

Facility and Support Services

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July 17, 2017

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Courthouse Second Floor Clerk of Court – Design Services Recommendation

As discussed during Courthouse tours and the last Capital Planning budget session, there was a recommendation for a project to renovate the Courthouse second floor Clerk of Court Space. The goal of this project is to improve security for both the public and employees at the front of the office, replace carpeting, update lighting and look at the possibility of recapturing and repurposing excess space that has been identified since that office has moved to paperless work processes.

Working with Purchasing, FSS solicited requests for design and engineering services for this project.

Responses received were as follows:

FIRM	FEE
Athicon	\$80,431.30
Bracke Hayes Miller Mahon	\$22,975.00
Downing Architects	\$37,500.00
Shive-Hattery	\$36,500.00
Thomas McInerney	6.9% *
Tyson and Billy	\$37,500.00
Wold	\$23,000.00

*Firm did not indicate what the fixed fee would be or acknowledge the project budget amount. To accurately compare we estimate their fee at \$24,500.00 based on the project budget.

FSS staff reviewed the proposals of each firm and I spoke with Kathy Gaylord, the District Court Administrator as well.

To help maintain a consistent feel between the two Clerk's office spaces and based on past interaction with and performance by Wold, FSS is recommending that the project be awarded to Wold. Court Administration fully supports this recommendation as well.

Wold has provided a very preliminary project construction budget and when we take fees along with a minimal amount of other project costs, we believe the project budget of \$350,000 as set in the Capital Plan will be sufficient.

Chris Still will attend the next Committee of the Whole meeting to answer any questions and discuss our recommendation further.

Cc: FSS Management Team
Chief Judge Greve
Kathy Gaylord, Court Administrator
Brian McKenrick, Assistant Court Administrator
Julie Carlin, Clerk of Court

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 27, 2017

A RESOLUTION APPROVING THE CONTRACT WITH WOLD ARCHITECTS AND ENGINEERS FOR THE SECOND FLOOR CLERK OF COURT PROJECT IN THE AMOUNT OF \$23,000.00.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the proposal for the second floor Clerk of Court the project design services from Wold Architects and Engineers is hereby approved and awarded in the amount of \$23,000.00.
- Section 2. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. This resolution shall take effect immediately.