

# EXPERIENCE THE DIFFERENCE

TOTAL TRANSPARENCY | TRUST | NO HIDDEN FEES | TEAM APPROACH | ATTENTION TO DETAIL



**Keller**<sup>TM</sup>  
Planners | Architects | Builders

## REQUEST FOR PROPOSAL

PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION  
FRIDAY, FEBRUARY 2, 2024



Laurie Decker, Village Clerk  
Village of Little Chute Fire Station  
108 West Main Street  
Little Chute, WI 54140

Kelly Clafin, Construction Manager  
Keller, Inc. | P.O. Box 620 | Kaukauna, WI 54130-0620  
1.800.236.2534 | 920.766.5795

WWW.KELLERBUILDS.COM | 1.800.236.2534



# Keller

---



## 1. LETTER OF INTRODUCTION / STATEMENT OF INTEREST





# Keller

Planners | Architects | Construction Managers

Offices in Fox Cities, Madison,  
Milwaukee, & Wausau

February 2, 2024

Ms. Laurie Decker

**Village of Little Chute**

108 West Main Street

Little Chute, WI 54140

**RE: LETTER OF INTRODUCTION/STATEMENT OF INTEREST FOR PROFESSIONAL DESIGN SERVICES FOR THE VILAGE OF LITTLE CHUTE FIRE STATION**

Dear Fire Station Development task force,

Thank you for allowing Keller, Inc. to submit our Qualifications for Professional Design Services for your proposed new fire station. We are extremely interested in this opportunity and as you review our submission, you will find that Keller, Inc. would provide the following advantages to your project:

- **Fire Station Design Experience:** Keller Inc. has designed over thirty (30) new Fire Station projects. (See enclosed references and photos of some of those projects) In addition we recently finished new Stations for the Town of Freedom, Town of Bailey's Harbor, City of Ft. Atkinson, City of Tomah and currently have Design Agreements with the Village of Plover, City of Stevens Point, and City of Viroqua to name a few for new or remodeled facilities.
- **Value Engineering Services** Keller, Inc. has licensed architects, interior designers, and full-time estimators on staff. Having this capability in-house in the design phase will ensure that the best selection of building materials are utilized so the Village of Little Chute will receive the "Most Bang for your Buck" of your available funds.
- **Team:** As you will see when you review our proposal, we have assembled a very talented experienced group of individuals designated to your project that is familiar with working on Fire Stations. We have all the necessary personnel and resources available to complete your project per the enclosed project schedule.
- **Local Contractor Opportunity and Participation:** Keller's Design Development process will break the project down into multiple divisions of work, which enables and encourages local contractor involvement to your project by soliciting interest from a large pool of local subcontractors to bid the project. More bids means more competition and lower prices.
- **Reduced Administrative Burden for the Village of Little Chute:** Keller's experience with these types of projects and comprehensive construction management services (Alternate Proposal) will guide you through the entire process. We are able to provide you with a Turnkey solution that requires minimal owner direction.

Thank you for this opportunity to submit our qualifications for your consideration. We are confident that our abundant experience in Fire Stations along with the team we assembled for your project makes Keller the best choice as Architect for the Village of Little Chute new Fire Station. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

**KELLER, INC.**

Kelly Clafin

Construction Manager/Co-Owner

Office (920) 759-3359 Mobile (920)-427-4479

kclafin@kellerbuilds.com

**ADDRESS**

P.O. Box 620, Kaukauna, WI 54130

**PHONE**

920-766-5795 1-800-236-2534

**FAX**

920-766-5004

**WEB SITE**

[www.kellerbuilds.com](http://www.kellerbuilds.com)



# Keller

---



## 2. FIRM INFORMATION





# Keller



## FIRM INFORMATION

**Office Location:**

Keller, Inc. has several office locations including our corporate headquarters located at N216 State Road 55, Kaukauna, WI 54130 of which this project would be managed from. We also have offices in Madison, Milwaukee and Wausau.

**Ownership Structure:**

100% Employee Owned.

**Size of Agency:**

270 Employee Owners.

**Company Information:**

Keller, Inc was started and incorporated in the State of Wisconsin in 1960. The company is headquartered in Kaukauna with offices in Madison, Milwaukee and Wausau. Over the years, the company has developed into the leading Design/Build General Contractor throughout the state. Presently we employ approximately 270 people; both professional and field personnel. Walter Keller was the founder of the company and was the President from inception until 1989 when he was named Chairman of the Board. The current officers of the company are Cory VandeWettering – President/CEO, Steve Klessig – V.P. Architecture and Engineering, Craig Otis – Senior V.P. of Construction, and Douglas Stecker, CPA – V.P. Finance/CFO. In 1986, Keller started an Employee Stock Ownership Plan (ESOP) to initiate a planned transfer of ownership to its employees and the company is now 100% owned by the ESOP. This concept results in increased dedication and responsibility assumed by all employees throughout the building process and subsequently a more professional product for our clients. Keller has served the educational, municipal, commercial, healthcare/dental, retail, religious, industrial, financial, agricultural, elder care and multi-family housing, and hospitality markets.

**Experience:**

Keller has completed over one hundred million dollars of public projects in the past fourteen years. This experience is invaluable and reassuring to public entities to know that their project is following and complying with state statutes regarding public bidding, bid advertising and contract awarding.

**Architectural Background:**

Keller, Inc. has been providing architectural and engineering services to our customers since 1988. Keller has eight full-time architects and project designers on-staff dedicated to helping our customers through a highly effective Discovery (Space Needs Analysis) process. They are able to connect with municipalities to truly understand their workflow and customize a solution that exceeds their functional, aesthetic and budgetary needs. Our architects provide: long range planning, site investigation/planning, preliminary design, renderings, animations, construction documents, and exterior finish elections.



# Keller



## FIRM INFORMATION

### Qualifications:

Keller has a D&B Rating of 4A2, and a Bonding Capacity in excess of \$100,000,000.00. Our employee-ownership has a strong net worth. We routinely pay vendors within 28 days; our vendors know and appreciate that they will not be “stretched”. This affords them the opportunity to provide us with preferred pricing and better response with respect to schedule. Our clients have a unique opportunity to benefit from our financial responsibility.

Each team member has unprecedented experience. Our systems and procedures allow us to solve challenges quickly with minimal disruption. More importantly, our team experience allows us to anticipate challenges in the pre-construction phase and is able to correct/modify items before construction, thereby saving the owner time and money. We have implemented training programs for our newer craftsmen to learn from our tenured experts.

The Three C's: We are **concerned** that the project will be done right, on time and within budget because we care. We have the **character** to be honest and ethical, and to treat all team members with respect and will make sure the needs and expectations are met. We are experienced and **competent** to deliver the project on time and within budget.

We have reviewed the RFP thoroughly, to understand the scope of the project and are genuinely interested in the project. We will work extremely hard to exceed your expectations.

### Resources of the Firm:

Keller utilizes ProCore, which is an electronic documentation system used for communications management. ProCore allows Keller to maintain one master set of plans and bid documents. ProCore allows the sharing of plans, markups, photos, punch-lists and meeting minutes, with the entire project team during all phases of the project. The sharing program has allowed our team to communicate as if we are all in the same room.

Keller utilizes REVIT software (BIM) as a powerful collaboration tool between different disciplines in the building design phase. It is a building information modeling software for architects and contractors. This will allow us to collaborate effectively with the architect.

Keller utilizes Lumion software which is used as an effective architectural visualization tool. It allows us to build a 3D environment giving customers the ability to view their building through video walk-thru presentations.

Keller utilizes Trimble Geospatial Total Stations to survey project sites for precise imaging and verification of building layouts.



## **Description of Qualifications, Experience, Organization and Resources related to this project**

Keller is quickly becoming the go to Architect and Construction Manager for many Wisconsin Municipalities contemplating designing and building a new Fire Station as evidenced by the amount of new Fire Stations recently constructed. It's what we specialize in the Public Sector area and quite frankly we're very good at it. But don't just take our word for it, please contact our numerous satisfied customers or better yet take a tour with us on some of our completed facilities. (Attached is a collage of some of our most recent projects)

We have (6) in-house Architects who are experienced with the latest in Fire Department and EMS design and construction. Recent design trends are geared toward Fire Department personnel Safety with regards to carcinogens, response time and building aesthetics. It is also becoming more difficult to staff departments with all the training required so more and more amenities are being provided to aid in recruitment and training. Our Architects are very knowledgeable with the latest building codes to obtain quick State Plan approval.

Keller also has (4) in-house interior designers who assist the owner in making material sections of all the interior Finishes such as flooring, wall covering, light fixtures, building furniture, fixtures, toilet room fixtures and signage. Many of the municipalities we work with are very reliant with the direction our Interior Designers provide.

Our Project Managers are involved from inception to building turnover. They are the point of contact from beginning to end and are available at all times to the Owner. We understand all the State requirements of competitive bidding on Public projects and are transparent throughout the entire project. We pride ourselves on no change orders unless the Owner asks for something different after the project has been bid. They attend the weekly job meetings and are in daily contact with the Project Superintendent and On-Site Construction Manager. Our Project Manager's know where the project is at all times regarding schedule and financial status.

All of Keller's Fire Station Projects have a Full-Time On-Site Construction Manager on site whenever work is being performed to ensure the work is being completed per the plans and specs. They review all the shop drawings of materials being used to ensure the owner is getting what was specified by the Architect. On Public projects where tax payer money is involved we believe it to be absolutely necessary to have full-time supervision. The On-site Construction Manager is also responsible to coordinate all the trades to ensure the timely completion of the project.

Keller had under contract over \$300 million dollars in construction projects in 2022. We have the necessary infrastructure and resources to carry out a project of this size. We have been in business since 1960 and have a reputation we are very proud of that will enable us to build many more Fire Stations in the future. We really hope that the City of Watertown is our next one.

### **ADDRESS**

P.O. Box 620, Kaukauna, WI 54130-0620

### **PHONE**

920-766-5795 1-800-236-2534

### **FAX**

920-766-5004

### **WEB SITE**

[www.kellerbuilds.com](http://www.kellerbuilds.com)

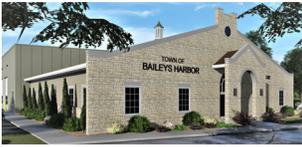


# Keller™

Planners | Architects | Construction Managers

Offices in Fox Cities, Madison,  
Milwaukee & Wausau

## Your Fire Station Design & Construction Management Experts





# Keller



## PAST PERFORMANCE OR SIMILAR CONTRACTS

Year Completed: 2022/2023  
 Name of Project: **CITY OF TOMAH**  
 District/Municipality Name & Location: **CITY OF TOMAH - TOMAH, WI**  
 Project Description: EMS Facility & Fire Station  
 Size of Structure: 36,663 Sq. Ft.  
 Project Address: 400 N. Glendale, Tomah, WI 54660  
 Budget Estimate: \$13,000,000  
 Actual Bid: \$13,492,740  
 Final Cost (Including C.O.'s): Trending Below Actual Bid  
 Contact Person: Tim Adler  
 Title: Public Safety Director/Fire Chief  
 Contact Phone Number: 608-374-7466  
 Schedule: Design 2019 / Proposed Break Ground Spring 2021  
 Keller Project Manager: Kelly Claflin  
 Keller Architect: Rob Lindstrom  
 Keller Interior Designer: Rebekah Spidle

---

Year Completed: 2020  
 Name of Project: **CASCADE FIRE DEPARTMENT**  
 District/Municipality Name & Location: **VILLAGE OF CASCADE - FIRE DEPARTMENT - CASCADE, WI**  
 Project Description: Fire Station  
 Size of Structure: 12,473 Sq. Ft.  
 Project Address: 801 Madison Avenue, Cascade, WI 53011  
 Budget Estimate: \$1,850,000  
 Actual Bid: \$2,100,000  
 Final Cost (Including C.O.'s): \$2,012,729  
 Contact Person: Todd Triebensee  
 Title:  
 Contact Phone Number: 920-525-8432  
 Schedule: Design 2019 / Finish 2020  
 Keller Project Manager: Michael Queoff  
 Keller Architect: Tony Tislau  
 Keller Interior Designer: Stephanie Pacocha





# Keller

## PAST PERFORMANCE OR SIMILAR CONTRACTS

Year Completed: 2020  
Name of Project: **FORT ATKINSON FIRE DEPARTMENT**  
District/Municipality Name & Location: **FORT ATKINSON FIRE DEPARTMENT - FORT ATKINSON, WI**  
Project Description: Fire Station & EMS Facility  
Size of Structure: 23,000 Sq. Ft.  
Project Address: 124 Milwaukee Avenue W, Fort Atkinson, WI 53538  
Budget Estimate: \$5,500,000  
Actual Bid: \$5,500,000  
Final Cost (Including C.O.'s): \$5,402,000  
Contact Person: Daryl Rausch  
Title: Fire Chief  
Contact Phone Number: 920-563-7795  
Schedule: Design 2019 / Finish Construction 2021  
Keller Project Manager: Devin Flanigan  
Keller Architect: Rob Lindstrom  
Keller Interior Designer: Rebekah Spidle

---

Year Completed: 2020  
Name of Project: **TOWN OF FREEDOM - FIRE STATION**  
District/Municipality Name & Location: **TOWN OF FREEDOM - FIRE STATION - FREEDOM, WI**  
Project Description: Fire Station & EMS Facility  
Size of Structure: 16,000 Sq. Ft.  
Project Address: W2004 County Highway S, Freedom, WI 54131  
Budget Estimate: \$3,500,000  
Actual Bid: \$3,500,000  
Final Cost (Including C.O.'s): \$3,321,000  
Contact Person: Brandon Conrad  
Title: Board Member  
Contact Phone Number: 920-858-8048  
Schedule: Design 2019 / Finish Construction 2020  
Keller Project Manager: Devin Flanigan  
Keller Architect: Rob Lindstrom  
Keller Interior Designer: Stephanie Pacocha



# Keller

## PAST PERFORMANCE OR SIMILAR CONTRACTS

Year Completed: 2021  
Name of Project: **TOWN OF BAILEYS HARBOR – FIRE STATION**  
District/Municipality Name & Location: **TOWN OF BAILEYS HARBOR – FIRE STATION - BAILEY'S HARBOR, WI**  
Project Description: New Fire Station  
Size of Structure: 15,500 Sq. Ft.  
Project Address: 2404 Park Street, Baileys Harbor, WI 54202  
Budget Estimate: \$3,500,000  
Actual Bid: \$3,750,000  
Final Cost (Including C.O.'s): \$3,742,821  
Contact Person: Brian Zak  
Title: Fire Chief  
Contact Phone Number: 920-421-0198  
Schedule: Design 2019 / Finish Construction 2020  
Keller Project Manager: Kelly Claflin  
Keller Architect: Steve Klessig – Keller, Inc.  
Keller Interior Designer: Stephanie Pacocha – Keller, Inc.

---

Year Completed: 2018  
Name of Project: **B.U.G. FIRE STATION - SOUTH STATION**  
District/Municipality Name & Location: **BRUSSELS, UNION, GARDNER - DOOR COUNTY, WI**  
Project Description: New Fire Station & EMS Facility  
Size of Structure: 16,500 Sq. Ft.  
Project Address: 1150 County Road C, Brussels, WI 54204  
Budget Estimate: \$2,800,000  
Actual Bid: \$2,616,000  
Final Cost (Including C.O.'s): \$2,649,000  
Contact Person: Curt Vandertie  
Title: Fire Chief  
Contact Phone Number: 920-493-6509  
Schedule: Design 2017 / Finish Construction 2018  
Keller Project Manager: Kelly Claflin  
Keller Architect: Steve Klessig  
Keller Interior Designer: Rebekah Spidle



**Keller**<sup>TM</sup>  
 Planners | Architects | Builders  
 Offices in Fox Cities, Madison,  
 Milwaukee & Wausau

**PROJECT PROFILE**

**TOMAH  
 EMERGENCY SERVICES**

TOMAH, WI

36,663 Sq. Ft. Ambulance Facility





**Keller**<sup>TM</sup>

Planners | Architects | Builders

Offices in Fox Cities, Madison,  
Milwaukee & Wausau

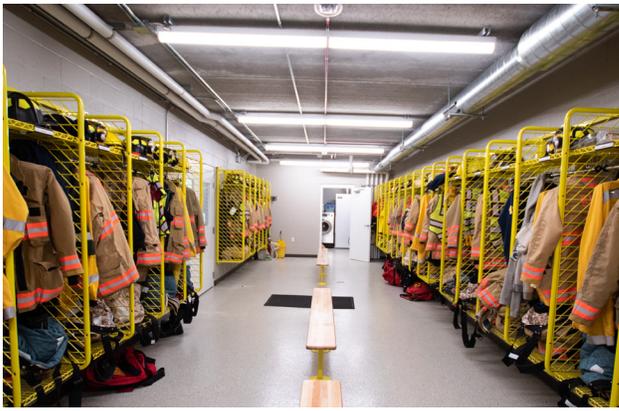
PROJECT PROFILE

**CASCADE FIRE  
DEPARTMENT**

CASCADE, WI

12,473 Sq. Ft. New Fire Station





**Keller**<sup>TM</sup>  
Planners | Architects | Builders  
Offices in Fox Cities, Madison,  
Milwaukee & Wausau

PROJECT PROFILE

**TOWN OF  
BAILEYS HARBOR**

BAILEYS HARBOR, WI

16,200 Sq. Ft. New Fire Station





**Keller**  
Planners | Architects | Builders

*Offices in Fox Cities, Madison,  
Milwaukee & Wausau*

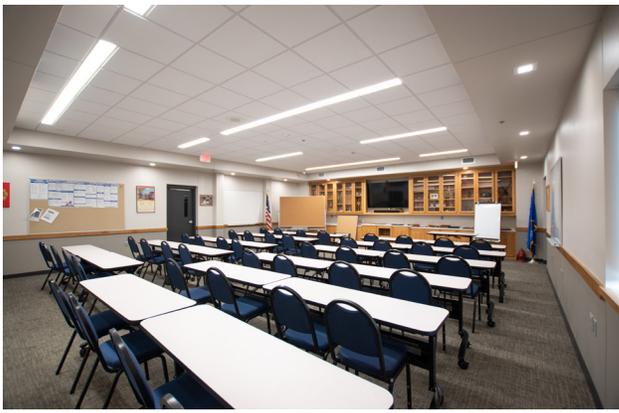
## PROJECT PROFILE

# B.U.G. FIRE DEPARTMENT

BRUSSELS, WI

16,500 Sq. Ft. E.M.S. Facility &  
South Fire Station





**Keller**<sup>TM</sup>  
Planners | Architects | Builders  
*Offices in Fox Cities, Madison,  
Milwaukee & Wausau*

**PROJECT PROFILE**  
**FORT ATKINSON  
FIRE DEPARTMENT**  
FORT ATKINSON, WI  
21,000 Sq. Ft. Fire Station Remodel





**Keller**<sup>™</sup>  
Planners | Architects | Builders  
Offices in Fox Cities, Madison,  
Milwaukee & Wausau

PROJECT PROFILE  
**TOWN OF FREEDOM**  
FREEDOM, WI  
15,000 Sq. Ft. Fire Station  
& EMS Facility





**Keller**



**3. KEY INDIVIDUALS QUALIFICATION AND EXPERIENCE**





# Keller



## KEY PERSONNEL – QUALIFICATIONS & EXPERIENCE

### **Construction Manager**

**Kelly Claflin** will be Keller's Construction Manager for the Village of Little Chute. He will act as the single point contact person for the entire project from pre-construction, bidding, construction, and project closeout. Kelly's 40 plus years in Construction Management projects throughout the Midwest and Northwest areas of the country provide the necessary knowledge and leadership to deliver a successful project to the Village of Little Chute Fire Department. He will be available for all city meetings, all design meetings, and weekly on-site job meetings. Kelly will be available by email or telephone for any questions that may arise. When Keller is selected as the Construction Manager for the Village of Little Chute, Kelly will dedicate the necessary time and resources to deliver a successful project. (See attached profile and project experience.)

Kelly has been an employee owner at Keller, Inc. since 2008 and is based out of our corporate headquarters located in Kaukauna, WI.

### **Architect**

**Rob Lindstrom, A.I.A. LEED © AP** will provide architectural and design services during the preliminary design and design development stages, planning, develop spatial and aesthetic solutions, and resolve municipal and state requirements. LEED © AP stands for Leadership in Energy and Environmental Design and it is the most widely recognized and widely used green-building rating system in the world. This Accreditation for Professionals means that Rob has tested his knowledge in today's sustainable design, construction and operations standards and maintains his knowledge through continuing education credits. He will offer design efficiencies, and meet the aesthetic goals; all within the Village of Little Chute's Fire Station desired budget. Rob will evaluate construction materials, methods for lifecycle cost, effectiveness and sustainability. He will offer recommendations to the architect on value engineering for the optimum use of available funds. (See attached profile and project experience.)

Rob has been with Keller, Inc. since 1997 and is based out of our corporate headquarters located in Kaukauna, WI.

### **Senior Interior Designer**

**Stephanie Pacocha** will create an environment and unique interior that will convey a desired image that is perfect for municipal projects. Stephanie was also the interior designer for the Town of Freedom Fire Station and has knowledge and specification of interior finishes from floor to wall treatments, cabinetry, lighting, furniture, artwork and window treatments. Including how they relate to sustainability, building codes, safety and constructability. (See attached profile and project experience.)

Stephanie has been with Keller, Inc. since 2012 and is based out of our corporate headquarters located in Kaukauna, WI.



# Keller



## KEY PERSONNEL – QUALIFICATIONS & EXPERIENCE

### **Construction Supervisor**

**Mike Hoyer** will serve as your Project’s Supervisor and he is responsible for all aspects of field supervision. Mike will maintain the schedule and coordinate the individual trade contractors, as well as, assuring project quality and safety. Mike is typically assigned to the larger and more complex projects that Keller, Inc. is involved with. (See attached profile and project experience.)

Mike has been an employee owner at Keller, Inc. since 1997 and is based out of our corporate headquarters located in Kaukauna, WI.

### **On-Site Superintendent**

**Richard Penterman** role in the project as On-Site Superintendent is the daily on-site communication between all trades to keep the project moving smoothly as well as ensuring project quality. Rich’s 26 years of experience with Keller enables him to anticipate any type of issue prior to occurrence. Rich is known for his “can do” attitude and his ability to take on any sized project to meet or exceed the deadline. His attention to detail means a very small punch-list at completion with no surprises. He has great relations with the Architect and local building inspectors. He demands quality from all trade contractors. (See attached profile and project experience.)

Richard has been an employee owner at Keller, Inc. since 1991 and is based out of our corporate headquarters located in Kaukauna, WI.





### Education

Northeast Wisconsin Technical College *Associate Degree - Civil Engineering Technology*

### Affiliations

Wisconsin Builders Association Development Council  
Door County Development Council  
Wisconsin Real Estate License

### Project Experience

**Baileys Harbor Fire Station** - Baileys Harbor, WI  
*15,600 Sq. Ft. New Fire Station*

**B.U.G. Fire Department** - Sturgeon Bay, WI  
*Remodel & Addition to North Fire Station*

**B.U.G. Fire Department** - Brussels, WI  
*South Fire Station & EMS Facility*

**City of New London** - New London, WI  
*32,200 Sq. Ft. Public Works Design*

**City of Omro** - Omro, WI  
*14,400 Sq. Ft. Facility*

**City of Tomah** - Tomah, WI  
*36,000 Sq. Ft. Fire/EMS Facility*

**Fond du Lac Public Library** - Fond du Lac, WI  
*2,000 Sq. Ft. Lower Level Remodel*

**Kellnersville Fire Department** - Kellnersville, WI  
*1,500 Sq. Ft. Addition*

**Iron Ridge Fire Department** - Iron Ridge, WI  
*12,000 Sq. Ft. Fire Station*

**Little Chute Doyle Park** - Little Chute, WI  
*22' x 16' Kitchen*

**Menchalville Fire Department** - Menchalville, WI  
*4,000 Sq. Ft. Addition*

**Neenah Water Department** - Neenah, WI  
*5,500 Sq. Ft. Second Story*

**New London Utilities** - New London, WI  
*5,600 Sq. Ft. Garage Addition*

**Outagamie Public Works** - Shiocton, WI  
*18,000 Sq. Ft. Fire Restoration*

**Pittsville School District** - Pittsville, WI  
*25,000 Sq. Ft. Tech. Ed. Facility*

**Plainfield Library** - Plainfield, WI  
*3,276 Sq. Ft. Library*

**Shiocton School District** - Shiocton, WI  
*10,360 Sq. Ft. Multipurpose Facility*

**Southern Door Fire Department** -  
Forestville, WI - *1,500 Sq. Ft. Station Addition*  
Nausewaupee, WI - *1,500 Sq. Ft. Station Addition*

**Town of Brillion** - Brillion, WI  
*70' x 244' Municipal Building*

**Town of Buchanan** - Buchanan, WI  
*7,550 Sq. Ft. Town Hall, Fire Station & Addition*

**Town of Chilton** - Chilton, WI  
*3,700 Sq. Ft. Town Hall*

**Town of Ellington** - Ellington, WI  
*12,000 Sq. Ft. Town Hall, Fire Station & Garage*

**Town of Freedom** - Freedom, WI  
*9,600 Sq. Ft. Town Hall, Fire Station & Addition*

**Town of Harrison** - Harrison, WI  
*50' x 110' Fire Station*

**Town of Jacksonport** - Jacksonport, WI  
*Building Renovation*

**Town of Kaukauna** - Kaukauna, WI  
*3,600 Sq. Ft. Fire Station*

**Town of Lena** - Lena, WI  
*1,364 Sq. Ft. Addition to Town Hall*

**Town of Liberty** - Liberty, WI  
*2,578 Sq. Ft. Town Hall*

**Town of Little Suamico** - Little Suamico, WI  
*5,050 Sq. Ft. Town Hall Building*

**Town of Long Lake** - Long Lake, WI  
*7,360 Town Hall and Fire & Rescue Facility*

**Town of Menasha** - Menasha, WI  
*6,400 Sq. Ft. Fire Station*

**Town of Menchalville** - Menchalville, WI  
*2,400 Sq. Ft. Building*

**Town of Pittsfield** - Pulaski, WI  
*6,000 Sq. Ft. New Community Center*

**Town of Ripon** - Ripon, WI  
*Town Hall & Police Department*

**Town of Vandebroek** - Kaukauna, WI  
*1,800 Sq. Ft. & 3,000 Sq. Ft. Buildings*

**Village of Dane** - Dane, WI  
*60' x 168' Public Works Facility*

**Village of Hortonville** - Hortonville, WI  
*19,000 Sq. Ft. New Village Offices*

**Village of Little Chute Parks Department** - Little Chute, WI  
*90' x 46' Park Shelter*

**Village of Wrightstown** - Wrightstown, WI  
*10,000 Sq. Ft. Office & Town Hall*

**Waverly Sanitary District** - Menasha, WI  
*8,700 Sq. Ft. Office & Shop*



### Responsibilities & Qualifications

As Construction Manager, Kelly will act as the Owner's principal agent in the management of each construction project. Kelly is responsible to the Owner for managing the planning, budgeting, design, construction and post construction phases of each project. He represents the interests of the Owner in the following areas: optimum use of funds, control of the work scope, project scheduling, optimum use of skills and talents, avoidance of delays, changes and disputes, construction quality and flexibility in contracting and procurement. Kelly has been in the construction industry since 1975. His experience in all phases of a project proves extremely beneficial in keeping things moving smoothly from one phase to another. Kelly understands the importance of good communication necessary for successful delivery of complex construction projects. He has a vast knowledge in acceptable construction standards and demands high quality in all phases of the project. Owner satisfaction is Kelly's highest priority.

**Main Office Location** N216 State Road 55, Kaukauna, WI 54130



### Education

University of Wisconsin at Milwaukee - *Bachelor of Science Degree in Architecture*

### Licenses

Registered Architect in Wisconsin - *With Continuing Education Credits*

Registered LEED®AP

### Professional Affiliations

American Institute of Architecture - *Member*

Wisconsin Society of Architects - *Member*

Wisconsin Focus on Energy - *Member*

Wisconsin Assisted Living Assoc. - *Member*

Wisconsin Assoc. of Homes & Services for Aging - *Member*

### Civic Affiliations

De Pere Scouts - *Eagle Member, Troop Leader*

Knights of Columbus - *Member*

### Design Awards

ABC Design Award 1999 - *Master Litho, Inc. - Corporate office*

ABC Design Award 2001 - *Wisconsin American Legion - Office & Museum*



### Project Experience

#### Municipal

**City of Fort Atkinson** - Fort Atkinson, WI  
*21,000 Sq. Ft. Fire Station Addition & Remodel*

**City of Tomah** - Tomah, WI  
*4,000 Sq. Ft. Addition to Ice Arena*

**Fond du Lac Public Library** - Fond du Lac, WI  
*2,000 Sq. Ft. Lower Level Remodel*

**Southern Door Fire Department** -  
Forestville, WI - *1,500 Sq. Ft. Station Addition*

**Town of Chilton** - Chilton, WI  
*3,700 Sq. Ft. Town Hall*

**Town of Freedom** - Freedom, WI  
*9,600 Sq. Ft. Town Hall, Fire Station & Addition*  
*15,000 Sq. Ft. New Fire Station*

**Town of Lena** - Lena, WI  
*1,364 Sq. Ft. Addition to Town Hall*

**Town of Kaukauna** - Kaukauna, WI  
*3,600 Sq. Ft. Fire Station*

**Town of Little Suamico** - Little Suamico, WI  
*5,050 Sq. Ft. Town Hall Building*

**Town of Long Lake** - Long Lake, WI  
*7,360 Town Hall and Fire & Rescue Facility*

**Town of Ripon** - Ripon, WI  
*Town Hall & Police Department*

**Village of Dane** - Dane, WI  
*60' x 168' Public Works Facility*

#### Child Care

**Northern Door Child Care** - Sister Bay, WI  
*\$778,000 Daycare Facility*

#### Convenience Store

**Kaul Oil** - Grafton, WI & Milwaukee, WI  
*\$177,000 to \$602,000 Convenience Stores*

#### Financial

**Premier Community Bank** -  
Tigerton, WI - Marion, WI - Pulaski, WI  
*\$1,973,000 to \$1,033,000 Banks*

#### Elder Care

**St. Paul Assisted Living** - Kaukauna, WI  
*\$5,406,000 Assisted Living Apartment Addition*

#### Faith Based

**St. Paul's Lutheran School** - Manawa, WI  
*\$2,094,500 School Addition & Remodel*

**Mt. Calvary Church & School** - Harrison, WI  
*\$2,868,581 First Phase School*

#### Manufacturing

**SCP, Inc.** - Hortonville, WI  
*\$1,535,000 Pallet Manufacturing*

#### Medical

**O'Connor Chiropractic** - Appleton, WI  
*\$519,000 Doctors Clinic*

### Responsibilities

Rob will provide complete design services, including needs assessments, master planning, develop spatial and aesthetic solutions, resolve municipal and state requirements. Provide design development to meet the owner's functional requirements, create design efficiencies, and meet the aesthetic goals; all within the owner's desired budget. Rob will also evaluate construction materials and methods for life cycle cost, effectiveness and sustainability. He will oversee construction document production, and plan submittals. Rob will represent the owner for municipal reviews and approvals. He will provide quality control inspections during the construction phase thereby assuring fulfillment of design input. And he will conduct post occupancy evaluation to assure customer satisfaction. Rob has been in the construction industry since 1986 and a registered architect since 1996. Rob has lead Keller's efforts in design and education of elder care and senior living facilities. In addition, a continuing focus for Rob and Keller has been sustainable design (Green Architecture) and how this type of design can be implemented in a cost effective manner to meet clients' needs, budgets, and environmental concerns.

**Main Office Location** N216 State Road 55, Kaukauna, WI 54130



# Keller™

## Senior Interior Designer

Stephanie Pacocha

### Education

University of Wisconsin Stevens Point *Bachelor of Science Interior Architecture*

### Experience

- 2013 Interior Designer - Keller, Inc.
- 2012 Design/Project Management - Keller, Inc.
- 2009-2012 Interior Designer & Major Accounts Representative - Hadley Office Products, Wausau, WI
- 2008-2008 Project Consultant - Affordable Office Interiors, Milwaukee, WI

### Keller Project Experience

#### Convenience Centers

**BP Hi-Way Hop** - Lomira, WI  
*New Convenience Center*

**Millgate General Store** - Rochester, WI  
*New Convenience Store*

#### Educational

**Boys & Girls Club of Portage County** - Stevens Point, WI  
*New Club*

**Pittsville School District** - Pittsville, WI  
*25,000 Sq. Ft. Tech. Ed. Facility*

**Shiocton School District** - Shiocton, WI  
*10,360 Sq. Ft. Multipurpose Facility*

#### Faith Based

**Good Shepherd Lutheran Church** - Plover, WI  
*8,430 Sq. Ft. Classroom & Fellowship Hall Addition*

#### Financial

**First National Bank** - Appleton, WI  
*New Financial Institution*

**Pioneer Bank** - Marshfield, WI  
*New Financial Institution with Multi-tenant Space*

#### Retail

**Nardo's Passport Inn** - Germantown, WI  
*Remodel of Restaurant & Bar Area*

**Frey Auto** - Muskego, WI  
*New Auto Dealership & Shop*

**Langlade Ford** - Antigo, WI  
*Ford Dealership Remodel*

**Schlossman Honda** - Greenfield, WI  
*1,200 Sq. Ft. Office Remodel*

**Schlossman Subaru** - Milwaukee, WI  
*8,000 Sq. Ft. Subaru Dealership Remodel*

**Third Street Market** - Menasha, WI  
*22,625 Sq. Ft. Grocery Store Remodel*

#### Manufacturing

**Charter NEX Films** - Milton, WI  
*20,500 Sq. ft. Interior Build-Out*

#### Municipal

**Baileys Harbor Fire Station** - Baileys Harbor, WI  
*15,600 Sq. Ft. New Fire Station*

**Iron Ridge Fire Department** - Iron Ridge, WI  
*New Fire Department*

**Shiocton School District** - Shiocton, WI  
*10,360 Sq. Ft. Gymnasium & Exercise Area*

**Town of Freedom** - Freedom, WI  
*15,000 Sq. Ft. New Fire Station*

**Town of Pittsfield** - Pulaski, WI  
*6,000 Sq. Ft. New Community Center*



#### Medical

**Crow Family Dentistry** - Stevens Point, WI  
*New Dental Clinic*

**DeWinter Eye Care Center** - Muskego, WI  
*New Eye Care Clinic*

**Koskinen Eye Care** - East Troy, WI  
*Eye Care Clinic Build-Out*

**Marathon Family Dental** - Marathon City, WI  
*New Dental Clinic*

**Scenic Bluffs Medical Clinic** - Cashton, WI  
*Medical Clinic Remodel*

**Urgent Care Physicians** - Appleton, WI  
*Physician Office Remodel*

#### Corporate

**Academy of Performing Arts** - Franklin WI  
*7,300 Sq. Ft. Dance Studio Remodel*

**American Buildings Company** - El Paso, IL  
*7,300 Sq. Ft. Dance Studio Remodel*

**CBS 58 News** - Milwaukee, WI  
*Office Remodel*

**First Weber** - Appleton, WI  
*Tenant Build-Out*

**Grasse Funeral Home** - Pardeville, WI  
*New Funeral Home*

**Holly Road Investments** - Neenah, WI  
*New Office & Warehouse*

**Reinders** - Appleton, WI  
*New Office & Warehouse*

**Swid Law** - Mosinee, WI  
*Office Remodel*

#### Responsibilities

Designs within the owner's budget to reflect their true image along with the architect's vision of the interior by selecting wall and cabinetry finishes, flooring, lighting and more. Assists the Keller building team with the color selection process for both interior and exterior color palettes.



### Keller Certification

- Concrete Training
- Forklift Operator & Instructor
- Aerial Lift Operator & Instructor
- Subpart M Fall Protection
- Qualified Crane Signal & Rigging
- Hilti Qualified Operator for Powder-Actuated Tools
- Laser
- Scaffolding
- Steel Erection



### Project Experience

#### Warehouse

##### United Co-op -

- Coleman, WI - 11,900 Sq. Ft. Warehouse/Office
- Shawano, WI - 7,500 Sq. Ft. Addition

##### Amerilux - De Pere, WI

- 30,592 Sq. Ft. & 23,211 Sq. Ft. Additions

##### DS Storage -

- Shawano, WI - 18,240 Sq. Ft. & 21,900 Sq. Ft. Mini-Storage
- Fox Crossing, WI - 23,900 Sq. Ft. & 23,825 Sq. Ft. Mini-Storage

#### Faith Based

##### First Baptist Church - Pound, WI

- Interior Remodel

##### St. Paul's Lutheran - Algoma, WI

- Interior Remodel

##### Life Bridge Christian Church - Green Bay, WI

- Interior Remodel

##### Eternal Love Lutheran - Appleton, WI

- 3,780 Sq. Ft. Addition/Remodel

#### Restaurant

##### Holiday Pub & Grill - Greenville, WI

- 1,120 Sq. Ft. 2-Story Addition

##### El Tapatio - Green Bay, WI

- 2,700 Sq. Ft. Addition/Interior Remodel

##### El Local - Green Bay, WI

- 480 Sq. Ft. Addition

#### Retail

##### Meade Retail - Appleton, WI

- Exterior Facelift

##### Bay Beach Wildlife Sanctuary - Green Bay, WI

- 13,549 Sq. Ft. Banquet Hall/Pre-K Classrooms

##### Tri City Glass - Appleton, WI

- 2,000 Sq. Ft. Interior Build-Out & Renovation

### Responsibilities

Mike will serve as the Project's Supervisor; he will be responsible for all aspects of our field supervision. Mike will coordinate all self-performed and subcontractor trades. He will be responsible for the schedule, quality, and safety of the project. Mike will hold weekly on-site meetings to ensure the project flows smoothly. All testing, inspection, training, and turnover are coordinated by Mike.

#### Manufacturing

##### Waukesha Bearings - Antigo, WI

- 34,638 Sq. Ft. Addition

##### Envision Ink - Neenah, WI

- 25,167 Sq. Ft. Manufacturing/Office

##### LeTourneau Plastics - Oconto, WI

- 5,000 Sq. Ft. & 12,320 Sq. Ft. Additions

##### Velocity Water Works - Kaukauna, WI

- 23,750 Sq. Ft. Manufacturing/Office

##### Tennessen Enterprise - Little Chute, WI

- 10,200 Sq. Ft. Addition

#### Municipal

##### Ledgeview Public Works - Ledgeview, WI

- 13,448 Sq. Ft. Warehouse/Office

##### Little Chute Diamond Club - Little Chute, WI

- 7,215 Sq. Ft. Storage/Rental Hall

##### Post 258 Memorial - Little Chute, WI

- Patio Garden

##### Town of Freedom - Freedom, WI

- 15,000 Sq. Ft. New Fire Station

#### Medical

##### Midwest Dental - Suamico, WI

- 1,566 Sq. Ft. Build-Out

##### Engage Orthodontics - Appleton, WI

- 3,000 Sq. Ft. Office Remodel

#### Convenience Stores

##### Team Schierl -

- Escanaba, MI - Addition
- Marinette, WI - Addition

### Qualifications

Mike started working at Keller in 1997. He has continuously taken on more responsibility for the firm. Mike has been in his current role as Construction Supervisor since 2017. His attention to detail and his ability to work closely with our clients has enabled Mike to be one of our top supervisors.



# Keller

## On-Site Superintendent

Richard Penterman

### Education

University of Wisconsin Green Bay  
*Bachelor of Arts Degree in Liberal Art & Communication of Arts  
including Graphic Design & Curative Degrees*

### Licenses

CDL



### Project Experience

#### Educational

- Gresham School District** - Gresham, WI  
*Restroom Remodel*
- Hortonville School District** - Hortonville, WI  
*Transportation Facility*
- Kaukauna Area School District** - Kaukauna, WI  
*Athletic Facility Improvements*
- Sheboygan Falls School District** - Sheboygan Falls, WI  
*New Storage Building*
- Shiocton School District** - Shiocton, WI  
*Multi-Purpose Facility*
- Town of Pittsfield** - Pulaski, WI  
*6,000 Sq. Ft. New Community Center*
- Town of Vandebroek** - Kaukauna, WI  
*1,800 Sq. Ft. & 3,000 Sq. Ft. Buildings*

#### Municipal

- City of New London** - New London, WI  
*32,200 Sq. Ft. Public Works Design*
- City of Tomah** - Tomah, WI  
*36,000 Sq. Ft. Fire/EMS Facility*
- Interfaith Food Pantry** - Plover, WI  
*5,000 Sq. Ft. Food Pantry for the Village of Plover*
- Town of Freedom** - Freedom, WI  
*15,000 Sq. Ft. New Fire Station*

#### Recreational

- Smoky Hills Ranch** - Gove, KS  
*12,500 Sq. Ft. Recreational Facility*

### Responsibilities

Rich will be the On-Site Superintendent; he assumes 100% of the responsibility for the site work being performed. Rich is in constant communication with the Project Manager providing daily, sometimes hourly updates of pictures, measurements, schedule updates, and schedule conflicts, using software such as PlanGrid. Rich works directly with the Safety Supervisor to ensure safe work practices are being performed, as safety is a top priority at Keller. Rich is knowledgeable with every aspect of the construction process, and understands that meeting deadlines is absolutely critical to the success of a project.

#### Food Production

- Holland Cold Storage** - Kaukauna, WI  
*44,000 Sq. Ft. New Cooler Facility*
- Arla** - Kaukauna, WI  
*13,000 Sq. Ft. Remodel & Plant Addition*
- Vern's Cheese** - Chilton, WI  
*6,343 Sq. Ft. Office & Retail Store Addition*
- Europharma** - Green Bay, WI  
*11,700 Sq. Ft. Production & Warehouse Addition*

#### Hospitality

- Hampton Inn** - Appleton, WI  
*Exterior Renovation*

#### Warehouse/Manufacturing

- Kleen Test Products** - Port Washington, WI  
*36,500 Sq. Ft. Manufacturing & Office Building*

#### Industrial

- Michels** -  
Belvidere, WI - *1,500 Sq. Ft. O & M Building*  
Dekalb, WI - *13,160 Sq. Ft. Pump Building & Facility*  
Lakeville, MN - *15,600 Sq. Ft. Crane Building & Warehouse*  
Ottawa, WI - *1,500 Sq. Ft. O & M Building*  
Sheldon, WI - *4,000 Sq. Ft. O & M Building*  
Vespar, WI - *10,125 Sq. Ft. Pump Building & Facility*  
Vespar, WI - *10,125 Sq. Ft. Facility*
- United Ethanol** - Milton, WI  
*Dryer Building in Milton*

### Qualifications

Rich is an experienced construction veteran who has been with Keller for 26 years, and in the construction industry for a total of 29 years. Rich is tremendously successful at coordinating complex sites, meeting deadlines, maintaining tight budgets, proactively working around disastrous weather, and working with unique designs and materials. His tremendous attention to detail allows him to work closely with subcontractors ensuring the highest quality and guaranteeing that deadlines are met in a timely manner. With his proactive management approach and unique planning capabilities, he is ready face any challenge. Rich has a demeanor that shows his compassion for the project through his honesty, integrity, and respectfulness.



**Keller**

---



**4. PROPOSED SERVICES**





# Keller



## KELLER'S APPROACH TO SCOPE OF WORK

When selected as the Village of Little Chute's Architect, our goal will be to exceed your expectations for the Fire Department and deliver a quality project on schedule with no surprises. Keller has the experience, personnel and resources to deliver a worry-free and pleasurable building experience for the Village of Little Chute. Keller is familiar with all the procedures and requirements that public projects must adhere to. Keller has designated key individuals with vast experience (no interns), knowledge, character and respect within the construction industry. Keller encourages the Village of Little Chute to contact our references for all Construction Management projects we have completed, and we are confident that you will receive favorable reviews.

### **A. Project Planning**

- a. Prior to developing the design, Keller will work with Fire Department personnel to update the needs analysis for every space identified in the schematic design.
- b. Keller will work with the Village of Little Chute and Fire Department Staff to prepare plans and profile schematic designs, which will include site plan, floor plan, and elevations.

### **B. Project Design**

- a. After approval of design documents, Keller will prepare final plans/specifications and all necessary proposed contract documents to allow the Village of Little Chute to competitively bid the project. Keller will also provide electronic files for use on the project.
- b. Design plans will be presented to the Village of Little Chute at the following intervals: 30% of completion, 60% of completion and 90% of completion.
- c. Develop schematic elevations of the building exterior indication materials and preliminary construction type.
- d. Prior to completion of the construction documents, elements of each bid package will be jointly agreed upon by Keller and the Village of Little Chute. Final construction documents will be prepared by Keller.
- e. The design team shall prepare and submit permit applications to all governmental agencies to allow construction to proceed on schedule.

### **C. Project Bidding**

- a. Develop Construction Documents for architectural, structural, electrical, plumbing & mechanical specifications to be used for bidding and construction.
- b. Long form specification books and frontend bid documents are included.
- c. Keller will respond to requests for information promptly so that the construction schedule is not impeded.
- d. Review of all shop drawings and required submittals are included. Submittal to the state of all structural components is include.

### **D. Bid & Award Process**

- a. Keller, Inc.'s bidding process facilitates, enables, and encourages local contractor participation whenever possible. We strongly believe that qualified local contractors should have every opportunity to bid on the project. After all, there is a strong possibility that if the project is completed, they will be help paying for it through their property taxes. This is very important in



# Keller



## KELLER'S APPROACH TO SCOPE OF WORK

- Public relations with the Community and Village of Little Chute. Another benefit to the Village of Little Chute is quicker response times for warranty items or repairs in the event of a problem.
- b. We break down the project into multiple bid units. We receive a large number of bidders because of this and the owner benefits because usually more bids means lower prices.
  - c. As stated earlier, Keller has an established working relationship with many local subcontractors that are members of the Village. These existing relationships will help create a large bidder turnout with multiple bids in each division of work. By creating this competitive bid environment, Village of Little Chute will benefit by receiving favorable bids at the lowest possible construction cost.
  - d. Keller will also solicit bids through the local builder exchanges and other electronic medium to obtain bids. Keller will notify the qualified trade contractors through our Master Distribution List. Keller will work with Village of Little Chute to obtain information on who the Village has had good experience with and include them as bidders.
  - e. During the bid phase, Keller will work with the prospective bidders to clarify or answer all their questions. Once received, Keller will review the scope of each low bidder to determine if they have bid the complete scope of work.

### **E. Project Scheduling/Programming**

- a. Keller will prepare a design schedule to be incorporated into the project schedule that will permit the project to be substantially completed on time.
- b. Develop concept floor plans based on the space needs analysis and concept plans.
- c. Keller's Interior Design team shall prepare a detailed material and color list which will be provided. An interior design meeting will be conducted with the Village of Little Chute to ensure proper selection of materials.
- d. Keller provides detailed preconstruction schedules for projects like yours, where design control is critical. Keller will work with all team members to develop a detailed construction schedule. The schedule will include all key activities and milestone dates.
- e. Keller will hold a weekly coordination meeting onsite with all applicable trades, designers and members of the Village of Little Chute and Fire Department as appropriate. Work is planned for the week, coordination issues are discussed, and security and safety are reviewed. The schedule will be reviewed weekly at the construction meeting. Any changes to the schedule will be documented and redistributed to the team members. Keller shall be responsible for recording and distributing the meeting minutes to all parties.
- f. Keller will provide electronic copies of as-built documents that incorporate all addendums and all changes made during the construction process.

### **F. Cooperation**

- a. Keller will foster the relationship by listening, sharing, comparing, helping, and showing appreciation and respect. Our Project Manager, Kelly Claflin has experience in these types of projects and notes that the most successful construction projects have a good working relationship between the owner, architect, project manager and trade contractors. Keller would in the preparation of construction documents for bidding and constructability. Keller's (64) years of experience as a builder will add value to this relationship.



# Keller



## KELLER'S APPROACH TO SCOPE OF WORK

### **G. Conceptual/Program Cost Estimating**

- a. Keller provides conceptual estimates on concept plan drawings. These estimates use Keller's extensive historical data as well as current market conditions. These estimates establish a control budget from which the Village of Little Chute can make informed decisions. As the design continues, the control budget is monitored. Any significant change to the budget is quickly brought to the attention of the team.
- b. Keller will consult with the Village of Little Chute, and Fire Department Staff during the design phase to help keep the project within budget. Keller will consult with the Village of Little Chute and Fire Department Staff during the schematic design and document stage, to help design for constructability, bidding documents, and scheduling, to keep the project within budget.
- c. Keller will make recommendations to the Village of Little Chute and Fire Department for the assignment of responsibilities for temporary project facilities and equipment and services for common use of the contractors.
- d. Keller will make recommendations to the Village of Little Chute and Fire Department for a method to be used to select trade contractors. Keller will review all drawings and specifications to ensure all requirements of the project are assigned to the appropriate trade contractors.
- e. Keller utilizes REVIT software (BIM) as a powerful collaboration tool between different disciplines in the building design phase.

### **H. Detailed Cost Estimating (including how information is kept current)**

- a. Keller has been in the design and building business for (64) years and has constructed over **\$2 Billion Dollars** in projects. We have (5) experienced full-time experienced estimators who bid projects every day. This experience enables the estimators to provide valuable feedback in "Value Engineering" resulting in cost savings to Village of Little Chute. Keller's estimators, working with our expeditors, project managers and material suppliers are in tune daily with material costs. Keller's extensive experience in this area will be invaluable to providing the Village with the best selection of building materials for the longest life cycle. Keller will work closely in the design phase and present options for alternate materials to ensure the best use of available funds.
- b. Keller's reputation, success, and longevity in the construction industry have resulted in good relationships with numerous trade contractors. Since we have a presence in Outagamie County, we will contact the many local trade contractors in the area and provide them with an opportunity to bid on this project. These trade contractors want to work on Keller projects. Keller pays our trade contractors promptly and we treat them with respect and appreciation. These existing relationships will help create a large bidder turnout with multiple bids in each division of work. By creating this competitive bid environment, the Village will benefit by receiving favorable bids at the lowest possible construction cost.

### **I. Change Order Administration**

- a. It is Keller's position that change orders can be eliminated or avoided greatly by conducting a comprehensive review of the plans prior to placing the project out for bidding. This process takes place with the Owner, Architect, Construction Project Manager, Construction Project Supervisor, On-Site Keller Superintendent and Keller Estimator. We have developed a comprehensive "Check Set Checklist" that we follow for all projects.



# Keller



## KELLER'S APPROACH TO SCOPE OF WORK

- b. In addition, after the sealed bids have been received the Construction Project Manager, a thorough bid review is conducted with each of the apparent low bidders for each division of work to ensure that the bid is complete and accurate. Questions are posed to determine there are no omissions and the contractor is comfortable with their bid. The meeting is documented to further bind them to their bid to avoid future change orders.
- c. In the event that the Owner requests a change to the project after the project has been bid and contracts have been awarded, we obtain prices from the affected contractors and examine them closely to make sure they are reasonable. Our experienced estimators assist in evaluation of the change orders.
- d. We would require that the bidders provide their mark-up with their bid in the event there are any change orders.
- e. At our pre-construction meeting with all the trade contractors, we make it very clear that no change order work will be paid for unless first approved by the project manager who will obtain prior approval from the owner before any work is to begin.

### **J. Value Engineering/Constructability**

- a. Value Engineering is a term that is often confused with budget cutting. Keller's approach is different. We define it as, "providing more value at the same cost or equal value at a lower cost." At Keller, we treat value engineering as a creative process where the architect suggests an alternate process, product, or system which may be substituted for savings, but without reducing design intent. Our concept of value engineering is to first identify exactly what the Village and Fire Department Staff wants. We begin by looking at the options available.
- b. The purpose of our value engineering activity is to provide a detailed and accurate estimate based upon the latest available plans and specifications.
- c. Value engineering starts by making an initial estimate based upon the existing drawings and the experience of the project manager using the Keller database. After this first pass through, we can begin to identify questions and/or areas of potential cost savings. From the point we are brought on the team, we begin to identify the large-cost items and/or those with the greatest capacity for change. This enables us to reach a budget range with which the Village is comfortable. It is our philosophy to look at options which can be easily retrofitted at a later date with little or no additional costs beyond normal construction.
- d. Next, we look at changes in materials or products. Only as a last resort do we address the design and size of the project. We provide the Village with a list or a menu of alternative types of materials, products, processes, and construction methodologies. From this, the Village of Little Chute and Fire Department Staff can select options which more closely follow the budget and program requirements.
- e. With our approach to value engineering, we generally end up estimating the overall project (3) three times. Once subcontracts are awarded, we will work closely with them to develop their own value engineering proposals to strike a balance between budget and needs.

### **K. Project Close-Out**

- a. Once the project moves into the final phase of construction, Keller's architect, quality control manager and project manager will develop a project punchlist. This punchlist will be reviewed with the client to ensure it is complete. Each trade contractor will be given a detailed list of items to be completed. Once the list is complete, it must be signed and returned to Keller.



# Keller



## KELLER'S APPROACH TO SCOPE OF WORK

- b. There is a building commission process that is completed with staff. A video is made of all the commissioned systems. We will provide all manuals and warranties to the owner. Our process has successfully brought this time frame down five to seven days.
- c. Keller's architect and project manager will obtain the necessary occupancy permit from the authority having jurisdiction. All inspections necessary for the occupancy certificate will be coordinated by the Keller team.





## **VILLAGE OF LITTLE CHUTE – PROPOSED NEW FIRE STATION**

Original Date: 1/25/2024

### **Request for Proposals**

---

- 12/28/23 Village Issues RFP for Design Services
- 02/02/24 RFP Due
- 2/12/24 Interviews/Presentations
- 02/15/24 Village Approves Design Services contract

### **Needs Assessment/Discovery**

---

- 02/28/24 Tour Existing facilities
- 03/04/24 1<sup>st</sup> meeting with Village/Keller to review prior Needs Assessment work
- 03/14/24 Update Needs Assessment with Building Committee/Departments

### **Schematic Design and Test Budget**

---

- 03/18/24 Begin Schematic Design
- 04/14/24 Keller Architect Presents Preliminary Plans (Site, Floor Plans and Building elevations) to owner
- 04/19/24 Begin Budget Estimating
- 05/17/24 Complete budget estimating.
- 05/21/24 Present preliminary budget to Building Committee
- 06/05/24 Owner Approves Preliminary Budget

### **Design Development**

---

- 06/10/24 Begin Construction Documents for Bidding
- 11/01/24 Complete Construction Documents for Bidding
- 11/06/24 Building Committee approves final plans and specs for bidding

### **Bidding**

---

- 11/11/24 Issue plans and Specs for competitive bidding
- 12/10/24 Bid date
- 12/18/24 Review bids and make recommendation to City on successful trade contractors
- 12/18/24 Village executes Construction Contract with Construction Manager
- 01/30/24 Order Steel and Long Lead Items

### **Construction**

---

- 03/24/25 Begin Construction
- 11/07/25 Construction Substantially Complete

### **Post Construction**

---

- 11/14/25 Final walk-through with Owner
- 11/19/25 Owner occupancy

**Note:** All dates are approximations and will be revised as needed.



**Keller**



**5. ACKNOWLEDGED ADDENDUMS**





## ADDENDUM NO. 1

### REQUEST FOR PROPOSALS PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION

January 12, 2024

**Proposal Due: No Later Than 4:30 p.m. CST, Friday, February 2, 2024**

This Addendum is issued to modify, explain, or correct the original Request for Professional Design Services For The Village of Little Chute Fire Station issued on December 28, 2023 and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

**Question #1:** Bullet #5 on page 9 asks for five recent fire station projects either completed or under construction that incorporate training facilities. Is it permissible to submit the five recently completed fire station projects along with some additional examples of specific fire training facilities?

**Answer #1:** Yes, we are not limiting additional examples for the Village to review.

**Question #2:** Should the electronic submittal contain separate PDF files for the technical proposal and the fee proposal?

**Answer #2:** Yes, The Village is planning to review the technical proposal, scoring that section first before reviewing fees.

**Question #3:** Can you expand on the Village's level of interest in hiring a construction manager versus the role of the architect as the owner's representative? If the Village is using the AIA contract between Owner and Architect, the role of the architect as Owner's representative during construction is defined. Should we assume inclusion of those standard services as the basis of our scope and fee at this point with the assumption that the architect's scope may be negotiated upon hire of a construction manager?

**Answer #3:** Firms shall assume the role of the owner's representative at this time, throughout the length of this project to completion.



# Little Chute

ESTABLISHED 1848

**Question #4:** Looking at soils mapping, no wetland soils are detected at the proposed site. Is it permissible to omit wetland delineation work and provide that as an additional services if it is determined necessary in the future?

**Answer #4:** Yes, assume that wetland delineation work is not needed, but if determined in the future, we would negotiate that additional service.

**Question #5:** Will responses to consultant questions be issued by the Village prior to the deadline to receive questions which is set for January 26<sup>th</sup>?

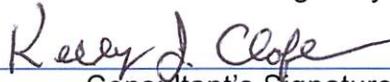
**Answer #5:** Yes, questions will be responded to through the email disbursement list. Our deadline for questions is January 26<sup>th</sup>. The Village will do their best to answer all questions in a timely manner prior to this deadline, if possible.

**Question #6:** Should the firms be considering costs/time associated with an analysis of existing equipment in the facility that may be utilized in the new building?

**Answer #6:** No, due to the age of the equipment in the existing station the Village is planning for a new station with new equipment associated (i.e. the SCBA compressor).

## SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL

Received and Acknowledged by:

  
\_\_\_\_\_  
Consultant's Signature

Kelly J. CLAFIN PROJECT MANAGER  
\_\_\_\_\_  
Print Name & Title

Issued by:

  
\_\_\_\_\_  
Beau Bernhoff  
Village Administrator



## ADDENDUM NO. 2

### REQUEST FOR PROPOSALS PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF LITTLE CHUTE FIRE STATION

January 27, 2024

**Proposal Due: No Later Than 4:30 p.m. CST, Friday, February 2, 2024**

This Addendum is issued to modify, explain, or correct the original Request for Professional Design Services For The Village of Little Chute Fire Station issued on December 28, 2023 and is hereby made a part of the Request for Proposals. This Addendum must be signed and attached to the Consultant's proposal.

**Question #1:** Does the Village have the capacity and equipment to provide any private locates on the two sites?

**Answer #1:** The Village contracts with a private locating company who is responsible for locating Village assets within the right-of-way and on Village owned property.

**Question #2:** The geotechnical contractor will fill the bore holes but assumes they can scatter the remaining spoils on the site. Would you prefer they provide the labor to have the additional soil hauled off site?

**Answer #2:** Spoils remaining after bore holes have been filled can be dispersed on site.

**Question #3:** If the site is impacted by access of the drill rigs should we require that they provide restoration of the site?

**Answer #3:** Any significant ground disturbance caused by drill rigs would require restoration with seed and mulch. Any minor ground disturbance caused by the rigs would not require restoration.



# Little Chute

ESTABLISHED 1848

## SIGN AND ATTACH THIS ADDENDUM TO THE PROPOSAL

Received and Acknowledged by:

Kelly D. Cefer  
Consultant's Signature

Kelly S. CLAFIN - PROJECT MANAGER  
Print Name & Title

Issued by:

Beau Bernhoff  
Beau Bernhoff  
Village Administrator



**Keller**



**6. CERTIFICATE OF INSURANCE**





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
01/29/2024

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

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

<b>PRODUCER</b> Aon Risk Services Central, Inc. Green Bay WI Office 1175 Lombardi Avenue Suite 350 Green Bay WI 54304 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (920) 437-7123      FAX (A/C. No.): (920) 431-6345		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
<b>INSURED</b> Keller, Inc. N216 Highway 55 Kaukauna WI 54130 USA	INSURER A: The Phoenix Insurance Company		25623
	INSURER B: Travelers Property Cas Co of America		25674
	INSURER C: The Travelers Indemnity Co.		25658
	INSURER D:		
	INSURER E:		
	INSURER F:		

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER: 570103740334**      **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. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			VTNCO5809B211PHX24 General Liability	01/01/2024	01/01/2025	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							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
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			VTKCAP5809B20AIND24 Auto Liability	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY ( Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION			CUP1W9086412425 Umbrella Liability SIR applies per policy terms & conditions	01/01/2024	01/01/2025	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			UB3P2374612425H Workers Compensation	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

Certificate No : 570103740334

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
VILLAGE OF LITTLE CHUTE 108 WEST MAIN ST LITTLE CHUTE WI 54140 USA	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 

