

Infrastructure Committee

AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 205
Jefferson, WI 53549

July 17, 2013

*REVISED 07-15-2013

Immediately following the joint meeting with the Highway Committee

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 July 3, 2013 Infrastructure Committee meeting minutes
7. Communications
8. Status report on the courthouse security entrance project
9. *Discussion and possible action on short term parking at the courthouse
10. Update on Sheriff Annex Building
11. Discussion and possible action on Highway Facility Owner's Representative Proposals
12. Discussion and possible action to seek proposals for professional services for demolition of the 'Old Countryside Home' buildings
13. Potential items for the Committee's next meeting
14. Set tentative next committee meeting time and date
15. Adjourn

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

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**

July 3, 2013

Infrastructure Committee

1. **Call to order**
Meeting called to order by Supervisor Reese at 8:30 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; Ben Wehmeier – County Administrator; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Lydia Statz – Reporter, Jefferson Daily Union; Supervisor Carlton Zentner; Mark Miller – Maintenance Supervisor; Gail Scott – Health Director; Terry Gard – Human Services Maintenance Supervisor; Kathi Cauley – Human Services Director; Paul Vogel – Human Services Maintenance; Barb Frank – County Clerk; Supervisor Jim Schroeder.
3. **Certification of compliance with the Open Meetings Law**
Staff reported that the meeting agenda, revised on June 27, 2013, was properly noticed in compliance with the law.
4. **Review of the Agenda**
No changes were made.
5. **Public Comment**
Supervisor Zentner expressed his concerns with the size of the Highway Facility.
6. **Approval of the June 5, 2013 Infrastructure Committee meeting minutes**
Motion made by Supervisor Jones; Second by Supervisor Kuhlman to approve the June 5, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).
7. **Communications**
 - Draft Resolution – “Award contract for boilers at Health & Human Services building”
 - Owner’s Representative Fee Proposals: (Copies are available at the County Clerk’s Office)
 - MANNedge Consulting, LLC
 - The Sigma Group
 - RMCC, LLC
 - D’Escoto, Inc.
 - Demolition Engineering Fee Proposals (Copies are available at the County Clerk’s Office)
 - The Sigma Group
 - Symbiont
 - avantti environmental group
 - Information from Advanced Building Corporation on Security Entrance
8. **Discussion and possible action on boiler bids for the Health/Human Building**
The following bids were received to replace the boilers at the Health/Human Services Building: Illingworth-Kilgust \$114,793; Grunau Company \$68,541; J.F. Ahren \$62,180.
Motion made by Supervisor Jones; Second by Supervisor Kutz to approve the bid from J.F. Ahren Company and forward it to the County Board for their approval. Ayes-All (Motion Carried).
9. **Status report on emergency plumbing repairs for the Hillside Building**
Terry Gard explained that they were having problems with the sewer system. The cost for the repairs was a little over \$4,000. Staff will be checking other areas for similar problems. No action taken.
10. **Discussion and possible action on remodeling work area at Health Department to create a training/conference room**
Gail Scott explained the need for a conference room and a classroom for students. The Health Department has funds from a Preparedness Grant and thought it would be a great use for this funding. Terry Gard solicited bids from two contractors: G & G \$6, Jaeger Builders \$4, 589.
Motion made by Supervisor Kuhlman; Second by Supervisor Schultz to approve the bid from Jaeger Builders LLC in the amount of \$4,589 to create a conference/training area at the Health Department. Ayes-All (Motion Carried).

11. **Status report on the courthouse security entrance project**
A list of issues from Advanced Building Corporation regarding the courthouse security entrance project was provided for the committee to review. Mark Miller reviewed the list of design issues with the committee. Construction meetings have been held with the architect, contractor and staff to work out the design details. Mark will get cost estimates and bring them back to the committee for their consideration. Barb Frank discussed her concerns for parking and better signage during the construction project. No action taken.
12. **Update on Sheriff Annex Building**
Mark Miller gave the committee an update on this project. Asbestos was found in the building. GMA will get a cost estimate for removing the asbestos. No action taken.
13. **Discussion of courthouse drop box**
This item was discussed previously. No action taken.
14. **Discussion and possible action on architectural engineering for main Highway Facility**
There is a joint meeting of the Highway & Infrastructure Committees tentatively scheduled for July 17th at 7:00 p.m. John Molinaro discussed the process of making decisions on the final design. The committee thought that the Highway Committee and the Infrastructure committees should present the final design option to the County Board. No action taken.
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.**
The satellite facilities will remain on hold until the final design plans are in place for the main highway facility. No action taken.
16. **Discussion and possible action on Highway Facility Owner's Representative Proposals**
Proposals from MANNedge Consulting, LLC, The Sigma Group, RMCC, LLC and D'Escoto, Inc. were provided for the committee to review. Phil Ristow reviewed the information and provided options for the committee to consider. The committee and staff will review the proposals and discuss this at a future meeting. No action taken.
17. **Discussion and possible action to seek proposals for professional services for the demolition of the 'Old Countryside Home' buildings**
Proposals from The Sigma Group, Symbiont and avanti environmental group were provided for the committee to review. Phil Ristow reviewed the information and provided options for the committee to consider. The committee and staff will review the proposals. This will be discussed at the meeting on July 17th. No action taken.
18. **Potential items for future Committee meetings**
Joint meeting of the Infrastructure and Highway Committee:
 - Discussion and possible action on architectural engineering for main Highway Facility
 - Discussion and possible action on Highway Facility Owner's Representative Proposals
 - Discussion and possible action to seek proposals for professional services for the demolition of the 'Old Countryside Home' buildingsRegular Meeting:
 - Approval of the July 3, 2013 Committee meeting minutes
 - Status report on the courthouse security entrance project
 - Update on Sheriff Annex Building
19. **Set tentative next committee meeting time and date:**
July 17, 2013 Special meeting of the Infrastructure Committee meeting - 6:00 p.m. Room 205
July 17, 2013 Joint meeting of the Infrastructure and Highway Committee - 7:00 p.m. Room 205
August 7, 2013 Regular meeting
20. **Adjourn**
Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Kutz at 10:05 a.m. Ayes - All (Motion Carried).

Connie Freeberg

To: Phil Ristow
Subject: FW: RFPs for Countryside demo specs and Highway Project Owner's Rep

Countryside demolition bid documents:

<u>Vendor</u>	<u>Documents only</u>	<u>Other</u>
Symbiont "assumes that Jefferson County would utilize Symbiont to provide typical services required during the construction phase ... "	\$9800	
Aeg Add \$2,000-\$3,500 for Bid Management	\$6,500	\$8,500-\$10,000
Sigma Includes Bid Administration; may need gap analysis at added cost		\$9,860

<u>Owner's Representative</u>	<u>Design Development</u>	<u>CM RFP</u>	<u>CM Contract</u>	<u>Subtotal</u>	<u>To end</u>	<u>Total</u>
Sigma	\$13,000	5,600	10,400	29,000	101,400	\$135,000
RMCC	\$ 5,775	8,250	incl.	14,025	142,500 est	\$156,525
MANNEDGE	\$18,000	9,000	9,000	36,000	105,000 (14 mos)	\$141,000
d"ESCOLO	\$27,600	27,600	27,600	82,800	200,430 est	\$283,230