

SCOPE OF SERVICES

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

Project Title

UW-Eau Claire

Visitor Center and Admissions Building

UWSA Project # C-17-001

Background:

Each year the University of Wisconsin-Eau Claire welcomes to campus more than 17,000 prospective students, parents and others for campus visits. In addition, the University has nearly 85,000 alumni from throughout the United States and around the world. They all are drawn to Wisconsin's most beautiful campus, which has seen significant and necessary capital improvements. With the construction of the new Davies Student Center and Centennial Hall on the main campus, the University has taken significant strides to improve the campus proper so that it continues to live up to its long-standing name as Wisconsin's "Most Beautiful Campus."

The UW-Eau Claire Foundation, working in collaboration with the University, seeks to further enhance the attractiveness of the campus and create a main entry point through which all prospective students will embark upon their campus visit experience. Additionally, the main entry point will serve as a gathering spot for alumni activities, campus visits and a general welcome area to introduce people to the University of Wisconsin-Eau Claire. This main entry point will be a University Welcome Center that will house the University's admissions and campus visit programs as well as all alumni and Foundation programming/activities.

The Foundation has made a generous \$5.5 million dollar gift to construct a New University Welcome Center on Roosevelt Avenue at the entrance to the Campus Mall across the street from Schneider Hall. Currently a small parking area/visitor kiosk are located on the proposed site for the University Welcome Center. The plan is to remove the kiosk and parking area to create a vibrant and compelling welcome center with parking where all prospective students and campus visitors will be directed. The new building will become a convenient point where people will be invited to enter campus. The new building also is critical in our efforts to sustain and increase enrollment and to better engage alumni in the life of the University.

Project Description:

The new University Welcome Center will be located on Roosevelt Avenue across from Phillips and Schneider Halls.

The new building will be comprised of two floors. First floor houses admissions and the second floor houses alumni and the foundation.

The first floor will feature a large reception desk to serve as the focal point for greeting all visitors and prospective students. A presentation/event space will be adjacent to the reception desk. This area will be used a departure point for future Blugold students beginning a campus tour. The rest of the first floor will house admission offices and support space.

The second floor will house offices and support spaces for foundation, and a large multi purpose room which overlooks the Campus.

Adjacent to the building's west entrance a patio will overlook the gateway to Campus Mall. The patio will allow groups to gather prior to tours or serve as a venue for campus events.

The existing 200 GSF visitor center located at the corner of Park and Roosevelt Avenues will be demolished and the existing parking lot reconfigured to provide parking for the Welcome Center parking and access for services and delivery.

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-Eau Claire. 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 \$5,500,000 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 February 2019.

Project Schedule:

A/E Selection	Fall 2017
Begin Design	Fall 2017
Board of Regent Approval	June 2018
Project Bid	February 2019
Begin Construction	April 2019
Substantial Completion	August 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 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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Campus Project Location Map

