



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Thursday, April 21, 2022

6:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Park Commissioners** of the City of De Pere will be held on **April 21, 2022** at **6:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

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

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.iqm2.com/>.

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. §6-3(f) DPMC

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the March 17, 2022 meeting.
2. Consideration & Possible Action to Approve a \$2,500 Donation from Greta Johnson to Rec Scholarship Fund*
3. Consideration & Possible Action to Approve a \$1500 Donation from Durr Systems, Inc. for Beer Gardens*
4. Consideration & Possible Action to Approve Banner Donation from Tundra Apparel & Promotions for Beer Gardens*
5. Consideration & Possible Action to Approve a \$250 Donation from TOPS Club for Brick Paver Donation*
6. Consideration and Possible Action to Accept Tree Donation from the Green Bay Packers, WDNR, Green Bay Packaging, and Essity valued at \$3,000.*
7. Consideration and Possible Action on Kayak Rental Proposal from Definitely De Pere. *
8. Consideration and Possible Action to Approve the Design Consultant for Nelson Family Pavilion. *

9. Consideration and Possible Action Related to Providing Softballs to Adult Softball League Games. *
10. Discuss Park Board Members Volunteering for the Beer Garden.

IV. Staff Updates

1. Staff Update on Memorial Trees to be Planted on Ridgeway Blvd.
2. Staff Update on Upcoming Construction of VFW Tennis Courts.
3. Staff Update on Fundraising Activity for the Nelson Family Pavilion.
4. Staff Update on the Status of the Point of Sale System for the Swimming Pools.

V. Future Agenda Items

VI. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Board Members
Alderspersons
Mayor James Boyd
Larry Delo, City Administrator
Judy Schmidt-Lehman, City Attorney
Marty Kosobucki
Carey Danen, City Clerk
City Hall 1st and 2nd Floor
Ben Villaruel, De Pere School District
Dennis Krueger, WDP School District
Hundamo Lovell, Teen Advisor
Tundra Apparel
Durr Systems
Somerville, Inc.
C&S Design & Engineering, Inc.

De Pere Youth Hockey
De Pere Select Soccer
De Pere Area Chamber of Commerce
Definitely De Pere
Brown County Library – De Pere
TV & Radio Stations
De Pere Rapides Youth Soccer
De Pere Baseball
De Pere Girls Softball
Christopher Soquet, Teen Advisor
Jennifer Classon
Greta Johnson
TOPS Club
McMahon Associates, Inc.

***All items marked with an asterisk will be forwarded to the Common Council.**



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Consideration and Possible Action to Approve the Board of Park Commissioners minutes from the March 17, 2022 meeting.

ATTACHMENTS:

- Draft Minutes 3-17-22 (PDF)



Board of Park Commissioners

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Thursday, March 17, 2022

6:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 6:30 PM by Board Member Ryan Jennings

Attendee Name	Title	Status	Arrived
Melissa Thiel Collar	Board Member	Present	
Ryan Jennings	Board Member	Present	
Jim Kneiszel	Board Member	Present	
Amy Chandik Kunderinger	Aldersperson	Present	
Shana Defnet Ledvina	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Randy Soquet	Board Member	Excused	
Hundamo Lovell	Teen Advisor	Excused	
Christopher Soquet	Teen Advisor	Excused	

Others Present:

Marty Kosobucki, Director of Parks, Recreation and Forestry

Don Melichar, Park Superintendent/City Forester

Grace Lahtela, Administrative Assistant

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Park Commissioners. §6-3(f) DPMC

None

III. Items

1. Consideration and Possible Action to Approve the Board of Park Commissioners Minutes from the February 17, 2022 meeting.

Aldersperson Raasch moved to approve the Board of Park Commissioners minutes from the February 17, 2022, meeting, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunderinger, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

2. Consideration and Possible Action on Request from Property Owner at 478/480 N. Good Hope Road to have Trees Removed from Right of Way.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that the property owners are here at the meeting tonight and are requesting trees to be removed from the terrace of a duplex they recently purchased. The owners would like the two trees removed due to the sidewalk heaving and for expansion of the driveway. The property

owners worked with the City Forester to have the two trees removed, but the trees do not meet city policy requirements for removal, so the request was denied.

Alderson Raasch moved to open the meeting at 6:35 pm, seconded by Alderson Defnet Ledvina. Upon vote, the motion passed.

Timothy Jonet explained that he purchased the duplex last year and this duplex is one of the last properties on the stretch of road that is still not updated. The driveway is very narrow, so he has been working with Dennis in Building Inspection to see what is required to widen the driveway and make it larger. One of the requested trees will be near the new driveway, and the sidewalk is starting to heave by both trees. Mr. Jonet also explained that since the letter to the board was written, he spoke with the Engineering Department and the road is scheduled to be reconstructed in 2025. With the reconstruction, the water and sewer lines will probably be replaced. These utility services run very close to the south tree, which will probably require the tree to be removed at the time of reconstruction. The north tree is larger and appears to have more of a sidewalk heaving issue. Also, the terrace is elevated between the sidewalk and the road which causes icing on the sidewalk in the winter.

Alderson Raasch moved to close the meeting at 6:42 pm, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

Alderson Chandik Kunding questioned what the replacement cycle was for sidewalks.

Alderson Raasch stated that he is also on the Board of Public Works which covers sidewalk replacements, and the cycle is 8 years.

Alderson Chandik Kunding questioned if the tree is removed with the street reconstruction, would it be replaced.

Don Melichar, City Forester explained that if trees are removed for a construction project, they could be replaced with project costs, if space exists and if the homeowner wants a new tree.

Melissa Theil Collar questioned if new sidewalks and driveway were installed, would there be any impact to the trees, or would they be weakened.

Don Melichar explained that there would be some impact to the tree roots with any construction around the tree, but just because you disturb the root system doesn't mean the tree will die.

James Kneiszel moved to follow the recommendation from the city Forester and keep the trees, seconded by Alderson Defnet Ledvina.

Discussion followed.

James Kneiszel commented that there have been so many trees lost from emerald ash borer, and many more will be removed, he feels the trees should be left up if there is nothing wrong with them.

Alderson Defnet Ledvina stated she is not comfortable with removing trees that are not dead and allowing homeowners to remove living terrace trees.

Alderson Raasch feels the best thing to do is to leave them and when the road construction comes through remove the trees then, if necessary. He supports city staff and agrees the trees should be left.

Ryan Jennings commented that he had an area of sidewalk that heaved due to tree roots. A contractor cut the root system back when the sidewalk was replaced, and the tree is now healthy.

Upon vote, the motion passed with a 5-1 vote, with Melissa Thiel Collar voting Nay.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Jim Kneiszel, Board Member
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch
NAYS:	Melissa Thiel Collar
EXCUSED:	Randy Soquet

3. Consideration & Possible Action to Approve a \$500 Donation from De Pere Optimist Club for Easter Egg Hunt.*

Alderperson Defnet Ledvina move to accept a \$500 donation from the De Pere Optimist Club for the Easter Egg Hunt, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

4. Consideration & Possible Action to Accept a \$500 Donation from Optimist Club for Summer Camp T-shirts.*

Alderperson Raasch moved to accept a \$500 donation from the Optimist Club for Summer Camp t-shirts, seconded by Alderperson Chandik Kunding. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Thiel Collar, Jennings, Kneiszel, Kunding, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

5. Consideration & Possible Action to Select a Beer Distributor for the 2022 Beer Gardens.

Alderperson Raasch moved to approve Dean Distributing for the beer distributor for the 2022 beer gardens, seconded by Ryan Jennings.
Discussion followed.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the theme for the beer gardens is local microbrews. The proposals from Kay and Dean are close, but Kay does carry most of the local microbrews. The nearest one that Dean carries is from Appleton, and that is the only local microbrewery that they have. Staff recommendation is to go with Kay Distributing because they carry most of the local breweries.

James Kneiszel questioned if it is possible to work directly with the breweries.

Marty Kosobucki explained that when we started the events, we tried to work directly with the breweries, but there are legal issues around it.

Alderperson Defnet Ledvina stated she likes the idea of the four local breweries that Kay has and would be in favor of Kay Distributing.

Ryan Jennings also stated that he is in favor of the local breweries.

James Kneiszel question if it is possible to work with both distributors.

Marty Kosobucki stated that it would be hard seeing that there are only three events.

James Kneiszel stated that with Kay being a De Pere business, he would recommend supporting Kay.

Alderson amended his original motion to approve Kay Distributing for the beer distributor for the 2022 beer gardens, Ryan Jennings agreed to the amendment. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunder, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

6. Consideration and Possible Action to Approve 2022 WDNR Grant Application for Refurbishments to Perkofski Boat Docks.*

Alderson Raasch moved to approve a 2022 WDNR grant application for refurbishments to the Perkofski boat docks, seconded by James Kneiszel. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Jim Kneiszel, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunder, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

7. Consideration & Possible Action to Approve Changes to Adult Basketball League Program.*

Amy Chandik Kunder moved to approve staff recommendation of option 4 for changes to the adult basketball league, seconded by Ryan Jennings.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the changes listed as staff recommendation of Option 4 is to revise the adult basketball leagues to provide four officiated leagues and three un-officiated leagues; the new wage for officials will be \$40 for non-WIAA officials and \$45 for WIAA certified officials per game; and there would not be a team fee for the un-officiated league and there would be a \$550 team fee for the officiated league.

Upon vote, the above motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunder, Alderson
SECONDER:	Ryan Jennings, Board Member
AYES:	Thiel Collar, Jennings, Kneiszel, Kunder, Defnet Ledvina, Raasch
EXCUSED:	Randy Soquet

8. 2021 Donation Listing.

Marty Kosobucki, Director of Parks, Recreation and Forestry explained that a donation summary is prepared every year to the Park Board and the summary for 2021 is provided. Ryan Jennings stated his appreciation for all the donations.

Melissa Thiel Collar questioned how the holiday light display at Voyageur Park did.

Marty Kosobucki stated that the event was a huge success and staff has started making plans for next year.

Marty Kosobucki stated that we are very fortunate in the amount of donations that we receive, and the impact these donations have on the community.

RESULT:	DISCUSSED
----------------	------------------

9. Financial Statement for the De Pere Ice Center.

Marty Kosobucki, Director of Parks, Recreation, and Forestry explained that the financials are to be provided quarterly. The last page of the financials is the breakdown of the surcharges that have been received from Brown County Ice Management. These surcharges were initiated to repay the chiller system repair bill. Once this is repaid, these funds will go into the Ice Arena Fund. From the summary provided, there were a lot of repairs that were done by Ice Management in the last year, but there are still many other repairs that need to be done.

Alderperson Defnet Ledvina questioned if the surcharge will continue to go up.

Marty Kosobucki explained that with the current policy, the surcharge is to remain at \$30 per hour.

Alderperson Raasch commented that the Ice Arena is getting to a point at either looking at replacing it or getting rid of it.

Marty Kosobucki stated that the biggest problem with the Ice Center is that the heating system in the floor is broke and they cannot locate where the leak is. The floor heating system is needed to keep the frost out of the ground, so the ice and building do not heave. With the system broken, the ice needs to be removed from the building every year, which makes the facility a part time rink. Previous estimates for replacing the heating system can in around \$1 million.

Marty Kosobucki stated he will have another discussion with Don Chilson about long term planning for the facility.

RESULT:	DISCUSSED
----------------	------------------

IV. Staff Updates

None

V. Future Agenda Items

Alderperson Raasch requested staff investigate the cost of supplying softballs for the softball league. He has been informed that the City of De Pere's league is the most expensive league in the area and is the only league around that does not provide the softballs for the league.

Alderperson Defnet Ledvina questioned if the Jerry Hasenberg Jr. Memorial Fund has been established.

Marty Kosobucki explained that the one-year anniversary of Jerry's death is coming up on April 1st. The memorial tree fund is set to be advertised the last week of March to coincide with Spring tree planting and the anniversary of his accident.

VI. Adjournment

Melissa Thiel Collar moved to adjourn the meeting at 7:20 pm, seconded by Alderperson Defnet Ledvina. Upon vote, the motion passed unanimously.

Respectfully submitted,
Grace Lahtela



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve a \$2,500 Donation from Greta Johnson to Rec Scholarship Fund*

ATTACHMENTS:

- Greta Johnson - Rec Scholarship 2022 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: March 31, 2022
RE: Consideration & Possible Action to Approve \$2,500 from Greta Johnson to the Recreation Scholarship Fund

Staff is requesting the Board of Park Commissioner's approval to accept a generous donation of \$2,500 from Greta Johnson to the Recreation Scholarship Fund. Ms. Johnson has graciously donated this same amount the past three years and we are truly thankful for her continued support.

To date, the Recreation Scholarship Fund had awarded 398 scholarships to families in need. Our current balance in the account is nearly \$35,000.

Thank you for your time and consideration.

Donation Information:

From: Greta Johnson

1301 Franklin St.

De Pere, WI 54115

To: De Pere Parks & Recreation Department

For: Recreation Scholarship Fund

Amount: \$2,500



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve a \$1500 Donation from Durr Systems, Inc. for Beer Gardens*

ATTACHMENTS:

- Durr Systems Inc - Beer Gardens 2022 (PDF)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: March 30, 2022
RE: Consideration to accept a \$1,500 donation from Dürr Systems, Inc. for the De Pere Beer Gardens

Staff is requesting the Board of Park Commissioner's approval to accept a \$1,500 donation from Dürr Systems, Inc. for an individual sponsorship for our June 28, 2022 Beer Garden event at Voyageur Park. An individual sponsor would be listed in all social media posts and other electronic marketing specific to that event along with signage at the event.

We are very pleased to have Dürr Systems, Inc. new this year as one of our sponsors of this great community event! Thank you for your time and consideration.

Donation Information:

From: Dürr Systems, Inc.
c/o Jo LeMoine
830 Prosper St.
De Pere, WI 54115

To: De Pere Parks & Recreation Department
For: Individual Sponsorship for June 28 Beer Garden Event
Amount: \$1,500



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve Banner Donation from
Tundra Apparel & Promotions for Beer Gardens*

ATTACHMENTS:

- Tundra Apparel & Promtions - Beer Gardens 2022 (PDF)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: March 30, 2022
RE: Consideration to accept the banner donation from Tundra Apparel and Promotions for the De Pere Beer Gardens

Staff is seeking the Board of Park Commissioner's approval to accept a banner donation from Tundra Apparel and Promotions for the Beer Gardens. This banner will market our three Beer Gardens at Voyageur Park this summer and will be put up across Reid Street. Value of the banner is estimated at \$500.

We are very pleased to have Tundra Apparel and Promotions once again as one of our sponsors of this great community event! Thank you for your time and consideration.

Donation Information:

From: Tundra Apparel and Promotions
Chris McKeefry
1164 Ashwaubenon St.
Green Bay, WI 54304

To: De Pere Parks & Recreation Department
For: Sponsorship of Banner over Reid Street for Beer Gardens
Amount: Banner valued at \$500



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Paula Rahn

SUBJECT: Consideration & Possible Action to Approve a \$250 Donation from
TOPS Club for Brick Paver Donation*

ATTACHMENTS:

- TOPS Club - Brick Paver 2022 (PDF)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
FROM: Paula Rahn, Recreation Superintendent
DATE: March 30, 2022
RE: Consideration to accept a \$250 brick paver donation from TOPS Club

Staff is requesting the Board of Park Commissioner's approval to accept a \$250 donation from the TOPS Club for a brick paver in memory of Barb Smits. The 4"x 8" brick paver will be engraved and installed by City staff on the upper level entrance of the Community Center.

Thank you for your time and consideration.

Donation Information:

From: TOPS Club
c/o Karen Kramer
2356 Hidden Winds La.
Green Bay, WI 54303
To: De Pere Parks & Recreation Department
For: Brick Paver at Community Center
Amount: \$250



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Consideration and Possible Action to Accept Tree Donation from the Green Bay Packers, WDNR, Green Bay Packaging, and Essity valued at \$3,000.*

ATTACHMENTS:

- memo for pb to accept donation from GB Packers 4-14-22.doc (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar, Park Superintendent/City Forester
Date: April 14, 2022

RE: Approval to Accept Tree Donation from the GB Packers, WDNR, GB Packaging, & Essity.

Issue: This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a donation of 32 bare root trees from a cooperative effort between the Green Bay Packers, Wisconsin DNR, Green Bay Packaging, and Essity.

Summary: For several years now the Packers have been working on a way to reduce their carbon footprint in the area and one way is with a program called 'First Down for Trees'. What this program entails is that for every first down the Packers make they will donate a tree to a Brown County community. Using last year as a guide, the City was chosen to receive 32 trees this spring. The trees were between 1.25"- 1.5" diameter and we were free to plant them anywhere within the community. Staff placed the order, and the trees will be planted in parks and right of ways. The amount of the donation is approximately \$3000.

Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action on Kayak Rental Proposal from Definitely De Pere. *

ATTACHMENTS:

- Kayak Proposal (PDF)
- Memo Kayak Proposal.final (PDF)

Kayak Rental Project Proposal

Submitted by: Definitely De Pere

Project Summary

The Kayak Rental Project is an exciting riverfront activation partnership between Kayak Wisconsin, the City of De Pere, and Definitely De Pere which provides kayak rental services in downtown. Designed for quick and easy self-serve access, the proposed project is a convenient way to bring kayaking to the community; and the low barrier of entry activity further activates our waterfront for De Pere residents and visitors to enjoy.

Definitely De Pere is contracted by the downtown Business Improvement District (BID) to implement the goals and ideas presented in the De Pere Downtown Master Plan, Cultural District Master Plan, Comprehensive Plan, and Historic Preservation Plan. Our goal is to focus on activities that promote downtown as a destination to attract more residents and visitors. The Kayak Rental Project will bring more people to downtown, and increase vibrancy and vitality.

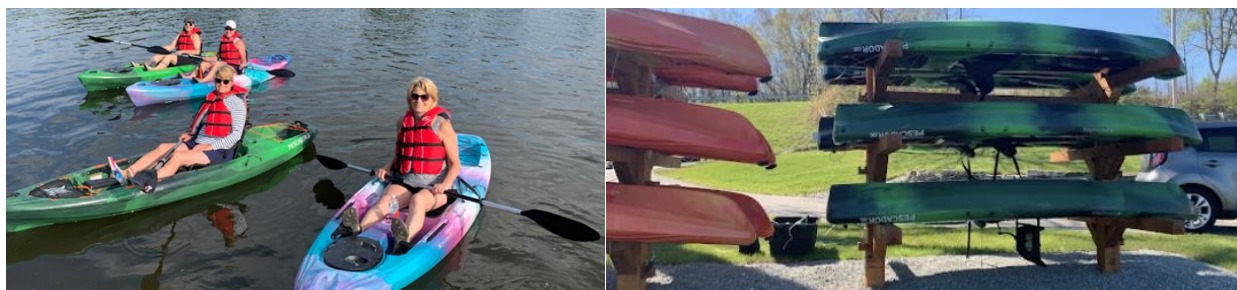
As identified in the Cultural District Master Plan, the community desires increased water related activities, specifically kayak rentals and launch. The Implementation Strategy of the Cultural District Master Plan prioritizes the design of a kayak launch and rental program at Voyageur Park as a Phase I project. It also describes the Bomier Boat Launch as a delineated corridor to downtown.

Definitely De Pere is proposing to activate the existing kayak launch at the Bomier site with the installation of one kayak rack and six kayaks, and to launch the program in 2023. We are requesting approval from the Parks Board to begin fundraising and entering into an agreement with Kayak Wisconsin. The goal is to then work with the City to plan for two additional kayak racks and 12 kayaks as well as a kayak launch in Voyageur Park for installation in 2024.

Proposed Timeline

Phase I (Definitely De Pere Funded) – Bomier site adjacent to existing accessible kayak launch

- One kayak rack and six kayaks (\$12,600)
- Definitely De Pere to fundraise full cost of project
- City to provide site prep (site prep = 8' x 15' gravel or concrete base for rack system)
- Project approvals spring/summer 2022
- Site prep and rack installation spring 2023



Possible Phase II (City Funded) –Voyageur Park site adjacent to existing docks

- Two kayak racks/12 kayaks (\$24,000)
- City to include site prep and project cost in 2023 City budget
- Site prep and rack installation spring 2024
- Coordinate grant application to the Recreational Boating Grant program (deadline June 2023) for kayak launch installation

Partner Responsibilities

City of De Pere to provide site work. Kayak Wisconsin responsible for rack and site construction and ongoing rental process. Definitely De Pere to provide marketing leverage to drive rentals as well as coordinating rental events with local businesses, schools, or during downtown events.

Construction

A standard kayak rack provides space for 6 to 8 kayaks. These can be single or tandem kayaks. Each rack is constructed on a gravel or concrete base measuring approximately 8' x 15'. In addition to the racks each location will include a storage locker for life jackets, paddles and dry bags as well as proper signage. Solar lighting can also be installed, if needed, for security purposes. The kayak rental system is totally remote, using a web-based reservation system and Bluetooth locks. Kayaks are generally available Memorial Day through Labor Day.

Rental Fees

Kayak Wisconsin provides online rental reservation services at KayakWis.com. Rentals include proper waivers, life jacket, paddle and a dry bag. Current rental rates, subject to change:

- Single Kayak Rental, 2 Hours \$20
- Single Kayak Rental, 4 Hours \$35
- Tandem (2 Person) 2 Hours \$35
- Tandem (2 Person) 4 Hours \$50

How it works

Reserve Equipment – Sign waiver, and pay fees online.

Download App – After booking download the Masterlock app.

Unlock Equipment – Use the app during booking period to access equipment.

Financials

(pricing as of 4/1/2022 and subject to change)

- \$4,800 one rack
- \$4,200 two racks (per rack - when constructed at the same time)
- \$1,300 per kayak setup (purchased from Zeller's Ski and Sports)

Example 1: One rack and six kayaks = \$4,800 + (\$1,300 x 6) = \$12,600

Example 2: Two racks and twelve kayaks = (\$4,200 x 2) + (\$1,300 x 12) = \$24,000

Ongoing profit sharing - 70/30 split between Kayak Wisconsin (70%) and organization (30%). Goal of \$10,000 in annual revenue on one rack would provide a breakeven for organization in approximately 4 to 5 years.

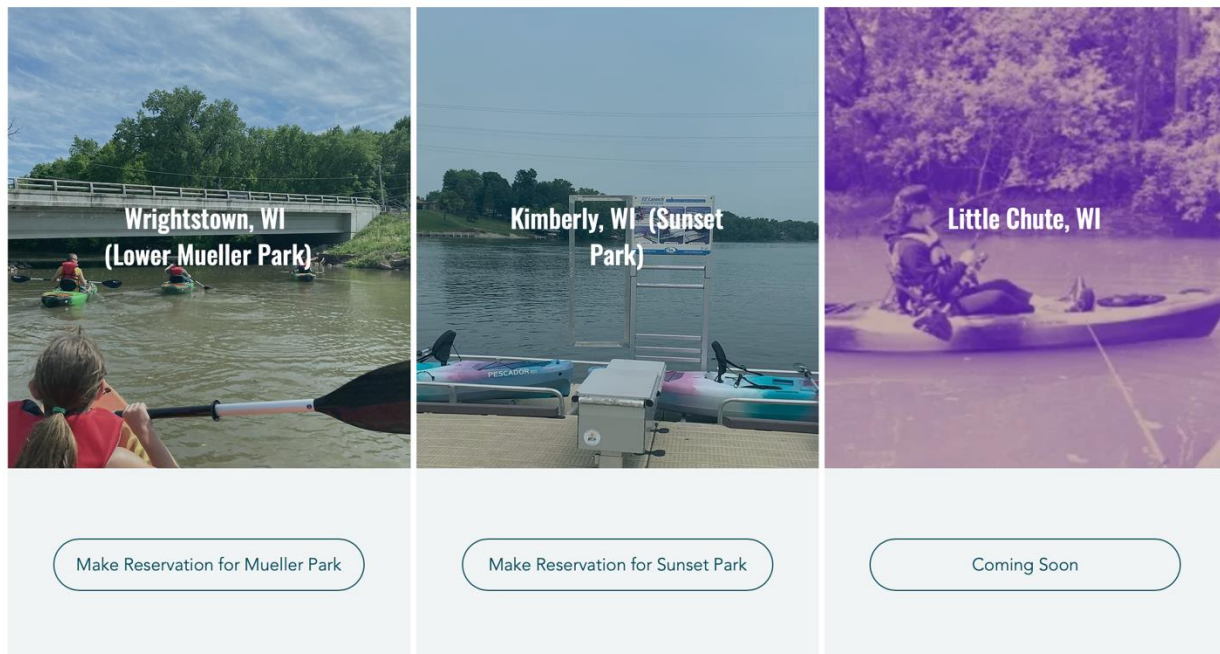
Contacts:

Scott Hemauer, Definitely De Pere Economic Enhancement Committee, schemauer@gmail.com

Tina Quigley, Definitely De Pere Director, tina@definitelydepere.org

Sheri Evans, Kayak Wisconsin, sherikayakwis.com

Kayak Wisconsin Neighboring Locations



Bomier Site (north end of launch) A is approximately 15' x 50'. B is approximately 15' x 40'



CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: April 21, 2022

RE: Kayak Rental Proposal

Definitely De Pere is searching for a way to implement a Kayak Rental station for our community along the Fox River. Having a Kayak Rental option has been talked about for a long time and ever since it was identified the Cultural District Master Plan. It is a great option for providing recreational activity and enjoyment to our residents and visitors.

In reviewing their proposal, I have shared some concerns with Definitely De Pere and will also share with you. Please use this information as you see appropriate in deciding how you would like to proceed with their proposal.

Location

The easiest location for immediate action is the Bomier Boat Launch. I do not believe Bomier is an ideal location for this service for several reasons. First, the launch is extremely busy during the summer with recreational boating activity. This type of boating and kayaking do not mix well, especially for the novice kayaker. The recreational boaters will win out and I do not believe we will see the rentals needed to generate the payback. In addition, parking has always been an issue at Bomier, and this would bring additional competition for the parking.

Cost

Definitely De Pere is proposing the City fund/pay for the installation of the concrete or stone pad the kayak rack is constructed on. We do not have a firm estimate on the cost of this as we would need to conduct some engineering to see where it would best fit and provide ADA access to it. A wild guess would be somewhere about \$2,000 - \$5,000 investment from the City, depending on whether it's stone or concrete, and what would need to be done to provide ADA access. City costs for the future locations would be around \$35,000 - \$55,000 per location assuming we would get the 50% RBG Grant.

Vending Services using the Park

In Definitely De Pere's proposal they are suggesting that they obtain a 70/30 split of revenue with the Kayak service, with the City not receiving any benefit other than the service to the community. This conflicts with past direction of the Park Board and City. Generally speaking, business and entities are not allowed to use the parks for private money-making ventures. The way around this is through establishing an agreement (ie. River Tyme tour boat), or a contract for vending services. Through the agreement method, the City obtains some benefit other than the service. For instance, the River Tyme Tour Boat constructed and donated the dock to the City. Through the Vending Service method, prior to issuing a Vending Permit the City sends out a Request for Proposals so the City can obtain the best value

in the service. In this method, the City not only looks to obtain the best value, but also gets something in return. For instance, in the live bait vending we are getting paid \$75/month.

Future Locations

The proposal identifies future locations and suggests the City apply and obtain grants from the Recreational Boating Grant program through the Stewardship Fund. While this is an option, the grants only fund up to 50% of the capital costs and would not fund something that will be turned over for private money-making ventures. This would mean a kayak launch could be funded with RBG grants but the Kayak racks would not be eligible for this funding.

In reading the proposals, it being suggested the City install kayak launches and Kayak racks at future locations. In doing this, it would then suggest/propose that the City work directly with Kayak Wisconsin (or another vendor for that matter) to offer the services at the proposed locations.

Staff Recommendation

Below are a series of recommendations I have so that we stay consistent with past practices.

I would recommend that the Park Board deal strictly with the proposal related to Bomier and not take any action on future suggestions in the proposal. There are too many unknowns related to grant funding, locations, and ability to construct at locations.

If you choose to move forward with the proposal for Bomier, I would recommend an agreement be established, and Council approved with Definitely De Pere. This agreement should include that some level of compensation be provided to the City. We would also need to ask for funding from Unassigned Reserves for the concrete pad or propose in the budget for 2023.

If you choose not to pursue the Definitely De Pere proposal for kayak rentals and continue to like the idea of offering kayak rentals. I would suggest that staff coordinate a Request for Proposals that goes out to vendors for ideas and options in providing the service.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action to Approve the Design Consultant for Nelson Family Pavilion. *

ATTACHMENTS:

- Memo.Nelson RFP Summary (DOCX)
- RFP Nelson Family Pavilion.Design, Bidding, and Construction Management.Final (PDF)
- Tech Proposal - Sommerville (PDF)
- Tech Proposal - C&S Design (PDF)
- Tech Proposal - McMahon (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: April 21, 2022

RE: Selection of Consultant for Nelson Pavilion Design

Included in your packet is a copy of the Request for Proposal which staff sent out for the Design, Bidding, and Construction management services of the Nelson Family Pavilion. In addition, I have included a copy of three proposals we received (Sommerville, McMahon, and C&S).

The deadline for the proposals was on Monday, April 11. Upon going through the proposals, staff had a number of questions which did not allow for an accurate summary to be developed prior to the agenda packet going out. Staff will be reaching out to the consultants to answer various questions related to their proposal over the next week. After receiving responses from the consultants, we anticipate we will be able to provide you with a breakdown of proposals at the Park Board meeting.

Request for Proposals

Nelson Family Pavilion Design, Bid and Construction Management



Request for Proposals

Nelson Family Pavilion Design, Bidding, and Construction Management Services

Table of Contents:

- I. Introduction
 - A. Project Summary
 - B. City Contact Information
 - C. Directions for Submittal of Proposal
 - D. Pre-Proposal Meeting
- II. Project Description
- III. Scope of Services
 - A. Phase I – Technical Design
 - B. Phase II – Project Manual and Bidding
 - C. Phase III – Awarding Bid
 - D. Phase IV – Construction Management and Administration
- IV. Meetings
- V. City Responsibility
- VI. Scheduling
- VII. Insurance
- VIII. Proposal Submittals
 - A. Consultant Background and Information
 - B. Project Understanding
 - C. Similar projects
 - D. References
 - E. Project Timeline
 - F. Fee schedule
- IX. Fee
- X. Delivery
- XI. Additional Information
 - A. City Provided Information
 - B. Proposed Fee Schedule
 - C. Sample Consultant Agreement

Request for Proposals

Nelson Family Pavilion Design, Bidding, and Construction Management Services

I. Introduction

A. Project Summary

The City of De Pere is seeking proposals from experienced Consultants to provide comprehensive Design, Bidding, and Construction Management services for the construction of a new multi-use facility at Voyageur Park in De Pere, Wisconsin. The City is looking for a firm with a proven track record of delivering complex municipal projects within an established budget.

Preliminary construction estimates for the project are \$1 - \$1.5 million dollars.

Proposals will be reviewed by the Board of Park Commissioners at their April 21st meeting. The goal is to issue a contract to a consultant by June of 2022.

Your proposal must be submitted to our office by April 11, 2022, at 3:00 pm. Proposals can be submitted either by paper copy or via email to Marty Kosobucki.

B. City Contact Information

Questions related to this RFP should be directed to:

Marty Kosobucki
De Pere Park, Recreation and Forestry Department
925 S. Sixth Street
De Pere, WI 54115
920-339-4065
mkosobucki@deperewi.gov

C. Directions for Submittal of Proposal

Consultants shall submit one (1) hard copy of the proposal along with a .pdf file of the proposal. The .pdf shall be submitted either through e-mail or on a thumb drive prior to the deadline.

Materials must be received at the office of the Director of Parks, Recreation and Forestry by 3:00 pm on April 11, 2022, at the following address:

Marty J. Kosobucki
De Pere Park, Recreation and Forestry Department
925 S. Sixth Street
De Pere, WI 54115

Packages containing the proposal shall be clearly marked on the outside by indicating: **Nelson Family Pavilion Technical Design, Bidding, and Construction Management Proposal.**

D. Pre-Proposal Meeting

There are no pre-proposal meetings planned for this RFP. Questions related to this RFP should be directed, in writing, to Marty Kosobucki, Director of Parks, Recreation and Forestry.

II. Project Description

In August of 2020, City Council hired Sommerville to create a conceptual design of a new multi-use facility in Voyageur Park. Voyageur Park is located at 100 William Street on the east side of De Pere. This building will replace the aging restroom facility. After several months of design and input, a final design was approved in December of 2020.

The design of the facility took into consideration several goals, but most important the facility must blend in with the naturalistic surroundings of the park. Other goals of the facility include:

- Replace the aging restroom facility.
- Take advantage of the views provided by the Fox River.
- Ability to use as a venue to support multiple special events, including the De Pere Beer Gardens, Yoga in the Park, City Band, Celebrate De Pere, and various run/walks.
- Ability to be used as an entertainment venue where the patio could be used for entertainers with small audiences. In addition, the patio can be used as a stage for larger entertainers facing the “bowl” (large lower green space adjacent to patio).
- Provide for multi-season use.

The project is being funded with mostly private donations. The City received a \$500,000 grant from the David and Rita Nelson Foundation. With this generous donation the City approved the concept for this project and began working on the development of a fundraising committee. The fundraising committee officially launched the fundraising campaign at the Mayoral State of the City address on February 23, 2022. As of March 1, 2022, approximately \$770,000 has been raised.

Actual bidding of the project will not occur until funding goals have been met; however, the City anticipates construction to begin in late 2022 or early 2023.

It is the intent of the City to hire a Consultant to assist with the following general tasks related to the construction of the Nelson Family Pavilion:

- Complete the technical design.
- Development of the project manual for bidding purposes (project manual shall conform to City of De Pere’s bidding standards and specifications).
- Administer the bidding process.
- Assist in the selection of a bidder for construction services.
- Provide construction management services throughout the construction of the facility to ensure plans and specifications are met.

III. Scope of Services

A. Technical Design (defined as all services leading up to bidding of the project):

1. Kick off meeting with City of De Pere administration staff.
2. Highlight and make City aware of any concerns with the cost opinion, site, or conceptual design.
3. Prior to starting technical design, the consultant shall meet with and obtain input and direction from the Board of Park Commissioners on the following topics:
 - a. Provide options and recommendations for implementing sustainable, efficient and or cost saving strategies within the design.
 - b. Provide options and cost estimates for heating the building. The intent of providing heat to the building is not to make the facility a year-round building but provide for spring/summer/fall use and protection from frost and cold.
 - c. Inclusion of furniture, fixtures and equipment shall be included with the Technical Design and project manual.
 - d. Discussion and direction on audio, visual and/or technical equipment to be included.
4. The Consultant shall be responsible for any topographical study or soil boring tests required or needed.
5. Complete technical specifications suitable for inclusion in the project manual. Technical specifications shall include all drawings and specifications necessary to successfully complete the project both inside and outside of the facility.
6. Submit plans and technical specifications for any City of De Pere, local and/or state approvals as required. The City shall be responsible for any permitting costs.
7. Make changes to Technical Specifications and Drawings as required and/or needed by City of De Pere, local and/or state approvals.
8. Collect and review Product Data and Material Samples. Prepare specifications, including the products, materials and finishes of each component or system.
9. Prepare a summary of quantities and Construction Cost Opinion.

B. Project Manual and Bidding

1. Upon completion of the technical specifications and drawings, the Consultant shall lead the development and creation of the project manual for the purposes of competitively bidding the project under Wis. Stats. §62.15. The project manual shall follow the City of De Pere Department of Public Works Standard Specifications for bidding and shall be consistent with the City of De Pere's format for project manuals.
2. The Consultant shall work cooperatively with City staff to post the project on the City's Quest account.
3. The Consultant shall pre-qualify bidders according to City requirements.

4. The Consultant shall be actively involved in answering questions during the bidding process and/or addressing amendments to the project manual.
5. The Consultant shall provide the Project Manual in a .pdf to the City.
6. The Consultant shall provide 5 copies of the Project Manual for the purpose of being made available to prospective bidders and staff.

C. Awarding of Bid

The Consultant shall be active in the selection of a contractor and provide their recommendation to the Board of Park Commissioners and Common Council.

D. Construction Management and Administration

Beyond building a facility to the highest standard for the greatest value, the City has the following expectations of the hired consultant during the construction process:

1. The Consultant is expected to lead, manage, and successfully execute the overall construction of the project.
2. Coordinate all local and/or state permits or approvals.
3. Review and approve all shop drawings.
4. At the start of construction, the Consultant shall provide the City with a detailed outline of budget and timeline.
5. Perform construction staking as necessary and when necessary.
6. The Consultant shall conduct regular inspections of the project to ensure the facility is being constructed to the standards set forth in the project manual.
7. The consultant shall take photos to document the progress and adherence to the Project Manual.
8. Administer and coordinate with City Staff and contractor any change orders.
 - a. Change orders at the request of the City are intended to accommodate desired changes or alterations to the initial design, amenities, and/or other aspects of the project.
 - b. Change orders submitted by the contractor resulting from errors and/or omissions in the technical design provided by Consultant shall be the responsibility of Consultant, unless otherwise agreed to by the City.
 - c. All change orders shall be agreed upon in writing.
9. Consultant shall be responsible for the administration of all pay requests. This shall include the receipt and review of requests, any necessary lien waivers, confirmation the work has been successfully completed, and submittal of all pay requests to the Director of Parks, Recreation and Forestry for submittal to Council for final approval and payment.
10. The Consultant shall coordinate a weekly meeting with the contractor, consultant, and City of De Pere staff to review progress and address concerns.
11. The Consultant shall provide leadership and administration of all “after construction” concerns such as facility flaws and warranty work.

IV. Meetings

The Consultant shall plan for attendance at, but not limited to, the following meetings:

- A. Initial meeting with City Staff prior to starting Technical Specifications.
- B. Meeting with Park Board and staff to discuss topics identified within the Technical Design Scope of Services.
- C. Meetings with staff to address options and selections within the Technical Design.
- D. Meeting with Board of Park Commissioners to review and approve final Technical Design.
- E. Bid opening.
- F. Pre-construction meeting with contractor.
- G. Weekly and/or bi-weekly progress meetings with contractor, consultant and City.
- H. Regular on-site inspections.
- I. Close out meeting with contractor and City of De Pere.
- J. Meetings with contractor over warranty work.

V. City Responsibilities

The city will be responsible for the following:

- A. Provide input and approve final plans and specifications.
- B. Payment for all local and/or state permit fees.
- C. Provide guidance on sustainable and/or cost saving strategies for technical design.
- D. Provide guidance on inclusion of furniture, fixings, and equipment.
- E. Host site for bid opening.

VI. Scheduling

A Consultant will be recommended for approval to the Common Council by the Board of Park Commissioners. Once the approvals are attained City Staff will work promptly to provide the Consultant Agreement to the Consultant and City Officials for execution. Design work shall commence no later than two weeks after an Agreement has been fully signed. Bidding and Construction Management services will follow once the fundraising goals for the facility have been met and the Technical Design and Project Manual has been completed.

VII. Insurance

The Consultant shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

- A. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less

than \$1,000,000; with additional umbrella liability insurance coverage for a total of not less than \$2,000,000.

- B. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
- C. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
- D. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

VIII. Proposal Submittals

Your proposal should include the following information in the order listed. You may submit your proposal via e-mail to mkosobucki@mail.de-pere.org or deliver, either in person, by courier, or by mail to: City of De Pere Municipal Service Center, 925 S. Sixth Street, De Pere WI 54115. The submittal must be clearly marked as: The Nelson Family Pavilion Proposal.

- A. Consultant Background and Information
Include location of office, years of relevant experience, size of organization, other consultants you may be cooperating with, list of staff and relevant experience, etc.
- B. Project Understanding
Develop a summary of your understanding of the project, what needs to be done, and how you plan to accomplish those tasks.
- C. Similar Projects
 - 1. List a minimum of 3 projects of similar scope and service.
 - 2. Highlight sustainable and/or cost saving tactics used in developing like facilities.
- D. References
List a minimum of 5 references related to similar work.
- E. Project Timeline
Show a detailed timeline of your plan to successfully complete this project according to the terms of this RFP.
- F. Fee
List a lump sum fee for each component of the project.

IX. Fee

Provide a lump sum fee for each component of the project. Should there be any items outside the scope of services listed in the RFP your firm feels should be included, we encourage the Consultant to include alternate fees for such work.

X. Delivery

The deliverables for this project include the following:

- A. Provide technical specifications of the Nelson Family Pavilion in AutoCAD and .pdf.
- B. Provide Project Manual for the construction of the Nelson Family Pavilion in a .pdf.
- C. Provide a timeline of events to include (but not limited to) kick off meeting, design phase, final design, and completion of items for bid document.

XI. Additional Information

- A. Proposed Fee Schedule
- B. The City will provide the following information to the Consultant:
 - 1. Nelson Family Pavilion Conceptual Design and Site Layout
 - 2. GIS Aerial View of Voyageur Park and known utilities.
- C. Sample Consultant Agreement

For questions, please contact Marty Kosobucki at 920-339-8358, or e-mail at mkosobucki@mail.de-pere.org.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Item	Fee
Nelson Family Pavilion Design, Bidding and Construction Management	
Technical Design	\$
Development of Project Manual, Administer Bidding, and Award of Bid	\$
Construction Management Pre-con meeting, on-site visits, final walk through, and warranty work	\$
Total Fee	\$

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost



12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

© 2020 Somerville, Inc. This drawing may not be reproduced without the written permission of Somerville, Inc.

design mattersSM





12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

© 2020 Somerville, Inc. This drawing may not be reproduced without the written permission of Somerville, Inc.

d e s i g n m a t t e r sSM



PROPOSED PROJECT LOCATION



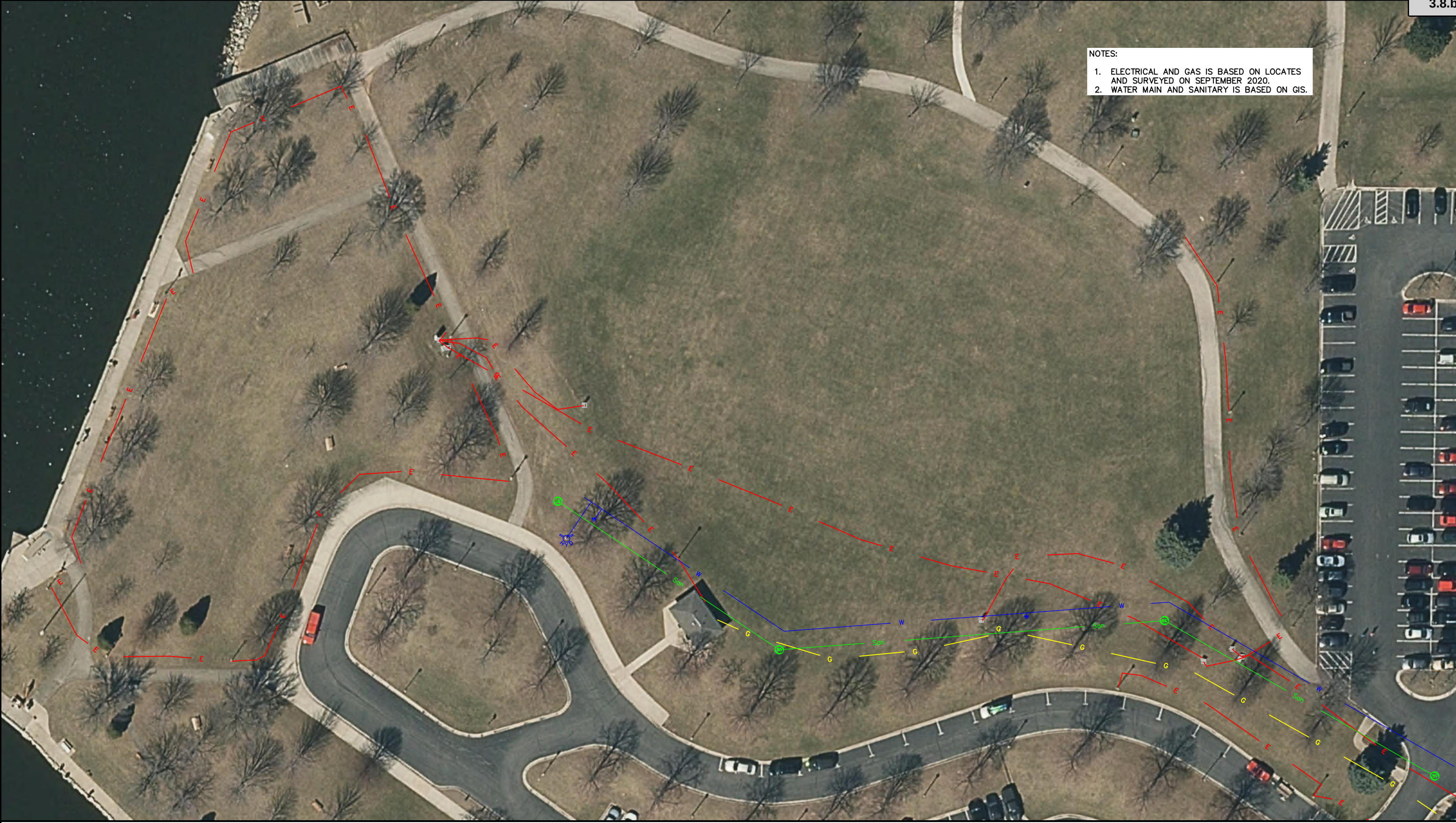
12/7/2020

CITY OF DE PERE
Multi-Use Building
DE PERE, WISCONSIN

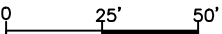
© 2020 Somerville, Inc. This drawing may not be reproduced without the written permission of Somerville, Inc.

design mattersSM





NOTES:
1. ELECTRICAL AND GAS IS BASED ON LOCATES AND SURVEYED ON SEPTEMBER 2020.
2. WATER MAIN AND SANITARY IS BASED ON GIS.



CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

**VOYAGER PARK
2020 UTILITY LOCATES**

NAME:

PROJECT #

	BY	DATE
SURVEYED	SRL	09-2020
DRAWN	XXX	11-2010
DESIGNED	XXX	11-2010
CHECKED	XXX	11-2010

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS

PAGE NO.

3.8.b

**AGREEMENT FOR SERVICES BETWEEN THE
CITY OF DE PERE AND _____ (CONSULTANT NAME)
(Project Name)**

THIS AGREEMENT made and entered into this ____ day of _____, 2022, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), and _____ ("Consultant").

WITNESSETH

WHEREAS, the City is in need of _____ (project description) _____; and

WHEREAS, the Consultant has available and offers to provide qualified personnel and facilities necessary to accomplish the work within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the _____ (date) City Request for Proposals (Exhibit A) and Consultant's Proposal thereto dated _____ (date) (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. No standard terms or conditions of Consultant's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTING SERVICES

Consultant agrees to perform those services described in Exhibits A and B. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

III. SCOPE OF CITY SERVICES

City agrees to provide the Consultant items such as existing plans, standard specifications, and other information concerning the project that may be applicable in the design of the project, as are available.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the City grants the Consultant specific authorization to proceed with the work described herein.

For special services, the authorization by the City shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the City and the Consultant.

V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City and Consultant shall not be considered the owner of any such document nor shall the Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall include copyright, trademark, or patent rights therein, unless City fails to pay Consultant for such drawings, specifications and other documents, in which case the ownership and all rights shall revert to the Consultant.

City hereby grants Consultant a non-exclusive license to use the documents created pursuant to this Agreement, including any standard details used herein.

Consultant acknowledges that, as the Consultant to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Consultant agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Consultant as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Consultant for its reasonable costs incurred in complying with this paragraph.

Consultant further agrees to indemnify the City from all costs City incurs should Consultant fail to comply with these requirements.

VI. AUDITOR ACCESS

Consultant shall, upon request of City or its auditors, provide access to and furnish the auditors with copies of requested records, reports and any other documentation in its possession or custody pertaining to financial transactions, records or other financial information held by Consultant in conjunction with or related to Consultant's obligations under this Agreement.

VII. CONFIDENTIALITY OF INFORMATION

Consultant understands that, during the course of work under this contract, Consultant may become privy to confidential information of City. Consultant shall maintain the confidentiality of all information specifically designated confidential by City unless withholding such information would violate the law, create a significant harm to the public, or create a risk of significant harm to the public.

VIII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City as soon as the delay in response time is known.

IX. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid in a lump sum at the conclusion of the work. Payment to the Consultant is due upon receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

X. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations, consistent with the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity.

XI. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national

origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XII. INSURANCE

A. The Consultant shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage for a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

B. Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

XIII. ALLOCATION OF RISKS

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City, City's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to all fees and charges of engineers, architects,

attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and Consultant's Consultants in the performance and furnishing of Consultant's services under this Agreement.

To the fullest extent permitted by law, Consultant's total liability to City and anyone claiming by, through or under City for any cost, loss or damages caused in part by the negligence of Consultant or Consultant's subcontractor and in part by the negligence of City or any other negligent entity or individual, shall not exceed the percentage share that Consultant's or Consultant's subcontractor negligence bears to the total negligence of City, Consultant and all other negligent entities and individuals.

XIV. SUBCONTRACTS

The Consultant shall obtain the written consent of the City prior to subcontracting any portion of the work to be performed under this project. The Consultant shall be responsible to the City for the actions of person and firms performing subcontract work.

XV. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the City or Consultant without the prior written consent of the other.

XVI. INTEGRATION

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XVII. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XVIII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Consultant make normal progress in the performance of the work impossible. The Consultant may request that work be

suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. If agreed, the time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XIX.

XIX. TERMINATION OF WORK

The City may terminate all or a portion of the work covered by this Agreement for its convenience. Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Consultant shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed 10 percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

XX. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed of by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Consultant shall attempt to resolve claims, disputes and other matters in question between them by mediation. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.

Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

XXI. NOTICES

Any notification required or needed under the contract shall be sent via First Class Mail to the following:

If to City:

If to Consultant:

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

(COMPANY NAME)

CITY OF DE PERE, WISCONSIN

By: _____
Name: _____

By: _____
James G. Boyd, Mayor

By: _____
Name: _____

By: _____
Carey E. Danen, City Clerk

J:\Law\Agreements\Consultant Agreement Template1-5-22.docx



PROPOSAL:

Design, Bid and
Construction
Administration

**Nelson Family
Pavilion**

TABLE OF contents

PROPOSAL REQUIREMENTS

Cover Letter	3
Firm Background Information	4-10
Project Team	11-21
Project Understanding	22-27
Similar Projects	28-49
References	50
Timeline	51
Fee	52-55
Why Somerville?	56-57



April 11, 2022

Marty Kosobucki
City of De Pere
925 South Sixth Street
De Pere, WI 54115

Dear Mr. Kosobucki,

As we found during the initial design phase of the Nelson Family Pavilion, a community's culture and leadership can positively inspire the design and function of a new building. We hope to continue our collaboration with the City of De Pere on this exciting project and work with you to bring it to fruition. We feel that our team has the experience, individually and collectively, to complete the delivery of this project on time and within budget.

As you know, Somerville is Green Bay's largest employee-owned provider of integrated architecture, engineering, interior design and construction administration services. We have been in business since 1946 and have worked on many community-focused projects during our long history, including projects for the City of De Pere. One of Somerville's greatest assets is our staff and their flexibility and sensitivity to respond to each individual aspect of your project. Their expertise and talent provides a strong foundation for every project. They balance technical expertise with decades of hands-on experience as facility planners and designers. As such, we will continue to present and execute the most current industry trends, design concepts, and engineering solutions.

We hope the enclosed information adequately conveys our continued interest in your project, as well as our team's qualifications to execute it to your satisfaction. Somerville's expertise, long history, depth of staff and solid financial stability will ensure that our firm and its personnel will remain a resource to the City of De Pere for years to come.

Thank you for this opportunity; we look forward to continuing our work with you.



Matthew J. Schachtner
Principal-in-Charge | President
mschachtner@somervilleinc.com | 920-593-3839



Somerville, Inc. 2100 Riverside Drive, Suite 300, Green Bay, Wisconsin 54301
920.437-8136 | somervilleinc.com



The information, statements, and data contained in this document are provided for your review and evaluation purposes only, and are subject to adjustment or modification by Somerville, Inc., and does not constitute a binding obligation until such time as Somerville, Inc. enters into a legal agreement for professional services. All data and information contained herein is considered confidential and proprietary and may not be reproduced, published or distributed to, or for, any third parties without prior written consent of an officer of Somerville, Inc. Anyone not intended to receive this information is hereby notified that any review, disclosure, copying, distribution or taking any other action in reliance on the contents of this document is strictly prohibited, and may result in legal liability.



HEADQUARTERED
Green Bay
WISCONSIN

Somerville, Inc.
2100 Riverside Drive
Green Bay, WI 54301-2390

Phone 920.437.8136
Fax 920.437.1131

somervilleinc.com

EST. 1946
WE'VE BEEN IN
BUSINESS FOR
76 Years



EMPLOYEE-OWNED
CORPORATION



3.8.c

SOMERVILLE BUSINESS INFORMATION

At Somerville, we believe that design matters, not only for building systems and structures, but also in the assembly of our team. Our innovative, engaging, and creative projects begin with our outstanding staff. The idea "design matters" starts with a strong employee foundation, and a belief that each employee you interact with matters to you and your project.

PRINCIPALS

Matt Schachtner, NCARB, AIA, President
mschachtner@somervilleinc.com | 920.593.3839

Sara Kvitek, Executive Vice President
skvitek@somervilleinc.com | 920.593.3812

Melanie Parma, Senior Vice President
mparma@somervilleinc.com | 920.593.3860

PROJECT CONTACT

Rustin Schwandt, NCARB, AIA, LEED® Green Associate, Architect
rschwandt@somervilleinc.com | 920.593.3837

SOMERVILLE STAFFING

In-House Architectural Personnel

Registered Architects	8
Project Managers	5
Architectural Designers	3
Drafters	2
Interior Designers	3
Specifications Writer	1

In-House Engineering Personnel

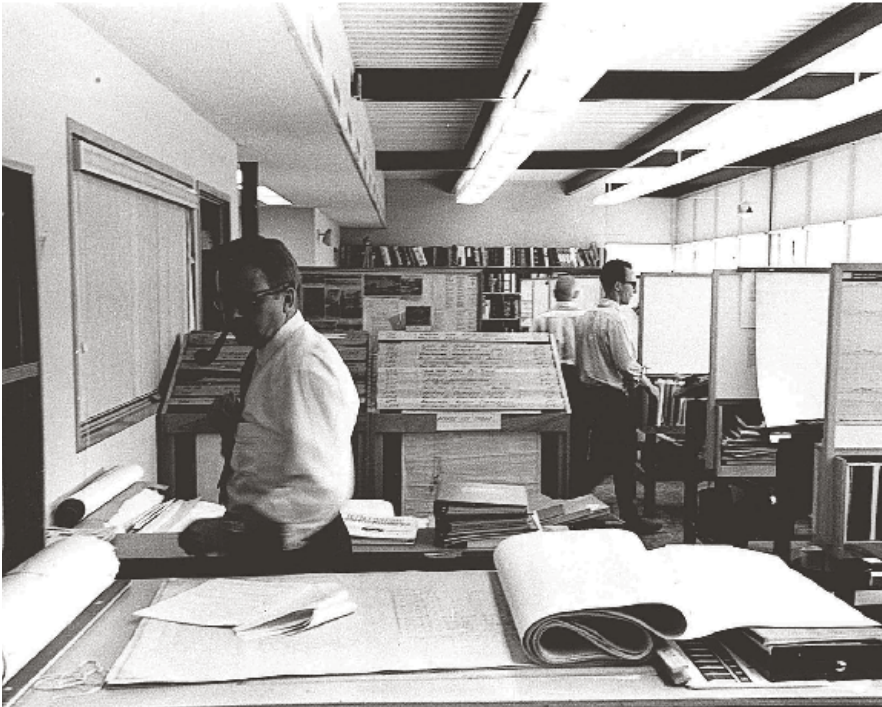
Mechanical	4
Electrical	3
Plumbing & Fire Protection	1
Drafters	4

Support Personnel

Construction Phase Services	2
Production/Quality Control	1
Marketing/Business Development	3
Administrative	2

Total Number of Employees **42**

Packet Pg. 52



our story

1946



Somerville, Inc. was founded in 1946 by **John E. Somerville** to deliver professional Architectural/Engineering (A/E) services and a quality customer experience.

Success was met early on by Somerville's dedicated team with the completion of numerous commercial and industrial projects. Word of our success quickly spread throughout northeast Wisconsin, expanding Somerville's client base to include civic, cultural, life, healthcare, corporate, and our largest market today, education.

Since 1946, our team has continued the tradition of **designing beautiful facilities that are landmarks in their communities**, the most notable being the original Lambeau Field built in 1957 and its 2003 renovation. Performing an important role in the growth of many of the Midwest's largest and most recognizable companies and organizations, Somerville's service base grew to fulfill the demands of diverse client base. We take great pride in the variety of projects we have completed, and our broad experience across different markets informs every design we create. We have built our reputation by designing **attractive, well-engineered, energy-efficient buildings** of all types while maintaining established budgets, schedules, and relationships.



► TODAY



One thing is for sure, **Somerville isn't your typical architectural and engineering firm.**

We've been in business for over **seven decades**, and in that time, we've created thoughtfully-designed and inspiring buildings for clients in a wide range of industries. But we've also built something more important – a reputation for listening to our clients, responding with innovative designs and then completing projects on time and on budget. Maybe that's why **94% of our clients have returned to us** time and again, trusting us to complete more than 7,700 projects across the Midwest.

Of course, our clients also appreciate that we're **employee-owned** and that they know they can count on our team to take pride in designing solutions that will serve their needs now and well into the future. Many clients also point to **how easy we make the design and construction process** - Somerville offers a comprehensive range of architectural, engineering and interior design services all under one roof.

Whatever your reason for choosing Somerville for your next project, one thing is for sure – you'll be pleased with the results.



ARCHITECTURE

Our approach to design is simple. You have a goal for your next building project, and our job is to help you achieve and even **exceed that goal** – often in ways you never dreamed possible.

To do that, we begin by getting to know you and your business or mission. **We ask questions.** We learn about your unique goals and challenges and we share our seven decades of insight learned through similar challenges and design.

Then **we respond with thoughtful and innovative design solutions** created especially for you. Our process is interactive; we take the time to listen again to your feedback and suggestions. In fact, we encourage that give-and-take throughout the design and construction process. Because we understand that, even as hard as we work to understand you and your needs, no one knows your business or mission like you do.

In the end, we've created not only a great space but **a lasting relationship with you.** Perhaps that's why so many of our clients have returned to us for project after project.

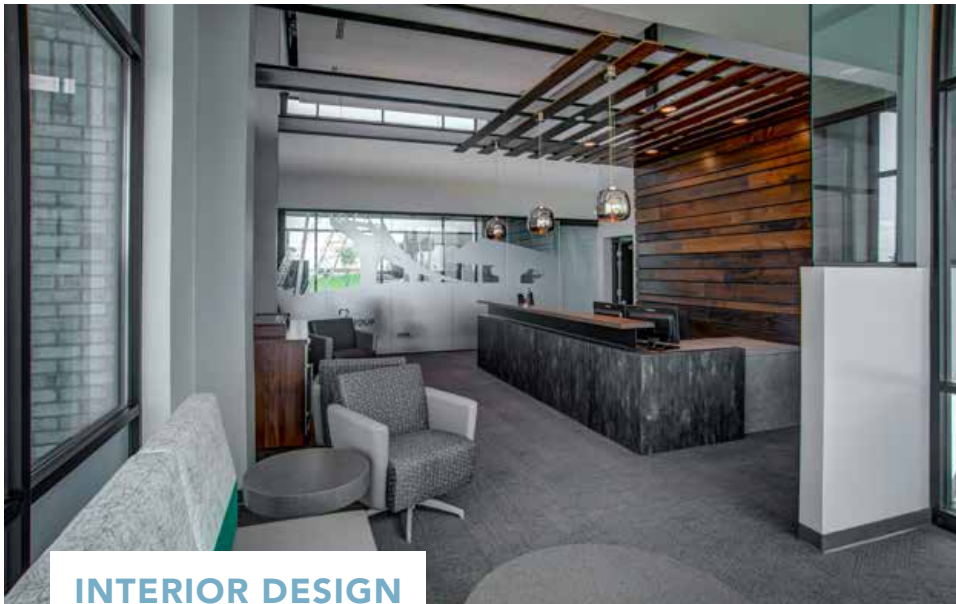


ENGINEERING

It's simply not enough for a building to enhance your organization's image and purpose. It also has to be **comfortable, safe and as efficient** as possible to operate and maintain.

Our in-house staff includes LEED-accredited engineers and designers — from electrical, plumbing and fire protection design to HVAC, air quality, and sustainable "green" energy systems. Working closely with each other, our architectural and engineering team can apply the **latest systems and technology** to create a seamlessly integrated infrastructure plan for your building that provides maximum comfort, efficiency, and reliability.

What's more, **our engineers understand your needs can grow.** They design with an eye toward making future expansion easy and inexpensive – at Somerville, **we're always thinking ahead.**



INTERIOR DESIGN

It's one thing to design a space. It's quite another to **design an environment** – how the space feels, how people move through it, how the space can be used to promote productivity and contribute to your organizational goals.

Interior design is about **integrating your brand with the built environment** to create a memorable experience. Elements like material, image, color, texture, pattern, and illustration are aligned with architectural features to convey a specific feeling or create a specific experience.

Throughout the design process, we can help you **visualize the environment** and propose ideas, ensuring you get a real sense of how your final environment will look and feel before construction even begins.

Our interior design team provides **solutions that are creative**, environmentally progressive and provide a lasting impact unique to your vision, mission and goals.



ENVIRONMENTAL GRAPHICS

Environmental graphic design is about **integrating a story, or a brand with the built environment** to create a memorable experience.

Environmental graphic design in its most basic explanation **marries architecture with visual elements of a brand**. But it is much more than that. Environmental graphics help create a sense of comfort and inspiration in a hospital, provide words of encouragement to students in a school, and help businesses create eye-catching displays that promote their brand.

Images, color, patterns, illustrations, and typography are integrated with architectural features to **convey a specific message or create an experience**. The message and experience can vary greatly – from informing building occupants how to interact with the space, to inspiring people who inhabit that space.

Our team of environmental graphic designers help you **communicate stories, inform people, activate spaces**, and organize places for efficient navigation.



PLANNING + SUPPORT

Building projects are often **bold visions for the future**. To turn those visions into reality, supporters must often convince others to embrace their dream as well.

After more than seven decades of managing projects both large and small, we know this— the more time and effort spent planning beforehand, the fewer issues and questions you'll have to deal with later. Somerville's planning + support services can **ensure your project goes smoothly** from start to finish.

That's why Somerville offers a variety of support services to assist in the effort, from comprehensive referendum planning and **public presentation** support to fund-raising and direct mail campaign design and management. Somerville can also assist with grant applications, commissioning and bid management.

Finally, our experienced and highly respected staff can also be called upon to provide expert testimony for litigation purposes.

SUSTAINABILITY

At Somerville, "going green" isn't just a passing fad. **It's a driving mission.** It just makes sense to design and build buildings in a way that is more energy efficient, sensitive to the environment and makes better use of the natural resources that are all around us.

Our staff includes LEED-accredited architects and engineers. We are able to present you with a **vast array of sustainable product and systems** choices to incorporate into your building design—from simple ideas like low-flow toilets and motion sensor-controlled lighting systems to advanced high-efficiency geothermal heating systems. What's more, high-efficiency green technologies and building strategies often pay for themselves during their expected life cycle.

In presenting these sustainable options to you, we also help you **evaluate the feasibility, cost and potential return on investment** for each. This approach allows you to make the best choices for your project, now and for the future. After all, what **we most want to sustain is your satisfaction.**



PROJECT
team



Matt Schachtner, NCARB, AIA
President | Director of Design

Matt's natural inclination to roll up his sleeves and get his hands dirty has led him to the role of hands-on leader at Somerville.

Raised in a family of masons, homebuilders and structural engineers, Matt is a born designer still energized by the scent of sawdust and concrete. Building runs in his blood, and he fed that passion with summer jobs in masonry and homebuilding, a bachelor's degree in Architectural Studies and a Master of Architecture from the University of Wisconsin-Milwaukee. He followed that up with 25 years of experience in the industry where he now leads an expert team with the sure hand of someone committed to innovative design and the power of relationships.

Today, Matt's steady leadership is marked by passionate problem solving – a desire to understand a client's challenges and co-create the solutions. He brings visionary planning to each project and provides the strategic direction to guide the expert team at Somerville through work that is unparalleled in client satisfaction. Matt has led a range of projects from high-end residential to health care facilities; from legendary sports venues like the crown jewel of the NFL in Green Bay to the city's transit center; from game-changing structures on La Crosse's riverfront to Green Bay's Automobile Gallery.

Although Matt is energized by his work, he doesn't take his foot off the pedal when the workday is done. At his family's more than 100-year-old Dyckesville house, he recently rebuilt a barn, and he and his wife stay busy with five children and a couple of horses. They raise lambs, pigs, chickens and turkeys and sit down each night to a dinner almost wholly supplied by their own hobby farm.

Personally and professionally, Matt values the relationships at the heart of it all. And he ensures no team operates more efficiently and with better results than Somerville. With his sleeves rolled up, Matt is the visionary leader ready to dive in.

EDUCATION / AFFILIATIONS

- **Master of Architecture**, University of Wisconsin – Milwaukee
- **Bachelor of Science in Architectural Studies**, University of Wisconsin – Milwaukee
- **Certificate in Historic Preservation**, University of Wisconsin – Milwaukee
- **Registered Architect** – Iowa, Michigan, Wisconsin
- **National Council of Architectural Registration Boards (NCARB) Certified**
- **American Institute of Architects (AIA)**
- **Matt has been a part of the Somerville team since 1998**

RELATED EXPERIENCE

- **City of De Pere**
Braisher Park Shelter
De Pere, Wisconsin
- **The Automobile Gallery**
New gallery and event space
Green Bay, Wisconsin
- **Green Bay Packers**
Lambeau Field Suites & Interior Remodel;
Lambeau Field Redevelopment; Pro Shop
Renovation, Concourse Renovation
Green Bay, Wisconsin
- **The Waterfront Restaurant & Tavern Terrace / Riverside Office Complex**
3 New office buildings;
New restaurant & terrace
La Crosse, Wisconsin
- **Brown County STEM Innovation Center**
New Building
Green Bay, Wisconsin



Rustin Schwandt, NCARB, AIA, LEED® Green Associate Architect

If you're working in one of Rustin Schwandt's buildings and you pause at your desk to gaze out the window at the snowfall, then he's got you right where he wants you.

People often notice a building's design when it doesn't work for them. He's there to ensure it does – and that you notice. Design matters, and when it works, it sparks emotions. It causes people to stop and stare, to look around.

Creating special moments like those throughout a building is Rustin's goal on each project. He was hammering nails at 3 years old, helping his dad renovate their houses and learning from his grandfather's experiences from his construction business in Wautoma. You could say construction is in his DNA.

Always curious about how things are put together, he strives to create value by thinking about design as a whole: not how one room functions, but how that room interacts with the rest of the building. And how that room's users interact with its functionality.

Focusing on K-12 schools, technical colleges and other higher education projects, his day-to-day can include site visits, progress meetings, building information modeling work and community events. Though he spent some time in Chicago after college, he found himself drawn back to the area he considers home, where he shares travel and outdoors adventures with his family, embraces the changing seasons and considers it his responsibility to help make this community the best it can be.

Rustin is motivated by the knowledge that buildings last, and his work will be part of the community for years to come. That lasting impact will be a positive one if Rustin has anything to say about it.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Studies**, University of Wisconsin-Milwaukee
- **Masters Degree in Architecture**, University of Wisconsin-Milwaukee
- **Registered Architect** – Wisconsin
- **National Council of Architectural Registration Boards (NCARB) Certified**
- **American Institute of Architects (AIA)**
- **LEED® Green Associate**
- **Experienced in Revit, Lumion**
- **Rustin has been a part of the Somerville team since 2013**

PROJECT EXPERIENCE

- **Voyageur Park Multi-Use Building**
City of De Pere
De Pere, Wisconsin
- **Brown County STEM Innovation Center**
New Building
Green Bay, Wisconsin
- **City of Marinette**
Community Sports & Event Center
Marinette, Wisconsin
- **The Automobile Gallery**
New gallery and event space
Green Bay, Wisconsin
- **Green Bay Packers**
Lambeau Field Suites & Interior Remodel
Green Bay, Wisconsin
- **Village of Allouez**
Webster Avenue streetscape
conceptual design
Allouez, Wisconsin



Jason D. Hale, NCARB, AIA, LEED® AP BD+C
Senior Project Architect

A building project can be a tough mountain to climb. The going can get rough. Along the way, you may run into daunting obstacles, unexpected pitfalls and discouraging hazards of all kind. At times, you may even lose sight of the summit, your final goal.

That's what makes Jason Hale so valuable. He's a talented guide with just the right combination of skills and experience to help get you to the top.

For starters, Jason is a terrific communicator who makes sure your entire team understands the building process and welcomes ideas and input from members at all levels.

Having risen through the ranks, Jason can speak the language of subcontractors and knows how to keep the process moving forward.

Finally, Jason is a problem-solver. He has the vision to overcome difficult challenges with creative solutions that are as functionally thoughtful as they are aesthetically pleasing. It's a rare combination of talents that makes Jason ideally suited to guide your project. And in the end, you won't just love the view from the top, you will have enjoyed the journey getting there.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Studies,**
University of Wisconsin – Milwaukee
- **Registered Architect** – Wisconsin, Illinois,
Colorado
- **National Council of Architectural
Registration Boards (NCARB) Certified**
- **American Institute of Architects (AIA)**
- **LEED® AP Building Design + Construction
Accredited**
- **Experienced in Revit, AutoCAD, Sketchup
and Speclink**
- **Jason has been a part of the Somerville
team since 2015**

RELATED EXPERIENCE

- **Voyageur Park Multi-Use Building**
City of De Pere
De Pere, Wisconsin
- **Green Bay Botanical Garden**
Grand Garden Expansion
Billie Kress Amphitheater, WPS Foundation
Plaza, Emil & Gail Fischer Family Overlook
Arbor, Wangerin Family Pavilion
Green Bay, Wisconsin
- **Ellwood H May Environmental Park***
Sheboygan, Wisconsin
- **Village of Allouez**
Community Center Assessment
Allouez, Wisconsin
- **Cerebral Palsy, Inc.**
Addition/Renovation
Green Bay, Wisconsin
- **Experience Green Bay**
New Visitor & Convention Bureau
Green Bay, Wisconsin

**Projects completed at previous employer*



Kirsten Martin

Interior Designer

As a former collegiate-level competitive dancer, Kirsten Martin understands how to bring spaces to life using movement and arrangement.

She knows how to set the proper tone and evoke emotions using the power of color, texture and lighting. Most importantly, she appreciates the value of hard work and collaboration in achieving the perfect performance. Maybe that's why her work draws such rave reviews.

In creating interiors that are both purposefully designed and aesthetically pleasing, Kirsten actively seeks out the input of both clients and internal design staff. She stays up-to-date on new products and trends, studies each project's goals and suggests fresh ideas. Then she folds it all into seamless designs that enhance interior spaces in ways that leave clients delighted. And not just because she works diligently through installation to make sure her projects are completed on time and on budget.

When it comes to creating spaces that are as inspiring as they are useful, few are better suited than Kirsten to help you put your best foot forward.

EDUCATION / AFFILIATIONS

- **Bachelor of Fine Arts, Interior Architecture and Business Administration**, University of Wisconsin – Stevens Point
- **International Interior Design Association (IIDA) Member**
- **Experienced in InDesign, Photoshop, AutoCAD, Revit**
- **Kirsten has been a part of the Somerville team since 2014**

RELATED EXPERIENCE

- **Green Bay Botanical Garden**
Grand Garden Expansion
Green Bay, Wisconsin
- **Brown County**
STEM Innovation Center; Jail Expansion & New Medical Examiners Office
Green Bay, Wisconsin
- **Green Bay Packers**
Lambeau Field Suites & Interior Remodel
Green Bay, Wisconsin
- **Experience Green Bay**
New Visitor & Convention Bureau
Green Bay, Wisconsin
- **Adams-Friendship Area School District**
High School Fine Arts Center Addition
Adams, Wisconsin
- **Green Bay Area Public School District**
East High School Addition & Remodel;
Martin Elementary Library Addition; Jackson Elementary Library Addition; Leonardo da Vinci School for Gifted Learners, Wequiock & King Elementary Schools Remodeling;
Green Bay, Wisconsin
- **Howard Suamico School District**
Innovation Centers Conceptual Design
Howard, Wisconsin



Sam Graner, PE, QCxP
 Vice President of Engineering I
 Senior Mechanical Project Engineer

Sam Graner is hoping you never notice all his hard work.

If all goes well, his efforts stay behind the scenes; his team doesn't get much credit. That means everything was done right.

Designing heating and cooling systems is less flashy, less visible than some of the more noticeable pieces of any project. But that's no testament to its importance, which you'll truly understand only if something goes wrong.

And Sam ensures it doesn't by putting design first. He considers design the most important aspect of a project: Good design minimizes risk and ensures the result is exactly what the client is looking for. It's good engineering practice that meets codes and regulations while keeping within a budget and masterfully coordinating with the electrical, plumbing and structural engineers and architects.

Sam's not in this for the credit. He's not in it for time spent in the office, looking at lines on paper. It's the field work – troubleshooting in a loud, hot mechanical room – that's more his style. It helps him appreciate what he's working on and allows for a better understanding of the system – and a better connection with the contractors installing his pieces. The hands-on experience allows him to better understand problems and how to manage them. Sam's listening to the maintenance folks, the ones who have to live with the work for 30 years. If he can make them happy, make their jobs easier, he's done his job.

Ideally, no one notices or cares about his work because it's been done so well. A bit of a thankless job, but one that he takes great pride in.

EDUCATION / AFFILIATIONS

- **Bachelor of Science, Mechanical Engineering**, University of Wisconsin – Madison
- **Registered Professional Engineer** –Wisconsin
- **American Society of Heating, Refrigeration, and Air Conditioning** (ASHRAE)
- **Qualified Commissioning Process Provider** (QCxP)
- **Sam has been a part of the Somerville team since 2017**

RELATED EXPERIENCE

- **Brown County**
STEM Innovation Center; Jail Expansion & New Medical Examiners Office
Green Bay, Wisconsin
- **Experience Green Bay**
New Visitor & Convention Bureau
Green Bay, Wisconsin
- **Green Bay Packers**
Various renovation projects
Green Bay, Wisconsin
- **Bellin Health**
Multiple new buildings; Various addition and renovation projects
Northeast Wisconsin
- **Medical College of Wisconsin**
Wausau Campus Renovation
Wausau, Wisconsin
- **Campbellsport School District**
Master Planning, MS/HS Addition and Remodel;
New STEM Addition; HVAC modifications at Eden Elementary
Campbellsport, Wisconsin



Travis Grell, DES

Senior Designer of Mechanical Engineering Systems

It's not easy for Travis Grell to show off his best work.

After all, Travis deals mainly with air – its temperature, its purity, how fast and how often it's replenished. But you sure notice when Travis does his job well (which, as a notorious perfectionist, is every project he tackles). The environment feels comfortable, employee productivity is maximized and real energy savings are realized. All thanks to a well-designed climate control and HVAC plan that can include the latest technologies, from advanced geothermal heating systems and variable speed pumping systems to even fabric duct work and chilled beams.

Not only can Travis keep people comfortable, he can use his expertise to protect sensitive work environments such as major data centers. Such experience was crucial in Travis' recent project designing systems for the an industrial client's new Center of Excellence, a major LEED accredited, cutting edge research and design facility.

Travis also efficiently and seamlessly integrates his efforts with other disciplines and contractors. So no detail is left, well, up in the air.

EDUCATION / AFFILIATIONS

- **Associate Degree, Mechanical Design,**
Northeast Wisconsin Technical College –
Green Bay
- **Design of Geothermal Systems for Water
Source Heat Pumps and Central Systems,**
University of Wisconsin – Madison
- **Registered Designer of Engineering
Systems** – Wisconsin
- **Wisconsin Building Code Seminars**
- **American Society of Heating, Refrigeration,
and Air Conditioning (ASHRAE)**
- **Experienced in Revit, Carrier Hourly
Analysis (Energy Modeling) Program**
- **Travis has been a part of the Somerville
team since 1997**

RELATED EXPERIENCE

- **Governor Thompson State Park**
New Visitor Center & Campground
Crivitz, Wisconsin
- **The Automobile Gallery**
Remodeled building to a new gallery,
event and meeting space
Green Bay, Wisconsin
- **City of Hartford Recreation Center**
Design and Renovation
Hartford, Wisconsin
- **City of Marinette**
New Community Sports & Events Center
Marinette, Wisconsin
- **Kewaunee County**
Fairgrounds Facilities Assessment,
New Expo Hall
Kewaunee, Wisconsin



Kurt Barnard, PE
Senior Electrical Project Engineer

Building blocks of experiences have been assembled over the years to bring Kurt Barnard to the role of Senior Electrical Project Engineer for Somerville.

His dad was a general contractor who had all three boys working for him as they grew up, learning the building trade. Later, four years in the Navy taught him the importance of the electrical elements of a project. A lifelong ease in remembering numbers – probably ingrained from the years of his dad yelling down measurements he had to memorize while they worked – helped him excel in school, where he explored several areas of emphasis in his electrical engineering degree and added a minor in business.

In the industry since 1988, Kurt has been exposed to a wide range of projects that have continued to build on his skill set. From telecommunication data distribution centers and sanitary facilities to remodeled hospitals and work on schools and industrial buildings, his portfolio is varied. He has built and designed computers, analyzed transmission lines for power companies, designed food plants and done electrical lighting – even run a branch office, which sounded prestigious but really meant a whole lot of late nights and extra work.

As an employee-owned company, Somerville's 94 percent retention rate of existing clients resonates with Kurt. As a self-described "quality nut," that ability to provide consistent high-quality work that keeps the client coming back appeals to him. As someone known for the kind of practical and common-sense approach to a project that makes everyone's life easier, Kurt is always looking to improve on a job already well done.

EDUCATION / AFFILIATIONS

- **Associates of Science**, University of Wisconsin – Fond du Lac
- **Bachelor of Science in Electrical Engineering**, University of Wisconsin – Platteville
- **Registered Professional Engineer** – Wisconsin
- **Member of the Order of Engineers**
- **Kurt has been a part of the Somerville team since 2019**

RELATED EXPERIENCE

- **Green Bay Packers**
Concourse Renovation, Various renovation projects
Green Bay, Wisconsin
- **Notre Dame Academy**
Addition & Interior Remodel
Green Bay, Wisconsin
- **Marinette School District**
High School Interior Remodel
Marinette, Wisconsin
- **Green Bay Area Public School District**
Martin Elementary School Addition & Renovation; Jackson Elementary School Addition & Renovation
Green Bay, Wisconsin
- **Bellin Health**
Cath Lab Remodel, Ashwaubenon Clinic Renovation, Courtyard Building Cafeteria/ Lobby Renovation, East De Pere Team Based Care Remodel, Telehealth Remodel, 3rd Floor Maternity Unity Renovations, New Menominee Clinic
- **Health Management Partners**
New Iron Mountain Medical Office Building



Sheila Downing, CPD, LEED AP® BD+C
Associate | Senior Designer of Plumbing
Engineering Systems

It's fair to say Sheila Downing stands out from the crowd.

After all, she's one of just two female licensed plumbing designers in all of Wisconsin. But it's her LEED-accreditation, impressive knowledge of plumbing design and broad experience with a diverse array of projects that really set her apart.

Over the course of her 18 years with Somerville, she's masterfully handled just about every type of plumbing design project—from medical gas and compressed air systems to sustainable water usage systems and specialty waste management.

Recently, Sheila's skills were even called upon to assist with the formidable challenge of cleaning up the Fox River, helping to design the complex plumbing systems within the barge to filter harmful sediment and hazardous materials out of the basin over a 10-mile span.

Not surprisingly, Sheila enjoys activities that set her apart from the typical as well (or at least many of her female counterparts)—she shoots trap, hunts and delights in the beauty of the great outdoors. One thing's for sure—clients who see firsthand Sheila's commitment to designing efficient, reliable and worry-free plumbing solutions know she's more than someone who stands out. She's outstanding.

EDUCATION / AFFILIATIONS

- **Bachelor of Science**, University of Wisconsin – Stevens Point
- **Registered Designer of Plumbing Systems** – Wisconsin
- **Certified Plumbing Designer** (CPD)
- **LEED® Accredited Professional** for Building Design and Construction
- **Experienced in Revit MEP**
- **Sheila has been a part of the Somerville team since 1994**

RELATED EXPERIENCE

- **Green Bay Botanical Garden**
Grand Garden Expansion
Green Bay, Wisconsin
- **The Automobile Gallery**
Remodeled building to a new gallery, event and meeting space
Green Bay, Wisconsin
- **Village of Allouez**
Community Center Assessment
Allouez, Wisconsin
- **Kewaunee County**
Fairgrounds Facilities Assessment, New Expo Hall
Kewaunee, Wisconsin
- **Girl Scouts of the Northwestern Great Lakes Inc**
Troop House Addition and Remodel, new Restroom and Shower Facilities
Merrill, Wisconsin & Gwinn, Michigan



Aaron Baumgartner, PE
 Supervisor of Engineering Drafting I
 Senior Fire Protection Project Engineer

As an established member of Somerville's technical design team, Aaron Baumgartner creates HVAC systems for buildings that help people feel at ease and comfortable.

In other words, similar to how working at Somerville makes Aaron feel. Following his 2011 graduation from the prestigious Milwaukee School of Engineering (MSOE), Aaron set his sights on returning to Green Bay to work at Somerville because of the company's unique team-driven culture. It's a spirit that Aaron believes stems from the fact that Somerville is employee-owned, fostering a highly collaborative approach to design.

It's also a big reason Somerville always goes the extra mile to deliver an exceptional client experience.

But Aaron isn't always completely comfortable while on the job. One of his primary clients is Lambeau Field and Aaron is a lifelong Packers fan. "I've been inside Lambeau Field dozens of times working on various projects," says Aaron. "But occasionally, I look around and still get goosebumps."

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Engineering**, Milwaukee School of Engineering, Milwaukee, Wisconsin
- **Registered Professional Engineer** – Wisconsin
- **American Society of Heating, Refrigeration, and Air Conditioning** (ASHRAE)
- **Experienced in Revit, AutoCAD, Navisworks, Carrier HAP**
- **Aaron has been a part of the Somerville team since 2012**

PROJECT EXPERIENCE

- **Brown County**
 New STEM Innovation Center; New Medical Examiners Office; County Jail Expansion
 Green Bay, Wisconsin
- **Green Bay Packers**
 Lambeau Field Suites & Interior Renovation; Various renovation projects
 Green Bay, Wisconsin
- **Governor Thompson State Park**
 New Visitor Center & Campground
 Crivitz, Wisconsin
- **City of Marinette**
 New Community Sports & Events Center
 Marinette, Wisconsin
- **City of De Pere**
 Braisher Park Shelter
 De Pere, Wisconsin
- **Girl Scouts of the Northwestern Great Lakes Inc**
 Troop House Addition and Remodel, new Restroom and Shower Facilities
 Merrill, Wisconsin & Gwinn, Michigan



Tonya Wagner, PE
Civil Engineer

Twenty-eight years of civil engineering experience with emphasis on civil site design, hydraulic and hydrologic design, storm water management, wetland water quality permitting, and erosion control. Experience includes design of storm sewer & drainage, water main, sanitary sewer, and paving plans for commercial, institutional, industrial, and residential sites; working with environmentally sensitive sites impacted by endangered species, archeological concerns, and high quality wetland waters; and designing regional detention facilities.

Project engineer for many new residential subdivisions, multi-family apartment sites, and CBRF facilities located throughout Green Bay and the Fox Valley. The projects involved design of concrete and asphalt pavement, sanitary sewer, water main, and storm sewer along with the necessary storm water best management practices (BMPs).

Tonya has been the Project Engineer for multiple commercial and school facilities throughout the Green Bay area and in the Fox Valley. The projects involved design of concrete and asphalt pavement, sanitary sewer, water main, and storm sewer along with the necessary storm water best management practices (BMPs).

AREAS OF EXPERTISE

Site Civil Engineering, Storm Water Management, Commercial Site Development, Construction Management, Environmental Permitting, Road and Infrastructure Design, Pond Design, Site Restoration & Erosion Control Design/Inspection, Flood Studies

EDUCATION

Bachelor of Science, Civil Engineering
University of Minnesota, Twin Cities

PROFESSIONAL REGISTRATIONS

Professional Engineer E-32764

COMMUNITY SERVICE

Chairperson, Town of Lawrence, Planning and Zoning Commission, 2009 to present.



NELSON FAMILY PAVILION AT VOYAGEUR PARK

project understanding & approach

Our team enjoyed the opportunity of working with the City of De Pere on the conceptual design of the new Nelson Family Pavilion at Voyageur Park and we look forward to continuing our work on this project and with the City.

This new multi-use building at the City's most popular park will be home to many community events and provide visitors expanded amenities that are not currently available in the park. The conceptual design of the new building contains a 700 SF indoor seating/multi-purpose space, men's, women's and a family restroom, storage, and an expansive 1,300 SF covered outdoor seating area. Our current design takes advantage of the river views as well as provides an anchor point along the edge of the park's outdoor events area. The building's exterior design combines traditional materials in a modern way to highlight the

City's eye to the future while honoring it's past.

Throughout all phases of the project, Somerville is committed to engaging stakeholders in the process. And, as our team looks to continue our work with the City on this project, **the first step of the design process will be to meet with the City of De Pere administration staff to confirm the vision, goals and objectives that we previously created.** Our team will then reestablish a communication protocol and a project milestone schedule with key dates.

During the Schematic Design phase we will continue to engage City staff and stakeholders to confirm space needs and future goals of the facility. Also, at this time our Civil Engineering partner, Mau & Associates, will begin working on the site design and will complete survey work and soil borings as needed. We will finalize the Schematic Design drawings and present

them along with associated cost estimates and an updated schedule, to City administration.

Once the team has reached consensus and gains approval on the Schematic Design, we will proceed with Design Development. During this phase, Somerville will develop the more technical Design Development plans and refine the original cost estimates. We will then present these documents to your stakeholders and administration for review and approval.

Once approved, Somerville will develop the final Construction Documents, assist with Bidding and perform Construction Administration, **all while continually communicating and meeting with stakeholders on the design to meet the budget and schedule.**

Somerville's Quality Control Process

High project quality is the result of high quality documents, the architect's and engineer's most important 'product'. The reason our firm is known for the quality of our drawings and specifications is a quality control methodology second to none. We have had over seven decades to revise and refine our quality control procedures. We regularly issue Quality Control Bulletins on our in-house network to keep everyone informed of any situations that arise. When an issue arises, either in the office or on the job site, these Bulletins are circulated and discussed at staff meetings. Checklists have been developed over the years and are constantly updated. These lists are employed at various milestones [SD's, DD's, 50% CD's, and 95% CD's] and are reviewed at in-house team meetings with representatives of all disciplines. In addition to thorough reviews by the Project Manager and Architect, our Quality Control Manager and Project Principal provide another set of eyes in reviewing each document for compliance with our office design and drafting as well as client standards before final printing. This process ensures that your desires and expectations are met or exceeded.

DETAILED, ACCURATE & WELL-COORDINATED DDs & CDs

Schedule Control

The schedule for the project will be reviewed with the City of De Pere team and then confirmed at our first meeting. We then integrate the project milestone dates with our in-house production schedule which is reviewed each Monday at our weekly employee-scheduling meeting. Our firm holds on-schedule performance of utmost importance. With proper scheduling, labor allocations from our large staff resources, overtime effort when necessary and management by the Project Manager, Somerville, Inc. will meet its commitments.

Project Checklist

We have developed several comprehensive checklists that are completed by the assigned design team members at the conclusion of the schematic design, design development, and construction documents phases. The checklists are reviewed by the design staff at mandatory review meetings. The checklists are continuously updated as new construction techniques and materials become common. Additional checklists are also completed at project conclusion.

Design Process Schedule

At project inception, a large chart is plotted that chronologically details the necessary milestones and tasks that must occur for a successful project. The schedule serves as a constant reminder of the tasks that must be completed as the project flows through the schematic design, design development, and construction documents phases. The assigned team members sign-off on tasks as they are completed. The schedule promotes communication between our in-house design disciplines as well as consultants (when used) and owners.

Client Standardization

As we establish a relationship with an ongoing client, we create a library of standard details - which is based on the client's corporate standards - design techniques, equipment selections and specifications to ensure continuity and quality control. These standards are used as a baseline for the design efforts.

Quality Control Bulletins

We communicate issues that arise during the construction phase of our projects to our entire design staff with the use of Quality Control [Q.C.] Bulletins. Each bulletin describes the situation and also offers several solutions to resolve the issue. The bulletins serve as a communication tool to provide feedback to the design staff.

Owner Review Meetings

As a communication tool with on-going clients, we conduct a periodic review to discuss what works, what needs improving and lessons learned to help us exceed expectations and educate our staff about the client needs. These meetings help us ensure effective and timely communication.

Bidding

After the bids are received, we can assist with analyzing the bids for accuracy and completeness, and then review our findings with you. Our many years of providing typical or enhanced construction administration services is an asset to you. It allows you to ask us questions, or we can provide services to supplement your staff.



CONSISTENT team effort

What sets our team apart from many other firms is the fact that **the team you start the project with on day one will be there with you at the end of the project.** From design meetings to the 11-month warranty walk-through after construction, the same team remains with you on this journey. **We feel it is important for the continuity and success of the project to provide a consistent team throughout the life of the project.**

PROVIDING COMPREHENSIVE construction administration services

Our design team doesn't disappear once construction begins, we'll attend regular meetings and site visits throughout construction. Our team will attend a pre-construction conference with your General Contractor, sub-contractors and city staff, and continue with weekly meetings as an advocate for the City of De Pere.

Somerville will review and process shop drawings, issue drawing revisions, document interpretations, clarifications and updates throughout construction. We will lead owner, contractor, architect weekly job meetings and conduct field observations, record and publish construction meeting minutes, issue field reports and digital photographic records throughout construction. Somerville will review monthly payment requests.

Additionally, Somerville's Project Managers, Architects and Engineers will be **on-site conducting the Construction Administration, making sure the**

design intent is followed-through and your vision and goals are met. We are your **local team** and will be on-site at a moments notice to answer questions and provide solutions in a timely manner. This commitment has been evident on our team's past work on the conceptual design phase of this project.

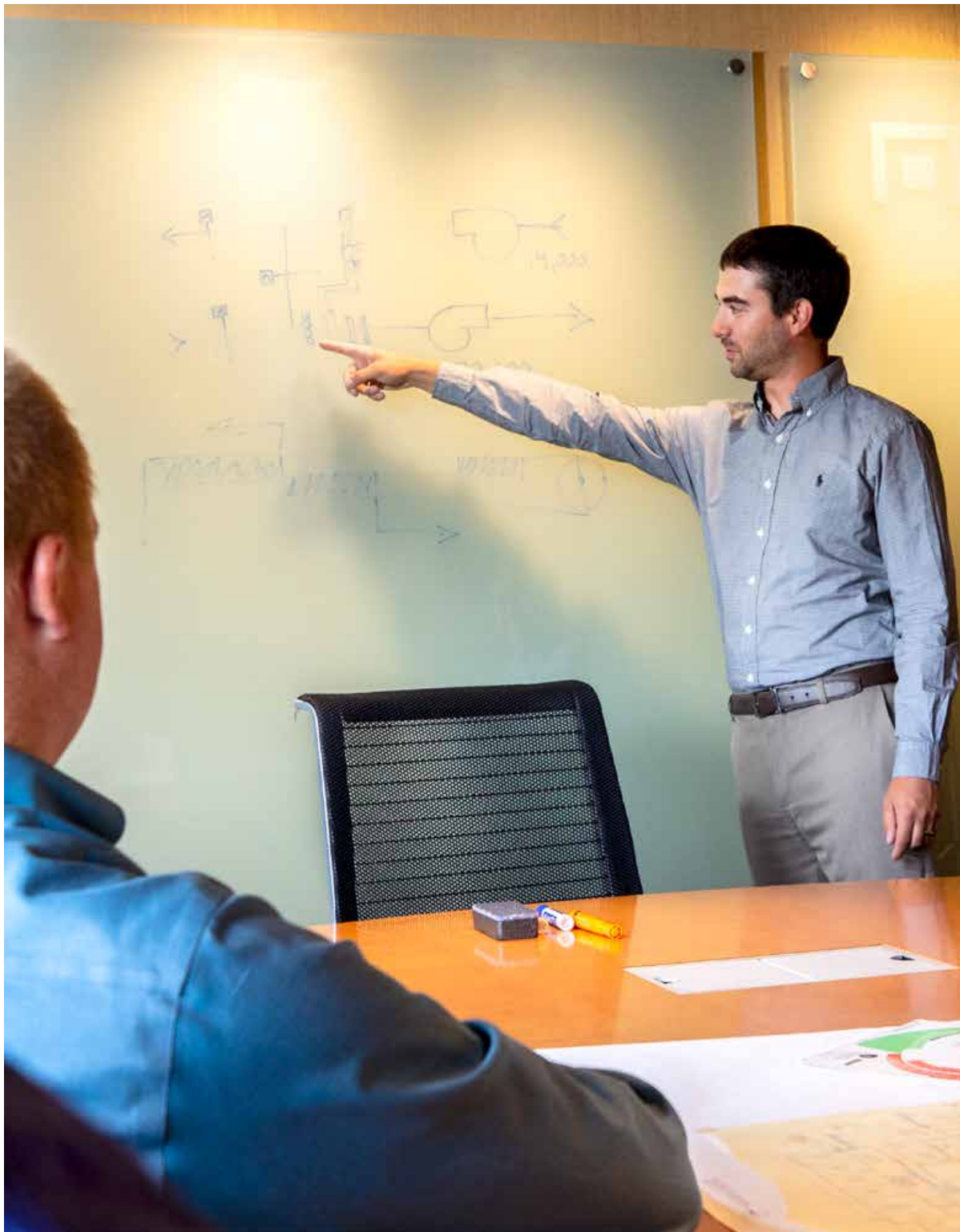
Somerville can provided a variety of services levels when it comes to Construction Administration, anywhere from limited services to full-time. In recent years, Somerville has provided full-time, on-site Construction Administration services to organizations like the Green Bay Packers. For other clients, we provide weekly site visits. On either end of the CA spectrum, we document the construction process, produce field reports and take anywhere from 80-100 photos at each visit.

At project completion, the team will issue coordinated punch lists for all disciplines informing the contractor of work to be completed prior to final payment.

Somerville will assist the City of De Pere in project close out, issue the substantial completion statement, collect and review operation and maintenance manuals, warranties, and close out documentation from contractors.

Somerville will conduct an 11-month walk-thru with the City after project completion (prior to 1-year contractor warranty) and will continue to be a resource to the City of De Pere for years to come.

What sets our team apart from many other firms is the fact that the team you start the project with on day one will be there with you at the end of the project. Our team will not only help you prioritize and plan projects, but **the same team will stick with you** through Bidding and Construction Administration. We feel it is important for the continuity and success of the project to include **consistent team members throughout the life of the project.**



effectively coordinating

ENGINEERING DISCIPLINES & SPECIALIZED CONSULTANTS

At Somerville we believe effective coordination begins with solid communication. **Our full-service team** (architectural, interior design, mechanical, electrical, plumbing & fire protection engineering, plus environmental graphics) sit side-by-side, maximizing the ability to communicate and collaborate on your design. What this means to you is that our team of designers understand the importance of the whole building, not just architecture, but the importance of integrated MEP systems, as well as finishes.

And for the consultants that are beyond our office walls, we take the utmost care to **keep those lines of communication open** as well. We have worked with Mau & Associates for years on dozens of projects and have built an excellent relationship with them.

At Somerville, along with our consultants, we work with **cloud based software** that allows the entire design team, including consultants, project managers and event equipment suppliers to work in one Revit/BIM model. Additionally, in our office we utilize **BIM 360, and Bluebeam Studio sessions** so that drawings can be shared and updated in real time by team members working on the same document. Collaborative project management software, such as **Procore, Prolog, and Sharepoint** help the greater team make decisions quickly, accelerating the exchange of information and facilitate progress throughout the life of a project.

We'll bring **all disciplines to the design meetings and page turns**, we don't simply relay information from the owner to the consultants; they are truly an integrated part of the team. After the design phase is complete, we also share our model with the contractors to ensure seamless transition into the construction phase.

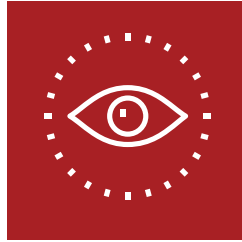
project approach



LISTEN

If there's one thing we know, it's that **no one knows the City of De Pere community better than you.** At Somerville, we bring our extensive design experience and expertise to the table, but we do not bring preconceived notions or cookie-cutter solutions to the City of De Pere. So our first step is to listen to you, your stakeholders, leadership, even the community you serve.

We ask questions. Lots of questions: What would help things run more smoothly? More efficiently? What are your biggest challenges and concerns? The list is endless. Then we listen even harder to the responses. After more than 75 years, we've learned if you ask enough smart questions, you usually get some pretty smart answers in return.



OBSERVE

While we listen to what your team has to say, we also realize that one of our biggest advantages is that we aren't you. So we don't approach things or see obstacles in the same way you always have.

Instead **we bring a fresh, outside perspective** – one born from experience with a broad range of projects in a wide array of markets. That's why we take time to do our own observations. We visit the park and observe how it is used. We talk to your staff and **ask why they do things the way they do.** Then we take a step back and ask: Well, what if we did them a little differently?



EVALUATE

Let's get technical. In order to create a plan that will work, we must evaluate what you have. Our team of architects and engineers will devote time researching the infrastructure and system opportunities for your building, and spend time reviewing and validating your goals for the facility. We also ask questions about what systems and equipment you will want for the new building and evaluate how that will fit into your goals for today and into the future. After all, **the goal is to determine how your building and its systems can support your vision.**



CREATE

This is where we start putting ideas on paper– letting them just pour out at first, and gradually shaping them to add form, function and flow, creating spaces that support both the City's goals, and park users needs and wants. **Possibilities are identified, opportunities are revealed.** Unlike most artists, we don't mind you looking over our shoulders, either. We freely share our ideas and welcome your feedback, helping you **dream big.** After all, it's your building. Our job is to express your vision.



DELIVER

We believe a design only works when it works better for you – **when it helps you do whatever you do more efficiently and effectively.** Where possible, we believe it should work better for the environment as well. That's why we suggest and strive to incorporate the most **sustainable building practices and systems.** Finally, we ensure all aspects of your project are in full compliance with pertinent code and regulation. We know there's a time to defy expectations, and a time to meet them in every possible way.





SIMILAR
projects



1,200+

CIVIC + LIFE + CULTURE
PROJECTS IN
OUR PORTFOLIO



1.0-1.5%

AVERAGE CHANGE
ORDER RATE **VS.**
5% INDUSTRY AVERAGE



350+

CIVIC + LIFE + CULTURE
CLIENTS



94%

REPEAT CLIENTS

Community Centers. Parks. Cherished NFL stadium.

At first, they may not seem to have a lot in common. But they share the same goals—provide a place for you to **have an unforgettable experience and create memories to last a lifetime**, all while providing efficient and hassle-free operation for owners.

To satisfy these goals, Somerville designers seek the feedback of both the people who will use these facilities and the people who will run them. That's why, before we ever set pen to paper, Somerville's design approach begins with listening to you. **Then Somerville responds with ideas to surprise and delight.** It's an approach that has made Somerville a proven crowd-pleaser.

Voyageur Park Multi-Use Building

CITY OF DE PERE

De Pere, Wisconsin

Somerville and the City of De Pere have recently completed the conceptual design of a new multi-use building at the City's most popular park, Voyageur Park. The 21-acre park is home to many large community events and provides visitors amazing amenities along the Fox River, including walking trails, fishing, playground and greenspace. The existing restroom building at the park is in need of replacement, and the City decided to not only replace the dated building, but provide a building that would better serve park-goers as well the numerous events that take place on the park grounds.

Following programming and a visioning workshop, our team began to identify what the City's needs, wants and vision for the building would be. The new building contains a 700 SF indoor seating/multi-purpose space, men's, women's and a family restroom, storage, and an expansive 1,300 SF covered outdoor seating area.

The building is sited to take advantage of the river views as well as providing an anchor point along the edge of the outdoor events area located within the park. It's exterior design combines traditional materials in a modern way to highlight the City's eye to the future while honoring it's past.

Facility Highlights

- Area Dimensions: 1,560 SF new building; 1,300 SF covered seating
- Outdoor performance area
- Set into hillside to allow patio to serve as a stage to the outdoor assembly areas
- Glass overhead doors around perimeter of interior to allow space to be fully open to exterior
- Interior designed to allow for concessions equipment to be brought in and set-up to serve larger events.
- Increased and accessible restrooms for park visitors
- Family / Assisted use restroom for park visitors.
- Completion Date: Currently in fundraising phase





The Grand Garden Expansion

GREEN BAY BOTANICAL GARDEN

Green Bay, Wisconsin

In early 2016, the Green Bay Botanical Garden set out to complete another major phase of their long-range master plan: the Grand Garden. This newly created area adds several amenities to the Gardens and also provides a space for people to come together and enjoy an outdoor performance.

Together, our design team and the Botanical Gardens staff held a community stakeholder workshop and a visioning session, involving over 100 people from throughout the region. During these events the attendees provided their dreams and visions for the project, and it was this feedback that helped to bring the expansion project from a master plan to a reality.

The first structure is an overlook arbor, which acts as the main entrance to the amphitheater seating area and can be used for event seating or rented out for private functions during a performance.

The second building is an amphitheater that not only provides a covered stage area, but also incorporates a private green room for performers and the connections needed to support the electrical demands of a larger show.

The concessions building, includes a catering kitchen, a multi-purpose room, concession sales, and public restrooms. This building is also surrounded by outdoor patio space that can be used for seating and various events.

The final building is a small wedding and event pavilion that overlooks the stage and can also be used during performances as a private seating area. The Garden's magnolia collection has been relocated around this structure and its tree-like design echoes their form.

In the end, the Grand Garden came to house four new structures as well as additional pathways. In addition, 11,500 perennials and grasses, and 1,500 trees and shrubs were planted by volunteers.

Project Highlights

- Area Dimensions: 3,087 SF and grounds
- Project Cost: \$3.1 Million
- Completed: August 2017





Visitors Station

GOVERNOR THOMPSON STATE PARK

Stevenson, Wisconsin

The 3,100 square foot Public Entrance and Visitors Station (PEVS) at Governor Thompson State Park houses the headquarters for the Peshtigo River State Forest, office space for DNR enforcement, general administration area, a conference room, break room, secured storage, employee restrooms, warming area for visitors and public restrooms. The building is heated and cooled through a geothermal heat pump system.

The new maintenance building is equipped with a 5-bay unheated garage, a 3-bay heated garage, office space, woodworking / carpentry space, a locker room, toilet, and shower rooms, break room and storage space.

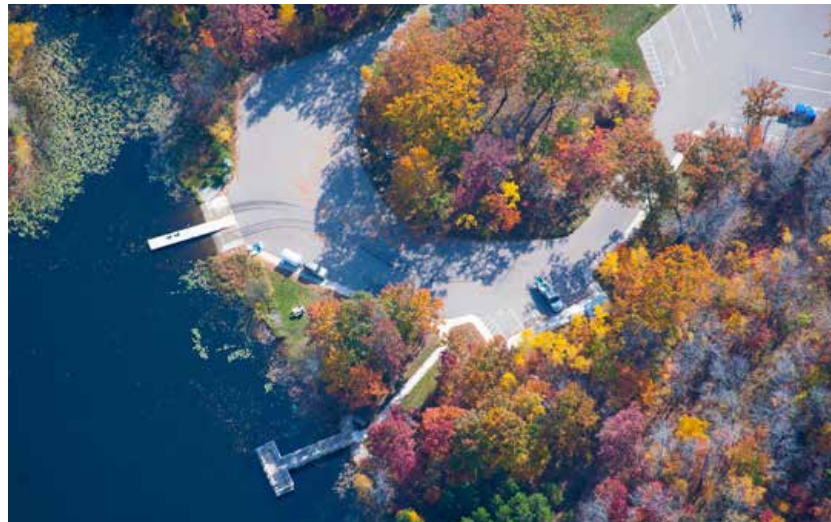
Significant site development and entrance/circulation asphalt roadwork, including parking areas for vehicles, trailers and motor homes, pedestrian and bicycle paths were created. A 50-site family campground (30 RV campsites equipped with electrical service, and 20 standard campsites) was created, and a 1,600 SF public toilet and shower building was added. Additionally, vault toilets and drinking fountains were added throughout the campsites.

Overall, each building was designed to complement the rustic, natural environment while incorporating sustainable design for energy and natural resource conservation.

Project Highlights

- Building Type: New Public Entrance and Visitor Center (PEVS)
- Project Cost: \$2.3 Million
- Area Dimensions: 11,117 SF; Visitor Center – 3,100 SF; Toilet/Shower Building – 1,600 SF
- Offices for DNR & Forestry Service
- Conference rooms
- Warming area
- Pedestrian and bicycle paths
- Public restrooms
- Parking lot for cars and RV's
- Maintenance building & garage area with storage and shop spaces
- 50 Campsites [30 Electric]
- Shower and toilet facilities for campsites
- Sustainable finishes throughout
- Energy efficient lighting systems





Community Sports & Event Center

CITY OF MARINETTE

Marinette, Wisconsin

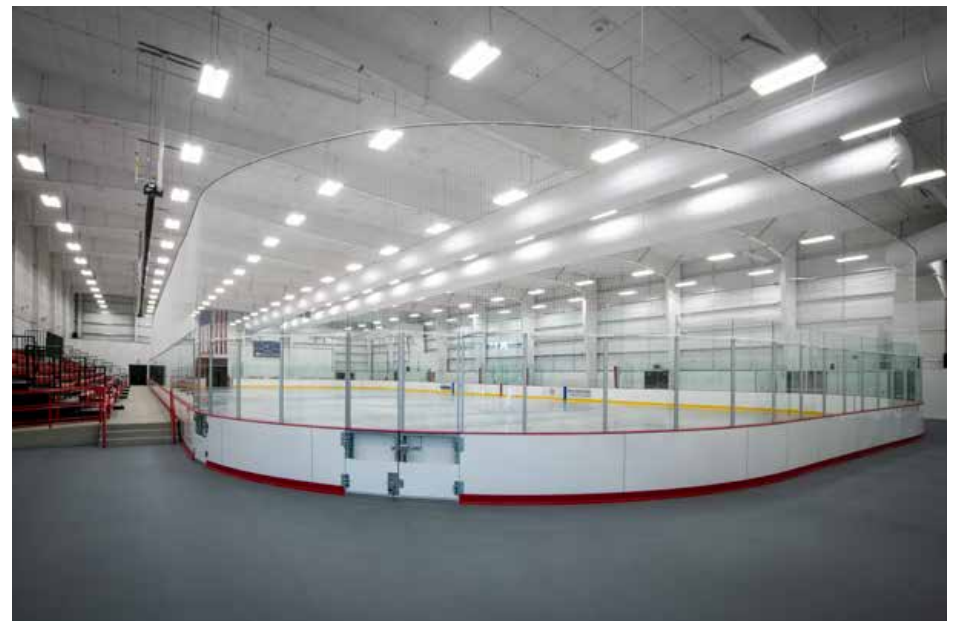
The City of Marinette looked to Somerville to evaluate their existing Civic Center and determine whether renovating the outdated facility, or building a new facility would be most beneficial to the Marinette community. Ultimately, it was decided that a new facility would provide the greatest opportunities, better serving the entire area from Marinette to Menominee, Michigan.

The new 114,000 square foot indoor sports and events center has four main areas: a turf field, an ice arena, an expo hall and various support and ancillary spaces.

- The 29,000 SF turf field allows for football, soccer, softball and baseball to be played indoors year round. Surrounding the field is a walking track and ample bleacher space for spectators.
- The 28,000 SF ice arena can accommodate a full-size ice hockey sheet with seating for 500. Six locker rooms are located between the ice arena and expo hall for convenience of visitors.
- The 27,000 SF expo hall is designed as a large multi-purpose, column-free space that can be arranged as four individual courts to play volleyball, basketball and tennis. This multi-purpose space can also be transformed to host larger expo events and political rallies.
- The remainder of the building contains meeting rooms, offices, concessions, restrooms, party rooms and ample storage space.

Project Highlights

- Project Type: New Community Sports & Events Center
- Area Dimensions: 114,000 SF
- Project Cost: \$16.5 Million
- Completed: Fall 2018





The Automobile Gallery

BY WILLIAM "RED" LEWIS

Green Bay, Wisconsin

The building was never meant to be the focal point. When you're housing a 1959 Buick Electra 225 or a 1981 DeLorean DMC-12 you want simply to showcase the beauty of the vehicles, complementing the exquisite precision of their design, rather than call attention to your own. The Automobile Gallery does just that, seamlessly spotlighting the historic integrity of this former Cadillac dealership while modernizing its utility.

The result is a vibrant backdrop that stuns, yet takes a back seat to the prized automobiles. It began with the rejuvenation of a building that had served as storage space for nearly two decades. The exterior's prominent rust stains and dark bronze features belied its glory days as a flagship facility for Cadillac. Updated heating, cooling and plumbing systems are kept unobtrusive and are incorporated into the original structure, modernizing and re-energizing the building.

The overarching theme throughout the building is secretly functional but with versatility fitting a facility with uses ranging from elegant receptions to informal parties. Candy apple red cars stand out against the white walls and are reflected in the polished concrete floor. Chrome rims shine down from stark white lifts in a room of precisely crafted acoustics. And there is significance behind each touch of color. Red hues woven throughout pay tribute to founder William "Red" Lewis. Brilliant red glass walls provide reference points guiding you through the gallery, where automobile artwork and a custom engine coffee table complete the look.

The upper-level executive conference room is fully loaded with a state-of-the-art meeting space sitting atop the grand gallery. The former parts mezzanine has a series of sliding glass doors overlooking the showroom. Extensive thought and planning behind even the most minute detail create a harmonious flow, maintaining the building's original form and function but using it all in a new way, for an aesthetic that takes its cues from the machines it houses.

Here, the cars are the artwork. The building is the essential canvas on which to see that art.

Project Highlights

- Project Size: 18,060 SF
- Completed: January 2016





COMING full circle

The new Automobile Gallery began with the rejuvenation of a building that once was a Denil Cadillac dealership. **The result is a vibrant backdrop that stuns**, yet takes a back seat to the prized vehicles.



STEM Innovation Center BROWN COUNTY Green Bay, Wisconsin

To innovate is to introduce something new and different.

It's a call to action for creativity and imagination.

That sense of imagination and energy – that call to action – flows through the Brown County STEM Innovation Center, the latest building on the University of Wisconsin-Green Bay campus that brings together Brown County offices with non-profit and community work along with the school's Richard J. Resch School of Engineering.

Each organization functions in distinctly different ways, within a building designed to promote the collaborative nature of their work and the vast potential of connecting them in one cohesive space.

An eye-catching molecule design wraps around the entryway walls, drawing the eye toward "Innovate" across the front wall. In a youthful and professional space, function meets flexibility.

Shared conference rooms and floor-to-ceiling glass promote transparency. Youth participating in the maker's space programs can be motivated by college students working in their mechanical engineering classrooms. Visitors can see Einstein Project volunteers creating the non-profit's hands-on materials and curriculum that promote quality learning. Brown County's Land & Water Conservation and Extension Brown County offices serve county residents with accessible and welcoming spaces.

In the large gathering commons, stadium seating creates Learning Stairs for dynamic programs and presentations. Throughout the building exposed HVAC, cables and plumbing systems give visitors a peek at the building's operations. It is a STEM Innovation Center after all, with Science, Technology, Engineering and Math at the heart of its purpose. Dynamic design creates flexible areas that allow for immeasurable future uses.

Warehouse space with overhead doors and a loading dock make up the Einstein Project's processing and storage areas. A cleanup room allows Land and Water Conservation staff to wash mud off boots and waders behind the scenes.

Most striking are the panoramic views from one end of the building to the other, through rooms, down every hallway and out onto the campus, serving as a constant connection with the surrounding exterior environment. Open staircases allow the natural light to flow through each step.

As the first building in the Phoenix Innovation Park, its exterior aligns with its position on campus: stately upon a hill, a grand visual as visitors round the corner to the campus.

Innovate: Imagination and energy. A call to action.



Facility Highlights

- Project Cost: \$12.5 Million
- Total Square Feet: 62,000 SF
- Completion Date: September 2019



Experience Greater Green Bay Visitor Center - *in design phase* GREATER GREEN BAY CONVENTION & VISITORS BUREAU Green Bay, Wisconsin

Facility Highlights

- 1,650 SF Multi-Purpose atrium space to house:
 - Visitors Center
 - Special Events
 - Changing Displays
 - Space has the ability to open onto an exterior patio
- Secure vestibule that is open after hours to allow visitors access to limited displays
- Training / Education room that can double as event space
- Event prep room and work room located nearby for food prep during events
- **Outdoor plaza area**
- **Dog walk and garden area**
- **Outdoor roof deck**
- Several conference rooms throughout that can be used by public for events
- Offices and shared work areas for staff
- Indoor company vehicle storage

Architectural Highlights

- Designed to be eye catching as people exit the highway in order to draw visitors in
- Interior and exterior spaces designed to be as flexible as possible to allow for a variety of uses
- Atrium features exposed glue laminated structure and is enclosed on three sides by glass
- Multi-colored exterior panels tie into corporate branding and help to promote Experience Greater Green Bay





Lambeau Field

Green Bay, Wisconsin

1950's In 1955, Green Bay city leaders announced plans to build a new home for their beloved football team, the Green Bay Packers. They pictured a stadium seating 30,000 fans with the flexibility to be easily expanded if the need ever arose. To realize their vision, they selected the architectural firm, Somerville; and so began a winning partnership that would span more than half a century. Led by company owner and architect John Somerville, the firm and city worked together to select a sloping site that would facilitate the construction of a recessed elliptical bowl. After carefully studying the stadium at his alma mater, the University of Michigan, Somerville architect, Richard "Gus" Gustafson meticulously planned sight lines that would offer every fan a clear view of the action while creating an intimate experience that would bond fans and players alike. The stadium, originally named City Stadium, made its debut in 1957 to rave reviews— and a rousing Packers victory over the rival Chicago Bears, 21 -17.

1970's In 1970, team and city officials again called on Somerville, this time to expand seating for the stadium, by then renamed Lambeau Field in honor of Packers founder Curly Lambeau. Thanks to Somerville's forward-thinking design, the original bowl was left intact as seating was expanded to 56,263 and the stadium enclosure was completed. But with the legendary success of the NFL and Packers franchise, so came the demand for still more expansion.

2000's As part of a sweeping \$295 million renovation plan announced in 2000, Somerville once again returned to work on Lambeau Field. This time the firm teamed with Ellerbe-Beckett Sport Architects with the goal of transforming the stadium into a premiere NFL facility, while preserving the integrity and history of the original structure that had grown to become so hallowed in the hearts of fans. In addition to expanding seating to accommodate 73,128 fans, Somerville's responsibilities included the addition of team administration offices, food service facilities, roofing systems, player fitness area, staff and player locker rooms, fan restroom facilities and an indoor concourse that could serve as a venue for year-round activities. With work completed, the stadium was rededicated in 2003, amid cheering throngs of awe-struck fans and Packer staff and players, both past and present. Like all who have donned the Green and Gold or simply cheered the team from the stands, Somerville is proud to have played a part in Green Bay Packer lore.

2010's Somerville provided construction administration support services for the expansion and renovation of the existing Atrium at Lambeau Field. The scope included supporting the efforts of expanding the main gate and promenade, expanding the team facilities including a new team entrance, dining, weight room and walk-thru gym, a new East Gate including new and renovated circulation paths with escalator/elevator additions and modifications, and core/shell spaces for a relocated Pro Shop, restaurant, and Hall of Fame. The project also included overseeing the site improvements, landscaping, re-grading and rebuilding Harlan Plaza, the Oneida Promenade and improvements along Valley View Road.

In 2013, Somerville was hired to work with 555 International, incorporating the design documents into final construction documents for the new Packers Pro Shop at Lambeau Field (the NFL's leading franchise apparel gift shop) and provided and coordinated all MEP, structural, code, permitting and construction administration support for the new location of the Packers Pro Shop at Lambeau Field.

In 2015, Somerville was hired by the Packers to design a full renovation of all east and west stadium suites (170 total) and accompanying corridors, the indoor north club areas and the Legends Club with all pre-function spaces (approximately 325,000 SF). Somerville's design team worked hand-in-hand with the Packers team of players consisting of executive leadership, facilities, food service, marketing and the construction team from the very inception of the project through construction. From stadium precedent tours to computer generated renderings and full-scale, in-place mock-ups, Somerville lead the integrated design team through the process to ensure every last detail was considered, and implemented to achieve the truly impressive outcome - a spectacular transformation of a historic facility.





TEAM players

Somerville was “**drafted**”
by the Packers in 1955.
Ever since, we have been a
valuable player of a winning
team, project after project.



The Waterfront Restaurant & Tavern Terrace

LaCrosse, Wisconsin

Sitting on the banks of the Mississippi River and La Crosse's Riverside Park, The Waterfront Restaurant & Tavern is one of Wisconsin's favorite dining experiences. The **new terrace has a state-of-the-art operable, louvered water-tight sunshade/ pergola system** that allows the owner to have control over the sun and inclement weather. An **integrated outdoor heating system** extends dining on the terrace beyond the typical Wisconsin outdoor dining season. The design was contextual, in that it was integrated into the previously built \$48 million corporate office campus design. Somerville and the Construction Manager worked closely with the owner to design and construct the Waterfront Terrace and meet the aggressive project schedule.

Facility Highlights

- Project Cost: \$309,000
- Area Dimensions: 1 floor, and terrace extension
- Completion Date: September 2011



Braisher Park Shelter

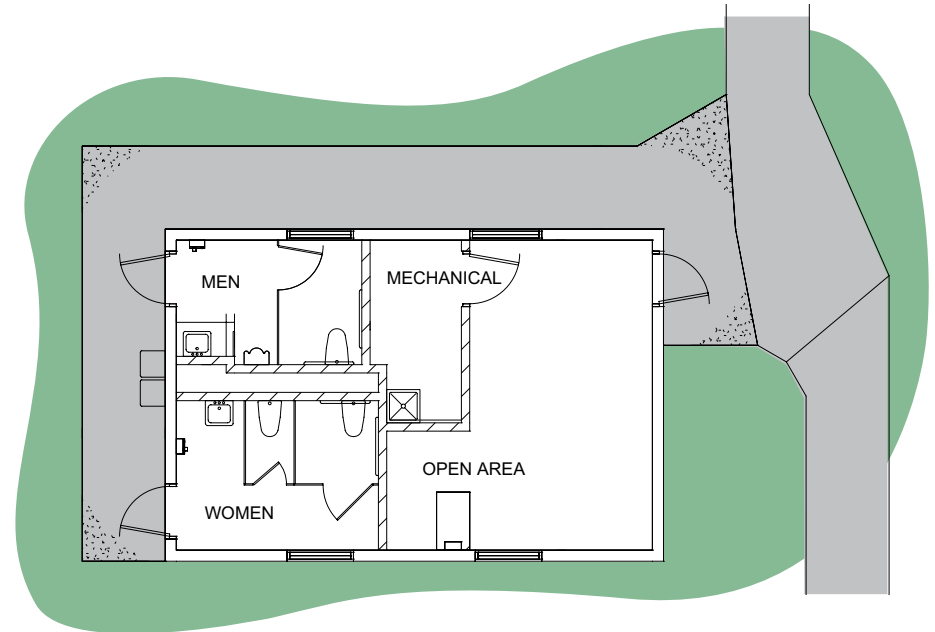
CITY OF DE PERE

De Pere, Wisconsin

Braisher Park is a neighborhood park that is a little over 3-acres in size, including a soccer field, playground, basketball court and a park shelter that was built in the late 1970s. Somerville worked with the De Pere Parks Department to **bring the facility up to current ADA standards and improve the overall effectiveness of the shelter for all park goers.**

In the previous shelter, there was one bathroom accessible only from the inside of the building, and after reviewing the needs, **Somerville created two ADA bathrooms accessible from the exterior.** Both restroom designs required relocating the existing water service and sanitary waste, and now include multiple toilet fixtures, the code required HVAC exhaust system.

Somerville designed new electrical power and lighting plans, two exterior, ADA-compliant drinking fountains on the exterior of the building as well as expand the existing concrete sidewalks to provide accessible exterior paths to both restrooms.



City of De Pere & Somerville

Somerville's first project with the City of De Pere was in **1981** when we designed the Municipal Service Center. Since that time, Somerville and the City of De Pere have worked together on 14 other projects including a fire station remodel, and the shelter remodel at Braisher Park, among others listed below.

Voyageur Park is just a **short 3-mile drive from our office, or just a 15-minute bike ride along the Fox River Trail** and our team is ready for **immediate engagement.** Our close proximity allows us to be available and flexible for meetings, staff interviews, public open houses, as well as construction site visits at a moment's notice.

- | | | |
|------------------------------------|-----------------------------------|-------------------------------------|
| ■ De Pere Municipal Service Center | ■ City Hall Reroofing | ■ City Hall Drainage |
| ■ Downtown Revitalization | ■ West De Pere Bank One Study | ■ City Hall Foundation Design |
| ■ Community Center Design | ■ Fire Station No. 2 Remodel | ■ Municipal Service Garage |
| ■ City-wide Facilities Needs Study | ■ City Hall Remodeling & Addition | ■ Municipal Service Center Addition |
| ■ De Pere Building 9 Study | ■ City Hall Reception Revisions | ■ Braisher Park Shelter |



LEED CERTIFIED BUILDINGS

Shawano School District - Hillcrest Primary School

- First LEED GOLD Primary School in the Nation

Wausau Windows & Wall Systems - Corporate Headquarters

- LEED Silver Certified

Fox Valley Technical College - Regional Training Center

- LEED Silver Certified

University of Wisconsin-Green Bay - Mary Ann Cofrin Hall

- LEED Platinum Designed

Wisconsin Technical College System (WTCS)

- Projects are required to meet LEED Silver certification, Somerville has designed hundreds of projects for the WTCS

Brown County STEM Innovation Center

- Designed to meet LEED Silver standards

LEED & sustainable experience

At Somerville, we believe in a **sustainable and life cycle approach** to design. We approach our profession with reverence and dedication because we know the buildings we design will long outlive us.

When it comes to architecture and engineering, a life cycle approach helps our team and our clients make decisions. We know that well-planned and designed environments do more than facilitate user experience. They enhance it. They inspire it. They can even serve as tangible examples of sustainable, well-being focused, financially responsible, and forward-thinking concepts in practice. And everything from the type of flooring we recommend, to the types of air handling units we specify impacts the economy, the environment and society in some way, shape or form.

At Somerville, “going green” isn’t just a passing fad. It’s a driving mission. It just makes sense to design and build buildings in a way that is more energy efficient, sensitive to the environment and makes better use of the natural resources that are all around us.

Our staff includes both LEED-accredited architects and engineers. We are able to present you with a vast array of sustainable product and systems choices to incorporate into your building design—from simple ideas like low-flow toilets and motion sensor-controlled lighting systems to advanced high-efficiency geothermal heating systems. What’s more, high-efficiency green technologies and building strategies often pay for themselves during their expected life cycle.

In presenting these sustainable options to you, we also help you **evaluate the feasibility, cost and potential return on investment** for each. This approach allows you to make the best choices for your project, now and for the future. After all, what **we most want to sustain is your satisfaction.**



sustainable concepts USED BY OUR DESIGN TEAM

- Daylighting, including daylight harvesting, tubular daylighting system, sunshades, lighting control systems and efficient lighting - **utilized at Brown County STEM Innovation Center & NWTC**
- Efficient mechanical systems, including heat recovery and enthalpy wheels - **utilized at Divine Savior Academy Santa Rita Ranch & Discover Green Bay**
- Recycled materials - **utilized on all Somerville projects**
- Use of low-volatile organic compound (VOC) adhesives and low-voc paint - **utilized on all Somerville projects**
- Individual climate control systems - **utilized on all Somerville projects**
- Green roof systems - **utilized at Brown County STEM Innovation Center & NWTC**
- Photovoltaic system - **utilized at Brown County STEM Innovation Center, UWGB Mary Ann Cofrin Hall & Health Management Partners**
- Solar thermal domestic water heating - **utilized at Menominee Transit Center**
- Rainwater capturing systems & raingardens - **utilized on multiple projects on the UW-Stevens Point campus**
- Geothermal heating and cooling systems - **utilized at Menominee Transit Center, Dickinson Elementary School, Hillcrest Primary School, Thompson State Park & Health Management Partners**
- Use of sustainable materials such as bamboo and cork, porcelain tile derived from 95% post-production waste, etc. - **utilized on numerous Somerville projects**

cost saving DESIGN APPROACH

- Use of ordinary materials in extraordinary ways.
- Discuss balance between up-front costs and life-cycle costs with owner
- Review and design some features as alternate adds to a project to better explore and understand pricing
- Strive for efficiency in engineering of systems
- Review lower cost but similar finish and equipment options with owner where feasible
- Discuss known and potential product leadtime and supply issues



references

GREEN BAY BOTANICAL GARDEN

Susan Garot, Executive Director

sgarot@gbbg.org | 920.491.3691

THE AUTOMOBILE GALLERY

Darrel Burnett, Executive Director

DarrelB@theautomobilegallery.org | 920.983.8111

BROWN COUNTY

Jon Morehouse, Facility Planning & Project Manager

Jon.Morehouse@BrownCountyWI.gov | 920.662.2153

CP (CEREBRAL PALSY, INC.)

Jon Syndergaard, Executive Director

jsyndergaard@cp-center.org | 920.337.1122

CITY OF MARINETTE

Mayor Steve Genisot, Mayor

sgenisot@marinette.wi.us | 715.732.5120

schedule

Somerville's design team is ready for **immediate engagement**, and prepared to meet your established deadlines.

	2022							2023									
	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October
Contract received from the City of De Pere																	
SCHEMATIC DESIGN																	
Hold kick-off meeting to identify if needs, goals, facility usage, etc. have changed																	
Confirm space adjacencies, future growth options, building image objective, discuss City of De Pere standards and sustainable goals																	
Finalize schematic plans, budget and schedule																	
Present SD plans with Opinion of Probable Cost and schedule to City of De Pere																	
SITE EVALUATION																	
Gather and review site data																	
Request soil borings																	
Refine site plan, including the proposed location and orientation of the facility, site circulation and possible storm water management.																	
DESIGN DEVELOPMENT																	
Conduct DD workshop, integrating all engineering and equipment systems, interiors and material selections processes																	
Continue to implement City standards																	
Present DD plans with updated Opinion of Probable Cost and schedule to City of De Pere																	
CONSTRUCTION DOCUMENTS																	
CDs and specifications, including Owner purchased materials, preferences and standards																	
Conduct final document set page turn with City of De Pere																	
BIDDING																	
Issue bid documents and assist City of De Pere during bid period (assumes fund raising is compete)																	
CONSTRUCTION ADMINISTRATION																	
Assist with pre-construction activities																	
Perform site visits, evaluate change order requests, respond to RFIs, publish field reports, document project progress, issue punch lists																	
Project close-out																	

Design schedule is dependant on availability of the City's departments & committees.

Construction schedule is estimated.

fee PROPOSAL

Proposed Fee Schedule

Company Name: Somerville, Inc.

Company Address: 2100 Riverside Drive, Green Bay, WI 54301

Company Address: _____

Company Representative: Matt Schachtner

Signature: _____

Item	Fee
Nelson Family Pavilion Design, Bidding and Construction Management	
Technical Design	\$ 76,300.00
Development of Project Manual, Administer Bidding, and Award of Bid	\$ 10,700.00
Construction Management	
Pre-con meeting, on-site visits, final walk through, and warranty work	\$ 26,800.00
Total Fee	\$ 113,800.00

Please list any items not listed in the scope of services and fees/costs associated with those items below.

ITEM	COST
Reimbursable Expenses including state and local approval fees, printing and delivery, estimated additional fee:	\$2,500.00
An allowance for topographical study and soil borings is included above. Somerville will coordinate services, however, we request the services to be contracted directly with the City due to liability provisions. If contracted directly with the City, deduct:	(\$6,000.00)
Stormwater- Assuming the construction will be under 1 acre, and 20,000 SF of impervious surface therefore it will not trigger stormwater controls requirements with the WDNR or City. If this changes, add for designing a stormwater:	\$4,000.00
Preliminary AV discussion and coordination included. These discussions may lead to the requirement that an AV consultant be brought on board. This design effort is currently not included.	To be determined, if needed.
Construction staking and permits not included.	Not included

2022 HOURLY RATES & INSURANCE

(For additional services requested & authorized by the owner. Billing rates are adjusted annually effective on the first day of January.)

Architecture

Senior Project Architect - Level III	\$162
Senior Project Architect - Level II	\$157
Senior Project Architect - Level I	\$152
Project Architect - Level III.	\$147
Project Architect - Level II	\$142
Project Architect - Level I	\$137
Architect - Level III.	\$132
Architect - Level II	\$127
Architect - Level I	\$122
Senior Designer - Level III	\$105
Senior Designer - Level II	\$102
Senior Designer - Level I.	\$ 99
Designer - Level III.	\$ 96
Designer - Level II	\$ 93
Designer - Level I	\$ 90
Senior Drafter - Level III	\$ 87
Senior Drafter - Level II	\$ 84
Senior Drafter - Level I.	\$ 81
Drafter - Level III.	\$ 78
Drafter - Level II	\$ 75
Drafter - Level I	\$ 72
Specifications Writer.	\$130

Project Management

Senior Project Manager - Level III	\$145
Senior Project Manager - Level II	\$140
Senior Project Manager - Level I.	\$135
Project Manager - Level III.	\$130
Project Manager - Level II	\$125
Project Manager - Level I	\$120

Interior Design

Senior Interior Designer - Level III.	\$113
Senior Interior Designer - Level II	\$105
Senior Interior Designer - Level I	\$ 97
Interior Designer - Level III	\$ 89
Interior Designer - Level II	\$ 81
Interior Designer - Level I	\$ 73

Engineering

Senior Project Engineer - Level III	\$169
Senior Project Engineer - Level II	\$161
Senior Project Engineer - Level I	\$154
Project Engineer - Level III.	\$149
Project Engineer - Level II	\$144
Project Engineer - Level I	\$139
Engineer - Level III.	\$134
Engineer - Level II	\$129
Engineer - Level I	\$124
Senior Designer of Engineering Systems - Level III	\$132
Senior Designer of Engineering Systems - Level II	\$128
Senior Designer of Engineering Systems - Level I.	\$124
Designer of Engineering Systems - Level III.	\$120
Designer of Engineering Systems - Level II	\$116
Designer of Engineering Systems - Level I	\$112
Senior Designer - Level III	\$110
Senior Designer - Level II	\$107
Senior Designer - Level I.	\$104
Designer - Level III.	\$101
Designer - Level II	\$ 98
Designer - Level I	\$ 95
Senior Drafter - Level III	\$ 92
Senior Drafter - Level II	\$ 89
Senior Drafter - Level I.	\$ 86
Drafter - Level III.	\$ 83
Drafter - Level II	\$ 80
Drafter - Level I	\$ 77
Principal	\$220
Vice President - Engineering.	\$187
Vice President - Operations	\$170

Business, Umbrella, Automobile, Workers Comp and Professional Liability Insurance

Somerville, Inc. carries the following insurance limits as standard coverage. Premiums for insurance limits beyond that identified on the following page which are required by the Owner will be charged as a reimbursable expense.



SOMEINC-01

CANDERSO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/29/2021

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).

PRODUCER	CONTACT Elizabeth Gaida	
Johnson Insurance Northeast 318 South Washington Street Green Bay, WI 54301	PHONE (A/C, No. Ext): (608) 203-3897	FAX (A/C, No.): (877) 254-8586
	E-MAIL ADDRESS: egaida@johnsonfinancialgroup.com	
INSURED	INSURER(S) AFFORDING COVERAGE	
	INSURER A: RLI Insurance Company	NAIC # 13056
	INSURER B: Hanover Insurance Company	22292
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

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 SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR		PSB0003664	8/1/2021	8/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGES TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EMPLOYEE BENEFIT \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ HIRE ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		PSA0001848	8/1/2021	8/1/2022	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	UMBRELLA LIAB ☒ EXCESS LIAB DED ☐ RETENTION \$		PSE0002089	8/1/2021	8/1/2022	Aggregate \$ 5,000,000 PER STATUTE ☐ OTH-ER ☐
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☐ N If yes, describe under (Mandatory in NH)	N/A	PSW0002721	8/1/2021	8/1/2022	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liabili		LH1D656146	8/1/2021	8/1/2022	Each Claim \$ 5,000,000
B	Professional Liabili		LH1D656146	8/1/2021	8/1/2022	Aggregate \$ 5,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

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

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

© 1988-2015 ACORD CORPORATION. All rights reserved.



WHY
somerville?



MEETING DEADLINES RESPECTING BUDGETS **Exceeding expectations**

The spaces you provide for your community says a lot about you. It establishes initial impressions, showcases what you value, and can even contribute to or subtract from your bottom line. Municipalities that align their physical spaces with their organizational requirements and plans for the future have another tool to help them achieve their goals.

Our full-service team has the experience, **knowledge**, and **dedication** to help our clients achieve their goals. At Somerville, we have a team of highly-experienced and seasoned professionals, **all of whom have previous experience designing and creating community gathering environments.** Our team has a reputation for listening to our clients' needs and developing unique solutions that meet deadlines, respect the budget, and exceed expectations.

Advantages of the Somerville Team

- **Local, full-service, multi-discipline team, all under one roof**
- 75 years of experience
- **Dedicated team with relevant experience**
- Design diversity – project types
- Committed to engaging stakeholders in the process
- In-house LEED professionals
- Attractive, cost-effective and functional facilities
- **Unique solutions that support the vision, mission and goals of our clients**
- Our team enjoyed the opportunity of working with the City of De Pere on the conceptual design of the new Nelson Family Pavilion at Voyageur Park and we look forward to continuing our work on this project and with the City.



DE PERE

SM



Marty Kosobucki

April 11, 2022

De Pere Park, Recreation and Forestry Department
925 S. Sixth Street
De Pere, WI 54115

RE: Nelson Family Pavilion Technical Design, Bidding, and Construction Management

Dear Marty,

C&S Design & Engineering, Inc., is pleased to present the following response to the Request for Proposals for design and construction bidding services for the proposed new Nelson Family Pavilion. The scope of work on the Pavilion project includes the completion of the technical design, development of the project manual, administration of the bidding process, assistance in the selection of a bidder and construction management services throughout construction of the new building. The new Pavilion is to be a multi-use facility in Voyageur Park. It will replace the aging restroom facility and will be located at 100 William Street on the east side of De Pere.

C&S Design & Engineering, Inc. is a registered WBE architecture and engineering firm that has been in business for over thirty years and continues to serve clients across the Nation with its staff of architects, designers and registered engineers. Our firm has an experienced, professional design team that is knowledgeable and highly skilled in overseeing, managing, and coordinating all architectural and engineering work required on an important project like this. Please find the attached resumes, project history and work experience for our company and our highly qualified consultants.

Our team can easily manage the design and deliverables required for this project, is knowledgeable of energy saving alternatives for MEP systems, and is familiar with Focus on Energy and other provider's available incentives and rebates. The longevity of our firm and our ever-expanding breadth of experience would be able to provide the City of De Pere with the requested services noted above and within this proposal to the satisfaction of the entire community.

We are grateful for the opportunity to provide this proposal for your consideration. We have tried to supply as much information as possible. Please do not hesitate to contact us if you have any questions, need clarifications or if we can provide additional information. We look forward to the possible opportunity to work with you.

Sincerely,



Lauren Dahl, Principal
C&S Design & Engineering, Inc.

TABLE OF CONTENTS

A Cover Sheet, Table of Contents, & Letter

B Firm Introduction

Who We Are

C Project Team

Project Team

Key Personnel

Consultants

D Project Experience & References

References

Related Project Experience

Work Samples

Consultant Experience

E Design Approach & Project Schedule

Project Schedule/Milestone Dates

Design Phase Descriptions

F Fees & Certificates

Proposed Fees

Hourly Billing Rates

Certificates

CITY OF DE PERE NELSON FAMILY PAVILION DESIGN



FOR PROFESSIONAL DESIGN SERVICES

De Pere Park, Recreation and Forestry Department

925 S. Sixth Street
De Pere, WI 54115

April 11, 2022

Point of Contact:

Lauren Dahl,
Principal

Direct: 715.685.1061
lauren@csdesignengineering.com

2023 6th Street West,
Ashland, WI 54806

715.682.0330

www.csdesignengineering.com

SECTION B: FIRM INTRODUCTION

Our philosophy is based on the idea that design and construction are a team effort. We approach each project with this in mind; bringing clients, contractors, architects, designers and engineers together to create a framework for success.

We are practical designers with architects that have an eye for design. Our diverse staff and experience include an in-depth understanding of project financing, budgets, and the construction process. We've all been our own clients so we understand first-hand what it actually takes to make a project possible. That experience allows us to provide effective design and engineering services every step of the way.

At the end of the day, our number one priority is our client. We work diligently to make the complex process of design and construction more manageable. We strive to create a positive experience throughout the design process and are fully prepared to navigate each client's unique design journey with them.

Our team has been specifically crafted to provide smart, complete and innovated solutions that support your community and culture. We want your workplace and community environment to reflect your dedication to your culture, goals and dreams.



Panoramic Residence, Bayfield, WI



J.G. Peppard Residence, Kansas City, MO

WHO WE ARE

LOCALLY OWNED. NATIONAL EXPERIENCE. REAL DESIGN.

Why we are qualified to make your project a success:

C&S Design & Engineering is an established firm with over thirty years of experience merged with framework design, inc, a fifteen-year-old design firm, creating a robust multi-disciplinary practice. The office is comprised of architects, engineers, designers, inspectors, administrative staff and a general contractor; each of which provide a unique layer of expertise to our projects. The integration of services and expansion of experience is a new benefit we are excited to offer.

Integrated design services foster collaboration across industries, create better communication, and with actual building trade input, the project process becomes more time and cost efficient.

Our team is comprised of problem solvers who are adept at finding project solutions and managing the numerous considerations necessary to create the built environment. We come to the table ready to explore creative ideas and will work diligently to find the best solution tailored to your project.

We also have experience working with a variety of stakeholders and, with licensure in over 19 states, we have the ability to offer architectural and engineering services across the country.

Our goal is to make our clients' lives better and more enjoyable through good design, while ensuring thoughtful consideration to public safety and the environment. We strive to bring leadership, efficiency, collaboration and quality to every project. We place emphasis on these traits because they are vital to create success throughout the design and construction process.



HANS DAHL CEO, Licensed General Contractor

LAUREN DAHL, RA, Principal, Senior Architect, Licensed Inspector

BRIANNA WERHANOWICZ Associate Principal, Interior & Building Designer

STEPHEN SCHRAUFNAGEL Senior Project Architect, Licensed Inspector

TREVOR PROVOST Senior Project Designer

LAYNE O'DELL-RICHARDSON Senior Project Designer

AMBER ERICKSEN, RA, Project Architect

JESSE SAMARZIYA, PE, Engineer

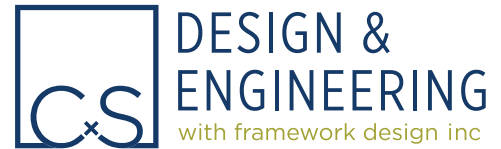
CHRISTOPHER O'DELL-RICHARDSON Office Administrator, Bookkeeper

TESS RICHARD Designer

RACHEL BUCKLEY Designer, Project Manager

CARLY ROSENDAHL Designer, Project Manager

DIESEL, WAFFLES AND COPPER Barkitects



In a nutshell:

Office located in:

Ashland, Wisconsin

Licensed to practice architecture in 19 states

Licensed engineers on staff (WI)

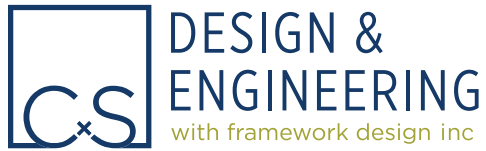
Licensed residential, commercial, mechanical, electrical and plumbing inspectors

We specialize in:

- Branding & Graphic Design
- Building Inspections
- Conceptual Design & Marketing
- Construction Administration
- Construction Documents
- Construction Management
- Feasibility Studies
- Historic Preservation
- Interior Design
- Landscaping Design
- Site Planning & Design
- Structural Analysis
- Sustainable Design
- 3D Rendering

Market Experience:

Commercial, Industrial, Residential, Historic Adaptive Reuse, Senior Housing, Civic, Tribal Work, and Affordable Housing: Federal, State, & Local Housing Programs



PROJECT TEAM

For questions or clarifications related to this RFP Response, please reach out to the Point of Contact using the information listed below.

De Pere Park, Recreation and Forestry Department

925 S. Sixth Street
De Pere WI 54115

Marty Kosobucki
920.339.4065
mkosobucki@deperewi.gov

Architect, Structural and Civil Engineering

C&S Design & Engineering
2023 6th Street West
Ashland, WI 54806
715.682.0330

Lauren Dahl, Principal
lauren@csdesignengineering.com

RFP Point of Contact:
Lauren Dahl
Principal
lauren@csdesignengineering.com

additional key personnel:

Trevor Provost, Senior Project Designer
Amber Ericksen, Project Architect

MEP Engineer

PKMR Engineers
13300 W 98th Street
Lenexa, KS 66215

Bryan Leinwetter, P.E. Principal
913.492.2400
bryan.leinwetter@pkmreng.com

SECTION C: PROJECT TEAM

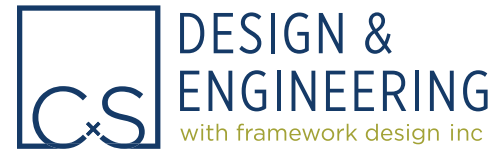


StageNorth, Washburn, WI



Northland College, Mary Van Evera Visual Arts Center Addition,
Ashland, WI

THE C&S TEAM



Our office works as a team, so you'll get the expertise of all of us. A core team has been selected to best fit your needs and detailed resumes are provided later in this section.

HANS DAHL CEO

- 20+ years of experience in the construction industry
- Skilled in construction and contract management
- Specialist with Microsoft Office, Application for Payments (CAPS Program), and Quickbooks

LAUREN E. DAHL, RA Principal

- 20+ years of Residential & Commercial Design, Education & Project Management
- Registered Architect in nineteen states
- ICC Certified Residential and MEP Building Inspector, WI Building Inspector
- National Council of Architectural Registration Boards (NCARB)
- Specialist in Tax credits, Proforma writing, and Project management

BRIANNA L. WERHANOWICZ Associate Principal, Interior & Building Designer

- 14+ years of experience in project management and design oversight
- Specializes in Interior Design and Space Planning
- Commercial & Residential Design: Remodeling & New Construction
- Expert in ArchiCAD
- Knowledgeable of various Building Codes

JESSE T. SAMARZIYA, PE Professional Engineer

- Licensed Professional Engineer in the State of Wisconsin
- Structural Engineering and Design Specialist
- Construction Management Specialist
- Surveying

TREVOR L. PROVOST Senior Project Designer

- 27+ years of experience in Commercial & Residential Design: Remodeling & New Construction, Education Buildings
- Interior & Exterior Plumbing Design Specialist
- Specialist in ArchiCAD
- Knowledgeable of various Building Codes

AMBER D. ERICKSEN, RA Project Architect

- 20+ years of experience in Commercial & Residential Design: Remodeling & New Construction
- Specialist in ArchiCAD Operation
- Registered Architect in the States of Wisconsin & Michigan
- NCARB Certificate Holder

LAYNE O'DELL-RICHARDSON Senior Project Designer

- 20+ years of experience in Commercial & Residential Design: Remodeling & New Construction, Education Buildings
- Site Design
- Specialist in CAD and SketchUP
- Knowledgeable of California, International and Residential Building Codes

CHRISTOPHER O'DELL-RICHARDSON Office Administrator

- 7+ years of experience in accounting and administration
- Certified in Quickbooks
- Specialist in payroll, accounts payable, accounts receivable, RFP responses, contracts and report compilation

TESS RICHARD Designer/ Third Year Intern

- Experience with the early stages of design and office functions
- Skilled in Adobe Suite: Photoshop, Illustrator, and InDesign
- Confident in effective communication, leadership, teamwork, listening, problem solving, and time management

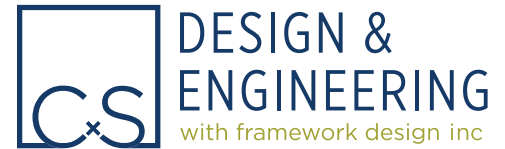
RACHEL BUCKLEY Designer, Project Manager

- Central Michigan University - Bachelor's Degree of Applied Arts
- Skilled in SketchUp, Auto CAD, Revit.
- Experience with Excel, Microsoft Word, Google Drive, SAP and Illustrator.

CARLY ROSENDAHL Designer, Project Manager

- University of Wisconsin - Stout - Bachelor's of Fine Art, Concentration: Interior Design
- Skilled in SketchUp, Auto CAD
- Experience with Microsoft Office and the Adobe Creative Suite

Amber D. Ericksen



Amber has a background in historic preservation which allows her to find new ways to save the details and elegance found only in old buildings. She is square line creative and can make pretty things from a set box of tools or materials compared to someone that forms something completely original from their own imagination. Her organization and attention to the smallest details make her an asset to both the team and her clients - always keeping the whole picture of a project in mind when doing even the monotonous tasks. Her dream project would be the rehab of a large, historic stone or brick building in a city center.

Expertise:

Twenty plus years of experience. **Specializes** in Residential and Commercial building design and remodeling. **Skilled** at adaptive reuse and historic rehabilitation. **Trained** in ArchiCAD. **Experienced** in working one-on-one with clients from the planning phase through the construction phase up to contract closeout. **Knowledgeable** in the IBC suite of national codes and specifically, all Wisconsin Building Codes. **Organized and efficient** in management of large projects, contract administration and project supervision. **Proficient** at coordinating all building systems into the overall building design.

Select Professional Experience:

C&S Design & Engineering w/ frameworkdesign

Project Architect Ashland, WI 2004-Present

C&S Design & Engineering

Intern Ashland, WI 1999-2004

Select Project Experience:

Palua Holdings 17 Resident, \$1 Million CBRF Hayward, WI

Park Place Apartments: New, 24-Unit Complex Ashland, WI

Grace Baptist Church: New, 12,500 sq. ft., \$1 million Iron River, WI

CNW Railroad Depot Welcome Center Utilizing Private Funds, WiDNR Grants, and TAP Federal Funding Winter, WI

Panoramic Residence Bayfield, WI

Historic Town Hall of Wascott Addition Wascott, Wisconsin

Chequamegon Food Co-op Ashland, WI

Bayfield County Courthouse Health & Human Services Lower-Level Office Build-Out Washburn, WI

Wilmarth Mansion Interior & Exterior Renovation, Rural Development

Tax Credit Project, Tuckpointing, etc. Ashland, WI

Multiple HVAC Design, Review, and Permitting WI, MN and MI

2023 6th Street West, Ashland, WI 54806

715.682.0330



Project Architect

amber@csdesignengineering.com

Direct: 715.685.1062

Education:

UW-Milwaukee School of Architecture and Urban Planning

Bachelor of Science

Master of Architecture

with a certificate in

Historic Preservation Studies

2002, 2004

Milwaukee, WI

Licenses/Certificates:

Registered Architect - Wisconsin

Registered Architect - Michigan

NCARB Certificate Holder



Lauren E. Dahl, RA



Principal, Co-Owner Senior Project Architect, Licensed Inspector

lauren@csdesignengineering.com
Direct: 715.685.1061

Education:

Kansas State University
Bachelors of Architecture,
Cum Laude
2002
Manhattan, KS

Licenses/Certificates:

Registered Architect in 19 States
AZ, CA, CO, KS, MI, MN, MO, MT, ND,
NE, NV, NM, OK, OR, SD, UT, WA, WI, WY
NCARB Certificate Holder

International Code Council Certified:

Residential Building,
Commercial Building,
Mechanical, Plumbing & Electrical

Wisconsin State Licensed Commercial
and Residential Building Inspector

After failing as a ballerina at 3, Lauren started young and completed her first project when she was a senior in high school - an addition for her aunt, printed on the school's diazo machine. She has an eye for design but likes numbers and understanding how to make a project possible. She spent 7 years learning to write proformas and how to make good design affordable at Studio E Architects in San Diego. Eventually she returned to Kansas City to start her own firm, framework design, gained personal experience with the city's Economic Development Incentives program and spent 6 years as the senior architect for Travois, where she oversaw dozens of tax credit applications and grant funded projects across the United States, while continuing to manage framework. Work on these various projects eventually led to the merger of framework design and C&S Design and Engineering and to her current home in the Northwoods.

Expertise:

Twenty plus years of Residential and Commercial Design, Education and Project Management. **Specializes** in Tax Credit work. **Skilled** in proforma writing and development. **Trained** in AutoCAD, Creative Suite and Sketchup. Experience working one-on-one with clients from the early project planning phase through construction administration phase and contract closeout. **Knowledge** of ADA, WI, CA Building Codes & International Building & Residential Codes. **Organized & efficient** in management of project contract administration & project supervision.

Select Professional Experience:

C&S Design & Engineering w/ frameworkdesign Principal/Senior Architect
Ashland, WI 2018-Present
Travois Senior Architect Kansas City, MO 2013-2019
frameworkdesign Principal/Senior Architect
Kansas City, MO 2002-2018 (Became part of C&S Design & Engineering)
The Kansas City Design Center, Kansas State University
Adjunct Faculty Kansas City, MO 2008-2018
University of Missouri – Kansas City Architecture Urban Planning + Design
Adjunct Faculty Kansas City, MO 2008-2010
Studio E Architects Architect San Diego, CA 2002–2007
IA Chicago, IL 2001
Skidmore, Owings and Merrill, LLP Chicago, IL 2001

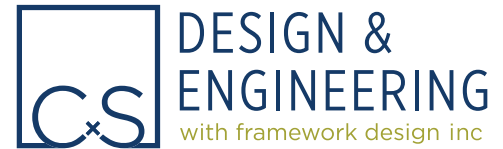
Select Project Experience:

Park Western 4% Tax Credit Multi-Family Housing Los Angeles, CA
Lakeview Terrace 4% Tax Credit Multi-Family Housing Pacoima, CA
Paskenta Tribal Complex FF&E New Markets Tax Credits Corning, CA
Karuk Medical and Dental Clinics HRSA Karuk Tribe, Happy Camp, CA
Red Cliff LIHTC Rehabs I and II Bayfield, WI
Karuk Pithvuyram Center Karuk Tribe, Happy Camp, CA
North Lakeland Discovery Center Lodge Manitowish Waters, WI
Coronado Senior Housing Coronado, CA
The Leah Residence LIHTC Housing San Diego, CA

2023 6th Street West, Ashland, WI 54806

715.682.0330

Trevor L. Provost



Trevor is a nuts and bolts type of guy with a talent for designing square box buildings, evident in almost every town garage within a 100-mile radius. His easy-going attitude, willingness to barter on drawing trades, jumping into any project that needs help being finished, having a great relationship with so many area contractors, builders and clients and sense of humor make him a valuable employee. He will be forever reminding us to keep it simple, don't sweat the petty stuff and above all, no need for the drama. As one of the office early birds, with the office right next to the door, he's almost always waiting to say good morning when you walk in.



Expertise:

Twenty-Seven plus years of Design Experience. **Specializes** in Residential and Commercial building design, Interior and Exterior plumbing system design, Construction Management, performing ADA accessibility studies, wood framed and steel framed building design and specification writing. **Trained** in ArchiCAD. **Experienced** in energy efficient MEP design and local program rebates. **Knowledge** of Wisconsin Building and Plumbing Codes. **All Around** great guy with a happy attitude.

Select Professional Experience:

C&S Design & Engineering w/ frameworkdesign Senior Project Designer
Ashland, WI 1991-Present

C&S Design & Engineering w/ frameworkdesign Building Designer,
Plumbing Designer, Project Manager, Specification Writer
Ashland, WI 1991-Present

Select Project Experience:

Town of Barnes Fire Hall Design and General Contractor Supervision
Barnes, WI

MHLT School Additions Minoqua, WI

Lake Superior Elementary School AHU Replacement Ashland, WI

Pats Foods Grocery Store Renovation Hurley, WI

Von Holzen Auto Body Shop Addition Ashland, WI

Superior Sauna: 24,000 sq. ft. of Shop/ Warehouse and Retail Ashland,
WI

Town of Cable Garage Cable, WI

Amnicon Falls Visitor Center Amnicon, WI

Deltco Plastics Addition Ashland, WI

Ashland Industries Office Addition Ashland, WI

School District of Ashland Administration Building Design Ashland, WI

City of Ashland Housing Authority: numerous projects Ashland, WI

School District of Ashland: numerous projects Ashland, WI

Senior Project Designer

trevor@csdesignengineering.com
Direct: 715.685.1067

Education:

Wisconsin Indianhead Technical
College
Associates Degree in Architectural/
Commercial Design
1991
Rice Lake, WI



FIRM PROFILE

MARKET SECTORS



PKMR is an established Mechanical, Electrical, and Plumbing Engineering and Commissioning firm with a strong reputation of providing professional services to clients in the construction industry throughout the United States. It is our vision to develop long-term client relationships and be leaders in the engineering community.

HISTORY

PKMR was established in 2002 and has grown into an industry leading engineering firm. In the spring of 2020, PKMR opened our fourth office in Denver, Colorado. The PKMR team consists of principals, project managers, engineers, energy modelers, commissioning agents, designers, CAD technicians and administrative personnel. We have developed many client relationships over the years, and the vast majority of clients at PKMR are repeat clients, which is attributed to the team we have assembled. Our client base consists of Architects, Owners, Developers, Facility Managers, Institutions, Governments and Colleges.

SERVICES

We offer a full range of services for commercial Mechanical, Electrical, Plumbing and Life Safety systems for both New Construction and Renovation projects. We have a penchant for implementing energy efficiency systems into our projects, when it is warranted. PKMR has experience in a variety of market sectors, size and intricacy. Our projects range from basic Mechanical, Electrical and Plumbing designs to complex systems requiring Energy Modeling and CFD Modeling.

20

YEARS IN
BUSINESS

4

OFFICE
LOCATIONS

40

TOTAL
EMPLOYEES

45

STATE
LICENSURE

7500

COMPLETED
PROJECTS

PKMR ENGINEERS
KANSAS CITY | TOPEKA | DENVER | MANHATTAN



BRYAN LEINWETTER, P.E. PRINCIPAL

EDUCATION

Bachelor of Science, Mechanical Engineering
Bachelors of Science: Fisheries, Wildlife and
Conservation Biology
Kansas State University 2007

REGISTRATIONS

Professional Engineer, Kansas - 2018

PROFESSIONAL QUALIFICATIONS

Bryan has nearly 15 years of experience in the industry and work in multiple industries.

LEADERSHIP

Bryan thrives at collaborating with clients throughout the design process to provide a functional design while realizing the project's vision. Experience includes design and project management of civic, educational, health care, office, retail, religious, multifamily, industrial and restaurant projects during his time with PKMR. He also has worked with sustainable design and energy modeling for many projects.

CAREER PROJECT EXPERIENCE

Following is a list of representative projects in which Bryan has provided project leadership throughout the course of his career:

Coffeyville Public Safety; Coffeyville, KS
Westran Fire Protection, Huntsville, MO
Blue Springs City Hall; Blue Springs, MO
The Pennant; Topeka, KS
Iron Rail Brewery; Topeka, KS
Mission Gateway Development; Mission, KS
Liberty Healthy Living Community; Liberty, MO
Gentsler Eye Center; Lawrence, KS
Oak Grove Civic Center, Oak Grove, MO (Designed but not constructed)
KCKCC Fire Science, Kansas City, KS
Multiple shooting range projects (5 nationally)
Posty Cards Manufacturing; Kansas City, MO (LEED Platinum)
Johnson County Justice Annex: Olathe, KS (LEED Silver)
U.S. Immigration & Customs Enforcement: Wichita, KS (LEED CI Silver)
KC Cancer Center: Overland Park, KS
Garmin: over 10 projects, Olathe, KS
Shawnee Mission School District: over 30 projects, Johnson County, KS
KCK School District: over 10 projects, Kansas City, KS
USPS Philatelic Fulfillment: Subtropolis, Kansas City, MO
Spectrum Assisted Living: 3 projects, Nationwide
Lead Bank: Kansas City, MO
Bethany College Dormitory: Bethany, KS
Fair Haven Senior Living; Birmingham, AL



PKMR ENGINEERS
KANSAS CITY | TOPEKA | DENVER | MANHATTAN

SECTION D: PROJECT EXPERIENCE & REFERENCES



Exceland Fire Hall



Town of Sherman Fire Hall



DESIGN &
ENGINEERING
with framework design inc

OUR REFERENCES

City of Ashland

Deb Lewis, Mayor

601 W. Main Street, Ashland, WI 54806
dlewis@coawi.org
715.682.7033

Ashland Police Department

Jim Gregoire, Chief

601 W. Main Street, Ashland, WI 54806
jgregoir@coawi.org
715.682.7062 (Main Office) or 715.685.1613 (Direct)

Bayfield County

Mark Abeles-Alison, County Administrator

117 E. Fifth Street, Washburn, WI 54891
Mark.Abeles-Allison@bayfieldcounty.wi.gov
715.373.6181

Red Cliff Band of Lake Superior Chippewa

Nicole Boyd, MTAG

Planning Administration
nicole.boyd@redcliff-nsn.gov
88455 Pike Rd, Bayfield, WI 54814
715.399.3700 ext. 4242

Karuk Tribe Housing Authority

Sara Spence, Executive Director

P.O. Box 1159, Happy Camp, CA 96039
sspence@karuk.us
530.493.1414

PROJECT EXPERIENCE

SUMMARY OF ARCHITECTURAL EXPERIENCE

C&S Design & Engineering, Inc. has played a significant role in a number of new facilities, additions, and renovations of municipal and civic type projects throughout the greater northern Wisconsin area over the thirty-year plus history of the company. Each project brings its own unique challenges. Our architects, engineers, designers, and project management team are able to navigate each of these projects from start to finish working side by side with clients to ensure the client is completely satisfied with the finished product. Our team is well versed in creating dynamic and functional working environments, which are tailored to each client's needs. We work hard to incorporate a client's vision with building codes and ADA accessibility requirements to create a safe and functional facility.

LIST OF RELATED WORK EXPERIENCE

City of Ashland Police Department

See following pages for detailed description
Estimated Cost: \$4.4M

Port Wing Fire Hall

See following pages for detailed description
Estimated Cost: \$450,000

Town of Barnes Fire Hall

3,500sqft addition and interior remodeling

Marengo Fire Hall

New Fire Hall featuring vehicle parking, meeting and training rooms.

North Lakeland Discovery Center

Renovation and addition to the existing lodge, creating a meeting, office and educational anchor to the Center.
Estimated Cost: \$3M



Port Wing Fire Hall



Marengo Fire Hall



City of Ashland Police Station

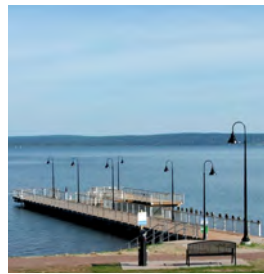


Town of Barnes Fire Hall

Civic

Select Project Experience:

In our 30 year plus history, we have developed substantial relationships with multiple townships, cities, various governmental authorities, tribes and private entities. This has allowed us the opportunity to provide repeat services on retainer, through over-arching contracts and see projects through from start to finish. Most recently we have been working extensively with Bayfield County in northern Wisconsin, the City of Ashland on their Police Station and Housing Authority and the Bad River and Red Cliff Chippewa and Tribes and The Paskenta Band of Nomlaki Indians on their multiple civic projects. As many of these buildings are representative of the area themselves, it's been important to take into consideration the area aesthetics, their master plan and to draw input from the surrounding area.



Washburn Cultural Center
Washburn, WI

Ashland Police Department
Ashland, WI

Bayview Pier
Ashland, WI

Bayfield County Courthouse
Washburn, WI

Town of Bell Community Center
Bell, WI

Bayfield Heritage Center
Bayfield, WI

Slade-Goldberg Community Center
Iron River, WI

Marengo Fire Hall
Marengo, WI

Port Wing Fire Hall
Port Wing, WI

Exeland Fire Protection
Exeland, WI

Drummond Fire & Rescue
Drummond, WI

Town of White River
White River, WI

Garages

Select Project Experience:

Townships throughout Wisconsin have benefited from our functional and economical town garages and fire hall designs. These communities are set up for the next 50 years because of their decisions to replace aging structures that were no longer functional. These have involved programmatic requirements including everything from safe rooms to parking, welding shops to emergency preparedness, storage to community gathering spaces.



Port Wing Fire Hall
Portwing, WI

Marengo Fire Hall
Marengo, WI

Ashland County Hwy. Department
Highbridge, WI

Barnes Fire Hall
Barnes, WI

Pikes Bay Marina Service Building
Bayfield, WI

North Bay Trading
Brule, WI

Lake Superior Storage
Washburn, WI

Exeland Fire Protection
Exeland, WI

NAPA Autoparts
Ashland, WI

Eileen Town Garage
Ashland, WI

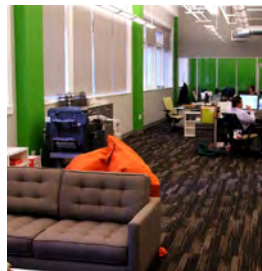
Drummond Fire & Rescue
Drummond, WI

Sherman Fire & Community Center
Park Falls, WI

Commercial

Select Project Experience:

Our firm has considerable experience in providing Design, Engineering, Construction Management and Contract Administration Services over a wide range of commercial projects from banks to behavioral health centers, restaurants to office space, police stations to mixed-use projects. Our diverse involvement allows us to provide our clients with a knowledge base covering any of their needs.



Apex Engineers
Kansas City, MO

Blue Wave on the Bay
Ashland, WI

161st & Foster
Overland Park, KS

Stage North
Washburn, WI

Pizza 51 West
Fairway, KS

McLain's Market
Overland Park, KS

Chequamegon Humane Association
Ashland, WI

Travois
Kansas City, MO

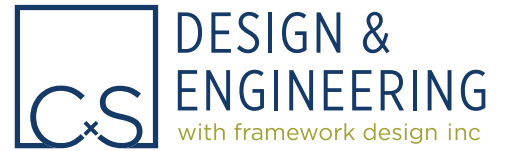
MoBank
Kansas City, MO

Andrew Tate Building
Bayfield, WI

Lovlien Dental
Ashland, WI

The Westside Local
Kansas City, MO

CITY OF ASHLAND POLICE STATION



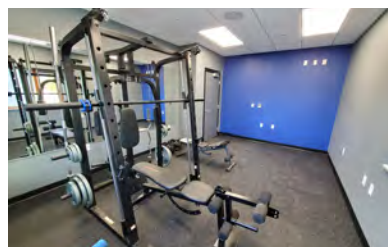
Ashland, Wisconsin
New Construction
14,795 square feet

Project Details:

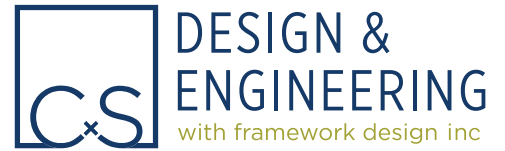
The new Police Station brought environmentally friendly concepts to the City of Ashland. Utilizing a former industrial site, which is contaminated, the building will feature a solar array over the garage, native landscaping including rain gardens to collect water run off on site, and has been designed using energy efficient mechanical, electrical, and plumbing systems. The building includes over 10,000 square feet for PD offices, detention area and staff work space, and a 5,000 square foot secure indoor garage.

Specialty Features:

- Roof deck clad in cedar boards
- Interior space features concrete floors, large open clear spanning structure within the garage bays
- Sturdy metal doors



PORT WING FIRE HALL



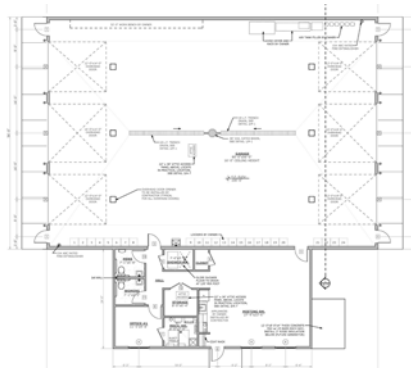
Port Wing, Wisconsin
New Construction
5,632 square feet

Project Details:

The Port Wing Fire Department is an all volunteer staff of fire fighters and EMTs. The building was designed to create a space that served both a primary role of emergency vehicle storage and a secondary space for community meetings and gatherings. Our team worked closely with the Town leadership to design a building that met all of their unique needs.

Specialty Features:

- Concrete floors
- Large open clear spanning structure with the garage bays
- Sturdy metal doors to withstand years of regular use





FIRE STATION & PUBLIC SAFETY PROJECT EXPERIENCE

PKMR has provided consulting engineering and commissioning services for the following projects.



Southern Platte Fire Protection District, Station 1 & 3; Parkville, MO

Sioux Falls Public Safety, Police, Fire, Training Campus; Sioux Falls, SD

Includes shooting range, burn tower and PSAP

Spring Texas Fire Training Facility; Spring, TX

Joint Public Safety Facility Fire and Police, Overland Park, KS

Basehor Police Renovation; Basehor, KS

Shawnee Fire Station No. 74; Shawnee, KS

Prairie Band Potawatomie Nation Police Station; Mayetta, KS

Columbus Fire HQ/Station, Columbus, NE

Junction City Police Renovations; Junction City, KS

Lee's Summit Fire Station No. 3; Lee's Summit, MO

Callaway County Ambulance District Station Renovation; Fulton, MO

Owasso Fire Headquarters & Fire Training; Owasso, OK

Maryville Fire/Police Facility; Maryville, MO

Westran Fire Protection District Stations; Randolph County, MO

Smithville Area Fire District; Smithville, MO

Johnson County Justice Annex; Olathe, KS (LEED Silver)

Central Jackson County Fire Training Facility; Blue Springs, MO

City of Nevada Police and Courts; Nevada, MO

U.S. Immigration and Customs Enforcement; Wichita, KS (LEED Silver)

Saline County E-911; Marshall, MO

West Platte Fire Protection District Station #1; Weston, MO

Pleasant Valley Fire Station; Pleasant Valley, MO

Topeka Fire Department Burn Building; Topeka, KS

Freeport Fire Protection District; Freeport, IL

Lynn - Scott - White Rock Fire Protection District; Lindenwood, IL

Silver Lake Fire Station; Silver Lake, KS

Clearmont Fire Station; Clearmont, WY

PKMR ENGINEERS
KANSAS CITY | TOPEKA | DENVER | MANHATTAN

SECTION E: DESIGN APPROACH & PROJECT SCHEDULE

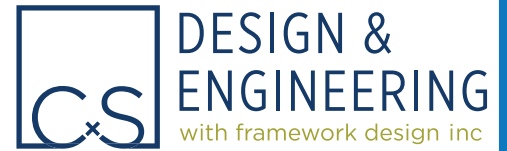


Travois, Kansas City, MO



Blue Wave on the Bay, Ashland, WI

PROPOSED SCHEDULE



Tentative Timeline for the City of De Pere Nelson Family Pavilion
This timeline is an estimate only and can be sped up or slowed down as needed based on future conversations with the team.

RFP Due April 11th	April 2022
Owner/Architect Contract Executed	June 2022
Review of and initial discussions related to completed design phases	July 2022
Design Development Phase	August 2022
Construction Documents Phase	October 2022
Bidding/Contract Negotiation	December 2022
Construction Administration Phase Site Preparation Construction	EARLY 2023
Project Close-out	END OF 2023

MILESTONE DATES

Execute Contract
by end of June 2022

Kick off design meetings
Summer 2022

Complete Final Design/Obtain Required Permits
by November

Start Construction
by Spring 2023

Complete Construction
by Winter 2023

OUR DESIGN APPROACH

We will provide a team of professionals who are not only experienced with this project type, but who also understand the best design and construction solutions for a project in your geographic and demographic area.

Pre-Design/As-Builts/Feasibility:

Provided previously by Sommerville

Schematic Design:

Provided previously by Sommerville

Design Development:

1. The final Design Option provided by Sommerville will be further developed. DD drawings will become more detailed.
2. The goal of this Phase is to create a set of documents suitable for initial budget pricing.
3. Coordination as needed with the Client to develop the design and create a comprehensive package for the Owner.
4. One site/client meeting and unlimited virtual meetings are included within this scope of work and as defined in the attached, estimated fee.
5. The following drawings may be completed within this phase:
 - a. Title Sheet
 - b. Initial Floor plan(s)
 - c. Initial Roof plan
 - d. Initial Exterior elevations
 - e. Initial Finish, door & window schedules as required
 - f. Initial Mechanical, Electrical, Plumbing plans or notes
 - g. Initial Structural plans or notes
 - h. Initial Architectural Site plan
6. The design development phase relies heavily upon owner input and critical analysis of the floor and site plans. This may take a few work sessions with a similar number of conference calls and/or online design meetings.
7. If a topographical survey or geotech report have not previously been completed, these deliverables can be scheduled during this phase.
8. The key to a successful design development effort is for all parties to analyze the options based not only on today's uses, but how they may be anticipated being utilized in the future.

DESIGN PHASE SERVICE DESCRIPTIONS CONTINUED

Construction Documents:

1. Pending Client feedback and direction, the Construction Documents can be developed further into a comprehensive set of construction documents.
2. CD drawings will become more detailed and the following drawings may include:
 - a. Title Sheet
 - b. Floor plan(s)
 - c. Roof plan
 - d. Exterior elevations
 - e. Building sections
 - f. Interior elevations
 - g. Wall sections
 - h. Finish, door & window schedules
 - i. Details and schedules
 - j. Mechanical, Electrical, Plumbing plans and details
 - k. Structural plans, calculations and details
 - l. Architectural site plan
3. The goal of the Construction Document Phase is to create a set of documents appropriate for construction, final pricing and permitting.
4. Provide coordination as required between Client, and engineers and/or any other consultants.

Bidding:

1. Compilation of and assistance in preparing and advertising the bid package.
2. Host and manage a pre-bid meeting.
3. Issue any addendums and manage all question and answer sessions.
4. Coordination as needed to establish final pricing and negotiate a final contract for construction.

Construction Administration:

1. Regular site visits for observation of construction quality and to ensure conformance to the construction documents.
2. Solutions will be created as any unanticipated problems arise.
3. Shop drawings, change orders and requests for information from the contractor may be reviewed and addressed in the best interests of the client, project and the budget.
4. Pay applications shall be reviewed and executed in accordance with the project's funding requirements.
5. A punch list can be created as the completion of construction approaches.
6. Assistance can be provided in obtaining a Certificate of Occupancy if needed.

SECTION F: FEES & CERTIFICATES



Hurley Fire Hall



Mellen Maintenance Garage



**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION**

Tony Evers, Governor
Joel Brennan, Secretary
Jana Steinmetz, Administrator

CERTIFICATION

WI-9884 - WBE

**The Department of Administration
Division of Enterprise Operations
having determined that**

C & S Design & Engineering, Inc.

*Has successfully met the certification requirements as outlined in
Wisconsin Administrative Code Adm. 83 and the policies adopted thereunder,
herby grants the designation of*

Woman-Owned Business Enterprise

and is recognized as such until the expiration of registration and certification on

Expiration: December 14, 2024

NAICS Codes:

541310 Architectural Services
541330 Engineering Services
541340 Drafting Services
541350 Building Inspection Services

NIGP Codes:

See online business directory at: <https://wisdo.wi.gov>

Product:

Architecture and Engineering

Authorized By: *Libby Schmiedlin*

Libby Schmiedlin
Equal Opportunity Specialist



FEE SCHEDULE

Proposed Fee Schedule

Company Name: C&S Design & Engineering, Inc.

Company Address: 2023 6th Street West, Ashland, WI 54806

Company Address: _____

Company Representative: Lauren E. Dahl

Signature: *Lauren E. Dahl*

Item	Fee
Nelson Family Pavilion Design, Bidding and Construction Management	
Technical Design	\$ 31,900
Development of Project Manual, Administer Bidding, and Award of Bid	\$ 6,350
Construction Management Pre-con meeting, on-site visits, final walk through, and warranty work	\$ 8,700
Total Fee	\$ 46,950

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost
Site/In-person Meetings	\$450/meeting
Topographical and Boundary Survey	\$3,500-4,500 pending scope of work
Civil Engineering	\$12,000
Geotech Report	\$3,500



**DESIGN &
ENGINEERING**
with framework design inc

Hourly Rates Effective January 2022

Principal/Expert Witness	\$150.00
Senior Registered Architect	\$145.00
Professional Engineer (Structural, Mechanical and Civil)	\$145.00
Senior Plumbing Designer	\$115.00
Cost Estimating	\$100.00
Architect	\$95.00
Architectural Designer	\$82.00
Graphics/Renderings	\$77.00
Interior Designer	\$77.00
Drafter	\$72.50
Admin	\$62.50
Intern	\$50.00

Vehicle Mileage

All vehicle mileage is at the published IRS rate

\$0.585/ mile

Reimbursable Expenses

These include room & board, travel, postage, copies, consultant fees, etc.

Cost + 10%

Copies/ Miscellaneous

	\$0.50/sq. ft.
Standard Format - Color (11" x 17" & smaller)	\$0.25/sq. ft.
Standard Format - B/W (11" x 17" & smaller)	\$1.00/sq. ft.
Large Format - Color (18" x 24" & larger)	\$0.50/sq. ft.
Large Format - B/W (18" x 24" & larger)	
	\$6.00/sheet
Foam Board (24" x 36")	\$30.00/panel
Foam Board (24" x 36" with sheet mounting)	\$25.00 ea. + shipping
Flash Drive (including all requested files)	\$57.50/hr (30 minute minimum)
Printing/Scanning Admin Fee*	

*this fee is in addition to printing costs above

PROPOSAL

NELSON FAMILY PAVILION DESIGN, BID, & CONSTRUCTION MANAGEMENT

PREPARED FOR



APRIL 11, 2022

McMAHON
ENGINEERS ARCHITECTS

920.751.4200 MCMGRP.COM

TABLE OF CONTENTS

Section 1	Cover Letter & Consultant Background/Information
Section 2	Project Understanding
Section 3	Similar Projects
Section 4	References
Section 5	Project Timeline
Section 6	Fee

Section 1

**COVER LETTER &
BACKGROUND/INFORMATION**

April 11, 2022

Marty J. Kosobucki
De Pere Park, Recreation, and Forestry Department
926 South Sixth Street
De Pere, WI 54115

Re: Request for Proposal from City of De Pere
Nelson Family Pavilion Design, Bid, and Construction Management
McM No. M0032-06-99-00001.12

Dear Mr. Kosobucki,

All of us on the McMahon Associates, Inc. (McMAHON) Team are excited to submit our qualifications to assist you in the planning and design of your proposed Nelson Family Pavilion.

As a company that has been serving architectural and engineering needs for over 110 years, McMAHON is ideally suited to successfully complete this design effort. Our team of professionals is comprised of in-house architects, structural engineers, plumbing, electrical, HVAC, surveyors, and site civil engineers.

McMAHON has years of experience working with Municipal clients on a wide variety of projects and understands that providing contemporary and sustainable facilities is important to their success. Several of these projects are highlighted in this proposal.

As outlined in this Proposal, McMAHON's history of delivering extraordinary solutions is the direct result of our integrated process that stresses collaboration, communication, research, and innovation. McMAHON embraces the concept of engaging the primary stakeholders in every facet of the project process. With this level of involvement and input, matched with McMAHON's experience and leadership, the integrated process yields a final product that will exceed the City of De Pere's expectations for this design initiative.

Thank you for considering McMAHON for your project. We look forward to working with the City of De Pere. Please feel free to contact me at (920) 751-4200 or mmcmahon@mcmgrp.com for further clarification.

Respectfully,
McMahon Associates, Inc.



Michael J. McMahon, AIA, NCARB
Executive Vice President / Senior Architect

COMPANY OVERVIEW

McMAHON ASSOCIATES, INC. (McMAHON) Our team of over 150 professionals serve our clients from our corporate headquarters in Neenah, Wisconsin along with our Illinois and Indiana regional offices. We share the common goal of delivering our services 'The McMAHON Way', meaning we strive to build long-term client relationships by combining strong core values with a culture for success.

Great emphasis is placed on adding value to all phases of a project. This Value-Added business philosophy combined with our diverse design capabilities contribute to our solid history of repeat business.

The establishment of affiliate companies has allowed us to expand our capabilities as we have grown. Each affiliate complements the other. Our companies offer a broad spectrum of professional services, at a reasonable price, to meet the unique needs of our clients.

The affiliate companies are:

ENGINEERING & ARCHITECTURE:
McMAHON ASSOCIATES, INC. (McMAHON)
Est. 1909

DESIGN/BUILD:
McMAHON, INC.
Est. 1991

PUBLIC/PRIVATE PARTNERSHIPS (P3):
INTEGRATED PUBLIC RESOURCES, LLC (IPR)
Est. 2015

OFFICE LOCATIONS:
Corporate Headquarters: Neenah, Wisconsin
Regional Offices: Machesney Park, Illinois & Valparaiso, Indiana



OUR SERVICES AND WHO WE SERVE

McMahon Associates, Inc. (McMAHON) offers a **broad spectrum of services**, provided by our in-house staff of professionals

- Municipal Engineering
- Transportation
- Water Resources
- Environment & Ecology
- Parks & Recreation
- Site Development
- Land Surveying
- Geospatial Solutions
- GIS Development
- Architecture
- Building Information Modeling (BIM)
- Wastewater Engineering
- Water Engineering
- Renewable Fuels / Waste-to-Energy
- Structural Engineering
- Industrial Engineering
- Electrical / Controls
- Mechanical HVAC
- Plumbing Design
- Public Safety & Municipal Management
- Funding Strategies, Solutions and Grant Assistance
- Construction Services
- Design-Build
- Public/Private Partnerships (P3)
- Operations Services

Our capabilities are as diverse as the **clients we serve**

- Municipal / Government
- Commercial / Retail
- Healthcare
- K-12 Education
- Higher Education
- Dairy / Food / Beverage
- Manufacturing / Industrial
- Transportation
- Tribal
- Hospitality / Sports / Entertainment
- Cultural
- Energy / Utilities
- Police / Fire / EMS
- Residential



PROJECT TEAM

NELSON FAMILY PAVILION CITY OF DE PERE



**McMahon
Associates, Inc.**

Principal-In-Charge
Michael J. McMahon, AIA, NCARB

Project Manager
Kevin J. Chevalier

Civil Engineer
Ronald J. Wolf, PE

Structural Engineer
Daniel J. Brellen, PE, LEED AP

Electrical Engineer
Jill A. FitzSimons, PE

Plumbing Designer
Edward C. Erickson, PSD

HVAC Engineer
Joel B. Clary, PE, MBA, CDG

TEAM BIOGRAPHIES

MICHAEL J. McMAHON, AIA, NCARB

Executive Vice President / Senior Architect

Mike is a licensed architect with over 35 years of experience in his field. This year he celebrates his 16-year anniversary with McMAHON. Mike will act as the Project Architect / Designer and will maintain this involvement throughout the life of the project. Mike has designed and managed many municipal / recreational projects in his career including storage buildings, concession buildings, restrooms, and park shelters.



KEVIN J. CHEVALIER, ASSOC. AIA

Project Manager / Project Designer / Construction Management

Kevin is an AEC Professional with over 20 years of experience in the industry. His experience includes a broad range of project types including everything from industrial facilities to medical facilities and everything in between. This experience has helped Kevin develop a better understanding of how clients, contractors, and design teams communicate their process into successful projects. His knowledge of BIM and technology helps facilitate exceptional project communication between the design team and the client.



RONALD J. WOLF, PE

Municipal & Civil Engineer

Ron is a licensed Civil Engineer with over 25 years of experience in his field and working at McMAHON. Throughout his career Ron has both managed and been an integral Team Member on a variety of design projects that have consisted of small commercial sites, large complex commercial developments, municipal utility installations, and highway / street reconstructions for municipalities and counties. Ron is well rounded; comprehensive experience makes him a valuable Project Team Member that will provide unique and creative insight throughout the duration of the project



TEAM BIOGRAPHIES

DANIEL J. BRELLEN, PE, LEED AP

Associate / Structural Engineer

Dan is a Structural Engineer with 16 years of structural design experience and is the structural group manager. He works closely with design team members to develop structural solutions suited to each project's needs. He has structural engineering experience in the design of commercial, industrial, educational, medical, water / wastewater treatment, and agricultural facilities, as well as bridge and roadway projects. He is a registered Professional Engineer in Wisconsin and LEED-AP Certified.



JILL A. FITZSIMONS, PE

Electrical Engineer

Jill is a licensed Electrical Engineer with over 15 years of experience in the design of electrical building systems for commercial and municipal facilities. Prior to accepting a position with McMAHON, Jill was an Associate Principal at Berg Engineering Consultants in Schaumburg, Illinois. Jill has experience with power, lighting, and special systems designs for various types of building projects, including educational, healthcare, park / recreation, police department, auditoriums, office, maintenance garages, and senior living facilities. Jill has extensive experience with lighting replacement projects that update lighting to IES recommended levels and lighting power density and controls meeting 2015 IECC Energy Code.



TEAM BIOGRAPHIES

EDWARD C. ERICKSON

Plumbing Designer

Ed is a licensed plumbing systems designer with over 35 years of experience in the design of plumbing building systems for commercial, educational, industrial, and municipal facilities. Prior to accepting a position with McMahon Associates, Inc., Ed was designing, estimating, and project managing at Bassett Mechanical in Kaukauna, WI. Ed has experience with sanitary drain, waste and vent, storm drain and vent, acid resistant drain, domestic cold water, domestic hot water, domestic hot water recirculation, non-potable water, protected water, soft water, and many other mediums for various types of building projects, including healthcare, wastewater and water treatment, maintenance garages, funeral homes, restaurants, bars, police departments, jails, utility companies and much more. Ed has experience designing buildings to LEED levels as defined by customer.



JOEL B. CLARY, PE

Mechanical Engineer

Joel joined McMahon Associates, Inc. in 2017 with 20 years of HVAC and Plumbing Design experience. Prior to accepting that position, Joel was the owner of his own mechanical and plumbing design company. Joel did a great deal of work for Oshkosh Truck, City of Oshkosh, and LIM Architects. Joel has experience with HVAC system designs for various types of building projects including repair garages, parking garages, wash bays, office design, kitchen design, school designs, auditoriums, and specializes in geothermal designs. Joel is responsible for HVAC, compressed air, plumbing and humidification design for the MEP Department.



Section 2

UNDERSTANDING OF PROJECT

McMahon Associates, Inc. (McMAHON) has partnered with many municipal clients over the past 30 years on a wide variety of new and renovation projects. We understand this project is to develop a comprehensive design, bidding, and construction management services for the construction of a new facility at Voyageur Park.

Our approach is based upon our Design Process which we have branded as “OPTIMIZE” (attached). Our OPTIMIZE Process parallels the preliminary scope of work you have put forth in this RFP. Please see the Design Schedule in this Proposal which outlines our process and key milestones.

Kevin Chevalier will be the Project Manager for this effort. He will lead all Civil, Structural, and M.E.P. Team Members (all based in our Neenah, WI office) in developing the planning, design, and budgeting for this effort.

It is common for our Team to work with multiple constituents / stakeholders during a project. Below are communication methods we expect to employ for the City of De Pere Nelson Family Pavilion project.

Communication Methods Utilized:

- ❖ Project Team list and communications structure determined at kick-off meeting
- ❖ Weekly project meetings during design (50% virtual)
- ❖ Use of issues and actions list reviewed and updated weekly
- ❖ All drawings and documents posted to common access FTP site weekly
- ❖ Design meetings with each department to verify program requirements and the final design

UNDERSTANDING OF PROJECT continued

SCOPE OF SERVICES DESIGN

I. Topographic Survey Services Include:

- A. Contact Diggers Hotline for public utility locations within the topographic survey area as outlined on the attached exhibit map.
- B. Coordinate with the appropriate City staff to field mark private utilities prior to survey crew being on site.
- C. Perform a topographic survey to locate visible site features such as pavements, parking lots with pavement markings, curb and gutter, sidewalks, building structures together with first floor elevations, fences, berms, readily visible property irons, utility features, light poles, pedestals, transformers, markings by Diggers Hotline, sanitary and storm sewer manholes, storm inlets with rim and invert elevations, water valves, hydrants, limits of landscaped areas, standalone trees of 2-inch caliper or larger and limits of wooded areas.
- D. Establish horizontal and vertical control points near or within the project area.
- E. Prepare an AutoCAD drawing of topographical features as surveyed. Survey map is to include spot elevations and 1-foot contours.

II. Civil Design and Permitting Services Include:

A. Concept Design

- 1. Review site plan requirements for required site plan submittals and approvals.
- 2. Meet with City staff to discuss design requirements, including but not limited to, lighting, landscaping, storm sewer, driveway entrance locations, site drainage, stormwater device design, and parking lot traffic patterns.
- 3. Provide preliminary site design to Owner for approval. Coordinate with Owner on light and landscape locations.

UNDERSTANDING OF PROJECT continued

B. Site Design

1. Import Owner-approved concept drawings into civil site plan.
2. Prepare an existing conditions base AutoCAD drawing using topographic land survey information. Aerial photography and County LIDAR are to be used as needed throughout the plan set to complement the gathered field data.
3. Provide site grading design.
4. Provide site utility design for water main improvements, sanitary sewer (gravity), and storm sewer that will serve the site.
5. Provide an erosion and sediment control design consisting of:
 - a. Prepare an erosion and sediment control plan.
 - b. Prepare an erosion and sediment control narrative and sequence of construction.
 - c. Perform an erosion and sediment control analysis. Reduce sediment discharge to 5 tons / acre / year.
6. Provide specification for construction details.

C. Permits

1. Prepare and submit a City of De Pere Conditional Use Permit and attend one (1) City Board Meeting / Public Hearing.
2. Prepare and submit a City of De Pere Site Plan Submittal package and coordinate the site plan review process. Includes preparation of exhibits and supporting documents. Provide up to two (2) design revisions, due to staff comments, or formal submittal.
3. Prepare and submit an application to the Wisconsin Department of Safety and Professional Services for Plumbing Review.
4. Prepare and submit an erosion and sediment control permit application and stormwater management permit application for review / approval.

UNDERSTANDING OF PROJECT continued

III. Geotechnical Services Include:

- A. Preparation and solicitation for geotechnical services. City of De Pere to contract directly with the geotechnical consultant.

IV. Architectural Services Include:

- A. Kick-off meeting to review proposed project with the project team representatives.
- B. Develop program documents for approval by the City.
- C. Review preliminary design with Owner's input to select final design.
- D. Architectural Schematic Design, Design Development, and Construction Document Phases. We anticipate formal meetings every two weeks during these design phases to review progress.
- E. Provide a code review to confirm that the facility is in compliance with Wisconsin Building Codes.
- F. Evaluate sustainable and / or energy efficient strategies for the project.
- G. Search for applicable grants or incentives for the project.
- H. Architectural construction documents.
- I. Architectural specifications manual.
- J. Provide permitting submittals including drawings, code worksheets, and envelope compliance report. Submit Architectural, Structural, HVAC, Electrical, and Plumbing Drawings for permitting review.

V. Interior Design Services Include:

- A. Review of interior finish options with Owner.
- B. Specification of interior finishes to be incorporated in Architectural Documents.
- C. Owner to select all colors.

UNDERSTANDING OF PROJECT continued

VI. Structural Services Include:

- A. On the basis of Architectural Design requirements of the project, prepare foundation and superstructure drawings: Schematic, Design Development, and Construction Documents Phases.
- B. Foundation drawings will consist of foundation plans and foundation details.
- C. Superstructure drawings will consist of steel or wood framing plans (as appropriate for the approved structures) and associated details.
- D. Structural specifications manual.
- E. Prepare structural calculation package. Design of structural systems will be based on the International Building Code.

VII. Electrical Services Include:

- A. Design of electrical power and lighting systems: Schematic, Design Development, and Construction Documents Phases.
- B. Coordination of low voltage systems. Low voltage system to be design by Owner's vendors.
- C. Design of exterior lighting:
 - 1. Review applicable lighting code.
 - 2. Provide photometric plan.
 - 3. Provide exterior light specification, makes and models. Owner to provide information on standards and preferences for fixtures.
- D. Electrical construction documents.
- E. Electrical specifications.

VIII. HVAC Services Include:

- A. Design of heating and distribution systems: Schematic, Design Development, and Construction Documents Phases.
- B. HVAC construction documents.
- C. HVAC specifications.
- D. Provide state submittal of HVAC including drawings and calculation.

UNDERSTANDING OF PROJECT continued

IX. Plumbing Services Include:

- A. Design of new plumbing systems: Schematic, Design Development, and Construction Documents Phases.
- B. Plumbing Construction Documents.
- C. Plumbing Specifications.
- D. State submittal of plumbing including drawings and calculations.

X. Cost Estimating Services Include:

- A. Cost opinions for preliminary design options.
- B. Updated cost opinions at Schematic, Design Development, and Construction Documents Phases.

XI. Bidding Services Include:

- A. Assist the City with posting the project documents on Quest.
- B. Review the advertisement and general interest of bidders.
- C. Work with the City staff to prequalify bidders.
- D. Provide PDF version of drawings and specifications to the City.
- E. Participate in the pre-bid conference.
- F. Review and approve the question / clarification addenda's during the bid process.
- G. Attend the project bid opening.
- H. Assist with bid review and evaluation.
- I. Assist with post-bid interviews with prospective contractors.
- J. Provide recommendation to Board of Public Works and Common Council.

XII. Construction Administration Services Include:

- A. Shop drawing review.
- B. Answer RFI's from contractors.
- C. Generate construction bulletins as needed.
- D. Coordinate construction staking with selected contractor to be invoiced.
- E. Attend weekly meetings with contractor and owner representatives.
- F. Provide compliance statement at completion of project.
- G. Follow up and assist City of De Pere during warranty period of work.

UNDERSTANDING OF PROJECT

continued

EXCLUSIONS:

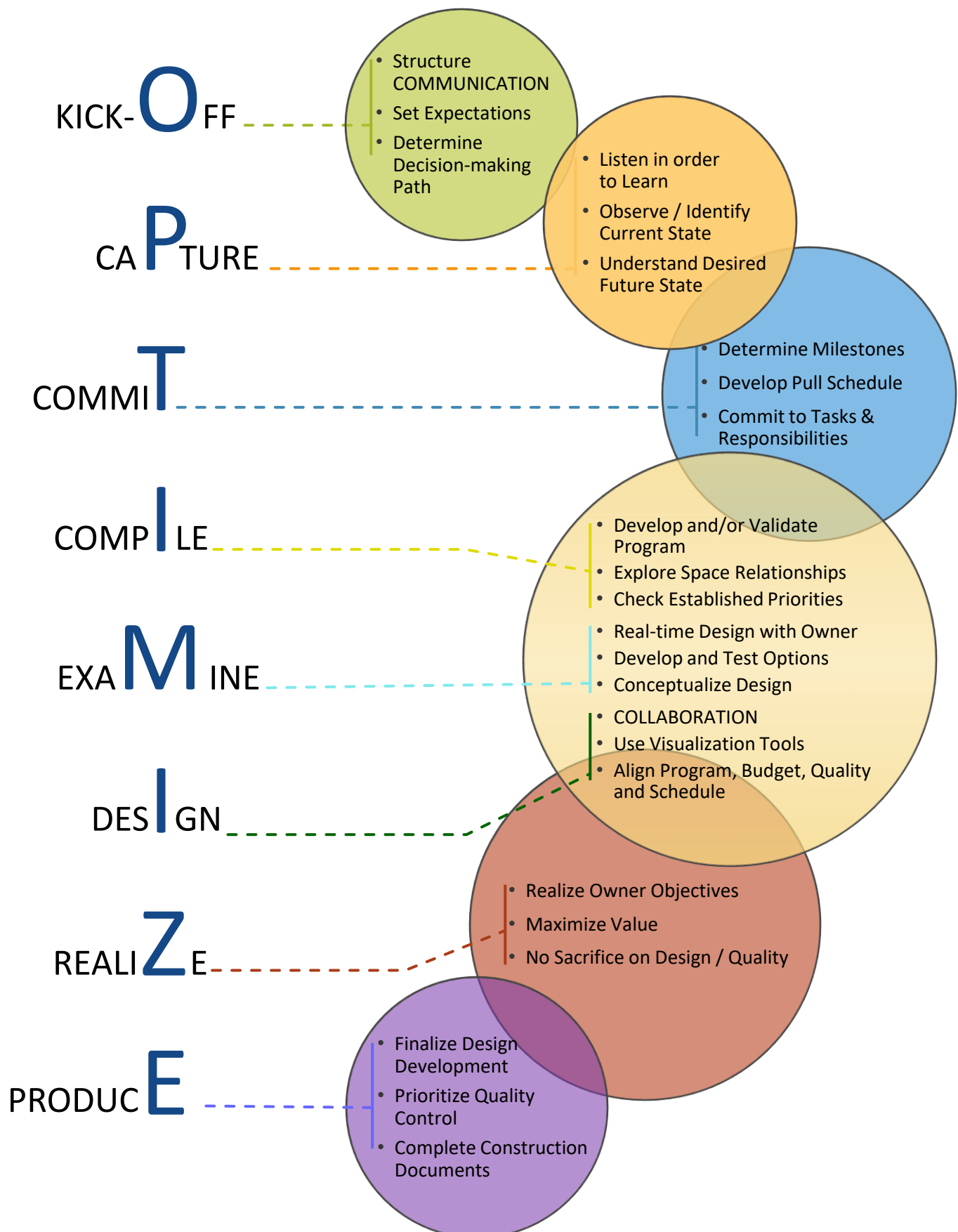
- HVAC energy modeling
- Testing of existing systems
- Wetland delineations
- Phase I ESA
- Hazardous materials assessments
- Site evaluations for stormwater infiltration
- Design of stormwater infiltration devices (it is assumed that the site will be exempt from infiltration requirements)
- Materials testing
- Irrigation system design
- Change of zoning
- Geotechnical consulting or monitoring during construction
- Land division / certified survey maps
- Title / easement searches
- Survey to establish boundaries of the individual tax parcel
- Field marking for private utility locations (markings to be performed by the Owner within topographic areas only)
- Fire protection systems design
- Audio-visual / acoustical design
- Artwork design services
- Telephone / data or security equipment design (infrastructure only is included above)
- Furnishings, fixtures, and equipment selection / specification
- Exterior signage
- LEED or green building certifications
- Commissioning beyond the typical standard of care
- Payment of state and local plan review fees
- Redesign efforts necessitated by changes to site and building layout after Owner approval
- Record drawings

SPECIAL TERMS:

The Scope of Services and Fee are based upon the understanding that others will provide the following:

- Any required utility extensions to the project site if not available immediately adjacent to the selected site.
- Owner to provide a single source contact with who all communications is to occur.
- Owner to pay all review, permit, and recording fees.
- Owner to provide such legal, accounting, financial, and insurance counseling services as may be required for the project.
- Owner to provide copies of existing site and building plans.

OPTIMIZE ALL ASPECTS OF YOUR PROJECTS WITH The McMAHON DESIGN PROCESS...



OPT For Excellence... The McMAHON DESIGN PROCESS

KICK-OFF

Project kick-off sets the tone for a project. Setting clear expectations is important. This includes having the right people at the table as part of the project team. The project team includes individuals from both the owner's staff and McMAHON's design team. It can also include outside stakeholder and contractor members. Each member of the team needs to know what role they play, what expectations they have of other team members, and what other team members expect of them. Once these expectations are clearly defined, communication between team members is structured to allow for the smooth flow of information throughout the project. The decision-making path will vary depending on the owner's internal structure. A successful project includes team members that are empowered to make decisions that will keep a project moving forward.

CAPTURE

The early part of a project involves capturing lots of information. The earlier this information is gathered and the completeness of this information, has a direct positive impact on projects. In order to deliver a successful project McMAHON's design team must first learn about our clients. We learn by listening. What is important to our client? We work with owner to create a list of priorities and in what order those priorities fall. The team establishes an owner vision that acts as a thread throughout the entire project. The priorities and vision are always there to reference and serve to ground the team at points in the project when the path forward may not seem as clear. Every project must move from a current state to a future state. Once McMAHON's design team observes the owner's current state and understands their desired future state, the project team develops a plan to bridge the gap between the two states.

COMMIT

Making commitments and sticking to them is an important part of every project. If every team member does this throughout the project, then all members are able to maximize the value their role is bringing to the project. Project milestones are determined by the project team. Once determined, the team develops a Pull Schedule to understand what tasks all team members must accomplish and in what order to meet the milestone dates. If milestone dates are delayed, the project schedule is delayed. The Pull Schedule is reviewed on a regular basis and revised as needed to keep progress in check. It is a strong yet simple way to organize project tasks in order to pull information when it is truly needed. McMAHON has seen the use of Pull Schedules lead to less rework during design, schedule efficiencies, reduced change orders during construction, and satisfied clients.

COMPILE

A thorough and validated program is the foundation of a well designed project. McMAHON's design team works directly with the owner to establish the project program. The program includes a list of spaces, numbers of spaces, space dimensions, square footage, and specific notes. Multipliers are used to account for circulation, walls, chases, and similar types of space. Total program square footage is used to check alignment with the owner's project budget. With a program established, McMAHON's design team begins to explore space relationships with the owner. With the program and the established list of priorities set at the beginning of the project, a diagrammatic representation of the project plan starts to take form.

EXAMINE

With the owner present, McMAHON's design team uses real-time design to examine options for the project. This interactive and collaborative process happens both electronically and in sketch form. Developing and testing options as a project team leads to a stronger final design. Design sessions where owner stakeholders explore possible layouts and process flow on paper with cut-outs of program spaces helps to establish buy-in for a project and generates the necessary process discussions that often need to happen early on for a project to be successful. McMAHON's design team is able to take this information and create multiple simple design concepts electronically for discussion with the design session group. With the right buy-in from owner stakeholders, this process has generated conceptual designs efficiently and effectively.

DESIGN

Collaboration is essential to the success of the McMAHON Design Process. Collaboration naturally brings communication to a process. It also creates efficiencies that ultimately have a positive impact on projects helping to minimize things like rework, errors, waste, and ultimately leading to reductions in project design schedule and changes during construction. The use of visualization tools like Revit help to fully take advantage of the collaborative process. McMAHON uses 3D visualization in Revit along with renderings and animations to allow owners and the design team to fully understand the project vision early in the project. This early understanding is important. The more that the entire team takes time to create understanding early in the process, the less errors and misunderstandings will occur during construction when changes are costly. McMAHON's process creates this understanding early. Then we align the project program, budget, quality and schedule, and maintain that alignment throughout the design.

REALIZE

Throughout the design process, McMAHON is always looking to Optimize value to the owner. At this stage of the project we want to make sure we've realized that value and the owner's objectives. McMAHON truly believes that owners don't need to sacrifice design and quality. Our design process is built around aligning program, budget, quality, and schedule. This balance in combination with the collaborative process laid out above has lead to many successful projects over many years. We believe in it and have passion for it!

PRODUCE

Prior to completing the construction documents for the project, McMAHON will finalize the design development of the project with the owner and design team in a final collaboration meeting. We also spend time internally focusing on quality control of our documentation. Creating the construction documents is a very streamlined part of our design process due to the focus on gathering more information up front during design. Producing construction documents has truly become just producing. This saves time and cost on our projects. This is another example of maximizing value to the owner - the owner is getting more time spent on thoughts/ideas/innovation which adds value and just the right amount of time on production. In a traditional project more time is spent on production seeking answers and often on rework which adds time and cost.

To learn more about **The McMAHON DESIGN PROCESS** call 920.751.4200 and ask to speak with our company's president, Paul Benedict.

SUSTAINABLE DESIGN PRINCIPLES

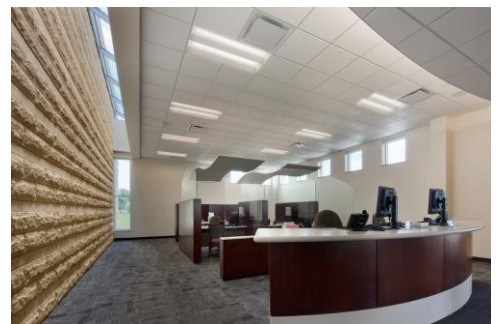
The health of our surroundings not only has a direct impact upon the health of human life; it also impacts the quality of our drinking water, air, soil and thus, the health of every other living organism. Historically, McMAHON has always provided quality design and construction management services that respond to **Sustainable Design** issues. Our in-house staff includes LEED® accredited professionals and excels in LEED® Design.

Buildings and Sustainable Design:

It is our commitment to provide our clients with sustainable, high performance buildings. Our services and expertise allow us to offer an array of sustainable design options to address your unique project goals. These options can range from a few sustainable elements to buildings and sites that push the technological envelope. McMAHON has implemented many types of sustainable elements in educational and other various types of facilities.

Just a few of these elements include:

- High Performance Building Envelope Design
- High Performance Glazing Systems
- Passive and Active Solar Energy
- Reclaimed Heat Systems
- Wind Harvesting
- Cool Day-lighting
- Occupant Sensor Lighting Controls
- Occupant Sensor Heating Controls
- Light Shelves
- Light Louvers
- Sustainable Building Materials
- Low VOC Building Materials
- Green Roofs
- Rainwater Harvesting
- Wet and Dry Ponds
- Bio-Filters
- Prairies



ARCHITECTURE

BUILDING INFORMATION MODELING (BIM)

The acronym **BIM** has numerous definitions in the Architectural, Engineering and Construction Industries. While the acronym BIM can define a Building Information Model, this falls short of what BIM really is and does for the industry. At McMAHON, rather than look at BIM as an object, we approach BIM as Building Information Modeling. This quantifies the acronym as more of a process where technology and collaboration are used to create a virtual building / project and allows the design team to make design reviews and performance reviews before anything is constructed. McMAHON has integrated BIM into how we design and how we deliver our services to our clients.

Visual Communication

- McMAHON uses BIM and touch-screen technology to develop the schematic ideas and layouts directly with the client in real time. In using this technology, McMAHON delivers improved client and designer communication, and a drastic reduction of the iterations and back-and-forth design exchanges experienced in traditional methods. This technology also allows brainstorming sessions to become much more collaborative and productive early in the design process.

Project Visualization

- McMAHON uses BIM software to provide 3D views of the project in every phase of the design. Modeling the project allows the client to visualize the built environment and get a sense of relational space that couldn't otherwise be experienced. McMAHON uses a wide variety of tools to cater to our client and project specific needs.

Collaboration

- McMAHON leverages the use of BIM to provide the most cost effective and efficient design we can. Using BIM and collaborating with the different design disciplines, and even the trade contractors early on in the design process, provides an environment where aesthetics, efficiencies, and budget are developed cohesively.

Reality Capture

- McMAHON is implementing digital photogrammetry and point cloud technology to create 3D models of existing structures and terrain. The result is dramatically more effective planning and coordination throughout the design process.

Tools

- Recap-digital photogrammetry
- Revit-modeling and design software
- Navisworks-clash detection and virtual construction collaboration tool
- BIM 360 Glue-virtual walk through and collaboration tool
- Civil 3D-site modeling and design
- Google Earth Pro-preliminary site visualization
- Joinme.com-web conferencing and sketch session collaborations
- Microsoft surface pros and Sharp Aquos boards-production and touch screen collaboration

McMAHON
ENGINEERS ARCHITECTS

920.751.4200 MCMGRP.COM



FOR BIM DESIGN, CONTACT
Jennifer J. Scherer
Architectural Designer
jscherer@mcmgrp.com
920.751.4200 ext. 337

Section 3

SIMILAR PROJECTS

PIERCE PARK
PARKS & RECREATION DEPT.
APPLETON, WISCONSIN

PARK PAVILION / BAND SHELTER RENOVATION

BACKGROUND

Pierce Park was established in 1920. The “dance” pavilion, centrally located in the 38-acre park, was designed by Chicago architect Byron H. Jillson in 1926 and was most likely constructed shortly thereafter. An addition to the exterior stage of the pavilion was constructed around 1944. The most recent renovation work on the structure occurred in 2001/2002, but it did not address a few major issues with the existing structure. The basement, located under the interior and exterior stage, was left intact, the rotating band shell was not renovated or removed, and the exterior band shelter/stage was not enlarged. The existing basement continued to be a problem due to water penetration and general deterioration. The band shell was antiquated in size and function and also suffered from general deterioration. The size of the existing exterior stage did not function adequately for the major user groups including the Appleton City Band which runs a summer concert series at this location.

PROJECT

In 2013, McMAHON was tasked to create an enlarged band shelter/stage structure that would enhance and not diminish the historic nature of the existing iconic pavilion, as well as resolve the deficiencies described above.



EXISTING STRUCTURE & DESIGN RENDERING



ST. CROIX CHIPPEWA INDIANS OF WI
HERTEL, WISCONSIN

HERTEL CASINO & C-STORE NEW CONSTRUCTION

BACKGROUND

The St. Croix Chippewa Indians replaced their existing casino and c-store in Hertel, Wisconsin with a new Greenfield Facility on Hwy 70.

PROJECT

The project consisted of a new 300 slot machine casino with back-of-house facilities; a new convenience store with gas and diesel fuel islands; a 50 seat restaurant; a trucker's lounge facility; smoke shop and associated site work. *In addition, the property contains an 800 person capacity performance amphitheater and space for community use and a recreational vehicle camp area for 16 vehicles.* The facility is designed to attract year-round recreational visitors in northwestern Wisconsin.

CHALLENGES

The proposed project involved a full complement of engineering and design disciplines, including the reconstruction of Hwy 70 to provide the necessary acceleration, deceleration and passing lanes needed for the facility. McMAHON provided all engineering and design needed for the highway work, site and building.



BROWN COUNTY
WISCONSIN

FAIR GROUNDS RESTROOM NEW CONSTRUCTION

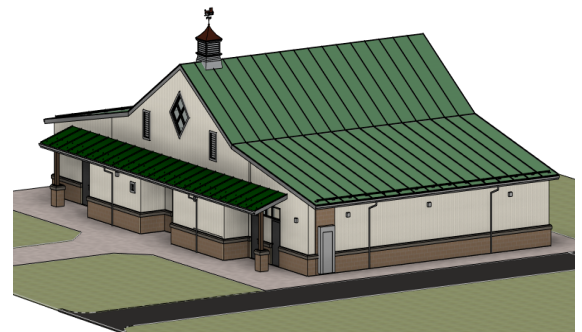
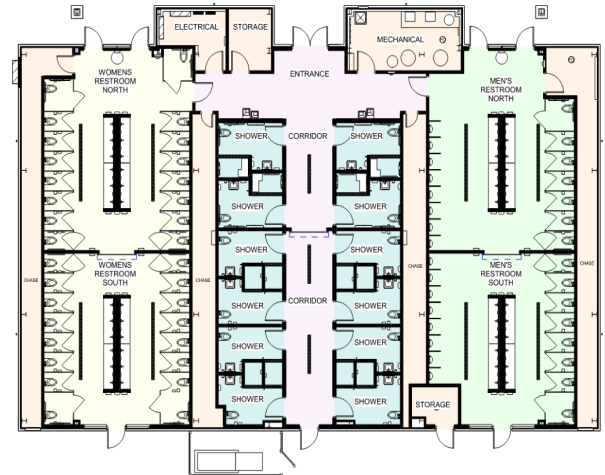
PROJECT

As part of the overall master plan for the Brown County Fair Grounds, McMAHON was awarded the design, bidding and construction administration for a new Restroom Facility and RV-Dumpstation.

The Restroom Facility would replace an existing facility and need to be expanded to accommodate Fair Grounds capacity for larger events. In addition, the facility needed to be designed to establish the design standards for future buildings on the site. The primary design elements include insulated metal panels to represent rural communities and agricultural buildings, in addition to split face concrete block for durability.

Overall, the 6,000-SF Restroom Facility consist of 32 Women's Toilets, 15 Men's Toilets, 16 Men's Urinals, and 12 Shower Rooms that include sinks and toilets. The Shower rooms are intended to be for all users and contain 4 handicap-accessible shower units.

Looking at energy and durability for the restroom facility, the McMAHON design team recommended in-floor heating, as well as an insulated metal panel roof structure and wall structure. These systems will not only be durable for years to come but will also save on overall energy usage of the facility. The facility can also be divided into sections with roll-up doors, allowing for smaller events and reduced energy consumption.



WITTMANN PARK
VILLAGE OF FOX CROSSING
WISCONSIN

PARK DESIGN REDEVELOPMENT

BACKGROUND

The 25-acre Wittmann Park space includes soccer fields, playground equipment and a pavilion. In 2009, McMAHON assisted the Village with drainage improvements at the park site.

PROJECT

As a follow-up of the drainage improvements project, the redevelopment project included site layout and design of a new pavilion, soccer field, sand volleyball court, tennis court, basketball court and 3,300-ft of recreation trail around the perimeter of the park. McMAHON provided site layout, design, bidding and construction administration services. The project was divided into two phases, beginning in 2015, with completion in 2016.

CHALLENGES

Due to a large wetland located along the north side of the park property, the design of an additional soccer field and recreation trail required permitting through the Wisconsin DNR.



VILLAGE OF CEDAR GROVE
WISCONSIN

SPORTS COMPLEX PAVILION NEW CONSTRUCTION

BACKGROUND

The Village of Cedar Grove Master Planning process included the development of a new sports complex to meet the needs of the community. A pavilion within the complex was a part of that need.

PROJECT

The pavilion would not only meet the current needs of the Village, but also address future needs.

Programing for the pavilion included the following features: restrooms, concession area with work island, walk-in cooler, kitchen range and sinks for hand and dish washing. In addition, a storage space was requested for maintenance equipment and a variety of athletic equipment.

Beyond program requirements, the design should address a request that the pavilion be as maintenance-free as possible. This was achieved by selecting masonry and other materials that would withstand the environmental and physical abuse experienced by a public-use facility and require minimal maintenance.

The pavilion design included a covered shelter area that allows for viewing of two separate baseball fields.



CONCEPTUAL RENDERINGS & CONSTRUCTION PHOTO

MEMORIAL PARK
PARKS & RECREATION DEPT.
APPLETON, WISCONSIN

CONCESSIONS BUILDING RENOVATION

BACKGROUND

As part of an overall project to improve its existing baseball fields complex, the City of Appleton Parks Department is planning to renovate its existing toilet/ concessions/ storage building (Jones Building) at Memorial Park in Appleton.

The City had initially intended to demolish the existing Jones building and replace it with a single story building.

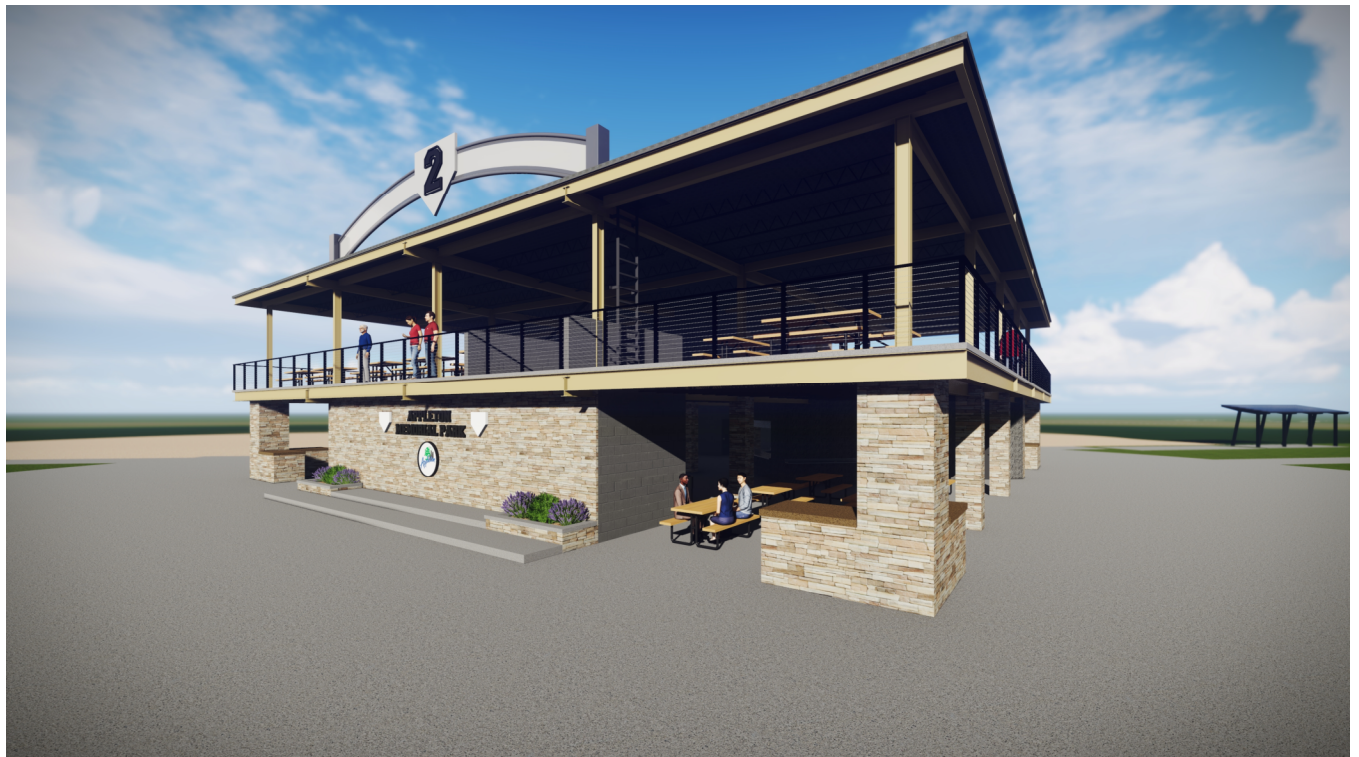
PROJECT

After reviewing the existing structure condition, McMAHON proposed renovating the existing building to become a signature feature at the center of four ball diamonds. The existing building walls will be removed, the existing roof structure, concrete floor structure and steel frame will be retained and remodeled to become an elevated public viewing deck with toilets and concessions below.

The project is pending budget approval in 2021, with construction anticipated in 2022.



DESIGN RENDERINGS & EXISTING STRUCTURE (Below)



Section 4

REFERENCES

OUTAGAMIE COUNTY**Paul Farrell, Maintenance Supervisor**

410 S. Elm Street
Appleton, WI
paul.farrell@outagamie.org
(920) 832-1855

VILLAGE OF ASHWAUBENON**Douglas Martin, Director of Public Works**

2155 Holmgren Way
Ashwaubenon, WI
dmartin@ashwaubenon.com
(920) 492-2308

VILLAGE OF MACHESNEY PARK**Chad Hunter, Superintendent of Public Works**

300 Roosevelt Road
Machesney Park, IL
chadh@machesneypark.org
(815) 877-5432

CITY OF APPLETON**Dean Gazza, Dir. of Parks, Rec., & Facilities Management**

100 N. Appleton Street
Appleton, WI
dean.gazza@appleton.org
(920) 832-5905

BROWN COUNTY PARKS**Matt Kriese, Parks Director**

2024 Lakeview Drive
Suamico, WI
matt.kriese@browncountywi.gov
(920) 448-4464

Section 5

PROJECT TIMELINE

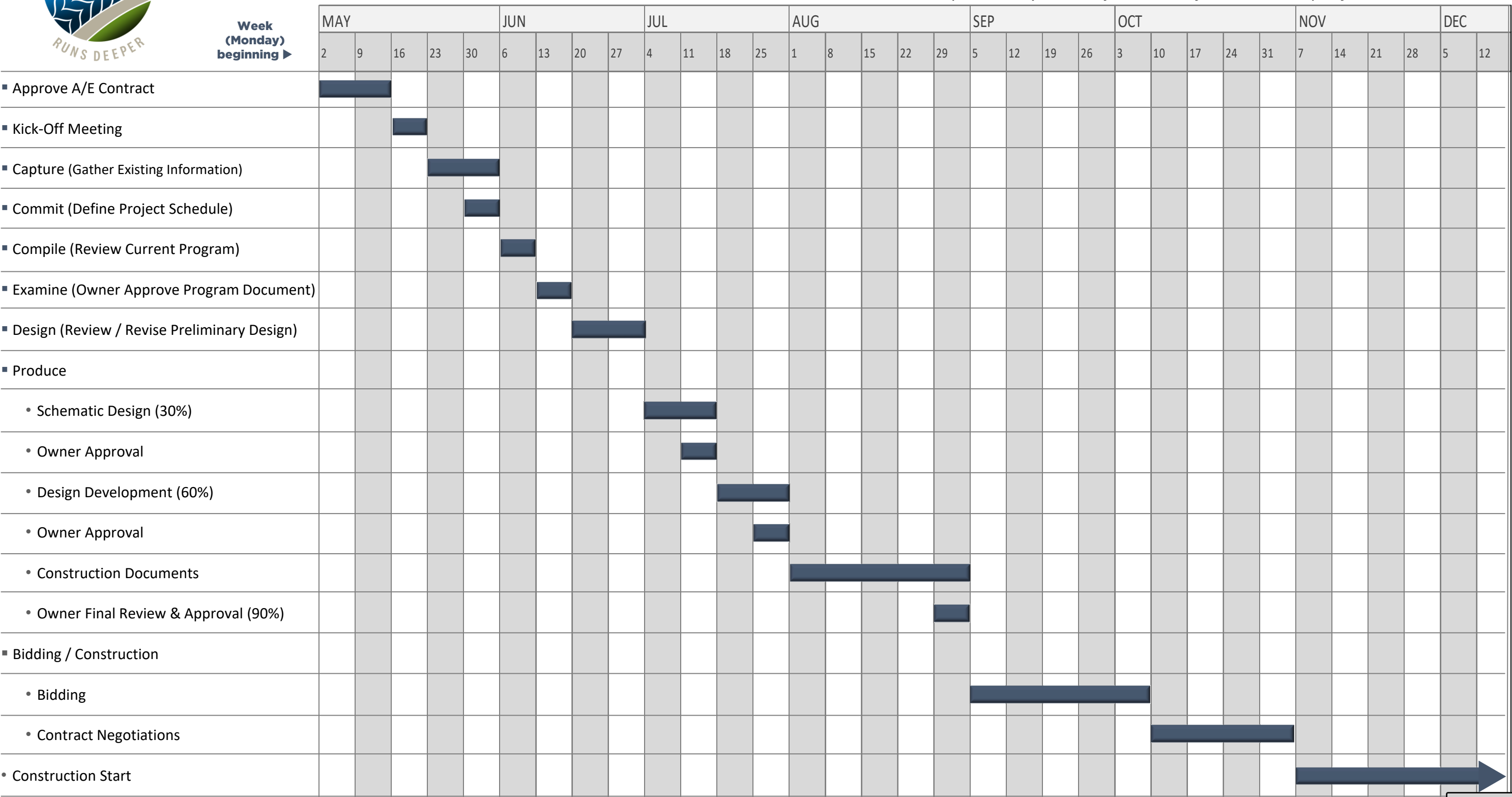
NELSON FAMILY PAVILION PROJECT

PROJECT TIMELINE



2022

This schedule is preliminary and subject to modification with input from the Owner.



Section 6

FEE**Proposed Fee Schedule****McMahon Associates, Inc.**

Company Name: _____

1445 McMahon Drive

Company Address: _____

Neenah, WI 54956

Company Address: _____

Michael J. McMahon

Company Representative: _____

Signature: _____

Item	Fee
Nelson Family Pavilion Design, Bidding, and Construction Management	
Technical Design	\$ 67,100
Development of Project Manual, Administer Bidding, and Award of Bid	\$ 4,500
Construction Management Pre-con meeting, on-site visits, final walk through, and warranty work	\$ 17,900
Total Fee	\$ 89,500

Please list any items not listed in the scope of services and fees / costs associated with those items below.

Item	Cost
Geotech (Budget Only)	\$ 5,000

Contract Edits

Below are proposed edits to the standard De Pere contract. We request these items are modified in the Standard Contract.

- The City acknowledges the Consultant's documents as instruments of professional service. All documents created, maintained, or received during the course of this Agreement, including those in electronic form, shall be deemed the property of the City and Consultant shall not be considered the owner of any such document nor shall the Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to hereby assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which right shall include copyright, or patent rights therein, unless City fails to pay Consultant for such drawings, specifications and other documents, in which case the ownership and all right shall revert to the Consultant.
- Notwithstanding the foregoing, the Consultant shall retain all common law, statutory and other reserved rights, including copyrights in its standard design elements and architectural/engineering details that are neither unique to the City or its affiliates nor related to the business of the City and the City shall be granted a non-exclusive license to reproduce such design elements and architectural/ engineering details.
- City further agrees to indemnify the Consultant from all costs Consultant incurs from claims against Consultant that arise from modifications to instruments of service by the City.



McMAHON ASSOCIATES, INC.

GENERAL TERMS & CONDITIONS

1. McMAHON ASSOCIATES, INC. (hereinafter referred to as 'McMAHON') will bill the Owner monthly with net payment due in 30-days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, McMAHON may, after giving 48-hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by McMAHON to collect all monies due McMAHON. McMAHON and Owner hereby acknowledge that McMAHON has and may exercise lien rights on subject property.
 2. The stated fees and Scope of Services constitute our best estimate of the fees and tasks required to perform the services as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. 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. McMAHON will promptly inform the Owner in writing of such situations so changes in this Agreement can be negotiated, as required.
 3. The stipulated fee is firm for acceptance by the Owner for 60-days from date of Agreement publication.
 4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for 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, 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.
 5. Reimbursable expenses incurred by McMAHON in the interest of the project including, but not limited to, equipment rental will be billed to the Owner at cost plus 10% and sub-consultants at cost plus 12%. When McMAHON, subsequent to 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 Owner has been notified and agrees to these costs.
 6. 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 Owner requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. McMAHON's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to ten (10) times McMAHON's fee not to exceed to \$500,000.
7. The Owner agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Owner's purpose. All unresolved claims, disputes and other matters in question between the Owner and McMAHON shall be submitted to mediation, if an agreement cannot be reached by Owner and McMAHON.
 8. Termination of this Agreement by the Owner or McMAHON shall be effective upon 7-days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between McMAHON and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, McMAHON may, upon 7-days written notice, suspend its services without further obligation or liability to the Owner unless, within such 7-day period, the Owner remedies such violation to the reasonable satisfaction of McMAHON.
 9. Re-use of any documents or AutoCAD representations pertaining to this project by the Owner for extensions of this project or on any other project shall be at the Owner's risk and the Owner 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 documents or AutoCAD representations by the Owner or by others acting through the Owner.
 10. Purchase Orders - In the event the Owner issues a purchase order or other instrument related to the Engineer's services, it is understood and agreed that such document is for Owner'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 Owner does issue a purchase order, or other similar instrument, it is understood and agreed that the Engineer shall indicate the purchase order number on the invoice(s) sent to the Owner.
 11. McMAHON will provide all services in accordance with generally accepted professional practices. McMAHON will not provide or offer to provide services inconsistent with or contrary to such practices nor make any other warranty or guarantee, expressed or implied, nor to have any Agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, McMAHON will not accept those terms and conditions offered by the Owner 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.
 12. McMAHON intends to serve as the Owner's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, approvals and other decisions made by McMAHON for the Owner are rendered on the basis of experience and qualifications and represent our professional judgment. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against either the Architect or McMAHON.
 13. This Agreement shall not be construed as giving McMAHON the responsibility or authority to direct or supervise 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.
 14. The Owner 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 by the Owner. 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 Owner. McMAHON shall have no responsibility for such issues or resulting damages.



FEE SCHEDULE | 2021

McMAHON ASSOCIATES, INC.

Effective: 01/01/2021

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
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

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$177.00 - \$228.00
Senior Project Manager	\$177.00
Project Manager	\$124.00 - \$164.00
Senior Engineer	\$156.00 - \$164.00
Engineer	\$84.00 - \$148.00
Senior Engineering Technician	\$113.00 - \$125.00
Engineering Technician	\$79.00 - \$103.00
Senior Architect	\$150.00 - \$168.00
Architect	\$117.00 - \$140.00
Senior Land Surveyor	\$113.00 - \$147.00
Professional Administrator Services	\$116.00
Public Management Specialist	\$113.00 - \$123.00
Public Safety Specialist	\$113.00 - \$123.00
Building Inspector Specialist	\$113.00
Land Surveyor	\$104.00
K-12 Administrative Specialist	\$106.00
Land Surveyor Technician	\$72.00 - \$93.00
Surveyor Apprentice	\$59.00
Senior Account Executive	\$59.00
Erosion Control Technician	\$79.00
Senior Hydrogeologist	\$177.00
Senior Ecologist	\$169.00
Environmental Scientist	\$84.00 - \$96.00
Senior G.I.S. Analyst	\$142.00
G.I.S. Analyst	\$86.00 - \$96.00
Wetland Delineator	\$96.00
Senior Designer	\$122.00
Designer	\$78.00 - \$104.00
Senior On-Site Project Representative	\$105.00
On-Site Project Representative	\$70.00 - \$88.00
Plan Review	\$124.00
Certified Grant Specialist	\$126.00
Graphic Designer	\$93.00
Senior Administrative Assistant	\$90.00
Administrative Assistant	\$71.00
Intern	\$38.00 - \$58.00
Professional Witness Services	\$323.00
Administrator Services	\$80.00



REIMBURSABLE EXPENSES SCHEDULE | 2021

McMAHON ASSOCIATES, INC.

Effective: 01/01/2021

Services subcontracted will be billed to the Owner at invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

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: MCM@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

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:

Photocopy Charges - Black & White	\$0.08/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.65/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.65/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.50/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$3.00/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.75/Each
Survey Steel Fence Post - 1"	\$4.25/Each
Control Spikes	\$1.75/Each



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Consideration and Possible Action Related to Providing Softballs to Adult Softball League Games. *

ATTACHMENTS:

- Memo.Softball (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: April 21, 2022

RE: Topic of providing softballs to Adult Softball League games

Alderperson Raasch has asked the topic of providing softballs to our leagues be discussed at the Park Board level and possibly approved.

Currently, the department does not provide softballs to our leagues. Instead, we work with our softball league managers to identify a ball and then we require managers to provide a ball for each game. For the last several years there have been some managers expressing concern over the department not providing softballs for league games. I believe the main concern is that it is difficult for softball managers to find a specific ball and not be charged an exorbitant amount.

If the Park Board/City would decide that we should offer softballs for our adult softball games, then the below information shall be helpful in understanding the financial implications. The below breakdown is a budget summary and not a "to the penny" breakdown. Its not possible to give you a specific breakdown until we would have all expenses and revenues in.

The below summaries are based on the notion if you would provide one new softball per game, and require a used ball to be used as the spare.

Thursday Softball (Summer) – Legion Park

10 teams = 5 games/night (13 weeks of regular season/2 weeks of playoffs)

13 weeks x 5 games/night + 9 playoff games = 74 total games

74 games x \$13.50/ball = \$999.00

Thursday Softball (Summer) – VFW Park

8 teams = 4 games/night (13 weeks of regular season/2 weeks playoffs)

13 weeks x 4 games/night + 7 playoff games = 59 total games

59 games x \$13.50/ball = \$796.50

Tuesday Softball (Summer) – VFW

4 teams = 2 games/night (14 weeks of regular season/2weeks of playoffs)

14 weeks x 2 games/night + 3 playoff games = 31 games

31 games x \$13.50/ball = \$418.50

Budget Implications:

In looking at the basic budgetary breakdown we have approximately \$15,030 in revenue, compared to \$3,484 in expenses for our Summer Softball program. While the \$2,214 additional expense appears it can be consumed within the budget and not run a deficit, please keep in mind the profit/loss does not include expenses incurred for use of and maintenance of the diamond. The City has hidden costs related to administration, utility cost, diamond supplies, and diamond preparation. The included information is only for Summer Softball and does not include the Fall Softball information.

Staff Recommendation:

If the Park Board feels this type of amenity should be included with our softball leagues, we would recommend the following;

- Do not offer in 2022.
- Place into 2023 proposed budget
- Budget and plan for one new ball per game, and use of a “used” ball as the back up.
- Recommend supplying amenity for all adult softball leagues.

If the Park Board wishes to offer this amenity in 2022, we would simply need to eat the cost and then plan/budget accordingly for 2023.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Grace Lahtela

SUBJECT: Discuss Park Board Members Volunteering for the Beer Garden.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Don Melichar

SUBJECT: Staff Update on Memorial Trees to be Planted on Ridgeway Blvd.

ATTACHMENTS:

- Memo - staff update for donation of 22 trees on Ridgeway from Jennifer Classon 4-14-22 (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Don Melichar

Date: April 14, 2022

RE: Staff Update - Ridgeway Boulevard Memorial Tree Donation

Last August the Forestry Department was contacted by Jennifer Classon, 526 N Erie St, regarding a possible memorial tree planting on Ridgeway Boulevard. Her concern was that the City would be losing numerous trees in the boulevard and it would leave the roadway deforested. Jennifer discussed that she wanted to help as a memorial to her beloved family members who she recently lost. Jennifer has agreed to pay for 22 trees to be planted in the middle boulevard on Ridgeway. They will be of varied species and varieties to help create a biodiversity of trees in this area. This planting will help to offset the loss of the ash and Canadian cherry trees during the last few years. I wish to thank Jennifer for her donation and efforts to beautify De Pere.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Upcoming Construction of VFW Tennis Courts.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on Fundraising Activity for the Nelson Family Pavilion.



City of De Pere, Wisconsin

Request For Board of Park Commissioners Action

MEETING DATE: April 21, 2022

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Staff Update on the Status of the Point of Sale System for the Swimming Pools.
