On behalf of the University of Wisconsin-Madison, qualified firms interested in providing Architect / Engineer (A/E) Services for the School of Education (SoE) Educational Sciences Building Fourth Floor Renovation project located at 1025 West Johnson Street, Madison, Wisconsin are invited to submit a letter of interest. The project will design approximately 7,050 ASF of remodeled space at a total project cost of $2,000,000.

A. Project Description

This project will renovate the entire fourth floor (approximately 7100 ASF/9500 GSF) of the Educational Sciences Building, replacing an outdated layout and infrastructure with workspaces that meet the current needs of the Wisconsin Center for Education Research (WCER) which will occupy it. A/E Services to be provided include space program development, investigation & research, design, and construction services with the goal of creating a mix of open work and activity areas, including conference rooms and private offices on the floor. Managing project scope vs. budget to remain within the project budget of $2,000,000 is critical.

The project will include infrastructure upgrades including a card access system at the exterior building doors and elevator; fire sprinklers throughout the 4th floor; and fully accessible toilet room(s). The A/E services will coordinate with removal of hazardous materials contracted separately by UW Madison. Programming, concept and design elements developed for this project will be incorporated in future renovation of other building floors for WCER, as appropriate.

<table>
<thead>
<tr>
<th>Building No.</th>
<th>0039</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Name</td>
<td>Educational Sciences Building</td>
</tr>
<tr>
<td>Address</td>
<td>1025 West Johnson St., Madison, WI</td>
</tr>
</tbody>
</table>

**Project Budget**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Bid Cost</td>
<td>$1,406,000</td>
</tr>
<tr>
<td>Asbestos Abatement</td>
<td>$50,000</td>
</tr>
<tr>
<td>Construction Contingency</td>
<td>$145,700</td>
</tr>
<tr>
<td><strong>Construction Subtotal</strong></td>
<td><strong>$1,602,100</strong></td>
</tr>
<tr>
<td>Other Fees</td>
<td>$56,100</td>
</tr>
<tr>
<td>A/E Fee</td>
<td>$154,800</td>
</tr>
<tr>
<td>FF&amp;E Allowance</td>
<td>$187,000</td>
</tr>
<tr>
<td><strong>Total project cost</strong></td>
<td><strong>$2,000,000</strong></td>
</tr>
</tbody>
</table>

**Funding Source**

The Educational Sciences Building Fourth Floor Renovation project is Gift & Grant funded, and as such, will be delivered with design and construction contracts held by UW System Administration and managed by UW-Madison Facilities Planning & Management.
### Project Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/E Selection</td>
<td>May 2018</td>
</tr>
<tr>
<td>Begin Design</td>
<td>June 2018</td>
</tr>
<tr>
<td>Bid Documents Ready</td>
<td>Dec 2018</td>
</tr>
<tr>
<td>Project Bid Opening</td>
<td>Jan 2019</td>
</tr>
<tr>
<td>Begin Construction</td>
<td>Feb 2019</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>August 2019</td>
</tr>
<tr>
<td>Occupancy</td>
<td>August 2019</td>
</tr>
<tr>
<td>Contract Closeout</td>
<td>November 2019</td>
</tr>
</tbody>
</table>

### B. Scope of Services

The A/E team will be selected based on qualifications to provide programming, design, bidding and construction phase services for this project. Construction documents may commence upon approval by the Board of Regents of the University of Wisconsin System at or before 25% design completion.

#### Basic Services of Special Emphasis

- **MEP Requirements**
  
  A review of the current systems will be necessary to verify deficiencies and areas requiring design improvements. Some of this inquiry has been completed by the Engineers of record and also staff engineers at Campus Facilities Planning and Management (FP&M).

- **Structural Analysis**
  
  Structural analysis is not expected to be needed for this project—A/E’s should familiarize themselves with the facility’s existing conditions.

- **WEPA/Environmental Impact**
  
  Compliance with the Wisconsin Environmental Policy Act (WEPA) type III is required and will be prepared by the UW-Madison. Minimal Support from the A/E will be expected.

- **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**
  
  It is the goal of this project to provide high-performance, energy-efficient workspace, based on standards of the Green Building Council’s (USGBC) Leadership in Energy and Environmental Design (LEED) Commercial Interior Rating System. LEED certification is not a requirement.

- **Concept Report/Programming**
  
  Working with the user groups and other stakeholders, the A/E will develop a comprehensive program, including room data sheets, options investigation and recommendations, concept layouts, building system descriptions, and budget estimates.
• **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, School of Medicine and Public Health ( SMPH), 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.

• **Moveable Equipment and Furnishings Design**
Provide interior design services including design and specification of all moveable furniture, including systems furniture. A/E will provide construction administration services for coordinating the receiving, installation, punch listing, and coordinate corrective measures for all furnishings. The A/E will need to verify all building systems can support or require modifications to accommodate the various pieces of current and future equipment.

• **Signage Design**
Provide design and specification of building signage in the bid documents to include all 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**
Interested A/E firms are required to address how they will implement Building Information Modeling (BIM) on the project, experience or level of training of staff related to BIM, incorporation of team partners that have BIM experience, support of team members with insufficient BIM experience, and an understanding of collaborative BIM processes.

• **Bidding, Construction, and Close-out Phase Services**
The A/E team will be responsible for bid analysis and on-site construction administration via the WisBuild construction management tool. 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. Construction phase records will be processed electronically. Within three months of the close of construction, the A/E will submit final record drawings.
**SCOPE OF ARCHITECTURAL/ENGINEERING SERVICES CHECKLIST:**

### BASIC SERVICES

#### Scope, Concept, Programming & Pre-Design
- ☒ Programming
- ☒ Design Concept

#### Preliminary & Final Design
- Site/Survey
  - □ Site/Existing Conditions
  - □ Existing Land
  - □ Topography/Drainage
  - □ Vegetation/Landscaping
  - □ Subsurface Conditions
  - □ Construction Staging During Construction
  - □ WEPA - Environmental Impact

#### Utilities/Infrastructure
- ☒ Existing: capacity and condition
- □ Proposed: gas, water, electric, etc.
- ☒ Maintain during construction

#### Transportation/Circulation
- □ Vehicular/Bicycle/Pedestrian
- □ Parking
- □ Service/Loading/Unloading
- ☒ Access to Site (including During Construction)

### Existing Building Conditions
- ☒ As Necessary for Design
- □ Concealed
- ☒ Existing Infrastructure and Equipment
- ☒ Demolition Planning/Phasing (Occupied)
- ☒ Hazardous Materials: Asbestos/Lead/Soil

#### Occupants/User Activities
- ☒ Space Tabulation
- ☒ Room Data Sheets

### Building Systems
- □ Structural Systems
- ☒ Mechanical Systems/HVAC
- □ Environmental Control
- ☒ Electrical/Lighting
- ☒ Lighting Design
- □ Fire Alarm
- ☒ Telecommunications Systems
- ☒ Audio/Visual
- □ Security Systems
- □ Plumbing
- □ Fire Protection Systems
- □ Other Systems
- □ Commissioning
- □ Cost Estimating
- □ Constructability
- ▒ Sustainable Facilities and Energy Conservation Equipment
- ☒ Fixed Equipment
- □ Moveable Equipment
- □ Interior signage/Wayfinding
- □ Campus Technical Review
- □ Board of Regents

### Bid Documents

### Construction Administration

### Post-Construction Deliverables
- ☒ Record Drawings
- □ Commissioning Details
- □ Facilities Site Plan
- ☒ Operations & Maintenance Manuals
- □ Warranty Details

### Other (as described)
### ADDITIONAL SERVICES

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

#### Preliminary & Final Design

**Site/Survey**
- [ ] Easements
- [ ] Future Acquisitions
- [ ] Zoning Approval Efforts
- [ ] Floodplain Restrictions
- [ ] Landholdings/Ownership/Boundaries

**Utilities/Infrastructure**
- [ ] Energy Modeling

**Existing Facilities Survey**
- [ ] Facility Condition Assessment
- [ ] Document Existing Conditions
- [ ] Functionality Assessment
- [ ] Physical Condition Assessment
- [ ] Building Code Analysis
- [ ] Phasing Options & Analysis
- [ ] Adjacency Analysis of Functions

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

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

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

#### Bidding
- [ ] Value Analysis

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

#### Miscellaneous
- [ ] Wayfinding/Signage
- [ ] Web Conferencing Service
- [ ] Web Document Management Service
- [ ] LEED Certification
- [ ] LEED Certification Submittal
- [ ] LEED Measurement & Verification Report
- [ ] Multiple Preliminary Designs
- [ ] 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/](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 facilities within commercial or academic office facilities of at least $1.25 million in construction value or 4800 GSF.

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

- Conventional office suites
- Open office suites
- Remodeling within an occupied building

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](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 May 28, 2018.

The selected team should be prepared for a project kick-off meeting to be held the week of June 4, 2018.

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 Wednesday, May 23, 2018.

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 request in writing via email to the Project Contact with the project name and number included in the subject line (no phone calls please). Questions will be answered and posted to the University of Wisconsin System Administration (UWSA) web page at: www.wisconsin.edu/procurement/construction. The name of the party submitting a question will not be posted.

Project Contact:
John Burnett
Purchasing Agent
UWSA–Office of Procurement
780 Regent Street, Suite # 105
Madison, WI 53715-2635
608.263.4380
jburnett@uwsa.edu
Existing 4th Floor Plan - Education Science Building

no scale