

**AGENDA****SPACE & PROPERTIES COMMITTEE**

MEETING DATE:	Tuesday, May 16, 2017
MEETING TIME:	3:30 PM
MEETING LOCATION:	Annex Conference Room 1&2, 1462 Strongs Avenue, Stevens Point, WI 54481.
AGENDA:	Call to Order Roll Call
PUBLIC NOTICE:	Members of the Public who wish to address the Space and Properties Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.
DISCUSSION/POSSIBLE ACTION:	Review of Request for Proposals (RFP's) for hiring of an Owners Representative for a new Governmental Building.
DISCUSSION:	Proposal from Venture Architect's for: New County Courthouse and City/County Building Remodeling Professional Architectural Design & Planning Services Amendment to Contract dated 9-24-14.
NEXT MEETING DATE:	Tuesday, June 6, 2017 at 5:00 at ADRC Multi-Purpose Room.
ADJOURNMENT:	
IMPORTANT NOTICES:	Reminder of Tax Deed Sale June 6 meeting.
	A quorum of the Portage County Board Supervisors, or any committee thereof, may be present at this meeting. Any person who has special needs and plans on attending this meeting should contact Todd Neuenfeldt to request reasonable accommodations. Todd Neuenfeldt can be reached by telephone at (715) 346-1598, or by mail at 1462 Strongs Ave, Stevens Point WI 54481, or by e-mail at neuenfet@co.portage.wi.us

May 8, 2017

Mr. Todd Neuenfeldt
Facilities Management Director
Portage County
1462 Strongs Avenue
Stevens Point, WI 54481

**RE: Portage County
New County Courthouse and City/County Building Remodeling
Professional Architectural Design & Planning Services
Amendment to Contract dated 9-24-14**

Dear Todd,

Venture Architects is pleased to send you this proposal between Portage County and Venture Architects, related to professional architectural design and planning services for a new Portage County Courthouse and remodeled County/City Building.

Venture Architects was selected in the Fall of 2014 to work with County staff and elected officials to update a study for a new Justice Center that was completed by Venture Architects in 2007. This contract is an extension to the contract dated 9-24-14.

SCOPE OF WORK DESCRIPTION

This Scope of Work is to develop concept plans and budget estimates for a new two story Courthouse to be constructed adjacent to the existing County Annex and the reuse of the existing County/City Building for General Government functions.

The final work to include

Updated Space Program using the July 23, 2015 Space Program as a starting point.

Conceptual site plan showing the location for the new Courthouse Addition.

Conceptual floor plans showing the general internal layout by department of the new Courthouse addition and remodeled existing County/City Building and Annex.

Project Budget, including construction cost and other associated non-construction costs, for the proposed concept are to be completed by the selected Owner's Representative.

May 8, 2017

Mr. Todd Neuenfeldt
Facilities Management Director
Portage County
New County Courthouse and City/County Building Remodeling
Stevens Point, Wisconsin

MEETINGS

1. One onsite meeting with each County Department head to update the July 23, 2017 Space Program.
2. Two meetings with the Space and Properties Committee to discuss preliminary design concepts and project budget information.

Deliverables

- Conceptual site plan, as described above.
- Conceptual floor plans, as described above.
- Budget information related to the conceptual plans, as described above.

3. One County Board Presentation of final recommendation and project budget.

Deliverables

- PowerPoint presentation of material listed above.

PROFESSIONAL FEES

Professional Fees, including all normal reimbursable expenses (travel, lodging, meals, and printing) without mark-up, for the work and associated meetings described above will be billed at a fixed amount of \$24,950

May 8, 2017

Mr. Todd Neuenfeldt
Facilities Management Director
Portage County
New County Courthouse and City/County Building Remodeling
Stevens Point, Wisconsin

If this proposal meets with your approval, please sign below, and return a signed copy to my attention. We look forward to continuing our work with Portage County.

Sincerely,

VENTURE ARCHITECTS



John H. Cain, AIA
Architect | Principal

Approved For: PORTAGE COUNTY

Approved By: VENTURE ARCHITECTS

Signature

Signature

Name/Title

Name/Title

Date

Date