

Infrastructure Committee

AGENDA

Jefferson County Courthouse
320 S. Main Street, Room 112
Jefferson, WI 53549

July 3, 2013
*REVISED 06-27-2013
8:30 a.m.

Committee Members

Richard Jones, Rick Kuhlman, Vice Chair, Russell Kutz, Don Reese, Chair, Dick Schultz, Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approval of the June 5, 2013 Infrastructure Committee meeting minutes
7. Communications
8. Discussion and possible action on boiler bids for the Health/Human Building
9. Status report on emergency plumbing repairs for the Hillside Building
10. *Discussion and possible action on remodeling work area at Health Department to create a training/conference room
11. Status report on the courthouse security entrance project
12. Update on Sheriff Annex Building
13. Discussion of courthouse drop box
14. Discussion and possible action on architectural engineering for main Highway Facility
15. Discussion and possible action on architectural and engineering on the final building design; site plan; and construction oversight for the Highway Department's satellite facilities in Lake Mills and Concord
16. Discussion and possible action on Highway Facility Owner's Representative Proposals
17. Discussion and possible action on professional services proposals for the demolition of the 'Old Countryside Home' buildings
18. Potential items for the Committee's next meeting
19. Set tentative next committee meeting time and date
20. Adjourn

2013	
August 7 th	November 6 th
September 4 th	December 4 th
October 2 nd	

All meetings in Room 112 at 8:30 a.m. unless noted

The Committee may discuss and/or take action on any item specifically listed on the agenda

A quorum of the members of Land and Water Conservation Committee and the Highway Committee may attend this meeting. No action will be taken by these two Committees.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made

Jefferson County Board
Committee Minutes

#6

June 5, 2013
Infrastructure Committee

1. **Call to order**
Meeting called to order by Supervisor Reese at 8:30 a.m.
2. **Roll call of Committee Members**
Richard Jones, Rick Kuhlman, Russell Kutz, Don Reese and Dick Schultz.

Others Present: Phil Ristow – Corporation Counsel; John Molinaro – County Board Chairman; Tammie Jaeger – Administrative Secretary; Supervisor Walt Christensen; Larry Meyer – Central Services; Ryan Scheel – Central Services; Lydia Statz – Reporter, Jefferson Daily Union; Captain Jerry Haferman; Roland Welsch – Information Technology Manager; John Rageth – Systems & Applications Manager; Kathi Cauley – Interim County Administrator.
3. **Certification of compliance with the Open Meetings Law**
Staff reported that the meeting agenda was properly noticed in compliance with the law.
4. **Review of the Agenda**
No changes were made.
5. **Public Comment**
Supervisor Christensen commented on the joint committee meeting between the Infrastructure and Highway Committees.
6. **Approval of the May 1, 2013 Infrastructure Committee meeting minutes**
Motion made by Supervisor Schultz; Second by Supervisor Kutz to approve the May 1, 2013 Infrastructure Committee meeting minutes as corrected. Ayes-All (Motion Carried).
7. **Communications**
 - Agreement between the owner and structural engineer of record for professional services
 - Security Assessment quotes from MIS
 - Barrientos Proposal for satellite facilities
 - Information regarding Lake Mills satellite facility
8. **Update on security of public websites**
John Rageth told the committee that a contract was signed and everything should be set up in August. Encryption security on the iSeries should be completed by the end of the month.
9. **Update and possible action on HIPAA security review**
Roland Welsch distributed quotes on HIPAA security assessments for the committee to review. The County has until September 23, 2013 to comply with the HIPAA law. He would like to contract with Experis Financial in Madison.

Motion made by Supervisor Jones; Second by Supervisor Kuhlman to contract with Experis Financial in Madison to complete a HIPAA security review and forward to the Finance Committee for their consideration. Ayes-All (Motion Carried)
10. **Status report on courthouse bathroom remodeling project**
Larry Meyers informed the committee that the bathroom remodeling project is complete. The project came within the budgeted amount. No action taken.
11. **Status report on the courthouse security entrance project**
Larry Meyers explained that the General Contractor has pushed the security entrance project back to June 17th. The project should be completed within 120 working days. The security station will be moving to door #4 on June 15th. Phil Ristow explained that there is a change order regarding the water main in place that reduces the project cost by \$12,850. No action taken.

12. **Discussion and possible action on Sheriff Annex Building bids on RFP**

Phil Ristow explained that the contract is signed with GMA. Bid documents will be reviewed at the July meeting. No action taken.

13. **Discussion of courthouse drop box**

Larry Meyers told the committee that Pete Weston from Design Alliance is revising the plan to include a drop box in the security entrance. Phil Ristow had concerns that certain court related items would be placed in the drop off box and it may cause problems. John Jensen and Barb Frank discussed the use of the drop box. They thought it would be useful. The committee felt that proper signage would have to be placed near the box. The committee discussed the size of the drop box. Phil Ristow suggested that a camera be used to monitor the drop off area. This topic will be discussed again at the next meeting. No action taken.

14. **Discussion and possible action on architectural engineering for main Highway Facility**

The Committee discussed the language in the contract addressing size alternatives for the highway facility. Kathi Cauley asked the committee for their input on what language they would like used in the highway facility contract. The committee supported adding the language "another smaller option that fits the needs" to the architectural engineering contract.

The next joint committee meeting of the Infrastructure and Highway Committees was originally scheduled for June 12th at 6:30 p.m., but the committee asked Kathi Cauley to reschedule this meeting to a later date to allow time for tours of other highway facilities. Staff is looking at offering tours of other county highway facilities on June 20th.

15. **Discussion and possible action on architectural and engineering on the final building design; site plan; and construction oversight for the Highway Department's satellite facilities in Lake Mills and Concord.**

A cost proposal and additional information were provided for the committee to review. Phil discussed some design options for the highway satellite facilities and the main facility for the committee to consider. The committee supports holding off on the satellite facilities until the main facility design is final. The committee would like to include tours of some satellite facilities along with the tours of the highway main facilities if possible. No action taken.

16. **Discussion and possible action on construction management contract bids**

Phil Ristow discussed construction management issues. He felt that an owner's rep would be beneficial to the County while the design is being completed. The committee directed Phil Ristow to issue an RFP for the owner's rep. After the final plans are completed the committee will discuss hiring a construction manager. No action taken.

17. **Discussion and possible action to seek proposals for professional services for the demolition of the 'Old Countryside Home' buildings**

Phil Ristow discussed the professional services for the demolition of the buildings at Old Countryside Home. Phil suggested that we put out an RFP for an engineer to draw up a proposal for professional services for this demolition. The engineer will need a final site plan to complete this proposal.

Motion made by Supervisor Kuhlman; Second by Supervisor Schultz to hire an engineer to draw up a proposal for professional services documents needed to prepare the RFP for demolition of Old Countryside Home Ayes-All (Motion Carried).

18. **Potential items for the Committee's next meeting**

- Approval of the June 5, 2013 Committee meeting minutes
- Discussion and possible action on Sheriff Annex Building bids on RFP
- Discussion and possible action on architectural engineering for main Highway Facility
- Discussion and possible action on architectural and engineering on the final building design; site plan; and construction oversight for the Highway Department's satellite facilities in Lake Mills and Concord.
- Status report on the courthouse security entrance project

19. **Set tentative next committee meeting time and date:**

Tentative Tour date June 20, 2013; July 3, 2013 8:30 a.m.

20. **Adjourn**

Supervisor Kuhlman made a motion to adjourn; Second by Supervisor Jones at 10:16 a.m. Ayes – All (Motion Carried).

INVITATION TO BID

#8

Jefferson County Human Services
1541 Annex Rd
Jefferson, WI 53549
Owner: Jefferson County
Replacement of Hot Water Boilers

Scope:

Replace three (3) existing 300 MBH condensing boilers with three (3) new 300 MBH high efficiency condensing boilers. Work includes replacement of circulating pumps, valves, minor pipe modifications, and controls upgrade.

Site visitation is required prior to bid.

Sealed bids must be received at the address below no later than **4:30 pm June 28 2013**. The outside of your envelope must clearly state **“SEALED BOILER BID”** and the quantity of pages contained within.

All RFI's must be submitted in written format. Email is acceptable and the preferred method of correspondence.

Bid specifications and site visitation appointments are available from:

Terry Gard, Maintenance Supervisor
Jefferson County Human Services
1541 Annex Rd
Jefferson Wisconsin 53549
920-674-8179
Email terryg@jeffersoncountywi.gov

All questions should be directed to the above address.

INVITATION TO BID

DETAILED SCOPE OF WORK:

Related Specification Sections:

23_05_00 – Common Work Results for HVAC
23_05_15 – Piping Specialties
23_05_23 – General-Duty Valves for HVAC Piping
23_05_29 – Hangers & Supports for HVAC Piping & Equipment
23_05_93 – Testing, Adjusting, & Balancing for HVAC
23_07_00 – HVAC Insulation
23_09_14 – Electric Instrumentation & Control Devices for HVAC
23_09_15 – DDC Input/Output Summary Point Table
23_09_23 – Direct Digital Control System for HVAC
23_09_93 – Sequence of Operation for HVAC Controls
23_11_00 – Facility Fuel Piping
23_21_13 – Hydronic Piping
23_21_23 – Hydronic Pumps
23_51_00 – Breechings, Chimneys, & Stacks
23_52_00 – Heating Boilers

Description of Work:

- Remove and replace three (3) existing hot water boilers including circulating pumps, boiler trim, and necessary valves. New boilers will be high-efficient condensing boilers. Refer to specifications for approved manufacturers.
- New boiler circulating pumps to have shut-off, balancing, and check valves. Combination valves are acceptable per specification.
- Disconnect and reconnect all venting and piping necessary to facilitate the replacement of the equipment.
- Provide DDC controls for hot water system. System to be capable of integrating multiple building functions, including equipment supervision and control, alarm management, energy management, trending and data collection. Control panel to have external operator interface providing the capability to monitor and adjust points.
- Replace and/or install insulation on all modified and/or new piping to match existing.
- Provide start-up and Owner training on all new equipment and controls.
- Provide testing and balancing of new equipment along with reports per specifications.
- Provide a set of Operation and Maintenance manuals for all new equipment.
- This project is exempt from all material sales tax and permit fees. All necessary permits must still be obtained and inspections performed by the AHJ.
- The mechanical contractor shall be the prime contractor for this project.
- Include all line voltage electrical work as part of the base bid. Any line voltage electrical work must be performed by a licensed electrician.
- Provide submittals to Owner per specifications.
- Provide all material and equipment to perform scope of work.
- Provide new pipe labels where removed if any.
- Provide one (1) year warranty from date of substantial completion on all material and workmanship.
- All handling and abatement of hazardous material including but not limited to asbestos, lead, and mold is excluded from this scope of work. If the contractor comes in contact with or suspects that a hazardous material is present that affects the work or may be disturbed, all work in that area must stop immediately and the Owner notified of such conditions.