

**AGENCY REQUEST FOR  
A/E SELECTION  
JUNE 2018**

**AGENCY:** Department of Administration (DOA)

**AGENCY CONTACT:** Ted Crawford; (608) 266-1674; ted.crawford@wisconsin.gov

**LOCATION:** Green Bay State Office Building  
200 North Jefferson Street  
Green Bay, WI 54301  
Brown County

**PROJECT REQUEST:**

Request A/E design services for pre-design through construction administration for a second-floor office renovation project at the Green Bay State Office Building (GBSOB) for an estimated total cost of \$575,500 PRSB. A/E services will follow the DFD “*Policy and Procedure Manual for Architects/Engineers and Consultants*”, the “*Guide for Developing Program Statements for Projects Requiring Enumeration*”, and the DFD “*Contract for Professional Services* as directed by DFD at the Design Kickoff meeting. The services may be contracted for in multiple contracts, or a multi-part contract with project-specific review/ approval/ authorization points in the contract as determined by the needs of the project. Authorization for subsequent services will be issued in writing upon satisfactory performance and completion of contracted services and deliverables.

The A/E design team for this project shall have structural design and interior office building renovation experience.

**PROJECT NUMBER:** 17L1G

**PROJECT DESCRIPTION:**

This project renovates the Department of Correction’s Division of Division of Community Corrections (DCC) operations on the 2<sup>nd</sup> floor (or 9,900 SF) of the Green Bay State Office Building (GBSOB). The project provides for the demolition of nine existing offices, eleven cubicles/workstations; two file rooms, three conference rooms and one kitchen and includes the construction of three new offices, six cubicles, five interview rooms, one poly/psych room; seventeen new work stations, a new reception/waiting area, mailroom, new UI (Urine Analysis) Lab; one unisex restroom; a new 10-14 seat conference room, file storage and small kitchenette/breakroom area.

Space included in the renovation will be brought up to current code and ADA requirements. Updates will be done to the interior finishes, carpet, and ceilings. The project includes painting the entire second floor, new security hardware on suite doors, new signage, the installation of energy efficient light fixtures, as well as, refurbished cubicles and office furniture. During construction, DOC staff will be moved to other floors in the building.

**PROJECT JUSTIFICATION:**

The GBSOB was constructed in 1983 and is a modern office structure with a window wall of steel and aluminum panels. It has six floors above ground and contains 69,519 GSF. This building houses regional offices for seven state agencies. The second floor of the building is occupied by the Department of Corrections (DOC) –Division of Community Corrections (DCC). The DCC is charged with supervising offenders placed by the courts on probation, parole, or

extended supervision in the community. Its offices are strategically located in proximity to the location of offenders. This project constructs the space layouts needed for efficient DCC operations in Green Bay State Office Building.

All interior finishes are original construction on the 2<sup>nd</sup> floor of the building and have worn-out, exceeded their useful life span and need replacement. Few changes have been made to the original floor plan since it was constructed 35 years ago and it no longer supports DOC's operational needs.

The existing floor plan, as well as, a draft floor plan for the project will be provided to the successful A/E design team.

**BUDGET/SCHEDULE:**

Construction	\$
Design	\$
DFDM Mgmt.	\$
Contingency	\$
FFE (Furniture & Signage)	\$
<b>TOTAL</b>	<b>\$ 575,500</b>

AE Selection	Jun-18
Design Report	Nov-18
SBC Approval	Dec-18
Bid Opening	Jan-19
Start Construction	Mar-19
Substantial Completion	Jul-19
Final Completion	Dec-19