



**NOTICE OF JOINT MEETING  
OF THE LITTLE CHUTE AND KIMBERLY VILLAGE BOARDS**

DATE: Monday, March 24, 2025  
TIME: 5:45 p.m.  
PLACE: 515 W. Kimberly Avenue, Rick J. Hermus Council Chambers

1. Call to order
2. Roll call
3. Moment of Silent Reflection, Pledge of Allegiance
4. Approval of Minutes of the 01/22/2025 meeting
5. Update on Special Event Permit Guide
6. New Business for Consideration or Action
  - a. Fox Valley Metro Police Dept. 2024 to 2025 Budget Carryover/Special Consideration Requests
  - b. Fox Valley Metro Police Dept. Property Storage Design & Facility Needs Contract
  - c. Joint Department Administrative Cost Analysis
7. Adjournment

**Village Board Virtual Attendance Information**

March 24, 2025

5:45 – 6:30 PM (America/Chicago)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/964479709>

**You can also dial in using your phone.**

Access Code: 964-479-709

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

**Get the app now and be ready when your first meeting starts:**

<https://meet.goto.com/install>

Any person wishing to attend the meeting, who because of disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodations may be made.

**JOINT MEETING OF THE LITTLE CHUTE AND KIMBERLY VILLAGE BOARDS  
JANUARY 22, 2025**

Call to Order: Administrator Bernhoft called the Joint Board Meeting to Order at 6:00 p.m.

**Pledge of Allegiance to the Flag**

Administrator Bernhoft led members in the recitation of the Pledge of Allegiance.

**Roll call of Trustees**

PRESENT: Little Chute Board Members- Trustee L. Van Lankvelt, Trustee Peterson, Trustee Sprangers, Trustee Harlow, Trustee Van Deurzen, Trustee B. Van Lankveldt

Kimberly Board Members – President Kuen, Trustee Hammen, Trustee Gaffney, Trustee Karner, Trustee Hietpas, Trustee Trentlage, Trustee Hruzeck

EXCUSED: Trustee Van Deurzen, President Vanden Berg

ALSO PRESENT: Administrator Bernhoft, Chief Meister

**Discussion/Action—Evidence Storage Needs**

Chief Meister was notified in July of 2024 that Combined Locks will end our lease as of 12/31/25. He provided a brief overview and emphasized we are running out of time. Discussion of what needs to happen to move the evidence from one area to another – not simple as loading in truck. It must be logged out and in the new facility with two individuals involved (many internal controls). There must also be fences, security, and other safeguards so temporary storage will drive additional costs. Discussion that there could be some infrastructure that has to be moved but did not know the extent of it. Reminder that different types of evidence require various requirements. A question was raised if there was an estimate of construction timeframe (3-4 months actual construction and 2-3 months planning/other). Another joint meeting is scheduled for March 3 at Kimberly at 5:30 p.m. to discuss options on construction and ownership/new joint agreement. Neither Village Board is interested in a space needs study analysis. No action taken.

**Discussion/Action—Joint Department Administrative Cost Analysis**

Brief discussion about the fact that VLC is picking up all administrative costs right now after demerger of Library/custodial and that this will also have some cost impact moving forward.

**Adjournment**

*Moved by Trustee Hammen, seconded by Trustee Trentlage to Adjourn the Joint Meeting at 6:31 p.m.*

Ayes 13, Nays 0 – Motion Carried

Respectfully Submitted,  
Laurie Decker  
Clerk, Village of Little Chute

| Acct Number                          |                                    | 2022<br>Final       | 2023<br>Final       | 2024<br>Final       |
|--------------------------------------|------------------------------------|---------------------|---------------------|---------------------|
| <b>Revenue</b>                       |                                    |                     |                     |                     |
| 31111                                | Property taxes                     | 2,333,036.00        | 2,361,809.00        | 2,535,126.00        |
| 32170                                | Dangerous Animal Fee               | -                   | -                   | -                   |
| 33110                                | Federal Grant                      | 4,551.12            | 51,507.17           | 4,049.98            |
| 33290                                | Other State Aid                    | 3,680.00            | 5,168.71            | 6,668.88            |
| 33310                                | County Grant                       | 25,537.73           | 38,003.31           | 16,333.03           |
| 33321                                | Police Services (Kimberly)         | 1,417,222.00        | 1,494,459.21        | 1,565,692.00        |
| 33322                                | Local School Services              | 163,103.76          | 179,955.12          | 174,005.22          |
| 33323                                | Contracted Police Services         | 4,273.72            | 4,219.72            | 2,921.78            |
| 34105                                | Copy Fees (TX)                     | 1,131.17            | 1,261.25            | 1,021.76            |
| 34201                                | Police Department Fees             | 2,213.77            | 2,784.11            | 3,552.89            |
| 34901                                | Other Charges for Services         | 1,911.00            | 2,085.00            | 1,911.44            |
| 34990                                | Cash Over/(Short)                  | -                   | -                   | (2.10)              |
| 35301                                | False Alarms                       | 75.00               | 1,620.00            | 1,265.00            |
| 38301                                | Donations                          | 6,300.00            | 17,880.00           | 11,607.96           |
| 38302                                | K9 Donations                       | 5,695.25            | 11,221.98           | 3,725.99            |
| 38612                                | Insurance Reimbursement            | -                   | 2,500.00            | 33,242.05           |
| 38622                                | Other Claim Reimbursement          | 112.00              | 494.82              | -                   |
| <b>Total Revenue</b>                 |                                    | <b>3,968,842.52</b> | <b>4,174,969.40</b> | <b>4,361,121.88</b> |
| <b>Expenditures Summary</b>          |                                    |                     |                     |                     |
|                                      | Personal Services                  | 3,225,185.98        | 3,348,055.69        | 3,636,771.33        |
|                                      | Non-Personal                       | 267,563.14          | 402,155.43          | 289,699.21          |
|                                      | Overhead                           | 254,148.45          | 281,712.16          | 351,100.35          |
|                                      | Capital Outlay                     | 118,924.89          | 105,610.18          | 121,750.43          |
| <b>Total Expenditures</b>            |                                    | <b>3,865,822.46</b> | <b>4,137,533.46</b> | <b>4,399,321.32</b> |
| <b>Other Financing Sources(Uses)</b> |                                    |                     |                     |                     |
| 39050                                | Sale of Village Property           | 565.18              | 15,731.32           | 6,870.63            |
| 39101                                | Transfer In/(Out)-Other Funds (LC) |                     |                     |                     |
| <b>Total Other Sources(Uses)</b>     |                                    | <b>565.18</b>       | <b>15,731.32</b>    | <b>6,870.63</b>     |
| Revenue less Expenditures            |                                    | 103,585.24          | 53,167.26           | (31,328.81)         |
| <b>Cost Sharing Formula</b>          |                                    |                     |                     |                     |
| Kimberly                             |                                    | 37.79%              | 38.45%              | 38.18%              |
| Little Chute                         |                                    | 62.21%              | 61.55%              | 61.82%              |

Keeps what Kimberly  
agreed to pay the same  
approved by their Board

SPECIAL REVENUE FUND  
Fox Valley Metro Police  
207-52120

| Acct<br>Number                     | 2022<br>Final       | 2023<br>Final       | 2024<br>Final       |
|------------------------------------|---------------------|---------------------|---------------------|
| <u>Personal Services</u>           |                     |                     |                     |
| 100 Command Salaries               | 454,758.51          | 480,343.91          | 557,093.87          |
| 101 Officer Wages                  | 1,575,056.90        | 1,618,024.53        | 1,711,496.09        |
| 102 Clerical Wages                 | 153,118.26          | 153,988.75          | 171,235.29          |
| 103 Social Security                | 180,979.98          | 186,382.41          | 199,598.34          |
| 104 Retirement                     | 267,349.29          | 310,181.54          | 348,382.01          |
| 105 Health Insurance               | 349,420.99          | 351,652.76          | 404,526.85          |
| 106 Longevity                      | 21,000.00           | 22,000.00           | 19,000.00           |
| 107 Life Insurance                 | 3,092.18            | 2,680.47            | 2,729.61            |
| 108 Dental Insurance               | 30,451.44           | 32,332.01           | 31,882.52           |
| 109 Disability Insurance           | 5,209.09            | 4,752.45            | 4,855.70            |
| 110 Overtime                       | 183,999.34          | 184,516.86          | 185,121.05          |
| 112 Per Diem-Police Comm           | 750.00              | 1,200.00            | 850.00              |
| 115 Overtime - Special Events      | -                   | -                   | -                   |
| Total Personal Services            | <b>3,225,185.98</b> | <b>3,348,055.69</b> | <b>3,636,771.33</b> |
| <u>Non-Personal</u>                |                     |                     |                     |
| 201 Training, Conferences          | 13,671.47           | 17,610.60           | 19,095.17           |
| 203 Telephone                      | 24,508.31           | 20,829.86           | 20,660.21           |
| 204 Other Contractual Services     | 114,177.84          | 132,402.93          | 138,227.30          |
| 205 Equipment Repairs              | 4,978.85            | 18,618.26           | 7,357.87            |
| 206 Office Supplies                | 882.20              | 1,189.67            | 1,200.24            |
| 207 Printing & Reproduction        | 4,026.42            | 5,387.08            | 4,998.25            |
| 208 Books, Subscrip., Dues         | 655.92              | 26,751.56           | 13,679.68           |
| 212 Clothing Allowance             | 22,566.43           | 19,745.79           | 22,720.41           |
| 213 Safety Equipment               | 18,727.73           | 118,723.56          | 19,126.37           |
| 218 Operational Supplies           | 15,231.75           | 13,297.58           | 13,224.84           |
| 221 Small Equipment                | 27,723.39           | 6,690.72            | 11,738.03           |
| 223 Guns & Ammo                    | 12,342.49           | 14,577.54           | 8,032.12            |
| 225 Recruitment, Testing           | 6,387.65            | 4,125.99            | 7,372.00            |
| 226 Postage                        | 1,682.69            | 2,042.74            | 2,266.72            |
| 227 Public Service Program         | -                   | 161.55              | -                   |
| 228 Employee Bonds                 | -                   | -                   | -                   |
| Total Non-Personal                 | <b>267,563.14</b>   | <b>402,155.43</b>   | <b>289,699.21</b>   |
| <u>Overhead</u>                    |                     |                     |                     |
| 230 Workers Comp Insurance         | 49,397.00           | 70,379.78           | 60,941.58           |
| 231 Property & Liability Insurance | 51,048.00           | 53,446.00           | 54,831.00           |
| 236 K9 Unit                        | 5,863.25            | 11,521.98           | 4,018.55            |
| 240 Computer Maint                 | 4,510.76            | 10,286.49           | 19,415.14           |
| 242 Custodial-Bldg Repair/Maint    | 4,173.60            | 11,385.12           | 5,618.42            |
| 243 Custodial-Contractual          | 13,021.88           | 15,305.44           | 15,022.27           |
| 244 Custodial-Operational Supplies | 560.79              | 650.40              | 1,215.96            |
| 245 Custodial-Equip Repair/Maint   | 8,926.29            | 13,525.94           | -                   |
| 247 Vehicle Operations             | 89,272.22           | 72,923.95           | 103,818.20          |
| 248 Vehicle Equipment              | 2,132.87            | 3,799.56            | 57,041.03           |
| 249 Utilities                      | 16,204.63           | 15,994.80           | 15,062.87           |
| 262 Legal/Audit                    | 9,037.16            | 2,492.70            | 14,115.33           |
| Total Overhead                     | <b>254,148.45</b>   | <b>281,712.16</b>   | <b>351,100.35</b>   |
| <u>Capital Outlay</u>              |                     |                     |                     |
| 301 New Equipment                  | -                   | -                   | -                   |
| 302 Equipment Replacement          | -                   | -                   | -                   |
| 303 Vehicle Replacement            | 118,924.89          | 105,610.18          | 121,750.43          |
| 306 Buildings & Grounds            | -                   | -                   | -                   |
| Total Capital Outlay               | <b>118,924.89</b>   | <b>105,610.18</b>   | <b>121,750.43</b>   |
| <b>Total Expenditures</b>          | <b>3,865,822.46</b> | <b>4,137,533.46</b> | <b>4,399,321.32</b> |
| <u>Cost Sharing Formula</u>        |                     |                     |                     |
| Kimberly                           | 37.79%              | 38.45%              | 38.45%              |
| Little Chute                       | 62.21%              | 61.55%              | 61.55%              |
| <u>Total Expenditures</u>          |                     |                     |                     |
| Kimberly                           | 1,460,894.31        | 1,590,881.62        | 1,691,539.05        |
| Little Chute                       | 2,404,928.15        | 2,546,651.84        | 2,707,782.27        |





## Item For Consideration

**For Board Review On:** March 24, 2025  
**Agenda Item Topic:** RFP Evidence Storage and  
Space Needs Assessment

**Prepared On:** March 18, 2025  
**Prepared By:** FVMPD

**Report:** Fox Valley Metro Police Department and Administration for both Kimberly and Little Chute received and evaluated proposals for the Evidence Storage Facility Design/Engineering services as well as a potential Space Needs Assessment. The Villages received two proposals for the services requested, McMahon & Associates and Hoffman, Inc.

With a scoreable maximum point total of 100, the following factors were considered in evaluating proposals:

1. The understanding, responsiveness, and completeness of the proposal, including scope, approach and detailed work plan. *(0-20 points)*
2. Firm experience and qualifications, key personnel experience and qualifications, and sub-consultants on similar projects. *(0-30 points)*
3. Consultants' fees and rates. *(0-30 points)*
4. Projected and actual costs from previous projects with similar scopes. *(0-20 points)*

The Village's project team, which is made up of three (3) members, evaluated and scored all received proposals. Attached are both firm's proposals for review and consideration.

### Fiscal Impact:

| Firms:                 | McMahon   | Hoffman  |
|------------------------|-----------|----------|
| Design and Engineering | \$166,330 | \$89,900 |
| Space Needs Assessment | \$24,500  | \$10,700 |

Based on the review team's recommendation to select Hoffman, Inc. Below is a breakdown of costs for each municipality based on the joint formula. This does not include legal fees that are



## Item For Consideration

needed to finalize the contract for the consultant, which will be charged to the existing Metro legal line item in the 2025 approved budget. It has been discussed that an amendment to the FMPD Joint Services Agreement will be needed to acknowledge the costs and ownership of any future buildings for the department.

| FUNDING FORMULAS FOR INTERMUNICIPAL AGREEMENTS |             |             |        |                 |        |              |              |        |                 |        |        |             |
|--|-------------|-------------|--------|-----------------|--------|--------------|--------------|--------|-----------------|--------|--------|-------------|
| JOINT SERVICES                                 |             |             |        |                 |        |              |              |        |                 |        |        |             |
| (POPULATION/EQUALIZED VALUE FORMULA)           |             |             |        |                 |        |              |              |        |                 |        |        |             |
| BUDGET YEAR                                    | FACTOR YEAR | KIMBERLY    |        |                 |        |              | LITTLE CHUTE |        |                 |        |        | SUM         |
|  |             | POPULATION  |        | EQUALIZED VALUE | TOTAL  |              | POPULATION   |        | EQUALIZED VALUE | TOTAL  |        | TOTAL       |
| 2025   | 2024        | 7,659       | 38.64% | 939,330.400     | 37.11% | 37.87%       | 12,164       | 61.36% | 1,592,020.500   | 62.89% | 62.13% | 100.00%     |
|  |             |             |        |                 |        | -0.31%       |              |        |                 |        | 0.31%  |             |
| Evidence Storage Designated                    |             | 100,600.00  |        |                 |        |              |              |        |                 |        |        |             |
| Shortfall                                      |             | (30,622.19) |        |                 |        |              |              |        |                 |        |        |             |
|  |             | 69,977.81   |        |                 |        | \$ 26,500.60 |              |        |                 |        |        | \$43,477.21 |

**Recommendation/Board Action:** The review team recommends selecting Hoffman, Inc. for the Design and Engineering Services as well as the Space Needs Assessment for the Safety Center for the total amount of \$100,600. Both Village Boards shall vote to approve the selection and commit to their portion of the project costs.

**Respectfully Submitted,**

Chief Meister, Fox Valley Metro Police Chief  
 Danielle Block, Administrator – Village of Kimberly  
 Beau Bernhoft, Administrator - Village of Little Chute

# PROPOSAL

MARCH 14  
2025

PROFESSIONAL ENGINEERING SERVICES

## FOX VALLEY METRO POLICE DEPARTMENT



## PROPERTY STORAGE & FACILITY NEEDS ANALYSIS

SERVICE INSPIRED SINCE 1909

**McMAHON**  
ENGINEERS / ARCHITECTS

# PROPOSAL

MARCH 14  
2025

PROFESSIONAL ENGINEERING SERVICES



## FOX VALLEY METRO POLICE DEPARTMENT

### PROPERTY STORAGE & FACILITY NEEDS ANALYSIS

**PREPARED BY**  
**McMahon Associates, Inc.**

**Contact:**  
**Michael A. Martin, AIA**  
**920-751-4200**  
**[mmartin@mcmgrp.com](mailto:mmartin@mcmgrp.com)**

*All work for this project will be provided from our Neenah, WI office.*

*This proposal is effective for 90 days from the date submitted.*

**McMAHON. YOUR FULL-SERVICE DESIGN & CONSULTING FIRM**

- Architecture
- Environment & Infrastructure
- Water & Wastewater
- Structures & Building Systems
- Public Safety & Municipal Management
- Industry

Wisconsin | Illinois | Indiana 920.751.4200 [MCMGRP.COM](http://MCMGRP.COM)

**McMAHON**  
**ENGINEERS ARCHITECTS**

# TABLE OF CONTENTS

---

SECTION 1 – DESIGN AND CONSTRUCTION OF A NEW PROPERTY STORAGE FACILITY

- A. Scope of Understanding.....Page 1
- B. Project Scope.....Page 1
- C. Scope Design Work Plan.....Page 2
- D. Scope of Services.....Page 5
- E. Items Not Included..... Page 12
- F. Completion Schedule..... Page 14

SECTION 2 – NEEDS ANALYSIS OF THE SAFETY CENTER

- A. Scope of Understanding.....Page 15
- B. Project Scope.....Page 15
- C. Scope Design Work Plan.....Page 16
- D. Scope of Services.....Page 17
- E. Items Not Included.....Page 17
- F. Completion Schedule.....Page 17

SECTION 3 – CLIENT RESPONSIBILITIES & SPECIAL TERMS.....Page 18

SECTION 4 – PROFILE OF THE FIRM

- A. About Us.....Page 20
- B. Business Information.....Page 21
- C. Why Work With Us?.....Page 22
- D. The McMahon Way.....Page 23
- E. Architecture.....Page 24
- F. Public Safety and Municipal Management.....Page 25

SECTION 5 – FIRM’S QUALIFICATIONS

- A. Project Team.....Page 26
- B. Project Team Leaders.....Page 27
- C. Relevant Experience with Project Write-Ups.....Page 28
- D. References.....Page 34



Section 1:  
**DESIGN AND CONSTRUCTION  
OF A NEW PROPERTY  
STORAGE FACILITY**



Scan to visit our website to  
see our full menu of service  
offerings and projects

**McMAHON**  
ENGINEERS ARCHITECTS

# PROPERTY STORAGE FACILITY

## A. SCOPE OF UNDERSTANDING

The Fox Valley Metro Police Department (FVMPD) is seeking to construct of a new facility for the purpose of properly storing property and evidence that FVMPD has custody of. It is the intent of the FVMPD that this building be located on the current property of the Public Safety Center, located at 200 W. McKinley Ave. in the Village of Little Chute, WI.

## B. PROJECT SCOPE

FVMPD currently stores thousands of items of property at various locations; most of which are in a facility FVMPD rents in another municipality. The lease attached to this property storage rental facility expires as of December 31<sup>st</sup>, 2025. Therefore, FVMPD needs to relocate all this property to another site. Current property storage at the FVMPD main building is limited to a few hundred square feet. The leased storage facility is about 1,200 square feet and is being fully used, with little to no room for expansion.

The current public safety building is occupied jointly by the FVMPD and the Village of Little Chute Fire Department (LCFD). A new, separate facility will be constructed for the LCFD. It is anticipated that the LCFD will vacate the public safety building sometime in 2026. The FVMPD will then assume occupancy of the entire facility. The additional space that the FVMPD will acquire through the vacancy of the LCFD is needed for staff and fleet vehicles. Therefore, the storage of property or evidence in these areas is not planned.

FVMPD is seeking to build a new facility that would not only store current property and evidence inventory and also have space for future growth. FVMPD estimates that a facility with approximately 4,800 square feet of storage area would satisfy their current and future needs. The new facility should at minimum, include the following:

1. A separate secure evidence area of approximately 1,500 square feet.
  - a. This area must have one single access point with key card access.
  - b. A secondary secure locked area within this evidence space must be able to be locked separately and have adequate ventilation for the storage of drugs, combustibles, explosives, etc....
2. A room for processing and packaging evidence with pass-through lockers to include evidence drying cabinet.
3. A multi-use area adjacent to the evidence processing room that can be accessed by an overhead garage door so officers can pull a squad into the garage to transfer evidence out of the elements. This space can be used for storage, overflow evidence vehicles, training, department needs, etc. This space would ideally have garage doors on both ends for pull-through access.

4. A separate secure space, with key card access, consisting of two garage bays for storing long term evidence vehicles. (option to have a four-pedestal vehicle lift in each bay to double vehicle storage capacity)
5. An area for storage of found / evidence bicycles.
6. A loft area for storage of department equipment-The building needs to be climate controlled and utilize a dry style fire suppression system to minimize damage to evidence in a potential fire.
7. The facility needs to be secure to prevent unauthorized entry, theft or tampering with evidence.

The FVMPD would prefer that the new building be located as close to the rear (north side) of the current building, if not attached to it.

## C. SCOPE DESIGN WORK PLAN

### 1. **PHASE A (PLANNING - SCHEMATIC DESIGN)**

During Phase A of the project McMahon will begin the schematic design (SD) exercises with the FVMPD. During this phase we will gather any existing conditions that may not be captured on the existing drawings and create an up-to-date base drawing to begin implementing the conceptual design into. Additionally, our survey team will visit the site to survey the existing conditions and the projected work area.

The architect will consult with the FVMPD team to reaffirm project goals and requirements.

We will provide for up to four 2-hour meetings to discuss the new project conceptual design and how it best fits the existing building and the existing site.

*Deliverables: Schematic site plan, floor plan, a conceptual building section(s), conceptual building elevations, 30% design review*

Time Frame: approximately four weeks

### 2. **PHASE B (PLANNING - DESIGN DEVELOPMENT)**

During Phase 2 of the design process, McMahon will begin Design Development. Design development (DD) services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details.

**At the conclusion of this phase the FVMPD Team will sign off on the design. Construction documents will not begin without signing off from Fox Valley Metro Police Department.**

*Deliverables: Floor plans, sections, and elevations with full dimensions, door and window details and outline material specifications, preliminary Opinion of Probable Cost, 60% design review.*

Time Frame: approximately four weeks



### 3. **PHASE C (DESIGN – CONSTRUCTION DOCUMENTS)**

After signing off on the Design Development Documents from the FVMPD Team, the design team will move forward and produce Construction Documents (CD) – drawings with greater detail. The documents typically include specifications for construction, details, and materials. We will also provide an updated Opinion of Probable Cost.

**At the conclusion of this phase the FVMPD Team will sign off on the design. The bidding phase will not begin without signing off from the Fox Valley Metro Police Department.**

*Deliverables: The Construction Document phase produces a set of drawings and specifications that include all of the pertinent information for the contractor to price and building the project, 90% & 100% design reviews, updated Opinion of Probable Cost.*

Time Frame: approximately five weeks

### 4. **PHASE D (BIDDING PHASE)**

When Construction Documents are completed, preparation of the bid documents to go out to potential contractors for pricing begins. The bid document set includes an advertisement for bids, instruction to bidders, the bid form, bid documents, the Client-contractor agreement, labor and material bond, and any other sections necessary for a successfully priced bid. McMahon typically uses the QuestCDN Network for posting bid ads and we are happy to work with any local newspapers or any other platforms that the Client chooses to use. Additionally, McMahon will conduct a pre-bid walk-through or meeting for potential contractors.

After bids are received, McMahon will evaluate the bids received for completeness and create a bid tabulation document for FVMPD teams to review and issue a letter of recommendation of award.

Time Frame: approximately four to five weeks

### 5. **PHASE E (CONSTRUCTION)**

The Construction Administration (CA) phase of the project includes services for shop drawing review, answering Requests for Information (RFI), review any change orders from the selected contractors, Clients On-Site Representation (optional service), final walk throughs and punch lists, and the required compliance statements required by the State of Wisconsin.

Time Frame: approximately six months

## 6. **PROPOSED PROJECT SCHEDULE**

McMahon Associates, Inc. agrees to complete this project as follows:

Complete planning and design phase within twelve to fourteen weeks after authorization to proceed and we recommend four to five weeks for the bid phase.

- |                                   |  |
|-----------------------------------|--|
| • March 17, 2025                  | Proposals Due                            |
| • March 31, 2025 (Week of)        | Firm Selection, Staff Recommendation     |
| • April 9, 2025                   | Notice to Proceed / Approval / Contracts |
| • April 21 – May 16, 2025         | Schematic Design                         |
| • May 19 – May 23, 2025           | FVMPD Schematic Design Review            |
| • May 26 – June 27, 2025          | Design Development                       |
| • June 30 – July 11, 2025         | FVMPD Design Development Review          |
| • July 14 – August 8, 2025        | Construction Documents                   |
| • August 11 – August 15, 2025     | FVMPD Construction Document Review       |
| • August 18 – September 26, 2025  | DSPS Submittal & Review                  |
| • September 29 – October 24, 2025 | Bidding                                  |
| • October 27 – November 7, 2025   | Bid Review & Contract Negotiations       |

***To avoid winter conditions upcharges, we suggest construction start on or about March 30, 2026.***

- |                             |                            |
|-----------------------------|----------------------------|
| • March 30 – April 10, 2026 | Mobilization & Procurement |
| • April 13, 2026            | Construction Start Phase   |
| • October 2026              | Project Completion         |

***Construction start and completion dates are estimates, depending on General Contractor selected during the bidding process.***

Please note that the pace of state and local plan reviews and approvals for site related submittals may impact the design completion schedule.

## D. SCOPE OF SERVICES

### GENERAL DESIGN SERVICES

1. Planning (Preliminary Design)
  - a. Conduct site visit for initial building and site verification.
  - b. Provide conceptual/schematic planning.
  - c. Develop a Basis of Design (per discipline).
  - d. Attend up to four virtual meetings for preliminary design coordination as required.
  - e. Coordinate preliminary design review meeting with Client.
  - f. Provide an Opinion of Probable Cost for project tracking.
2. Design
  - a. Develop construction documents based on approved preliminary design.
  - b. Develop book form specifications (including procurement and contracting requirements, general requirements, and technical sections).
  - c. Attend drawing coordination meeting reviews as required.
  - d. Drawings to be developed in AutoDesk Revit format or Civil 3D, taken to a maximum coordination level of LOD:300.
  - e. Coordinate 90% review meeting with Client.
  - f. Updated Opinion of Probable Costs for project tracking.
3. Provide PDF format drawings and specifications for State submittals, bidding, and construction.
4. Submit drawings, specifications, calculations, and documentation as required for applicable agency reviews and permitting.

### SURVEY SERVICES

1. Topographic Survey Services
  - a. Research public records for survey control data.
  - b. Contact Diggers Hotline to field locate public utilities.
  - c. Establish horizontal and vertical control points throughout the project.
  - d. Prepare a topographical survey of the project area to locate visible site features. Survey to include sufficient spot elevations to produce 1-foot contours.
  - e. Prepare an AutoCAD drawing of the topographical survey to be used as a base drawing to the engineering drawings.

## CIVIL / SITE DESIGN SERVICES

### 1. Planning (Preliminary Design)

- a. Review applicable zoning ordinances and provide a summary of requirements that apply to the site for the Basis of Design requirements.
- b. Prepare an AutoCAD base site drawing using available GIS linework and aerial imagery.
- c. Develop a schematic site plan for Village review.

### 2. Design

#### a. Stormwater Management Design / Plan

- 1) Stormwater management is provided by the village-owned Buchanan Pond. As such, no on-site stormwater management facilities are anticipated for the redeveloped site.

#### b. Civil / Site Design

- 1) Prepare a Request for Proposal for Geotechnical Engineering services on behalf of the Client.
- 2) After the Village of Harrison agrees to a site layout, develop civil / site drawings and specifications.
- 3) Prepare an existing conditions base AutoCAD drawing using information collected from the topographic land survey.
- 4) Provide site grading design.
- 5) Provide site utility design for sanitary sewer (gravity), water main and storm sewer that will serve the building.
- 6) Perform an erosion and sediment control analysis and design.
- 7) Prepare an erosion and sediment control narrative and sequence of construction.
- 8) Prepare and submit to local authorities a Plan Review Package and assist the Client with coordinating the site plan review process.

#### c. Landscape Design Services

- 1) Review the landscaping code.
- 2) Provide landscaping design / layout that meets local landscaping requirements.
- 3) Provide landscaping plan and quantity calculations.

3. Drawings include symbols, abbreviations, and basic erosion control notes sheet, existing conditions and survey control sheet, site plan, grading plan, erosion control plan, utility plan (storm sewer, sanitary lateral, and water lateral), landscape plan, and construction detail sheets.

## **ARCHITECTURAL DESIGN SERVICES**

1. Planning (Preliminary Design)
  - a. Programming.
  - b. Schematic floor plans and elevations.
  - c. Basis of Design for building shell and interior finishes.
  - d. Initial code review.
2. Design
  - a. Develop architectural drawings and specifications.
  - b. Code review.
  - c. Prepare energy calculations (ComCheck).
  - d. Interior design including color selection coordination with Client.
3. Drawings include title sheet, architectural site plan, code sheets, floor, and roof plans, building sections and elevation, wall sections and architectural details, room finish and door schedules, and reflected ceiling plan.

## **STRUCTURAL DESIGN SERVICES**

1. Planning (Preliminary Design)
  - a. Conceptual framing and foundation systems.
  - b. Basis of Design establishing systems and design loads.
2. Design
  - a. Develop structural drawings and specifications.
  - b. Structural design calculations. Design of structural system will be based on current Wisconsin Building Code.
3. Drawings may include outline specifications and schedules, foundation and framing plans, column and bracing elevations, and foundation and framing details.

## **FIRE PROTECTION DESIGN SERVICES (scope documents only)**

1. Planning (Preliminary Design)
  - a. Investigate approved systems for project.
  - b. Coordinate options with Client, insurance company, and fire protection contractor to determine what option the Client and insurance company would approve.
2. Design
  - a. Develop performance specification for fire protection system.
3. Drawings include areas of sprinkler system coverage, hazard classifications by area, and water service location(s).

## PLUMBING DESIGN SERVICES

1. Planning (Preliminary Design)
  - a. Develop Basis of Design including identifying standards and codes, building type and provide applicable fixture / equipment packages for Client review / approval.
  - b. Plumbing site utility identification for site utility requirements including water, sanitary, storm, and natural gas services.
2. Design
  - a. Develop plumbing drawings and specifications.
  - b. Coordinate with other disciplines for project completion as needed.
  - c. Perform / provide preliminary and final calculations for plumbing systems required for plan review and complete and thorough design.
  - d. Finalize plumbing fixture / equipment / material selections in relation to building type and systems required.
3. Drawings include but not limited to general annotations / symbols for reading and comprehension clarification of drawings intent, below grade and above grade plans of all plumbing systems, isometric / pipe diagrams of building systems. Finalize all details and schedules with fixture and equipment selections meeting the buildings required use / selection made.
4. When applicable, submitting / receiving approved plans as required per the state / municipality requirements for plumbing plan review submittal.

## HVAC DESIGN SERVICES

1. Design Considerations
  - a. Secure Evidence Room.
    - 1) One room with 1500 square feet of storage.
    - 2) One room within evidence storage area with adequate ventilation for storage of drugs, combustibles, and explosives. Assuming explosion proof fan is required.
    - 3) Assume both spaces are supported by a DOAS unit.
  - b. Processing and Packaging Evidence Room.
    - 1) Pass through lockers.
    - 2) Space will be supplied by Secure Evidence DOAS unit.
    - 3) Evidence drying cabinet (purchased by others).
  - c. Multi-Use Area.
    - 1) Assume greater than 850 sq ft, which requires a DOAS unit and a gas detection system.
    - 2) Assuming multi-use space requires air conditioning.
    - 3) Accessed by an overhead door on both ends of area.
    - 4) Uses include evidence vehicles, training area, department meetings.

- 5) Vehicles will drive into area.
- 6) Assuming no idling or car maintenance is being done in the area.
- d. Two Bay Garage Secure Area.
  - 1) Assumed to be less than 850 sq ft, therefore natural ventilation is allowed.
  - 2) Heat is being provided through unit heaters.
- e. Bicycle Storage Area.
  - 1) Assume space is supported by the multi-use area's DOAS unit.
- f. Loft Area for Storage of Department Equipment.
  - 1) Assume space is supplied by multi-use area DOAS unit.
  - 2) Dry style fire suppression system.
- 2. Planning (Preliminary Design)
  - a. Develop Basis of Design including standards, codes, fresh air requirements, exhaust, ventilation rates.
  - b. HVAC fuel use and location (natural gas, LP gas, fuel oil, wood, electric).
  - c. Preliminary heating and cooling calculations for the building.
  - d. Identify heating and cooling system options.
  - e. Identify control systems options.
- 3. Design
  - a. Develop HVAC drawings and specifications.
  - b. Final heating and cooling calculations.
  - c. Select final system option.
  - d. Design ventilation and exhaust ductwork, hydronic piping for cooling and heating and condensate system piping.
  - e. Fuel system design and layout from utility connections to HVAC equipment.
  - f. Final selection and design of system controls.
  - g. Drawings include cover sheet with abbreviations and symbols, floor plans with ductwork and component layout, component layout, equipment schedules and details.

**ELECTRICAL / LIGHTING DESIGN SERVICES****1. Planning (Preliminary Design)**

- a. Basis of Design.
- b. Coordination with electrical utility.
- c. Develop preliminary one-line diagrams.
- d. Selection of major distribution equipment.
- e. Site visit to observe existing conditions.

**2. Design**

- a. Develop electrical drawings and specifications.
- b. Final electrical design.
- c. Electrical power distribution. The fee assumes that the existing electrical service and distribution equipment can handle the addition. The fee assumes that a generator is not required for this project since it was not mentioned in the RFP nor is backup power required for storage functions. We recommend including a new standby generator for the entire facility as part of the separate needs analysis scope / pricing.
- d. Selective electrical distribution. It is assumed that there will be minimal demolition, limited to where the addition connects to the existing building. The fee assumes that if the exterior shed needs to be moved, that it does not contain any electrical equipment that needs to be relocated / extended.
- e. Interior and exterior lighting, including lighting controls and egress lighting photometrics. The fee assumes that exterior lighting scope limited to new wall packs on the addition; the existing building exterior lights will remain as-is. We recommend including exterior lighting replacement and consideration for adding parking lot pole lighting as part of the separate needs analysis scope / pricing.
- f. Exterior lighting photometrics for permit submittal.
- g. Fire alarm system. The fee assumes that the existing fire alarm system can be modified / expanded to handle the addition. The fee does not include complete replacement of the fire alarm system in the existing portion of the building.
- h. Provide coordination of low voltage systems for empty conduit and power. The fee assumes that low voltage systems to be designed by the Client's vendors.
- i. COMCHECK energy calculations.

**3. Drawings include electrical floor plans (general power distribution, receptacles, motors, and special outlets), circuiting, lighting (general and emergency egress, and lighting controls), special systems (fire alarm and conduit / box provisions for low voltage systems), one-line power distribution diagrams (service entrance and feeders), electrical schedules (motor and special outlet, lighting, panelboard, feeder, fault current, voltage drop, motor circuit and disconnect switch), and electrical details.**



### **SECURITY ASSESSMENT AND DESIGN SERVICES**

1. Assess Client's current security goals, procedures, and processes.
2. Review preliminary architectural design drawings.
3. Provide options for architects and electrical for best practice security-in-design features.
4. Provide Client with additional options for implementing security-related services based on assessment.

### **BIDDING PHASE SERVICES**

1. Assist with bidding documents.
2. Organize and conduct a pre-bid conference for prospective bidders.
3. Bid opening and reviews.
4. Answer bidder questions.

### **CONSTRUCTION PHASE SERVICES**

1. Review shop drawings.
2. Respond to Requests for Information (RFIs).
3. Answer questions during the construction phase.
4. Review change orders for completeness and compare scope of work against previously contracted scope of work.
5. Review contractor payment requests.
6. Obtain and review operation and maintenance manuals from contractors. Submit O&M manuals to Client.
7. Perform walk-through with the Client's Representative at project completion to develop punch list of items to be completed or corrected by the contractor.
8. Prepare Certificate of Completion.

## E. ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services. We can provide these services at an additional cost if required by the Client.

### GENERAL

1. Redesign efforts necessitated by changes to site and building layout after planning phase approval or due to project budget reductions after bidding phase.
2. Permit / review fees to municipal / state agencies, including review and recording fees (McMahon will invoice as a reimbursable expense if required).
3. Geotechnical Services including soil borings, geotechnical report, and services during construction.
4. Reproduction of plans and specifications (McMahon will invoice as a reimbursable expense if required).
5. Construction administration services other than those identified in the Proposal.
6. LEED administrative service, design, and LEED commissioning.
7. Project BIM coordination.
8. Record drawings and certifications (if not included in Construction Phase Services).
9. Record/final BIM model.
10. Site visits to observe construction (optional services).
11. Building scanning services.

### SURVEY / CIVIL / SITE

1. ALTA / ACSM Land Title Survey, CSMs, easements, and deeds.
2. Title / easement searches.
3. Environmental site assessments and contamination remediation.
4. Wetland delineations and wetland / waterway permits.
5. Private utility locates, potholing, and televising.
6. Attendance at Village meetings. If required, meetings will be attended on a Time and Expense basis.
7. Archaeological, historical, endangered / threatened species.
8. Sampling and testing of soil, air, groundwater, building materials, and/or other media on the subject property.
9. Design of new services and/or relocation/demolition of existing gas, electric, telephone, fiber, and cable; and coordination with the respective utility companies.
10. Applications for rezoning, Conditional Use Permit, and/or variances to the City Zoning Ordinance.
11. Preparation of easement documents, development, and lease agreements.
12. Design of public improvements in public right-of-way including street and utility upgrades.
13. Construction staking services. (Can be provided as an additional service to the general contractor)

14. Post-construction stormwater management.
15. Traffic Impact Analysis.
16. Design of pavement section(s).
17. Irrigation design.
18. Wisconsin DNR Construction Site Stormwater Runoff Permit Application (land disturbance is assumed to be less than 1-acre). Also, site currently discharges to the village-owned Buchanan Pond.

## **ARCHITECTURAL / STRUCTURAL**

1. Documentation of existing building conditions outside the scope of work
2. Finish color selections.
3. Renderings and animations.

## **HVAC / PLUMBING**

1. Plumbing DSPS submittal (under limit of sixteen fixtures).
2. In-Floor heating.
3. Hydronic system design.
4. LP utilities service.
5. Evidence drying cabinet (provided by others, CPH is assuming no HVAC scope is required).
6. Mechanical Ventilation is the two bay garage area.
7. VAV system design.
8. Design of mechanical systems not identified in HVAC services above such as compressed air system, solar panels (Photovoltaic system) atop roof, etc.
9. HVAC energy modeling of the buildings.

## **ELECTRICAL**

1. Design of low voltage systems such as voice / data, security, and audio/visual systems.
2. Design of replacement electrical service entrance and replacement of major electrical gear.
3. Design of replacement fire alarm system throughout the facility.
4. Design of generator.
5. Design of distributed antenna system for emergency responder radios.

## **F. COMPLETION SCHEDULE**

McMahon Associates, Inc. agrees to complete this project as follows:

Complete planning and design phase within approximately fifteen weeks after authorization to proceed and we recommend four to five weeks for the bid phase.

Please note that the pace of DSPS Plan reviews and approvals for site related submittals may impact the design completion schedule.

Section 2:  
**NEEDS ANALYSIS  
OF THE SAFETY CENTER**



Scan to visit our website to  
see our full menu of service  
offerings and projects

**McMAHON**  
ENGINEERS ARCHITECTS

# SAFETY CENTER



## A. SCOPE OF UNDERSTANDING

The Fox Valley Metro Police Department (FVMPD) seeks experienced consultants to perform the additional service of an analysis of the Safety Center, located at 200 W. McKinley Ave. in the Village of Little Chute, WI. FVMPD is seeking an analysis of present and future needs, and the fiscal realities of maintaining, renovating, or expanding the current Safety Center complex to adequately house FVMPD operations and personnel.

## B. PROJECT SCOPE

The assessment should include market comparisons, recommendations, and implementation options to help FVMPD utilize the space to its full potential. We have included pricing for this as an additional service at the end of this proposal.

The Villages of Kimberly and Little Chute currently have joint police service which is housed at the Little Chute "Safety Center." While this is a joint, municipal police service partnership, the Village of Little Chute is the fiscal agent of the police department. Due to the expansion of both FVMPD and the Little Chute Fire Department, it has been determined that the Fire Department is moving into their own stand-alone facility. This will leave open space in the Safety Center that is currently occupied by the Fire Department. With the addition of this new space, FVMPD is looking for guidance on how to best utilize the entire facility to support department functions in an efficient manner. Below is information pertaining to the current FVMPD facility:

1. The Fox Valley Metro Police Department is comprised of thirty-four employees.
2. The current police department was built in 1983 for a staff of about ten officers.
3. There is inadequate meeting / training space for all members. Due to the size of the current training / briefing room, FVMPD is unable to hold department meetings and trainings on site. They forced to find other locations in the village to host these functions.
4. The addition of a conference room for meetings with citizens, vendors, or professional contacts is needed.
5. Aside from the restrooms in the men's and women's locker room, there is one restroom upstairs and one downstairs. These restrooms are not gender specific. There are also no restroom facilities open to the public outside of secure department space.
6. Office space is very limited with only the Chief, Captain and Administrative Manager having their own offices. Given the type of work conducted by the Lieutenants and investigators, they should all have their own offices.
7. The current squad room consists of four general use computers that all patrol staff utilize. This space needs to be larger and more efficiently designed.

8. Storage for equipment and supplies is inadequate. There needs to be additional space to store needed gear, training equipment, and evidence. (Some of this space may be incorporated into the new evidence building.) Some examples are:
  - a. Sensitive crimes investigation office.
  - b. Police drone area.
  - c. Police UTV and patrol bicycle storage.
  - d. Weapons storage / maintenance.
9. The department currently has no physical fitness or training space to conduct routine police training. This should be incorporated as a potential multi-purpose space.
10. Additional locker room space with storage for team gear (K9, ERT), breakroom with kitchen & dining space is needed.
11. The current space dedicated to weapon storage and maintenance is a closet. It would be beneficial to have an armory room / space.
12. With FVMPD taking over the fire department engine bay, they are looking for the most efficient way to park the maximum number of squad cars in the bay, while allowing each car to be moved independently.
13. The new space should incorporate an interview / interrogation room and a soft interview room in the secure police space.
14. The plan should also include an interview room off the front lobby to interview citizens privately without bringing them into secure police space.

## C. SCOPE DESIGN WORK PLAN

McMahon Associates, Inc. (McMahon) has partnered with many municipal clients over the past thirty years on a wide variety of new and renovation projects. This project will include a comprehensive assessment of existing facilities condition, investigation and documentation of current programmatic needs, conceptual options, and budgets for renovations and / or additions to satisfy these needs, and a report of our findings and recommendations to the FVMPD Team.

Unlike our competitors, McMahon offers security and emergency management consulting services through our Public Safety and Municipal Management Division. Dan Burns, Mark Wiegert, & Brian Zalewski are included on our Team to consult on Public Safety and Municipal Management needs.

### 1. PHASE A (PLANNING - SCHEMATIC DESIGN)

During Phase A of the project, McMahon will begin the schematic design (SD) exercises with the FVMPD for the analysis of the Safety Center. We will use information gathered during the Property Storage Addition part of the project to create a separate set of base drawings. We will interview staff and reaffirm the project requirements.

We will provide for up to six 2-hour meetings to discuss the space needs and reconfiguration of the existing spaces and create up to two floor plan options for staff review. After a plan has been

selected by the FVMPD staff, McMahon will provide an Opinion of Probable Cost for budgeting purposes.

*Deliverables: floor plan(s), & Opinion of Probable Cost for budgeting purposes*

Time Frame: approximately eight weeks after the design phases for the Property Storage Addition are complete.

## D. SCOPE OF SERVICES

### ARCHITECTURAL DESIGN SERVICES

1. Planning (Preliminary Design)
  - a. Programming.
  - b. Schematic floor plans.
  - c. Basis of Design for building remodeling.
  - d. Initial code review.
  - e. Opinion of Probable Cost for budgeting.

## E. ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

### GENERAL

1. Mechanical, electrical, plumbing, civil, fire protection, or structural design services.
2. Design Development, Construction Documents, Bidding, or Construction Administration, phases, or design.

## F. COMPLETION SCHEDULE

McMahon Associates, Inc. agrees to complete this project as follows:

Complete planning and design phase within approximately six weeks after authorization to proceed. This phase will begin after the Property Storage Addition design phase is complete.

Please note that the pace of DSPS Plan reviews and approvals for site related submittals may impact the design completion schedule.



Section 3:  
**CLIENT RESPONSIBILITIES  
& SPECIAL TERMS**



Scan to visit our website to  
see our full menu of service  
offerings and projects

**McMAHON**  
ENGINEERS ARCHITECTS

# CLIENT RESPONSIBILITIES



The Scope of Services and fee is based upon the understanding that Client will provide the following:

- A. Project information in a timely manner regarding requirements for and limitations to the project which shall establish the Clients objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expansion requirements; equipment; systems and site requirements.
- B. Identify a representative authorized to act on the Client's behalf with respect to the project. Client shall render decisions and submittal reviews by McMahon in a timely manner in order to avoid unreasonable delays in the orderly and sequential progress of McMahon's services.
- C. Establish the overall project budget including the construction cost of the project, the Client's other costs, and reasonable contingency related to all these costs. The Client (or a third party retained by the Client) shall update the overall project budget as necessary throughout the duration of the project until completion.
- D. Payment of all review and recording fees required by the review agencies and County Register of Deeds, which are not included in this Agreement.
- E. Geotechnical Report prepared by a Geotechnical Engineer stating the allowable soil bearing pressures and recommend foundation system.
- F. Coordinate the services of its own consultants with those services provided by McMahon.
- G. Sustainability requirements for the project.
- H. Insurance underwriter project design criteria specific to the project.
- I. Access to the site and existing drawings.
- J. Receipt and review of bids.
- K. Current title policy and/or property deed for the subject property if available. (if CSM required)
- L. Marking of private utilities.
- M. Provide and/or coordinate design and specification of process equipment systems and process controls.
- N. The contractors shall locate and coordinate the final MEP drops/tie-ins to equipment.
- O. Equipment cut sheets for equipment being supported by building or foundation.
- P. Payment of Permit and Public Notice Fees.
- Q. Provide for low voltage design for voice / data and security.

# SPECIAL TERMS & CONDITIONS



## AGREEMENT CONFIDENTIALITY

Client agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of the McMahon Associates, Inc.

Refer also to the General Terms and Conditions attached to this Agreement.

Section 4:  
**PROFILE OF FIRM**



Scan to visit our website to  
see our full menu of service  
offerings and projects

**McMAHON**  
ENGINEERS ARCHITECTS

# ABOUT US

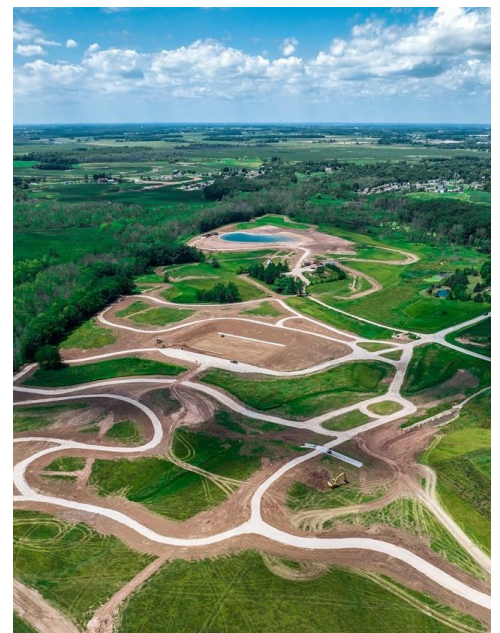
## SERVICE INSPIRED

**McMahon is an established engineering, architecture and consulting firm with more than a century of experience.**

We began in 1909 serving the Wisconsin Fox Valley and since then have expanded our reach to work with clients and projects across the country and even around the world. Our firm is headquartered in Neenah, Wisconsin with offices in Illinois and Indiana.

As our company expands and evolves, we remain true to our core principles that have defined us for more than a century: outstanding service, unparalleled client satisfaction and building relationships that last. We are proud of the strong reputation we have earned among our clients and long-term partnerships we have developed.

As we look forward to the future, we are excited for what is to come – new clients to serve and new opportunities to build a better future for our clients and communities.



# BUSINESS INFORMATION

At McMahon, we believe in long-term client relationships. 85% of McMahon clients are repeat customers. Building relationships with our clients is the foundation to the success of our company and it's been a part of the McMahon philosophy from the company's very beginning in 1909.

## PRINCIPALS

**Paul Benedict** PE, SE | PRESIDENT  
pbenedict@mcmgrp.com | 920.751.4200 x264

**Michael McMahon** AIA, NCARB | EXECUTIVE VICE PRESIDENT  
mmcmahon@mcmgrp.com | 920.751.4200 x330

**Matthew Greely** PE | EXECUTIVE VICE PRESIDENT  
mgreely@mcmgrp.com | 920.751.4200 x226

**Vic Lutz** | CFO  
vlutz@mcmgrp.com | 920.751.4200 x247

## REGIONAL OFFICES

MACHESNEY PARK ILLINOIS  
**Chris Dopkins** PE | ASSOCIATE | DIRECTOR OF REGIONAL SERVICES-ILLINOIS  
cdopkins@mcmgrp.net | 920.751.4200 x264

VALPARAISO INIDANA  
**John Sturgill** RLA | VICE PRESIDENT | REGION MANAGER - INDIANA  
jmsturgill@mcmgrp-in.com | 219.462.7743 x501



### McMAHON ASSOCIATES, INC.

1445 McMahon Drive  
Neenah, WI 54956

Mailing: PO Box 1025  
Neenah, WI 54957-1025

P 920.751.4200 | F 920.751.4284



SERVICE INSPIRED SINCE 1909

## STAFFING

### ENGINEERING PERSONNEL

|                         |    |
|-------------------------|----|
| Project Managers        | 15 |
| Engineers               | 35 |
| Engineering Technicians | 18 |
| Ecologists/Scientists   | 3  |
| Designers               | 9  |

### ARCHITECTURAL PERSONNEL

|                       |   |
|-----------------------|---|
| Project Managers      | 2 |
| Registered Architects | 5 |
| Designers             | 4 |

### LAND SURVEY PERSONNEL

|                             |    |
|-----------------------------|----|
| Professional Land Surveyors | 5  |
| Land Survey Technicians     | 10 |

### PUBLIC SAFETY & MUNICIPAL MGT

|                               |    |
|-------------------------------|----|
| Public Safety Specialists     | 16 |
| Public Management Specialists | 5  |

### SUPPORT PERSONNEL

|                                  |    |
|----------------------------------|----|
| Accounting                       | 6  |
| Grant Specialist/Writer          | 1  |
| GIS Specialists                  | 2  |
| Construction/Operations Services | 10 |
| Marketing/Business Development   | 3  |
| Administrative Assistants        | 9  |
| IT                               | 1  |

**TOTAL EMPLOYEES 159**



ENR TOP 500 DESIGN FIRM





# WHY WORK WITH US

## AN UNPARALLELED PROJECT EXPERIENCE

**With an emphasis on collaboration and communication, our team is committed to understanding our clients' objectives, connecting with their vision and making it happen.**

Through every service we provide, our focus is on producing an end result that is of quality and, equally as important, earning the trust of and building long-term relationships with our clients.

When you choose McMahon for a project, you're gaining a member of your team. We share in your excitement and problem-solve challenges right along with you. We respect what you do and any constraints you may be under. Our experience allows us to see the promise behind your ideas, and we have the diverse expertise to help transform those ideas into reality.

# THE McMAHON WAY

## IT'S ABOUT VALUES, CULTURE AND RELATIONSHIPS

**Our service-inspired philosophy, called The McMahon Way, is a combination of values, culture and relationships that helps us deliver exceptional results.**

Our **values** are at the core of everything we do. We hire people who share our values of integrity and service. When you work with us, you can expect a team of professionals who are honest, hardworking, and dedicated to excellence.

Our **culture** is all about empowerment. We give our project teams the freedom to operate and innovate in the best interest of the project and the client. We entrust our employees to interact with the project owners, which gives our clients the opportunity to work directly with our technical experts. We have found that this commitment leads to better project collaboration and increased client satisfaction.



The most important aspect of The McMahon Way is our focus on **relationships**. We take pride in building long-lasting relationships, which starts with taking the time to truly understand your needs, expectations, and challenges. We strive to create a successful project experience every time we work with you, earning your confidence and becoming a trusted partner you can rely on.





# ARCHITECTURE

## SOLUTIONS THAT GO BEYOND AESTHETICS

### Functional and creative design solutions to meet your unique needs.

The success of your project depends on more than just an attractive building design. That is why we approach projects with a focus on understanding and aligning with your goals. Whether it's improving workflow efficiency, creating an invigorating work environment or maximizing space utilization, our team will work with you to create a functional and creative design solution that meets your unique needs.

We take pride in our proprietary design process, which focuses on optimizing the efficiency and economy of the design relative to the priorities of each project. This means that we are constantly looking for ways to improve on cost and construction efficiency without compromising on quality and aesthetics.

### SERVICES INCLUDE:

- Facility condition assessments
- Site and building master planning
- Project programming and budgeting
- Interior design
- Project visualizations
- Building design and contract documents
- Construction contract administration



### ARCHITECTURE CONTACT

MICHAEL McMAHON, AIA, NCARB, Executive Vice President  
mcmahon@mcmgrp.com | 920.751.4200 x330

# PUBLIC SAFETY & EMERGENCY MANAGEMENT

## HIGH-LEVEL, INDEPENDENT SERVICES FOR POLICE, FIRE & EMS

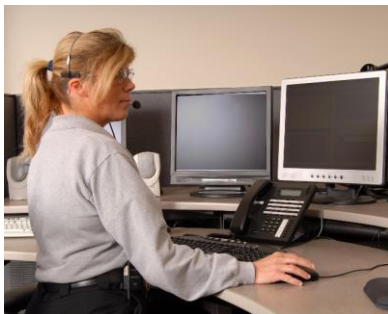
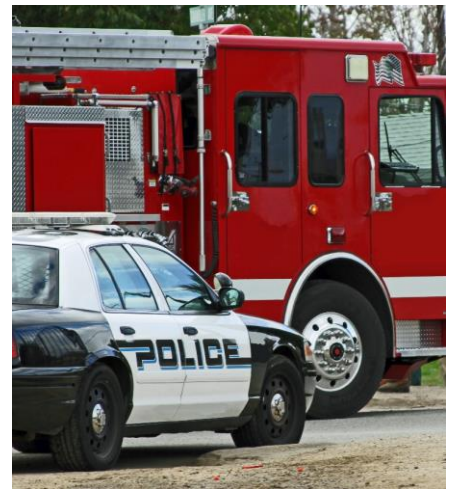
### **Our consultant staff has extensive background in areas of Public Safety and Emergency Management.**

Police, Fire and EMS professionals can rely on us for high-level, independent services that include management counsel, administrative services and coordination of staffing solutions for public safety entities. Our team, having served many years in these professions, understands the issues, challenges, standards and responsibilities of public safety and will offer proven methods to improve efficiency and effectiveness.

Emergency management services include management counsel, operational review, plan development, emergency facility design and setup, training and coordination with local and state entities.

#### **Services include:**

- Emergency Response Plans
- Emergency Medical Plans
- Emergency Operation Center Analysis
- Management Counsel and Administrative Services
- National Incident Management System (NIMS) Compliance
- Public Safety Equipment Analysis
- Policy & Procedure Analysis
- Risk Management & Analysis
- Service Level Analysis
- Response Time Analysis
- Tactical Training for Law Enforcement
- Planning, Design & Construction of Public Safety Facilities
- Coordination of Paramedic Coverage and Staffing Solutions



#### EMERGENCY MANAGEMENT CONTACT

ROBERT WHITAKER, Senior Public Safety Specialist  
rwhitaker@mcmgrp.com | 414.232.1148

Section 5:  
**FIRM'S QUALIFICATIONS**

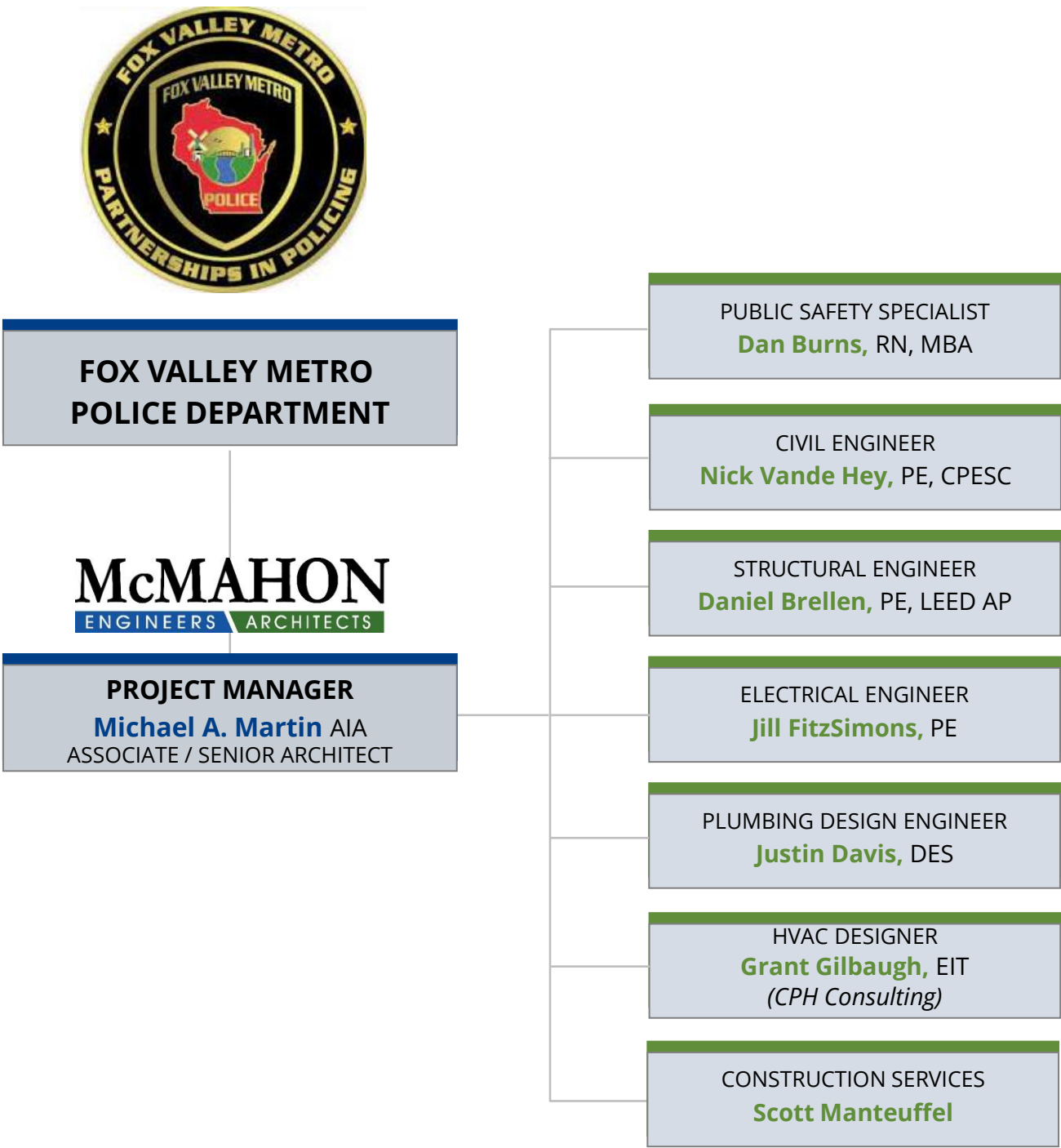


Scan to visit our website to  
see our full menu of service  
offerings and projects

**McMAHON**  
ENGINEERS ARCHITECTS

# PROJECT TEAM

## FACILITY ASSESSMENT, FEASIBILITY STUDY & LONG-TERM FACILITIES PLANNING FOR THE WASTEWATER TREATMENT FACILITY



# PROJECT TEAM LEADERS

## MICHAEL A. MARTIN, AIA ASSOCIATE / SENIOR ARCHITECT

Mike is a licensed Architect with over 25 years of experience in his field. He has been involved in every aspect of programming, design, construction documents, and construction administration for large and small projects throughout his long career. Mike is very skilled at coordinating diverse issues and developing unique solutions to potential project barriers. He will be actively involved and engaged throughout the life of the project and will work closely with the Client.



### EDUCATION:

B.A. Communications with Architectural Studies, University of WI-Milwaukee; 2022  
Associates Degree, Civil Engineering Technology – Structural, Moraine Park Technical College; 2000  
Graduate Naval Construction Training Center Gulfport, MS; 1996

### RELEVANT PAST PROJECTS:

City of Chilton – New Fire Station  
Village of Harrison – New Fire Station Study  
Village of Somers – New Fire Station Study  
Village of Sister Bay – Parks Department Building  
City of Chilton – Police / Fire / Admin Remodel

## DAN BURNS, RN, MBA PUBLIC SAFETY SPECIALIST

Dan is a proven healthcare leader with an intense focus on helping organizations and leaders improve quality, ensure positive financial impact, increase productivity, and enrich the customer experience. Key strengths include optimizing processes, service line management, financial and strategic planning, developing and nurturing new programs and business plans. He possesses a strong understanding of organizational structure and a proven ability to align various stakeholders to business objectives.



Dan spent 30 plus years of his career in Emergency Medical Services as a provider, educator and administrator of hospital-based EMS and prehospital care organizations.

### EDUCATION:

Master of Business Administration – University of Wisconsin, Sheldon B. Lubar School of Business – Milwaukee, WI  
Bachelor of Arts in Management – Ottawa University, School of Business – Milwaukee, WI  
Associates Degree in Registered Nursing – Milwaukee Area Technical College

### EXECUTIVE LEADERSHIP

Executive Director of Flight For Life Air Medical Program  
Vice President of Product Management – Intermedix Corporation  
Director of Product Management – Marshfield Clinic Information Services  
Director of Critical Care Services – Froedtert West Bend Hospital  
Director of Emergency & Trauma Services – ProHealth Care

## NICHOLAS A. VANDE HEY, PE VICE PRESIDENT / SENIOR MUNICIPAL & WATER RESOURCES ENGINEER

Nick will be the civil / site contact person for this project. Nick has 30 years of experience with municipal projects. Nick has worked with many communities in the Fox Cities on similar projects over the past 30 years, including Grand Chute, Appleton, Fox Crossing, Green Bay, Greenville, Little Chute, and Wrightstown. Most recently, Nick was Project Manager for the Town's Casaloma Dr, Clairemont Dr, College Ave Utilities, Wisconsin Ave Utilities, and MS4 Stormwater Plan.



### EDUCATION:

Bachelor of Science in Civil & Environmental Engineering – University of Wisconsin-Madison

### RELEVANT PAST PROJECTS:

Village of Little Chute – Various Steam Corridor Restoration Projects  
Village of Little Chute – Florida Avenue & STH '96' Storm Sewer Reconstruction  
Village of Little Chute – Apple Creek, Paradise Valley & Fox River Watersheds  
Village of Little Chute – French Wet Pond & Pumping Station



# RELEVANT EXPERIENCE

As requested in RFQ please see the list of relevant projects. This list also corresponds to the resumes later in this proposal. Please refer to the resumes for additional information and photographs of the project.

## 1. CITY OF CHILTON CITY HALL RENOVATION (2023-2024)

- Renovation of existing building.
- 42 School Street, Chilton WI.
- Project Cost \$3.35 Million.
- Please see Project Resume for Project Description.
- Project was completed on time and on budget.
- Please see Project Resume for Project photos.
- Key Personnel:
  - ▼ Michael Martin – Architect
  - ▼ Spencer Kocken – Structural Engineer
  - ▼ Ron Wolf – Civil Engineer
  - ▼ Joe Ferg – ALL HVAC Design
  - ▼ Edward Erickson – Plumbing Design
  - ▼ Jill FitzSimons – Electrical Engineer
  - ▼ Furniture Supplier- BSI – Carol Killian
  - ▼ A/V Design – Smart Spaces – Justin Gauthier
- McMahon Staff provided support to the City Staff in community engagement.
- Rate Sheet – please see attached rate sheet.

## 2. VILLAGE OF HARRISON VILLAGE HALL DEVELOPMENT (2019)

- Conceptual Development plans and Opinion of Probable Cost.
- Proposed site was CTH “N” in the Village.
- Projected Cost \$11-\$13 Million (2019).
- Please see Project Resume for Project Description.
- Project was Conceptual Only.
- Please see Project Resume for Project Renderings.
- Key Personnel:
  - ▼ Michael Martin – Architect
  - ▼ Lee Reibold – Civil Engineer
- McMahon Staff provided support to the Village in community engagement and presented at board meetings.
- Rate Sheet – please see attached rate sheet.

# RELEVANT EXPERIENCE

## 3. ST. CROIX CHIPPEWA INDIANS OF WISCONSIN (2018)

- Renovation of existing building.
- 4384 State HWY 70, Webster WI.
- Project Cost \$4.50 Million.
- Please see Project Resume for Project Description.
- Project was completed on time and on budget.
- Please see Project Resume for Project photos.
- Key Personnel:
  - ▼ Michael McMahon – Architect
  - ▼ Michael Martin – Project Architect
  - ▼ Paul Benedict – Structural Engineer
  - ▼ M.E.P was Design Build
- McMahon Staff provided support to the Project Staff in tribal community engagement.
- Rate Sheet – please see attached rate sheet.

## 4. OUTAGAMIE COUNTY GOVERNMENT CENTER STUDY, ADDITION, AND REMODEL (2016-2019)

- Addition and Renovation of existing building.
- 320 Walnut Street, Appleton WI.
- Project Cost \$27.2 Million.
- Please see Project Resume for Project Description.
- Project was completed on time and on budget.
- Please see Project Resume for Project photos.
- Key Personnel:
  - ▼ Michael McMahon – Architect
  - ▼ Ashlee Prochnow – Project Designer
  - ▼ Paul Benedict – Structural Engineer
  - ▼ Ron Wolf – Civil Engineer
  - ▼ HVAC – Fredricksen Engineering
  - ▼ Nic Knorr – Plumbing
  - ▼ Electrical – Faith Technologies
  - ▼ Security – Faith Technologies
- McMahon Staff provided support to the County Staff in community engagement.
- Rate Sheet – please see attached rate sheet.

# POLICE STATION / CITY HALL RENOVATION

CITY OF CHILTON, WISCONSIN

## BACKGROUND

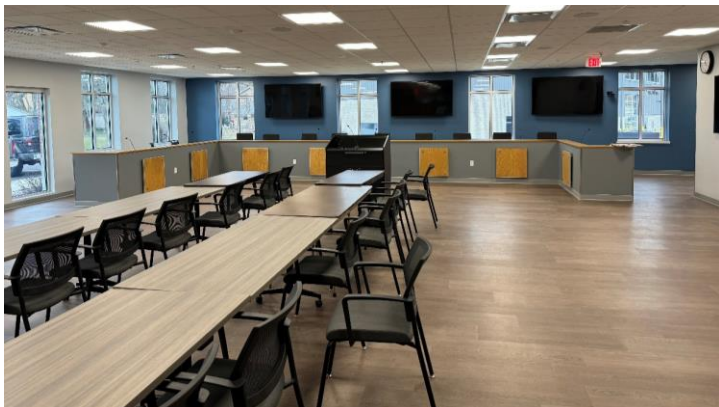
Following the relocation of the Fire Department to a new McMahon designed station in 2023, the City of Chilton again partnered with McMahon to renovate the former Fire Department to provide much needed space for the City Police Department. The adjoining City Hall was refreshed as part of the project.

## PROJECT

The 15,600 SF remodel includes additional security features, window replacement, technology, lighting upgrades and expanded admin, personnel and garage space for the police department. That portion of the building, with some areas being over 100 years old, had not been renovated since 1999.

The City Hall portion of the projects saw upgrades to modernize offices, new meeting rooms and new council chambers.

McMahon provided full Architectural and Engineering design services along with Construction Observation services for the project.



## DETAILS

OWNER: CITY OF CHILTON  
SIZE/AREA: 15,600 SF REMODEL  
COST: \$3.25 MILLION  
COMPLETION: 2024  
CONTACT: MIKE MARTIN, AIA  
mmartin@mcmgrp.com  
920.751.4200



# VILLAGE HALL DEVELOPMENT

VILLAGE OF HARRISON, WISCONSIN

## BACKGROUND

The Village of Harrison was outgrowing their present Village Hall / Village Maintenance Facility. There was also a desire to consolidate one of their satellite fire stations for faster response times to emergencies.

## PROJECT

McMahon provided master planning for a new Village Hall and Fire Station to be the focal point of a “Town Square” development. The Village Hall provides the following services to the community:

- Village Administration space including future need space
- Village Board / Community space for board meetings, election polling and community use
- Required space for County sheriff services
- Future space for full-time Fire Department Administration
- Future build-out space for Fire Department living quarters and training
- Five (5) drive-through Fire Department equipment bays with space to add additional bays as need dictates

## ADDITIONAL SERVICES

- “Town Square” master planning
- Remodeling of existing satellite Fire Station
- Opinion of Probable Costs for Village budgeting

## SPECIFICS

- 38,500 SF
- Construction Cost \$11 - \$13 M (2019 estimate range)
- Unique combination of materials
- Increased use of glazing for natural light in spaces
- Use of hose drying tower as a clock tower



# ST. CROIX TRIBAL JUSTICE CENTER

ST. CROIX CHIPPEWA INDIANS OF WISCONSIN - HERTEL, WISCONSIN

## PROJECT

The Little Turtle Hertel Casino was taken down to its studs and transformed into a New Justice Center that houses the St. Croix Tribal Court and the St. Croix Police Department.

The new St. Croix Tribal Justice Center is 13,333 square feet and has been wholly re-purposed from the casino. The renovation included complete security upgrades.

The facility contains:

- Tribal Court Room
- Jury Room
- Judges' Chambers
- Attorney / Client Consultation Rooms
- Dispatch Room
- Patrol Room
- Sally Port
- Evidence Processing & Storage
- Interview Room
- Staff Offices
- Break Room
- Locker Rooms
- Work Out Room



## DETAILS

|             |  |
|-------------|--|
| OWNER:      | ST. CROIX CHIPPEWA INDIANS OF WISCONSIN                |
| SIZE/AREA:  | 13,333 SF  |
| COST:       | \$4.5M   |
| COMPLETION: | 2018   |
| CONTACT:    | MIKE MARTIN, AIA<br>mmartin@mcmgrp.com<br>920.751.4200 |



# OUTAGAMIE COUNTY GOVERNMENT CENTER ADDITION & REMODEL

OUTAGAMIE COUNTY - APPLETON, WISCONSIN

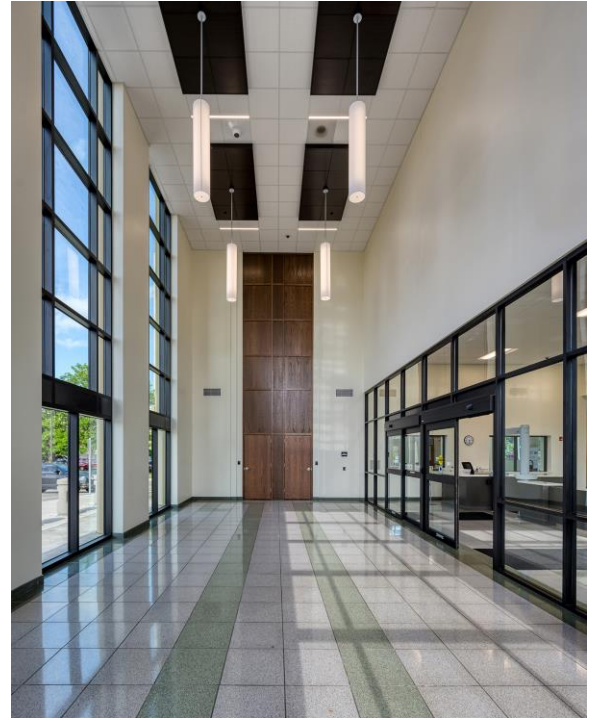
## STORY

There are multiple relationships to consider to create the foundation for a successful project. Community and context were important factors for the urban site of the downtown Appleton Outagamie County Campus. Also important was the relationship between the existing buildings themselves, and the flow of staff and clients into and through the facility. How an addition would relate to all of these existing conditions was a complex puzzle to solve. The solution was a three-story Addition connecting the existing Justice Center to the east and the Health and Human Services / County Administration Building to the south.

One main entrance at the northeast corner of the Addition creates the first layer of security for the facility. Once inside the building, each division / department has an additional layer of security between each reception area and staff work areas in the form of card access at the doors. Security is a main priority for the County and had an impact on the Addition design.

Other factors that had an impact on design were improving wayfinding, department / division adjacencies, adjacencies within departments, client access / flow, and future growth / flexibility.

The project delivery process was key in meeting the aggressive project schedule. Five McMahon staff team members worked on-site at the existing downtown campus for five months. Set up in one of the County's conference rooms, the Team was able to meet with staff, work on design and do production all within that space. A pull-schedule was displayed on one of the conference room walls and updated multiple times per week. Field verification became ongoing and worked seamlessly into drawing production due to always being on-site.



## DETAILS

|             |  |
|-------------|--|
| OWNER:      | OUTAGAMIE COUNTY   |
| SIZE/AREA:  | 45,120 s.f. addition/remodel                                 |
| COST:       | \$27.2 M   |
| COMPLETION: | 2019   |
| CONTACT:    | ASHLEE PROCHNOW, AIA<br>aprochnow@mcmgrp.com<br>920.751.4200 |

# REFERENCES

## WHAT OTHERS EXPERIENCE

**It's the connections we make and the trust we earn along the way, that sets us apart.**

### VILLAGE OF HARRISON:

**CHAD PELISHEK** – VILLAGE MANAGER

cpelishek@harrison.wi.gov

(920) 989-1062 Ext. 109

- ❖ Two projects under design for the Department of Public Works Expansion and Fire Station Remodel & Expansion

### VILLAGE OF SISTER BAY:

**JULIE SCHMELZER** – VILLAGE ADMINISTRATOR

Julie.schmelzer@sisterbaywi.gov

(920) 854-4118

- ❖ Multiple projects under design; new parks department building under construction

### CITY OF CHILTON:

**DAVE DeTROYE** – CITY ADMINISTRATOR

ddtroye@chiltonwi.gov

(920) 849-2451 Ext. 30

- ❖ Design and construction of a new fire station and the renovation of the existing city hall to provide a new police department area.

## It's about values, culture, and relationships...

At the center of what we do, exists a service-inspired philosophy combining values, culture and relationships to help us deliver exceptional results, with the most important aspect being our focus on relationships. We take pride in building long-lasting relationships, which starts with taking the time to truly understand your needs, expectations, and challenges. We strive to create a successful project experience every time we work with you, earning your confidence and becoming a trusted partner you can rely on.

Wisconsin | Illinois | Indiana [mcmgrp.com](http://mcmgrp.com)

VISIT OUR SOCIAL COMMUNITIES



# FEE PROPOSAL

MARCH 14  
2025

PROFESSIONAL ENGINEERING SERVICES

## FOX VALLEY METRO POLICE DEPARTMENT



## PROPERTY STORAGE & FACILITY NEEDS ANALYSIS

SERVICE INSPIRED SINCE 1909

**McMAHON**  
ENGINEERS ARCHITECTS

# FEE PROPOSAL

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following Time and Expense, Not to Exceed, Compensation.

## NEW PROPERTY STORAGE FACILITY

### PLANNING SERVICES FEE

|  |                   |
|--|-------------------|
| ■ Topographic Survey Services.....           | \$4,450.00        |
| ■ Civil Site Services .....                  | \$2,480.00        |
| ■ Architectural Services .....               | \$10,250.00       |
| ■ Public Safety and Security.....            | \$5,000.00        |
| ■ Structural Services .....                  | \$2,000.00        |
| ■ Plumbing Services.....                     | \$2,000.00        |
| ■ Fire Protection Services (scope only)..... | \$1,500.00        |
| ■ HVAC Services.....                         | \$5,000.00        |
| ■ <u>Electrical Design Services .....</u>    | <u>\$5,000.00</u> |

**PLANNING SERVICES FEE SUBTOTAL..... \$37,680.00**

### DESIGN SERVICES FEE

|   |                    |
|---|--------------------|
| ■ Civil / Site Design Services.....                 | \$9,800.00         |
| ■ Architectural Design Services .....               | \$28,000.00        |
| ■ Bidding Services.....                             | \$5,000.00         |
| ■ Structural Design Services .....                  | \$14,000.00        |
| ■ Plumbing Design Services.....                     | \$8,500.00         |
| ■ Fire Protection Design Services (scope only)..... | \$1,500.00         |
| ■ HVAC Design Services.....                         | \$23,600.00        |
| ■ <u>Electrical Design Services .....</u>           | <u>\$15,000.00</u> |

**DESIGN SERVICES FEE SUBTOTAL ..... \$105,400.00**



## CONSTRUCTION SERVICES FEE

|  |                    |
|--|--------------------|
| ■ Architectural Design Services .....          | \$9,300.00         |
| ■ Structural Design Services .....             | \$1,000.00         |
| ■ Plumbing Design Services .....               | \$1,000.00         |
| ■ HVAC Design Services .....                   | \$5,000.00         |
| ■ <u>Electrical Design Services .....</u>      | <u>\$5,000.00</u>  |
| <b>CONSTRUCTION SERVICES FEE SUBTOTAL.....</b> | <b>\$21,300.00</b> |

**TOTAL PROFESSIONAL FEE.....\$164,380.00**

## ESTIMATED REIMBURSABLE EXPENSES

|                                    |                   |
|------------------------------------|-------------------|
| ■ Mileage .....                    | \$250.00          |
| ■ Site Plan Review Fee .....       | \$600.00          |
| ■ <u>State Fees (budget) .....</u> | <u>\$1,100.00</u> |

**TOTAL ESTIMATED REIMBURSABLE EXPENSES ..... \$1,950.00**

**TOTAL PROJECT FEES FOR STORAGE FACILITY ..... \$166,330.00**

## OPTIONAL SERVICES FEES

- Owners Representation During Construction (based on 2025 rates)
  - Assumes six-month construction schedule.
  - Up to 24 site visits during construction.
  - Includes mileage and two hours on site per visit.
  - Review change orders for completeness and compare scope of work against previously contracted scope of work.
  - Review contractor payment requests.

■ Client's Construction Representation during Construction (T & E Budget)..... **\$22,000.00**

**TOTAL OPTIONAL SERVICES FEES ..... \$22,000.00**

## SAFETY CENTER NEEDS ANALYSIS

### PLANNING SERVICES FEE – NEEDS ANALYSIS

■ Architectural Services.....\$24,500.00

**TOTAL PROJECT FEES FOR SAFETY CENTER.....\$24,500.00**



## 1. STANDARD OF CARE

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

## 2. PAYMENT AND COMPENSATION

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

## 3. INSURANCE

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:  

|   |                           |
|---|---------------------------|
| Worker's Compensation .....                         | Statutory                 |
| General Liability .....                             |                           |
| Bodily Injury - Per Incident/Annual Aggregate ..... | \$1,000,000 / \$2,000,000 |
| Automobile Liability .....                          |                           |
| Bodily Injury .....                                 | \$1,000,000               |
| Property Damage .....                               | \$1,000,000               |
| Professional Liability Coverage .....               | \$2,000,000               |

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 **Additional Insureds:** Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

## 4. CLAIMS AND DISPUTES

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

## 5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

## 6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

## 8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, 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 McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



## FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

| LABOR CLASSIFICATION                  | HOURLY RATE         |
|---------------------------------------|---------------------|
| Principal                             | \$210.00            |
| Senior Project Manager                | \$190.00 - \$210.00 |
| Project Manager                       | \$140.00 - \$180.00 |
| Senior Engineer                       | \$190.00 - \$200.00 |
| Engineer                              | \$110.00 - \$180.00 |
| Senior Engineering Technician         | \$140.00 - \$150.00 |
| Engineering Technician                | \$80.00 - \$130.00  |
| Senior Architect                      | \$175.00 - \$195.00 |
| Architect                             | \$150.00 - \$170.00 |
| Senior Designer                       | \$125.00 - \$145.00 |
| Designer                              | \$95.00 - \$115.00  |
| Senior Land Surveyor                  | \$135.00 - \$180.00 |
| Land Surveyor                         | \$125.00            |
| Land Surveyor Technician              | \$90.00 - \$110.00  |
| Surveyor Apprentice                   | \$75.00             |
| Erosion Control Technician            | \$95.00             |
| Senior Hydrogeologist                 | \$210.00            |
| Senior Ecologist                      | \$200.00            |
| Environmental Scientist               | \$105.00 - \$120.00 |
| Senior G.I.S. Analyst                 | \$180.00            |
| G.I.S. Analyst                        | \$100.00 - \$120.00 |
| Wetland Delineator                    | \$120.00            |
| Senior Wetland Delineator             | \$150.00            |
| Municipal Planner                     | \$170.00            |
| Senior Public Management Specialist   | \$165.00            |
| Public Management Specialist          | \$135.00            |
| Senior Public Safety Specialist       | \$165.00            |
| Public Safety Specialist              | \$135.00            |
| Building Inspector Specialist         | \$135.00            |
| Water / Wastewater Specialist         | \$110.00 - \$140.00 |
| Senior On-Site Project Representative | \$125.00            |
| On-Site Project Representative        | \$65.00 - \$110.00  |
| K-12 Administrative Specialist        | \$130.00            |
| State Plan Reviewer                   | \$150.00            |
| Certified Grant Specialist            | \$150.00            |
| Graphic Designer                      | \$115.00            |
| Senior Administrative Assistant       | \$95.00 - \$105.00  |
| Administrative Assistant              | \$85.00             |
| Intern                                | \$50.00 - \$75.00   |
| Professional Witness Services         | \$380.00            |

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

### NEENAH, WISCONSIN CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956  
Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025  
Ph 920.751.4200 | Fax 920.751.4284  
Email: [MCM@MCMGRP.COM](mailto:MCM@MCMGRP.COM)  
Web: [WWW.MCMGRP.COM](http://WWW.MCMGRP.COM)

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591  
Email: [McMAHON@MCMGRP.NET](mailto:McMAHON@MCMGRP.NET)  
Web: [WWW.MCMGRP.COM](http://WWW.MCMGRP.COM)

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248  
Email: [MCM@MCMGRP-IN.COM](mailto:MCM@MCMGRP-IN.COM)  
Web: [WWW.MCMGRP.COM](http://WWW.MCMGRP.COM)



## REIMBURSABLE EXPENSE SCHEDULE \* | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

| DESCRIPTION | RATE |
|-------------|------|
|-------------|------|

### REIMBURSABLE EXPENSES:

|  |              |
|--|--------------|
| Commercial Travel                              | 1.1 of Cost  |
| Delivery & Shipping                            | 1.1 of Cost  |
| Meals & Lodging                                | 1.1 of Cost  |
| Review & Submittal Fees                        | 1.1 of Cost  |
| Outside Consultants                            | 1.12 of Cost |
| Photographs & Models                           | 1.1 of Cost  |
| Misc. Reimbursable Expenses & Project Supplies | 1.1 of Cost  |
| Terrestrial Laser Scanner                      | \$1,500.00   |

### REIMBURSABLE UNITS:

|  |              |
|--|--------------|
| Copy Charges - Black & White                   | \$0.08/Image |
| Copy Charges - Color / 8½" x 11"               | \$0.45/Image |
| Copy Charges - Color / 8½" x 14" and 11" x 17" | \$0.75/Image |
| Mileage  | \$0.81/Mile  |
| Mileage - Truck/Van                            | \$1.11/Mile  |
| All-Terrain Vehicle                            | \$100.00/Day |
| Global Positioning System (GPS)                | \$21.00/Hour |
| Hand-Held Global Positioning System (GPS)      | \$15.00/Hour |
| Robotic Total Station                          | \$20.00/Hour |
| Survey Hubs                                    | \$0.50/Each  |
| Survey Lath                                    | \$1.00/Each  |
| Survey Paint                                   | \$7.15/Can   |
| Survey Ribbon                                  | \$3.00/Roll  |
| Survey Rebars - 1¼"                            | \$10.00/Each |
| Survey Rebars - ¾"                             | \$3.50/Each  |
| Survey Rebars - 5/8"                           | \$3.50/Each  |
| Survey Iron Pipe - 1"                          | \$4.50/Each  |
| Survey Steel Fence Post - 1"                   | \$7.75/Each  |
| Control Spikes                                 | \$2.50/Each  |
| Pin Flags                                      | \$0.30/Each  |

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025  
Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591  
Email: MCMAHON@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248  
Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM

\* This schedule is not all inclusive.



proposal for

# Property Storage and Facility Needs Analysis

prepared for

## Fox Valley Metro Police Department

March 17, 2025



## Top reasons Hoffman is the ideal firm for the Fox Valley Metro Police Department

---

1

### Design & Construction Working Together Is Our Way

Continuous collaboration between planning, design, and construction staff is how we work every day. **Collaboration is a culture built into our business model since 1978.**

2

### Delivering Projects Under Budget

We recognize every project needs to work within a budget. **Hoffman has delivered 100% of our projects under budget.** In fact, over the past five years, we have been able to deliver \$6.7 million of additional scope for our clients in addition to the initial scope through cost effective project savings.

3

### Simple & Straightforward Fees

**We don't have hidden profit centers** such as program management, project development expenses, communication support reimbursables, commissioning fees, sub-contractor mark-ups, and equipment rentals.

4

### You Won't Need To Return To Square One

**You will significantly benefit from the pre-work and due diligence you've already conducted with Hoffman** as you look to complete your facility by year's end. Our meetings, code reviews, preliminary design and layout, and cost range estimates are all critical in hitting the ground running and getting your project well on its way!

## Table of Contents

|                       |           |
|-----------------------|-----------|
| Title Page            | <b>4</b>  |
| Profile of the Firm   | <b>5</b>  |
| Firm's Qualifications | <b>7</b>  |
| Insurance             | <b>23</b> |
| Appendix              | <b>25</b> |



March 17, 2025

Captain Jeremy Slotke  
Fox Valley Metro Police Department  
200 W. McKinley Avenue  
Little Chute, WI 54140



Planning, Design & Construction, Inc.

RE: FVMPD Property Storage and Facility Needs Analysis

Dear Captain Slotke,

On behalf of Hoffman Planning, Design & Construction, Inc., I want to thank you for the opportunity to submit our proposal to provide Design and Construction Services for a new property storage facility for the Fox Valley Metro Police Department (FVMPD), as well as conduct a Needs Analysis of the existing Safety Center.

As a company whose mission is to **make a positive impact on people's lives and their environment by providing creative ideas and responsible solutions**, we are excited at the possibility of partnering with the FVMPD on this important project. Our team is ready and eager to provide Design and Construction, helping you move toward your ideal timeframe of December 31, 2025, for construction completion.

By selecting Hoffman, FVMPD will benefit from our:

- **Experience.** Hoffman has a successful history of partnering with entities in the public sector, especially those that demand strict confidentiality.
- **Diversity.** Our project team is an integrated mix of design and construction professionals. This unique combination from one company, coupled with our expert criminal justice consultant, allows us to view your project holistically, create the ideal facility for the FVMPD, and provide you the greatest value.
- **Expertise.** Our comprehensive design staff has the background, knowledge, and skill set to develop the type of facility you seek with the spaces you require.
- **Partnership.** Hoffman has a preference for collaboration with our clients, gathering their valuable input feedback while exhibiting project expertise and leadership.
- **Due Diligence.** Hoffman has held meetings with FVMPD staff, performed code reviews, developed preliminary design concepts, and created cost range estimates in preparation for your project. We have the background knowledge and are ready to begin!
- **Familiarity.** Hoffman's headquarters is located just ten minutes (six short miles) from the current property of the Public Safety Center, where the new building will be located. Many of our employees live in Little Chute and the Fox Valley, and Hoffman recently completed a new building project for St. John Nepomucene Catholic Church. We are your neighbors!

Your selection of a qualified firm that can provide both design and construction services is a critical decision for the Fox Valley Metro Police Department and your communities. We believe that Hoffman is the ideal project partner and best equipped to work with your team to help you achieve your goals. We are excited to discuss in more detail how we can bring great value to you and your projects.

Hoffman confirms that our proposal is effective for ninety (90) days from the date of submission, which is Monday, March 17, 2025.

Thank you again for the opportunity to submit our proposal to provide Design and Construction Services. Should you have any questions, please feel free to contact me at **920.475.0023** or **jharvey@hoffman.net**.

Respectfully submitted,

Joe Harvey  
Vice President of Construction  
Hoffman Planning, Design & Construction 920.731.2322 | hoffman.net

122 E College Avenue, Suite 1G, Appleton, WI 54911



# PROFILE OF THE FIRM

---



**A)** Hoffman Planning, Design & Construction, Inc. is a privately owned Wisconsin Corporation and an integrated Design-Build firm based in Appleton. We partner with our clients to create innovative designs and build high quality, functional, attractive, energy efficient facilities at costs at or below projects delivered using traditional design and construction methods.

**B)** All work completed by Hoffman will be performed in our sole office, located at 122 E. College Avenue, Suite 1G, in downtown Appleton. Hoffman's staff of 56 includes 21 planning and design professionals (including eight architects), 20 construction experts, and 15 administrative support staff members.

**C)** Hoffman's history dates back to 1892 when the Hoffman family entered the construction industry as general contractors building high-quality facilities throughout the state. Four generations later, the company transformed from a traditional general contractor to a nationally recognized integrated project delivery firm. In 2012, a Hoffman management team formed Hoffman Planning, Design & Construction, Inc. and purchased the assets of Hoffman, LLC. Today, in our fifth generation of leadership, Hoffman continues to deliver the same expert design and construction service and superior value our clients have come to appreciate.

## Primary Contact



**Joe Harvey**

Vice President of Construction  
920.475.0023  
jharvey@hoffman.net

---

Hoffman's sole office where  
all work will be completed:

122 E. College Ave, STE 1G  
Appleton, WI 54911  
920.731.2322 | 800.236.2370  
www.hoffman.net

---



# FIRM'S QUALIFICATIONS

---







## Project Team

The Hoffman project team is comprised of professionals with extensive design and construction experience working with government entities on their facility projects.

Lead by **Joe Harvey** (vice president of construction), our team includes **Jon Rynish** (senior project architect), and **Jason Diem** (senior project manager).

Completing our team is Criminal Justice Consultant, **Michael Sasse**, who was a client contact on our two DCI Regional Office projects in Appleton and Milwaukee.

Team member bios can be found in the Appendix.

## Consultants

Hoffman has selected Larson Engineering to provide various engineering services for the Fox Valley Metro Police Department facility project.



# Larson Engineering

### Larson Engineering Inc.

2801 Enterprise Ave Suite #200 | Appleton, WI 54913

Larson Engineering Inc. is an established and growing multi-disciplined consulting firm offering civil, structural, mechanical, electrical, plumbing/fire protection, wastewater and paper pulp engineering design services. Over the years, Larson Engineering has grown from a small three person office to a multi-office corporation consisting of over 140 engineers, technicians and administrative professionals. Larson Engineering, Inc. provides engineering services on more than a billion dollars of construction each year.





**The following pages contain relevant facility projects completed by Hoffman, as well as our project understanding and approach.**





#### Featured Project #1

### Town of Neenah City Hall Renovation Neenah, Wisconsin

The Town of Neenah identified several projects to be completed with additional funding provided through the American Rescue Plan Act (ARPA). Areas of focus for these projects included HVAC updates along with addressing space needs for meetings and events at the town hall. The town hired Hoffman for our ability to deliver design and construction in a cost-effective package which could be implemented in a timely manner. Hoffman explored several options for expanding meeting space, including both renovations and additions. The ultimate solution featured an expanded meeting space with kitchenette remodeled out of an existing space. The main HVAC units for the town hall and fire station were replaced with new energy efficient equipment. The meeting space and technology were also updated with the project to better serve flexible meeting needs. Part of the project designed and managed by Hoffman included the addition of a prefabricated concrete toilet structure for the town's Keating Park.



#### Client Reference:

**Ellen Skerke** – Administrator | Clerk | Treasurer  
920.725.0916 | [eskerke@tn.neenah.wi.gov](mailto:eskerke@tn.neenah.wi.gov)



**Featured Project #2****Appleton DCI Regional Office**

Appleton, Wisconsin

Hoffman provided services for this 2017 confidential project similar to what is being requested by the Fox Valley Metro Police Department. Hoffman provided design and construction services for a building renovation project, which was to convert an existing office/shop into a new office for the Wisconsin Department of Justice as tenant. The new office consists of reception space with secure entry, private offices, conference rooms, a bathroom with shower, employee breakroom, interview rooms, and a state-of-the-art evidence processing and storage space.

**Client Reference:**

**Ryan Shogren** – Executive Director  
262.442.8344

**Featured Project #3****Milwaukee DCI Regional Office**

Milwaukee, Wisconsin

Hoffman provided services for this 2021 confidential project similar to what is being requested by the Fox Valley Metro Police Department. Hoffman provided design and construction services for a building renovation project, which was to convert an existing office/shop into a new office for the Wisconsin Department of Justice as tenant. The new office consists of reception space with secure entry, private offices, conference rooms, a bathroom with shower, employee breakroom, interview rooms, and a state-of-the-art evidence processing and storage space.

**Client Reference:**

**Ryan Shogren** – Executive Director  
262.442.8344

**Additional Projects**

In addition to our three featured projects, Hoffman has partnered with various government entities on their unique facility projects, both new construction and renovation.

We renovated a former County Market grocery store to create a new **Health and Human Services Building** for **St. Croix County** in Wisconsin. The 28,000 square feet of remodeled space includes public access to Public Health, Veterans Services, the Aging and Disability Resource Center, and multiple meeting spaces and conference rooms, while the rest of the building is employee workspaces. Having evaluated all County facilities to determine if consolidation of various departments would reduce costs and improve operational efficiencies, **Dunn County** in Wisconsin asked Hoffman to design and build a new Health Care Center and renovate the existing Health Care Center into the County's new **Government Office Building**. Hoffman partnered with **Winnebago County** on the design and construction of its **Work Release Center** in Oshkosh. The 32,500 square foot facility is comprised of inmate/dayrooms, multi-purpose rooms, a non-contact visiting area, and support spaces. **McHenry County** in Illinois selected Hoffman to design and construct its new **Government Center**, a 71,000 square foot administration building that contains both public and private areas. Finally, Hoffman was hired by the **City of Oconto Falls** to design and construct their new 14,000 square foot **City Hall**. One half of the building contains general office space and a break room/kitchen facilities for City personnel, as well as a large, multi-use community room. The other half houses the police suite, including an interrogation room, department offices, an evidence storage room and lab, and an impound storage space.





St. Croix County Health & Human Services



Dunn County Government Office Building



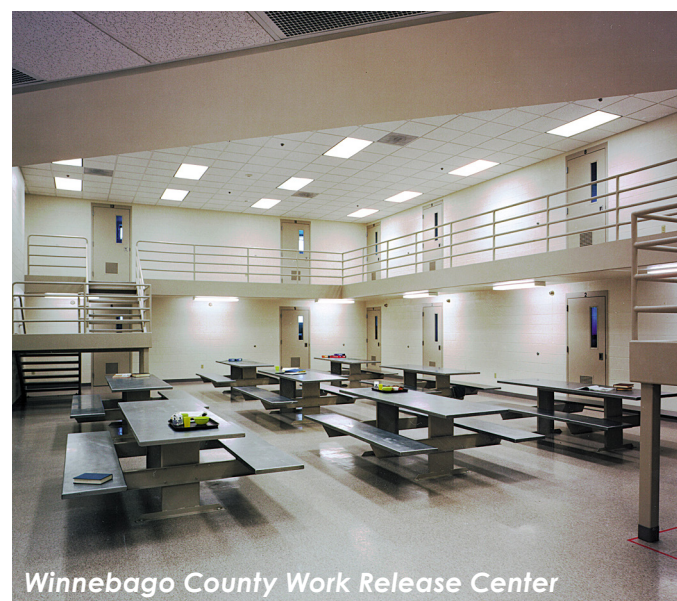
Dunn County Government Office Building



Winnebago County Work Release Center



Winnebago County Work Release Center



Winnebago County Work Release Center





McHenry County Government Center



McHenry County Government Center



McHenry County Government Center



City of Oconto Falls City Hall



City of Oconto Falls City Hall





## Project Understanding

The Fox Valley Metro Police Department (FVMPD) would like to create a new property and evidence storage facility and is seeking a qualified architectural and construction firm to design and build the structure. The new facility, which will be approximately 4,800 square feet while also providing the opportunity for future growth, will be located on the site of the existing Public Safety Center, at 200 W. McKinley Avenue in Little Chute.

In addition to the new facility, the FVMPD is searching for a firm to conduct a Needs Analysis of the Public Safety Center. This analysis will help determine present and future needs, especially as they relate to the financial implications of maintaining, remodeling, and or expanding the facility to sufficiently accommodate the operations and personnel of the FVMPD.

The desired completion date for construction of the new facility is December 31, 2025.

The following information outlines a high-level scope of work, a tentative project timeline, and a detailed project approach.



## Scope of Work

### Property Storage Facility Plans

- 1** Develop site and building plans for a new property storage facility that aligns with operational and security needs.
- 2** Ensure compliance with relevant building codes, zoning requirements, and industry best practices.
- 3** Provide a detailed report with recommendations and cost estimates.

### Existing Space Needs Analysis

(Secondary Option)

- 1** Conduct meetings with the Chief and staff to assess current space utilization.
- 2** Develop a strategic plan to navigate existing space challenges and maximize efficiency.
- 3** Provide a clear timeline of needs and phased implementation strategies.
- 4** Illustrate the future departmental needs and how the space can be optimized accordingly.

## Project Timeline *(tentative)*

The anticipated completion schedule for this analysis is as follow:



Total estimated project duration (4 – 5 months)

This structured approach ensures a thorough evaluation of the department's future needs while providing clear, actionable recommendations for the Village Boards to consider.

## Our Design Approach

Hoffman's design process serves as a guide for understanding design problems and communicating solutions. It is an iterative process that involves a back-and-forth dialogue with our clients and serves as a framework for solution-based innovation. The creative ideas and responsible solutions that come out of this process are not solely the result of an innate gift in our designers but are cultivated and developed through a structured understanding of our clients' challenges and a commitment to solving them in innovative ways.



## Discover

The process starts with us asking questions and listening to understand what the problem is and how the design will solve it. We will begin our discovery by digging into and validating with the Fox Valley Metro Police Department to identify any new or changing parameters that need to be addressed. The purpose is to explore and identify needs, wants, goals, and challenges.

### Listening



Listening attentively to the client, understanding what is being said, reflecting and responding to what is being said, and retaining information for later use.

### Research



Exploring various types of information regarding the identified challenge(s) such as market research, financial research, competitive analysis, and user data.

### Analysis



Filter and prioritize the research data to determine what is relevant to the design solution.

### Ideation



Generating, developing, and communicating new ideas.





## Define

As the process continues into Define, it becomes more convergent in nature in that it is more focused on arriving at a solution. Thoughts and ideas are more fixed on shaping the direction of the project.

### Collaboration



Filtering data and deciding as a team what is most important to the design solution, and what should be discarded.

### Programming



Determining how much space is needed now, how much space will be needed in the future and, how the space is used, organized, and arranged. This also includes understanding space adjacencies—the connection between spaces both physically and visually.

### Visualization



Translating research findings into drawings and renderings for clarity. This involves creating multiple iterations of sketches, models, and prototypes using technology to articulate and test ideas.

### Alignment



Ensuring that the design team understands and agrees upon the project's objectives. This is when the project's scope is defined and goals are clearly communicated.

## Develop

By now the team understands the problem, has done their research, filtered unnecessary data, brainstormed ideas, and has come to an alignment on direction of the project. Now the team can start refining and developing the design solution.

### Integration



Working as one multidisciplinary team with seamless collaboration allows for fast, informed decision making.

### Refinement



Continuously refining the design based on feedback.

### Coordination



Ongoing team communication and information sharing.

### Preparation



Finalizing the design, material selections, and documentation and ensuring that everything is ready for bidding and construction implementation.

## Deliver

The design process ends with a final validation of the design solution, the building(s) construction, and a standard of care by Hoffman during and after construction that the owner can rely on.

### Finalization



Ensuring design solution meets the project goals.

### Construction



Team with the builder to implement and protect the design invested in and envisioned by the owner and design team.

### Verification



Observing the construction to ensure work is executed according to the plans and troubleshoot any issues that arise.

### Assurance



Assuring that the final delivery of the project is as smooth a transition as possible.



## Construction Approach

As a true Construction Manager, Hoffman does not self-perform any areas of the construction work. In fact, we do not own construction equipment or have tradespeople on staff. Why do we do this? Because this approach is most beneficial to our clients. Since 1977, Hoffman has proven there is a better way to deliver a construction project (and has delivered every one of our construction projects this way). Hoffman made the switch from a general contractor to an integrated project delivery company in order to provide a superior level of service, transparency, and value to our clients. Hoffman's true construction management results in a better project for our clients.

## Managing Project Costs & Schedules

Hoffman believes an integrated process involving design and construction professionals and the client delivers a better, more successful project. As the owner, you are a critical member of the project team and will be involved in our entire, transparent process. An integrated Hoffman project team working with you from the start can help build relationships early on to enhance communication and collaboration.

## Managing Costs

Hoffman has delivered each of our facility projects within the budget developed. Our approach to construction management gives our clients the peace of mind that the final cost of their project will be in budget.

Hoffman estimators build and refine a conceptual budget—an estimate that will become more accurate as the design becomes more detailed. The budgets are updated as design work progresses, and we keep our client informed of the current status. This information is supported by our database of projects, project experience, and network of trade contractors. As alternative systems, materials, and other components are evaluated during the course of the design, Hoffman will provide estimates of the various options. This will enable our client to evaluate them and make educated decisions about which options will provide the best value.



“

*Hoffman's willingness to adapt and find practical solutions made a significant difference in ensuring that the project stayed on time, without disrupting our daily operations or compromising our educational goals.*

— Ryan Ruggles,  
Superintendent,  
Tomorrow River Schools

”

## Managing Schedule

Hoffman's project manager will be responsible for establishing the construction schedule and phasing. Our construction group's knowledge and experience can be leveraged during the design phase as they provide input on how various decisions, such as equipment and material selection, can impact schedule. We develop and use a milestone schedule to communicate and manage the construction schedule. The milestone schedule identifies each step in the process, its duration, and when involvement from our client is required. Hoffman will also provide detailed, short-term schedules so all members of the project team are aware of upcoming milestones and events.

As pre-design and design phases advance, our team will work closely with our client's team to provide constructibility reviews and confirm lead times for materials and services. Each project meeting will include discussion on the project schedule and any adjustments needed to address conflicts to the milestone schedule. There are several events that occur in the life of a construction project that can affect the schedule. Through our approach and process, Hoffman will identify and address any events that jeopardize the end dates as quickly as possible. Several methods can be used to counteract schedule delays, including (a) phasing the sequence of construction, (b) utilizing longer work days/weeks, and (c) monitoring weather conditions.



## Hoffman's Approach to Quality Control

Quality control is a critical component of Hoffman's project approach and ensures that the design intent is met. The quality control actions we take to coordinate with subcontractors and ensure safety include:

- Having a Hoffman field project manager on the job site every day. Our field project manager can objectively ensure that every aspect of construction meets quality and workmanship requirements and complies with project plans and specifications.
- Holding weekly site meetings that ensure all subcontractors understand the big picture and are working together collaboratively to deliver on time and within budget.

## Hoffman's Approach to Quality Control

Instead of self-performing construction work, Hoffman uses a competitive bid and rigorous qualification process to assist clients in subcontractor selection. This fully transparent process is truly competitive and not structured to the advantage of a general contractor (and disadvantage of our client).

We use a 50-point qualification tool to ensure every subcontractor has the staff, equipment, experience, financial capability, and safety record to deliver on time and on budget. Hoffman then recommends the best options and you choose the subcontractors you want for your project.

“


*Hoffman's construction management was fantastic. Their bidding process enabled us to hand-pick subcontractors that we had worked with in the past and wanted to work with again. During construction, Hoffman had a manager on site everyday to make sure things were done correctly, on schedule, and up to our standards for quality. This was huge to us!*

— Scot Grishaber, Owner,  
Tom's Drive-In | Holidays  
Pub & Grill

”







*Most importantly, Hoffman worked with the Clintonville Construction Committee to determine the majority of subcontractors. We were able to review all the bids with Hoffman and collectively discuss each subcontractor. There were various reasons for why specific contractors were chosen, but having a voice in this process was essential in the success and community support.*

**Troy Kuhn, District Administrator, Clintonville Public School District**



## Strategies & Policies to Employ Local Subcontractors

Hoffman will actively seek out local, qualified contractors to make them aware of your project and invite their participation by:

- Using networks such as builder's exchanges and the Associated General Contractors to identify qualified local firms.
- Placing advanced advertising in local publications of project opportunities.
- Researching various databases (including our own) to identify local contractors and notify them directly of the availability of bid opportunities.
- Hosting informational meetings with local firms during the design phase to communicate project objectives and encourage participation.
- Researching all major projects from the past five years that are within the surrounding community to identify subcontractor depth and experience.
- Leveraging Hoffman's existing relationships with suppliers and contractors from past project experience for current trends in the project community.

In addition to Hoffman making project details available to the public via the methods listed above, Fox Valley Metro Police Department can recommend to Hoffman any trade contractors that they have successfully worked with in the past and have a preference to partner with again.

## Safety Plan – Safety First!

The number one component of a safe site is the communication between the construction manager, architect, and owner project team. Before construction begins, Hoffman creates a safety management plan specific to the project and its site conditions. The plan establishes the necessary policies and procedures to maximize the safety of those on-site during construction, including staff, visitors, and construction workers.

Hoffman will also evaluate all subcontractor Experience Modification Ratings (EMR) as part of the bid qualification process to allow smart choices to be made with all contractors contributing to a safe construction site.

### Safety Plan

**Safety Director.** A Safety Director will be assigned to your project and will be responsible for the overall safety of the job site. This person will be available at all hours to address concerns and questions.

**Construction Access Zone.** Set up areas of construction that are fenced and secured, where only trained construction personnel can enter.

**Emergency Exit Routes.** Emergency exit routes will be established as needed throughout the construction access zone.

**Site-Specific Safety Procedures Manual.** Identify in advance how each task associated with the project will be performed safely to head off potential problems.

**Safety Orientation.** All construction workers that will be on site will be trained on the safety policies and procedures established for each of the various job sites.

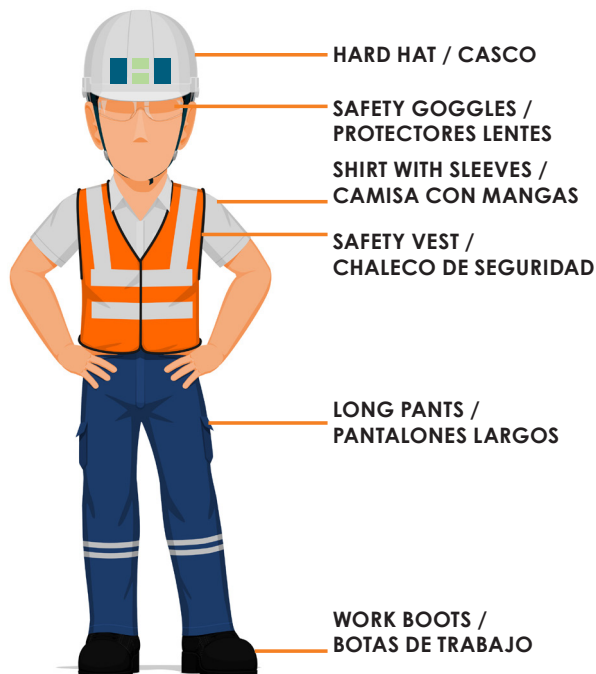
**Safety Coordination Meetings.** Schedule weekly meetings of the construction management staff, subcontractors, and owner representatives to review safe practices applicable to current construction as well as upcoming events.

## Our Safety Plan in Action

All construction workers are required to review our safety policy prior to beginning work. Once they have reviewed and signed the acknowledgment form, they are given a job-specific sticker for their hard hat. If we notice a worker on site without the sticker, they are brought immediately to the Hoffman job trailer to review and acknowledge the site-specific safety program.

**Hoffman has earned a Safety Award from the Associated General Contractors (AGC) of Wisconsin every year since 2014**

DO NOT ENTER UNLESS YOU ARE  
DRESSED IN THE PROPER GEAR  
NO ENTRE SI NO ESTA VESTIDO  
CORRECTAMENTE PARA  
CONSTRUCCION



# INSURANCE



Hoffman is fully aware of FVMPD's project insurance requirement, which specifies that FVMPD must be named as an additional insured. In the meantime, we are providing a sample certificate of our professional liability insurance.

Page 1 of 1

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |  |
|--|---|--|
| <b>PRODUCER</b><br>Willis Towers Watson Midwest, Inc.<br>c/o 26 Century Blvd<br>P.O. Box 305191<br>Nashville, TN 372305191 USA | <b>CONTACT NAME:</b> WTW Certificate Center<br><b>PHONE (A/C, No, Ext):</b> 1-877-945-7378<br><b>FAX (A/C, No):</b> 1-888-467-2378<br><b>E-MAIL ADDRESS:</b> certificates@wtwco.com |  |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |
|  | <b>INSURER A:</b> Continental Insurance Company   |  |
|  | <b>INSURER B:</b> Valley Forge Insurance Company  |  |
|  | <b>INSURER C:</b> Columbia Casualty Company   |  |
| <b>INSURED</b><br>Hoffman Planning, Design & Construction, Inc.<br>122 East College Avenue<br>Suite 1G<br>Appleton, WI 54911   | <b>NAIC #</b>   |  |
|  | <b>35289</b>  |  |
|  | <b>20508</b>  |  |
|  | <b>31127</b>  |  |
|  | <b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b>   |  |

**COVERAGES** **CERTIFICATE NUMBER:** W37126679 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|----------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          | 7011816017     | 12/31/2024              | 12/31/2025              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY  |           |          | 6079545024     | 12/31/2024              | 12/31/2025              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
| A        | <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED \$ RETENTION \$  |           |          | 6079545007     | 12/31/2024              | 12/31/2025              | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 5,000,000  |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y / N<br><input checked="" type="checkbox"/> No   | N/A       |          | 6079545038     | 12/31/2024              | 12/31/2025              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                 |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
| C        | <b>Professional Liability</b><br><b>Pollution Liability</b><br>Mold-Each Claim  |           |          | CZB 7036324544 | 12/31/2024              | 12/31/2025              | Each Claim/Aggregate \$1,000,000<br>Each Occ/Aggregate \$1,000,000  |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |
|          |   |           |          |                |                         |                         |   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER** **CANCELLATION**

|                      |  |
|----------------------|--|
| Evidence of Coverage | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                      | AUTHORIZED REPRESENTATIVE<br>  |



# APPENDIX

---





## Joe Harvey

### Vice President of Construction

As Hoffman's vice president of construction, Joe offers clients more than 30 years of industry experience and a wealth of expertise in construction services, project management, school safety, and facilities management. In his position, Joe is responsible for the firm's project management services, both internal and external. In addition to managing the day-to-day construction efforts, Joe oversees the successful integration of the firm's construction experts into the planning and design process in order to provide clients and their projects with the greatest value.

Prior to re-joining Hoffman, Joe served as the Director of Facilities Management and Safety for the Kimberly Area School District and then as the Chief Facilities Officer for the University of Wisconsin – Green Bay. Throughout his career, Joe has been extremely successful in leading teams for more than two decades in delivering quality educational projects throughout the Midwest. A graduate of Northern Michigan University with a Bachelor of Science in Construction Management, Joe served as a senior project manager during his initial time with Hoffman from 2000 – 2010.

### Representative Projects

- St. John Nepomucene Catholic Church Parish Center – Little Chute, WI
- Appleton Area School District – Appleton, WI
- Chilton High School – Chilton, WI
- Kimberly High School – Kimberly, WI
- Mapleview School – Kimberly, WI
- Woodland Elementary School – Kimberly, WI



**30+**  
years  
experience

**25+**  
projects  
facilitated

**former  
director of  
facilities  
management  
& safety**

### Educational Background

- Northern Michigan University, Bachelor of Science in Construction Management

### Professional Memberships

- Wisconsin School Safety Coordinators Association (WSSCA)
- Wisconsin Association of School Board Officials (WASBO)



## Jon Rynish AIA LEED AP

### Senior Project Architect

A senior project architect with Hoffman, Jon has more than ten years of industry experience. Jon enjoys collaborating with clients through passionate and thoughtful discussions to uncover the core of their specific needs. Jon is responsible for managing various design-related activities, including planning and programming, design development, and construction administration. His involvement from a project's inception through completion helps deliver a responsible design solution. Jon is a graduate of the University of Wisconsin – Milwaukee with a Bachelor of Science in Architectural Studies and is a Leadership in Energy and Environmental Design (LEED) accredited professional.

### Representative Projects

- DCI Regional Office – Appleton, WI
- DCI Regional Office – Milwaukee, WI
- Department of Homeland Security, National Bio & Agro Defense Facility – Manhattan, KS\*
- La Crosse County Hillview Health Care Center – La Crosse, WI
- Shorehaven Retirement Community – Oconomowoc, WI
- Edward U. Demmer Memorial Library – Three Lakes, WI
- Franciscan Sisters of Perpetual Adoration – La Crosse, WI
- Christian Home & Rehabilitation Center – Waupun, WI

\* Denotes work prior to Hoffman



**10**  
years  
experience

**project  
management**

**LEED**  
accredited  
professional

### Educational Background

- University of Wisconsin - Milwaukee – Bachelor of Science in Architectural Studies

### Professional Memberships

- Leadership in Energy and Environmental Design (LEED)
- American Institute of Architects (AIA)



## Jason Diem

### Senior Project Manager

A senior project manager for Hoffman, Jason is responsible for overall project coordination, ranging from managing the construction process to ensuring complete customer satisfaction with budget, schedule, and quality of the completed facility. Jason works closely with Hoffman planning and design professionals to provide expert input on cost estimating, feasibility, and constructibility. Having received his undergraduate degree from the University of Wisconsin-Oshkosh and studied Construction Management from the University of Wisconsin – Stout, Jason brings nearly 20 years of experience in the construction industry. As dedicated an employee as there is, Jason works tirelessly to ensure his clients' satisfaction and peace-of-mind with their project.

### Representative Projects

- DCI Regional Office – Appleton, WI
- DCI Regional Office – Milwaukee, WI
- Appleton Area School District – Appleton, WI
- Primrose Retirement Communities – Appleton, WI
- New Holstein School District – New Holstein, WI
- Immanuel Lutheran Church and School – Greenville, WI
- Christ the King Church – Combined Locks, WI
- R&L Carriers – Neenah, WI
- Bemis Healthcare Packaging – Oshkosh, WI



**20**  
years  
experience

  
project  
management  
coordinator

  
procore  
certified

### Educational Background

- University of Wisconsin - Stout, Master in Construction Management (in progress)
- University of Wisconsin - Oshkosh, Bachelor of Science in Human Services Leadership
- Fox Valley Technical College - Associates in Criminal Justice/Law Enforcement

### Professional Memberships

- Procore Certified Architect
- Leadership Associated General Contractors (AGC)
- Fox Valley Technical College - Construction Management Advisory Committee

## Michael Sasse

### Criminal Justice Consultant

Michael's law enforcement career began in 1991 with the Waupaca County Sheriff's Office, where he worked as a Patrol Deputy and in investigations, attaining the rank of Detective Sergeant. In 2001, he joined the Wisconsin Department of Justice, Division of Criminal Investigation (DCI) as a Special Agent, where he investigated narcotics crimes with an expertise in undercover activity. Michael was the first narcotics detection K-9 handler in DCI and worked for eight years with his partner "Harry". As a Special Agent, he also spent five years in homicide/cold case homicide investigations.

He was promoted to Special-Agent-in-Charge in 2014 and was assigned to oversee all operations in the DCI-Appleton office, which covered 22 counties in Wisconsin. In this capacity, Michael was responsible for supervising investigations involving narcotics, major crimes, officer-involved deaths, white collar crimes, and government corruption. In 2018, Michael was promoted to DCI Deputy Administrator where he served until his retirement in 2021.

After his retirement from law enforcement, Michael became the Law Enforcement Coordinator in Wisconsin for Mid-States Organized Crime Information Center (MOCIC), serving agencies across Wisconsin with additional intelligence resources for a variety of investigations. In July 2022, Michael became the President of the Wisconsin Law Enforcement Death Response team and has oversight of the operations for the team. In 2023, Michael was promoted to MOCIC supervisor of law enforcement coordinators in WI, IL, MO and IA. Michael earned his Bachelor of Science Degrees in Criminal Justice and Political Science with a minor in Public Administration from the University of Wisconsin at Oshkosh.



  
criminal  
justice  
expert

**2024**  
training  
officer of  
the year

  
distinguished  
service award  
winner

### Educational Background

- Wisconsin Command College, University of Wisconsin – Madison, Certified Public Manager
- International Association of Chiefs of Police (IACP), Leadership in Police Organizations (LPO)
- University of Wisconsin – Oshkosh, Bachelor's in Criminal Justice and Political Science, Minor in Public Administration

### Certifications

- Law Enforcement Officer – Wisconsin (1991 - 2021)
- Secret Security Clearance – Department of Homeland Security (2015)
- Jail Officer – Wisconsin (1992 - 2001)

### Professional Memberships

- Mid-State Organized Crime Information Center (MOCIC) – Committee Member
- Wisconsin Association of Homicide Investigators (WAHI) – Past Board Member





Planning, Design & Construction, Inc.



THANK YOU FOR  
THIS OPPORTUNITY!



Planning, Design & Construction, Inc.

## Fee

When we establish fees for our facility projects, building a relationship with our clients is Hoffman's most important goal. Our efforts are considered an investment in your community with the ultimate goal of developing a long-term client and being the best trusted partner.

The following breaks down the specifics of our fees:

### Design & Construction

#### Design Fee: \$79,000

Includes architectural, structural, law enforcement specialist, mechanical, electrical, plumbing, and design builders scope narratives

This fee is based on Pre-Engineered Metal Building (PEMB). We will evaluate alternative value-added structural solutions during the conceptual design phase. The cost analysis will incorporate additional design fees (if applicable) for each alternative structural option, so the owner can evaluate in the overall cost / benefit analysis.

#### Civil Fee: \$10,900

To be contracted directly with owner.

Includes topographical survey, construction documents, local & state site plan submittals.

Geotechnical soil investigation will be billed at cost once scope is determined.

#### Construction Management Fee

When the project proceeds forward, Hoffman's construction management fee would be 3.0% and calculated as a percentage of the Cost of the Work.

### Facility Needs Analysis (Planning)

#### Analysis Fee: \$10,700

Includes architectural, law enforcement specialist and CM budgeting.

A full systems analysis (MEP) is not included, but we can engage our MEP resource if needed.

## Reimbursable Expenses

Reimbursable expenses are not included in the fee and represent hard-copy prints and copies if any, telecommunications, wireless communication charges, postage, printing and scanning services, and express delivery charges. Charges for significant reimbursable expenses and outside consultants will be submitted for approval in advance if the project requires these.

Reimbursable expenses shall be invoiced at cost (no mark-up) and only if incurred.

| Fund | 2025 Budget      |                            | By Fund | % of Total | \$ 125,246 |         | % of Total |
|------|------------------|----------------------------|---------|------------|------------|---------|------------|
|      | Wage and Benefit | \$ 99,363<br>Payroll Clerk |         |            | HR/Dep Dir | By Fund |            |
| 101  | 2,430,556        | 28,589                     | 41,049  | 42%        | 36,036     | 54,226  | 44%        |
| 201  | 240,172          | 2,825                      |         |            | 3,561      |         |            |
| 203  | 3,491            | 41                         |         |            | 52         |         |            |
| 204  | 11,789           | 139                        |         |            | 175        |         |            |
| 206  | 454,367          | 5,344                      |         |            | 6,737      |         |            |
| 207  | 3,826,408        | 45,008                     | 45,008  | 45%        | 56,732     | 56,732  | 45%        |
| 405  | 24,197           | 285                        |         |            | 359        |         |            |
| 414  | 5,663            | 67                         |         |            | 84         |         |            |
| 415  | 23,891           | 281                        |         |            | 354        |         |            |
| 416  | 32,293           | 380                        |         |            | 479        |         |            |
| 417  | 142,338          | 1,674                      |         |            | 2,110      |         |            |
| 418  | 90,575           | 1,065                      |         |            | 1,343      |         |            |
| 420  | 30,489           | 359                        |         |            | 452        |         |            |
| 452  | 167,554          | 1,971                      | 1,971   | 2%         | 2,484      |         |            |
| 610  | 373,847          | 4,397                      | 4,397   | 4%         | 5,543      | 5,543   | 4%         |
| 620  | 184,479          | 2,170                      | 2,170   | 2%         | 2,735      | 2,735   | 2%         |
| 630  | 405,412          | 4,769                      | 4,769   | 5%         | 6,011      | 6,011   | 5%         |
|      | 8,447,521        | 99,363                     | 99,363  | 100%       | 125,246    | 125,246 | 100%       |

[Total FVMPD](#)   [Little Chute](#)   [Kimberly](#)  
 62.13%   37.87%  
 \$ 124,780   \$ 77,526   \$ 47,254

| 2025 Budget |                  |            |            |           |             |                |            |             |              |
|-------------|------------------|------------|------------|-----------|-------------|----------------|------------|-------------|--------------|
| Fund        | All Other        |            |            | \$ 82,373 | Allocate by |                | \$ 175,033 | Allocate by |              |
|             | Wage and Benefit | Expenses   | Total      |           | AP Clerk    | Other Expenses |            | Finance Dir | Total Budget |
| 101         | 2,430,556        | 2,442,500  | 4,873,056  | 6,752     | 57,934      | 71%            | 22,301     | 79,134      | 45%          |
| 201         | 240,172          | 434,618    | 674,790    | 1,201     | 1,201       | 1%             | 3,088      | 3,088       | 2%           |
| Oth SR      | 15,280           | 1,835,527  | 1,850,807  | 5,074     |             |                | 8,470      |             |              |
| 206         | 454,367          | 281,297    | 735,664    | 778       |             |                | 3,367      |             |              |
| 207         | 3,826,408        | 753,319    | 4,579,727  | 2,082     | 2,082       | 3%             | 20,959     | 20,959      | 12%          |
| DS          |                  | 2,782,621  | 2,782,621  | 7,692     |             |                | 12,734     |             |              |
| Oth CP      | 54,686           | 6,994,953  | 7,049,639  | 19,336    |             |                | 32,262     |             |              |
| 414         | 5,663            | 922,638    | 928,301    | 2,550     |             |                | 4,248      | 4,248       | 2%           |
| 415         | 23,891           | 372,407    | 396,298    | 1,029     |             |                | 1,814      | 1,814       | 1%           |
| 416         | 32,293           | 1,958,433  | 1,990,726  | 5,414     |             |                | 9,110      | 9,110       | 5%           |
| 417         | 142,338          | 3,235,786  | 3,378,124  | 8,945     |             |                | 15,460     | 15,460      | 9%           |
| 418         | 90,575           | 131,946    | 222,521    | 365       |             |                | 1,018      | 1,018       | 1%           |
| 452         | 167,554          | 384,724    | 552,278    | 1,063     | 1,063       | 1%             | 2,527      | 2,527       | 1%           |
| 610         | 373,847          | 3,044,884  | 3,418,731  | 8,417     | 8,417       | 10%            | 15,645     | 15,645      | 9%           |
| 620         | 184,479          | 2,769,792  | 2,954,271  | 7,656     | 7,656       | 9%             | 13,520     | 13,520      | 8%           |
| 630         | 405,412          | 1,453,909  | 1,859,321  | 4,019     | 4,019       | 5%             | 8,509      | 8,509       | 5%           |
|             | 8,447,521        | 29,799,354 | 38,246,875 | 82,373    | 82,373      | 100%           | 175,033    | 175,033     | 100%         |