

ADMINISTRATIVE COMMITTEE

February 4, 2016

The Administrative Committee met on Thursday, February 4, 2016 at 10:00 p.m. in Room 264, on second floor of the Administration Building in Lancaster, WI pursuant to the last meeting of December 30, 2015.

People present: Committee members present were Robert Keeney, Mike Lieurance, Mark Stead, Robert Scallon, John Patcle, Dale Hood, and Roger Guthrie. Other people present were Nancy Scott, Finance, Joyce Roling, Personnel, Corporation Counsel Ben Wood, David Bainbridge, Gary Ranum County Board, and Chris Oddo, Insight Consulting Architects.

The meeting was called to order by Chair Robert Keeney at 10:00 a.m. Linda Gebhard, County Clerk verified that the meeting was in compliance with the open meeting law, posted in two places and the County website.

Agenda: Mark Stead, seconded by Roger Guthrie made a motion to approve the agenda as written. Motion carried.

Minutes: Roger Guthrie, seconded by Dale Hood made a motion to approve the minutes of December 30, 2015 as written. Motion carried.

Master Plan discussion: (a) Next Steps, (b) Draft RFP

Grant County is interested in obtaining the service of an architectural/engineering firm for design and engineering service for a proposed new Sheriff's Department (85 bed detention facility) and Jail adjacent to the current Orchard Manor complex. The RFP will be issued by the Grant County Administrative Committee in conjunction with The Samuels' Group as the CM consultant. Kurt Berner, The Samuels' Group, went over the request for proposal process with the committee what the county would be responsible in doing and what the Samuel's Group's responsibility will be.

The tentative schedule would be:

- 02/10/2016 Issue RFP
- 02/17/2016 Pre-Proposal Conference
- 03/03/2016 Proposals Due
- 03/07/2016 (Week of) Interview firms, selection of design firm
- 03/15/2016 County Board Approval

Kurt stressed that the fee and fee narrative phase is very important in defining, these are a must when The Samuel's Group does an RFP:

- Programming
- Schematic Design
- Design Development
- Construction Documents
- Construction Administration

The fee the county would be obligated to pay The Samuels' Group for this service would be \$4,500.00. The county would like to proceed with three RFP's for more options for construction which would add around \$2,500.00 to the cost. The other options that the committee discussed where RFP's to deal with

the Sheriff/Jail and ADRC and Social Services simultaneously with options to construct/lease for 1 year, construct/lease for 5 years, construct/lease for 10 years.

The committee discussed language that will protect the county from not having to take the lowest bid. There was some question regarding the tower that would be needed to be relocated to serve Law Enforcements 911 system. They felt the city should be involved because the new facility would have to be added on the City water and sewer system, possible annexation or a variance may have to be granted. Robert Keeney stated that those discussions were in the works already.

The committee was in agreement they wanted to go forward as soon as possible with the RFP process. Kurt Berner would work on a final draft to send back to the county. Robert Keeney asked Nancy Scott, Finance Director to amend the Executive Committee agenda for their meeting on February 9th to add this issue for their recommendation so it can be sent on to the February 16th County Board of Supervisor meeting. The fee needed would be \$7,000.00 to pay the Samuels' Group to act as the CM consultant for the RFP process.

County Board Rules: Robert Keeney and Joyce Roling have been working on amending the County Board Rules; the committee briefly reviewed the changes. A copy of suggested changes will be sent to the County Board of Supervisors for their review to be addressed at the next County Board meeting on February 16th. Robert felt this process should be completed first before the committee could address restructure of the committees.

Adjournment: Mark Stead, seconded by Dale Hood made a motion to adjourn the meeting to the call of the chair. Motion carried.