

**MEETING: SPECIAL MEETING OF THE PUBLIC SAFETY COMMITTEE**

**DATE & TIME: Thursday, April 9, 2026 at 6:00 PM**

**LOCATION: Germantown Village Hall Board Room  
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2553 653 5728** Password: **E88sjEF5Bty** which can be accessed by phone at **408-418-9388** or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=md83c6618117e413395a677d4b35d0644>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@germantownwi.gov](mailto:comments@germantownwi.gov) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. Previously recorded Village Board Meeting Videos can be viewed at [https://www.youtube.com/channel/UCOYp0EgELzTCa9X\\_iCohyhQ](https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ).

## **AGENDA**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*
- IV. **MEETING MINUTES:**
  - A. March 2, 2026 (ACTION)
- V. **UNFINISHED BUSINESS:**
  - A. Award of Architectural Firm contract for Police Department Building construction project - recommendation to Village Board on April 20, 2026 (ACTION)
- VI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

Notice is hereby given that a possible quorum of other boards, committees, and/or commissions may attend this meeting to gather information about an item over which they have decision-making responsibility. This may constitute a meeting of these bodies per State ex rel. Badke v Greendale Village Board, even though these bodies will not take formal action at this meeting.

<b>MEETING:</b>	<b>REGULAR MEETING OF THE PUBLIC SAFETY COMMITTEE</b>
<b>DATE AND TIME:</b>	<b>Monday, March 2, 2026 6:00 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

**MINUTES**

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

Chairperson Trustee Meg Cutts called the Public Safety Meeting to order at 6:00 pm.

II. **ROLL CALL:**

**Present:** Trustee Meg Cutts, Trustee David Baum, Trustee Jolene Pieper, Trustee Kristen Borst

**Also Present:** Fire Chief John Delain, Police Chief Pat Merten, Administrative Manager Amy Lerch

- III. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

Lynne Schauer Bednarz (W156N10121 Pawnee Ct) spoke against the proposed Police Dept building process.

IV. **MEETING MINUTES:**

- A. February 2, 2026 (ACTION)

**Motion:** Approve as presented

**Motioned By:** David Baum

**Seconded By:** Jolene Pieper

**Yes:** Meg Cutts, David Baum, Jolene Pieper, Kristen Borst

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 4, No 0, Abstained 0)**

**V. REPORTS (DISCUSSION AND POSSIBLE ACTION UNLESS OTHERWISE NOTED):**

A. Police Monthly Report

Chief Merten presented the monthly report and additional information. Trustee Cutts asked about the number of bail-jumping incidents, Chief Merten explained the situations that could cause that to occur.

B. Fire Department Monthly Report

There was no Fire monthly report. Chief Delain explained the Federal changes in 2026 reporting, next month will begin the new reporting information each month. He also presented the monthly building inspection information.

C. Fire Department Building Project

Chief Delain reported the Construction Manager At Risk (CMAR) selection process has narrowed the field to 3 companies: Moore Construction, CG Schmidt, and Scherrer Construction. Interviews will occur mid-March and one will move forward at the next PSC meeting.

D. Overtime Report

Chief Merten gave the Police OT report, noting it was up slightly due to investigation/conveyance situations.

Chief Delain gave the Fire OT report, noting it's the lowest it's been at just 194 hours last month.

Trustee Baum asked the value of the decreased OT (\$17,112.06 in savings).

E. Policy Updates

There were no policy updates for Police or Fire.

**VI. UNFINISHED BUSINESS:**

There was no unfinished business.

**VII. NEW BUSINESS:**

A. Matteo's Mexican Grill One-Time Temporary Outdoor Entertainment Permit for Cinco de Mayo (05/05/2026) (ACTION)

**Motion:** Approve as presented

**Motioned By:** Jolene Pieper  
**Seconded By:** Kristen Borst  
**Yes:** Meg Cutts, David Baum, Jolene Pieper, Kristen Borst  
**No:** None  
**Abstain:** None  
**Motion Carried by Voice Vote (Yes 4, No 0, Abstained 0)**

- B. Producer Full-Service Retail Sales Application: Spirits of Norway Vineyard, LLC dba On Cloud Wine, LLC for Hops & Hounds event on July 10, 2026, at Homestead Hollow County Park (ACTION)

**Motion:** Approve as presented  
**Motioned By:** Jolene Pieper  
**Seconded By:** Kristen Borst  
**Yes:** Meg Cutts, David Baum, Jolene Pieper, Kristen Borst  
**No:** None  
**Abstain:** None  
**Motion Carried by Voice Vote (Yes 4, No 0, Abstained 0)**

- C. New IT Engineering Position to replace Records Clerk vacancy (DISCUSSION/ACTION)

Chief Merten presented the proposed position change of the Records Clerk open position to a new IT Engineering position. The PD would then have dedicated IT support going forward. Presently, a PD Captain and a PD Systems Specialist spend 2-3 hours per day supporting the PD's computer/wireless/etc. needs. CapData is presently the only option, but they are only in Germantown one day a week, and sometimes cannot solve the problem.

Committee discussion ensued, with detailed Q&A with Chief Merten.

**Motion:** Approve with a clause to hold off on hiring until the job description is confirmed and our new Village Administrator is in place.  
**Motioned By:** Jolene Pieper  
**Seconded By:** David Baum for discussion.  
Trustee Baum asked if perhaps this position should be a Village-level position, not at the Police-level position.  
Chief Merten offered to do more research and bring the findings forward at the next PSC meeting.  
**Motion withdrawn:** Jolene Pieper  
**Seconded By:** David Baum

**Motion:** Table this topic until the next PSC meeting to review in detail the job description and additional findings from Chief Merten.  
**Motioned By:** Jolene Pieper  
**Seconded By:** David Baum for discussion.  
Detailed Committee discussion ensued.

**Yes:** Meg Cutts, David Baum, Jolene Pieper, Kristen Borst

**No:** None

**Abstain:** None

**Motion Carried by Voice Vote (Yes 4, No 0, Abstained 0)**

- D. Award of Architectural Firm contract for Police Department Building Construction Project - recommendation to Village Board on March 16, 2026 (ACTION)

Chief Merten presented information regarding the 12 proposals received for this building project. There have been two companies selected for interviews happening this week. The building project team will propose their final decision of contract award to the full Village Board at their next meeting.

Committee discussion ensued at length, being reminded that this is a recommendation to move the approval process to the full Village Board on 3/16/26. Conversation covered seeing all 12 proposals, selecting the top 3 for recommendation to the Village Board. It was requested the top three present at a special PSC meeting prior to the Village Board meeting in mid-April.

**Motion:** Hold a Special PSC meeting on THUR 4/9/26 to discuss the top 3 architecture companies for the PD building project.

**Motioned By:** Kristen Borst

**Seconded By:** Jolene Pieper

Discussion ensued prior to voting.

**Yes:** Meg Cutts, Jolene Pieper, Kristen Borst

**No:** David Baum

**Abstain:** None

**Motion Carried by Voice Vote (Yes 3, No 1, Abstained 0)**

## **VIII. ADJOURNMENT:**

The next PSC meeting will be Thursday, April 9, 2026 @ 6pm.

Chairperson Trustee Cutts adjourned the meeting at 6:55pm.

**Amy Lerch**

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**Subject:** FW: PUBLIC SAFETY MEETING 3-2-26

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**Sent:** Monday, March 2, 2026 2:59 PM  
**Subject:** FW: PUBLIC SAFETY MEETING 3-2-26

The comments below should be included in your minutes of tonight's meeting.

Thank you,

Donna Ott  
Village Clerk

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**From:** crb crb <[cash2u@outlook.com](mailto:cash2u@outlook.com)>  
**Sent:** Monday, March 2, 2026 10:12 AM  
**To:** Comments <[Comments@germantownwi.gov](mailto:Comments@germantownwi.gov)>  
**Subject:** PUBLIC SAFETY MEETING 3-2-26

Hello,

The hiring a new Information Technology System Engineer.  
We would like to suggest that place on hold until the new village administer is hirer.  
Since it would be also used with the village staff too ensure alignment in the village and departments.

We would like to suggest monthly updates at Public Safety/ Village Board meetings about any calls at the OLD FLOWER SOURCE.  
Until the demo is completed.

Police/Fire depts. Safe rooms/ space for leaving a unwanted baby.  
Will this be included at the new police dept? Also at the remodel fire dept?  
Will there still be one on Mequon Rd someplace? After the police dept moves?  
This very important to have in our village. Times are changing.

Thank you for your time!  
The Schneider's

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE**

MEETING DATE: April 9, 2026

PLACEMENT: Action Item

ITEM TITLE: Award of Architectural Firm contract for Police Department  
Building construction project - recommendation to Village Board on  
April 20, 2026 (ACTION)

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Architect Recommendation Summary
2. RFP - Architect-Engineering Services
3. FGMA Fee Proposal
4. Zimmerman Fee Proposal
5. Bray Fee Proposal

STAFF RECOMMENDATION:

ACTION BY COMMITTEE:

**BUSINESS OF THE PUBLIC SAFETY COMMITTEE  
GERMANTOWN, WI**

MEETING DATE: April 9, 2026

AGENDA ITEM: Action

ITEM TITLE: Architectural & Engineering Services for New Police Facility

SUBMITTED BY: Chief Patrick Merten

SUMMARY EXPLANATION:

The Police Department staff, along with members from other Village departments, reviewed twelve (12) Architectural and Engineering proposals. The evaluation committee assessed each submission based on the following criteria: responsiveness, police facility experience, project team qualifications, technical approach, and cost.

After individual evaluations were completed, the scores for each firm were averaged and recorded on a master scorecard. Based on the initial review, the top three (3) firms were invited to participate in follow-up interviews with the committee.

The three highest-ranked firms were:

- FGM Architects – 84.60
- Zimmerman Architects – 80.60
- Bray Architects – 79.40

(All scores were based on a 100-point scale.)

The proposed Architectural and Engineering fees for each firm are as follows:

- FGM Architects: \$1,764,000 (fixed fee)
- Zimmerman Architects: \$1,597,000 (4.95% of construction cost)
- Bray Architects: \$1,573,000 (5% of construction cost)

FGM Architects brings extensive experience in the design of police facilities, having completed over 300 such projects and serving more than 90 local police department clients. Within the past five years, they have worked on multiple police facilities, including seven (7) in Wisconsin and approximately thirty (30) nationwide. Their current projects include the Slinger Police Department and the Fitchburg Police Department. In 2023, they completed a combined police and fire department facility for the Village of Caledonia, which was delivered \$2 million under budget.

Given their depth of experience and demonstrated expertise in police facility design, FGM Architects has a strong understanding of the unique requirements associated with these projects.

Based on the evaluation process and subsequent interviews, the Germantown Police Department Committee recommends awarding the Architectural and Engineering Services Agreement for the new Germantown Police Department facility to FGM Architects.

ATTACHMENT:      ORDINANCE\_\_ RESOLUTION\_\_\_\_ OTHER\_\_X\_\_

RECOMMENDATION:

A motion to recommend that the Village Board approve the selection of FGM Architects to provide Architectural and Engineering services for the new Police Facility.

**REQUEST FOR PROPOSALS (RFP)**  
**ARCHITESTURAL AND ENGINEERING (A/E) SERVICES**  
**Germantown Police Department**  
**New Police Facility**  
**Germantown, Wisconsin**

Issue Date:	January 28, 2026
Proposals Due:	February 20, 2026
Owner:	Village of Germantown, Wisconsin
Architect of Record:	Selected through this process
Estimated Construction Cost:	Approximately \$30M
Project Lead	Police Chief Pat Merten

Issued by the Village of Germantown, Wisconsin

## SECTION 1: PROJECT OVERVIEW AND BACKGROUND

### 1.1 Project Overview

The Village of Germantown, Wisconsin (the “Village”), and the Germantown Police Department are soliciting proposals from qualified and experienced architectural and engineering (A/E) consultant teams to provide full professional design services for the planning, design, bidding support, and construction administration of a new Police Department facility.

The proposed project will result in the complete replacement of the Village’s existing Police Department facilities currently located at N112W16877 Mequon Road, Germantown, Wisconsin. The new facility will be constructed at N122W17177 Fond du Lac Avenue, Germantown, Wisconsin, on the site of the former Department of Public Works (DPW) building, which has been demolished. A substantial sanitary sewer and water main extension is included in this project.

The intent of this project is to deliver a purpose-built, modern police facility that meets current operational needs, supports projected staffing and service growth for at least the next 20 years, and reflects best practices in law enforcement facility design, security, resiliency, and community engagement.

### 1.2 Background and Need for the Project

The existing Germantown Police Department facilities are approximately 45–50 years old and consist of multiple buildings that were constructed and expanded incrementally over time. While the buildings have generally been maintained, they no longer meet the functional, spatial, or organizational needs of a modern police department.

Operational deficiencies identified through internal review and a formal Police Department Building Feasibility Assessment include, but are not limited to:

- Fragmented building layout with multiple disconnected structures
- Inadequate and undersized public lobby and reception areas
- Lack of logical grouping of staff offices and workspaces
- Insufficient indoor parking and secure vehicle processing areas
- Absence of a properly sized training facility and emergency operations space
- No dedicated or adequate weapons training range

- Undersized locker rooms, showers, and wellness facilities, particularly for female staff
- Inadequate storage for equipment, evidence, and specialized units
- Limited or no capacity for future staffing and operational growth

These deficiencies have been exacerbated by significant growth in staffing and operational complexity. As of 2026, the Police Department includes approximately 42 sworn officers and multiple civilian and technical support positions, including expanded command staff, specialty units, and support functions not contemplated when the current facility was designed.

### 1.3 Planning and Site Evaluation

Between 2024 and 2026, the Village undertook a comprehensive feasibility and site evaluation process to assess long-term police facility needs and evaluate potential locations for a new building. Multiple sites were reviewed, including the existing Mequon Road site, a former commercial site, and the former DPW site on Fond du Lac Avenue.

Based on this evaluation, the Fond du Lac Avenue (former DPW) site was identified as the preferred location due to its:

- Village ownership and Institutional zoning (no rezoning required)
- Adequate size and geometry to support efficient building layout and secure circulation
- Ability to accommodate indoor vehicle functions, training spaces, and future expansion
- Reduced impacts to surrounding residential neighborhoods
- Lower construction risk compared to sites requiring phased construction or land acquisition

The selected site does present known constraints, including required utility extensions, bedrock considerations, and stormwater management needs. These conditions are well documented and will be incorporated into the design process.

### 1.4 Anticipated Facility Program and Scale

A preliminary space program has been developed through prior study and stakeholder engagement. The new Police Department facility is anticipated to be approximately 64,500 to 66,500 square feet and will generally include, at a minimum:

- Secure and separated public, staff, and detainee circulation
- Administrative and command offices grouped by function
- Patrol and investigative workspaces
- Adequate interview and conference rooms
- Evidence processing and storage areas
- Indoor secure parking and sallyport
- Training facilities, including a full live-fire indoor weapons training range
- Locker rooms, showers, and wellness spaces sized for current and future staffing
- Community-facing spaces suitable for meetings, training, and public interaction
- A 2,500-foot extension of sanitary sewer and water main, upsized for future development.
- An onsite stormwater management BMP.

The selected A/E consultant will be responsible for validating, refining, and advancing the preliminary program into a fully coordinated and constructible design.

### 1.5 Project Budget and Schedule

The Village anticipates a construction budget of approximately \$30 million, inclusive of a substantial utility extension.

Anticipated schedule (subject to change):

- Design Phase: 2026
- Construction Phase: 2027
- Substantial Completion and Occupancy: Mid to Late 2028

The project will be delivered using a Construction Manager at Risk (CMAR) method. The A/E consultant shall coordinate closely with the Owner and CMAR throughout design, bidding, and construction. A more detailed schedule can be referenced in Section 5.

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## SECTION 2: SCOPE OF PROFESSIONAL DESIGN SERVICES

### 2.1 General Scope

The Village intends to retain a qualified A/E consultant team to provide full professional design services from programming validation through construction administration. The consultant shall serve as prime consultant and manage all required subconsultants.

Services include, but are not limited to architecture, structural, civil, site and utilities, stormwater, landscape, mechanical, electrical, plumbing, fire protection, technology/telecommunications, security systems, interior design, and specialized police facility and live-fire range consultants.

### 2.2 Programming Validation and Project Initiation

The consultant shall:

- Review all feasibility and planning documents provided by the Village
- Validate the preliminary space program against staffing, operations, and growth projections
- Conduct focused programming sessions with Police Department leadership and Village staff
- Confirm functional adjacencies and secure circulation
- Document refinements and obtain Village approval prior to schematic design
- Study of storage space needed, and whether Garage 4 on site is sufficient for Germantown Police Department and general Village needs. If necessary, additional storage will be considered as part of this project.

### 2.3 Schematic Design

At a minimum:

- Site plan with access, circulation, secure movements, and stormwater concepts
- Preliminary floor plans, sections, and elevations
- Conceptual structural and MEP systems
- Security zoning diagrams
- Conceptual indoor parking, sallyport, training spaces, and live-fire range layout
- Preliminary construction cost estimate

Upon completion of the Schematic Design phase, the consultant will assist the Owner with a presentation of the design to the Village Board. Upon approval of the schematic design by the Village Board, the design will progress into the next phase.

#### 2.4 Design Phase 2 – Design Development and Construction Documents

Upon schematic approval, services shall include:

- Coordinated design development documents for all disciplines
- Advancement of design to define materials, systems, and performance criteria
- Construction documents and specifications in AIA format suitable for CMAR bidding
- 30%, 60%, 90%, and 100% design submissions
- 30%, 60%, 90% and 100% plans and specifications for the sanitary and water main extensions. Coordination with and approval from the Village Engineer is required.
- Independent cost estimates at each milestone in coordination with the CMAR
- CMAR coordination for constructability, value analysis, phasing, and scheduling
- Coordination with Village staff and Police Department leadership
- Integration of code, accessibility, sustainability, and CPTED principles
- Integration of architectural, site, structural, MEP, security, technology, and range systems
- Participation in formal design reviews and Village Board presentations
- Presentations to the Building Advisory Committee, Public Safety Committee and Public Works and Highway Committee may be requested at different stages of design.

Electronic CAD/BIM files and PDFs shall be provided at each milestone.

#### 2.5 Police Facility and Live-Fire Range Requirements

The project includes a full live-fire indoor weapons training range. The consultant shall:

- Retain qualified range design subconsultants
- Address ballistics, ventilation/lead management, acoustics, vibration, and safety systems
- Integrate the range with building structure and MEP systems

#### 2.6 Permitting and Agency Coordination

The consultant shall coordinate approvals with all applicable agencies, including Village departments, DNR, WisDOT, Washington County, and MMSD.

## 2.7 Construction Administration

Services shall include:

- Preconstruction and progress meetings
- Interpretation of construction documents
- RFIs and submittals review
- Site observations and written field reports
- Coordination on substitutions, VE proposals, and changes
- Review of pay applications
- Substantial completion inspections
- Punch lists, closeout, and warranty review

### **Bidding Clarification:**

Bidding and procurement shall be performed exclusively by the CMAR. The A/E consultant shall not conduct bidding and shall only provide technical support and clarifications.

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## SECTION 3: EVALUATION CRITERIA AND SELECTION PROCESS

### 3.1 Selection Process

Proposals will be evaluated by a Village-appointed Evaluation Team. The top two firms after initial scoring will be interviewed by the evaluation team. The top firm, after interviews, will receive the Evaluation Team recommendation for the Village Board to consider. Final selection is at the sole discretion of the Village Board.

### 3.2 Scoring Criteria (100 Points)

<b>Criteria</b>	<b>Points</b>
Responsiveness	15
Police Facility Experience	20
Project Team Qualifications	20
Technical Approach	20

<b>Criteria</b>	<b>Points</b>
Interview (if conducted)	10
Cost Proposal	15

### 3.3 Police Facility Experience (Required)

Proposers shall demonstrate at least one completed police facility within the past five years with higher scoring for greater police-specific building experience. Experience with live-fire ranges is strongly weighted. The individual serving as the consultant project manager should also have demonstrated success with police-specific building experience.

## SECTION 4: INSTRUCTIONS TO PROPOSERS

### 4.1 Mandatory Pre-Submittal Meeting

Attendance at a mandatory pre-submittal meeting and site visit is required for proposals to be considered responsive.

### 4.2 Wisconsin Registration and Licensing

The proposer and all applicable subconsultants shall be properly registered and licensed in the State of Wisconsin.

### 4.3 Submission Requirements

- Technical Proposal
- A Cost Proposal
- A Draft Contract
- Electronic copies (USB)

Proposals will be submitted electronically to Administrative Assistant Heidi VanBeek, [hvanbeek@germantownwi.gov](mailto:hvanbeek@germantownwi.gov), with hard copies delivered in person to Germantown Village Hall, Department of Public Works by 3pm on the date proposals are due. Questions can be submitted to the same address and will be disseminated to the project team from there.

### 4.4 RFP Schedule

<b>Milestone</b>	<b>Date</b>
RFP Issued	Wednesday, January 28, 2026
Mandatory Site Meeting	Friday, February 6, 2026 at 9AM

Questions Due	Wednesday, February 11, 2026 at 5PM
Written Response to Questions	Monday, February 16, 2026
Proposals Due	Friday, February 20, 2026
Proposal Evaluation	Week of February 23, 2026
Interviews (top 2 firms)	Monday, March 2, 2026
Negotiations/Contract	Week of March 9, 2026
Public Safety Committee Recommendation	Mid-March 2026
Village Board Award	March 16, 2026

The mandatory site meeting will start at the current Germantown Police Facility, located at N112W16877 Mequon Rd and then proceed to a site visit located at N122W17177 Fond du Lac Ave.

## SECTION 5: PROPOSED PROJECT TIMELINE

Generally, the Village anticipates award of the design services contract in early 2026. Design development will take place over the remainder for 2026. Construction is anticipated to occur from 2027 through mid-to-late-2028. The CMAR will be hired by approximately 30% design.

Milestone	Target Date
Village Board Award	April 2026
Design Agreement Executed	April 2026
Programming Validation & Schematic Design	May 2026
CMAR Selection (approx. 30% Design)	Jun 2026
60% Design	August 2026
90% Design	September 2026
Construction Documents	November 2026
Construction Start	2027
Substantial Completion	Mid to Late 2028

## SECTION 6: CONTRACT TERMS AND AGREEMENT FRAMEWORK

### 6.1 Form of Agreement

The Village anticipates using an AIA B101–based agreement, modified for Wisconsin municipal requirements.

## 6.2 Scope Consistency and Supplemental Hourly Rates

The agreement shall incorporate:

- This RFP
- The accepted proposal
- Negotiated amendments
- A supplemental hourly rate schedule for authorized supplemental services

## 6.3 Term of Agreement

Through construction administration, closeout, and warranty review.

## 6.4 Compensation and Payment

Based on the negotiated fee and subject to Village approval.

## 6.5 Changes in Scope

Must be authorized in writing.

The terms of the contract will be further negotiated upon the consultant receiving the evaluation committee recommendation and before Village Board award of the professional services agreement.

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## SECTION 7: ATTACHMENTS AND REFERENCE DOCUMENTS

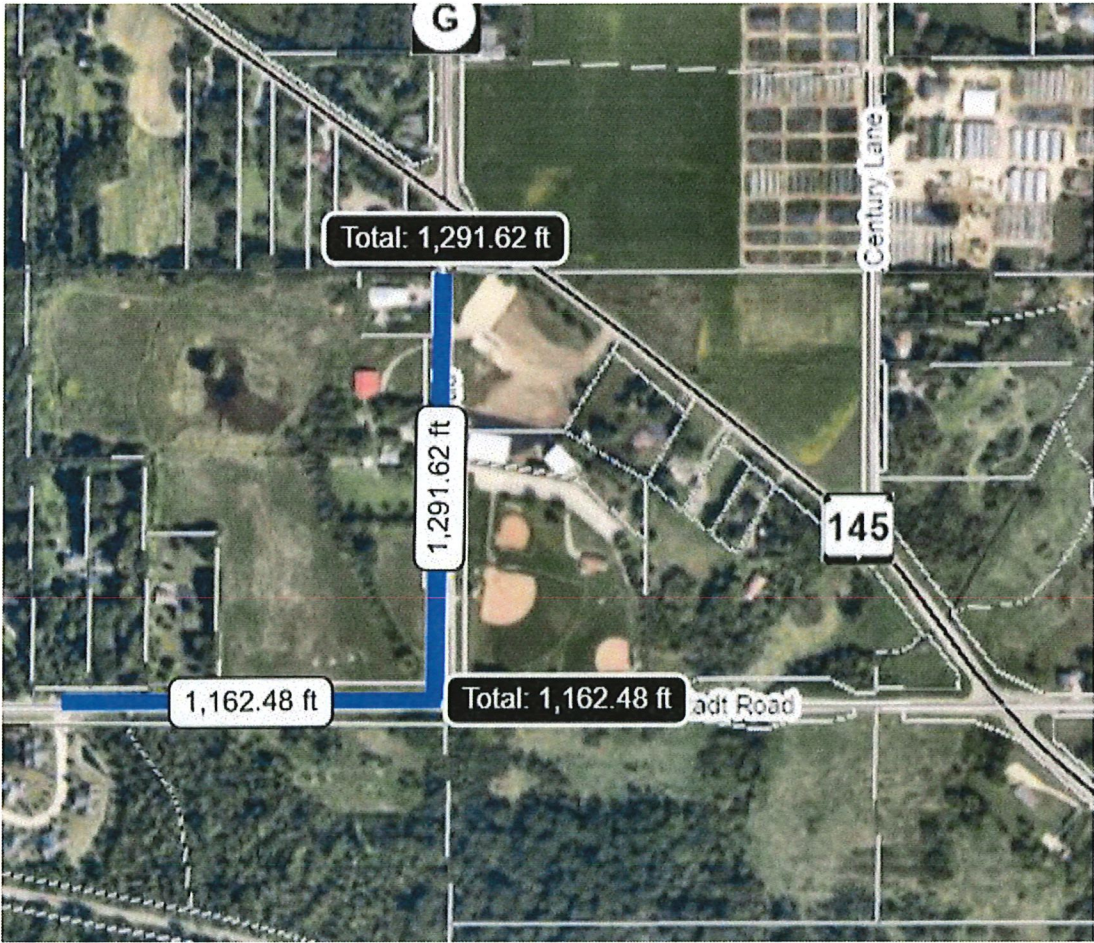
**Attachment A:** Site Map

**Attachment B:** Utility Extension

**Attachment C:** Police Facility Feasibility Study

### **Attachment A - Site**







# POLICE DEPARTMENT BUILDING FEASIBILITY ASSESSMENT

Prepared For:

Village of



**Germantown**

Prepared By:

**GRAEF**

**pro**

**MOORE**  
CONSTRUCTION SERVICES  
YOUR CONSTRUCTION PARTNER

**Primary Contact:**  
Mike Paulos, PE  
Project Manager | Principal-in-Charge  
Mike.Paulos@graef-usa.com  
414 / 266 9086

275 West Wisconsin Avenue  
Suite 300  
Milwaukee, WI 53203  
414 / 259 1500  
www.graef-usa.com

January 19, 2026

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# 1.0 EXECUTIVE SUMMARY

The Village of Germantown is considering three potential sites for the construction of a new two-floor, 30,000-square-foot police department facility. Each location was evaluated for zoning compliance, infrastructure availability, environmental constraints, and overall feasibility. Analysis was limited to a desktop review, and no field verifications of wetlands, floodplains, geotechnical, or rock explorations were completed. Table 1.0 below summarizes the findings.

TABLE 1.0 - SUMMARY OF FINDINGS			
CRITERIA	POTENTIAL SITES		
<b>Address</b>	N112W16877 Mequon Road (Existing PD Site)	W188N10963 Maple Road (Existing Kwik Trip Site)	N122W17177 Fond Du Lac Avenue (Former DPW Site)
<b>Owner</b>	Village No Reduction of Taxable Land	Private (3 Parcels) Reduction of Taxable Land	Village No Reduction of Taxable Land
<b>Approx. Land Cost</b>	N/A	\$1,900,000 (Does Not Include 3rd Parcel)	N/A
<b>Approx. Add. Demolition</b>	N/A	\$200,000	\$200,000
<b>Approx. Project Cost</b>	\$28,910,556	\$28,666,298	\$30,660,301 (Includes Utility Extension)
<b>Approx. Total Cost</b>	\$28,910,556	\$30,766,298	\$30,860,301
<b>Floor Orientation</b>	1 Floor Above Grade 1 Floor Below Grade	2 Floors Above Grade	1 Floor Above Grade 1 Floor Below Grade
<b>Zoning</b>	Institutional (I) No Rezoning Required	B-1 & B-5 Requires CSM & Rezoning	Institutional (I) No Rezoning Required
<b>Utilities</b>	Power, Water, Sewer Available	Power, Water, Sewer Available	Power Available ~2,250 Ft Water/Sewer Extension Required
<b>Stormwater</b>	Detention Needed	Detention Needed Regional Pond May Assist	Detention Needed
<b>Floodplain Zone</b>	Zone X Low Risk	Zone A & Zone X High Risk	Zone X Low Risk
<b>Wetlands</b>	None Low Risk	Yes High Risk	None Low Risk
<b>Bedrock</b>	High Risk	Low Risk	High Risk
<b>Environmental Risks</b>	Phase 1 ESA Recommended Potential Fueling Station Contamination	Phase 1 ESA Recommended Potential Fueling Station Contamination	Phase 1 ESA Recommended Potential Fueling Station Contamination
<b>Complexity</b>	High Phased Construction to Maintain PD Operations	High Rezoning, CSM, Wetland, Groundwater, & Floodplain Constraints	Moderate Significant Utility Extension
<b>Overall Suitability</b>	Well-Suited Central Location Public Familiarity	Likely Suitable Significant Risk & Complexity	Well-Suited Central Location Good Site Access
<b>Critical Notes</b>	Communication Towers Remain. PD Operations to Continue Through Duration of Construction Cost of Additional Connectivity to Division Rd Not Included.	Prior To Land Purchase, Field Locating Floodplain & Wetlands to Confirm Site Suitability. Commerce Cir. to Become Public Roadway.	Significant Utility Extension, Likely Through Bedrock

# 2.0 EXISTING POLICE DEPARTMENT ARCHITECTURAL REPORT



# 2.1 EXISTING GROUNDS ASSESSMENT



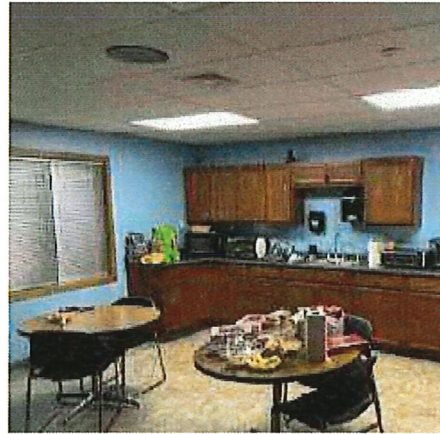
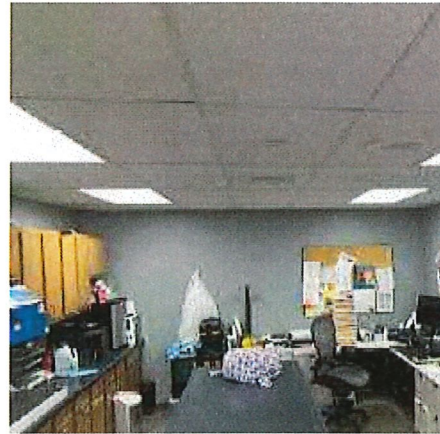
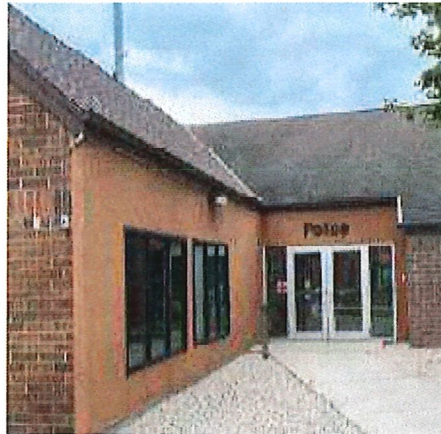
The police department consists of three separate buildings located on one site that fronts Mequon Road, with the entry on Western Avenue. Some buildings were purpose built and others were remodeled (former Library now used for office, conference, and training space). It is understood that the primary building has been added onto over the years. The buildings are located at the current civic campus in the Village of Germantown.

The site also contains two smaller outbuildings, a fueling station and towers that serve for local, county-wide and cellular communications.

Generally speaking, the current site is “maxed out” with no obvious area for any major expansion.

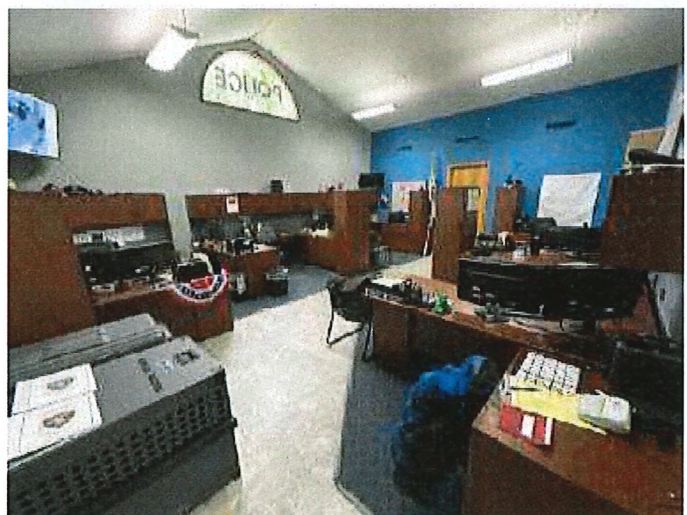
From a way finding standpoint, the main public entrance needs to be determined by signage, as visually, without the signage, it is unclear where the general public should enter.

## 2.2 EXISTING FACILITY ASSESSMENT



The exterior of the two personnel related buildings consist of masonry, EIFS or stucco finish, and wood trim. Other building materials used are vinyl and metal sidings, which are used on the storage/garage buildings. The roofs are dimensional asphalt shingles. Generally speaking the exterior materials have been maintained and are in good shape. Interior materials appeared to be well maintained and are in decent condition throughout.

## 2.2 EXISTING FACILITY ASSESSMENT (CONTINUED)



From a function standpoint, the building is poorly organized:

- Existing public lobby is too small
- Staff offices are not grouped together
- Common corridors do not exist
- Numerous spaces are undersized
- There is not enough indoor parking for police vehicles
- A proper training center does not exist
- An emergency operations center does not exist
- Work areas are shared
- There is no space for future staff
- General storage is lacking
- The locker room is not the appropriate size for female staff
- More showers should be available for all staff
- An indoor shooting range should be provided

The building clearly requires replacement in the near future to address the space needs challenges that are currently present.

## 2.3 CONCLUSION

As previously established, both the existing police department and fire station have become too small for current operations. This will be exacerbated at the start of 2025 as additional police and fire staff will be joining the departments as a result of the passed operational referendum. After reviewing the buildings and discussing functions and future staffing with the Village, it has become apparent that new buildings are needed for police and fire.

A space program was assembled for both new buildings and reviewed with leadership. From that information, it was derived that a new police station would be approximately 64,500-66,500 square feet. The proposed design includes indoor parking, a sallyport, ample storage and a shooting range on the lower level. The first floor would house all the staff workspace, training areas, locker rooms and public spaces.

The proposed fire station would be approximately 24,000-26,000 SF. Offices, training space, living quarters and the public lobby are designed on one half of the building, while the other half includes a five bay apparatus floor with storage for different functions and emergencies.

Refer to other documents developed by GRAEF, PRA and Moore Construction that identify potential building locations, site plans, floor plans, and probable overall budget cost information for the new fire and police stations.



Proposal for

Architectural / Engineering Design Services

for

**Village of Germantown**  
**Germantown Police Department**  
**New Police Department**  
Germantown, Wisconsin

Submitted to:

**Patrick Merten**  
**Chief of Police**  
**Village of Germantown**  
N112W16877 Mequon Road  
PO Box 96  
Germantown, WI 53022

By:

**FGM ARCHITECTS INC.**  
219 North Milwaukee Street, Suite 325  
Milwaukee, WI 53202

February 20, 2026

Revised – March 16, 2026

Revised – March 27, 2026

Revised – March 31, 2026



## 1.0 SCOPE OF PROJECT

We understand that The Village of Germantown, WI (Village) is proposing to build a new Police Department facility on the former public works building site in the Village of Germantown, Wisconsin. Design services shall include architectural design, structural engineering design, site civil design, stormwater management design, landscape design, mechanical, electrical, plumbing (MEP) design, interior design, and telecommunication design as outlined in the Request for Proposals dated January 28, 2026.

## 2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the professional Architectural services required to complete the Scope of Work outlined in the RPF. Full design & construction administration services are outlined below:

### 2.1 Schematic Design Phase

- 2.1.1 Architectural and Engineering Schematic Design Phase services for the facility. This will include schematic site design, plans, building elevations, and engineering narratives for mechanical, electrical, plumbing, and fire protection systems.
- 2.1.2 FGMA will work with the Civil Engineer to verify existing site conditions, including all utilities to be impacted during this project.
- 2.1.3 FGMA will assist the Civil Engineer to determine stormwater requirements.
- 2.1.4 FGMA will develop a Schematic Design package for the CM to prepare a cost estimate at the end of the phase.

### 2.2 Design Development Phase

- 2.2.1 Upon approval of the Schematic Design, FGMA shall proceed into the Design Development Phase for the facility. This will include Design Development site design, plans, building elevations, details, preliminary engineering designs for mechanical, electrical, plumbing, and fire protection systems, and outline specifications. At the end of this phase, the drawings and other documents will fix and describe the size and character of the scope of work.
- 2.2.2 Design Development work will also include low voltage telecom & data infrastructure design.
- 2.2.3 Building wayfinding signage and graphics are included as part of the design work.
- 2.2.4 FGMA will provide space planning, general office furniture locations, and coordinate utility requirements, including low voltage cabling and power.
- 2.2.5 Meetings with the Village for their review process are included in this phase.
- 2.2.6 FGMA will develop a Design Development package for the CM to prepare a cost estimate at the end of the phase.

### 2.3 Construction Document Phase

- 2.3.1 Upon approval of the Design Development Phase, FGMA shall prepare complete Construction Documents for the Project. The Construction Documents shall consist of complete Contract Drawings, Specifications, and other necessary documents as required to secure a building permit for the Project and proceed with the Bidding and Negotiation Phase for the Project. We have assumed the project will be bid in one phase and not in multiple packages at different times.
- 2.3.2 Contract Documents prepared by FGMA shall include Architectural, Structural, Landscape, Mechanical, Electrical, Plumbing, and Fire Protection design services. Low Voltage Telecom & Data Cabling is included. Audio-visual equipment design is also included in this phase.
- 2.3.3 Bidding and contract legal requirements will be provided by the Village.



- 2.3.4 FGMA will develop a 95% Construction Documents package for the CM to prepare a final cost estimate prior to bidding.
- 2.3.5 FGMA shall assist the Owner in filing the required documents for approval of municipal and state authorities having jurisdiction over the project.
- 2.4 Bidding and Negotiation Phase
  - 2.4.1 FGMA shall assist the Owner and CM in soliciting and reviewing bids from Contractors as required. FGMA will provide bidding documents to the CM for scoping and distribution.
  - 2.4.2 Attend Pre-Bid meeting.
  - 2.4.3 Respond to questions and provide clarifications to bidders, and issue Addenda as required for issuance to bidders.
  - 2.4.4 Attend Bid Opening.
  - 2.4.5 Assist Village & CM in Bid evaluation. Review scoping questions from the CM as required.
  - 2.4.6 Incorporate all Addenda and adjustments to the contract documents to create an "Issue for Construction" set.
- 2.5 Contract Administration Services
  - 2.5.1 FGMA shall assist with the administration of construction contracts including shop drawing and other submittal review as required (up to 2 reviews of each shop drawing & submittal included), and review of payment applications.
  - 2.5.2 Attend an average of one On-Site Owner/Architect/Contractor (OAC) meetings in combination with On-Site Observation visits every other week to monitor Construction Phase activities for general conformance with Construction Documents. We have included a total of (35) meetings in our proposal (Assuming construction will take 12-15 months (32) meetings, plus (3) additional meetings for weekly meetings during critical construction periods and any miscellaneous meeting required. FGMA will also prepare and distribute reports of site observations.
  - 2.5.3 Participate in pre-construction and pre-installation meetings as required.
  - 2.5.4 Provide assistance to the Contractor during initial start-up, testing, adjustment, balancing, and commissioning of the building systems.
  - 2.5.5 Building mechanical system commissioning as required by building code can be provided as an optional additional service.
  - 2.5.6 Prepare Punch-List and related follow-up of same. We have included two (2) meetings for preparation of punch-list and one (1) punch-list follow-up meeting.
- 2.6 Project Closeout Phase
  - 2.6.1 FGMA shall review the final operation and maintenance manuals, warranties, and other closeout documents provided by the CM.
  - 2.6.2 Provide assistance to the Owner for warranty issues as required.
  - 2.6.3 Conduct a post-construction 11-month walk-thru with the Owner and Construction Manager to review building for warranty items.
- 2.7 Consultants
  - 2.7.1 FGMA has included in our fee the services of the following consultants:
    - .1 Structural Engineering
    - .2 MEP, FP Design, Telecom & audio-visual equipment design
    - .3 Civil Engineering & Landscape Architecture
    - .4 Cost Estimating (Schematic Design only)In addition to architecture, FGMA will provide interior design services in-house.



2.7.2 Geotechnical explorations, material testing, environmental engineering, hazardous waste engineering, and traffic engineering services are not included in our proposal.

2.8 Meetings

2.8.1 The following public meetings are included in this agreement; additional meetings shall require additional services at a negotiated fee:

- .1 Village Board Meetings – One (1) meeting / presentation to present the bid results / GMP.
- .2 Plan Commission Meetings – One (1) preliminary meeting with Village staff, and One (1) public Plan Commission meeting.
- .3 Public Information Meetings – up to two (2) meetings are included.

2.8.2 Executive Team – Village’s project executive team will meet with FGMA’s project management team for 30-minute bi-weekly check-in calls. Up to Eighty (80) calls are included.

2.8.3 Schematic Design – up to a total of four (4) meetings.

2.8.4 Design Development – up to a total of four (4) meetings.

2.8.5 Construction Documents – up to a total of four (4) meetings.

2.8.6 Miscellaneous Approvals – up to a total of two (2) approvals meetings are included to account for various state agencies required for project approval (DSPS, DNR, DOC, etc.).

2.8.7 Procurement – attendance at one (1) pre-bid meeting, and one (1) bid opening meeting.

2.8.8 Construction

- .1 Attendance at thirty-five (35) bi-weekly on-site Owner-Architect-Contractor meetings during construction are included.
- .2 One (1) preliminary, and One (1) final punch list site visit are included.
- .3 One (1) eleven-month post-construction warranty walk-through is included.

2.9 Bid Packages

2.9.1 Additional bid packages will require negotiation of additional services fees.

2.10 The scope above is an outline of the full scope found in Request for Proposal dated January 28, 2026, and subsequent Addendum 1 dated February 16, 2026.

**3.0 FORM OF AGREEMENT**

The Owner and Architect shall enter into a contract using AIA B133 (2019) with mutually agreed upon modifications.

**4.0 ARCHITECT'S COMPENSATION**

The Village shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

**Design Phases**

To be proposed as a lump sum fee based on the following construction budget range, plus reimbursable expenses:

<b>Construction Cost – Approx. 64,500 – 66,500 SF New Construction</b>	<b>A/E Fee -</b>
\$27 – 30 million	\$1,764,000

The A/E fee is equal to approximately 6.25% of the cost of construction. Deviation from this range, or additional scope not outlined above, will require a renegotiation of the above fee.



List of Anticipated Reimbursable Expenses

*An allowance of \$10,000 - \$20,000 is recommended for the list below*

- Postage and / or Delivery
- Contract Document Printing for Permitting
- Contract Document Digital Hosting for Bidding
- Destructive Testing / Investigation
- DSPS Plan Review Fees
- Other Review Agency Fees as necessary
- Travel / Mileage expenses
- Any Unforeseen Specialty Consultant

List of Services / Consultant Disciplines Included

- Architecture
- Interior Design
- Civil Engineering, Survey & Stormwater Management Design
- MEP & FP Engineering
- Structural Engineering
- Landscape Architecture
- Low Voltage Telecom / Data & A/V Equipment Design
- Cost Estimating (schematic design only)

List of Services / Consultant Disciplines Excluded – Likely to be Required for the Project

*An allowance of \$30,000 - \$50,000 is recommended for the list below.*

- Wetland Delineation
- Geotechnical Engineering & Soil Analysis
- FF&E Design (Furniture, Fixtures, and Equipment)

List of Services / Consultant Disciplines Excluded

- Environmental Engineering
- Multiple Bid Packages
- Building Commissioning
- LEED and / or Other Design & Accreditation
- Off-site Public Utility and Street Extensions

We look forward to this opportunity to be of service to the Village of Germantown.

Sincerely,

**FGM ARCHITECTS INC.**

**Brian Wright, AIA, LEED AP | Principal in Charge**

[brianwright@fgmarchitects.com](mailto:brianwright@fgmarchitects.com)

## Chief Pat Merten

---

**From:** Jack Blume <Jack.Blume@zastudios.com>  
**Sent:** Wednesday, March 18, 2026 9:27 AM  
**To:** Chief Pat Merten  
**Cc:** John Sabinash  
**Subject:** Police Station Best and Final Offer

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**






Good Morning Chief Merten,

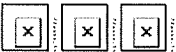
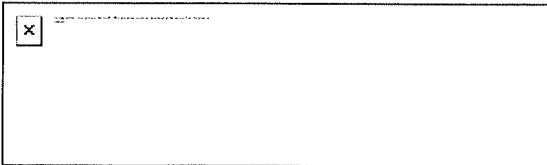
Thanks again for giving us the time and opportunity to present our qualification for your exciting project. At the end of our interview, you had asked us to provide a best and final fee offer. Our proposed fee was **\$112,060** for the utility extension and **\$1,576,591** for the building design, which equates to a **5.25%** of the anticipated \$30,000,000 construction cost.

While I am unable to reduce the utility extension fee, I am able to reduce the police station fee to a **4.95%** fee, which would reduce the building design fee to **\$1,485,000**.

I am out of the office the rest of the week, but have copied John in case you have any questions. Thanks!

**Jack Blume, AIA/CDT**  
Principal | Director of Operations

 Main: 414.476.9500  
 Direct: 414.225.0857  
 Cell: 414.750.0730  
 zastudios.com  
 2122 W Mt Vernon Ave, Milwaukee, WI 53233





February 20, 2026 | Revised March 16, 2026

Patrick Merten, Chief of Police  
Germantown Police Department  
N112 W16877 Mequon Road  
Germantown, WI 53022

**Re: Cost Proposal – Architectural and Engineering Services for the Village of Germantown/Germantown Police Department’s New Police Facility**

Dear Chief Merten,

Thank you for the opportunity to submit Bray Architects’ proposal for architectural and engineering design services for the new police facility. Our goal when submitting a proposal is to be very clear with which services and consultants are included. Our objective with this approach is three-fold:

1. To make sure that you are getting exactly the services you expect;
2. To ensure that when comparing our fees to others you can draw an accurate comparison; and
3. To help ensure a design process that is not complicated by debate over who is responsible for specific services or regular requests for additional services.

**FEE PROPOSAL**

Bray Architects proposes a percentage of construction cost fee equal to **Five Percent (5.00%)**.

If the Village prefers a fixed fee, we are happy to convert our percentage fee to a fixed fee once the final scope and construction cost are established. If requested, we typically fix our fee at completion of the 50% construction documents budget.

In addition to the percentage of construction cost fee above, we offer the following fees for site development services:

Site and Utility Extension Land Surveying.....	\$13,000.00
Sewer and Watermain Extension Engineering.....	\$35,000.00
Traffic Impact Analysis.....	\$25,000.00

**CONSULTANT SERVICES**

The proposed fee includes the following consultant services:

- Civil engineering
- Site utilities design

**davenport**  
220 Emerson Place  
Suite 301  
Davenport, IA 52801  
T: 563.526.6050

**milwaukee**  
829 S. 1st Street  
Milwaukee, WI 53204  
T: 414.226.0200

**saint paul**  
12 Long Lake Rd  
Suite 17  
St Paul, MN 55115  
T: 651.770.4442

**sheboygan**  
1227A N. 8th Street  
P.O. Box 955  
Sheboygan, WI 53082-0955  
T: 920.459.4200

### **CONSULTANT SERVICES - CONTINUED**

- Stormwater management design
- Landscape architecture
- Utility extension (sanitary and water) engineering
- Traffic Impact Analysis (TIA)
- Structural engineering
- Plumbing design
- Fire protection design
- HVAC engineering
- Electrical engineering
- Data/telecommunications wiring design
- Security system wiring design
- Indoor firing range (Action Target)

### **REIMBURSABLE EXPENSES**

We do not invoice for the following traditionally reimbursable expenses:

- Transportation in connection with the project
- Travel and subsistence

Reimbursable expenses incurred include the following:

- Reproductions, plots, standard form documents
- Postage, handling, and delivery of Instruments of Service
- Fees paid for securing approval of authorities having jurisdiction over the project (if not paid directly by the Owner)

### **DIRECT OWNER EXPENSES**

Project expenses that are incurred directly by the owner include the following:

- Soil borings and other geotechnical services
- Environmental analysis and abatement – e.g. contaminated soils, buried tank, asbestos, lead etc.
- Services associated with building commissioning
- Municipality, utility, and other impact fees
- Wisconsin Department of Natural Resources or other similar environmental permitting

## ENHANCED SERVICES

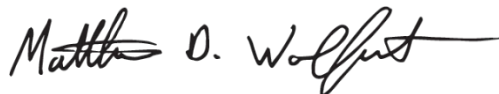
The following are not included in Bray Architects' base fee proposal but can be provided if requested by the Village of Germantown:

- Acoustical design
- Audio-visual system design
- Food service equipment design
- Design, specification, inventory of existing, and/or selection of furnishings and loose equipment
- Environmental branding/graphic design
- Design of public roadways, streets, intersections or traffic signals (design of private/on-site circulation is included in base fee)
- Leadership in Energy and Environmental Design (LEED) documentation to include registration of the project and all documentation associated with the building portion of the required LEED submittal
- Design of non-conventional/deep foundations systems – e.g. pilings, caissons, aggregate piers, structural slab on grade, etc.
- Peer review services associated with a storm/emergency shelter design
- Wetland delineation services

Thank you for your consideration and we look forward to partnering with the Village of Germantown and the Germantown Police Department.

Sincerely,

BRAY ASSOCIATES-ARCHITECTS, INC.



Matthew D. Wolfert, AIA, NCARB, LEED AP  
President | Architect