AGENCY REQUEST FOR
A/E SELECTION COMMITTEE ACTION

October 2021

AGENCY: State Fair Park (SFP)

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I. Request Statement
This request is for Design through Construction Administration services for the Police Station Remodeling Project.

II. Project Scope
This project will renovate an existing building to allow for it to serve as the new home of the Wisconsin State Fair Park Police Department.

Project Location
Building 910
Wisconsin State Fair Park
679 S. 76th Street, West Allis, WI 53214

Project Background/Existing Conditions
The State of Wisconsin purchased the property in 2018 with the goal of it becoming the future location of the Wisconsin State Fair Park Police Department. A pre-design was performed to evaluate the feasibility of the renovation. The predesign determined that ADA access was needed in the near term, so that the building could serve as a Police Department Substation in the interim until a full renovation was completed. A partial renovation was done in 2020 to address some of these immediate accessibility issues.

The relocation of the Wisconsin State Fair Park Police Department to this location is necessary to address a safety issue which is currently present at the fairgrounds. Moving the Police Department to the perimeter of the fairgrounds is necessary to allow the safe release of detained customers from State property and other functions ideally suited for a location on the perimeter of the property.

Project Expectations
The project includes the design of the interior renovation of the Police Station comprising approximately 4,500 square feet per the plan developed by pre-design study: DFD Project 18J2H-03. The renovation will include wall modifications, replacement of floor, wall, and ceiling finishes. The renovation will also include the updating of the electrical system, plumbing and HVAC. This renovation will allow the building to serve as the permanent home of the Wisconsin State Fair Park Police Department.
III. Proposed Schedule
- A/E Selection: October 2021
- SBC Approval: August 2022
- Bid Date: December 2022
- Start Construction: March 2023
- Substantial Completion: July 2023

IV. Proposed Budget
- Construction & Equipment: $1,974,000
- Contingency: $237,000
- A/E Design Fees + Reimb: $197,000
- DFD Fee: $88,000
- TOTAL: $2,496,000

V. AE Scope of Services
- The AE will meet the requirements of the DFD AE Policy and Procedure Manual.
- The AE will meet the requirements of the DFD Sustainability Guidelines.
- A/E should have past experience with the design of police and/or penitentiary facilities and be knowledgeable in the specific and unique requirements related to these types of facilities.
- A/E must acknowledge the timing restraints associated with the Wisconsin State Fair which typically occurs in early August annually. Because of the timing of the Fair, design and construction timelines may need to be adjusted.

VI. Supporting Materials
- SFP Map
- 18J2H-03 Pre-Design Floor Plan 1st Floor
- 19K3A-00 Architectural Drawing