On behalf of the University of Wisconsin-Madison, interested firms who are qualified in providing Architect / Engineer Services for the Hoofers Boat Dock & Deck Replacement Project located at the Memorial Union are invited to submit a letter of interest.

A. Project Description

This project, located on the south shore of Lake Mendota immediately west of the UW Memorial Terrace, includes replacement of all components of the boat docks and storage decks including ramps, gangways, and anchoring systems, as well as shoreline restoration and other site amenities for the UW Hoofers Sailing Club. The design intent is to follow the recommendations of the July 2016 Waterfront Study Master Plan (DFD 15B2Z).

Supporting Documents

UW Waterfront Study: Master Plan and Fixed Dockage Structural Assessment:

https://uwmadison.box.com/s/ub3g2ev0xe9cyfupgot9fo385ng0mviw

Background & Purpose

The UW Hoofers Sailing and Outdoor Club provides low cost water recreation access to Lake Mendota for students, faculty, and the general public. They maintain a varied fleet of vessels including paddleboards, techs, 420s, scows (many classes) and sloops. In addition to the sailboats, Hoofers utilizes motorboats for dock setup and takedown, teaching, and general boat and dock maintenance.

The July 2016 Outdoor UW Waterfront Study Master Plan included existing conditions assessment report addressing all Hoofers piers, shoreline, and adjacent external storage and staging areas. The Master Plan concluded with recommendations for pier and shoreline replacements and improvements. The intent of this project is to design and implement those recommendations in a phased approach over a one or two year period.

Building Data

<table>
<thead>
<tr>
<th>Building No.</th>
<th>0008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Name</td>
<td>Memorial Union</td>
</tr>
<tr>
<td>Building Address</td>
<td>800 Langdon Street, Madison, WI</td>
</tr>
</tbody>
</table>

Project Budget

| Construction Cost | $1,913,000 |
| Total project cost | $2,408,000 |

Funding Source

This is a 100% gift-funded project, and as such, will be delivered with design and construction contracts held by the University and managed by UW-Madison. Construction will be delivered upon approval by the Board of Regents of the University of Wisconsin System at or before 25% design completion.
Project Schedule

- A/E Selection: April 2017
- Begin Design: May 2017
- Permit Application Submitted: July 2017
- Preliminary Review Documents Submitted: August 2017
- Board of Regent Approval: September 2017
- Permits Issued by Regulators: November 2017
- Final Review Documents Submitted: December 2017
- Bid Documents Ready Phase 1: January 2018
- Project Bid Opening Phase 1: February 2018
- Begin Construction Phase 1: April 2018
- Substantial Completion Phase 1: August 2018
- Phase 2 Construction: Summer of 2019

B. Scope of Services

The A/E team will be selected based on qualifications to provide programming and design for this project. This same A/E team will also prepare their contract proposal to include bidding and construction phase services.

Basic Services of Special Emphasis

- MEP Requirements
  A review of the current systems will be necessary to verify deficiencies and areas requiring design improvements.

Site Planning, including Landscape Architecture and Civil Engineering
  Work will be done at a congested area of campus with heavy vehicle, bike and pedestrian traffic. There is little site area available for laydown and staging. A clear construction staging and site access plan for all contractors and sub-contractors shall be prepared by the A/E in order to understand the limits and restrictions of the site and pathways through the facility. The project site development should include complete landscaping documentation for the site area disturbed by construction activities.

- Structural Analysis
  Structural analysis shall be provided by the AE for existing and proposed conditions as necessary for design.

- WEPA/Environmental Impact
  Compliance with the Wisconsin Environmental Policy Act (WEPA) type III is required and will be prepared by the UW-Madison. No support from the A/E will be expected.

- Regulatory Approvals & Permits
  A/E team will identify, submit for and obtain necessary regulatory permits and approvals from State and Federal agencies including but not limited to the WDNR, FEMA, and USACE. The A/E team will also assist the UW in obtaining zoning approvals and work to meet conditions of approval.

- Board of Regents (BOR) Review and Approvals
  The A/E team will assist in the preparation of documents necessary for Board of Regents approvals.

- Sustainability Requirements
  LEED certification is not a requirement.
• **Project Update**
  Working with the user groups and other stakeholders, the A/E will develop a Project Update that conforms to the format and contents established by UW System Administration which includes site conditions, design and planning issues, design concepts, basis for design, budget details, lists of equipment, recommendations and drawings.

• **Campus Technical Review**
  The A/E will facilitate Preliminary and Final reviews with designated campus staff (UW-Madison Facilities Planning and Management (FP&M) Physical Plant, Capital Planning & Development, Campus Planning & Landscape Architecture, user groups, Safety Department, UW Police, Division of Information Technology (DoIT), UWSA) including A/E attendance at Preliminary and Final campus review meetings. The groups will provide written comments based upon the documents, discuss the comments with the A/E and their sub-consultants, and written responses are required to be provided by the A/E. In addition to making available an electronic set of review documents, the A/E will provide the campus with four (4) complete hard copy review sets for the Preliminary Review and Final Reviews.

• **Signage Design**
  Provide design and specification of building signage in the bid documents to include all building identification, life safety, room number, informational and wayfinding.

• **Telecommunications, A/V, and Security Systems**
  Provide design of these systems consistent with the Campus’ technical guidelines. Voice and data systems will be standard for any campus project. Security systems may include card-access doors and cameras, coordinated with existing. All systems shall comply with current code requirements.

• **Use of BIM – not applicable for this project**

• **Bidding, Construction, and Close-out Phase Services**
  The A/E team will be responsible for bid analysis and on-site construction administration. Responsibilities will include review and approval of all construction submittals, attendance at construction meetings, responses to Requests for Information, preparation and issuance of construction bulletins and change orders, and final punch list inspections. The A/E team will be responsible for approving all contractor invoices. Construction phase records will be processed electronically. Within 3 months of the close of construction, the A/E will submit final record drawings to the University.
### SCOPE OF ARCHITECTURAL/ENGINEERING SERVICES CHECKLIST:

<table>
<thead>
<tr>
<th>BASIC SERVICES</th>
<th>Building Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope, Concept, Programming &amp; Pre-Design</strong></td>
<td>☒ Programming&lt;br&gt;☒ Design Concept</td>
</tr>
<tr>
<td><strong>Preliminary &amp; Final Design</strong></td>
<td></td>
</tr>
<tr>
<td>Site/Survey</td>
<td>Utilities/Infrastructure</td>
</tr>
<tr>
<td>☒ Site/Existing Conditions&lt;br&gt;☒ Existing Land&lt;br&gt;☒ Topography/Drainage&lt;br&gt;☒ Vegetation/Landscaping&lt;br&gt;☒ Subsurface Conditions&lt;br&gt;☒ Construction Staging During Construction</td>
<td>☐ Existing: capacity and condition&lt;br&gt;☐ Proposed: gas, water, electric, etc.&lt;br&gt;☐ Maintain during construction</td>
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<tr>
<td>Transportation/Circulation</td>
<td>Transportation/Circulation</td>
</tr>
<tr>
<td>☒ Vehicular/Bicycle/Pedestrian&lt;br&gt;☐ Parking&lt;br&gt;☐ Service&gt;Loading/Unloading&lt;br&gt;☒ Access to Site (including During Construction)</td>
<td></td>
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<tr>
<td>Existing Building Conditions</td>
<td>Existing Building Conditions</td>
</tr>
<tr>
<td>☒ As Necessary for Design&lt;br&gt;☐ Concealed&lt;br&gt;☒ Existing Infrastructure and Equipment&lt;br&gt;☒ Demolition Planning/Phasing&lt;br&gt;☒ Hazardous Materials: Asbestos/Lead/Soil</td>
<td></td>
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<tr>
<td>Occupants/User Activities</td>
<td>Occupants/User Activities</td>
</tr>
<tr>
<td>☐ Space Tabulation&lt;br&gt;☐ Room Data Sheets</td>
<td></td>
</tr>
</tbody>
</table>
### ADDITIONAL SERVICES

#### Scope, Concept, Programming & Pre-Design
- [ ] Master Planning
- [ ] Blocking & Stacking Diagramming
- [ ] Scope Definition
- [ ] Space Needs Analysis
- [ ] Master Planning
- [x] Site Evaluation
- [ ] Market Study
- [ ] Space Utilization Analysis

#### Preliminary & Final Design

<table>
<thead>
<tr>
<th>Site/Survey</th>
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<tbody>
<tr>
<td>[ ] Easements</td>
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<tr>
<td>[ ] Future Acquisitions</td>
<td></td>
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<tr>
<td>[x] Zoning Approval Efforts</td>
<td></td>
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<tr>
<td>[x] Floodplain Restrictions</td>
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<tr>
<td>[ ] Landholdings/Ownership/Boundaries</td>
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<tr>
<th>Utilities/Infrastructure</th>
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<tbody>
<tr>
<td>[ ] Energy Modeling</td>
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<table>
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<tr>
<th>Existing Facilities Survey</th>
<th></th>
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<tbody>
<tr>
<td>[ ] Facility Condition Assessment</td>
<td></td>
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<tr>
<td>[x] Document Existing Conditions</td>
<td></td>
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<tr>
<td>[ ] Functionality Assessment</td>
<td></td>
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<tr>
<td>[ ] Physical Condition Assessment</td>
<td></td>
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<tr>
<td>[ ] Building Code Analysis</td>
<td></td>
</tr>
<tr>
<td>[ ] Phasing Options &amp; Analysis</td>
<td></td>
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<tr>
<td>[ ] Adjacency Analysis of Functions</td>
<td></td>
</tr>
</tbody>
</table>

### Furniture & Finishes
- [ ] Design Standards to Follow
- [ ] Furniture Design Services
- [ ] Furniture Selection & Recommendations
- [ ] Furniture Specification
- [ ] Systems Furniture Layout
- [ ] Art Selection Assistance
- [ ] Accessibility/Universal Design

### Historic Preservation
- [ ] Historic Structure Report
- [ ] Historic Preservation Plan
- [ ] WHS Approval for Building Concept

### Presentations
- [x] Board of Regents Presentation Materials
- [ ] Non-University Group, Formal Presentation
- [ ] University Groups, Formal Presentation
- [x] Design Documents Review Mtgs on Campus

### Bidding
- [ ] Value Analysis

### Construction Administration
- [x] Constructability Review
- [x] Additional Construction Admin Services

### Miscellaneous
- [x] Wayfinding/Signage
- [ ] Web Conferencing Service
- [ ] Web Document Management Service
- [ ] LEED Certification
- [ ] LEED Certification Submittal
- [ ] LEED Measurement & Verification Report
- [ ] Multiple Preliminary Designs
- [x] Measured Drawings
- [ ] Building Information Modeling
- [x] As-constructed Record Drawings
- [ ] Post-Occupancy Evaluation
Delivery Guidelines, Technical Guidelines and Specifications

The project will need to conform to the UW-Madison Technical Guidelines and Campus Design Guidelines. The project will need to conform to the State of Wisconsin single prime bidding requirements and use General Conditions developed by the University of Wisconsin. Project specifications shall be modeled off the DFD master specifications where applicable. Deliverables and depth of service from the A/E at each phase of the project shall be modeled off of precedents previously set by DFD as amended by the university’s A/E Contract.

- UW 2015 Campus Master Plan: http://www.masterplan.wisc.edu/

C. Qualification Requirements

Interested consultants should have, or assemble a team of consultants who have, experience in the execution of projects similar to the one under consideration and have acted as the responsible, Prime A/E from design through substantial completion of multiple dock or marina projects on large cold climate waterbodies of at least $250,000 in construction value.

In addition, well-qualified teams will also have either the prime A/E or sub-A/E with specific design experience within the last 10 years that includes the following:

- Replacement of boat docks, boat decks and boat storage facility with associated shoreline restoration.
- Boat marina design project accommodating more than 50 boat slips.

The consultant team should strive to meet at least 5% participation by minority-owned, women-owned, and/or disabled veteran-owned businesses (MBE, WBE, DVB) as defined by Wisconsin Statute 16.18, and identified on the Wisconsin Supplier Diversity website: http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program

D. Selection Process and Evaluation Criteria

Using the criteria listed below, Letters of Interest (LOI) will be evaluated and scored by a selection committee. The selection committee will be made up of five professional staff: three (3) from UW-Madison, and two (2) from UWSA.

Experience - Firms, Team, People and Projects:

- Record of similar projects completed*
- Qualifications of key team members assigned
- Similar project examples designed by key members assigned to this project (relevant team experience)
- History of working relationship of team members
- Team's apparent resources and capacity
- Geographical proximity
*In evaluating the “Record of similar projects completed,” committee members will look for:
  • Ability to meet Owner’s vision, scope, budget, and schedule on previous projects
  • Relevant recent work of both the prospective firm and the firm’s sub-consultants that is similar in scope and size to this project
  • Experience of firm and its proposed consultants to provide successful services in settings similar to those in the University’s Campus Master Plan and Design Guidelines

All teams will be notified within two business days of the committee’s selection meeting which is expected to occur the week of March 27, 2017.

The selected team should be prepared for a project kick-off meeting to be held the week of April 3, 2017.

The contract for professional services will use a modified AIA Contract B101 which is included along with the posting documents.

E. Submitting Qualifications

Submit a Letter of Interest (LOI) to the Project Contact in this document. An electronic copy must be received by email no later than the deadline of **2:00 PM Wed. March 22, 2017**.

The electronic submittal should be combined into one PDF file with the project number and include your firm’s name. Limit the total number of pages submitted to six (6), using a font size no smaller than 10-point. The University’s incoming email attachment limit is 20MB; please limit your attachment size to 20MB or less.

The letter should detail specific project experience (including size, cost, and substantial completion date) and should indicate key team members, sub-consultants, and specialty consultants. The letter should clearly demonstrate the team’s understanding of the specific needs of the project and concisely present a technical approach to completing the proposed scope of work.

Do not submit consultants for EIS/EIA or hazardous materials since they will be handled separately, if needed.

If the university requests any clarifications to the proposals, it expects a prompt response from the submitter. The University has the right to reject proposals that are incomplete or late, or to cancel the project selection for any reason.

Submit all questions regarding this RFQ in writing to the Project Contact with the project name and number included in the subject line (no phone calls please.) Questions will be posted and answered on the UW System Administration (UWSA) web page at [www.wisconsin.edu/procurement/construction](http://www.wisconsin.edu/procurement/construction) on a regular basis until one week before the RFQ deadline. The name of the firm submitting a question will not be posted.

**Project Contact:**
Marcel DuBois
Purchasing Agent
UWSA–Office of Procurement
780 Regent Street, Suite # 105
Madison, WI  53715-2635
(608) 263-4380
mDuBois@uwsa.edu