

CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING
September 10, 2024 @ 5:00 PM
Hauser Room, 211 Walnut Street

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

A G E N D A

1. Approval of Minutes of the Meeting of August 27, 2024 (Attachment)
2. Public Appearances
3. Licenses
 - a. Approve the Temporary Extension of Licensed Premises application to Bergstrom Mahler Museum of Glass for Art After Dark Renaissance Fair (Attachment)
 - b. Special Event Permits (Informational Only)
4. Approval of A/E Proposal for Remodel of Fire Station 31 and Associated Fees (Attachment)
5. Removal of Traffic Signals at 1st Street and East Forest Avenue (Attachment)
6. Follow Up on the Intersection of Nicolet Boulevard and S. Commercial Street
7. Public Works General Construction and Department Activity Report (Attachment)
8. Announcements/Future Agenda Items
9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **City Clerk Office at (920)886-6101** or the **City's ADA Coordinator at (920)886-6106 or e-mail attorney@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

****AMENDED****
CITY OF NEENAH
PUBLIC SERVICES AND SAFETY COMMITTEE MEETING MINUTES
Tuesday, August 27, 2024

Present: Chairperson Lendrum, Alderperson Borchardt, Hillstrom, Pollnow, and Weber

Excused:

Also Present: Mayor Lang, City Attorney Rashid, Public Works Director Kaiser, Community Development and Assessor Director Haese, Parks & Recreation Director Kading, Public Works Superintendent Radtke, Public Works Office Manager Mroczkowski, Assistant Public Works Superintendent Beyer, Alderperson Boyette, Ron Albrecht, Arnold Stachurski, Scott Becher, Heidi Keating, and Duke Behnke

Approval of Minutes of the Meeting of the Meeting of July 30, 2024, and the Special Meeting of August 21, 2024

Motion by Hillstrom, Seconded by Weber to approve the minutes of the meeting of July 30, 2024, and the Special Meeting of August 27, 2024

Motion Carried. All voting aye. 5/0

Public Appearance

Scott Becher, 1061 Green Acres Ln, Neenah – Mr. Becher spoke in regard to the Arrowhead RFP review team. He stated that it is a governmental body that should fall under Wisconsin's open meeting laws and the Wisconsin's open records law.

Heidi Keating, 525 Riford Rd, Neenah – Ms. Keating spoke in regard to the proposed ordinance modification allowing alcohol sales in convenience stores. Ms. Keating stated that she does not support the change. She stated that she commends the City of Neenah for their foresight to pass an ordinance that protects the community from the affects alcohol can cause. She stated that revoking the ordinance will increase alcohol related crimes and harms. Ms. Keating stated that this ordinance protects the Neenah community members.

Ron Albrecht, 1144 Westwind Ct, Neenah – Mr. Albrecht spoke in regard to the proposed ordinance modification allowing alcohol sales in convenience stores. He stated that he works for Kwik Trip and is in favor of the ordinance change. He stated that fermented malt beverage sale is not a high profit category for Kwik Trip but is an item that the public would like to be able to purchase in convenience stores. Mr. Albrecht stated that Kwik Trip wants a win/win for the public and wants everyone to be on a level playing field.

Arnold Stachurski, 1356 Mulberry Ln, Neenah - Mr. Stachurski spoke in regard to the proposed ordinance modification allowing alcohol sales in convenience stores. He stated that he also works for Kwik Trip and supports the ordinance change. Mr. Stachurski stated that he too wants to be on a level playing field.

Public Works Superintendent Radtke introduced Travis Beyer as the new Assistant Public Works Superintendent.

Chairperson Lendrum closed public appearances.

South Vehicle Bay Ceiling Fans

Report

Motion by Pollnow, Seconded by Borchardt to recommend Council approve the purchase of two (2) 24' ceiling fans for the south vehicle bay from Black Gold Environmental Services in the amount of \$12,688.00 and installation costs not exceeding \$2,300.00 utilizing 2024 Capital Equipment budgeted funds.

Public Works Superintendent Radtke stated that this will be the second set for the south vehicle bay. He stated that these fans are doing a great job circulating the air in the vehicle storage area. Public Works Superintendent Radtke stated that he will be looking at installing these fans in other work areas in the municipal garage in the future.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Replacement of V-Box Salt Spreader

Report

Motion by Pollnow, Seconded by Borchardt to recommend Council approve a budget amendment of \$8,000 from remaining funds from the Sewer Capital Project Funds, Project SEW09, Sewer Utility Truck, to purchase a Boss VBX 6500 Auger Salt Spreader from Monroe Truck Equipment in the amount of \$6,848.00.

Public Works Superintendent Radtke stated that the current salt spreader was purchased in 2004 and has had the motor and conveyors replaced twice.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Licenses & Permits

Approve the Temporary Extension of Licensed Premises Application to Cedar Neenah, LLC, for the Cedar Cornhole Event.

Motion by Pollnow, Seconded by Weber to recommend Council approve the Temporary Extension of Licensed Premises Application to Cedar Neenah, LLC, 1330 S. Commercial Street, Neenah, for the Cedar Cornhole Event, to be held on September 7, 2024, from 1:00 PM to 6:00 PM.

Call for vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Special Events Permits Informational Only

Design and Engineering Services for Arrowhead

Motion by Weber, Seconded by Hillstrom to recommend Council approve the Design and Engineering Services of Arrowhead Park to GRAEF, in an amount not exceed \$189,617.00, utilizing ARPA funds allocated for Arrowhead as identified in the 2024 Capital Budget.

Director Kading reviewed his memo of August 22. He stated that under the direction of Mayor Lang, City staff issued Requests for Qualifications (RFQs) to over 20 firms and listed the RFQ on QuestCDN, an online service representing construction and engineering firms. He stated that 10 individuals from various firms attended a June 11, 2024, walkthrough at Arrowhead. Director Kading stated that on June 19, 2024, five firms submitted responses to the RFQ they were JSD, IMEG, MSA, SEH and GRAEF.

Director Kading stated that after the RFQ submittals were received, staff issued a Request for Proposal (RFP) to the five firms. He stated that the interview team reviewed the RFP's and invited four of the five firms to interview with the team. Director Kading stated that after completion of the interview process, fee proposals were reviewed, and the interview team met to further discuss and deliberate.

Director Kading stated that the Arrowhead interview team, based upon quality of presentation and overall strength of team recommends GRAEF in an amount not to exceed amount of \$189,617.00. Director Kading noted that the Parks Commission met earlier today and approved GRAEF as well.

Aldersperson Pollnow stated that in May 2024, the Council voted to receive and place on file the RDG Planning and Design for Arrowhead. He stated that he thought the plan was great, but it did not have costs or a timeline. He stated that for this reason and also that he feels this is a want and not a need, he will be voting against this item.

Call for vote by Chairperson Lendrum

Motion Carried 4/1 (Pollnow)

C.A.

Report

Schematic Design for the Innovation Building at Arrowhead

Report

Motion by Weber, Seconded by Hillstrom to recommend Council approve the Schematic Design proposal for the innovation building from Gries Architectural Group, Inc., in the amount not to exceed \$23,500, utilizing Budgeted 2024 CIP Arrowhead Funds.

Director Kading reviewed his memo from August 20. He stated that the innovation building is meant to serve as the “HUB” for Arrowhead. He stated that maintenance and parks and recreation programming will be supported out of this facility along with having restrooms.

Call for vote by Chairperson Lendrum

Motion Carried 4/1 (Pollnow)

Prairie Design Services for Arrowhead

Report

Motion by Weber, Seconded by Hillstrom to recommend Council approve the Prairie Design Services proposal from J. Kox Landscape Architecture, LLC, in the lump sum amount not to exceed \$9,500, utilizing Budgeted 2024 CIP Arrowhead Funds.

Call for vote by Chairperson Lendrum

Motion Carried 4/1 (Pollnow)

Council Directive-Convenience Store Alcohol Sales Allowance

Report

Motion by Pollnow, Seconded by Weber to recommend Council approve Ordinance No. 2024-18 modifying the Neenah Municipal Code to permit the sale of malt beverages from convenience stores as specified within the Ordinance.

Director Haese reviewed his memo of August 22. He stated that in response to the Council directive, staff prepared an ordinance to modify the Municipal Code permitting the sale of malt beverages with reasonable restrictions at convenience stores. Director Haese stated that the specific conditions and restrictions will help provide easier processing and improve clarity for the city and the license holder.

Aldersperson Pollnow stated that he is happy to see this modification to the ordinance. He stated that it is good for the city when it comes to future development.

Alderson Hillstrom stated that there are 11 convenience stores in the City of Neenah and 52 locations to purchase alcohol in the City of Neenah. He stated that if we approve this ordinance, larger convenience stores are going to start moving into the city, putting the smaller convenience stores out of business. Alderson Hillstrom stated that he has heard from many people, both from Neenah and outside of Neenah, how they admire the city for the stance they have taken with alcohol in the parks and where alcohol is sold.

Call for vote by Chairperson Lendrum

Motion Carried 3/2 (Lendrum, Hillstrom)

Contract for Weights and Measures Services with City of Appleton

Motion by Pollnow, Seconded by Borchardt to recommend Council approve the Cities of Appleton and Neenah Memorandum of Agreement for weight and measure services.

Call for vote by Chairperson Lendrum

Motion Carried 5/0

Public Works General Construction and Department Activity Report

- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pump manhole to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is complete. Concrete pavement was placed on one-half of each of the streets. Weather allowing, the other half of the streets will be paved after Labor Day.
- 5) Contract 2-24 (E. Doty Av - Utilities and Street): Utility work is complete with the exception of several service replacements east of Oak St. Concrete paving was done on the north half from Commercial to Oak on 8/20. Weather allowing, the south half of that section will be paved early the week of 8/26.

- 6) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Work is complete.
 - b) Commercial St Water Crossings: Utility installation is complete.
 - c) Quarry Ln: Utility work is complete. Street excavation and grading will be completed the week of 8/26. Reed St south of Quarry will require additional excavation to address poor soils.
- 7) Contract 4-24 (S. Park Avenue Easement – Utilities): Work is scheduled to start in August.
- 8) Contract 5-24 (North St - Utilities and Street): Utility installation is complete, and the rest period has concluded. Concrete repairs and pavement removal are next steps.
- 9) Contract 6-24 (Jewelers Park Drive – Street): Work is complete. Final quantities are being prepared.
- 10) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Miscellaneous sidewalk repairs will start when the contractor remobilizes.
- 11) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 12) Contract 9-24 (Epoxy Pavement Markings): Pavement markings are set to be start the week of August 26th. The Tullar Road markings will be done first and will be done by before school starts.
- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. They are planning to start this work in August.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding. The wetland permitting was received on 8/21.
- 15) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.
- 16) Our new Crafc0 Mastic Patcher was put into operation on 8/21.
- 17) Traffic Engineer Merten has been monitoring the traffic conditions resulting from the closure of Washington Street in Menasha. That closure has resulted in significant peak hour traffic congestion along Commercial, Nicolet and Ahnaip. The closure is expected to be in place until 8/28.

Announcements/Future Agenda Items

None

Motion by Borchardt, Seconded by Pollnow to adjourn at 6:15 PM.

Call for motion vote by Chairman Lendrum

Motion Carried. All voting aye. 5/0

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Mroczkowski".

Lisa Mroczkowski
Public Works Office Manager

Public Services & Safety Committee

September 8, 2024

Temporary Extension of Licenses Premises Application

Applicant	Event Contact	Name of Event	Location	Date(s) of Event	Time of Event
Bergstrom Mahler Museum of Glass	John Timmer	Art After Dark Renaissance Faire	165 N Park Ave Bergstrom Mahler Museum	9/26/24	5:30-9:30pm

Approved Special Event Permits

Applicant	Name of Event	Class of Event	Location	TDORA	Dates	Approved
Bergstrom Mahler Museum of Glass	John Timmer	Class A Exceeds 200 Attendees, Travel Lane Closures	165 N Park Ave Bergstrom Mahler Museum	Temp Class B	9/26/2024 5:30-9:30pm	Approved
Spina Bifida of Wisconsin	Glowing for Spina Bifida Glow Walk	Class A Exceeds 200 Attendees, Travel Lane Closures	Memorial Park	No	10/19/2024 6-8:30pm	Approved
Neenah High School	Homecoming Parade	Class A Exceeds 200 Attendees, Travel Lane Closures	S. Commerical Street/W. Wisconsin Ave	No	10/4/2024 5-5:45pm	Pending

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 07/30/2024

☐ Town ☐ Village ☒ City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/26/2024 and ending 09/26/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Bergstrom-Mahler Museum of Glass

(b) Address 165 North Park Ave. Neenah, WI 54956

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 04/05/1959

(d) If corporation, give date of incorporation 04/05/1959

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Kathleen A. Brost 165 North Park Ave., Neenah, WI 54956

Vice President _____

Secretary Amy Pietsch 165 North Park Ave., Neenah, WI 54956

Treasurer Fred C. Schwertfeger 165 North Park Ave., Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: John Timmer Assistant Director 165 North Park Ave., Neenah, WI

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 165 North Park Ave., Neenah, WI 54956

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Yes

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: All museum property.

3. Name of Event

(a) List name of the event Art After Dark Renaissance Faire

(b) Dates of event 09/26/2024

(c) Does this event require a Special Event Permit Application? Yes

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer John Timmer 7/30/2024

(Signature / Date)

Bergstrom-Mahler Museum of Glass

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



Memorandum

TO: Public Services and Safety Committee
FROM: Chief Teesch
DATE: August 28, 2024
RE: **Recommendation for Approval of A/E Proposal for Remodel of Fire Station 31 and Associated Fees**

Introduction:

The purpose of this memo is to recommend the approval of the proposal submitted by Short Elliott Hendrickson Inc. (SEH) for the remodeling of Fire Station 31 for Neenah-Menasha Fire Rescue (NMFR). After a thorough review and selection process, SEH has been chosen as the preferred partner for this important project.

Selection Process:

The city received a total of three Requests for Proposals (RFPs) for the remodel project of Fire Station 31. The selection committee conducted interviews with two of the three firms that submitted proposals. After careful consideration, SEH was selected based on their outstanding proposal and performance during the interview process.

Rationale for Selecting SEH:

1. **Experience and Expertise:** SEH has demonstrated considerable experience in designing public safety facilities, which comprises a significant portion of their work. They bring a deep understanding of the functional requirements, cost efficiency, and operational needs specific to fire stations.
2. **Emphasis on Wellness and Safety:** SEH's proposal highlights their focus on developing spaces that promote wellness and safety, including design features that support decontamination and general well-being, critical for firefighter health.
3. **Futureproofing:** SEH's approach includes provisions for futureproofing the facility, ensuring it can adapt to the evolving needs of the fire department, including considerations for an inclusive workforce and advancements in training methodologies.

4. **Comprehensive Services:** The SEH team offers a full range of services, including architectural design, structural engineering, and environmental testing, ensuring that all aspects of the remodel will be managed efficiently and cohesively.

Proposed Fees:

SEH's fee for the remodeling of Fire Station 31 is structured on a scale based off percentage of work and divided into two phases totaling \$465,580.

Services	Fees
Architecture	\$255,000
Structural	\$62,200
Civil	\$33,100
Mechanical/Electrical/Plumbing & Fire Protection	\$55,000
Expenses	\$13,850
	\$419,150

This fee includes all reimbursable expenses such as travel, printing, and plan review fees. Additionally, there are specific fees for requested additional services, such as interior design and environmental testing, amounting to \$46,700. These additional services are necessary to meet the specific needs of the Station 31 renovation.

Below is the recommendation from Director of Finance Vicky Rasmussen regarding funding for this project; with the Overage to be funded with Facilities Fund balance – the **current fund balance is \$379,500.**

2024 Capital Budget	\$335,000
SEH Professional Services	\$419,150
SEH Additional Services	\$46,700
Total	\$465,850
Overage	\$130,850

Recommendation:

Given SEH's comprehensive proposal, their strong performance during the selection process, and their complete and competitive fee structure, it is recommended that the Public Services and Safety Committee approve SEH's proposal and the associated fees for the remodel of Fire Station 31.

Please feel free to contact me if you have any questions or require further information.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Neenah ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective August 18, 2016, this Supplemental Letter Agreement dated August 22, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Professional Services Agreement for Fire Station 31 Renovation.

Client's Authorized Representative: Travis Teesch- Fire Chief

Address: 125 E. Columbian Avenue Neenah, WI 54956

Telephone: 920.470.5689

email: tteesch@nmfire.org

Project Manager: Trevor Frank

Address: 425 West Water Street, Suite 300 Appleton, Wisconsin 54911

Telephone: 9205854320

email: tfrank@sehinc.com

Scope: The Services to be provided by Consultant:

Per the Proposal as submitted to the NMFRD 8/12/2024 and attached herein

Schedule: Per the Proposal as submitted to the NMFRD 8/12/2024 and attached herein

Payment:

The lump sum fee is \$465,580.00 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

Additional work, if required, shall be compensated in accordance with the rate schedule current at the time of the delivery of the additional services. No additional work will be performed without prior written authorization from the client and agreed to by both parties.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.



Full Name:

Title: Trevor M. Frank, AIA | Principal

City of Neenah

By:

Full Name:

Title:

Exhibit A-2
to Supplemental Letter Agreement
Between City of Neenah (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated August 22, 2024

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

PROPOSAL FOR PROFESSIONAL SERVICES

Remodel of Fire Station 31

Neenah-Menasha Fire Rescue

NEENAH, WISCONSIN | AUGUST 12, 2024



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

August 12, 2024

Chief Travis Teesch
Neenah-Menasha Fire Rescue
125 E. Columbian Avenue
Neenah, WI 54956



RE: Remodel of Fire Station 31

Dear Members of the Selection Committee,

By moving forward with a remodeling effort on Fire Station 31, Neenah-Menasha Fire Rescue (NMFR) is taking important measures to expand the department's capacity and operations. For such an undertaking, NMFR needs a strong planning and design partner – one who will bring innovation, responsiveness, and public safety facility design experience to your communities. Short Elliott Hendrickson Inc. (SEH®) is eager to fulfill this role for NMFR, serving as a committed and driven project partner for this endeavor. In doing so, our team provides the following advantages:

Public Safety Facility Design Experience. Emergency services facilities comprise nearly all our work. We bring considerable knowledge of what goes into daily operations, what should drive programming, and how to determine cost-efficient and functional solutions for your community.

Emphasis on Wellness and Safety. Through strategic programming and design, we focus on developing training facilities, fitness spaces, and design layouts that support decontamination and general well-being. This includes features that allow for separate work and rehabilitation areas – all of which are important to preventing and mitigating exposure to harmful cancer-causing contaminants.

Future-Proofing Your Facility. Recruitment and retention pose a big challenge for the public safety industry. To support an ever-changing and inclusive workforce, we will evaluate restroom and sleeping quarter design options that can be easily reconfigured to keep up with the changing composition of your departmental staff.

Efficiency and Storage Capacity. With deficiencies in gear storage and a lack a privacy for visitors to the City of Neenah's clinic in the facility, this project needs to re-envision the overall program. Our team will explore floor plan options for this renovation to provide more space for gear, prevent contamination, and better separate department spaces from the facility's other functions.

Training Amenities. On-site training features are a great way to enhance your facility's value over time and strengthen relationships with neighboring departments. From standalone towers with full services to individual features designed into the station, we work with departments to design training spaces that fit their unique needs and budget.

We sincerely appreciate the opportunity to provide you with our proposal for professional services. If you have any questions regarding any of the information provided, please do not hesitate to contact me at 920.585.4320 or tfrank@sehinc.com.

Respectfully submitted



TREVOR FRANK AIA, LEED AP®, NCARB, PMP | ARCHITECT IN WI
**PROJECT MANAGER AND
PRINCIPAL IN CHARGE**

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058

920.380.2800 | 888.413.4214 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



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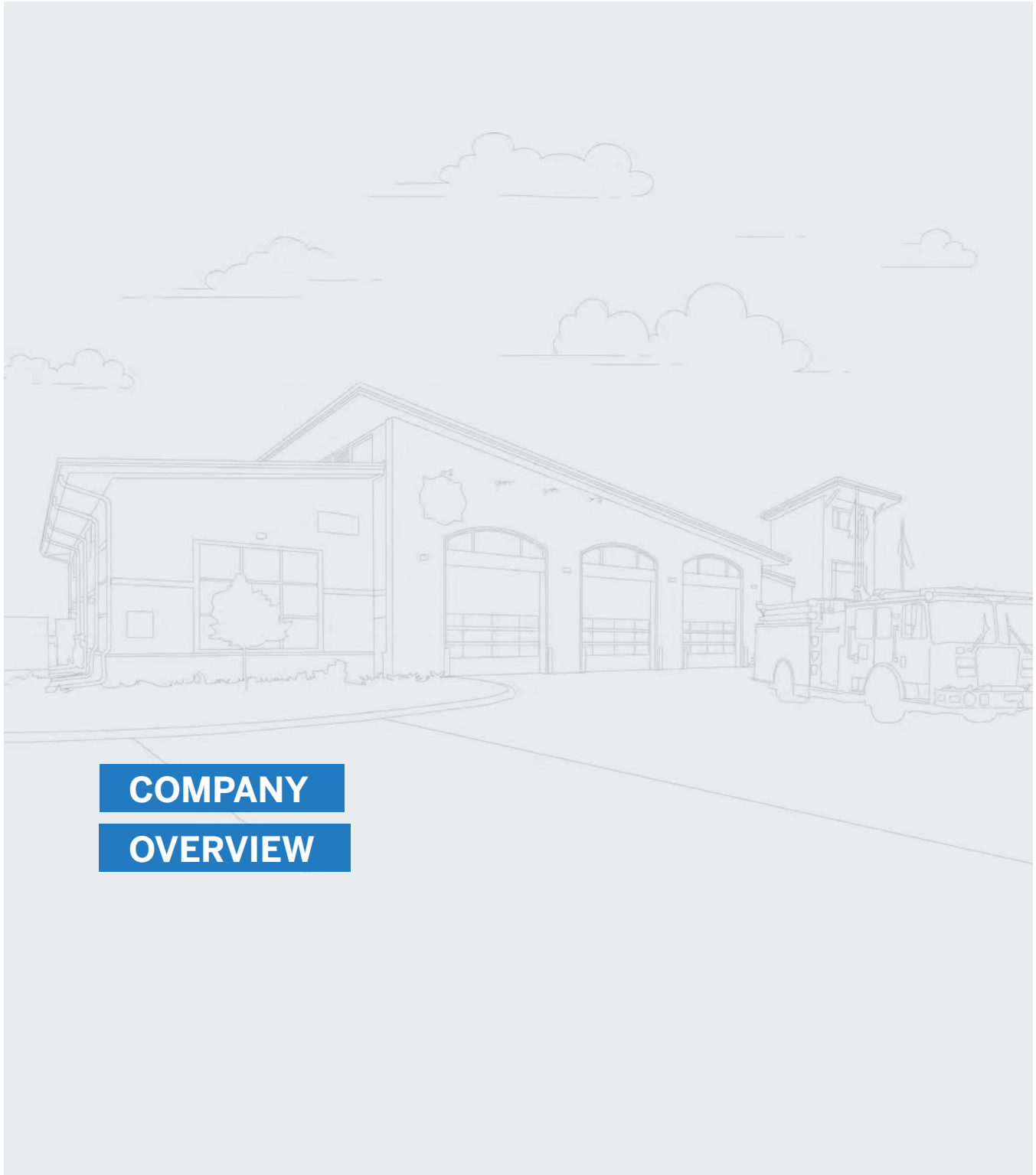
The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

NEENA 179205



COMPANY

OVERVIEW



Company Overview

The SEH team is excited for the opportunity to work with Neenah-Menasha Fire Rescue on this effort. Our local team allows us to constantly communicate amongst each other to keep your project on schedule and within budget all while working as your partner to help you achieve your goals. Let's get started!.

SEH is an employee-owned engineering, architectural, environmental, and planning company that helps government, industrial, and commercial clients find answers to complex challenges. Our 900-plus employee-owners share a core purpose: **Building a Better World for All of Us®**. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government and helping industrial and commercial clients achieve their business goals.

ARCHITECTURAL DESIGN

SEH sees architectural design as an opportunity to improve the way we interact with one another and our environment. We see an opportunity to unite form and function, style and durability, and beauty and purpose in ways that support our clients' needs. Although experienced in a diverse mix of projects, our architects are especially experienced in municipal and civic work with public safety facilities, including fire station design as a main focus. Our integrated project teams understand how to make the most of your investment and design functional and sustainable facilities that work for those who own, use, and maintain them.

INTENTIONAL FIRE STATION PLANNING AND DESIGN

Putting out fires is just 3% of a firefighter's role. Today, they're relied on for emergency medical services, public safety and protection, community education, and so much more. Unfortunately, the continuously increasing demand is taking a toll on our nation's 1.1 million firefighting professionals. In response, future-forward leaders like SEH are seeking not to accommodate but rather empower their workforces through intentional planning and design, culture building, and training/education.



10 Trends Transforming Fire Station Planning Design [eBook]



SCAN QR CODE
for the eBook!

SHORT ELLIOTT HENDRICKSON INC.

founded in

1927 

WE PARTNER WITH CLIENTS



in nearly every
U.S. state and many
Canadian provinces

EMPLOYING



900+

engineers, architects,
planners, scientists, and
talented professionals

WHO WORK TOGETHER TO SERVE

4

market areas: mobility,
better places, clean water,
and renewing infrastructure



AN IMPRESSIVE **80%**



of our clients are
repeat customers



PROJECT

TEAM



Project Team

Our team, listed below, has a deep understanding of the community's needs, NMFR's goals for this facility, and how to plan and design top-quality fire rescue stations. This team's strengths will facilitate an efficient, budget-conscious approach, leading to the delivery of a successful project.

Neenah-Menasha Fire Rescue

Travis Teesch, Fire Chief

KEY INDIVIDUALS

Trevor Frank AIA, LEED AP®,
NCARB, PMP
Project Manager and
Principal in Charge, SEH

Mark Zvitkovits AIA, LEED
GREEN ASSOCIATE
Project Architect, SEH

Brian Bergstrom AIA, LEED
AP, NCARB
QAQC, SEH

Chuck Leipzig
Operations Specialist, SEH

ARCHITECTURE AND LANDSCAPE ARCHITECTURE

Allison Miller AIA, NCARB
Programming Facilitator, SEH

Schawn Jubert WRID L LEED
AP ID&C
Senior Interior Designer,
Atmosphere

Molly Wagner PLA
Landscape Architect, SEH

STRUCTURAL AND CIVIL ENGINEERING

Matt Gundry PE
Structural Engineer, SEH

Riley Stone PE
Civil Engineer, raSmith

Ryan Mann PE
Engineering Technician,
raSmith

MECHANICAL AND ELECTRICAL ENGINEERING

Tim Wendt PE
Mechanical Engineer, MSA

Laura Gilbert PE
Senior Electrical Engineer,
MSA

Jason Testin DES
Senior HVAC Engineer, MSA

COST ESTIMATING

Thomas Zeise
Cost Controller,
Zeise Construction

John Gretzinger
Cost Estimator,
Zeise Construction

The specific licenses and credentials of the team members are described in the following pages.



KEY INDIVIDUAL

TREVOR FRANK

AIA, LEED AP®, NCARB, PMP
PROJECT MANAGER AND PRINCIPAL IN CHARGE | SEH

Trevor is a principal and senior architect with more than 32 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond, and live in the environments he creates.

EXPERIENCE

- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Police and Fire Department Master Planning – Brillion, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Emergency Services Building – Black River Falls, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Discovery Center-New Library and Village Hall – Osceola, WI
- North Fire Station – Maplewood, MN
- Public Safety Facility – Bellevue, WI
- Bain School Site Fire Station – Kenosha, WI
- Fire and Emergency Medical Services Station Location Study – Fitchburg, WI
- Fire Station #4 – Kenosha, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Fire Station Design – Kaukauna, WI
- City Hall and Police Station Design – Kaukauna, WI
- Police Department Feasibility Study – Kaukauna, WI
- Fire Station #7 – Kenosha, WI
- New Fire Station Schematic Design – Greenville, WI
- Fire Station Study – Verona, WI
- Fire Stations 40 and 41 Renovation and Expansion – Menasha, WI
- Elkhart Lake Fire Station – Elkhart Lake, WI
- Municipal Facilities Study – Jackson, WI
- Public Safety Facility – Bellevue, WI
- Watertown Fire Station – Watertown, WI
- Building Renovation (Fox Valley Metro Police Department) – Little Chute, WI
- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Facility Assessment – Harrison, WI
- Fire Station #2 Schematic Design – Sheboygan, WI



Trevor will serve as your key point of contact, oversee the project team tasks, and closely monitor the project schedule and budget.

32
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI, AZ, FL, GA, IA, IL, IN, KY, MI, MN, NC, ND, NE, OH, RI, SD, TN, and VA

Project Management Professional (PMP), Project Management Institute

LEED AP, U.S. Green Building Council

Architect, National Council of Architectural Registration Boards

TOP: The Kaukauna Fire Station delivered two separate municipal services buildings on a single downtown urban campus.

BOTTOM: By utilizing automated software to track travel time for the Watertown Fire Station, we were able to lessen the turnout time from areas within the station to the truck floor by strategically placing access corridors and high-occupancy, high-use areas closer to the apparatus bays.



KEY INDIVIDUAL

MARK ZVITKOVITS AIA, LEED GREEN ASSOCIATE PROJECT ARCHITECT | SEH

Mark is an architect with experience in architectural design and construction documents. He works with AutoCAD Architecture and Autodesk Revit Architecture on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating, and shop drawing reviews.

EXPERIENCE

- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Fire Station #2 Schematic Design – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Police and Fire Department Master Planning – Brillion, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Fire Station Design – Kaukauna, WI
- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Black River Falls Emergency Services Building – Black River Falls, WI
- Bain School Site Fire Station – Kenosha, WI
- Watertown Fire Station – Watertown, WI
- New Fire Station #6 – St. Cloud, MN
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Fire Station 2 Remodel – De Pere, WI
- Discovery Center-New Library and Village Hall – Osceola, WI
- City Hall and Police Station Design – Kaukauna, WI
- Police Department Feasibility Study – Kaukauna, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- City Center Building Evaluation/Space Needs Assessment – Whitehall, WI
- Maplewood North Fire Station – Maplewood, MN
- New Fire Station Schematic Design – Greenville, WI
- Police Department Expansion Project – Maplewood, MN
- Gunnison Valley Health EMS Facility – Gunnison, CO



Mark will bring his knowledge
of the public safety services
industry to the team and serve
as the project architect.

16
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Architect in WI

Firefighter I/HazMat Ops, Lakeshore
Technical College

LEED Green Associate, U.S. Green
Building Council



PROFESSIONAL ASSOCIATIONS

American Institute of Architects

U.S. Green Building Council

International Association
of Firefighters

Professional Firefighters of Wisconsin

AT LEFT: Mark is a paid on-call firefighter who can bring his firsthand experience of the fire services industry to the design and functionality of your facility.



KEY INDIVIDUAL

BRIAN BERGSTROM AIA, NCARB

QA/QC | SEH

Brian is a senior project manager with experience leading teams in a variety of architectural projects for both public and private clients. His responsibilities include project team coordination, development, and oversight of project design, project budgets, and schedules. Project types include fire stations, police facilities, EMS buildings, city halls, libraries, public works, office buildings, parks and recreation facilities, and industrial/manufacturing facilities. Brian also has extensive experience in completing building condition assessments, building renovations, and adaptive reuse of existing facilities.



Brian will lead the quality management process for this project.

EXPERIENCE

- Osceola Fire Station – Osceola, WI
- Fire Hall Space Needs – Glencoe, MN
- Fire Station Design – Buffalo, MN
- Public Safety Training Tower – Buffalo, MN
- Madrid Emergency Services Building – Madrid, IA
- Griswold Fire Station – Griswold, IA
- Fire Station and Emergency Medical Service – Dell Rapids, SD
- Omaha Fire Station #31 – Omaha, NE
- Municipal Building Space Needs and Planning Study – Baldwin, WI
- Maplewood Fire and Police Department South Station – Maplewood, MN
- Maplewood North Fire Station – Maplewood, MN
- Maplewood Facility Assessments – Maplewood, MN
- Fire Station Improvements – Osseo, MN
- Elkhart Lake Fire Station – Elkhart Lake, WI
- New Fire Station #6 – Saint Cloud, MN
- Fire Station Study – Finlayson, MN
- Emergency Services Building – Hoyt Lakes, MN
- Fire Station 4 – Eden Prairie, MN
- New Fire Station – Sauk Rapids, MN
- Emergency Services Building – Mountain Lake, MN
- North Side Fire Station – Menomonie, WI
- Fire Safety Campus – Eagan, MN
- Fire Station – Clear Lake, IA
- Platteville-Gilcrest New Fire Station (Platteville Gilcrest Fire Protection District) – Gilcrest, CO
- Laramie County Fire Districts 1 and 2 Fire Station (Laramie County) – Cheyenne, WY
- Joint Fire Station/Town Offices Building (Bennett Fire Protection District) – Bennett, CO
- Police, Mower County Sheriff/Dispatch Programming Study – Austin, MN
- Facilities Needs Study for 8 City-Owned Municipal Buildings – Pella, IA
- Police Department Feasibility Study – Kaukauna, WI



26

YEARS OF EXPERIENCE



EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Twin Cities

Associate of Science
Architectural Drafting
Northwest Technical Institute
Eagan, MN



REGISTRATIONS/CERTIFICATIONS

Architect in WI, AR, IA, KS, MO, NC, OK, SD, TX, VA, and WA

Certified Construction Document Technologist (CDT), Construction Specifications Institute



PROFESSIONAL ASSOCIATIONS

American Institute of Architects

AT LEFT: SEH has a long relationship with the City of Maplewood and has completed several projects, including the North, East, and South stations, as well as their live burn and training tower facility.



KEY INDIVIDUAL

CHUCK LEIPZIG

OPERATIONS SPECIALIST | SEH

Chuck is a business development manager with years of emergency services and fire protection experience. Devoting his entire career to these services, he now works as an operations planner for fire station projects with SEH. With a fire department leadership background, he is able to recommend improvements to facilities that can increase efficiencies in areas from the apparatus bay and vehicle maintenance to dorms, training, and administrative areas. In addition to his experience in fire service, Chuck possesses the Occupation Safety and Health certification for construction safety management and oversight.

EXPERIENCE

- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire Station No. 4 – Kenosha, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Gunnison Valley Health EMS Facility – Gunnison, CO
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI



Chuck will work with design

staff to optimize day-to-day

operations and departmental

efficiency in the design of

the station.

34
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Public Administration
Mount Senario College -
Ladysmith, WI

Associate
Fire Science
Mount Senario College -
Ladysmith, WI



AT LEFT: In his role as Fire Chief, Chuck executed long-term strategic plans to add staffing, consolidate, remodel, and rebuild existing fire stations and negotiated professional service contracts with vendors and local firefighters' unions, including oversight of the build and funding procurement of two fire stations within the Kenosha Fire Department. Additionally, Chuck has completed studies in Engineering and Public Administration, and he has been the project manager of several programs.

ALLISON MILLER AIA, NCARB

PROGRAMMING FACILITATOR | SEH

Allison will facilitate a listening session with the female firefighters of the department to make sure their voices are heard in the programing and design.

Allison is a project architect and project manager who has experience developing plans for a variety of building types, including residential, commercial, educational, and public safety projects. She is skilled at understanding client goals and the 'big picture' concept, while also focusing on the details to achieve the project vision. Allison believes in the benefits of integrated project delivery methods and enjoys working with a diverse team. She brings skills in both team management and graphic communications, and her management style encourages a positive, collaborative, and iterative design process.

EXPERIENCE

- Fire Station #2 Design and Demolition – Greeley, CO
- New Fire Station #6 – Greeley, CO
- Fire Station 1 Remodel (Telluride Fire Protection District) – Telluride, CO
- Fire Station 5 Addition (Los Pinos Fire Protection District) – Los Pinos, CO
- Montrose Interagency Fire Building CA (Bureau of Land Management) – Montrose, CO



13
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Architecture
Minor: Art History
Drury University - Springfield, MO



REGISTRATIONS/CERTIFICATIONS

Architect in CO, NM, and UT

MOLLY WAGNER PLA, CLARB

LANDSCAPE ARCHITECT | SEH

Molly will lead landscape architecture design on the project.

Molly is a landscape architect and project designer with experience in educational, medical, cultural, residential, municipal, international, and master planning projects. She provides effective communication with clients and contractors from concept to construction, leveraging the use of graphics such as rendered plans, sections, elevations, plant and material boards as well as construction documents to convey design intent. Her time spent working in the Pacific Northwest instilled in her a passion for stormwater and creating sustainable landscapes. Molly is proficient in AutoCAD and the Adobe Creative Suite.

EXPERIENCE

- New Fire Station – Watertown, WI
- Fire Station #2 Schematic Design – Sheboygan, WI
- Bain School Site Fire Station – Kenosha, WI
- Fire Stations 2 and 6 – Longmont, CO
- Crystal Valley Fire Station (Castle Rock Fire Department) – Castle Rock, CO



17
YEARS OF
EXPERIENCE



EDUCATION

Master of Landscape Architecture
University of Minnesota-Twin Cities

Bachelor of Arts
Biology
Gustavus Adolphus College - St.
Peter, MN



REGISTRATIONS/CERTIFICATIONS

Landscape Architect in WI, CO, IN,
and OR

MATT GUNDRY PE

STRUCTURAL ENGINEER | SEH

Matt will lead structural design for this facility.

Matt is a structural engineer with experience designing highway structure projects, county highway shops, wastewater treatment plants, bridges, retaining walls, and industrial and commercial buildings. His highway structure design experience includes hydrology and hydraulics analysis, slab, box culverts, prestress and steel girder, timber, simple and continuous spans, sheet pile, MSE block, and CIP concrete retaining walls. Matt's building design experience includes gravity, crane, wind, and seismic; main wind force resisting system (MWFRS) and components and cladding (C&C); foundations; structural and cold-formed steel; cast-in-place and precast concrete; wood, timber, and glulam; and steel connections. He is proficient in AutoCAD Civil 3D and Architecture, Revit, MicroStation, STAAD. Pro and Foundation, GEO5, Autodesk Advanced Steel, LEAP Bridge, Hilti Profis, MathCAD, and Microsoft Office.



31
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil/Structural Engineering
Michigan Technological University -
Houghton, MI



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, MI, MN,
and NH

EXPERIENCE

- New Fire Station – Watertown, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Regional Fire Training Facility – Oshkosh, WI
- Municipal Services Building Renovation – De Pere, WI
- Fire/Police headquarters – Prairie du Chien, WI

With more than 125 fire station and public safety building projects completed nationwide, SEH is at the forefront in current design trends and new technologies. Our team understands the unique needs in emergency responsiveness. The end result is a station that is functional, sustainable, and brings pride to your community.



SUBCONSULTANTS

SEH is able to provide all services outlined in the RFP in-house, but we have assembled a team that includes the following subconsultants to address your specific needs. Our teaming partners have decades of experience, millions of sq. ft. of facility design, and hundreds of millions of dollars in construction value designing functional facilities.



ATMOSPHERE

Atmosphere Commercial Interiors is committed to fostering long-term business relationships. Their focus on innovative and inspired solutions guides their partnerships with architecture and design, real estate and development, and technology industries. Atmosphere is focused on providing commercial furnishings, architectural products, and services to ensure the best fit, finish, and prices for spaces tailored to the needs of people and their business.

Today, with eight locations in four states, they are deeply embedded in their communities and passionate about working with teams of every type to deliver smart and effective space solutions. **Atmosphere is SEH's exclusive interior design partner. We are currently working on three public safety projects and hundreds of millions of dollars in office interior renovation projects with Atmosphere, where they are providing furniture specification and interior finish design that promotes durability, ease of maintenance, value, and longevity.**



MSA

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. They achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, they do whatever it takes to meet each need, working to make communities stronger in the process. It's more than a project. It's a commitment.

MSA's roots reach back to 1919. Once a rural land survey company, the firm now consists of 400 professionals across 17 offices.

MSA provides value with fire station projects by establishing a clear understanding of client needs, managing a rigorous QA/QC process, and focusing on long-term relationship building. This enables the smooth delivery of projects that prioritize safety and compliance, sustainable design, technology integration, and long-term cost-effectiveness. **The MSA team has been supporting SEH architectural projects for more than a decade.**



raSMITH

raSmith is a multidisciplinary engineering consulting firm comprising civil engineers, structural engineers, traffic engineers, land surveyors, development managers, landscape architects, ecologists, and construction services professionals.

Their services are focused on public and private sector clients' needs in design and construction, including site design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services, and geographic information systems (GIS). They work on projects nationwide from their seven locations, and the firm currently employs a staff of 220. **raSmith is SEH's trusted partner on public safety facility design efforts, having provided site design on several of our recent emergency services projects.**



FRANK O. ZEISE CONSTRUCTION CO., INC.

Zeise Construction has been a family-owned business since 1945. For the past 76 years, Zeise Construction has been one of the leading General Contractors in Northeast Wisconsin. Zeise Construction provides general contracting, construction management, design/build, and pre-construction services. Their work has ranged from small commercial/industrial remodeling to multi-million dollar construction projects. **We want to leverage our relationship with the expertise of Zeise on the Fire Station 31 project. Currently, SEH is using Zeise as our construction cost estimating partner on large multi-million dollar projects in Bellevue, Ripon, and Kimberly, Wisconsin.**

SCHAWN JUBERT WRID L LEED AP ID&C SENIOR INTERIOR DESIGNER | ATMOSPHERE

Schawn will lead the interior design of the station.

Schawn is a professional commercial interior designer with more than 30 years of experience in the commercial furniture and design industry. She assists clients in understanding of how people with a purpose can work effectively in their work environment. Schawn makes it a priority to stay current on new product innovations and strives to apply these products to all design opportunities. Schawn is a team player and looks forward to the next creative challenge.

EXPERIENCE

- Maplewood North Fire Station – Maplewood, MN
- Freedom Town Hall, Fire and Police Station – Freedom, WI
- West Office Facility 2 Interior Renovations (Kimberly Clark) – Neenah, WI
- Green Bay Water Utility Office Renovation/Expansion – Green Bay, WI
- Addition and Remodel of Existing Office Building for the International Union of Operating Engineers (IUOE Local 139) – Appleton, WI



31
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Arts
Interior Design
University of Wisconsin-Stevens Point



REGISTRATIONS/CERTIFICATIONS

Certified Leadership in Energy and
Environmental Design with ID&C

TIM WENDT DES MECHANICAL ENGINEER | MSA

Tim will design mechanical systems for the facility.

Tim has experience in project development, design and management experience for HVAC, plumbing, fire protection, and building system design. He has provided these services for a wide range of clients at municipal, industrial, commercial, and institutional facilities. His design experience includes geothermal (ground loop, open loop, and pond/surface water) heat pump, under-floor air distribution, chilled beams, passive radiant heating/ cooling, solar hot water, exhaust air energy recovery, and heat recovery chillers.

EXPERIENCE

- New Fire Station – Minocqua, WI*
- Mauston Fire Station – Mauston, WI*
- Fire Station – Town of Underhill, WI*
- Fire Department Addition/Remodeling – Sauk City, WI*
- Rhinelander Fire/EMS Addition and Remodeling – Rhinelander, WI*
- Town of Crescent Fire/EMS Facility – Crescent, WI*
- New EMS Facility – Necedah, WI*

**Experience prior to MSA.*



32
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Mechanical Engineering
University of Wisconsin-Madison

Bachelor of Science
Mechanical Engineering
University of Wisconsin-Madison



REGISTRATIONS/CERTIFICATIONS

Professional Engineer, WI, VA, IA, GA,
and MI

LAURA GILBERT ^{PE}

SENIOR ELECTRICAL ENGINEER | MSA

Laura will lead the design of electrical systems for this project.

Laura's broad expertise includes lighting design, electrical distribution, and the intricate design of fire alarm and telecommunications systems. She has a proven track record of training and mentoring her team members, fostering an environment of continuous learning and professional growth. Laura's proficiency is further demonstrated in her significant contributions to numerous LEED-certified edifices, two of which have achieved the prestigious Platinum certification. Her work reflects her commitment to sustainable and energy-efficient design principles. Her portfolio boasts a diverse range of projects, including educational institutions, libraries, religious establishments, and public safety buildings.

EXPERIENCE

- Oak Creek Fire Station No. 3 Dorm Renovation – Oak Creek, WI
- Mount Pleasant South Shore Fire Station No. 8 Addition – Mount Pleasant, WI
- Kenosha Fire Station 1 New Station – Kenosha, WI
- Kenosha Fire Station 4 Replacement – Kenosha, WI



20
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Architectural Engineering
Milwaukee School of Engineering



REGISTRATIONS/CERTIFICATIONS

Professional Engineer, WI, KS, MI, IA,
IL, GA, and MN

JASON TESTIN ^{DES}

SENIOR HVAC ENGINEER | MSA

Jason will lead the design of HVAC systems in the station.

Jason has broad experience with a variety of project types including municipal buildings, schools, hospitality, manufacturing, water parks and even a monastery. Jason originates designs, equipment specifications and brings knowledge and judgment to every project he oversees. He has a lot of experience in the design of geothermal heat pump systems. As these systems develop and gain greater acceptance in the community, Jason expands his knowledge and understanding of the technologies involved.

EXPERIENCE

- Watertown Fire Department – Watertown, WI
- Pleasant Prairie Fire Station 3 – Pleasant Prairie, WI
- Tomah Fire Station – Tomah, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Freedom Public Safety Building – Freedom, WI
- Sheboygan Fire Station #1 Renovations – Sheboygan, WI
- Kenosha Fire Station – Kenosha, WI
- Mount Horeb Public Safety Building – Mount Horeb, WI
- Fitchburg East Fire Station – Fitchburg, WI
- Kaukauna Fire Department – Kaukauna, WI



23
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Mechanical Engineering
Tri-State University-Angola, IN



REGISTRATIONS/CERTIFICATIONS

Designer of Engineering Systems, WI

RILEY STONE PE

CIVIL ENGINEER | raSMITH

Riley will lead the site design for this project.

Riley officially joined raSmith's municipal services division after graduating from the University of Wisconsin–Milwaukee in May 2017, although he had been working with the firm as a co-op since 2015. During his time at raSmith, Riley has assisted engineering staff with a variety of projects but primarily focused on municipal roadway, stormwater, and sanitary sewer flow monitoring efforts.

EXPERIENCE

- Freedom Fire Station – Town of Freedom, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Fire Station – Kaukauna, WI
- Municipal Service Center Expansion – De Pere, WI
- Phase IV Expansion – Kaukauna, WI
- Black River Falls Municipal Utility – Utility Operations Center – Black River Falls, WI



6
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin-Milwaukee

Bachelor of Science
Physics
University of Wisconsin-La Crosse



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI

RYAN MANN

ENGINEERING TECHNICIAN | raSMITH

Ryan will support site/civil design for this effort.

Ryan has 18 years of experience in design and construction for municipal and transportation projects. He has additional experience in site planning for municipal projects. Ryan's design experience includes storm sewer, sanitary sewer, water main, and roadways. His responsibilities include plan and exhibit preparation. He is well-versed in AutoCAD Civil 3D.

EXPERIENCE

- Freedom Fire Station – Town of Freedom, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Fire Station – Kaukauna, WI
- Municipal Service Center Expansion – De Pere, WI
- Phase IV Expansion – Kaukauna, WI
- Black River Falls Municipal Utility – Utility Operations Center – Black River Falls, WI



18
YEARS OF
EXPERIENCE



EDUCATION

Associate Degree
Civil Engineering
Moraine Park Technical College



REGISTRATIONS/CERTIFICATIONS

PCCTec I/IA

THOMAS ZEISE

COST CONTROLLER | ZEISE CONSTRUCTION

Tom will provide cost estimation and control services for this project.

Tom is part of the company's third generation management team. Zeise Construction has been providing quality craftsmanship in northeast Wisconsin for more than 50 years. He is a licensed real estate sales person and has more than 34 years of experience in the building construction field, managing projects ranging from \$250,000 to \$21,000,000.

EXPERIENCE

- Kaukauna Municipal Services Building Phase 1-4 – Kaukauna, WI
- Oshkosh Fire Department Training Facility – Oshkosh, WI
- Ripon Municipal Services Building – Ripon, WI
- Kimberly Streets and Parks Facility – Kimberly, WI
- Kaukauna Fire Station – Kaukauna, WI
- St. Francis Xavier Cathedral, Bishop Wycislo Center Addn. – Green Bay, WI
- Gibraltar Fire Station, Town Center – Gibraltar, WI
- Gibraltar High School, Renovations, Phase 1 and 2 – Gibraltar, WI



36
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Business Finance
St. Norbert College - De Pere, WI



REGISTRATIONS/CERTIFICATIONS

Licensed Real Estate Salesperson in
WI

JOHN GRETZINGER

COST ESTIMATOR | ZEISE CONSTRUCTION

John will help guide cost estimation and control services for this effort.

John has been a project manager for Zeise Construction since early 2018. He started his construction career as a laborer working summers while obtaining his college education. After college, he worked as a carpenter, superintendent, estimator and project manager. John has more than 35 years of experience in the building construction field and has managed projects ranging from \$10,000 to \$30,000,000. John will be responsible for preparing budget estimates and supplying value engineering options during the design and preliminary estimating phases.

EXPERIENCE

- Kaukauna Municipal Services Building Phase 1-4 – Kaukauna, WI
- Oshkosh Fire Department Training Facility – Oshkosh, WI
- Ripon Municipal Services Building – Ripon, WI
- Kimberly Streets and Parks Facility – Kimberly, WI
- Kaukauna School District, New High School – Kaukauna, WI
- St. Nicholas Hospital, Sheboygan, Multiple Remodels – Sheboygan, WI
- Sappi Paper-Industrial Projects – Skowhagen, ME
- St. Mary Magdalene Church – Waupaca, WI



36
YEARS OF
EXPERIENCE



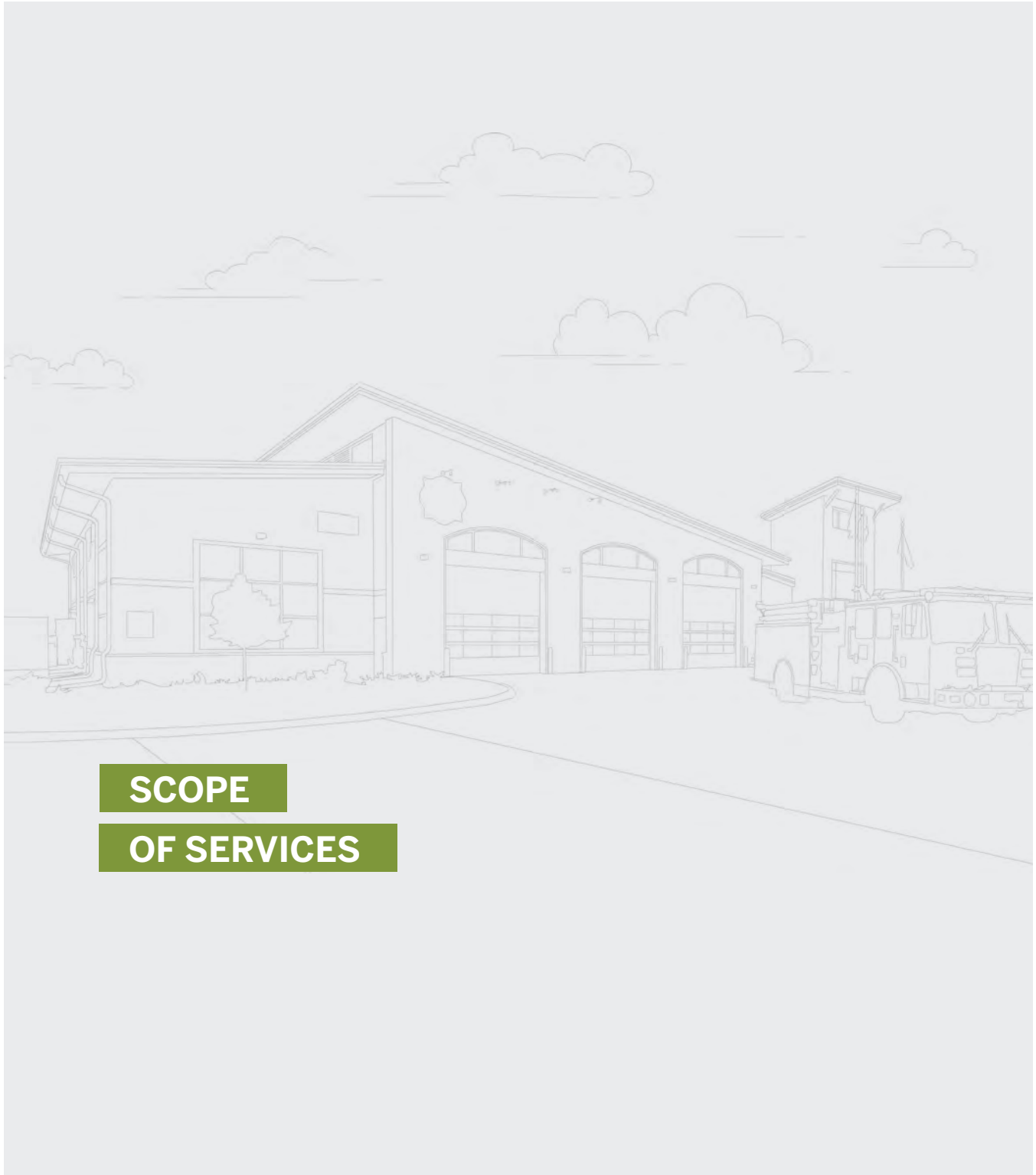
EDUCATION

Bachelor of Science
Construction Technologies
University of Wisconsin-Menomonie



LOCATION

Green Bay, WI



SCOPE

OF SERVICES



Scope of Services

Based on our understanding of community and departmental needs, our team is prepared to get to work on this project immediately. Our plan to deliver this project in a timely and cost-efficient manner is outlined below and on the pages to follow. We've included an at-a-glance summary of services as well as details for each phase.

PROJECT UNDERSTANDING

Based on recent conversations with NMFR staff, as well as participating in a recent facility tour, the SEH team has a solid understanding of the level of professional services required for the success of the renovation of Fire Station 31.

We understand the challenges that are present in a fire station that accommodates other municipal uses. We saw first-hand the potential challenges of patient confidentiality with the City employee health clinic directly adjacent to not only the fire operations portion of the building but also the public conference and training facility.

Our team also observed the challenges of housing one of the City's main computer distribution hubs and IT technology infrastructure equipment. With heightened awareness to cybersecurity breaches, it is imperative that the City protect its IT infrastructure. Moving the IT room away from an exterior wall and locating it more centrally on the interior of the building will help secure the room and restrict access to the public unauthorized personnel.

The mixed-use nature of the building creates challenges and operational inefficiency, but, more importantly, it does not incorporate best practices of modern fire station design. Fire station design has evolved significantly since the building was constructed in 1994. Staffing gender mix and cancer prevention top the list of design best practices incorporated into modern fire stations. The renovation to Station 31 must look at decontamination and female fire fighter accommodations. Developing Hot, Warm, and Cold zones for the containment and treatment of carcinogenic and pathogenic hazards should be a high priority in the redistribution of space within the building. Creating gender neutral facilities will future proof the building regardless of the gender mix of future fire staff.

Envelope energy performance will need to be studied and recommendations made for the design and improvements implemented in the renovation of the building envelope that will increase energy efficiency and lower utility costs over the remaining life of the building.

The station is in the correct location from a response time perspective and is complemented by several additional acres of land around the station. The question becomes whether or not it is a good value to spend \$6 million renovating the existing station or converting it to another municipal use and building a new station on that existing site.

The consultant team must have a good understanding of training and fire ground operations in order to recommend and design fire training props and structures that will serve as NMFR's main training facility.

NMFR will need a consultant that understands fire operations and challenges and must provide creative solutions for a renovated or new station facility that will serve the department well for the next several decades.



PARTNERSHIP APPROACH TO FIRE STATION DESIGN

With emergency services and municipal buildings comprising nearly all of the work that we complete, our team is uniquely qualified to take on this project, and we're eager to get started on your behalf.

It is important to create a partnership in the early stages of design that pulls together our highly technical professionals with representatives from NMFR who will work on this from start to finish.

The experience and professional credibility that this team brings to the process will help garner the support and respect of your communities' residents and stakeholders. We are working with several other communities on similar efforts, we understand the work involved, and we are aware of the process for successfully getting these projects completed. This work is focused on delivering 21st century facilities that solve today's complex issues within the fire service.

With this experience and insight, we have included our understanding of some of the key considerations of this project.

YOUR FIRE STATION FACILITY

The previous fire station studies recently completed for NMFR identified key needs for the department, including greater capacity and modernization to serve the growing Neenah-Menasha community and the inclusion of training programs and facilities.

The SEH team has been following the development of the community's need for an improved fire station, and we understand the challenges the department has been facing, which include:

- Efficiency of response from the current site compounding with the evolutionary changes in the fire service industry
- Cancer prevention through decontamination
- Future-proofing the station to accommodate the ever-growing gender mix
- Providing proper spaces for training that include more computer-based and distance learning platforms

- Understanding NMFR's needs to "future proof" your investment by assessing the needs of a demographic shift in available work pool, as well as anticipating needs of a growing community

Additionally, recruitment in fire service is at an all time low, magnifying the need for a facility that fosters pride in the department.

SUMMARY OF SERVICES

PHASE 1 PLANNING

- Begin with a project kickoff: Introductions, roles and responsibilities, develop schedule and key milestone dates, discuss budget and goals for the project
- Review of previously completed Facilities Study
- Conduct space programming for the building interior
- Facilitate staff meetings to develop building components
- Determine the feasibility of renovation versus construction of a new fire station on the existing site and re-purposing the existing station for other City programming and uses
- Make recommendations regarding sustainable options as prescribed by LEED standards (LEED certification is not anticipated)
- Complete the due diligence necessary to identify the impacts of any wetlands or water resources on the site development and improvements – specifically, the training ground
- Create collateral materials to illustrate the conceptual design (floor and site plans, elevations, renderings, schedules, and schematic cost estimates)
- Make recommendations regarding alternate materials, methods and features that offer cost savings while maintaining quality
- Make recommendations for the potential to have additional training areas designed into the site and facility
- Program the various functions into the training tower or facility
- Discuss and weigh the advantages of live burn vs. simulated training capability
- Provide meeting materials and exhibits to gain approval of the Common Council prior to proceeding to Phase 2

Our proven approach will address project challenges head on and will result in a new community-supported fire station that the City and fire department staff can be proud of.

PHASE 2 DESIGN

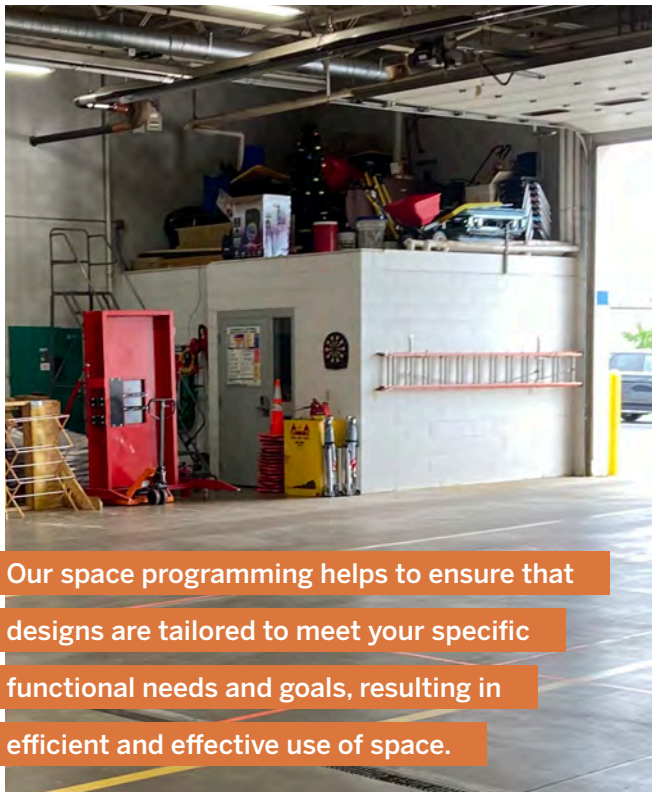
- Prepare all construction documents, specifications, and final schedules and cost estimates
- Attend applicable public meetings associated with review and approval of the design
- Use the final design documents to gain approval of the Common Council prior to proceeding to Phase 3

PHASE 3 BIDDING

- Prepare all bid documents and specifications for bidding the project
- Respond to questions from the prospective bidders during the bid process
- Prepare and distribute necessary addenda and revise the plan holders list during the bid process
- Evaluate the submitted bids and make recommendations to the City for contract award

PHASE 4 CONSTRUCTION ADMINISTRATION

- Coordinate all construction administration services through the City/NMFR and owner's representative (CM), who will lead the construction administration effort (if applicable)



Our space programming helps to ensure that designs are tailored to meet your specific functional needs and goals, resulting in efficient and effective use of space.

PROJECT APPROACH

Our process starts with interviewing key staff to gain an understanding of the challenges of the current facilities. We will begin by reviewing the existing building and site data, as well as existing floor plan of Station 31. From there, we will discuss the benefits of alternative spaces and amenities. As part of this planning process, we will interview key staff members to gather their input on the appropriate number, size, and function of spaces, as well as current and future personnel and headcount projections.

During these discussions, we are working with space allocation templates that are pre-loaded with industry standards for recommended square footages for the identified spaces within the fire station. Along with the space allocation templates, we issue room data sheets for each individual space we are programming. The room data sheets cover the approximate square footage, the features or amenities of the space, and potential adjacencies and locations within the firehouse.

Once we have the size, number, and approximate adjacency of the interior spaces identified, the design team will start to develop conceptual plans for remodeling the existing Fire Station 31 or planning the complete redesign and reconstruction of the facility. Through this analysis, the entire design team and City/NMFR representatives will consider additions or modifications to Station 31 and determine if there is cost benefit to a new building. Having recently completed each of the options for fire station projects, both in similarly sized communities, we are well-versed in the advantages and challenges each of these solutions presents. We will share our recent knowledge and discuss how we approached each of these individual project types in other communities and what the results of those recommendations were. In all cases, we are prepared to share the latest trends in the field of fire station design and functionality that incorporate best practices for firefighter safety and well-being.

As we develop preliminary floor plan layouts, we will also compare those recommended program adjustments to opportunities on the current site and look at options for how the building lays out and the site is accessed by response vehicles, the public, and staff assigned to the station on a daily basis. We use turning radius models that place your apparatus on the site, and we study the amount of space required to maneuver your specific equipment safely and efficiently. We will also study how access is gained to main response routes within the City and if there are any lighted warning signage or traffic calming enhancements required to allow the apparatus to safely exit and enter the sites.

Our approach is based on user input and consensus building. No one knows more about what's needed in your facility than the people using it every day.



When programming the building and site, we understand the importance of incorporating the training facilities that will be shared by the other staff and training members assigned to the other stations throughout Neenah and Menasha. Tactical and classroom training, as well as a multi-purpose training tower that can accommodate various scenarios, are just a few of the programmed spaces that will need to be accessible to NMFR on a 24/7 basis.

As we study the possible site improvements and access points to the building and training facilities, we will provide a test fit exercise on the existing Station 31 site, placing the schematic floor plans on each site to determine the appropriate fit for the station. This test fit analysis will assist the team in determining which of the sites is best for the short- and long-term development of the fire stations.

Once the different options are developed for renovation vs. expansion or new construction, the design team will develop estimates of probable cost based on a typical design for a fire station buildings. We develop a performance specification that identifies the minimum quality for building materials and systems. This basis of design is shared with City and department personnel to review the assumptions we have made in the type and quality of construction.

Along with the costs for the physical construction of both renovation and new fire station projects, the team also assigns costs associated with the entire project by adding design fees; fixtures, furnishings, and equipment; state plan review fees; and other soft costs associated with a turnkey solution for NMFR and the City.

A detailed project schedule is also developed to determine the timeline required to design, bid, and renovate or construct the fire station building.

CONSENSUS BUILDING

The consultant plays a key role in consensus building among the team members. As project manager and key client contact, Trevor Frank will lead discussions about the importance of developing a design and plan that all project team members and the community can embrace. Soliciting input and feedback is the best way for all members of the team to feel integrated and understand they are part of the project process and the outcomes developed. Methods for consensus building include individual and specific assignments that members of the project team take away from the meetings and complete in order to present them to the rest of the team at future meetings. This method of engagement informs the entire design team and builds commitment to the cause.

The SEH team builds consensus driven decision making into all of the projects we design. Our most recent example of getting stakeholder input to build consensus and commitment can be seen in the public outreach and programming of the fire station in Oshkosh, Wisconsin (see page 27). We encourage you to contact the City Manager and the Fire Chief responsible for the programming of the facility to discuss our approach to consensus formed design.

PROCESS AFTER APPROVAL

The process our team follows from the approval of the schematic design through the approval of final design is one of collaboration and involvement by the design team, as well as the key project players representing NMFR and the City. Once the preliminary design and cost estimates are completed and presented to the City and community for consideration, we work to build consensus among leaders and residents in the community. This consensus is key to working toward permission to start the final design – known as the construction document phase.

Once permission to move into final design is granted, we revisit the schedule and discuss any adjustment to key milestone dates. We also build in time to include team drawing reviews, QA/QC checks, and cost updates at 70% completion of documents and just prior to issuing the plans for bid. Checking the cost against the design at these critical milestones is important in keeping the project on schedule and on budget.

ADDING VALUE

The SEH team adds value to these projects by bringing the experience of 125 completed fire station and public safety facility projects to the programming and design of your facilities.

We have a licensed architect who is also a paid on-call firefighter and another that is a retired fire chief with more than 30 years in the fire service industry. These unique individuals bring a perspective of the fire services industry into programming and discussions of the functionality and practicality of the design.

They also share industry insights as to where things are trending in the fire services industry. This is a valuable perspective and voice at the table when we are reviewing how the fire services operations interact with the architecture of the facility.

Additional value is represented in the utilization of software technology that allows us to calculate travel time as fire staff are responding from all parts of the station to the apparatus bay floor. Our previous example of this mapping illustrates the value of being able to identify and maximize efficiency in the day-to-day movement in operations within the firehouse.



During programming, we calculate travel time from high-use areas to the apparatus bay floor to optimize your response.

We recently used this programming software when laying out the interior spaces for both the Lynchburg, Virginia, and Watertown, Wisconsin, fire station projects. By utilizing this automated software to track travel time, we were able to lessen the turnout time from areas within the station to the truck floor by strategically placing access corridors and high-occupancy, high-use areas closer to the apparatus bays.

Our team will find cost-effective site design solutions through detailed analysis of site layout, grading, utilities, landscaping, and stormwater management. We have provided earthwork balance on sites by implementing construction phasing to allow for structural clay to be used during Phase 1 from areas of the site that were not planned to be developed for some time. We have provided “Phase 0” plans and permitting for underground utility work that was able to begin during months when building construction wasn’t possible, allowing for a “jump start” of the project.

TYPICAL PROJECT CHALLENGES

Keeping the budget front of mind even during early programming stages is a typical challenge encountered when programming emergency services buildings. As we work to build consensus and support for the project, we solicit the input of City representatives and NMFR staff. These projects are often once in a lifetime opportunities for the community, and their excitement can cloud reality when it comes to meeting the program and, more importantly, the budget for a new or renovated facility. One method we have adopted to avoid cost overruns and rework in the programming and design phases is to set critical milestones for the review and comparison of the program against the budget. By benchmarking the budget at 30%, 70%, and just prior to issuing for bids, we are able to control the costs of the project, maintain expectation for the facility, and keep everyone on the team grounded by using a conservative cost approach.

Disruption during programming and construction of the proposed station solutions is a key consideration when the construction of a “forever station” interrupts daily station operations and activities. Being familiar with the daily operations in a fire station allow us to stage and schedule our work around those critical operations that are necessary each day. For example, we are keenly aware of the daily requirements for sleeping, bathing, cooking, exercising, and completing daily maintenance tasks on the apparatus and equipment. Our team schedules field visits to gather information around these activities so that required daily functions are not interrupted. Our plans for renovation or new construction are phased in such a manner to eliminate the need to relocate or

disrupt operations multiple times. One of the advantages of building a new fire station is that the building can be completely constructed, commissioned, and brought online before relocating the firefighters from the old station. The challenge with Station 31 will be to phase the construction in various parts of the building to minimize disruption to daily activities. Moving staff off-site to temporary quarters is an option to minimizing disruption in the current station during renovation. Obviously, a new build on the site adjacent to the existing station offers the same flexibility in the schedule that reconstructing the headquarters building does. Serious consideration to cost impacts as well as the daily operational impact needs to weigh into the decision whether to renovate the existing building with staff in quarters or construct a new facility directly adjacent to the operating firehouse.

For site design, vehicular movement within the site can become a problem if not analyzed during initial site plan layout. We coordinate with the City to determine the vehicles which will be moving within the site and use these vehicles to prepare AutoTurn exhibits to show the vehicles can move on the site without conflict.

Additionally, there can be site amenities which require specific design considerations, including training towers, on-site water supplies, and additional training facilities which may require future site expansion. We have experience with different fire departments and will ask questions of the user to determine the site amenities that need to be considered from the moment the site plan layout begins.

DETAIL OF PROPOSED SERVICES: SCOPE OF WORK

NMFR recently determined the need for a new or renovated fire station to serve its population for the next 50 years. Based on our understanding of the City's scope of services provided in the RFP, as well as the experience we have acquired from work on more than 125 fire stations, we have developed an approach to deliver our design services, which is outlined on the following pages.

PROJECT KICKOFF MEETING

All key team members are in attendance at this meeting. During the kickoff, the design team will:

- Make introductions
- Discuss roles and responsibilities
- Understand decision-making process
- Discuss schedule and tasks to be completed
- Discuss budget and potential funding sources

PHASE 1 PLANNING (*all disciplines*)

- Develop strategy/schedule and workflow with design team and Owner
- Conduct a review of the already completed Facilities Study for NMFR as part of their background for the project planning
- Using industry standards, project experience, and input from City staff, conduct appropriate space programming for the building interior, including basic information such as sizes, space requirements, workflows, activities, and special uses
- Facilitate meetings with City/NMFR staff as needed to develop basic components and planning of the building program, including building systems, equipment, materials, and code compliance to support service needs
- Facilitate a listening session with end users, including female firefighters of NMFR to make sure their voices are heard in the programming and design of the station
- Make recommendations regarding sustainable options to consider in the construction of the facility as prescribed by Leadership in Energy and Environmental Design (LEED) standards
- Once the Common Council has accepted the recommended conceptual design as outlined here within Phase 1, proceed to Phase 2

WATER RESOURCES (*Wetlands, Waterways, Floodplains and Permitting*)

Our natural resources scientists have completed some basic DNR website and regulatory database research for the proposed training ground site to identify potential site limitations. A wetland delineation will be necessary to inform the site design and in preparation for any required DNR permits. SEH's Assured Wetland Delineator has extensive experience and is adept at performing wetland delineations at sites that may be complicated due to past disturbance.

We understand from our tour on-site that NMFR wants to add as little impervious hardscape as necessary to create as small of an impact on the stormwater management on-site as possible. Our water resources specialists can help design these areas using best management practices to minimize the impact of stormwater retention and treatment.

PHASE 2 DETAIL DESIGN *(all disciplines)*

Prior to this phase, the team will review and revise any information that was gathered during the Common Council review and presentation.

During this phase, we will:

- Refine building materials, systems, and enhanced functional and operational adjacencies
- Integrate stakeholders' input responding to environmental, lifecycle cost, security issues, budget, and schedule considerations
- Based on the approved schematic design, prepare all construction documents, civil engineering plans, specifications, final construction cost estimates, and final timelines for completion of the project; construction documents will be developed with consideration of sustainability, lifecycle maintenance and durability, phasing, budget, schedule, and constructability
- Attend all applicable public meetings associated with the review and approval of the proposed design
- Once the Common Council has accepted the recommended final design as outlined here within Phase 1, proceed to Phase 3

PHASE 3 BIDDING *(all disciplines)*

Upon approval of detail design documents, the SEH team will proceed with assisting the City and NMFR in bidding the project to qualified general contractors. During the bidding phase, we will:

- Prepare all the bid documents and specifications suitable for public bidding according to applicable standards
- Respond to all questions posed by prospective bidders during the construction bid process
- Prepare and distribute any necessary addenda, distribute plans and bid documents, and keep a record of the plan holder's list
- Attend a pre-bid conference to inform bidding contractors of the details regarding the bid process

- Make a recommendation to the City on bid award considering their evaluation of the bids based on bidders' qualifications, compliance with bid requirements, and price

PHASE 4 CONSTRUCTION ADMINISTRATION *(ALL DISCIPLINES)*

During construction administration, our team will:

- Coordinate all construction administration services through the City/NMFR and owner's representative, who will lead the construction administration effort
- Review shop drawings and material submittals
- Respond to contractor questions/RFIs throughout the construction process
- Attend bi-weekly construction meetings and site observations
- Provide field observation reports to Owner, CM, and contractor
- Issue clarifications as needed
- Attend construction progress meetings in person every other week throughout duration of construction
- Perform project closeout
- Conduct final walk-through inspection
- Develop punch list
- Issue certificate of compliance with state and local authority having jurisdiction
- Assist with commissioning and training
- Generate final record drawings, based on as-built documentation from contractor
- Attend 11-month warranty walk through following construction completion



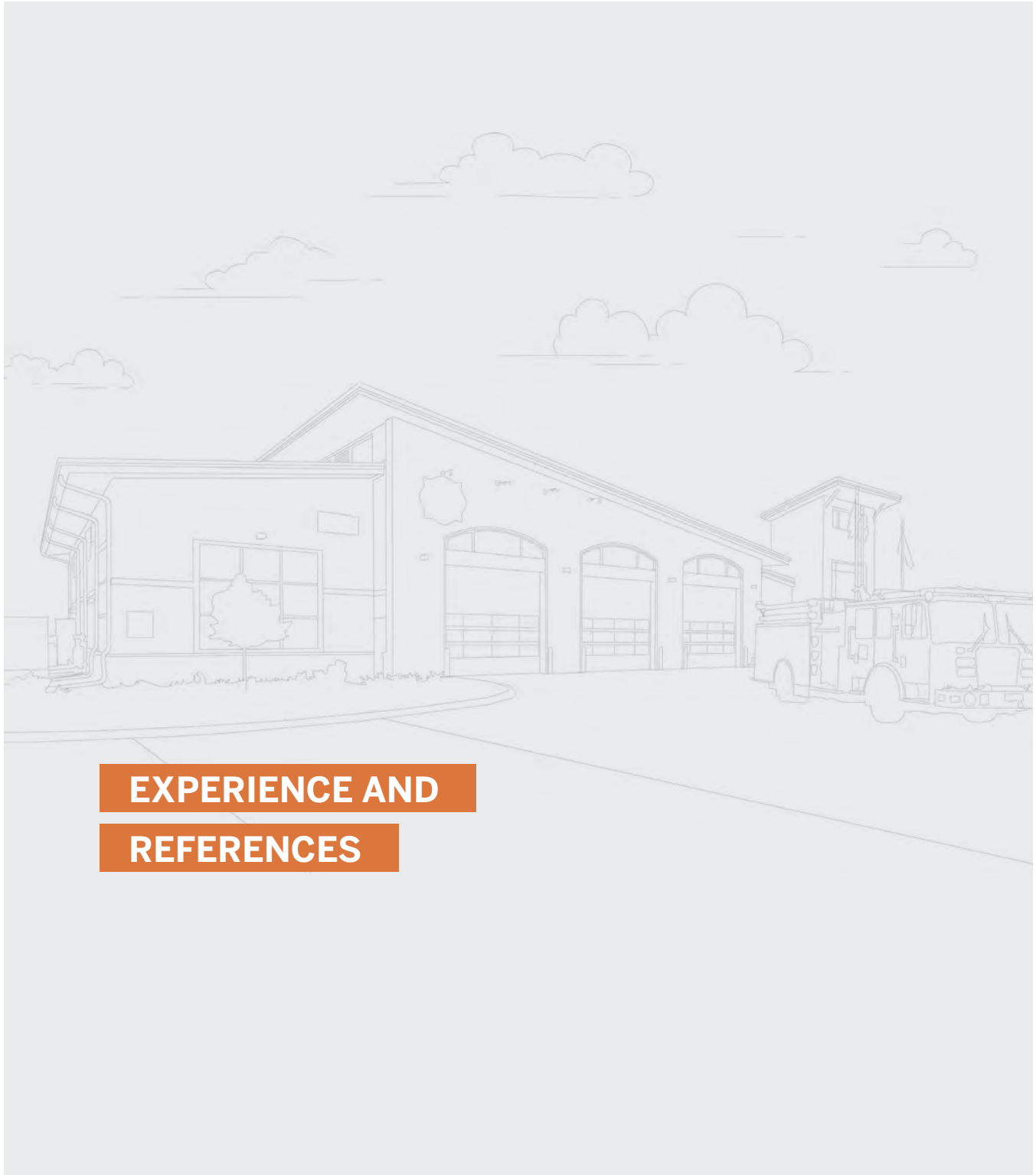
SEH does not prioritize building fire stations. What they do is build relationships. They are customer focused and partner with a Fire Chief to make sure to arrive at the best possible recommendations and outcomes for the community. I was very impressed on how they were more concerned about building trust than building new stations.

MIKE STANLEY | FIRE CHIEF, CITY OF OSHKOSH



PROJECT SCHEDULE

	2024					2025												2026					
TASK	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Award Project (8/24)																							
Contracting (9/24)																							
Kickoff Meeting (9/24)																							
Schematic Design – 30% Plans and Estimates																							
City Department Preliminary Site Review																							
Design Development – 60% Plans and Estimates																							
Council Update																							
Construction Documents – 90% Plans and Estimates																							
Bi-weekly Team Coordination Calls During Design																							
Site Plan Review and Approval/ePlan Review																							
Bidding																							
Contractor Award																							
Construction																							



EXPERIENCE AND REFERENCES



Experience and References

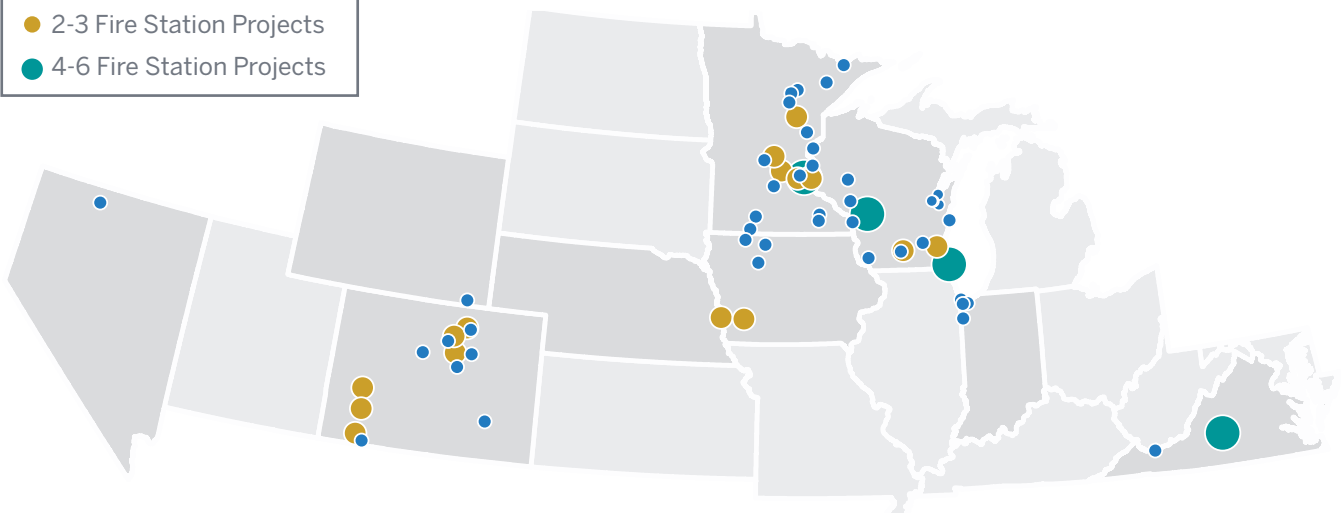
SEH has delivered fire station and public safety projects throughout the country. Our team, including our subconsultant partners, has collaborated on many of these projects, and their complementary skill sets yield positive results for the fire departments and stakeholders we served. For detailed insights, please refer to the contact references provided on each respective project page

EXCEPTIONAL DESIGN FEATURES

- Photovoltaic arrays (solar panels) for electrical generation
- Solar hot water re-heat to reduce the dependence on fossil fueled sources
- Context-sensitive design and appreciation for historic structures
- Exterior employee amenity spaces to boost pride and morale within the department
- Memorial plazas that respect and honor those fallen heroes that have served
- Landscaping features that soften the site and provide visual privacy to exterior occupied spaces
- Apparatus bay doors with high cycle life, short opening time, and low maintenance
- Historical display and department branding features
- Interactive and collaborative work spaces
- Redundant power supply to make sure operations continue during emergencies
- Emergency lighting in the event of a power failure
- Smart HVAC systems that enhance energy efficiency and occupant comfort
- Apparatus bay power distribution
- Integrated security systems and communications infrastructure
- Energy management systems

SEH fire station projects in the last 10 years

- 1 Fire Station Project
- 2-3 Fire Station Projects
- 4-6 Fire Station Projects





FIRE STATION NO. 7

KENOSHA, WI



SEH provided architectural and engineering support to investigate, develop a mitigation plan, and create architectural details that solved the station's moisture infiltration issues. Our team provided forensic testing to the exterior wall assembly to determine the cause of moisture infiltration and mold that was forming on the interior wall surfaces of the living areas in the station. Once the cause of the infiltration was identified, the team created architectural details to prevent future moisture mitigation. At the same time, SEH's structural engineers investigated the deteriorating condition of the steel catwalks and training platforms within the training and hose tower and developed recommendations for the shoring up and replacement of the failing structural members.



CLIENT

City of Kenosha



REFERENCE

Daniel Tilton, Fire Chief
262.653.4100
dtilton@kenosha.org



COST

Estimated: \$625,800
Actual: \$644,944



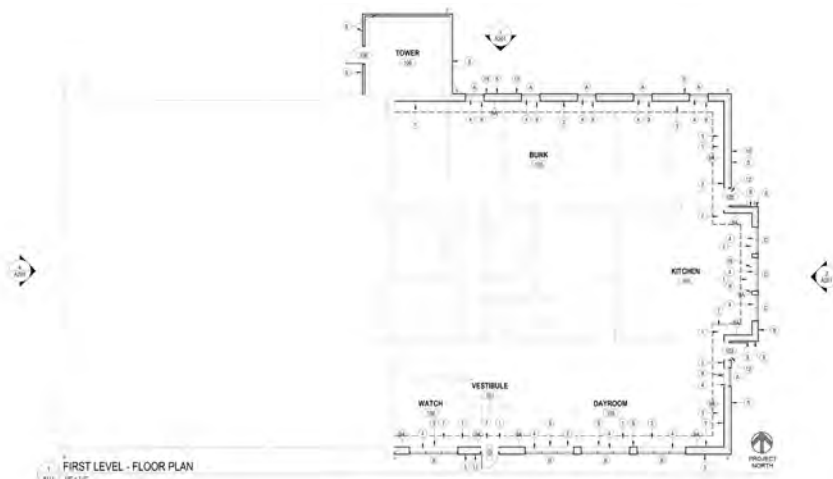
COMPLETION DATE

Scheduled: August 2024
Actual: September 2024 (In construction)



KEY PERSONNEL

- Trevor Frank, Project Manager/
Senior Project Architect
- Mark Zvitkovits, Project Design Leader





FIRE STATION NO. 2

SHEBOYGAN, WI



After conducting a thorough review of the existing building layout, operations, and identified shortcomings, SEH was engaged in a detailed discussion with the City to understand their long-term goals for the station, its staff, and their operational needs. Collaboratively, we explored various innovative solutions for the renovation and expansion of their current facility, aiming to align with their strategic vision and help to ensure a functional, efficient, and future-proofed building.



FLOOR PLAN - LEVEL 1 - OPTION 3



CLIENT

City of Sheboygan



REFERENCE

Fire Chief Eric Montellano

920.207.5211

Eric.Montellano@sheboyganwi.gov



COST

Estimated: \$2.1-2.5 million

Actual: TBD



COMPLETION DATE

Scheduled: TBD

Actual: TBD



KEY PERSONNEL

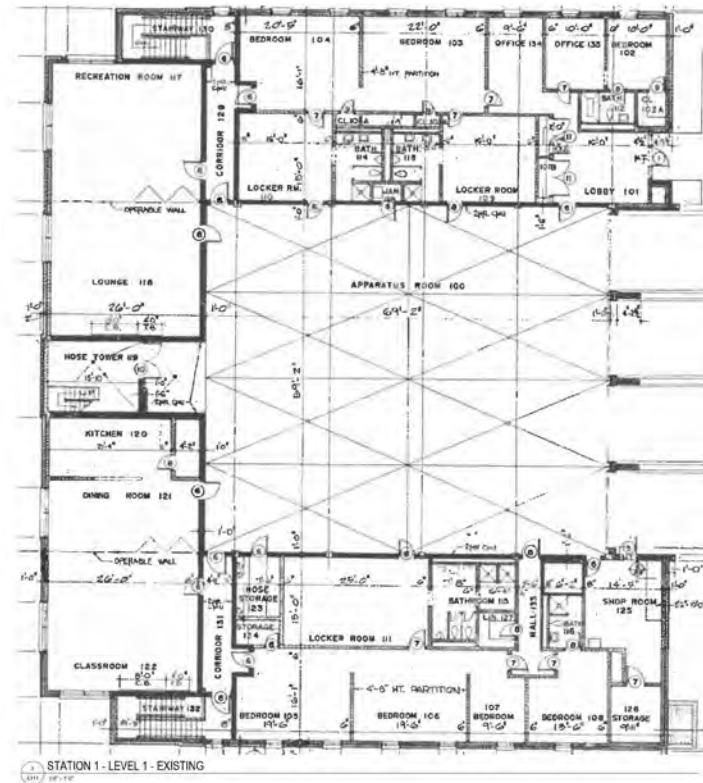
- Trevor Frank, Project Manager/
Senior Project Architect
- Mark Zvitkovits, Project
Design Leader
- Molly Wagner, Senior Project
Specialist



FIRE STATIONS NO. 1, 5, 7 AND 8

LYNCHBURG, VA

Station 1 - Existing



Station 1 - Option 1



SEH is helping the department prioritize design improvements for their aging fire station facilities. Key challenges include cancer prevention and mitigation through environmental design; gender neutrality and “future proofing” stations for long-term staffing, including providing more amenities like nursing mothers rooms, unisex locker rooms, and wellness rooms; and improving station image and pride of place, which supports recruitment and retention for the department.

SEH is providing test fit documents showing separation and orientation for cancer prevention measures, floor plan efficiency, and interior traffic patterns, as well

as any interior renovation or additions. SEH Architect Allison Miller’s findings from a listening session with the female firefighting staff of the department will inform the improvements. SEH is promoting operational efficiency within the stations by mapping internal response times within the station. This provides understanding of how physical arrangement of space impacts the time it takes for firefighters to get to the truck floor from various parts of the station. A matrix of need will explain the condition of each station, ranking them in terms of need and priority.

Each fire station has its own distinct challenges and needs. We are committed to understanding and addressing these unique requirements to help ensure that every station operates at its highest potential.

Station 5



Station 7



We are committed to fostering an inclusive and supportive environment for all team members. SEH architect Allison Miller held a listening session with female firefighting staff expressing their experience and needs.



CLIENT

City of Lynchburg



REFERENCE

Chief Gregory Wormser
434.455.6345
gregory.wormser@lynchburgva.gov

Jonathan Wright, Deputy Chief
434.455.6340
jonathan.wright@lynchburgva.gov



COST

- Station 1 Estimated: \$3,976,500
- Station 5 Estimated: \$525,590
- Station 7 Estimated: \$2,295,000
- Station 8 Estimated: \$1,670,969



COMPLETION DATE

- Station 1: CIP planning for funding in 2026
- Station 5: November 2024 (in construction)
- Station 7: CIP planning for funding in 2027
- Station 8: CIP planning for funding in 2028



KEY PERSONNEL

- Trevor Frank, Principal in Charge/Project Manager
- Mark Zvitkovits, Project Architect
- Brian Bergstrom, Project Architect
- Allison Miller, Project Architect



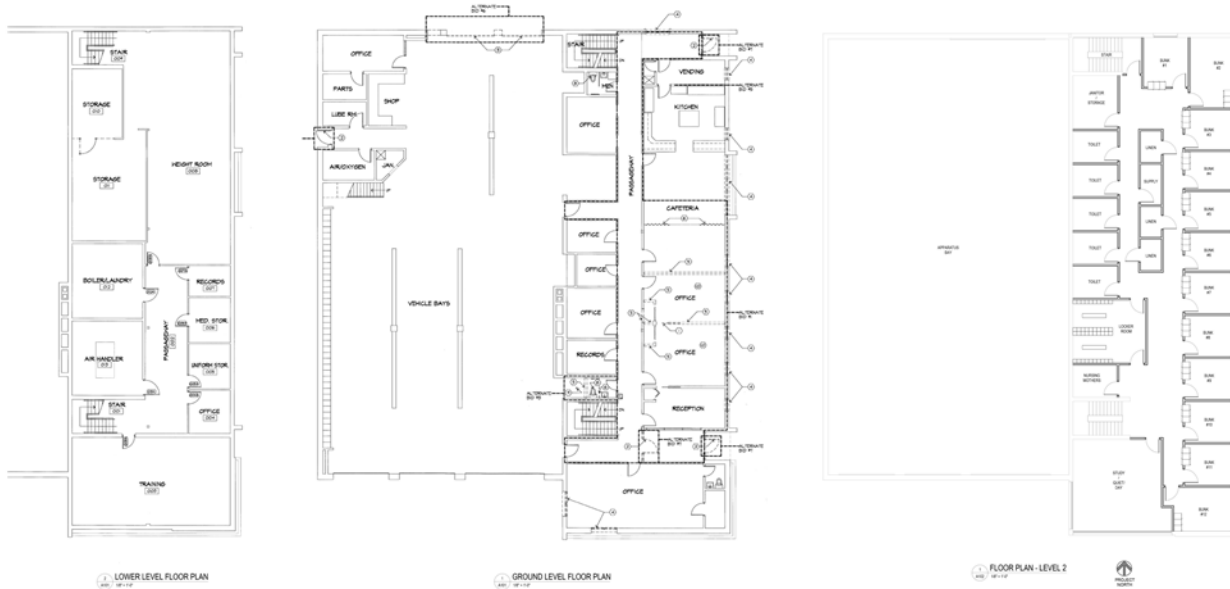
Station 8



RENOVATION

FIRE STATION NO. 15

OSHKOSH, WI



The City of Oshkosh faces the same challenges many fire departments do across the United States. As the delivery of fire services to communities changes, fire departments need to adapt not only to the latest best practices but also accommodate the gender mix in firefighters entering the fire service.

The Oshkosh Fire Department (OFD) is fortunate in that they have a healthy and diverse mix of male and female firefighters. The challenge is accommodating the needs of female firefighters, as separate sleeping and showering facilities are not available in the existing Fire Station 15.

Renovations to the living quarters in the headquarters station are necessary to accommodate the influx of female firefighters. The plan calls for a complete remodel of the second floor living areas in Station 15. This includes developing private sleeping rooms, unisex showering and changing facilities, and a nursing mother's suite.

The OFD fire chief assigned specific inter-departmental staff to the project to gain insight from several diverse backgrounds. Training chiefs, operations staff, physical fitness champions, maintenance personnel, and project managers all worked closely with the SEH design team to build consensus and have a voice in the programming and design of their best-in-class training facility.



CLIENT

City of Oshkosh



COST

Estimated: \$1,848,478

Actual: TBD



COMPLETION DATE

The project is in schematic design and budgeting and will be a line item in the city's CIP in 2026.



REFERENCE

Chief Mike Stanley

920.236.5235

mstanley@ci.oshkosh.wi.us



KEY PERSONNEL

- Trevor Frank, Project Manager/Senior Project Architect
- Mark Zvitkovits, Senior Project Architect
- Chuck Leipzig, Programming Specialist
- Matt Gundry, Structural Engineer
- Molly Wagner, Landscape Architect



NEW FIRE STATION

NORTH WEST FIRE STATION

FITCHBURG, WISCONSIN



The design incorporates sustainable features estimated to save the City \$46,265 per year in energy costs.

FOCUS ON ENERGY DESIGN ASSISTANCE
NEO VERIFICATION REPORT FROM 11/06/17

This 25,000 sq. ft. \$5 million fire station project is the first phase of a two-phase project for the construction of two new fire stations. The project was estimated at \$5.5 million and built for \$5.1 million. The project was completed in June 2017, two months ahead of schedule. The station was laid out in a sawtooth fashion to accommodate a 25,000 sq. ft. single-story floor plan on a very tight 1.6-acre site. The sawtooth design maximized the site area for on-site stormwater retention and vehicular ingress and egress, which was necessary to keep the building within the set back lines along two major commercial streets in a busy commercial district.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Bunk rooms

TRAINING FEATURES

Building Training

- Ladder evolutions
- Window rescue

- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/ video conferencing

- Training props/ mannequins
- EOC operations

SUSTAINABLE DESIGN FEATURES



Built to LEED
Silver standard

- Geothermal heating cooling
- Solar hot water
- LED lighting
- On-site stormwater treatment



CLIENT

City of Fitchburg



REFERENCE

Lt. Dave Berman
608.712.2466
david.berman@city.fitchburg.wi.us



COST

Design

Architect's Estimate: \$245,126
Actual: \$245,126

Construction

Architect's Estimate: \$5.5 million
Actual: \$5.1 million



COMPLETION DATE

Design

Architect's Estimate: 9/2015
Actual: 9/2015

Construction

Architect's Estimate: 6/2017
Actual: 6/2017



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Mark Zvitkovits, Project Design Leader
- MSA, Mechanical/Electrical/Plumbing Engineer



Natural daylighting in the
Fitchburg West Fire Station



NEW FIRE STATION

NORTH FIRE STATION

MAPLEWOOD, MINNESOTA



Rendering

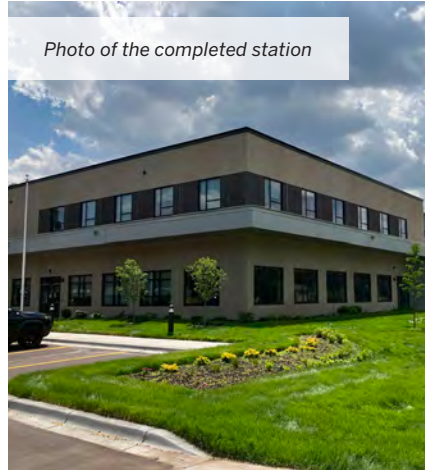


Photo of the completed station

In order to provide the highest quality emergency services to the community, the City of Maplewood made the decision to replace the existing North Fire Station facility with a modern facility that supports their current needs and accommodates long-term growth. The new 35,000 sq. ft. North Fire Station promotes firefighter safety, operational efficiency, community inclusiveness, and sustainability.

The facility serves as the fire and EMS department headquarters with offices, meeting rooms, and command vehicle parking spaces. The two-story fire station building includes seven drive-through apparatus bays to house the current department fleet, along with room for future expansion. The facility also includes decontamination spaces with showers and a space for “dirty” gear that prevents cross contamination. The new station includes a laundry/work room, clean turn out gear room, radio room, fitness room, day room, kitchen, and dormitory spaces.

The project incorporated a large community gathering room with two break-out spaces and a kitchenette to provide residents a place to gather, as well as support the department’s training program.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Seven drive-through apparatus bays
- Decontamination facilities
- Divided staff vehicle/EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

TRAINING FEATURES

Site Training

- Equipment and apparatus training

Classroom Training

- Large classroom with seating for 50 people
- Two breakout meeting rooms

SUSTAINABLE DESIGN FEATURES

- Designed to meet International Green Construction Code (IGCC)
- LED lighting
- High efficiency HVAC systems
- Regionally sourced materials
- Reduced construction waste by 75%



CLIENT

City of Maplewood



REFERENCE

Chief Michael Mondor
651.249.2800
michael.mondor@maplewoodmn.gov



COST

Design

Architect's Estimate: \$475,890
Actual: \$464,810

Construction

Architect's Estimate: \$9.27 million
Actual: \$8.892 million



COMPLETION DATE

Design

Architect's Estimate: 2/2021
Actual: 2/2021

Construction

Architect's Estimate: 6/2022
Actual: 6/2022



KEY PERSONNEL

- Brian Bergstrom, Project Manager
- Trevor Frank, Sr. Project Architect
- Mark Zvitkovits, Lead CAD Technician
- Atmosphere Commercial Interiors, Interior Designer



CURRENT EXTERIOR PHOTOS



SCAN THIS

QR Code

to see the project from start to finish



NEW FIRE STATION

KENOSHA FIRE STATION NO. 4

KENOSHA, WISCONSIN



The new facility was built directly adjacent to the existing fire station, which remained in operation. Phased site development and construction coordination required careful planning and execution.

This new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the existing operating station house, built in 1964. Once the new facility was operational, the existing structure was removed. The new facility serves as the department headquarters and fire training center with both academic classroom space and a live fire training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/ fire apparatus/ maintenance bays
- Turn out gear rooms
- Bunk rooms
- Ladder testing feature

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions

- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Door and roof breaching
- Mezzanine training areas
- EOC operations
- Remote training tower on site

SUSTAINABLE DESIGN FEATURES



Built to LEED Silver standard

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/ video conferencing
- Training props/ mannequins

- LED lighting
- Below ground storm water treatment
- High recycle content materials
- Natural daylighting
- Regional materials



CLIENT

City of Kenosha



REFERENCE

Chris Bigley, Fire Chief
262.653.4100
cbigley@kenosha.org



COST

Design

Architect's Estimate: \$412,533
Actual: \$428,283

Construction

Architect's Estimate: \$9.5 million
Actual: \$9.26 million



COMPLETION DATE

Design

Architect's Estimate: 3/2021
Actual: 3/2021

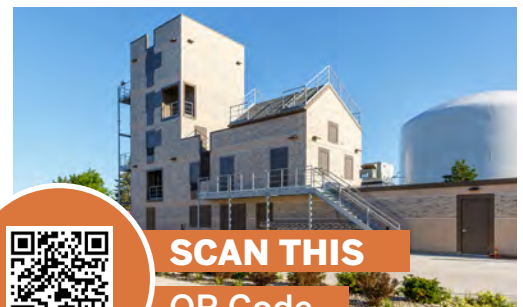
Construction

Architect's Estimate: 5/2022
Actual: 5/2022



KEY PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Chuck Leipzig, Department Operations Manager
- Mark Zvitkovits, Project Design Leader
- Brian Bergstrom, Programming
- MSA, Mechanical/Electrical/ Plumbing Engineer
- raSmith, Civil Engineer



SCAN THIS

QR Code

to view a time-lapse progress of construction



NEW FIRE STATION

KAUKAUNA FIRE STATION

KAUKAUNA, WISCONSIN



The design incorporates sustainable features, saving the City \$37,422 per year in energy costs.

FOCUS ON ENERGY DESIGN ASSISTANCE
NEO VERIFICATION REPORT FROM 12/15/17

SEH programmed and designed this 25,000 sq. ft. fire station, which includes a three-story training tower, and teamed with Zeise Construction as our cost and constructability consultant. The first level contains a seven-bay drive-through apparatus bay with a storage mezzanine, workshop, and turnout gear area, as well as a training room, conference room, personnel offices and workspaces, department history room, records and additional storage, and a fitness center. The design incorporates sustainable features, including the largest PV system serving a fire station in Wisconsin.

BUILDING FEATURES

- o Day room
- o Emergency operations center
- o Exercise facility
- o Drive-through apparatus bays
- o Decontamination facilities
- o Divided EMS/fire apparatus bays
- o Turn out gear rooms
- o Bunk rooms
- o Two-story station with fire pole and training tower
- o Ladder testing feature

TRAINING FEATURES

Tower Training

- o Balcony rescue
- o Confined entry
- o Ladder evolutions
- o Hose evolutions
- o Window rescue
- o SCBA confidence course
- o Vertical and near vertical rescue
- o Sprinkler and standpipe training
- o Door and roof breaching
- o Mezzanine training areas

Site Training

- o Hose testing
- o Vehicle extrication
- o Hose evolution drills
- o Equipment and apparatus training

Classroom Training

- o On-site resident training and recertification
- o Distance learning/ video conferencing
- o Training props/ mannequins
- o EOC operations

SUSTAINABLE DESIGN FEATURES



Built to LEED
Silver standard

- o Geothermal heating and cooling
- o PV solar electric panels
- o LED lighting
- o On-site stormwater treatment



CLIENT

City of Kaukauna



REFERENCE

John Neumeier, Director of Public Works
920.766.6305
neumeier@kaukauna-wi.org



COST

Design

Architect's Estimate: \$342,238
Actual: \$342,238

Construction

Architect's Estimate: \$6.77 million
Actual: \$6.5 million



COMPLETION DATE

Design

Architect's Estimate: 3/2016
Actual: 2/2016

Construction

Architect's Estimate: 11/2017
Actual: 11/2017



KEY PERSONNEL

- o Trevor Frank, Project Manager/Sr. Project Architect
- o Mark Zvitkovits, Technician
- o Brian Bergstrom, Programming
- o MSA, Mechanical/Electrical/ Plumbing Engineer
- o raSmith, Civil Engineer
- o Zeise Construction, Cost Estimator





HAZARDOUS MATERIAL HANDLING AND DECONTAMINATION

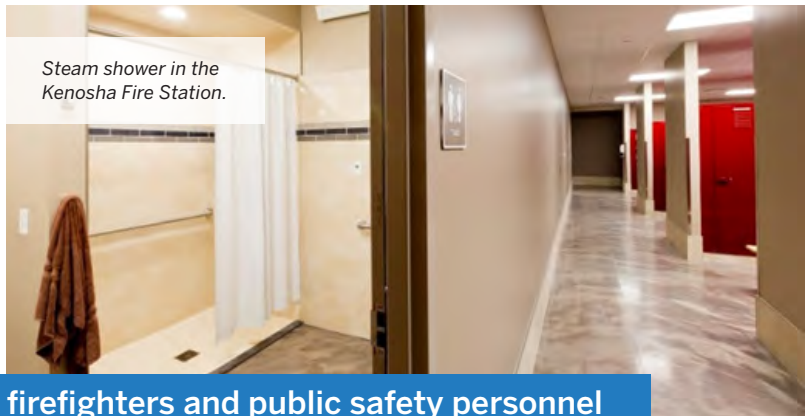
After exposure to smoke and other toxic chemicals, fire staff must properly clean their PPE and purge themselves of toxins before entering the living areas of the fire station.



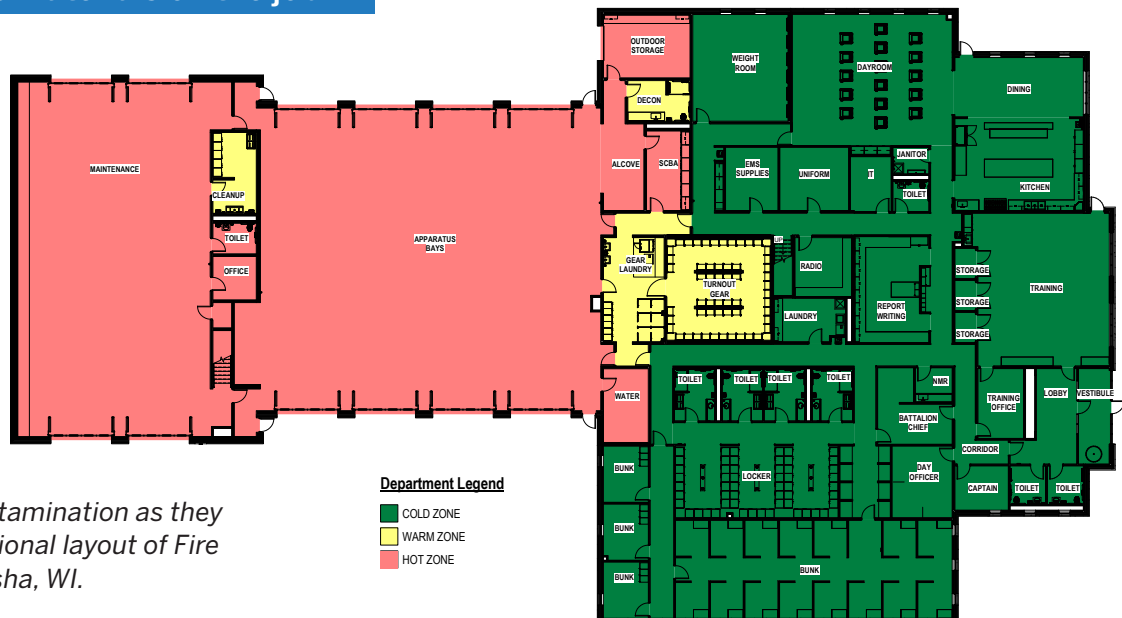
Contamination prevention and mitigation is the current best practice in all emergency services design. By developing the building program in zones from “Hot” to “Warm” to “Cold or red, yellow, and green, we are able to isolate the contaminants before they get into the living spaces of the stations. Strategically placing the decontamination spaces directly off the apparatus floor in what is considered the hot zone allows personnel to decontaminate not only their PPE but themselves as well.

A decade ago, you never would have heard of the placement of exercise cycles or saunas in a fire station. Those items were seen as extravagant amenities and unnecessary to the operation of fire staff. Since cancer prevention is so important in the fire service industry, it is now commonplace to see steam showers, saunas, exercise cycles, and treadmills in the decontamination spaces. These allow fire staff to purge the toxins from the surface of their clothing, as well as within their bodies.

Steam shower in the Kenosha Fire Station.



Through design, we can protect our firefighters and public safety personnel from hazardous materials on the job.



The zones of decontamination as they pertain to the functional layout of Fire Station #4 in Kenosha, WI.



TRAINING FACILITIES

We have extensive experience in the design of fire station training facilities. In addition to providing venues for firefighters to hone their skills in a local, familiar setting, the design of these features and spaces can provide considerable cost savings for your department and neighboring departments regionally. **Most importantly, we can incorporate these training amenities into the design where it's conducive to accommodate them for little to no added cost.**

With the inclusion of training facilities in your new fire station, you can:

- Provide year-round training on-site
- Hold mandatory recertification and mandatory training exercises
- Eliminate costs incurred for off-site training
- Enable off-duty firefighters to train independently
- Reduce inconvenient travel for training opportunities
- Improve the safety of your firefighters through better access to training

STANDALONE TRAINING FACILITIES

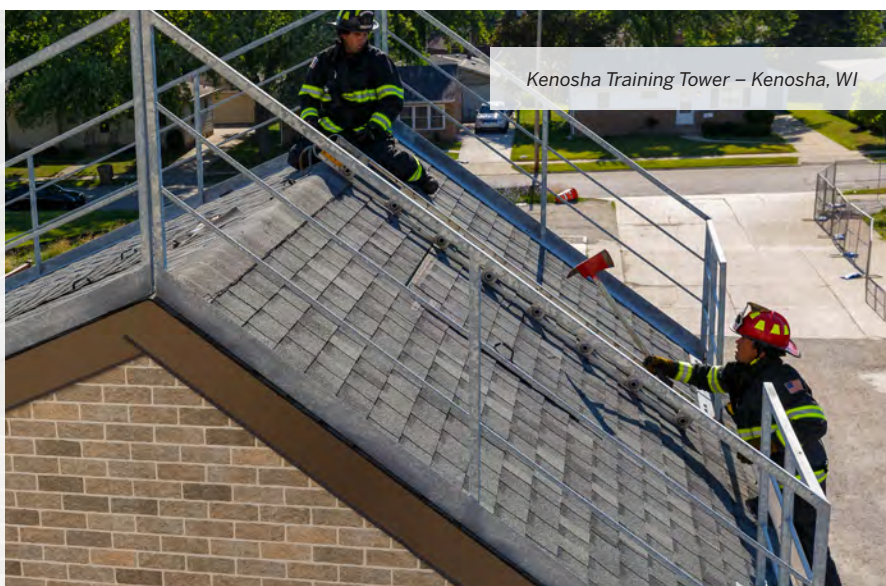
SEH specializes in designing the two main types of standalone training facilities: **active burn towers** and **passive training towers**. These facilities provide hands-on training for firefighters that simulates the conditions of a wide range of rescue scenarios.



Standalone training facilities enable your staff to complete all mandatory training on-site, cutting down on travel costs, and allowing for your firefighters to complete exercises at any time. This type of facility can also serve as a regional training center for other local fire departments, as well as police and EMS departments.

We have recently seen a trend in fire departments opening their training facilities to local fire science and technical college programs where students from the fire academy train side by side with fire staff. These invitations have expanded to departmental internships, building the pipeline for future recruits and candidates.

BASED ON YOUR GOALS, BUDGET, AND COMMUNITY NEEDS, WE WILL WORK WITH YOU TO IDENTIFY THE TRAINING FACILITIES THAT ARE RIGHT FOR YOUR DEPARTMENT.



Below is a breakdown of various training amenities we have designed for standalone training towers, as well as key considerations for the design of the building and site.

BUILDING AND SITE CONSIDERATIONS



- Apparatus access
 - Aerials
 - Engines
 - Heavy rescues
 - Ambulances
 - Tenders
- Waterproof lighting and electrical components located away from any live burn areas where water flow is prevalent
- Water systems, including stand pipes for charging hose and sprinkler system
- Storz fire hose connection adjacent to the tower to connect pumps
- Stormwater detention ponds as water supply for drafting exercises
- Conscious of environment, e.g. building away from property lines and any sensitive neighbors, to the facility fire fighting foam containment on airfields
- Non-asphalt, durable surface vehicle extrication training areas
- Consumable roof structure and building materials for ventilation exercises
- Consumable windows for live window rescue and bailout exercises
- Durable concrete that isn't abrasive on fire gear
- Exterior building and tower surfaces that can sustain impact from ground ladders, including impact rails at strategic levels
- Galvanized steel exterior stairs, catwalks, and platforms to prevent corrosion

TRAINING AMENITIES



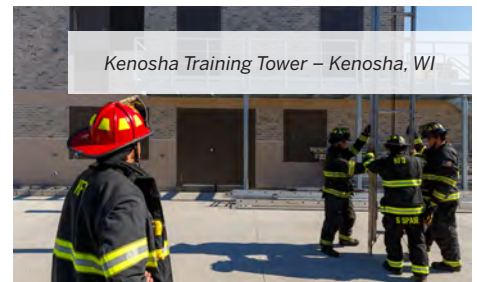
- High-angle rescue
- Ladder evolutions
- Charged hose, advancement, and standpipe evolutions
- Forcible entry evolutions, including reinforced door frames that simulate several deadbolts
- Confined entry training spaces for tripod setups
- Access points at different doors and elevations to simulate different rescue types
- Anchor points for bailout training
- Climbing walls and repelling areas
- Classroom space adjacent to, but separated from, live burn area
- SCBA training areas, including mock apartments, confidence courses, MAYDAY, and entrapment training
- Fall protection components
- Ventilation, search and rescue, RIT training
- Sprinkler system training
- Fire behavior
- Water shuttle operations

IN-STATION TRAINING FACILITIES



For a more budget conscious effort, our team will design individual training elements into the station itself. Incorporating these amenities in the station add little to no cost to the design of the facility but can encompass many of the design features outlined (excluding features that involve live burn and smoke). Some of these elements include:

- Ladder evolutions
- Confined entry
- SCBA
- Confidence courses
- Balcony rescue
- High-angle rescue
- Ladder testing
- Simulated smoke training exercises



PROPOSED FEE

Our base fee for these services shall be on a **Lump Sum Basis**. Monthly invoices will be based upon work completed in the calendar month prior to the invoice date for a **fee of \$465,580.00**. This fee includes reimbursable expenses such as travel, mileage, printing cost, plan review fees, etc. If the estimate/cost of construction and scope of work increases more than 5% from the preliminary 30% estimate, the consultants reserve the right to re-negotiate additional professional services fees based on the increased estimated construction cost. See below for more detail, including a break out of the requested and recommended additional services.

NEENAH-MENASHA FIRE RESCUE STATION 31 RENOVATION

Professional Services	Fees
Architecture	\$255,000.00
Structural	\$62,200.00
Civil	\$33,100.00
Mechanical/Electrical/ Plumbing and Fire Protection	\$55,000.00
Expenses	\$13,850.00
Subtotal Professional Services	\$419,150.00

Additional Services*	Fees
Interior Design	\$7,000.00
Furniture Specification	\$4,700.00
Environmental Testing	\$7,500.00
Geotechnical Exploration and Reporting	\$6,500.00
Landscape Architecture	\$16,500.00
Underground Utility Televising	\$4,500.00
Subtotal Additional Services	\$46,700.00

**Additional services are those services requested specifically for the Station 31 renovation and fall outside standard basic design services as defined by the AIA in AIA B141 standard agreement between Owner and Architect.*

Please let me know if this proposal meets your approval, after which a standard contract will be executed between the NMFR and SEH. If you have any questions or concerns regarding this proposal, please contact me at 920.585.4320.

We look forward to working with NMFR and the City of Neenah/Menasha on this long-anticipated project.

Sincerely,



Trevor Frank

TREVOR FRANK AIA, LEED AP®, NCARB, PMP | ARCHITECT IN CHARGE
PROJECT MANAGER AND PRINCIPAL IN CHARGE

FEE AS A PERCENTAGE OF WORK

Phase 1: Schematic Design through Bidding

80% of the professional services fee and expenses or \$335,320.00

Phase 2: Construction Administration Services

20% of the professional services fee and expenses or \$83,830.00

CLIENT'S RESPONSIBILITY

The client agrees to meet with SEH to review proposed plans and provide feedback on design and to make timely decisions to keep the design process on schedule.

ASSUMPTIONS/ NOT INCLUDED

1. Project delivery method will be Design/Bid/Build.
2. Project will be bid as one project.
3. No specific sustainable features (geothermal, photovoltaic, water reclamation) are required aside from current standard applications.
4. This fee proposal assumes full renovation to the Station 31 facility. If after preliminary assessment and cost evaluation it is determined a new facility is in the best interest of NMFR, a new scope of services and contract will be developed for the design of a new facility on the existing site.
5. Our proposal does not include planning and coordination services to assist NMFR in the temporary relocation of their operations into trailers at the DPW garage site.

FINANCIAL CAPABILITIES

	FY 23	FY 22	FY 21	FY 20	FY 19
Gross Revenues	\$169,278,378	\$146,242,122	\$134,822,097	\$143,170,559	\$131,610,363
Net Revenues	\$132,532,209	\$117,379,354	\$108,080,103	\$109,038,882	\$99,518,558
Profit Before Taxes and Distribution	\$22,357,342	\$19,066,606	\$15,581,011	\$18,247,348	\$17,481,874
Profit After Taxes and Distribution	\$1,430,000	\$1,693,060	(\$1,238,030)	\$1,107,768	\$1,099,353
Utilization Rate	62.97%	63.34%	63.11%	64.20%	64.00%
Full Time Equivalents (FTE)	817.7	759.9	727.0	730.3	689.2
Gross Revenue per FTE	\$207,015	\$192,449	\$185,459	\$196,054	\$190,968
Net Revenue per FTE	\$162,077	\$154,467	\$148,673	\$149,315	\$144,403
Stock Value per Share	\$58.44	\$54.05	\$56.83	\$53.91	\$51.36

SEH has been in business since 1927 and is financially sound generating more than \$169 million in gross revenues in FY 2023 (ended June 30, 2023). The FY 2023 audit is complete as of October 12, 2023, and financial statements present fairly, in all material respects, the financial position of the Company as of June 30, 2023, and 2022, and the results of operations and cash flows for the periods. SEH remains in a healthy financial position.

Master Agreement for Professional Services

This Master Agreement for Professional Services is effective as of August 18, 2016 between City of Neenah ("Client") and Short Elliott Hendrickson Inc. ("Consultant").

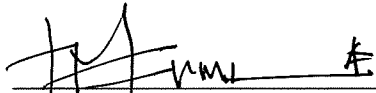
By entering into this Agreement, Client agrees to utilize the professional services of Consultant and Consultant agrees to provide the professional services described in this Agreement, exhibits or attachments. The attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16) shall apply to all work performed by Consultant on behalf of Client. Individual projects requested by Client on an as needed basis and accepted by Consultant will be described in Supplemental Letter Agreements ("SLA") with other optional exhibits and attachments cited. Nothing herein shall be deemed to require Client to retain Consultant or require Consultant to provide services beyond those specified in Supplemental Letter Agreements.

The following optional exhibits may be attached to an SLA: Exhibit A-1 for Hourly Payments, Exhibit A-2 or A-3 for Lump Sum Payments, and Exhibit B for Resident Project Representative Duties/Responsibilities.

This Master Agreement for Professional Services, General Conditions, Exhibits, and Attachments to Exhibits (collectively referred to as the "Agreement") represent the entire understanding between Client and Consultant and supersedes all prior contemporaneous oral or written agreements with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all Exhibits unless alternate terms have been specifically agreed to on the SLA under "Other Terms and Conditions". The SLA shall take precedence over Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Short Elliott Hendrickson Inc.

By:

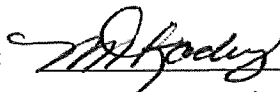


Title:

PRINCIPAL

City of Neenah

By:



Title:

Director of Parks & Recreation

document1

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated

with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

PROPOSED FEE

Our base fee for these services shall be on a **Lump Sum Basis**. Monthly invoices will be based upon work completed in the calendar month prior to the invoice date for a **fee of \$465,580.00**. This fee includes reimbursable expenses such as travel, mileage, printing cost, plan review fees, etc. If the estimate/cost of construction and scope of work increases more than 5% from the preliminary 30% estimate, the consultants reserve the right to re-negotiate additional professional services fees based on the increased estimated construction cost. See below for more detail, including a break out of the requested and recommended additional services.

NEENAH-MENASHA FIRE RESCUE STATION 31 RENOVATION

Professional Services	Fees
Architecture	\$255,000.00
Structural	\$62,200.00
Civil	\$33,100.00
Mechanical/Electrical/ Plumbing and Fire Protection	\$55,000.00
Expenses	\$13,850.00
Subtotal Professional Services	\$419,150.00

Additional Services*	Fees
Interior Design	\$7,000.00
Furniture Specification	\$4,700.00
Environmental Testing	\$7,500.00
Geotechnical Exploration and Reporting	\$6,500.00
Landscape Architecture	\$16,500.00
Underground Utility Televising	\$4,500.00
Subtotal Additional Services	\$46,700.00

**Additional services are those services requested specifically for the Station 31 renovation and fall outside standard basic design services as defined by the AIA in AIA B141 standard agreement between Owner and Architect.*

Please let me know if this proposal meets your approval, after which a standard contract will be executed between the NMFR and SEH. If you have any questions or concerns regarding this proposal, please contact me at 920.585.4320.

We look forward to working with NMFR and the City of Neenah/Menasha on this long-anticipated project.

Sincerely,



Trevor Frank

TREVOR FRANK AIA, LEED AP®, NCARB, PMP | ARCHITECT IN CHARGE
PROJECT MANAGER AND PRINCIPAL IN CHARGE

FEE AS A PERCENTAGE OF WORK

Phase 1: Schematic Design through Bidding

80% of the professional services fee and expenses or \$335,320.00

Phase 2: Construction Administration Services

20% of the professional services fee and expenses or \$83,830.00

CLIENT'S RESPONSIBILITY

The client agrees to meet with SEH to review proposed plans and provide feedback on design and to make timely decisions to keep the design process on schedule.

ASSUMPTIONS/ NOT INCLUDED

1. Project delivery method will be Design/Bid/Build.
2. Project will be bid as one project.
3. No specific sustainable features (geothermal, photovoltaic, water reclamation) are required aside from current standard applications.
4. This fee proposal assumes full renovation to the Station 31 facility. If after preliminary assessment and cost evaluation it is determined a new facility is in the best interest of NMFR, a new scope of services and contract will be developed for the design of a new facility on the existing site.
5. Our proposal does not include planning and coordination services to assist NMFR in the temporary relocation of their operations into trailers at the DPW garage site.

FINANCIAL CAPABILITIES

	FY 23	FY 22	FY 21	FY 20	FY 19
Gross Revenues	\$169,278,378	\$146,242,122	\$134,822,097	\$143,170,559	\$131,610,363
Net Revenues	\$132,532,209	\$117,379,354	\$108,080,103	\$109,038,882	\$99,518,558
Profit Before Taxes and Distribution	\$22,357,342	\$19,066,606	\$15,581,011	\$18,247,348	\$17,481,874
Profit After Taxes and Distribution	\$1,430,000	\$1,693,060	(\$1,238,030)	\$1,107,768	\$1,099,353
Utilization Rate	62.97%	63.34%	63.11%	64.20%	64.00%
Full Time Equivalents (FTE)	817.7	759.9	727.0	730.3	689.2
Gross Revenue per FTE	\$207,015	\$192,449	\$185,459	\$196,054	\$190,968
Net Revenue per FTE	\$162,077	\$154,467	\$148,673	\$149,315	\$144,403
Stock Value per Share	\$58.44	\$54.05	\$56.83	\$53.91	\$51.36

SEH has been in business since 1927 and is financially sound generating more than \$169 million in gross revenues in FY 2023 (ended June 30, 2023). The FY 2023 audit is complete as of October 12, 2023, and financial statements present fairly, in all material respects, the financial position of the Company as of June 30, 2023, and 2022, and the results of operations and cash flows for the periods. SEH remains in a healthy financial position.



Department of Public Works
211 Walnut Street | Neenah, WI 54956
publicworks@neenahwi.gov
920.886.6240

M E M O R A N D U M

DATE: September 4, 2024
TO: Mayor Lang and Members of the Public Services & Safety Committee
FROM: James Merten, Traffic Engineer
RE: Removal of Traffic Signals at First Street & East Forest Avenue

With the decline in traffic volumes over the years and the closure of Roosevelt School, the traffic signals at the intersection of First Street and Forest Avenue no longer serve a purpose. The signals were put into yellow-red flash operation since the closure of Roosevelt School last year with no observed or reported traffic safety concerns, other than a few reports of confused people stopping for the yellow flashing signals. I had a traffic study performed in April 2024 and evaluated the collected data for Manual on Uniform Traffic Control Devices (MUTCD) traffic signal warrants. The intersection does not meet any of the 9 official warrants for traffic signals. In fact, the intersection is not even close to meeting any of the warrants for an all-way stop.

Should the Common Council agree to remove the traffic signals at this intersection, staff intent will be to utilize the above-ground infrastructure for the potential signalization of the Tullar Road and W. Cecil Street intersection, if so authorized. Otherwise, the equipment would be used as backup for other intersections. The underground infrastructure at this intersection would be preserved for if traffic signals become warranted again.

Given the cost of electricity, maintenance of equipment, the lack of satisfying warrants, and the fact that the intersection has operated without issue as a two-way stop control for a year, staff recommend to remove the traffic signal equipment and replace the intersection control with 2-way stop control on Forest Avenue.



Department of Public Works
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6241 • e-mail: gkaiser@neenahwi.gov
GERRY KAISER, P.E.
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: September 6, 2024
TO: Mayor Lang and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Public Works General Activity

- 1) Contract 7-21 (Harrison Pond): Troubleshooting is being done on the pumps to get them in operation.
- 2) Contract 1-23 (Chestnut, Burr, Dieckhoff, Laudan Utility and Street Construction): Work is complete. A punchlist has been provided to the contractor and final quantities are being prepared.
- 3) Contract 7-23 (High, River Utility and Street Construction): Work is complete. A punchlist is being prepared along with final quantities are being prepared.
- 4) Contract 1-24 (Belmont Ct, Belmont Av, Cedar St, Stevens St-Utilities and Street): Utility work is complete. Paving for the remaining half of the streets started 9/6 and is scheduled to be complete on 9/9.
- 5) Contract 2-24 (E. Doty Av - Utilities and Street): Utility work is complete. Concrete paving is complete between Commercial and to Oak. Driveway apron paving has started in that section. Concrete repairs east of Oak are scheduled to start the week of 9/16.
- 6) Contract 3-24 (Bayview Rd, Commercial St Water Crossings, Quarry Ln, Reed St - Utilities and Street):
 - a) Bayview Rd: Work is complete.
 - b) Commercial St Water Crossings: Utility installation is complete.
 - c) Quarry Ln: Utility work is complete. Street excavation and grading is complete. Additional excavation was required on Reed St south of Quarry to address poor soils. The paving contractor is scheduled to begin preparation on this street after the streets in the Quarry Park area are paved.
- 7) Contract 4-24 (S. Park Avenue Easement – Utilities): A firm work schedule has not been set.
- 8) Contract 5-24 (North St - Utilities and Street): Utility installation is complete. The proof-roll done after pavement removal indicated poor soils and inadequate base throughout, so additional excavation has started.
- 9) Contract 6-24 (Jewelers Park Drive – Street): Work is complete. Final quantities are being prepared.
- 10) Contract 7-24 (Misc Concrete Pavement/Sidewalk Repair): Miscellaneous sidewalk repairs will start when the contractor remobilizes.
- 11) Contract 8-24 (Misc Asphalt Pavement/Sidewalk Repair): This contract was awarded to MCC, Inc. A schedule has not been set.
- 12) Contract 9-24 (Pavement Marking): Marking work was completed in the Tullar Road area. Miscellaneous marking remains to be done.

- 13) Contract 10-24 (Tullar Garage Roof, Phase 2): The contract was awarded to H.I.S. Company. A firm work schedule has not been set.
- 14) Contract 11-24 (Douglas Park Pond): Pond design is being finalized in preparation for bidding. The wetland permitting was received on 8/21. The project permit application is being submitted to WDNR the week of 9/8. The project is scheduled to go to bid at the end of September.
- 15) Contract 13-24 (S. Commercial St Turn Lane at Winneconne Av): The contract was awarded to Vinton Construction. A work has not been scheduled. We are working through the property appraisal.