning Committee	Last Monday 8:30 a.m. Rm 203	TBD	24	29	26	30	28	25	30	27	24	31	28
Planning & Zoning Public Hearing (PH)	3rd Thursday 7:00 p.m. Rm 205	16	20	18	15	19	17	21	19	16	20	20	17
Planning & Zoning Board of Adjustment (Site Inspections followed by PH)	2nd Thursday 1:00 p.m. Rm 203/205	9	13	11	8	12	10	14	12	9	13	13	10
Planning & Zoning Site Inspections	Mon prior to PH 8:00 a.m. Rm 203	13	17	15	12	16	14	18	16	13	17	17	14
Solid Waste & Air Quality Committee	3rd Friday 8:30 a.m. Rm 203	17	21	19	16	20	18	15	20	17	21	21	18
University Extension Education Committee	2nd Monday 8:30 a.m. UW Rm 12	13	10	8	12	9	14	11	9	13	10	10	14
Utility Tax Association	Quarterly	Called by Chair or the Board											
Veterans Service Commission	Annually 2:30 p.m. Rm 112	Called by Chair											
COUNTY BOARD	2nd Tuesday 7:00 p.m. *Monday 7:00 p.m.	14	11	9	13	10	8	12	10	X	11	11	15
		Budget Public Hearing						22					

NOTE: AGENDAS ARE DUE TO ADMINISTRATOR'S OFFICE BY 10:00 A.M. ON WEDNESDAYS  
Regular Meeting Dates are Subject to change and must be given to the County Administrator's Office

Elections

February 18, 2014  
April 1, 2014

Board of Canvass

February 20, 2014  
February 25, 2014  
April 3, 2014  
April 8, 2014

Finance Committee

Budget Hearings  
September 11, 2013  
September 13, 2013  
September 16, 2013  
September 18, 2013

WI Counties

Annual Conference  
September 22-24, 2013

County Fair

July 10-14, 2013

Clean Sweeps

May 18, 2013 Watertown  
September 21, 2013 Fort Atkinson  
October 4, 2013 Whitewater  
April 12, 2014 Fair Park

HOLIDAY

# **Jefferson County Highway Department**

## **Jefferson Main Facility – Proposals**

Due Date: March 15, 2013

### **A/E Firms**

**Short Elliot Hendrickson**  
**Kodet Architectural Group**  
**Oertel Architects**  
**Venture Architects**  
**General Engineering**  
**Prairie Lights Architecture**  
**Barrientos Design**  
**Bray Architects**  
**CBS Squared**  
**Kueny Architects**  
**Graef**  
**Mead & Hunt**  
**Angus Young**

**Strand Associates** – Declined because of lack of large highway garage experience.

**Ayres Associates** – Declined, feel the counties interests will be best served by firms that have worked on portions of the project and with more recent experience in this specialized field.

### **Notes**

- 13 architectural and engineering firms submitted proposals for the project
- Staff is just beginning to review proposal qualifications and costs
- Average proposal estimate was approximately \$705,000, with a range from \$438,000 to \$1,250,000.
- The facility proposals will be reviewed based on the following criteria:
  - Similar work on County Highway/Large Public Works garages
  - Architectural/Engineering Team Members and similar design experience
  - Project design approach and understanding of project/scope
  - Quality of overall proposal
  - Lump sum fee and hourly rates

# Jefferson County Highway Department

## Jefferson Main Facility – Design Proposals

### Review Process

#### **Qualifications**

##### Area 1 (Experience) [25 points]

Similar County Highway Main Facilities [Last 10 years]

Similar Public Works Facilities (> 55,000 sf) [Last 10 years]

Demonstrate Design Experience [Last 10 years]

##### Area 2 (Design Team) [25 points]

Architectural Team Members – Similar large facility recent experience

Engineering Team Members – Similar large facility recent experience

References

##### Area 3 (Project Understanding) [25 points]

Project Design/Management Approach

Understanding & Acceptance of Scope

#### **Fees**

##### Lump Sum Fee and hourly rates [25 points]

Total design cost

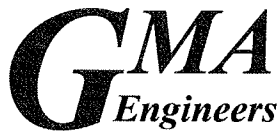
Hourly rates

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**Grades =      75% Qualifications  
                    25% Fees**

\*Proposals will be ranked with the above criteria and firms will be rewarded points from 1-100.





**GUNNAR MALM & ASSOC INC  
CONSULTING ENGINEERS**

6402 Odana Road  
Madison, WI 53719

January 18, 2013

Mr. Mark Miller, Maintenance Manager  
Jefferson County Central Services  
320 S. Main St.  
Jefferson, WI, 53549

RE: Jefferson Co. Sheriff's Annex Masonry Restoration – Engineering & Construction Administration Services

Dear Mr. Miller,

GMA is providing the following proposal for Engineering, Construction Documents, and Construction Administration services of the Jefferson County Sheriff's Annex Building work. Per the initial scope described in the Conditions Report dated September 18, 2012, the services will include the following:

- Development of construction drawing plans, elevations, details, sections and specifications for:
  - Wall bracing / shoring plans & details with schematic locations and building loads
  - Masonry restoration, air vapor barrier detailing, exterior cladding, flashing detailing
  - Construction products selection included in specifications
- Project Construction Administration
  - Conducting construction meetings; Pre-construction and bi-weekly progress meetings. The taking and distribution of written meeting minutes
  - Product submittal review
  - Phasing approval and coordination
  - Contractor's construction schedule review
  - Shoring design approval, supplemental shoring as required during construction.
  - Construction Inspections with written reports with photos noting observed construction progress.
  - Review of independent testing reports
  - Review of Contractors invoicing

The fee for this report will be \$23,960.00. All mileage, reimbursable and printing expenses are included in this fee.

- The following services are not included in this proposal, with these items paid for by Jefferson County (unless noted otherwise):
  - Mason Contracting services during GMA investigative phase, to expose hidden components.
  - Laboratory services to identify the type of white exterior coating on building, analyze the coating for lead content, bond strength pull off testing of existing coating.
  - Engineered design of required shoring. (Contractor to include in Project Bid)

If this proposal is acceptable please sign where indicated below. We look forward to working with you on this project.

Ronald A Bernhagen

Agent for Jefferson County

Date

RESOLUTION NO. 2013-\_\_\_\_\_

**Authorize purchase of a storage area network (SAN)**

WHEREAS, the MIS staff has reviewed the current equipment serving the County's data processing needs, and recommends replacement of the current storage area network, and

WHEREAS, bids for the hardware were solicited with the results as follows:

Synercom Brookfield, WI	\$ 194,763.40
PCM-G Chantilly, VA	\$ 190,600.00
MNJ Technologies Buffalo Grove, IL	\$ 194,968.42
SHI Somerset, NJ	\$ 187,072.20
Nimble Storage (Direct Manufacturer) San Jose, CA	\$ 96,128.00

AND WHEREAS, the MIS staff and the Infrastructure Committee recommend purchase of the SAN from Nimble Storage, San Jose, California, in the amount of \$96,128,

NOW, THEREFORE, BE IT RESOLVED that Roland Welsch Jr. is authorized to contract with Nimble Storage in the amount of \$96,128 for the SAN equipment.

*Fiscal Note: \$58,025 was carried over from the 2012 to the 2013 budget for equipment purchases; \$37,468 can be saved in the UPS purchase, with the balance of \$635 coming from Land Information Office Account # (to be determined).*

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

Requested by  
Infrastructure Committee

04-16-13

Phil Ristow: 03-19-13

**RESOLUTION NO. 2013-\_\_\_\_\_**

**Authorization to purchase an uninterruptable power supply (UPS)**

WHEREAS, the MIS Department operates a secondary data center at the Workforce Development Center, and

WHEREAS, it is time to replace the uninterruptable power supply (UPS) which keeps the system operating in the event of a power outage, and

WHEREAS, bids were solicited for the required hardware with results as follows:

Power Resources Hope Valley, RI	\$41,030
Power Pros Zebulon, NC	\$36,237
MaxPower Corp. Necedah, WI	\$72,202
Superior Power Solutions Magnolia, TX	\$34,130
Ready Electric Fort Atkinson, WI	\$67,111
Quality Power Solutions Madison, WI	\$34,095

AND WHEREAS, the MIS staff and the Infrastructure Committee recommend purchase of the UPS from Quality Power Solutions, Madison, Wisconsin, for the amount of \$34,095,

NOW, THEREFORE, BE IT RESOLVED that Roland Welsh Jr. is authorized to contract with Quality Power Solutions in the amount of \$34,095 for a UPS.

BE IT FURTHER RESOLVED that Roland Welsh Jr. may contract for electrical work in an amount less than \$5,000 for installation of the UPS.

*Fiscal Note: \$76,000 was budgeted in the 2013 budget for this purpose. It is anticipated that electric work will cost \$4,437 for a total of \$38,532 leaving savings of \$37,468 to be applied to the purchase of the new SAN.*

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

Requested by  
Infrastructure Committee

04-16-13

# **REQUEST FOR PROPOSAL FOR ARCHITECTURAL & ENGINEERING SERVICES**

## **Request for Proposal Jefferson County Highway Department LAKE MILLS SATELLITE FACILITY CONCORD SATELLITE FACILITY**

### **Jefferson County Highway Department Satellite Facilities**

Issue Date: March 20<sup>th</sup>, 2013

Proposals due: April 5<sup>th</sup> 2013 at 2:00 PM



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## **1. INVITATION TO PROPOSE**

Jefferson County Administration is seeking proposals from well-qualified architectural firms to provide building design and construction administration services for the development of two County Highway Satellite Facilities located in Lake Mills and Concord in Jefferson County. The services will be full-design assuming a single-bid document package with a General Contractor procured through a public bidding process.

The proposal requirements and process will follow Jefferson County purchasing procedures as described in section 9. Proposal Requirements.

## **2. BACKGROUND**

The current County Highway Satellite Facilities located in Jefferson County no longer perform adequately and it has been determined through past studies that two new structures need to be built. The new facilities locations are in Lake Mills, WI on property recently purchased by Jefferson County on Oasis Lane. The second property is located in Concord, WI adjacent to the Interstate 94 and County Highway F interchange off County Shop road.

Each satellite garage will house 6 plow/haul/small trucks, and during the winter season will have an average of 4 people working out of each facility. The facilities will include vehicle storage, small office, bathroom, and a locker room.

The site functions are an integral part of the design and include storage for salt, stockpiles, vehicle fueling, road maintenance stock, staff parking and vehicle circulation.

## **3. SITE PLANNING TO DATE**

### **Concord Site**

The Concord Site is located off County Shop Road, on the southwest corner of the Interstate 94 and County Highway F interchange. The site consists of a small cold storage building, fuel tank, brine tank, and salt shed. The site is county-owned and is approximately 5.6 acres in size, it is surrounded by a small meandering stream.

To date, the site was identified as a future satellite shop site within a highway facility study completed in 2011/12, and it was determined the shop design would be nearly identical to the Lake Mills shop design.

### **Lake Mills Site**

The Lake Mills Site is located off Oasis Lane, on the northwest corner of the Interstate 94 and State Highway 89 interchange. The site was recently purchased by the county and contains a paved access driveway through the property to the adjacent WisDOT parcel to the south. The WisDOT parcel contains a 4,000 ton salt shed that was completed in October, 2012. The county-owned parcel is approximately 3.7 acres in size, and is a vacant property. A preliminary site plan was recently approved by the City of

Lake Mills, and annexation of the property into the City of Lake Mills was approved by the Wisconsin Department of Administration on February 25, 2013.

To date, an Architectural Consultant has developed a concept site plan illustrating the layout of buildings, site facilities, roadways, parking, and the general topography of the site. The site drawings are attached at the end of this RFP.

#### **4. BUILDING PROGRAM**

Based on the Schematic plans, the main Garage will have these main functions:

1. Fleet Parking Garage for 6 vehicles
2. Office Area with work station
3. Storage for small tools/equipment
4. Locker Room
5. HVAC, control room
6. Bathroom/Lockers

The shop building will be approximately 12,500 sf steel-framed and metal building enclosure housing vehicle storage for six trucks, office/staff ready room, lockers, toilet and a storage room. Yard facilities will include fueling station for diesel fuel, stockpile bins and fencing. Site work will involve grading, paving, utilities, stormwater, site lighting, landscaping and signage.

Specialty equipment to be selected and specified by the Architect include:

1. Office furnishings, workstations, tables, chairs, shelving
2. Fuel system, card system
3. Shelving and workbenches
4. Security system; cameras and monitoring

The Owner will select, specify and procure separately the systems of: telephones, IT network and computers, radio and antenna. The Architect is to coordinate their housing, support, conduit and connections.

Key interior environmental controls will include:

1. Integrated building controls: HVAC, lighting, security (Controls will be reviewed for feasibility and integration with main highway facility)
2. Sprinklered throughout per NFPA 13 (As required)

Site facilities include:

1. Fueling Station and card system, 10,000 gallon diesel
2. Brine System tanks
3. Loading Ramp
4. Stockpile bins and pads
5. Staff and Visitor Parking
6. Roadways, parking lot, stormwater management, utilities, landscaping and site lighting.

## **5. SUSTAINABILITY PROGRAM**

Sustainable design practices will be reviewed and approved as appropriate.

## **6. CONSTRUCTION BUDGET**

The final construction budget will be finalized in the design process and with the County Board's approval. For the purposes of scale and responding to this proposal, the construction cost estimate developed by the Architect for the site planning work of 2012 is estimated to be in the range of \$1,350,000.

## **7. PROJECT SCHEDULE**

The project will proceed along these milestones:

RFP Issue	March 20 <sup>th</sup> , 2013
Proposals Due	April 5 <sup>th</sup>
Committee Review of Proposals	April 9 <sup>th</sup>
County Board Approval of Architectural Firm	April 16 <sup>th</sup>
Start of Design Development (DD)	April 17 <sup>th</sup>
Complete DD and Site Plan Approval Package	June 10 <sup>th</sup>
Start of Construction Documents	June 10 <sup>th</sup>
Submit Construction Documents & Cost Estimate	July 1 <sup>st</sup>
Complete State Plan Review & Issue Bid Documents	July 17 <sup>th</sup>
Receive Bids	August 5 <sup>th</sup>
Board Approval and Award of Contract	August 13 <sup>th</sup>
Construction Substantial completion	December 1 <sup>st</sup> , 2013

## **8. SCOPE OF A/E SERVICES**

Architectural/Engineering services will involve Design Development, Construction Documents, Bidding and Construction Administration. The terms, responsibilities, definitions and phases generally will follow the AIA Owner Architect Agreement B101 2007 with the following scope governing.

The Architect will provide these professional design services:

1. Architecture
2. Structural Engineering
3. Civil Engineering
4. HVAC Engineering
5. Plumbing and Fire Protection
6. Electrical Engineering
7. Landscape Architecture
8. Interior Design, furnishing and signage



The building design documents are to be created within an industry-acknowledged Building Information Modeling (BIM) software such as Autodesk Revit, Graphisoft or Bentley. AutoCAD files will not meet this criteria.

### **Design Development & Planning Approvals**

1. Finalizing of the Building and Site Plan with Highway staff, gathering of further room and equipment requirements.
2. Development of building sections, elevations and typical wall assemblies
3. Finalize site facility requirements, sizing, layout and product lines.
4. Selection and specification of fixed equipment within the Building
5. Assist in procuring a geotechnical exploration.
6. Foundations analysis and design criteria, based on Geotech report
7. Building Engineering: structural, HVAC, electrical, plumbing. Selection and sizing of systems.
8. Updated building cost estimates
9. Procurement of electronic Survey and development of a CSM
10. Civil engineering to include: grading, paving, stormwater, utilities, and erosion control.
11. Review existing documents and make any necessary adjustments to site plan
12. Submit Site Plan Approval Package and attend meetings and hearings
13. Final Stormwater Management plan application to WDNR
14. Building Code review along with other safety officials.
15. Preliminary engineering of Green/Sustainable technologies.
16. Preliminary specifications
17. Cost Estimates
18. Presentation graphics suitable for public meetings. Includes two perspectives, colored elevations, colored site plans with landscaping.
19. Client review and progress meetings as needed, no limit.
20. County Board or Committee presentations, up to two

### **Construction and Bidding Documents**

1. Final construction documents for all disciplines including plans, details and schedules.
2. Final review of products, materials and equipment.
3. Code conformance review of design disciplines.
4. Finish board of interior products.
5. Finalize technical specifications.
6. Final Civil Engineering of site including: grading, utilities, stormwater, erosion control
7. Writing of General Conditions and Bid Invitation documents
8. Final cost estimate.
9. Coordination with Highway Department regarding bid items that may be completed by county.
10. Value engineering options
11. Submission of Design Documents for State Plan Review
12. Client review and progress meetings as needed, no limit.
13. County Board or Committee presentation, up to two.

## **Bidding & Construction Administration Services**

1. Preparation of Bid announcement
2. Bidding issuance, walk-through, issuance of addenda.
3. Review, tabulation and recommendation of bids.
4. Final GC contract writing.
5. Construction Kick-off
6. Review of Contractor's schedule, workplan.
7. Review of shop drawings and other submittals.
8. Progress meeting and Construction Observation once per week.
9. Change Orders and Clarifications
10. Punch list review
11. Project Closeout, provide CA services at least two months after Substantial Completion.
12. Start-up and balancing of mechanical equipment
13. Warranties, operation manuals and as built plans

## **9. PROPOSAL REQUIREMENTS**

Architectural firms are to provide a lump-sum fee to provide the base services described above. This base fee is to be broken down by design Phases of Design Development, Construction & Bidding Documents, Bidding Assistance and Construction Administration.

In addition, provide an Hourly Rate by category for any negotiated time and material work. See the information below in the 'Proposal Contents' regarding separating design approach and fees for both the Lake Mills facility and the Concord facility, and then providing a combined fee and proposal if both facilities are designed, bid, and built at the same time.

Allowable reimbursables will include governmental application fees, bid document printing and printing of documents for County Board and public distribution. No other reimbursables will be allowed in the RFP response.

## **PROPOSAL CONTENTS**

The RFP will include the following section headings and contents:

1. Letter of Interest
2. Similar County Highway or Public Work Garages designed in the last 10 years. Demonstrate building and site design expertise with a similar program.
3. Architectural Team Members. Their experience with County Highway and Public Works Garages.
4. Engineering Team Members. Their experience with similar type buildings and sitework.
5. List of References. Provide at least five project references from similar projects.
6. Project Design and Management approach\*
7. Understanding & Acceptance of Scope of Work.
8. Base scope lump sum Fee proposal & Hourly Rates (Lake Mills, Concord, Combination if both facilities are designed, bid, and built at the same time).

\*Within the proposal submitted, there should be a separate project design and management approach for each satellite shop (Lake Mills and Concord). The base lump sum fee and hourly rates should be listed for each individual facility and firms should include the fees with the assumption the architect may only be retained to design one of the facilities. The firms should include an option for the county if the firm is retained to complete both facilities (Design and Construction) at the same time, and how the fee structure would be adjusted.

Fifteen (15) copies of the proposal should be submitted along with an electronic copy in pdf format on an accompanying thumb drive. The proposal should be marked Final Design on the envelope, and submitted to the Jefferson County Highway Department office at the following address:

Jefferson County Highway Department  
Attn: William Kern, Highway Commissioner  
141 West Woolcock Street  
Jefferson, WI 53549

Following the RFP issuance questions are to be directed to Bill Kern at [billk@co.jefferson.wi.us](mailto:billk@co.jefferson.wi.us). As part of the public proposal process, all questions and clarifications via email will be documented and issued through addenda.



A001A

## 02 LAKE MILLS SATELLITE SHOP SITE PLAN

### KEYPLAN WITH INTERCOMMUNE CONTEXT

**BARRIENTOS**  
DESIGN ARCHITECTS ENGINEERS

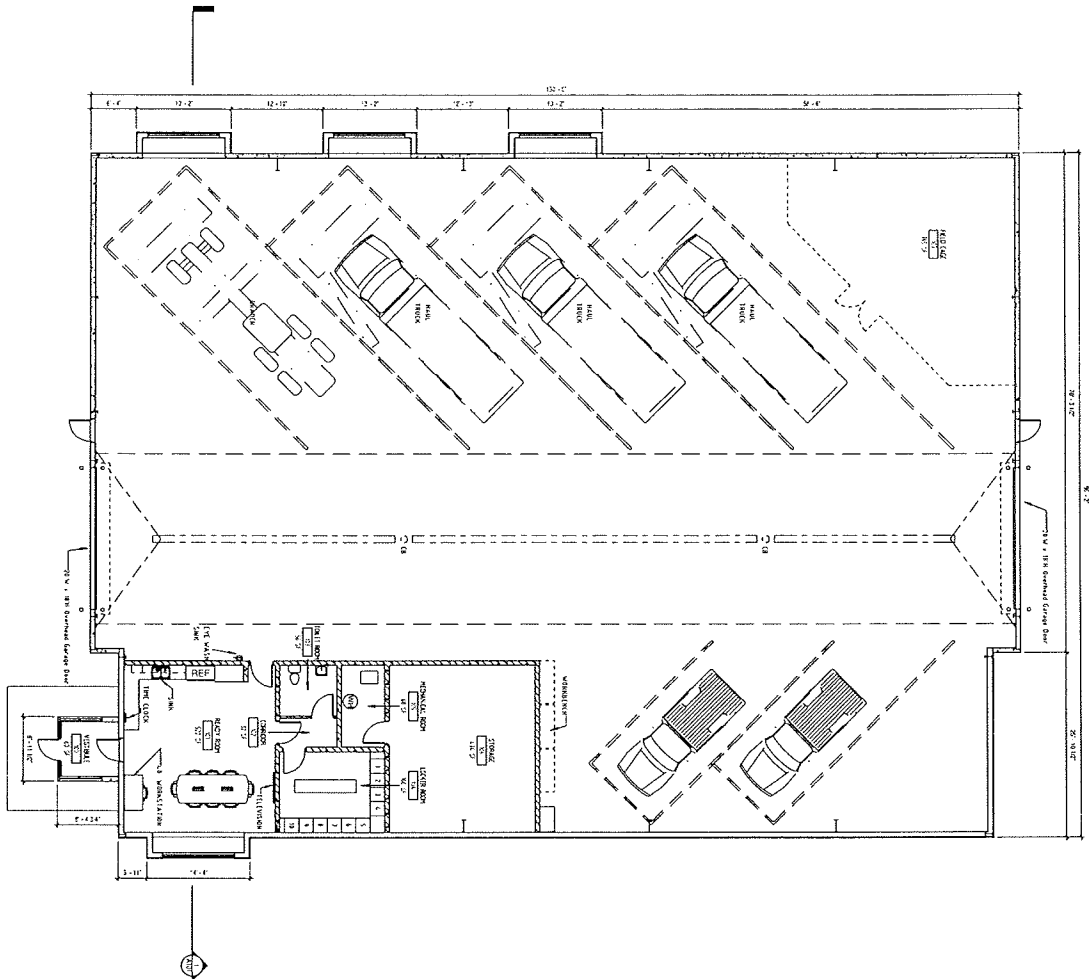


125 W. HIGHLAND AVE. STE. 303  
MILWAUKEE, WI 53205  
T 414.271.1819  
F 414.271.1800



North  
Scale: 1/8" = 1'-0"

# Level - 1st Floor



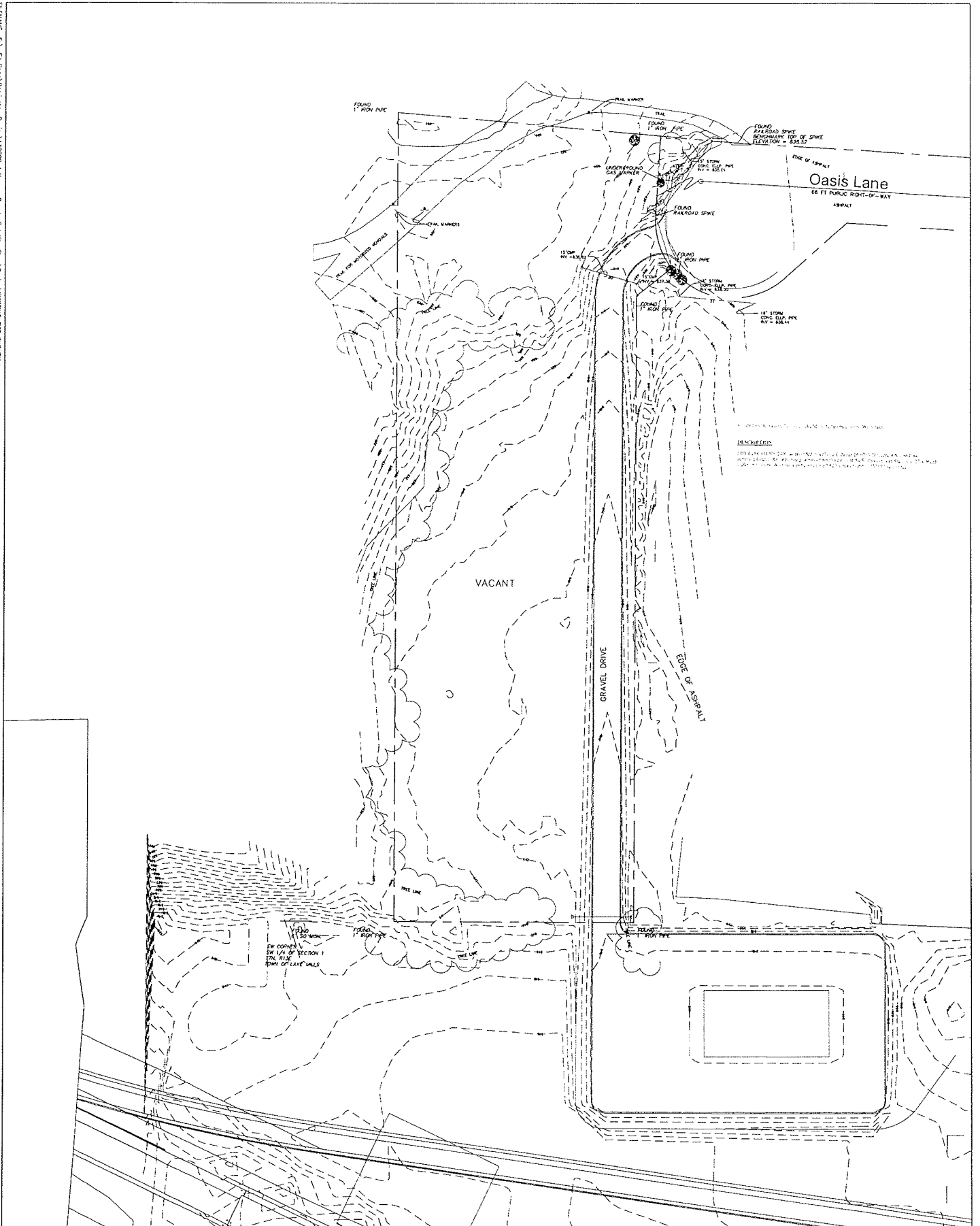
A100


DATE	11/14/2013
BY	11/14/2013
CHKD	11/14/2013
APPD	11/14/2013
DATE	11/14/2013
BY	11/14/2013
CHKD	11/14/2013
APPD	11/14/2013



Jefferson Co. Highway Lake Mills Satellite Shop  
Lake Mills, Wisconsin

**BARRIENTOS**  
DESIGN, ARCHITECTS, ENGINEERS  
200 W. 10th St., Suite 100  
Sioux Falls, SD 57105  
Phone: 605.336.1234  
Fax: 605.336.1235





**K&A ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
1000 N. 10TH STREET, SUITE 100  
MILLS, WISCONSIN 53122  
TEL: 262.781.1100  
WWW.KANDASSOCIATES.COM

**PROJECT:**  
JEFFERSON  
COUNTY HIGHWAY  
DEPT. SATELLITE  
SHOP  
TOWN OF LAKE  
MILLS, WI


**CLIENT:**

**ALUSE:**  
PRELIMINARY

**NOTES:**

#	DATE	DESCRIPTION

**SCALE:**  
1" = 40'



**DATE:**

**PROJECT MANAGER:**  
PROJECT NUMBER:  
DATE:

**SHEET NUMBER:**  
**C100**

# Committee Meeting Sign-In Sheet

**Committee/Board Name:**

**Date of Meeting:**

[illegible]