



**TO:** Mayor Sorenson and Common Council Members  
**FROM:** Casey Bradley  
**DATE:** July 12, 2024  
**SUBJECT:** Architect Selection Process– Contracted Services for Design of Fire Station No. 3/Station No. 2 Remodel

This communication will address the background on the Architect selection process for contracted design services for Fire Station No. 3 and analysis of Fire Station No. 2.

### **Project Background and Selection Timeline**

As part of the City's 2024-2028 Capital Improvement Project that was approved and adopted by council on November 6, 2023, a request for a re-construction of Fire Headquarters Station No. 3 was proposed and included funds to be allocated for land acquisition, planning and construction for this project.

On February 19, 2024, Council passed Res. No 149-23-24 authorizing city staff to move forward with the purchase of 1211 N 23<sup>rd</sup> Street (Parcel No. 59281206682) with the intended purpose of using this site for the future Fire Station No. 3. The City closed on that property on May 13, 2024.

In March of 2024, the City's purchasing agent, in accordance with the City's Purchasing Policy adopted in 2017 (attached), published a request for proposal (attached) for architectural and engineering services for the design of Station No. 3 and a viability analysis for Fire Station No. 2. The City ultimately received 5 proposals.

On April 16, 2024, city staff attended a pre-selection meeting and reviewed and ultimately chose 3 proposals to invite to present to the City for consideration. This invitation to present included a request for the firms to bring 5 prior examples of design projects with an emphasis in training facilities, emergency operation centers, remodel projects, functional living and storage spaces and project management timelines.

#### *Pre-Selection Committee*

Casey Bradley – City Administrator  
Marie Foss – Assistant to the City Administrator  
Eric Montellano – Fire Chief  
Jeff Salzman – Assistant Chief Operations  
Michael Lubbert – Assistant Chief Administration  
Karley Campbell – Administrative Coordinator/Supervisor  
Bernie Rammer – Purchasing Agent  
Michael Willmas – DPW Buildings Superintendent

**Casey Bradley**  
**City Administrator**

CITY HALL  
828 CENTER AVE.  
SHEBOYGAN, WI 53081

920-459-3317  
[www.sheboyganwi.gov](http://www.sheboyganwi.gov)



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On May 2, 2024, city staff met with representatives from Short Elliot Hendrickson Inc., Wendel/Five Bugles, and FGM Architects. Each firm was given 1 hour to present their materials and answer any follow-up questions from the selection committee. While all 3 firms gave insightful presentations, it was a unanimous decision amongst the selection committee to select Wendel/Five Bugles. The purchasing agent notified the firms of the selection decision on May 6, 2024.

*Selection Committee*

Casey Bradley – City Administrator  
Marie Foss – Assistant to the City Administrator  
Eric Montellano – Fire Chief  
Jeff Salzman – Assistant Chief Operations  
Michael Lubbert – Assistant Chief Administration  
Nicholas Noster – Division Chief of Inspection and Prevention  
Karley Campbell – Administrative Coordinator/Supervisor  
Chris Domagalski – Chief of Police  
Doug Teunissen – Captain, Criminal Investigations Division  
Bernie Rammer – Purchasing Agent  
Michael Willmas – DPW Buildings Superintendent

On May 20, 2024, council approved and adopted Res 15-24-25 authorizing the issuance and sale of general obligation promissory notes, for which the construction of a new Fire Station No. 3 is listed.

**Next Steps**

The process outlined above complies with the City's adopted Purchasing Policy for screening proposal selections. This contract has been reviewed and approved by City Administration, Fire Chief Montellano and the City Attorney's office, and is ready for consideration by Council.

**Casey Bradley**  
**City Administrator**

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