

# Infrastructure Committee

**\*\*REVISED 08-02-13**

## AGENDA

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

August 7, 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 July 17, 2013 Infrastructure Committee meeting minutes
7. Communications
8. Status report on the courthouse security entrance project
9. Discussion and possible action on final recommendation to award contract for engineering design work and onsite management during demolition of Old Countryside Home
10. **\*\*Discussion and possible action on recommendation to award contract for Owner's Representative to help with Design Development phase and potential representation during construction; discuss scope to include construction manager selection versus general contractor**
11. Consider local nonprofit fundraiser links on the county website
12. Potential items for the Committee's next meeting
13. Set tentative next committee meeting time and date
14. Adjourn

2013	
August 13 <sup>th</sup>	November 6 <sup>th</sup>
September 4 <sup>th</sup>	December 4 <sup>th</sup>
October 2 <sup>nd</sup>	

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

#6

July 17, 2013  
Infrastructure Committee

1. **Call to order**  
Meeting called to order by Supervisor Reese at 8:04 p.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, Bill Kern-Highway Commissioner.
3. **Certification of compliance with the Open Meetings Law**  
Staff reported that the meeting agenda, revised on July 15, 2013, was properly noticed in compliance with the law.
4. **Review of the Agenda**  
No changes were made.
5. **Public Comment**
6. **Approval of the July 3, 2013 Infrastructure Committee meeting minutes**  
Motion made by Supervisor Schultz; Second by Supervisor Jones to approve the July 3, 2013 Infrastructure Committee meeting minutes as printed. Ayes-All (Motion Carried).
7. **Communications**
  - Countryside demolition bid document and Highway Project Owner’s Representative bid information
8. **Status report on the courthouse security entrance project**  
Ben Wehmeier gave the committee an update on the security entrance project. Staff and the contractor continue to hold construction meetings to discuss progress reports and scheduling. It was suggested that the Parks Department may be able to assist with the landscaping project at the front entrance. No action taken.
9. **Discussion and possible action on short term parking at the courthouse**  
Phil Ristow explained that the Parking Ordinance allows the County Administrator to establish short term parking with the consent from the Infrastructure Committee. He explained the plan for short term parking. The committee supported the request for the short term parking changes and authorized the County Administrator to make future changes as necessary.  
  
Motion made by Supervisor Kuhlman; Second by Supervisor Kutz to approve the additional temporary parking at the courthouse and authorize the County Administrator to make any future changes to the parking lot as necessary. Ayes-All (Motion Carried).
10. **Update on Sheriff Annex Building**  
The final bid documents are posted. Bids are due on August 7<sup>th</sup> at 2:00 p.m. The committee will meet before the County Board meeting on August 13<sup>th</sup> to review the bids. No action taken.
11. **Discussion and possible action on Highway Facility Owner’s Representative Proposals**  
Ben Wehmeier explained that staff reviewed the proposals and would like to interview three firms. Staff will contact Mannedge, RMCC and Sigma for interviews and bring a recommendation back to the committee for their consideration. No action taken.
12. **Discussion and possible action to seek proposals for professional services for demolition of the ‘Old Countryside Home’ buildings**  
Phil Ristow discussed the demolition of Old Countryside Home. Three proposals were received for bid documents. 1) Symbiont \$9,800, 2) Aeg \$8,500-10,000 and 3) Sigma \$9,860. The committee discussed the need for continued bid management throughout the project.  
  
Motion made by Supervisor Jones; Second by Supervisor Kutz to accept the bid from Sigma in the amount of \$9,860. The motion was rescinded. Staff will get additional quotes from these contractors for

continued bid management throughout the project. The committee will discuss this at their next meeting. No action taken.

13. **Potential items for future Committee meetings**

- Approval of the July 17, 2013 Committee meeting minutes
- Status report on the courthouse security entrance project
- Award bid for Sheriff Annex Building project- August 13<sup>th</sup> agenda
- Discussion and possible action on Highway Facility Owner's Representative Proposals
- Discussion and possible action to seek proposals for professional services for demolition of the 'Old Countryside Home' buildings

14. **Set tentative next committee meeting time and date:**

August 7, 2013 Regular meeting

August 13, 2013 Special meeting before County Board

15. **Adjourn**

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Schultz at 8:28 p.m. Ayes – All (Motion Carried).

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**Countryside demolition bid documents:**

<u>Vendor</u>	<u>Documents only</u>	<u>Entire Project</u>
Symbiont "assumes that Jefferson County would utilize Symbiont to provide typical services required during the construction phase ... "	\$ 9,800	(est.) \$61,800
Aeg Add \$2,000-\$3,500 for Bid Management	\$ 6,500	(est.) \$61,630
Sigma Includes Bid Administration; may need gap analysis at added cost	\$12,080	(est.) \$60,900-\$82,500

<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

#11

# Tour de Fort



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Fort Atkinson Lions Club

[www.tourdefort.eventbrite.com](http://www.tourdefort.eventbrite.com)

August 18, 2013

7:00 Registration Begins

8:30 Start

16, 18, & 65 mile

Download form at <http://www.e-clubhouse.org/sites/fortatkinson/>