

(7) Statement as to relationship between facility and adjacent traffic and pedestrian circulation.

(4) The cost of any additional surveys, studies or tests requested by the county board, to assist in arriving at a recommendation on the proposal that must be purchased by the county from a vendor or consultant, and paid for with sponsor funds, shall be approved by the sponsor prior to expenditure. Any refusal by the sponsor shall be considered a withdrawal of the proposal, and it shall be filled by the county board, the bond cancelled after the county is reimbursed for any additional expenses, as outlined previously, or the unspent deposit returned to the sponsor.

56.20. Centralized administration of public works contracts and construction.



(1) *Policy.* Uniformity of bid documents, contracts and procedures for construction of public works projects and centralization in one (1) office of related activities is essential to efficient management of public construction programs.

(2) *Definitions.* As used in this ordinance:

(a) "Public work project" means all projects for construction, repair, remodeling or major maintenance or capital improvements subject to s. 59.08, Wis. Stats., and authorized by the county board or departments of county government, including boards and commissions.

(b) "Administration" means preparation of preliminary and final plans, specifications, project and professional service cost estimates, and bid documents; analysis of bids, preparation of schedules for plans, bidding and construction completion, making recommendations for award of contract, contract drafting, inspection of construction during work progress and reporting scheduled progress to responsible department on a monthly basis; drafting and recommending contract change orders and certificates of payment, and maintaining project records; establishment of a program for maintaining structural integrity of all capital improvements and routine major maintenance; recommending professional architectural, engineering and specialized trade consultants, drafting contracts and issuance of certificates of payment for such professional service, and review of all plans and specifications prepared by such professional consultants.

(3) *Central office.* Administration of all public work projects shall be the function of, and centralized in, the department of public works.

(4) *Service charge.* The cost of all services performed by the department shall be charged, where applicable, against the project account, the department for which the services are rendered, or the revolving fund established in conformity with section 56.12 of the Code.

56.21. Procedure to seek county financial participation in sponsoring a professional conference or convention.

(1) "Professional conference or convention" means the annual meeting of a professional organization, or a major division thereof, which is open to attendance by all members and other interested parties, at which subjects of general interest to the entire group, or a major division thereof, are reviewed.

(2) Any county official, officer, employe or member of a board or commission desiring to solicit the selection of the county as the site for a professional conference or convention in which the county is required to provide financial participation, either in terms of money or in-kind services, shall first obtain the approval of the county board. Such request shall be in the form of a communication to the county board, indicating the following:

(a) Name of organization.

(b) Its goals and purposes.

6. Each authority and/or legal custodian shall require prepayment by a requester of any fee(s) imposed under this subsection if the total amount exceeds five dollars (\$5.00).

(d) Each authority and/or legal custodian in acting upon a request for any record shall respond within the times and according to the procedures set out in s. 19.35(4), Wis. Stats.

(5) *Separation of information.* If a record contains information that may be made public and information that may not be made public, the authority and/or legal custodian having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority and/or legal custodian shall consult with the county corporation counsel before releasing any information under this subsection. Notwithstanding the foregoing, records of the following personnel matters are generally not public and should not be disclosed to the public without prior consultation with the corporation counsel:

- (a) Evaluations of applicants.
- (b) Names of applicants other than those certified for employment.
- (c) Pay survey data obtained from identifiable nonpublic employers.
- (d) Names of nonpublic employers contributing pay survey data.
- (e) Performance evaluations of individual employees.

In addition, all patient health care records shall remain confidential and are nonpublic, and may be released only to persons in accordance with the provisions of ss. 146.82 and 905.04, Wis. Stats.

56.30. Professional services.

(1) *Definitions.* The meanings of certain terms used in this section are as follows, unless the context otherwise provides:

- (a) "Professional services" means services, the value of which is substantially measured by the professional competence of the person performing them and which are not susceptible to realistic competition by cost of services alone. The services provided must be materially enhanced by the specific expertise, abilities, qualifications and experience of the person that will provide the service. Professional services shall typically include services customarily rendered by architects; engineers; surveyors; real estate appraisers; certified public accountants; attorneys; financial personnel; medical services, except when such services are delivered to clients of the general assistance-medical program or to county employees as part of a workers compensation claim and social services; system planning; management and other consultants; and services for promotional programs.
- (b) "Services" means the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than usual reports and/or drawings which are incidental to the required performance.
- (c) "Request for proposal" means all documents, whether attached or incorporated by reference, used for soliciting proposals.
- (d) "Contractor" means a firm or individual who formally undertakes to do anything for another.
- (e) "Contract" means an agreement between two (2) or more persons to do or not to do something.
- (f) "Medical services" means services provided by a licensed or recognized health care professional, professional group, ambulance or medical transportation services operated

by governmental units, medical laboratories or companies of medical supplies or equipment is provided to individuals who qualify for assistance under the general assistance-medical program or county employees whose injury is considered a workers compensation claim. Hospitals, community-based clinics, faculty physicians and surgeons or other physicians operating from Froedtert Memorial Lutheran Hospital, nonmunicipality operated ambulance and medical transportation providers are excluded from this definition.

[(2) *Reserved.*]

[(3) *Reserved.*]

(4) *Professional services procedures.* It shall be the responsibility of the administrator to conform with the following provisions when entering into a professional services contract and expending budgeted funds:

(a) *Professional services--Capital improvements.* The following conditions shall apply to all capital projects.

(1) During its annual budget process, departments shall provide a list to the county board of which capital projects contained in the recommended budget are intended to require the assistance of a professional services consultant. Departments are authorized to enter into contractual services or professional services agreements as may be required for specific capital improvement projects which have been approved by the county board through the budget process. Expenditures shall only be for those projects and professional services specifically identified in the budget write-up reviewed by the committee on finance and audit during the budget review process and approved by the county board, or for those projects approved by action of the county board. The budget write-up shall contain specific information as to the scope of the project, professional services required and estimated cost of the professional services work to be performed. The department of public works shall provide in February of each year to the committee on finance and audit and the committee on transportation, public works and transit an updated report on public works capital projects requiring the use of a professional services contract. Any professional services work costing more than twenty thousand dollars (\$20,000.00) which is not identified in the February report shall require county board approval.

(2) All contracts in excess of twenty thousand dollars (\$20,000.00) shall be solicited following a request for proposal process as outlined further in this ordinance.

(b) *Professional services--Non-Capital.*

(1) For professional services resulting in an expenditure of two thousand dollars (\$2,000.00) or less, a departmental purchase order or purchase card may be used for the purchase of professional services. County board approval is not required provided monies are available in the appropriate budget account.

(2) For a professional services contract with a value greater than two thousand dollars (\$2,000.00) and less than fifty thousand dollars (\$50,000.00), county board approval is not required provided monies are available in the appropriate budget account for the expenditures required by the contract.

(3) County board approval.

(a) If a professional services contract with a value greater than two thousand dollars (\$2,000.00) and less than fifty thousand dollars (\$50,000.00), entered into by a department administrator is to be extended or amended to provide additional reimbursement which extends the total reimbursement beyond fifty thousand dollars (\$50,000.00) to the same vendor, county board approval shall be required for each extension.