Request for Qualifications – Letter of Interest

College of Engineering Academic/Research Building Feasibility Study

University of Wisconsin–Madison - 0486-1604 Project No. A-16-019 February 1, 2017

On behalf of the University of Wisconsin-Madison, interested firms who are qualified in providing Architect / Engineer / Consultant Services for the College of Engineering Academic/Research Building Feasibility Study are invited to submit a letter of interest.

A. Project Intent and Description

This project will develop facility concepts for an up to 93,500 ASF/170,000 GSF academic/research building for College of Engineering department of Chemical and Biological Engineering as well as the Materials Science Research Center.

The study will include conceptual floor plans, elevations, sections, massing, site plans, and a comprehensive infrastructure analysis with options showing how new space could be designed in order to meet the approved program within the constraints of the proposed site located at 1410 Engineering Drive on the UW-Madison campus. The study will also include a detailed projected construction cost estimate for a new facility escalated for bidding in 2020. Project vision/goals, and any data from the College of Engineering Facilities Master Plan and the 2015 Campus Master Plan will be provided. Scope of work includes:

- Review and analysis of previous studies and program documents to date.
- Provide a high level facility phasing plan for the proposed site and all of its components.
- Review and analyze programming done to date, validate needs, make recommendations for space types, square footages and adjacencies and develop a general program for review and consideration by the university.
- Use an abridged compilation of spaces in terms of gross square footage (but not a detailed program of requirements) to develop design concepts.
- Develop building concepts consisting of base building program, conceptual floor plans, building massing, site plans, exterior images, and conceptual cost estimates.
- Assess utility and infrastructure needs to support the program for the facility, including mechanical, electrical, plumbing and fire protection, as well as any other needed infrastructure to the facility.
- Provide a cost estimate for the new construction, and any demolition as a result of vacating any existing facilities or the removal of existing facilities on the proposed construction site(s).

B. Background

The UW-Madison College of Engineering (CoE) is among the nation's top colleges of engineering. It consists of eight degree-granting departments: biomedical engineering, chemical and biological engineering, civil and environmental engineering, electrical and computer engineering, engineering physics, industrial and systems engineering, materials science and engineering, and mechanical engineering. Its ninth department, engineering professional development, is one of the nation's oldest and largest continuing education programs for professional engineers.

In addition to being one of the nation's top twenty engineering schools, the CoE is the premier engineering program in the State of Wisconsin, with the largest offering of engineering degrees, nationally recognized faculty, and the most extensive, progressive, and cutting edge research of all the engineering programs in UW System. The demand for flexible, modern instructional and research space has been building for several

years. No new construction or major facility renovation projects have been made in the CoE since 2005.

The CoE recently completed a facility master plan that consisted of two parts: 1) a space inventory and conditions assessment, and 2) identification of potential short term facility improvements and space management strategies, as well as capital projects to meet the projected needs of the college. The second phase of the master plan was informed by the college's updated 2015-2020 strategic plan, which coincided with the first phase of the master plan. As a result, the consultant team prepared a plan to guide the physical development of the CoE for the next twenty years and beyond in coordination with campus.

Additionally, the CoE Facilities Master Plan is the first formalized, in-depth facility planning assessment effort undertaken in over twenty years. Limitations in funding sources will affect the ability for the college to meet the projected needs for facility capabilities, and may have an impact on the CoE's ability to recruit and retain engineering faculty in a competitive marketplace.

C. Scope of Services

Basic Services	Comments
1. Scope, Concept, Programming and Pre-Design	
1.1. Programming	
1.2. Design Concept	Working with the user group and other stakeholders, develop a Concept Report with a complete program statement, including room data sheets, options investigation and recommendations, concept layouts, building system descriptions, and budget estimates.

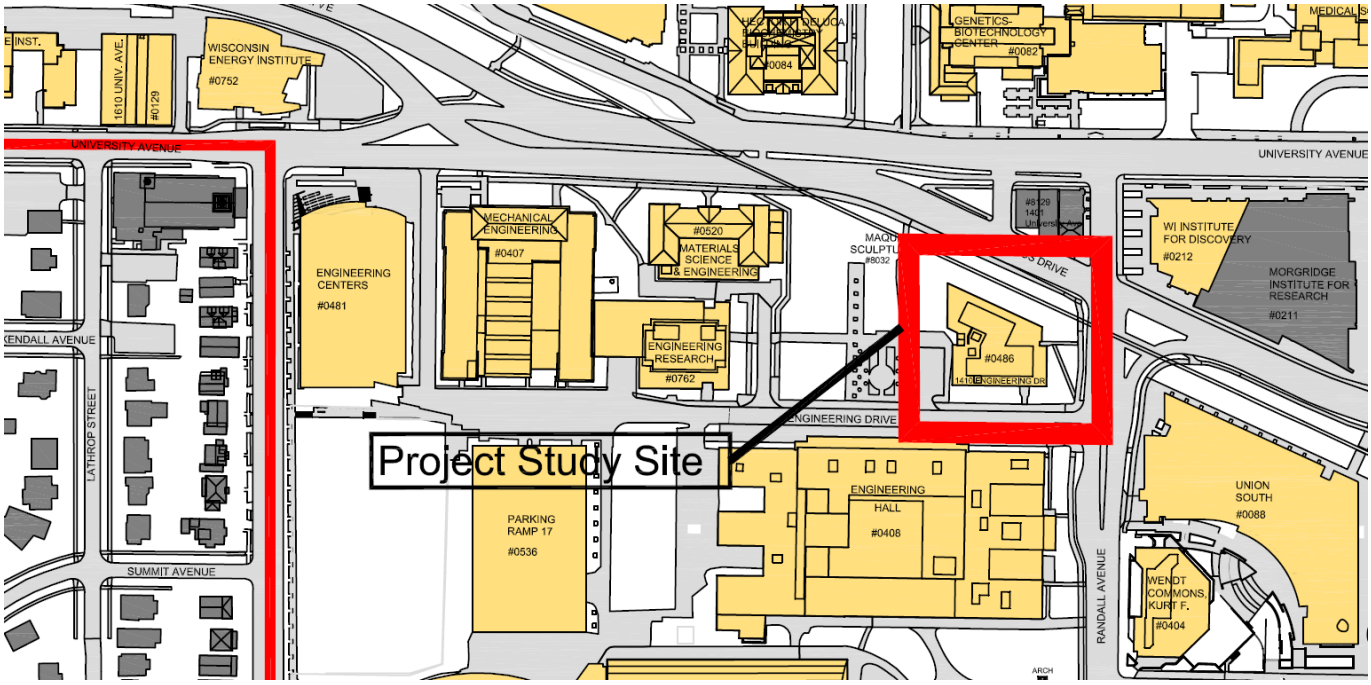
The following Additional Services are to be included in this project as noted:

Required for Project?	Supplemental Services	Comments
☐	6. Scope, Concept, Programming, Pre-Design	
☐	6.1. Master Planning	
☒	6.2. Blocking and Stacking Diagramming	
☒	6.3. Scope Definition	
☐	6.4. Space Needs Analysis	
☐	6.5. Master Planning	
☒	6.6. Building Site Evaluation	
☐	6.7. Market Study	
☒	6.8. Infrastructure Analysis	
☒	6.9. Conceptual Cost Estimation/Analysis	
☒	6.10. Conceptual Renderings	

D. Project Budget and Schedule

Project Budget		*Project Schedule*	
AE Fees	$75,000	A/E Selection & Notification	Feb 2017
	$0	Study Start	Mar 2017
Project Total:	$75,000	Preliminary Study Report	May 2017
		Study Complete	Aug 2017

E. Site Location



F. Funding Source

This is a 100% gift-funded feasibility study, and as such, will be delivered with contracts held by the university and managed by UW-Madison.

G. 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.

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

H. 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 February 22, 2017.

The electronic submittal should be combined into one PDF file named with the UWSA and MSN project number as listed in the Project Summary and should 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 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.

I. Project Contact

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

J. 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 February 27th.

The selected team should be prepared for a project kick-off meeting to be held the week of March 6th, 2017.

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

K. 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 and Contracting requirements and use general conditions developed by the University of Wisconsin. Project specifications shall be modeled after 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-Madison Technical Guidelines: http://www.cpd.fpm.wisc.edu/Technical-Guidelines.htm
- UW-Madison Campus Design Guidelines:http://www.cpd.fpm.wisc.edu/Campus-DesignGuidelines.htm
- UW-Madison 2005 Campus Master Plan: http://masterplan.wisc.edu/2005report.htm
- Single Prime Bidding and Contracting: http://www.doa.state.wi.us/Default.aspx?Page=33519fba-e062-4a0a-8903-67406dbed1ef
- DFD Master Specifications and Guidelines: http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines

J. Attachments

The following attachments can be found at the same website where this RFQ was posted: www.wisconsin.edu/procurement/construction

B101-2007 UWSA_AE_Contract_Final_June2016 Example