

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: May 13, 2022

FROM: Mike Elder

RE: Coughlin Center USDA Remodeling

General Description:

The USDA rents office space from the County in the Coughlin Center. As part of the terms of the lease renewal for 2022 through 2032, the USDA is requiring remodeling of their office suite.

Action Requested:

Approval of a capital project and funding to remodel the USDA office suite in the Coughlin Center to USDA requirements.

Procedural Steps:

(Show each level of committee and board approval needed, with meeting dates.)

Committee of Jurisdiction: Facilities- Prop Mgmt

Meeting date: 5/11/2022

Action taken: ___Approved___

Vote: ___5/0___

Other Committee: _____

Meeting date: _____

Action taken: _____

Vote: _____

County Board

Meeting date: _____

Background:

The Coughlin Center was authorized and designed in 1996. The concept was that it would be a one stop shop for the agricultural needs of the County. The building would be home to the UW Extension Office, Land and Water Department, USDA Offices and the Parks Department. Each department office area was designed for their needs at the time. The USDA partnered with Winnebago County to design and construct their Coughlin Center office suite.

Since 1998 the USDA has been renting space in the Coughlin Center. The leases have been renewed on an average of every 5 to 10 years. This year the USDA has looked at their office needs and the requirements imposed by the General Services Administration as a result of the attack on 9/11. This resulted in the USDA's request for remodeling of their offices. This remodeling includes additional security measures for the suite, a conference room, a computer server room, drinking fountain modifications and necessary building system modifications.

A preliminary design review has been completed and initial costs for the remodeling have been developed. The costs for this remodeling would be paid for by the USDA through the rent paid for the space. There is a firm commitment of 3 years occupancy with an anticipated 10 year lease term. This means after the initial firm period the USDA could either modify or terminate the lease. The plan will be to recover the costs during the firm 3 year period.

In order to complete the lease negotiation, the USDA requires at least 3 bids for the remodeling work. To provide the necessary bids a complete design and bidding documents need to be developed and completed. Then the project would be put out to bid, with contractors returning their bid prices. These bids would then be provided to the USDA for acceptance. If the price for the work is not accepted by the USDA, the scope could be changed or the USDA could decide to find other office space.

Policy Discussion:

There is no requirement for the USDA to have offices collocated with County Departments or in County facilities.

In order for the necessary bid preparation, bidding and lease negotiation, a Capital Project needs to be authorized and funded. The opinion of probable cost for the design, bidding and remodeling is \$259,900.00.

Once the project goes out for bid and the bids are returned, the bid tally will be shared with USDA. USDA will then decide to proceed or potentially look to relocate to a facility more suited to their needs. The costs for the remodeling will be recovered during the 3 firm lease years.

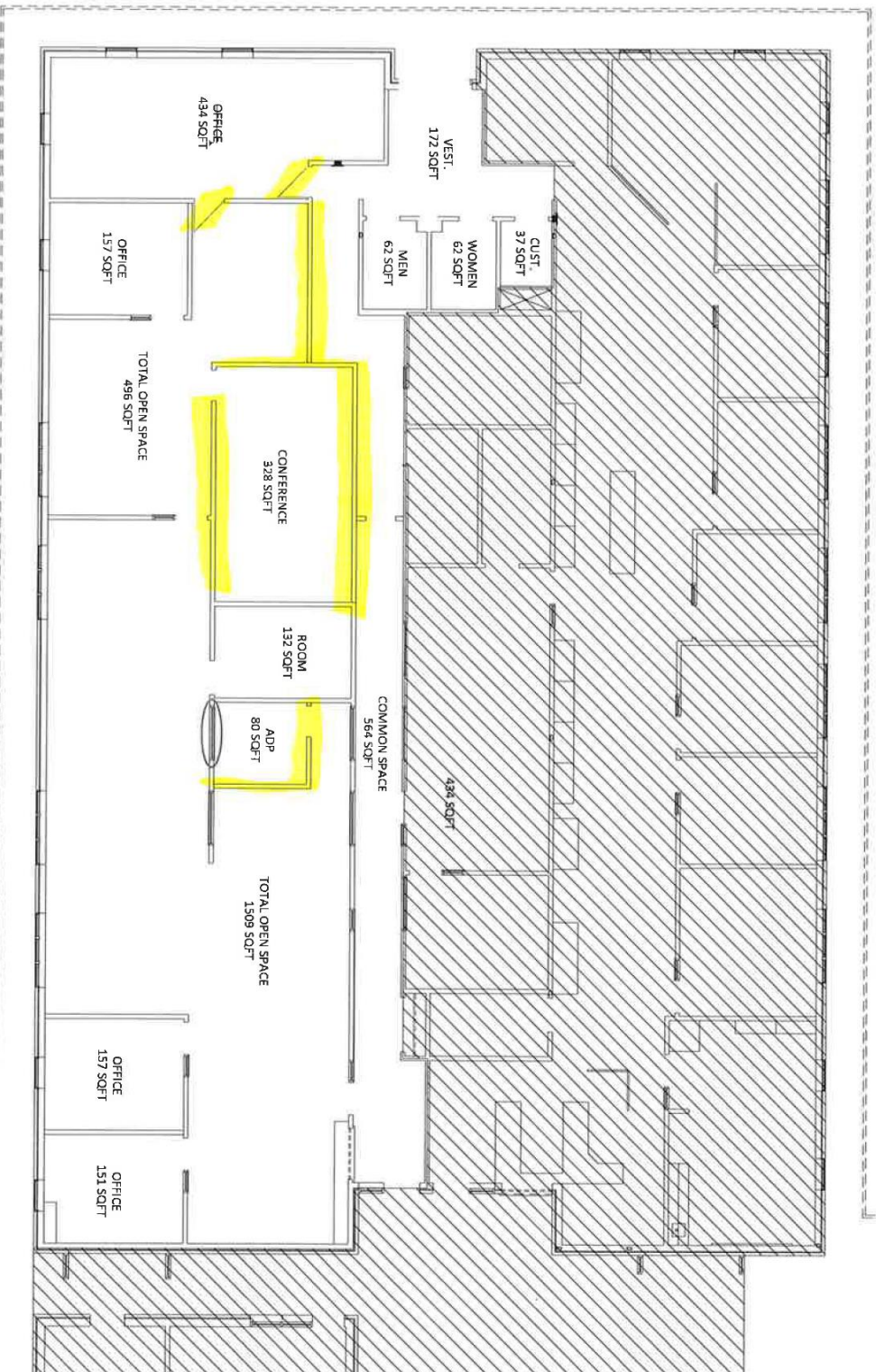
The facilities Committee approved the project and budget transfer request at the May 11, 2022 meeting. The vote was 5/0

Attachments:

1 – Demolition Sketch

2- New Construction Sketch

Attachment 1 – Demolition Sketch



WI-OSHKOSH-WINNEBAGO COUNTY
 TOTAL RSF: 4520 SQFT (INCLUDE EXTERIOR WALLS)
 USF: 3660 SQFT (EXCLUDE COMMON SPACE, VEST AREA AND RESTROOMS)

Highlighted Areas Are New Construction

FSA CED: *Grand River Bay*
FSA DD/State: *William J. Maroszek*
NRCS DC: MERRIE
SCHAMBERGER
JEFFREY
MAROSZEK
 Digitally signed by MERRIE SCHAMBERGER Date: 2023.02.23 14:24:41 -0600
 Digitally signed by JEFFREY MAROSZEK Date: 2023.02.24 15:41:21 -0600

