

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland- Director of
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

February 20, 2020
DATE DRAFTED

Revised Resolution

**Retaining Architectural/Engineering Firm for Design Services for the
Renovation of District Attorney Department Space at the Courthouse**

- 1 **WHEREAS**, an error was made on the previous resolution showing the dollar amount as \$45,000 when it
- 2 should have read \$135,885; and,
- 3
- 4 **WHEREAS**, District Attorney's department has expanded and has occupied space as it has become
- 5 available; and,
- 6
- 7 **WHEREAS**, the currently layout is very inefficient for staff as well as being confusing for clients; and,
- 8
- 9 **WHEREAS**, the current layout also has clients meeting with attorneys in staff space creating a safety
- 10 risk; and,
- 11
- 12 **WHEREAS**, Venture Architects completed a space needs assessment and created a design which will
- 13 create a safer, more efficient workspace, improved client way-finding while eliminating the current needs
- 14 for addition space; and,
- 15
- 16 **WHEREAS**, Venture Architects will develop construction documents to bid out the renovation work.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 19 this 12th day of March, 2020, that a contract for architectural/engineering
- 20 services be awarded to Venture Architects, of Milwaukee, WI, in the amount of \$135,885; and,
- 21
- 22 **BE IT FURTHER RESOLVED**, that a \$13,500.00 contingency also be approved to cover any needed
- 23 changes in the scope of service.

20-3A-427

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill
Henry Brill, Chair

Jeremy Zajac
Jeremy Zajac, Vice Chair

Yuri Rashkin
Yuri Rashkin

Tom Brien
Tom Brien

absent
Robert Potter

Revised Resolution - Retaining Architectural/Engineering Firm for Design Services for Renovation of District Attorney's Department Space in the Courthouse

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FISCAL NOTE:

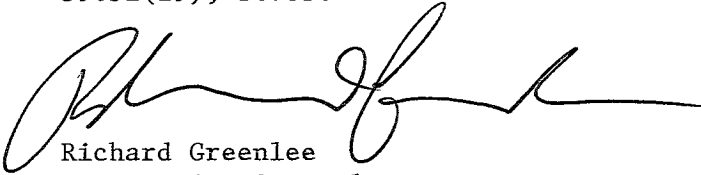
Sufficient funds were included in the Courthouse capital account for the cost of these services. This project is being funded by sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

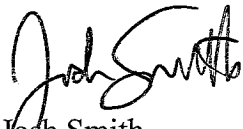
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Revised- Executive Summary

Revised Resolution

Retaining Architectural/Engineering Firm for Design Services for Renovation of District Attorney's Department Space in the Courthouse

The revised-Resolution before you awards a contract to Venture Architects of Milwaukee, Wisconsin, in the amount of \$135,885 for design work with a contingency of \$13,500. The General Services Committee and County Board approved a resolution prior that had a cost error showing \$45,000 to do this design work. This contract covers architectural and engineering services related to the renovation the District Attorneys Space at the Courthouse.

The District Attorney's department has grown over the years and they have occupied space as it has become available. This has made the department's work flow inefficient and at times unsafe due to meeting with clients in staff space. They previously had a need for additional space.

Venture Architects of Milwaukee conducted a space needs assessment and created a design that was more efficient for staff, safer and less confusing for the clients, without requiring additional space.



January 23, 2020

Brent Sutherland
 Facilities Management Director
 Rock County Courthouse
 51 S. Main Street
 Janesville, WI 53545



ROCK COUNTY
 WISCONSIN

RE: Rock County

District Attorney Space Documentation, bidding and Construction Administration

Dear Mr. Sutherland;

Thank you for the opportunity to propose for the planning of the Rock County District Attorney space. Our repose is broken into three sections: Scope; Deliverables and Fee.

SCOPE - Understanding

- A. DA space limited to three component spaces: Prosecution, Victim Witness and Deferred Prosecution
- B. Construction Budget for these activities is : \$783,518.00
- C. Timeline will be Kick off early February 2020, with completion of CDs mid-March 2020.
- D. Construction completion August 2020.
- E. Work includes modifications to the Clerk of Courts windows.
- F. Work includes cabling for IT as defined by Rock County IT.
- G. Engineering for Power, illumination, HVAC, plumbing and modest structure (@ the new entrance) are included.
- H. Interior design (colors and materials) is included.

DELIVERABLE

- 1. **Bid Documents** – Consistent with the scope identified in the program and space planning phases and disciplines as noted above.
- 2. **Budget (updated)** – cost of executing the work defined in the above noted space plan.

January 23, 2020

ROCK COUNTY, WI District Attorney Space Planning
51 S. Main Street, Janesville, Wisconsin 53545

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FEE

Venture Architects proposes to execute the above work scope in the time identified consistent with our work plan for a lump sum fee of **\$135,885.00**. Traditional reimbursable expenses are in addition to the fee. Furniture design will be discussed at a later date but is likely the responsibility of the County under the existing service contract with your furniture provider. Note that this fee is less than the budgeted fee total (\$182,353) and as such we believe provides economy of scale and value to the County.

We are grateful for the opportunity to propose services for this project. Should you need additional clarification or scope review, confirmation of our assumptions, etc., please contact me at your convenience to allow us to amplify or modify our response.

We are prepared to start this work in the first week of February 2020.

Sincerely,

VENTURE ARCHITECTS



John Sabinash
Project Manager
Vice President | Principal