

On behalf of the University of Wisconsin-Madison (UW-Madison), firms who are qualified in providing Architecture, Engineering, and Construction Administration Services are invited to submit a Statement of Qualifications (SOQ) to the University of Wisconsin System Administration (UWSA) for the following project. SOQs are due before 2:00 PM CST, November 1, 2023. University of Wisconsin System (UWSA) anticipates awarding the project to the selected Firm during the first week of November 2023. Work is expected to begin immediately upon an executed contract with the project kickoff meeting on November 9<sup>th</sup> as noted in Section E. Selection Process.

## **A. Project Description**

This project seeks to construct an approximately 53,000 GSF addition onto the Wisconsin Institute for Medical Research (WIMR) at 1111 Highland Ave, Madison, WI 53705. The addition would be constructed in the East Wedge between what is commonly referred to as WIMR 1 and WIMR 2 and would consist of remodeling existing basement space and new construction of a first and second floor. The addition would add biomedical laboratories and space for support staff at the Wisconsin Institutes for Medical Research (WIMR). This project will begin with Phase I, Pre-Design Plan, and proceed to Phase II if, and when, funding becomes available.

The School of Medicine and Public Health (SMPH) at UW-Madison has received a National Institute of Health (NIH) C06 grant which provides funding for a project to house a 30 MeV cyclotron to be purchased and installed in the Basement of this addition. The Basement houses laboratories and limited office space supporting related activities including cGMP radiopharmaceutical space. An existing Cyclotron managed by SMPH's Cyclotron Group is adjacent to the new addition. Stakeholders include principal investigators (PIs) in 12 departments across more than 36 clinical research studies.

The first floor of the addition is to provide BSL2 laboratory space including space for dedicated radioactive cGMP high-performance liquid chromatography (HPLC) and other equipment for radioactive blood/urine processing. Laboratory bench space is also required for long-term radioactive decay storage and metabolite analyses for clinical research. The following will be required:

- Devices for obtaining Complete Blood Count (CBC) and Comprehensive Metabolic Panel (CMP)
- Well counter or other instruments for quantitatively measuring radioactivity
- Fume hoods
- Biosafety cabinets
- Bench space for equipment and sample preparation and analysis
- Select research technologies (e.g., HPLC, Flow cytometer, single cells library prep device)
- Radiation safety equipment for surveys and wipe testing
- Lead blocks for shielding in hoods and for shielding waste, lead, and plexiglass storage containers in fridges/freezers
- -80C freezers, -20C freezers, and refrigerators

Additionally, the first floor will include space for office support staff and mechanicals. The mechanicals will include a redundant air handling unit to serve the addition.

The second floor of the addition will include additional Biomedical Research Laboratories and a Biorepository facility to provide safe, long-term storage of a wide range of patient-derived biospecimens.

There will be a special emphasis on civil design on this project. Due to WIMR's proximity to Lake Mendota and marshlands, design of site grading, surface water management and ground water diversion will be of utmost criticality. As stated above, the Cyclotron and associated equipment will be in the basement of the building, so a thorough and robust design is required and will likely include redundant water management systems.

In addition to a special emphasis on civil design, structural design will also need to accommodate future upper floors on the new addition. The consultant will coordinate the project with major equipment vendors including

the cyclotron and hot box providers. The consultant will provide cost estimating services and materials for fund raising.

This project will require an integrated design team between the prime AE consultant and the cyclotron manufacturer's design team. The design of this project will require close coordination with the design of the cyclotron.

The University of Wisconsin (UW), both UW-Madison and UWSA, has divided this project into two phases. Phase I of this project will be Pre-Design Study for the remodel and addition and will conclude with a pre-design study report to be submitted to NIH for review. Phase II of this project will perform full architectural and engineering design services through construction administration and closeout. UW is seeking to hire a prime consultant for all the architectural and engineering design services (AE Services) of this building, starting with architectural and engineering services for Phase I, with the potential of Phase II as funding becomes available and at UW's discretion.

The prime consultant selected for this project will be expected to help manage the NIH grant approval process, schedule and compilation of deliverables to NIH. Consultants will follow the latest addition of the NIH Design Requirements Manual (DRM). For this reason, UW desires the selected firm have experience working on projects supported with NIH funding. Firms submitting a SOQ for this project are encouraged to include project experience related to NIH grants, and this will be one of the selection criteria of the UW selection committee.

## **B. Background & Purpose**

### **Building Data**

Building No.	285-0A-0408
Building Name	Wisconsin Institute for Medical Research
Building Address	1111 Highland Ave, Madison, WI 53705

### **Project Budget**

Total Phase I Project Cost	\$362,250
Total Phase II Project Cost	TBD based on Phase I

### **Funding Source**

This is a 100% gift & grant funded project and will be delivered with design and construction contracts held by the Board of Regents of the University of Wisconsin.

### **Project Schedule (Pre-Design – Phase I)**

A/E Selection:	November 2023
Pre-Design Study Report	March 2024
NIH Schematic Design Report Submission	March 2024

### **Project Schedule (Basic Services – Phase II)**

BOR Approval:	June 2024
NIH Design Development Submission	October 2024
NIH Construction Document Submission	May 2025
Bid Opening:	July 2025
Start Construction:	August 2025
Substantial Completion:	December 2026

## C. Scope of Services

### Pre-Design Services (Phase I)

The Pre-Design Services (Phase I) deliverables are as noted below and also include Schematic Design deliverables as noted in the NIH Design Requirements Manual (Rev. 1.5: 3/5/2020) as noted in its Appendix E, A/E Submission Requirements, and the A/E Submission Requirements Matrix beginning on page 1096. Pre-Design Services (Phase I) will conclude with the Schematic Design Submittal to NIH by March 25, 2024 as noted in the School of Medicine and Public Health NIH Cyclotron Grant Application dated 2/24/2023.

#### Site Analysis:

- Determine the capacity of the site, including vehicle and pedestrian circulation, and open space interaction and integration with the broader campus.
- Collaboration with the City of Madison to ensure goals and plans are synergistic.

#### Functional Analysis and Design Narratives:

- Understand the relationship and connections between the existing facility and the new addition.
- Development of sustainability objectives and universal design principles.
- Perform an analysis of utilities and building systems needed for this building.
- Identify and document any special requirements and design issues that will impact the design of this project and provide recommendations that address these issues.
- Review and evaluate Owner's program, schedule, budget (Cost of the Work), Project site, and Initial Information

#### Documentation and Deliverables:

- Conceptual site plans, floor plans (including FF&E), interior elevations for the functionality of the spaces, exterior elevations for massing and materials, and building sections to express volume. Including preliminary major building systems and construction materials)
- Preliminary design options illustrating scale and relationship of Project components.
- Estimate of probable costs including opportunities for cost containment, and data to support the budget estimate.
- Conceptual renderings/drawings to express the design concept for use in fundraising.
- Final report

#### Schematic Design:

- a. Review and evaluate Owner's program, schedule, budget (Cost of the Work), Project site, and Initial Information
- b. Preliminary design options illustrating scale and relationship of Project components.
- c. Schematic Design Documents (site plan, building plans, sections and elevations. May include study model, perspective sketches, and/or digital representations. Including preliminary major building systems and construction materials).
- d. Publish 15% design materials (description of project, drawings, estimate of Cost of the Work and Project Budget, and schedule following NIH DRM requirements).

e.

The consultant team are to be prepared to provide the following services:

- Facility/Department program.
- Project definition.
- Goals and visioning sessions.
- Blocking and stacking diagrams.
- Site Survey (Easements, Zoning Approval, Floodplain Restrictions, Environmental Restrictions, etc.).
- Renderings.
- Lab Assessment Report
  - a. AE to lead a new Lab Assessment exercise.
  - b. Existing drawing and specification documentation review and field verification
- Owner/User Project Requirements (OPR)
  - a. AE to lead and Cx to collaborate.
  - b. The Owner/User is defined as end-user stakeholders. These individuals will be identified as part of the OPR report. For example, representatives from the following areas could be included: Researcher and team, School/College/Division, Physical Plant and Environment Health and Safety, etc.
  - c. Validate and refine existing OPR document, if available.
  - d. Programming and equipment list, validation, and refinement.
- Commissioning Plan (CxP)
  - a. Cx to lead and AE to collaborate.
  - b. Cx will identify systems and equipment to be commissioned in conjunction with the development of the OPR and formulate the CxP.
- Building Systems Health Report: Condition Evaluation and Capacity Testing
  - a. AE to lead and Cx to collaborate.
  - b. Use the Lab Assessments and OPR to prepare a plan including the type of consultants, costs, and time required to answer the following questions:
    - 1. What is the health of the building systems that serve the project area?
    - 2. What evaluations and tests are necessary to inform the scope required to meet the OPR?
  - c. Lead the work effort to complete the evaluations and testing as required.
  - d. See Examples list below for systems that could be evaluated and tested.
  - e. Identify spaces outside the project area, yet interconnected with the building systems, that could potentially be affected by this renovation. Guide discussions on if they should be included in the evaluation and testing exercise.
  - f. Report code deficiencies in the project area or building, based on the health safety and welfare for the occupants.
- Test-Fits and Feasibility Studies.
  - a. AE to conduct pre-design exercises based on the Lab Assessments, OPR, and Building System Health Report.
  - b. Field measure existing conditions and create updated measured drawings of walls, doors, windows, ceiling heights, and room numbers.
  - c. Provide drawings as required to inform how OPR can be met.
  - d. Propose options with a rough estimate of scope, schedule, and budget, Rough Order of Magnitude (ROM).

The AE is to prepare a Basis of Design document which will include the below scope, schedule, and budget of the preferred and selected option. This will be reviewed and approved by the user, owner, and campus leadership.

- Scope Summary.
  - a. AE to provide an executive summary, including an owner-provided charter.

- Schedule Estimating.
  - a. AE to provide a schedule including dates: A/E Selection, Bid Posting, Bid Opening, Construction Starts, Substantial Completion, and Project Close Out.
- Cost Estimating.
  - a. Project estimates at each phase, as described in the Basic Services.

**Examples** – The following are examples of systems to be evaluated and tested for the Building Systems Health Report based on the OPR.

- Mechanical- Define existing building equipment serving the work area (i.e., AHU, Exhaust Fans, Dehumidifiers, Humidifiers, Chillers, Processed Chilled Water System, etc.). Example: Procure existing air-flow measurements.
- Electric- Define existing electrical equipment serving the work area (i.e., Electrical Panels, UPS Systems, Generators, Transformer/Power Conditioner, etc.). Example: determine what equipment needs to be on standby power or have clean power.
- Plumbing- Define existing plumbing equipment serving the work area (i.e., RO system, lab gases, water softener system, etc.). Identify building-wide systems verse local systems.
- Digital Controls- Work with the UW DDC shop to define all existing equipment on the UW DDC system. Identify any pneumatic controls. Identify existing alarms and control sequences serving the work area.
- Fire Suppression- Define the type of fire suppression system (i.e., dry, wet, chemical) and the location of the equipment.
- Fire Alarm- Define the building system and the location of the equipment.
- Access Control- Work with the UW Access Control Group to define the building system and locations of existing equipment.
- Structural- Define existing structural layout and components (i.e., clearances, load capacities, vibration isolation element, etc.).
- Maximum Allowable Quantities (MAQ)- Work with UW Environment Health and Safety (EHS) to identify control areas and existing MAQs. Determine if future chemicals will exceed MAQs and if so, measures necessary for compliance.
- Abatement- Incorporate Owner provided hazardous material abatement details and cost into OPR.

All final documentation must be provided electronically, in a means approved by the Owner in Adobe Acrobat PDF format and appropriate original format. All narrative text and cost estimate documentation shall also be provided in an unlocked, editable file format for future use and presentation outside of the final document. Text shall be provided in rich text format (\*.RTF) or Microsoft Word XML document format (\*.DOCX) and cost estimates provided in Microsoft Excel XML workbook format (\*.XLSX). The content of the editable file formats must match the content of the final document, but the organization, layout, and formatting needs only to be representative of the final content. All graphics, images, maps, plans, and renderings must be provided in electronic format separate from the master plan document in high-resolution 300 pixels per inch (ppi) raster format (\*.PNG), suitable for poster size (minimum 24-inches by 36-inches) publication.

## **Phase II Basic Service (Design and Construction):**

1. Design Development
  - f. Design Development Documents (e.g. plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements and systems)
  - g. Assist with internal UW reviews (Shop reviews, user group reviews, etc.), as appropriate.

- h. Update estimate of Cost of the Work, Project Budget, and schedule.
- 2. Construction Documents
  - i. Development of Construction Documents (which include Drawings and Specifications) for the construction of the Work, incorporating requirements from governmental authorities, for use in approved state of Wisconsin bidding processes.
  - j. Final Review Set to Owner.
  - k. As appropriate for the project, submit to a third-party coordination review.
  - l. Update estimate of Cost of the Work, Project Budget, and schedule.
  - m. Bid Documents set for bidding.
- 3. Procurement
  - n. Support Owner's Single Prime bidding process; including, but not limited to preparing the posting documents, preparing, and issuing addendum, and attending all walk-thru's.
- 4. Construction Administration
  - o. Perform Construction Administrative services as described in the contract (Certificate for Payments, Submittals, shop drawing reviews, RFI's, CBs, CCDs, COs, etc.).
  - p. Visit the site and determine if Work observed conforms to Contract Documents.
  - q. Standard AIA defined work, but potentially different than other state work:
    - i. Participate and lead Construction progress meetings
    - ii. Construction meeting minute documenter
  - r. Publish AIA contract documents (e.g., Change Orders with AIA's G701 and Construction Change Directives with AIA's G714)
  - s. Issue Certificate of Substantial Completion
  - t. Deliver design documents utilizing Building Information Modeling.

Reimbursables

Currently anticipated reimbursables expected:

- RediCheck (Full: drawings and specifications).
- Specialized printing (beyond Basic Services).
- Soil borings
- Exploratory testing
- Existing condition test & balance

Resources

Currently anticipated experts needed on the design team:

- Mechanical engineer
- Controls engineer
- Electrical/Lighting engineer
- Plumbing engineer
- Fire protection systems
- Structural engineer
- Civil engineer
- Landscape Architect
- Interior designer
- Urban designer
- Acoustic consultant
- AV Consultant
- Telecommunications/data expert designer
- Fire alarm
- Access control expert
- Historic preservation consultant
- WEPA consultant

- Abatement consultant
- Food Service consultant
- Lab Planning consultant

### **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 UWSA. Project specifications shall be modeled off the State of Wisconsin's Department of Administration's Division of Facilities Development & Management (DFDM) master specifications where applicable. Deliverables and depth of service from the A/E at each phase of the project shall be modeled off the precedents previously set by DFDM as amended by the UWSA's contract.

- UW-Madison Technical Guidelines:  
<https://cpd.fpm.wisc.edu/technical-guidelines/>
- UW-Madison Campus Design Guidelines:  
<https://cpd.fpm.wisc.edu/resources/campus-design-guide/>
- UW 2015 Campus Master Plan:  
<https://cpd.fpm.wisc.edu/resources/campus-master-plan/>
- UW Campus Libraries Facilities Master Plan:  
<https://cms.library.wisc.edu/www/wp-content/uploads/sites/2/2018/02/15H1L-00-SD-Master-Plan-Final-Report-2-2018forweb.pdf>
- DFDM Single Prime Bidding and Contracting:  
<https://doa.wi.gov/Pages/DoingBusiness/SinglePrime.aspx>
- DFDM Master Specifications and Guidelines:  
<https://doa.wi.gov/Pages/DoingBusiness/MasterSpecsDesignGuide.aspx>

## **D. Qualification Requirements**

Interested consultants are to have, or assemble, a team of consultants who have, higher education experience in the execution of similar projects to the one under consideration and have acted as the responsible, prime A/E from design through substantial completion on multi-million-dollar construction projects. Interested firms must hold respective architectural and engineering licenses in Wisconsin.

Consultants are to have specific expertise and experience in an institutional setting as part of a design team. Work includes site surveys, acquiring field data, and verifying as-built conditions to assure accurate development of design and bidding documents, and production of necessary design and bidding documents. Consultants should indicate specific projects from past experience (including size, cost, and completion date) in their Statement of Qualifications (SOQ) and when known, include proposed consulting partners and specialty consultants. The consulting team will need to provide design and construction services along with construction document development, construction administration, and project closeout.

The consultant team should strive to include at least 5% participation by minority-owned, women-owned, and/or disabled veteran-owned businesses (MBE, WBE, and 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> or use the State of Wisconsin Department of Transportation list of DBE certified firms. <https://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

The assembled team should demonstrate experience with the programming and design of scientific research facilities on a college campus. Experience with design of a cyclotron suite is preferred.

## **E. Selection Process**

Including the criteria listed below the firm will be evaluated by a selection committee. The selection committee expects to make an award selection from the SOQ evaluation. A shortlisted group of A/E teams to interview on-line would be created only, if necessary, at the sole discretion of the selection committee.

All teams will be notified within one week of the committee's selection meeting, which is expected to occur the week of **November 6, 2023.**

The selected team should be prepared for an on-site project kick-off meeting to be tentatively held on **November 9, 2023, 10:00 AM – 2:00 PM CST.** The University recognizes that this meeting may need to be conducted virtually for out-of-state firms, and if requested is prepared to offer this as a solution.

The preceding dates may be adjusted if the committee determines a need to interview short-listed firms prior to making a decision.

The contract for professional services will be an Owner modified AIA Contract B101, which is included with this Request For Qualifications. Requested exceptions to contract must be submitted with Submittal of Qualifications.

## **F. Submitting Qualifications**

The firm is to submit a Statement of Qualifications (SOQ) using the Federal SF330 form Part I and Part II, to the Procurement Contact below. An electronic copy must be received by email no later than the deadline of **2:00 PM CST Wednesday, November 1, 2023.**

Submittals are to be combined into one PDF file named with the UWSA project number listed at the top of this RFQ and include your firm's name. Limit the total number of pages submitted to 25, using a font size no smaller than 10-point. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF, rather than using a scanner. If possible, please reduce/optimize the file size of the PDF, and in no case are submittals to exceed UW-System's incoming email attachment limit of 20MB.

Within the Federal SF330, Part I, section E, please provide relevant projects within the last 8 years. Please provide resumes for at least the following key personnel:

1. Principal architect
2. Project point-of-contact
3. Lead engineers (MEP, Civil, and Structural)
4. Laboratory planner

Within the Federal SF330, Part I, section F, please list research facilities, preferably at higher education institutions, that your firm has designed within the past 15 years.

Within the Federal SF330, Part I, section H, please answer the following questions for your SOQ to be fully considered.

1. Describe the firm's design approach and experience completing buildings that house a cyclotron and laboratories following good manufacturing practices (GMP). Please include examples and discuss the details of your projects including hot laboratories, shielding and radiation exposure reduction, equipment placement, workflow, transportation of radioactive material, security and emergency equipment.
2. Please describe the experience and approach with your team coordinating equipment selection like

cyclotrons, radioactive fume hood, hot boxes, and the systems associated with radionuclide production.

3. As it relates to question one, further explain how your experience relates to successful projects performed for the University of Wisconsin, National Institute of Health, International Atomic Energy Agency, using a design, bid, and build procurement process.

Include in Section H a description of the team's delivery philosophy. Items might include the following:

- structure of project planning meetings
- budget control
- schedule control
- communication and decision making
- document and design quality controls

Do not submit consultants for Wisconsin Environmental Protection Act (WEPA) or hazardous materials as they will be contracted separately. That said, the selected firm will support those other Owner consultants with drawings, materials, and public meeting attendance as needed.

If the university requests any clarifications to the SOQ, it expects a prompt response from the firm for the firm's continued consideration. The university reserves the right to reject a SOQ or proposal that is incomplete or late, and to cancel the project selection for any reason.

Submit all questions regarding this RFQ in writing to the Procurement Contact with the project name and number included in the subject line. Questions will be posted and answered on the UWSA Procurement web page (<https://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.

Procurement Contact:  
Mike Morris  
Interim Purchasing Services Delivery Manager  
660 W. Washington Ave., Suite 201  
Madison, WI 53703  
[mike.morris@uwss.wisconsin.edu](mailto:mike.morris@uwss.wisconsin.edu)

Attachments:

1. NIH Design Requirements Manual (Rev. 1.5: 3/5/2020)
2. School of Medicine and Public Health NIH Cyclotron Grant Application dated 2/24/2023.
3. Owner's B101 contract dated November 11, 2022, found here:  
<https://www.wisconsin.edu/procurement/construction/>