

# **SCOPE OF SERVICES**

Environmental Impact Assessment (EIA)  
The University of Wisconsin System  
July 2018

## **Project Title**

UW-Extension

Administration Building Replacement

UWSA Project # C-17-001

## **Background:**

Upham Woods is a model residential outdoor learning center, managed by the University of Wisconsin-Extension. In 1941, the Upham family made a generous donation to create the camp, which sits on a prime location on the Wisconsin River, two miles north of the Wisconsin Dells. It is an excellent “river classroom” to study both the natural and cultural history of Wisconsin. The camp is 318 acres of forested land, which includes a 210-acre island called “Blackhawk Island.”

A large percentage of the Upham Woods’ academic outreach serves elementary schools and youth groups. It provides environmental education year-round for youth and youth leaders, including environmental lesson plans, summer camp programming, leadership workshops, and other conferences. Its unique programming draws attendees from all over Wisconsin and surrounding states. Some of these students live in urban areas and their visit to Upham Woods is their first immersive experience with nature. Over the past five years, program enrollment has grown significantly as a result of marketing, outreach, and the development of partnerships.

Upham Woods consists of 14 buildings that include a fully equipped nature center and a raptor enclosure. Although the center has approximately 200 beds, its facilities are best-sized to educate, feed, and sleep up to 150 adults and children.

The increased utilization has taken its toll on the camp facilities. Although the university has worked to maintain the camp, all structures are in need of repair and modernization. The current Administration Building has extensive deferred maintenance and does not serve the camp’s programmatic needs. It was originally constructed in 1957 for residential and workshop use. During the past 60 years, it has been minimally adapted, but not renovated, to serve as the center’s administrative space.

## **Project Description:**

This project will design and construct a replacement for the existing Administration Building at Upham Woods Learning Center. The new building will provide safe, accessible, appropriately sized, arrival and orientation spaces for guests and visitors. It will house the center’s administrative functions, along with a minor amount of instruction, research, and storage space.

A 2016 update to Upham Wood’s master plan outlined an approach to replace the aging administration building. UW-Extension envisions a slightly larger facility that is built in two phases. The first phase creates a two-level, 5,200 SF building located deeper into the camp than the current building, and situated on a site which slopes toward the Wisconsin River.

The first phase of the building will house four offices, six workstations, a small instructional space, and restrooms. The restrooms will need to serve large groups as well as daily building occupants, conform to ADA requirements and provide appropriate sightlines to assure students’ safety. Initial plans suggest that restrooms be included on both floors. The building will require a small elevator to make it fully accessible. A reception area that can accommodate approximately 40 people is needed near the main entrance. The building will need support spaces, specifically

mechanical, janitorial, and storage. A large covered porch adjacent to the building entrance and drop-off area to shelter a large group of campers is required.

This phase will also reconfigure the existing parking lot and provide a new one-way drive that allows buses to circle back to the administration building.

The building is envisioned to be a simple structure that reflects Upham Wood's rustic origin. Anticipated amenities include as a fireplace and large windows to showcase the river and wooded surroundings.

When additional funding becomes available the camp intends to expand the new building as a second phase.

**Project Cost:**

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-Extension. Construction will be delivered upon approval by the Board of Regents of the University of Wisconsin System at or before 25% design completion. The current preliminary estimated project cost is \$3,051,000 and will be funded using 100% Gift Funds.

**Timing:**

The environmental impact consultant must be available to start work upon receipt of a contract and implement the EIA process in a timely manner so that the public comment period and informational meeting, if required. The EIA process must be complete and must precede project bidding. The bid date is currently targeted for May 2019.

**Project Schedule:**

Consultant Selection	06/2018
Begin design work	07/2018
Preliminary Drawings / Design Rpt	10/2018
BOR Authority to Construct	12/2018
Bid Date	05/2019
Start Construction	07/2019
Substantial Completion	02/2020
Occupancy	05/2020

**Services Required:**

The consultant will lead the EIA process and provide the following:

- (1) Complete an environmental analysis and data collection, including sending informational queries to relevant individuals, groups, and state agencies such as the Department of Natural Resources, State Historic Preservation Office, etc.;
- (2) Develop a distribution list of appropriate groups, state agencies, and individuals who should receive scoping information and other WEPA documents;
- (3) Draft the Type II Environmental Impact Assessment (attached);
- (4) Evaluate impact significance;
- (5) Distribute the draft EIA in electronic format to the EIA Team for input;
- (6) In concert with the UW System Environmental Affairs Officer, DSF Project Manager, and other EIA Team members, determine whether the EIA is adequate or if impacts are significant enough to warrant an Environmental Impact Statement (EIS);
- (7) Distribute draft EIA and publish availability of draft EIA for public comment, with a link to a website where the draft EIA can be reviewed, in local media including state newspaper, student/faculty/staff newspaper(s) and electronic newsletters. A 15-day public review period is required.
- (8) Collect, evaluate, and distribute public comments. Prepare responses, when needed.
- (9) Publish a 15-day legal notice and hold a public meeting;
- (10) With input from EIA Team, determine if significant impacts and controversial issues warrant an Environmental Impact Statement (EIS) and, if not;
- (11) Finalize the EIA to include comments, responses, affidavits/copies of published meeting notices, required signatures, etc.; and
- (12) Distribute a minimum of 3 copies of the final EIA to UW System Environmental Affairs Officer (for DSF Project Manager, Campus WEPA Coordinator, and record copy) and distribute final EIA to other interested/involved parties.

The consultant is expected to keep all parties informed, take and distribute meeting minutes, and record the public meeting or hearing or hire a court reporter to record proceedings if a public hearing is held.

**Meetings & Schedule:**

At the discretion of the consultant, a kickoff meeting can be arranged at or near the project site or via teleconference. A scoping letter which indicates a response deadline may be used to solicit input from potentially interested agencies, municipalities, neighborhood associations, nearby residents, students, faculty, staff, and other individuals.

This project should be completed in concert with the development of design documents for the project. The public meeting on the draft EIA, if one is held, should occur prior to approval of the project's Design Report and construction authority by the Board of Regents. The EIA process should be completed prior to the project bid date.

The consultant should develop a draft schedule as part of their proposal that incorporates the major timeframes listed below for approval by the EIA Team:

Scoping/Data Analysis/Evaluation Process
Release draft EIA
Public Meeting on EIA, if needed
Closing Date for Public Comment Period
Recommendation/Distribute final EIA

### **Qualification Requirements**

Interested consultants should have experience in the execution of projects similar to the one under consideration and have acted as the responsible Commissioning Agent from construction through substantial completion.

### **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 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:

- 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

The contract for professional services will use a modified AIA Contract B102 which is included along with the posting documents.

### **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 **July 25, 2018 at 2pm**.

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.

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 R F Q deadline. The name of the firm submitting a question will not be posted.

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### **EIA Team**

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## Campus Project Location Map

