

**REQUEST FOR PROPOSALS (RFP)
CONSTRUCTION MANAGER AT RISK (CMAR)
SERVICES**

**Germantown Fire Department – Fire Station No. 2
Expansion and Remodel Project
Germantown, Wisconsin**

Issue Date:	January 26, 2026
Proposals Due:	February 16, 2026
Owner:	Village of Germantown, Wisconsin
Architect of Record:	Short Elliott Hendrickson, Inc. (SEH)
Estimated Construction Cost:	Approximately \$6.1 million

Issued by the Village of Germantown, Wisconsin

1. INTRODUCTION

The Village of Germantown (“Owner”) is soliciting proposals from qualified and experienced Construction Manager at Risk (CMAR) firms to provide pre-construction, bidding and construction services for the expansion and remodel of Germantown Fire Department Fire Station No. 2, located in Germantown, Wisconsin.

Fire Station No. 2 is a critical public safety facility that supports emergency response operations for the Village. Over the life of the facility, Fire Department staffing levels and operational demands have increased, resulting in a building that is now undersized and functionally constrained for current and projected needs.

The proposed project will address these deficiencies through a combination of building expansion, interior remodeling, and major building system upgrades, including:

- Expanded sleeping and living quarters
- Expanded commercial kitchen
- Expanded training spaces
- Additional administrative office space
- Commercial HVAC system upgrade
- Window replacement to improve energy efficiency and building performance

The project also includes investigation and remediation of mold-related conditions within the existing facility. The Architect of Record will be responsible for investigating, documenting, and defining the mold remediation scope, with remediation incorporated into the construction work.

The Fire Station must remain fully operational throughout construction, as it is the only fire station currently in service for the Village. Emergency response operations shall take precedence over all construction activities.

The Owner intends to deliver the project using the Construction Manager at Risk (CMAR) delivery method to promote collaboration during design, enhance constructability, manage risk, and maintain cost and schedule control. All bidding and procurement activities conducted by the CMAR shall comply with Wisconsin public construction procurement laws.

The current estimated construction cost for the project is approximately \$6.1 million, exclusive of professional services, owner contingencies, testing, and specialty consulting services.

2. PROJECT TEAM

- Owner: Village of Germantown
- Architect of Record: Short Elliott Hendrickson, Inc. (SEH)
- Construction Manager at Risk: To be selected through this RFP

3. SCOPE OF SERVICES

3.1 Pre-Construction Services

The CMAR shall provide comprehensive pre-construction services in coordination with the Owner and SEH, including:

- Participation in design meetings and reviews (biweekly during preliminary and design phase)
- Providing cost impacts of decisions made in preliminary design.
- Progressive cost estimating and estimate reconciliation at key design milestones (30%-SD, 60- DD, 90- CD, Final design prior to bidding)
- Constructability reviews and value engineering
- Schedule development and phasing analysis
- Logistics planning and life-safety planning for an occupied facility
- Risk identification and mitigation strategies

Mold Remediation Coordination

- SEH shall investigate and define mold-related conditions and remediation requirements.
- The CMAR shall provide constructability input, cost estimates, and schedule impacts related to the SEH-defined remediation scope.
- Mold remediation work shall be incorporated into project phasing and GMP development.

3.2 Bidding & Procurement Services

The CMAR shall be solely responsible for all bidding and procurement services for construction trade contracts, including bid packaging, advertisement, receipt, public opening, evaluation, and recommendation of awards.

- All bidding shall be conducted in compliance with Wisconsin public construction procurement laws.
- SEH shall support the bidding process by providing plans, responding to technical questions and issuing addenda.
- Final subcontractor awards shall be subject to Owner approval. In some cases, an agent of the Owner will have approval authority. In other cases, the Public Works and Highway Committee and Village Board may be the approving authority.

3.3 Construction Phase Services

During construction, the CMAR shall serve as the constructor of record and shall be responsible for:

- Overall project management and supervision
- Coordination and oversight of all subcontractors
- Execution of mold remediation work as defined by SEH
- Implementation of approved phasing plans
- Site safety, quality control, and schedule management

- Coordination with the Owner, SEH, inspectors, and authorities having jurisdiction
- Project closeout, commissioning coordination, and turnover
- The CMAR will not be allowed to self-perform any of the construction work and is not allowed to bid on their own bid packages.

4. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include, at a minimum:

- Cover letter signed by an authorized representative
- Firm qualifications and relevant CMAR experience on similar projects
- Proposed project team and resumes
- Identification of a project lead including their resume and relevant experience
- Project approach and understanding
- Pre-construction services cost proposal.
- GMP development approach
- Bidding and procurement methodology
- Safety and quality management programs
- References for similar projects
- A draft contract

Submit proposals to the contact identified in Section 14. Proposals will be provided electronically via email or sharefile, and hardcopy with USB backup by 3pm on the day proposals are due.

5. EVALUATION CRITERIA & SCORING WEIGHTS

Criteria	Points
Firm Experience & Qualifications	15
Project Team & Key Personnel	15
Project Approach & Understanding	25
Pre-Construction, Cost Control & GMP Development	20
Bidding & Procurement Compliance	10
Safety & Quality Management	5
Interview	10
Total Possible Points	100

The Owner reserves the right to shortlist firms, conduct interviews, and adjust final rankings based on interview performance and reference checks. The Evaluation Team will make a recommendation to the Village Board. The Village Board has the sole authority to award the contract. The recommended firm will be asked to attend and present at the Village Board meeting where the contract award is considered.

6. GUARANTEED MAXIMUM PRICE (GMP) STRUCTURE & CONTRACT TERMS

The CMAR shall enter into a two-phase agreement consisting of:

- A Pre-Construction Services Agreement, and
- A Construction Phase Agreement based on a Guaranteed Maximum Price (GMP).

The cost of pre-construction services will be identified in the response to this RFP. The GMP shall be developed using an open book, competitively bid cost model and shall clearly identify trade costs, general conditions, CMAR fee, contingencies, allowances, and exclusions.

Savings below the GMP, including unused contingencies, shall revert to the Owner unless otherwise negotiated. At the time the GMP is established the CMAR fee will be represented in dollars or as a percentage of the total. Contingencies and allowances shall not be part of the GMP nor subject to the CMAR fee as a percent of the total bid. The Village Board will approve CMAR services advancing to the construction phase after establishing the GMP and prior to work proceeding.

6.1 Differing Site Conditions and Unknown Conditions

Despite reasonable investigation and SEH's evaluation of existing conditions, unknown or concealed conditions may exist.

If differing or unknown conditions are encountered, the CMAR shall:

- Provide written notice within forty-eight (48) hours to the Owner and SEH.
- Suspend affected work until direction is received, unless continuation is required for safety or to prevent damage.
- Provide documentation including photographs, field reports, and preliminary cost and schedule impacts.

If directed to proceed prior to formal agreement on cost, work shall be performed on a time-and-materials basis, with labor, equipment, and materials separately tracked and auditable.

Resolution shall be addressed through the Owner contingency and/or change order, subject to Owner approval. Failure to comply with notice requirements may result in denial of additional compensation.

7. BIDDING & SUBCONTRACTOR PROCUREMENT PROCEDURES

The CMAR shall administer all subcontractor bidding and procurement activities, including:

- Development of bid packaging strategy
- Advertisement and subcontractor outreach
- Pre-bid meetings and site walkthroughs
- Receipt and public opening of bids in the presence of the Owner at Germantown Village Hall

- Electronic bids using the CMAR’s platform of choice is acceptable. Sealed hard copy bids are also acceptable.
- Bid evaluation and written award recommendations

Complete procurement documentation shall be maintained and made available for Owner review and audit. The CMAR will not be allowed to perform any portion of the work. All bids are subject to the rules and regulations pertaining to public construction as governed by the State of Wisconsin.

7.1 Subcontractor Performance and Replacement

The CMAR shall be responsible for the performance and coordination of all subcontractors.

If a subcontractor fails to perform in accordance with contract requirements, the CMAR shall promptly notify the Owner and recommend corrective action or replacement.

- Owner approval shall be required prior to subcontractor termination, except in emergency or safety-related situations.
- Replacement subcontractors shall be procured in compliance with Wisconsin public construction procurement laws, unless otherwise approved by the Owner.
- Costs resulting from subcontractor default or non-performance shall be the responsibility of the CMAR, unless directed otherwise by the Owner.

8. PRE-CONSTRUCTION DELIVERABLES & MILESTONES

The CMAR shall provide:

- Progressive cost estimates at schematic design, design development, construction documents and prior to bidding the work.
- Attend bi-weekly schematic phase and design phase progress meetings.
- Provide cost implications of design decisions during schematic and design phases.
- Detailed construction schedules
- Phasing and logistics plans
- Constructability reviews and risk analyses
- A GMP proposal aligned with competitively bid subcontractor pricing

9. CONSTRUCTION PHASE COMMUNICATION & REPORTING

The CMAR shall conduct regular coordination meetings with the Owner and SEH and provide reporting related to:

- Schedule status and milestones
- Cost and contingency tracking
- Change order status
- Safety and quality issues

Open-book accounting shall be maintained throughout the project.

10. SCHEDULE, PHASING & OPERATIONAL CONTINUITY

Fire Station No. 2 shall remain fully operational at all times.

10.1 Occupied Facility Authority and Emergency Operations Priority

Emergency response operations shall take precedence over all construction activities. The Fire Chief or the Fire Chief’s designee shall have the authority to temporarily suspend, modify, or redirect construction activities if such activities interfere with emergency operations, life safety, or public safety.

The CMAR shall immediately comply with such direction and shall incorporate this authority into all subcontract agreements.

Temporary suspension or modification of work under this section shall not constitute a compensable delay, except as expressly provided in the Contract.

11. INSURANCE & BONDING REQUIREMENTS

The CMAR shall provide insurance and bonding in compliance with Wisconsin law and Village requirements, including:

- Performance and payment bonds
- Commercial general liability insurance
- Workers’ compensation insurance
- Automobile liability insurance
- Builder’s Risk Insurance

12. GENERAL CONDITIONS

- The Owner reserves the right to reject any or all proposals.
- The Owner may waive informalities.
- All proposal preparation costs are the responsibility of the proposer.
- Proposals are subject to Wisconsin public records laws.

13. RFP SCHEDULE

Milestone	Date
RFP Issued	January 26, 2026
Mandatory Site Visit	February 2, 2026
Questions Due	February 9, 2026
Proposals Due	February 16, 2026
Interviews (If conducted)	Week of February 23, 2026

CMAR Selection	March 2, 2026
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14. OWNER CONTACT

All questions regarding this RFP shall be submitted in writing to:

Amy Lerch
Administrative Manager
Germantown Fire Department
Phone: 262-502-4701
Email: alerch@germantownwi.gov

Fire Station No. 2
N115W18752 Edison Drive
Germantown, WI 53022