

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee  
INITIATED BY

General Services Committee  
SUBMITTED BY



Brent Sutherland- Director of  
Facilities Management  
DRAFTED BY

November 11, 2020  
DATE DRAFTED

**Retaining Architectural/Engineering Firm for Design Services for the  
Renovation and Addition to the 911 Communication Center to  
Accommodate the Information Technology Department and Data Center at  
the Same Location**

- 1 **WHEREAS**, design services will be required for the renovation and addition to 911 Communication
- 2 Center to accommodate the Information Technology Department (IT) which includes the data center; and,
- 3
- 4 **WHEREAS**, Venture Architects developed the Facilities Masterplan which included the 911
- 5 Communications Center as well as the Information Technology department space needs assessment; and,
- 6
- 7 **WHEREAS**, Venture Architects was one of three firms that was invited to Rock County to be
- 8 interviewed and give a presentation to a panel consisting of members of Facilities Management,
- 9 Sheriff's Office, Purchasing, Human Services and Administration; and,
- 10
- 11 **WHEREAS**, Venture Architects from Milwaukee, Wisconsin, was the firm unanimously chosen based
- 12 on experience conducting similar projects, team experience and bill rates.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 15 this 19<sup>th</sup> day of November, 2020, that a contract for architectural/engineering services be awarded
- 16 to Venture/Architects, of Milwaukee, WI, in the amount of \$798,059; and,
- 17
- 18 **BE IT FURTHER RESOLVED**, that based on the phases, timelines and budget, \$575,000 of this fee
- 19 is budgeted and will be billed in 2020. The balance of the fee in the amount of \$223,059 is budgeted
- 20 and will be billed in 2021.

20-11C-118

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Vacant  
Vacant, Chair

/s/ Robert Potter  
Robert Potter, Vice Chair

/s/ Brent Fox  
Brent Fox

/s/ Tom Brien  
Tom Brien

/s/ Dave Homan  
Dave Homan

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FISCAL NOTE:

Funds were included in the 2020 and 2021 budgets for the cost of the project. The \$575,000 in 2020 will be funded by sales tax revenues. The remaining \$223,059 will be funded by debt issuance proceeds.

*/s/ Sherry Oja*

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 sec. 59.52(29), Stats.

*/s/ Richard Greenlee*

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

*/s/ Josh Smith*

Josh Smith  
County Administrator

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## **Executive Summary**

### **Retaining Architectural/Engineering Firm for Design Services for the Renovation and Addition to the 911 Communication Center to Accommodate the Information Technology Department and Data Center at the Same Location**

The resolution before you awards a contract to Venture Architects of Milwaukee, Wisconsin, for design services for the renovation and addition to the 911 Communications Center Department and building to include the Information Technology Department and data center at the same location.

Venture Architects of Milwaukee was chosen unanimously out of three firms interviewed by a team consisting of Human Services, Sheriff's Office, Purchasing, Administration and Facilities Management to complete the Masterplan which included the 911 and IT operations.

Due to timelines, cost savings and work already performed on the 911 Communication Center and Information Technology space needs assessments, it is recommended to continue with Venture Architects for the design services.

The total cost is \$798,059. Based on the phases, timelines and budget, \$575,000.00 of this fee was budgeted and will be billed in 2020. The balance of the fee in the amount of \$223,059 was budgeted and will be billed in 2021.

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October 12, 2020

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



**ROCK COUNTY**  
WISCONSIN

**RE: Rock County**

Addition to the existing Communications Center for RockIT and remodeling of and addition to the Communications Building for the 911 department

Dear Mr. Sutherland;

Thank you for the opportunity to propose our work scope for the addition to and remodeling of the Communications Building. The enclosed is our proposal to satisfy the work scope as we understand it. Our repose is broken into three sections: Scope; Deliverables and Fee.

**SCOPE - Understanding**

- A. The county intends to add to and remodel the present Communications Building at: 3636 N. County Road F, Janesville, WI 53545.
- B. The existing building is approximately 10,500 SF.
- C. The project envisions adding approximately 15,000 sf for RockIT and approximately 2,500 sf to 911 while remodeling approximately 1,000 sf of the dispatch floor area.
- D. The cost of construction is \$6,816,893.00.
- E. Services will include design, specification, documents and construction administration of the following topics: Architecture and Interior Design, and the following Engineering: Structural, HVAC, Electrical + Lighting, Plumbing, Fire Protection (scope docs), Security (Access control and CCTV), Civil as well as Landscape Architecture.
- F. We will hold the following other professional services in our contract and thus in our fee: Surveying, Geotechnical, Audio + Video, Furniture (color and materials coordination only with Henricksen providing design and procurement within the existing County service contract).
- G. We will also hold a \$100,000 allowance to a Data and telecom designer pending receipt of proposals for this work from the list of service providers Rock County deems best apt

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ROCK COUNTY, WI Communications Building Addition and Remodeling  
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to execute the work. Should the proposal be less than the allowance Venture will credit those funds back to Rock County.

- H. We have also included the following expenses in our fee: Plan review, Bid Advertising and traditional architectural reimbursables for mileage and printing.
- I. The County would like to begin work immediately based on the following design schedule
- 1) Schematic design:.....October 2020
  - 2) Design Development: .....November 2020
  - 3) Construction Documents: .....December 2019–February 2021
  - 4) Bidding: .....March 2021
  - 5) Construction:.....April 2021–December 2021
  - 6) Installation:.....January-March 2022

We are committed to improving this schedule as design is occasionally non-linear. If our design process enables earlier completion we will do so in consultation with you to optimize timing and market exposure.

- J. The architect will further be responsible to acquire necessary approvals from the City of Janesville and within the County process. Submittal costs associated with this process are NOT included in our fee but may be included if so desired.
- K. We expect to combine this project and the DA remodeling project into a single bid package to enhance construction interest and to optimize our production activity.
- L. The Architect will enter into a mutually agreeable contract as negotiated with Facilities and Rock County Corporate Counsel.
- M. The fee for the services will be billed for less than the 2020 professional services cap of \$575,000. We will amend our contract for the of the IT designer final fee once we have a stipulated fee. At that time should the fee allowance we have created be more than that fee we will credit the remaining portion to Rock County.

#### DELIVERABLES

Includes drawings necessary to acquire bids:

- A. Plans (Floor, Site, Ceiling, Roof, Enlarged);
- B. Sections (Building, Wall);
- C. Elevations (Building, Interior);
- D. Schedules (Door / Frame, Room Finish, plus associated engineering schedules);
- E. Details explaining the design intent;
- F. Renderings indicating the nature of the design, to develop the ideas presented and to facilitate local approvals (entitlement);
- G. The project as described will result in a bid set consisting of approximately 60-70 sheets.

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- H. The timeline described in the scope section could be accelerated modestly. We expect that the project be positioned to fulfill contractor 2020 backlog. That timeline is aggressive but possible and we would work with staff to determine how to best fulfill that goal without compromising design and document quality.
- I. Attendance at required meetings to fulfill the design requirements and collect data and opinion necessary to conclude the design as well as to obtain approvals.
- J. Attendance at alternate-week construction meetings during the construction administration phase.
- K. Other tasks not specifically enumerated but usual and customary for a project of this magnitude.

**FEE**

Our fee for the task as described is \$798,059. The sum for basic services [\$556,260] represents 8.16% of the construction value. We have included an additional sum to complete the tasks and expenses in E, F, G and H above as requested. Please note that the budget allocated \$914,170 for professional services. Our fee is \$125,111 less than the budgeted fee allocation. This is achieved by economy of scale and a better understanding of your processes and we believe is a measurable value to Rock County.

We are grateful for the opportunity to continue to work with Rock County.

We look forward to working with you to create a service oriented and appropriate design solution. And, we are committed to doing so quickly, and with the attention to detail necessary for those who will work here, be served here and pay for the effort.

Sincerely,

**VENTURE ARCHITECTS**

John Sabinash  
Project Manager  
Vice President | Principal

Attachment (budget and responsibility matrix)