

**GENERAL SERVICES COMMITTEE**  
**May 3, 2011**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 3, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Owens, Brill, Combs, Heidenreich and Mawhinney.

**Committee Members Absent:** None.

**Staff Members Present:** Craig Knutson, County Administrator; Jodi Millis, Purchasing Manager; Commander Erik Chellevoid; Randy Terronez, Assistant to County Administrator; Sherry Gunderson, Nursing Home Administrator; David Sudmeier, Rock Haven Controller; Jeff Smith, Finance Director (at 8:25 AM).

**Others Present:** Kevin Higgs and Kurt Berner, The Samuels Group; Greg Zastrow, Eppstein Uhen.

**Approval of Agenda:** Supervisor Combs moved approval of the amended agenda as presented, second by Supervisor Mawhinney. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Mawhinney said the April 14<sup>th</sup> minutes, under Fiber Optic cable Replacement it should say “ ... had been repaired by Westphal Electric and the County ...” Supervisor Brill moved approval of the minutes of April 14, 2011 with this change, April 15, 2011 and April 19, 2011 as presented, second by Supervisor Mawhinney. ADOPTED as amended.

**Transfers and Appropriations.** None.

**Bills/Encumbrances**

HCC Building Complex	\$	5,442.36
Purchasing Inventory		6,475.50*
General Services		9,902.17
Glen Oaks Operations		393.48
Juvenile Detention Center Operations		758.36
Adolescent Services/Guidance		200.44
Jail Capital Improvement		5,539.51
Jail/HCC Complex		1,748.85

**Pre-Approved Encumbrance Amendments**

Tri-North Builders	\$	2,377.69
Tri-North Builders		2,136.48

Tri-North Builders	55,597.02
Tri-North Builders	52,044.84

Supervisor Mawhinney moved approval of the above Bills, Encumbrances and Pre-Approved Encumbrances for the General Services Committee contingent on what Accounting finds out from Mr. Leu on the \$259.68(\*) Staples bill Mr. Leu had marked on his copy not to pay, second by Supervisor Combs. ADOPTED.

The Committee asked for an explanation from Mr. Leu at the next meeting on the Ferguson bills.

**Updates.**

**Jail Project**

**Update Report** Mr. Higgs reported on the following:

Safety/Use of Site: No incidents or injuries. Workers and visitors are required to wear reflective vest while on site due to the increased activity with heavy equipment and deliveries.

Progress/Planned Activities: The asphalt work is in progress and expected to be completed today; the finishing touches to the painting is expected to be completed today; the HVAC controls are in the process of commissioning; the exterior lighting is installed; final inspections were performed last week; final cleaning was completed yesterday; the punch-list was performed yesterday and Tri-North Builders and the contractors will be working on completing the items this week; the chiller pipe modification was performed and Honeywell will need to install the controls; the furniture, fixtures and equipment delivery will begin May 5<sup>th</sup>; and A&O Engineering is working with Honeywell technicians sorting out the sequence of operation for the various air handling units.

Request for Information: 203 RFI's Issued to date.

Pending Change Order Requests (COR): Omitting the vehicle sally port demolition; COR#73–Fire smoke damper. (In review); COR#75- Sprinklers and plumbing pipe routing. (In review); COR#82 - Circuit for smoke control. (In review)

**Change Orders** Mr. Higgs said there are none at this time.

**Discussion of 2011 Jail Capital Projects Spreadsheets.** Ms. Millis went over the spreadsheets for 18-1841-0000-67201 for previous non-Jail projects, 18-1841-0000-67200 for some previous non-Jail projects and \$6,000 for the Jail project, 18-1849-0000-67200 for some previous non-Jail projects and the majority for the Jail project. She said, as the summary shows, \$2,899,728 of the funds were used for previous non-Jail projects, \$8,174,596 used for this Jail project and there is still furniture, fixtures and equipment left to be paid for.

Mr. Knutson said the 18-1849 account was always set up for the Jail and Health Care Complex and has been used for things like taking the old buildings down, the new water line going in on the campus. Mr. Smith added that in the 2011 Budget, \$2.7 million of the \$11 million in sales tax money went to the 911 Radio Project.

**Update on Rock Haven Project – Eppstein Uhen and The Samuels Group.** Mr. Zastrow handed out various diagrams of the Rock Have Replacement Facility. He said on the diagram of the entire complex, the dark green kidney bean shaped area is for the geo-thermal. He handed out a DD Design Efficiencies list and went over it adding that they have been able to accomplish all of them, which will save costs on the project. Chair Owens requested they look into a multi-fuel generator with Mr. Berner stating they would.

Mr. Berner said the review of the full vs. partial basement issues basement depends on the soils condition.

Mr. Berner said they have asked outside sub-contractors to give them numbers on the project and they should have some budget numbers by the end of May. Supervisor Mawhinney asked if he had a guesstimate for the cost with Mr. Berner stating they may be able to save about \$500,000 in the mezzanine and maybe a couple hundred thousand in the other changes. Mr. Berner added that the materials have been increasing in price and his feeling on this is that this trend will continue until mid 2012, so the longer we wait on signing a contract the higher the costs will be, however, labor costs continue to be competitive. Mr. Knutson said if they enter into a contract for the next phase of design and get to the end of May and decide “no way” on the project the architect fees can be paid and the rest of the project can be stopped. Mr. Higgs said part of what The Samuels Group responsibilities is to look for efficiencies to help cut costs and they can continue doing this. Mr. Knutson said he prefers a one bid process instead of a two bid process so all costs can be held.

Chair Owens said his take after the joint meeting was to move forward.

### **Resolutions**

#### **To Recognize Diane Pillard**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby recognize Diane Pillard for her twenty-seven (27) years of service and extend best wishes to her in her future endeavors.

**BE IT FURTHER RESOLVED,** that the Rock County Clerk will be authorized and directed to furnish a copy of this resolution to Diane Pillard.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Brill. **ADOPTED.**

**Authorizing Contract for Architect Services – Construction Document Stage with Eppstein Uhen for the Rock Haven Facility Replacement Project**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby authorize a contract with Eppstein Uhen of Milwaukee, Wisconsin in the amount of \$484,700 plus reimbursable expenses not to exceed \$17,000 for Architectural/Engineering Services for the Construction Document stage relating to the construction of a replacement Rock Haven Nursing Home facility.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Heidenreich. ADOPTED.

Supervisor Heidenreich stated he is for the whole project.

**Authorizing Contract for Owner’s Representative Services – Construction Document Stage with The Samuels Group for the Rock Haven Facility Replacement Project**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize a contract with The Samuels Group for Owner’s Representative services for the Construction Document stage in the amount of \$115,000 for the Rock Haven Facility Replacement Project.”

Supervisor Mawhinney moved approval of the above resolution, second by Supervisor Heidenreich. ADOPTED.

**Approval to Purchase the Guard 1 Plus System from TimeKeeping Systems Inc.**

Commander Chellevoid said the three wands are \$500 each, the battery life is about 20 years, they are getting the highest level of software, and getting buttons for the walls. This will help with security checks when we have inspections of the Jail – this is the one area we needed to upgrade.

Supervisor Brill moved approval to purchase the Guard 1 Plus System, second by Supervisor Heidenreich. ADOPTED.

**Discussion on Courthouse Fire Alarm Protocol.** Chair Owens read Mr. Leu’s write-up (attached).

**General Services Director’s Report.**

**Status of Courthouse Boiler Project** Chair Owens read Mr. Leu’s report (attached).

**Update of Courthouse Video Surveillance Upgrade** Chair Owens read Mr. Leu’s report (attached).

Supervisor Heidenreich said he could not see any point in continuing the video surveillance upgrade at this time. We don't have the people to monitor it. Supervisor Combs said he agrees, that if we could secure the area he could see doing it. Chair Owens said there is some work being done now to see if some of the problems can be addressed.

**Update on Juvenile Detention Center Main Control Panel** Chair Owens read Mr. Leu's report (attached).

**Communications and Announcements.** Supervisor Combs said he would like to have The Samuels Group on the June 7<sup>th</sup> agenda to bring the bid information they gathered on the Rock Haven facility.

Supervisor Mawhinney asked to have an update on the UW Rock County Landscaping on the May 17<sup>th</sup> agenda.

**Adjournment.** Supervisor Mawhinney moved adjournment at 9:30 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**

**Rock County, Wisconsin**

51 South Main Street  
Janesville, WI 53545



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores  
(608)757-5518

May 3, 2011

To: Chair Owens and the General Services Committee  
Fr: Rob Leu, General Services Director  
Re: Committee Meeting Directors Report

1) Courthouse Boiler Project

Internally, we have gone back over the specifications that were issued for the first bid solicitation to update the information. I'm still not convinced we need to replace the entire stack to the roof. For that reason, I've contracted with a company to come in and do a more complete inspection. If that analysis indicates that we only have to replace a portion of the stack, the specifications will be changed and the project can then go out for bid by the end of May.

2) Courthouse Video Surveillance Upgrade

The investigation into providing digital recording of cameras at the courthouse is raising more questions than answers. At first glance it appeared we could put a digital recording device on a group of four cameras at a cost of about \$1,400.00. Then the cost jumped to about \$6,000.00 due to the need for video amplification, with 15 days of 24/7 storage. Our two outside cameras are moving (pan/tilt) cameras that pan the top parking decks only. The camera in the front is too antiquated for digital recording. Because of poor resolution with the pan-tilt cameras, and the limited coverage they have as they pan the decks, we would need to go to several fixed cameras on each deck, including surveillance of the lower levels. If the intent is to expand digital recording to the cameras inside the building, then the cost goes up to over \$30,000.00, with limited coverage. These base estimates do not include replacing or adding cameras, nor does it address the lighting needed for proper recording. Lighting of the parking ramps was a big issue when we designed the Courthouse on behalf of the City, and the neighbors, resulting in the down lighting we have. The lighting meets code, but apparently would not be sufficient for digital recording purposes.

As you can see, the solution is not simple. I was also told to be aware of our liability, as we don't want to give a false sense of security with the limited coverage only one camera on each deck has. With these items in mind,

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engineering services should be considered to sort out the costs, and give us options. As a public works project, we would need approved plans and specifications for bidding. If the Committee wishes, I could get a proposal for the engineering and place the request in the 2012 budget.

3) Juvenile Detention Center Security Upgrade

The security electronics at the Juvenile Detention Center is out for bid. Bids are due in Purchasing at 1:30 on May 4th. The resolution should come before the Committee on May 17th.

4) Courthouse Fire Alarm

Chair Owens also put the Courthouse Fire Alarm on the Agenda. Randy Terronez indicated that there were questions about the sequence of alarm tones.

When the Courthouse project was completed, the fire alarm system sparked negative reaction from the Courts, Jail Officers, and many offices. Most alarms are false alarms, and evacuating each time was not something people were going to do. Also, many offices have lock down procedures they follow when they evacuate. For these reasons, and the fact that we are sprinkled, we received permission to have a two stage alarm.

The first sequence of rings identify for General Services the location of the alarm, and employees are expected to sit tight. We silence this first alarm and determine its legitimacy. If it is false, no further alarms will be heard. If there is the need to evacuate, the first alarm sequence will go off followed by a steady march of the alarm. This is the signal to evacuate. This two part alarm also plays into when the fire department responds with equipment. This procedure is published in the Courthouse Emergency Procedure handbook.

A Fire Drill has been scheduled for Wednesday May 18<sup>th</sup> in the morning. The date was coordinated with the Courts over a month ago. The drill will be noticed to departments, with instructions issued in advance. The Fire Department will be present to time and evaluate the evacuation, as they have done in past drills. After the drill, problems, if any will be discussed and addressed.

Hopefully this clears up any questions at this time. Thank You

cc: Craig Knutson