

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
Initiated by

Public Works Committee
& Parks Advisory Committee
Submitted by



John Traynor, Parks Manager
Drafted by

June 27, 2019
Date Drafted

**AUTHORIZING CONTRACT FOR UPDATING THE ROCK COUNTY PARKS,
OUTDOOR RECREATION AND OPEN SPACE (POROS) PLAN
AND AMENDING THE PARKS BUDGET**

1 **WHEREAS**, it is good management practice for the Rock County Parks Division to have a long-
2 range plan for its operation and assets; and,
3

4 **WHEREAS**, the current POROS Plan will expire at the end of 2019; and,
5

6 **WHEREAS**, the Wisconsin Department of Natural Resources requires an updated POROS Plan
7 to be eligible for grant applications and funding; and,
8

9 **WHEREAS**, the Parks Division of Public Works prepared the scope of services outline and the
10 Rock County Purchasing Division did solicit qualification statements from various consultants;
11 and,
12

13 **WHEREAS**, the Parks Division Administrative Staff did review the submittals and is
14 recommending a contract with Vandewalle & Associates, Inc. of Madison, Wisconsin in the
15 amount of \$50,240; and,
16

17 **WHEREAS**, sufficient funds were not included in the Parks 2019 budget to contract with a
18 consultant for this POROS Plan update.
19

20 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
21 assembled this 11th day of July, 2019 that a contract be awarded to Vandewalle
22 & Associates, Inc. of Madison, Wisconsin based on the terms and conditions set forth in the
23 contract in the amount of \$50,240, and that payment be made to the vendor upon approval of the
24 Public Works Committee.
25

26 **BE IT FURTHER RESOLVED** the Department of Public Works Parks Division 2019 Budget
27 be amended to increase Department funding as outlined below
28

	<u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
29 <u>Use of Funds Parks:</u>			
30			
31			
32 41-4551-4110-47000	\$40,000	\$10,240	\$50,240
33 ATC Funds			
34 <u>Sources of Funds Parks:</u>			
35 41-4551-4110-62104	\$40,000	\$10,240	\$50,240
36 POROS Plan Expense			
37			

38 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby authorizes
39 the Parks Manager, via the Public Works Committee and Parks Advisory Committee, to act on
40 behalf of Rock County to sign documents and take necessary action to undertake, direct and
41 complete the approved project.

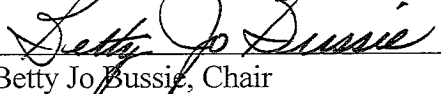
19-7A-277

AUTHORIZING CONTRACT FOR UDATING THE ROCK COUNTY PARKS, OUTDOOR RECREATION AND OPEN SPACE (POROS) PLAN AND AMENDING THE PARKS BUDGET

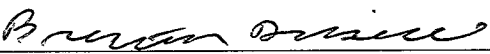
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Respectfully submitted,

PUBLIC WORKS COMMITTEE


Betty Jo Bussie, Chair

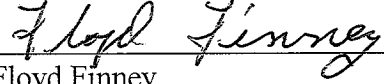
(Absent)
Brent Fox, Vice Chair

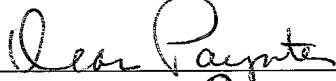

Brenton Driscoll

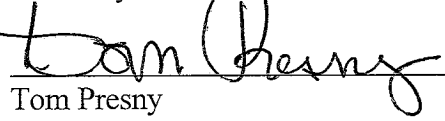
(Absent)
Rick Richard


Jeremy Zajac

PARKS ADVISORY COMMITTEE

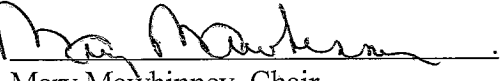

Floyd Finney


Dean Paynter


Tom Presny

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 50

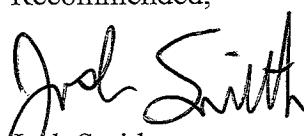

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes a transfer of an additional \$10,240 in ATC fees for updating the POROS plan. Parks has a current fund balance of \$377,198 in ATC fees.

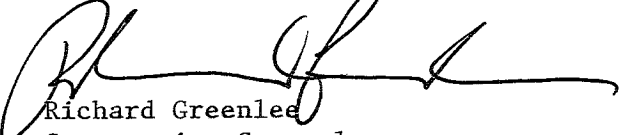

Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended,

Josh Smith
County Administrator

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. As an amendment to the adopted 2019 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Richard Greenlee
Corporation Counsel

**AUTHORIZING CONTRACT FOR UPDATING THE ROCK COUNTY PARKS,
OUTDOOR RECREATION AND OPEN SPACE (POROS) PLAN
AND AMENDING THE PARKS BUDGET**

-EXECUTIVE SUMMARY-

We have completed the Request for Qualifications process to select a consultant for the project. We received five responses to our POROS Plan RFQ. Following evaluation of the RFQs, Vandewalle and Associates Inc. from Madison, Wisconsin was selected. The selection team felt they were the best choice to produce a plan that we will be able to utilize as an active planning document to chart our path as a Parks Department over the next five years.

We have a proposed professional services contract. The scope of services includes: project startup & formulation, site inventory and recreation demand analysis, public and community visioning sessions, opinion surveys consisting of social media and internet surveys, staff and committee meetings, park program review, park planning analysis, capital improvement plan development, financial and operations budget development, and final summary with strategies to implement the proposed plan.

The amount budgeted was \$40,000 in the 2019 Capital Improvements budget and the proposed professional services contract from Vandewalle and Associates Inc. is \$50,240. The Parks budget must be amended by \$10,240 in order to fund an updated Rock County Parks Outdoor and Recreation and Open Space Plan.

The source of funds is the ATC Fund balance.

Respectfully submitted by,

John Traynor, Parks Manager
Rock County Parks



QUALIFICATIONS SUMMARY FORM

PROJECT NUMBER: 2019-25
 PROJECT NAME: PARKS PLAN CONSULTANT
 PROPOSAL DUE DATE: JUNE 19, 2019 – 12:00 NOON
 DEPARTMENT: PUBLIC WORKS – PARKS DIVISION

	VANDEWALLE MADISON WI	AYRES ASSOCIATES MADISON WI	DESIGN PERSPECTIVES NAPERVILLE IL	JSD PROFESSIONAL VERONA WI	FEHR GRAHIM MONROE WI
EVALUATOR 1	95	80	85	58	62
EVALUATOR 2	93	72	75	65	63
EVALUATOR 3	97	76	85	69	60
EVALUATOR 4	91	91	68	65	60
TOTAL SCORE	376	319	313	257	245

Qualifications were evaluated based on the following criteria:

- Letter of Qualification – 5 points
- Personnel, training, corporate support – 15 points
- Firm's history, experience – 20 points
- Project approach & philosophy – 20 points
- Understanding of Scope of Work – 20 points
- Ability to lead/facilitate project with extensive community participation - 20 points

Request for Qualifications was advertised in the Janesville Gazette and on the Internet. Four additional firms were solicited that did not respond.

PREPARED BY: JODI MILLIS – PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:

 SIGNATURE

GOVERNING COMMITTEE APPROVAL: 3-0 VOTE

7/9/2019 DATE
 7/9/2019 DATE

CHAIR

★

Rock County Parks, Outdoor Recreation, and Open Space Plan Update

COST ESTIMATE

\$0.58/mile (80 Mile Roundtrip)

Total Cost by Task (including labor)

Travel Expenses
Materials Expenses

Tasks from Scope of Services

Task	Travel Expenses	Materials Expenses	Total Cost by Task (including labor)
Task 1			\$710
Task 2	\$46	\$500	\$1,686
Task 3			\$1,890
Task 4	\$46	\$200	\$3,366
Task 5		\$50	\$3,290
Task 6		\$50	\$3,210
Task 7		\$50	\$7,570
Task 8		\$200	\$4,740
Task 9	\$46	\$1,200	\$2,141
Task 10			\$4,310
Task 11	\$46	\$50	\$2,296
Task 12	\$46	\$1,000	\$2,726
Task 13	\$46	\$2,000	\$3,281
Task 14		\$500	\$2,175
Task 15	\$46	\$500	\$1,256
Task 16		\$500	\$1,210
Task 17		\$3,000	\$4,380
Total Project Cost (with all paper copies, as requested)			\$50,240
Total Project Cost (without 25 draft paper copies and 50 final paper copies of plan)			\$45,240