

Infrastructure Committee

AGENDA

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

June 5, 2013

8:30 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 May 1, 2013 Infrastructure Committee meeting minutes
7. Communications
8. Update on security of public websites
9. Update and possible action on HIPAA security review
10. Status report on courthouse bathroom remodeling project
11. Status report on the courthouse security entrance project
12. Discussion and possible action on Sheriff Annex Building bids on the RFP
13. Discussion of courthouse drop box
14. Discussion and possible action on architectural engineering for main Highway Facility
15. Discussion and possible action on architectural and engineering on the final building design; site plan; and construction oversight for the Highway Department's satellite facilities in Lake Mills and Concord
16. Discussion and possible action on construction management contracts bids
17. Discussion and possible action to seek proposals for professional services for the demolition of the 'Old Countryside Home' buildings
18. Potential items for the Committee's next meeting
19. Set tentative next committee meeting time and date
20. Adjourn

2013	
July 3 rd	October 2 nd
August 7 th	November 6 th
September 4 th	December 4 th

All meetings in Room 112 at 8:30 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**

May 1, 2013

Infrastructure Committee

1. Call to order

Meeting called to order by Supervisor Reese at 10:20 a.m.

2. Roll call of Committee Members

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

Others Present: Phil Ristow – Corporation Counsel; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Lydia Statz – Reporter, Jefferson Daily Union; Sheriff Paul Milbrath; Larry Meyers – Central Services; Andy Erdman – Land Information Director; Brian Lamers – Finance Director; Carla Robinson – Clerk of Courts; Roland Welsch – Information Technology Manager; John Rageth – Systems & Applications Manager.

3. Certification of compliance with the Open Meetings Law

Staff reported that the meeting agenda was properly noticed in compliance with the law.

4. Review of the Agenda

Item #15 was moved up to accommodate staff.

5. Public Comment

None

6. Approval of the April 10, 2013 Infrastructure Committee meeting minutes

Motion made by Supervisor Schultz; Second by Supervisor Kutz to approve the April 10, 2013 Infrastructure Committee meeting minutes as corrected. Ayes-All (Motion Carried).

7. Communications

- Proposal from GMA Engineers – Jefferson Co. Sheriff's Annex Masonry Restoration – Engineering & Construction Administration Services

8. Discussion and possible action on options for security of the public website

Roland Welsch talked about security issues with our network and discussed current HIPAA regulations. He explained that an external security review needs to be done. The quote that was received for hiring a consultant to conduct this review was \$44,000. John Rageth explained that there is another option to protect our website. He recommended hiring an outside firm to secure our public website. He has received two preliminary quotes so far; 1) \$15,000; \$3,000 annual fee, 2) \$24,000; \$2,000 annual fee. The committee discussed where the funds would come from. John explained that he has some money in his budget that could be used for this expense.

Motion made by Supervisor Schultz: Second by Supervisor to allow MIS up to \$25,000 to outsource the webpage server. Ayes-All (Motion Carried).

9. Discussion and possible action on bids for architectural engineering for main Highway Facility

This was discussed in the joint committee meeting with Highway. There was no further discussion on this item.

10. Review and possible action on proposals from architectural and engineering firms on the final building design; site plan; and construction oversight services for the Highway Department's satellite facilities in Lake Mills and Concord

This was discussed in the joint committee meeting with Highway. There was no further discussion on this item.

11. Discussion and possible action on construction management contracts bids

This was discussed in the joint committee meeting with Highway. There was no further discussion on this item.

- 12. Discuss Request for Proposal (RFP) information seeking proposals from contractors on the demolition of the "Old Countryside Home" buildings**
Phil Ristow discussed the request for proposal. The committee authorized Phil to proceed with issuing the RFP for demolition of the Old Countryside Home buildings. No action taken.
- 13. Status report on courthouse bathroom remodeling project**
Larry Meyers from Central Services gave the committee an update on the bathroom remodeling project. It is anticipated that the project will be completed by the third week in May.
- 14. Status report on the courthouse security entrance project**
Larry Meyers from Central Services told the committee that the state approved plans were received and the project will begin May 15th.
- 15. Discussion and possible action on Sheriff Annex Building bids on the RFP**
GMA Engineering submitted the only proposal in the amount of \$23,960 for this project.

Motion by Supervisor Kuhlman; Second by Supervisor Jones to approve the proposal from GMA engineers in the amount of \$23,960. Ayes-All (Motion Carried)
- 16. Discussion of courthouse drop box**
Staff explained that the idea of the drop box was discussed earlier to allow the public to drop off their taxes etc. Carla Robinson expressed her concern over the public paying their fines etc. via the drop box. The committee supported the idea of a drop box and directed Mark Miller to follow up with the architect so that it is included in the security entrance design.
- 17. Potential items for the Committee's next meeting**
 - Approval of the May 1, 2013 Committee meeting minutes
 - Status report on courthouse bathroom remodeling project
 - Status report on the courthouse security entrance project
- 18. Set tentative next committee meeting time and date:**
June 5, 2013 8:30 a.m.
- 19. Adjourn**
Supervisor Jones made a motion to adjourn; Second by Supervisor Schultz at 10:54 a.m. Ayes – All (Motion Carried).



LUMP SUM NOT-TO EXCEED FEE PROPOSAL & HOURLY RATES

For this proposal, Barrientos Design & Consulting will provide our services as listed below.

As additional items, we have identified survey and geotechnical services that can be procured directly by the County or through our company.

1. For the Lake Mills Satellite Shop bid and constructed separately, we propose a lump sum of \$83,400

Phase	%	Totals
Design Development	30%	\$21,221
Construction Document	45%	\$31,832
Bidding	5%	\$3,537
CA	20%	\$14,147
Totals	100%	\$70,737

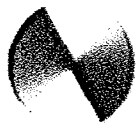
Optional Fee Items	
Survey/CSM	\$2,340
Geotechnical Exploration & Analysis	\$3,250
Optional Totals	\$5,590

LAKE MILLS HOURLY RATES

If services are needed or requested on an hourly basis, our hourly rate is as follows:

- Project Manager \$160.00
- Project Architect/Engineer \$116.00
- Design Architect/Engineer \$94.00
- Drafter/Technician \$72.00
- Clerical \$64.00

2. For the Concord Satellite Shop bid and constructed separately, we propose a lump sum of \$55,600.



BARRIENTOS

design & consulting

Phase	%	Totals
Design Development	30%	\$16,680
Construction Documents	45%	\$25,020
Bidding	5%	\$2,780
CA	20%	\$11,120
Totals	100%	\$55,600

Optional Fee Items	
Survey/CSM	\$4,120
Geotechnical Exploration & Analysis	\$4,240
Optional Totals	\$8,360

CONCORD HOURLY RATES

If services are needed or requested on an hourly basis, our hourly rate is as follows:

- Project Manager \$160.00
- Project Architect/Engineer \$116.00
- Design Architect/Engineer \$94.00
- Drafter/Technician \$72.00
- Clerical \$64.00

3. For both Shops bid and constructed together, we propose the following lump sum fee of:

Phase	%	Totals
Design Development	30%	\$34,320
Construction Documents	45%	\$51,480
Bidding	5%	\$5,720
CA	20%	\$22,880
Totals	100%	\$114,400

Optional Fee Items	
Survey/CSM	\$6,300
Geotechnical Exploration & Analysis	\$7,400
Optional Totals	\$13,700

Our sum includes: in-house printings, travel, field expenses, mailings, communications, plotting and CAD charges.



BARRIENTOS
design & consulting

Reimbursables will include bid set preparation and printing, State Plan review fees and other extraordinary expenses specifically requested by the County.

Our fee is shall remain valid for 90 days.

PAYMENT TERMS

We will bill monthly based on percent complete of work per the Phases identified above.

COMBINED HOURLY RATES

If services are needed or requested on an hourly basis, our hourly rate is as follows:

- | | |
|------------------------------|----------|
| • Project Manager | \$160.00 |
| • Project Architect/Engineer | \$116.00 |
| • Design Architect/Engineer | \$94.00 |
| • Drafter/Technician | \$72.00 |
| • Clerical | \$64.00 |

These rates are valid until 12/2014

An Agreement Between the Owner and Structural Engineer of Record for Professional Services

EXHIBIT A — Summary of Services

This is an exhibit attached to and made a part of the letter of agreement dated March 12, 2012.

[illegible]

The services of the Structural Engineer of Record (SER) for this proposal include those summarized in the following, based on the "Description of the Project" on page 1:

CONSTRUCTION DOCUMENTS & DESIGN

- Scope review meeting with owner (Completed in 2012 Study)
- Existing conditions investigation for development of Construction Documents
- Construction Drawings including plans, details
- Construction Specification including Division 1 & Technical sections
- Construction documents in electronic format for distribution on the owner's website.
- Pre-bid activities: answering Contractors questions, pre-bid on site tour
- Addendum if required prior to bidding
- Low bid certification with Owner

CONSTRUCTION ADMINISTRATION

- Pre-construction & bi-weekly project meetings (including travel, meeting, field time & minutes)
- Submittal reviews
- Field observations (including travel, field time & field report)
- Contract changes (RFI, CB & CO)
- Contractor payment invoice reviews
- Project closeout; Inspection for final completion (including travel, field time)
- O&M Manual review (including record drawings, warranties, etc.)

DESIGN & CONSTRUCTION SCHEDULE

June 7, 2103:	Jefferson County Approval of Engineering-Owner agreement
June 10, 2013:	GMA Engineers starts developing Construction Documents
July 1, 2013:	Construction Documents to Jefferson County for Final Review
July 5, 2013:	Final review comments returned to GMA
July 10, 2013:	Contract Documents issued to Jefferson County for website posting
July 10, 2013:	Contract Documents available to Bidders
July 31, 2013:	Bid Opening by Jefferson County
Aug. 13 2013:	Jefferson County Board Approval & issue "Notice to Proceed"
Aug. 15 2013:	Pre-Construction Meeting
Aug. 26, 2013:	Start Construction (Tentative)
Nov. 15, 2013	Construction Substantially Completed (60 working day duration)

See Exhibit B - Terms and Conditions - for further details.

Security Assessment

This will assist us with the following:

1. Assist in meeting HIPAA Hitech Omnibus rules that took effect this spring. Final Rule is to be implemented by
2. Shore up any loose ends from our security incident earlier this year
3. Provide insight to any problems that our staff is unaware of
4. Provide an update to our roadmap from 2008 HIPAA Security Review
5. Assist us in meeting CJIS requirements

9/23/13

This will review our:

External Penetration Test

Internal Penetration Test

Wireless Network Assessment

Limited Scope Application assessment-GIS, Imaging, and

Experis Financial	\$	31,500	
Madison			
Travel		\$0	
Total			\$ 31,500

403BLabs	\$	44,000	
Brookfield, WI			
Travel	\$	4,500	
Total			\$ 48,500

Neohapsis	\$	39,750	
Chicago, IL			
Travel		2400	
Total			\$ 42,150

Funding 8501.531307	\$	31,380
Will be using	\$	7,256
Savings	\$	24,124

Total price	\$	31,500
MIS funds	\$	24,124
Funding needed	\$	7,376

LAKE MILLS SATELLITE

- WATERLOO PUBLIC WORKS BLDG
 - > 10,000 SQ FT
 - 6 TRUCKS, DRIVING THROUGH DESIGN
 - ARCHITECTURAL FEE \$7,000
- JEFF KOSSMAN, JKA ARCHITECTURE + ENGINEERS
- \$475,000 CONSTRUCTION COST -
CLEARY BUILDINGS
- (HARMAN BOS ADDRESSED COMMITTEE
REGARDING THIS TYPE OF OPTION)

- BARRIENTOS - ORIGINAL SITE STUDY JUNE 2011
 - 2 SATELLITES 2,531,539
- COUNTY RFP - USED \$1.3M AS PROJECT
(INCLUDES FENCE, FUEL STATION)

- CURRENT BARRIENTOS PROPOSAL FOR A/E
 - FOR 2 SATELLITES BUILT SIMULTANEOUSLY
 - A/E \$114,400
 - "EXTRAS" 13,700

ARE EXTRAS NECESSARY? (WERE FOR
MAIN FACILITY DESIGN - "YES")

WERE THEY PART OF THE PROPOSALS FROM
THE OTHER FIRMS - ADD-ONS OR INCLUDED?

PROPOSE ANY LIMITS ON PROJECT COST AS
PART OF CONTRACT?

PAY BACK / ROI AT DIFFERENT COSTS

5/30/13 - 1 SINGLE AXLE 4000R, ROUND, 2

Plow Trucks in Winter

(ASSUME TRIAXLES DEC 1 - APRIL 30)

- 15 MINUTE DRIVE FROM COUNTRYSIDE TO HIGHWAY 89/94

- 2012 RATES

SINGLE

TRIA XLE

42.64

60,38

DRIVER

21.88

21.88

INCIDENTAL @.88

19.25

19.25

83.77 / hr

101.51

$$\frac{1}{2} \text{ HR} \times 255 \text{ DAYS} = \$10,681$$

$$\frac{1}{2} \text{ HR} \times 108 \text{ DAYS} =$$

5482

$$x_2 =$$

10,964

\$21,645/yr

IF ALL TRAVEL SAVINGS IS WITH "COUNTY" TRUCKS

RBI / PAYBACK TERM

@ 1.7 m

✓
✓

78.5 YEARS

② 1. 35m

62.4 YEARS

@ 500,000

==

23.1 YEARS

IF ALL SAVINGS ARE FOR "STATE" TRUCKS -

NO REAL PAYBACK TO COUNTY

* - - - - - LOCATION CODE & LIGHT FACILITY ETC.

Committee Meeting Sign-In Sheet

Committee/Board Name:

Date of Meeting:

[illegible]