

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

General Services Committee, Finance
Committee & Human Services Board
SUBMITTED BY



Phil Boutwell
HSD Deputy Director
DRAFTED BY

September 13, 2012
DATE DRAFTED

12-9B-133

Approval of Contract with Angus Young and Associates for ADRC Architectural Design Services

1 **WHEREAS**, the State of Wisconsin desires that all Wisconsin residents have access to expertise and
2 assistance on their long term care options for public services and for private services; and,
3

4 **WHEREAS**, the State of Wisconsin requires that the access point for assistance is an Aging and
5 Disabilities Resource Center (ADRC) in every Wisconsin county by the end of 2013 regardless of
6 whether or not Family Care is operating in the county; and,
7

8 **WHEREAS**, Rock County has studied the options for an ADRC and deems that the best centralized
9 location for such a facility is in the Job Center; and,
10

11 **WHEREAS**, the Wisconsin Department of Health Services has designated state and federal funds to pay
12 for the construction and operation of an ADRC in Rock County; and,
13

14 **WHEREAS**, in order to expedite the start-up and operation of the ADRC by the Human Services
15 Department in 2013, the Human Services Board request that architectural services be contracted as soon
16 as practical so that space can be renovated in the Job Center to house the ADRC.
17

18 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
19 assembled this 27 day of September, 2012 does hereby authorize a contract with Angus Young
20 and Associates of Janesville, Wisconsin, in the amount of \$23,310 for Architectural Services that include
21 schematic design, design development and construction documents relating to the renovation of space in
22 the Job Center for the ADRC offices; and,
23

24 **BE IT FURTHER RESOLVED** that Rock County will utilize the Samuel's Group of Wausau,
25 Wisconsin to conduct the quality assurance review of the construction documents at a cost of \$700; and,
26

27 **BE IT FURTHER RESOLVED** that payments be made to the vendor upon approval of the General
28 Services Committee; and,
29

30 **BE IT FURTHER RESOLVED** that the 2012 budget be amended as follows to pay for architectural
31 services and quality assurance:
32

| | Budget <u>9/13/12</u> | Increase <u>(Decrease)</u> | Amended <u>Budget</u> |
|---------------------------|--------------------------|-------------------------------|--------------------------|
| 36 Account/Description | | | |
| 37 <u>Source of Funds</u> | | | |
| 38 36-3683-0000-42200 | | | |
| 39 State Aid | \$0 | \$24,010 | \$24,010 |
| 40 | | | |
| 41 <u>Use of Funds</u> | | | |
| 42 36-3683-0000-67200 | | | |
| 43 Capital Improvements | \$0 | \$24,010 | \$24,010 |

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Page 2

Respectfully submitted,

General Services Committee


Phillip Owens, Chair


Henry Brill, Vice Chair

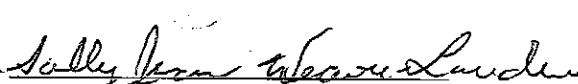

Ivan Collins


Absent
Jason Heidenreich

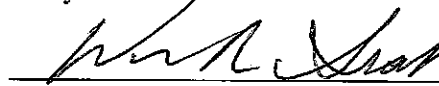
Absent
Edwin Nash

Human Services Board


Brian Knudson, Chair


Sally Jean Weaver-Landers, Vice-Chair


Terry Fell

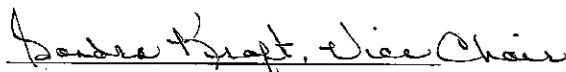

William Grahn


Absent
Ashley Kleven

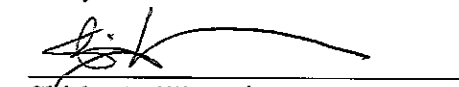
Absent
Phillip Owens

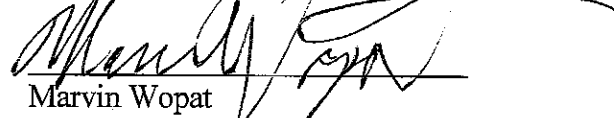
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
4-0


Mary Mawhinney, Chair


Terry Thomas


Shirley Williams


Marvin Wopat

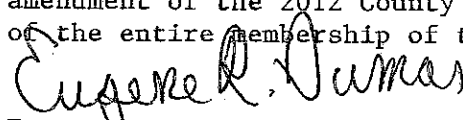
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of \$24,010 in State Aid for architectural services relating to the renovation of space in the Job Center for the ADRC offices.

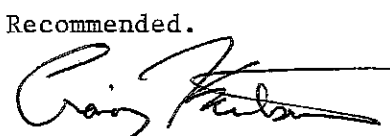

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes sections 59.01(2), 59.51(2) and 59.52(6), and by the Rock County Purchasing Ordinance. As an amendment of the 2012 County Budget, passage of this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5), Wis. Stats.

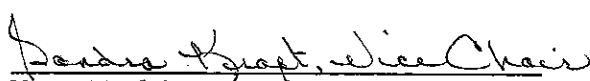

Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of
4-0


Mary Mawhinney, Chair

Executive Summary

The purpose of the attached resolution is to authorize a contract with Angus Young and Associates (AYA) for the Architectural design of the ADRC that will be located in the Job Center. AYA is the logical choice for this professional service contract because it did the architectural design for the Job Center in the mid-1990's. Thus, the firm has the plans for the Job Center and knows the intricacies of the building.

The finished ADRC will encompass approximately 3,600 square feet of renovated space. Included in the renovation are offices or cubicles for 15 staff, 2 vacant cubicles for future expansion, a reception area, 2 rooms to meet with customers, a unisex bathroom, and a canopy over the front entrance. The total project is estimated at approximately \$255,000 of which is \$24,010 of soft cost included in the budget amendment in the attached resolution. Those cost include \$20,810 for AYA's architectural work, \$2,500 estimated reimbursable expenses for AYA, and \$700 for the Samuel's Group to conduct quality assurance on the construction specifications. The \$231,000 of funding to pay for the construction will be included in the 2013 County Budget for consideration by the Board in November.

The table below contains the timeline for this project. It is an aggressive schedule and will require county staff to work closely with the Architect, contractor and Committees of the County Board to stay on track.

| Description/Activity | Date |
|--|----------|
| Architect Tour of Job Center and Start Schematic Design Plan | 9/13/12 |
| Approval of Schematic Design | 9/18/12 |
| AYA Contract Resolution to General Services Committee | 9/18/12 |
| Start Design Development by AYA | 9/19/12 |
| AYA Contract Resolution to Finance Committee | 9/20/12 |
| AYA Contract Resolution to Human Services Board | 9/26/12 |
| AYA Contract Resolution to County Board for Approval | 9/27/12 |
| Review and Approval of Design Development | 10/14/12 |
| Start Construction Documents | 10/15/12 |
| Complete Construction Documents | 11/1/12 |
| Quality Assurance/County Review/Print Construction Docs | 11/6/12 |
| Out for Bid to Contractors | 11/8/12 |
| Pre-bid Conference | 11/12/12 |
| Bids Due to County | 11/29/12 |
| Packets Ready for County Board | 12/6/12 |
| Human Services Board Construction Contract Resolution | 12/12/12 |
| County Board Award Construction Contract | 12/13/12 |
| Sign Contracts with Contractor | 12/14/12 |
| Start Construction On-Site at Job Center | 1/2/13 |
| Substantial Completion | 3/1/13 |
| Move-in | 3/1/13 |
| First day of Service | 3/4/13 |