



THE UNIVERSITY  
*of*  
**WISCONSIN**  
MADISON

**REQUEST FOR ARCHITECTURAL & ENGINEERING  
PRE-DESIGN SERVICES**

**University Houses Renovation**

**Project No. 11A1X**

**February 2011**

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## **Project Background and Purpose**

The University Houses apartment complex is located at 2902 Haight Road, on the northwest end of the UW-Madison campus. University Houses is a community of unfurnished one, two and three bedroom apartments that serve graduate students and postdoctoral scholars at the University of Wisconsin-Madison.

Built in 1947 the complex consists of 30 two-story buildings containing 48 one-bedroom, 88 two-bedroom and 8 three-bedroom apartments. The layout of the two- and three-bedroom apartments is in the style of a townhouse, with bedrooms and bath on the second floor, and kitchen, dining and living areas on the first floor. One-bedroom apartments are located on either the first or second floor. Each apartment has one bathroom. In an effort to avoid a “dormitory” effect, the units were designed to produce the affect of a subdivision rather than rows of apartment buildings. There are a variety of different building component arrangements and finishes.

The 144 apartments in the University Houses complex have character but are difficult to maintain due to outdated building systems and utilities. The renovation of these apartments will extend their life functionally to better meet the needs and expectations of students and their families.

In 2006, the Division of State Facilities (DSF) hired a consultant to undertake a [Master Plan for the University Houses complex](#). That plan looked at a number of options from demolishing all of the current buildings and constructing a new housing development, to renovation, to selective upgrades of existing buildings, utility systems and the site.

Over the past several years, individual repair projects have been completed to deal with the most troubling building issues including: building exteriors (tuck pointing, removal of rotting wood trim and the cladding of deteriorated exterior trim and porch structures), installation of bathtub inserts, replacement of failed floors (which involves asbestos abatement), and so on. Before then, work in the complex included roof replacement and replacement of kitchen cabinets (1970s), window replacement (1990s), and an internet connection to each apartment (2005). In 2010, a two year utility upgrade project was started to replace underground electrical, water, sewer, storm and heating piping, as well as, mechanical equipment.

## **Project Description**

A total of 144 apartments will be renovated including one-, two-, and three-bedroom units. Potential scope of renovation includes: installing new flooring; improving the heating and insulation in selected areas, lighting, upgrade of electrical and fire alarm systems; repairing/replacing plumbing and bathroom fixtures and surfaces; adding bathroom and kitchen exhaust, replacing interior door hardware and handrails, upgrading kitchens and appliances, replacing rear exterior doors, undertaking some exterior work (tuckpointing and exterior trim), painting interior surfaces as required, and upgrading cable and internet cable television and internet connections. For safety and accessibility laundry facilities need to be moved out of basement areas preferably to the inside of each apartment or in a central laundry facility. In addition, the modification of existing apartments to create ADA accessible apartments will need to be evaluated. Landscaping will be done to restore the site after the project is completed to deal with run-off and storm water issues.

Renovation will most likely be done in three phases, starting in 2014 and finishing in 2015 to maintain occupancy rates and to meet budget constraints. The consultant team must provide a phased schedule that will accomplish budget, program, and occupancy goals. Building 39 will not be renovated as part of this project because it was recently renovated to provide space for campus child care. Project completion dates should coincide with market periods and the University schedule as closely as practical.

The work will be done in a densely populated housing community that adjoins the Shorewood Hills and Eagle Heights neighborhoods. Both neighborhoods have a significant number of children, many of whom

walk to and from school through the University Houses community. Pedestrian and traffic safety must be a high priority during construction.

### **Scope of Services**

The consulting team is being asked to conduct pre-design services for this project. Work will include confirming the list of building needs and ranking those needs based on the condition of the facilities, comparable market conditions, and affordability needs within the community. A final step will be matching the ranked list of work with the available budget.

The pre-design document will be used by the university to develop a project request document (program, concept, budget and phased schedule). The selected consultant will be expected to provide the following services/deliverables:

- Develop and deliver a program statement. Develop a description of user functions, requirements and room data sheets.
- Perform and deliver an analysis of the site and develop a diagrammatic site plan which addresses the following issues: pedestrian patterns, vehicular circulation, and site drainage during the phases of construction. Site plan should also include universal design circulation path for the identified ADA apartments.
- Develop and deliver a construction project schedule that identifies and permits the university to maximize occupancy and construction efficiencies.
- Develop and deliver a project budget estimate for construction costs that includes program requirements with the budget requirements.
- Develop and deliver a 10% Concept Report which includes a functional analysis of the site and building area, schematic plans and sections, narrative descriptions of proposed building systems, estimated total project budget and schedule. Identify options including budget and schedule impacts.

The following services will not be included in the scope of services:

- Hazardous materials survey and testing will be contracted separately
- Site surveys or geotechnical soils testing will be a reimbursable expense.

In addition to the above deliverables, the following will be required for this project:

- Ten (10) bound color copies 8-1/2" x 11" of the Pre-design report. Diagrams may either be 8-1/2" x 11", or 11" x 17", folded to fit within the bound report.
- Ten (10) bound copies of the Facilities Condition Report.
- Two (2) CD's of the electronic version of both the Pre-design Report and the Facilities Condition Report in PDF format. The electronic version should be capable of being printed either in color, or in black and white, with full graphic clarity in either format.

## **Consultant Qualifications**

The consulting team should have experience within the last ten years of designing and renovating apartment style student housing facilities of a scope and size similar to this project. The consultant team should have expertise in sustainable design. The consultant team should have experience in working with a diverse constituency in an interactive design process.

## **Letter-of-Interest Submittal Requirements**

The letter-of-interest submitted by the consultant team should include the following information:

- A listing of all firms who will be sub-consultants to the prime consultant, and services that each sub-consultant will be providing. At a minimum identification of team members for the following areas of expertise will be required:
  - programming and architectural design
  - MEP design
  - site planning and landscape design + civil engineering
  - cost estimating
- A listing of key staffers for the consultant and sub-consultants, roles of each key staffer, and a very short biography/resume for each key staffer.

## **Contacts**

UW -Madison	Stuart LaRose	608-263-3304	<a href="mailto:slarose@fpm.wisc.edu">slarose@fpm.wisc.edu</a>
UW-System	Maura Donnelly	608-263-5742	<a href="mailto:mdonnelly@uwsa.edu">mdonnelly@uwsa.edu</a>

## **Pre-Design Project Schedule**

- |                      |              |
|----------------------|--------------|
| • A/E selection      | March 2011   |
| • Start pre-planning | May 2011     |
| • Document Draft     | October 2011 |
| • Planning Complete  | January 2012 |

## **Preliminary Project Budget**

Budget Item	%	Cost
Construction		\$8,675,000
Hazardous Material Abatement		500,000
Contingency	10 %	918,000
AE Design Fees, incl. pre-design	9.2 %	856,000
Other Fees		118,000
DSF Management	4 %	404,000
Moveable Equipment		0
Percent for the Arts	.25 %	29,000
Estimated Total Project Cost		\$11,500,000

### **Site Requirements**

The work will be done in a densely populated housing community that adjoins the Shorewood Hills neighborhood. The University Houses, Eagle Heights, and Shorewood Hills neighborhoods have a significant number of children, many of whom walk to and from school through the University Houses community, so care must be taken during construction.

The property on which the buildings are located is currently zoned by the City of Madison as R-4 General Residence District. The multi-family buildings on the site are considered a conditional use, therefore any renovation of the apartments that revises the current use will trigger a review by the Zoning Board. Any change in the number of units or number of bedrooms would be considered a change in use and would trigger the need for zoning review. A change in the open space allocation, parking counts, or additions to or replacements of the buildings would also trigger the need for zoning review. It is also possible that the property may be considered a planned residential district for the purposes of the zoning review.

Of primary importance to the appearance and function of the University Houses site as a cohesive community of residents is its open space network. These common spaces that ring the exterior buildings and form two central greens within the interior buildings should be maintained in as open and public a manner as possible. Careful attention to the placement of additional parking, storage and screening should be taken in order to preserve these common spaces that give University Houses part of their special character.

### **Environmental Impact/WEPA**

Since this project is mainly interior remodeling and renovation of existing facilities and no new facilities or additions are included this project is considered to be a Type III action and no further documentation is necessary.

### **Utility Analysis**

The first phase of a utility improvement project at University Houses was completed in the summer and fall of 2010 and included new electrical infrastructure to all buildings (by MG & E), replacement of deteriorated underground inter-building domestic hot water and heat piping as well as new electrical distribution meter cabinets on all buildings with crawl spaces. The second phase is scheduled for the summer and fall of 2011. This work will involve replacing the sewer infrastructure, water mains and building laterals, modifying storm drainage and replacing all mechanical room equipment in the five basements that have mechanical rooms. Pavement and landscape restoration will also be included.

### **Special Requirements**

As part of an overall campus historic preservation analysis completed in 2009, the University Houses complex was determined to be potentially eligible for listing on the National Register of Historic Places. As such, any remodeling or renovation work will need to be coordinated and reviewed with the Wisconsin Historical Society. The selected consultant team will work with UW-System Administration and Facilities Planning & Management staff to set up review meetings with the Historical Society and coordinate responses to their review comments.

### **Sustainability Requirements**

All consultants at a minimum will be required to comply with the DSF Sustainability Guidelines.

### **Pertinent Websites**

[UW-Madison Campus Master Plan](#) [University Houses Master Plan](#)