

UNIVERSITY *of* WISCONSIN  

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LA CROSSE

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

**UW-L Student Center**

**February 2011**

**Project No. 11A2A**

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## **Project Background and Purpose**

The existing student union facility, Cartwright Center, consists of a 59,000 GSF original building constructed in 1958, and two additions totaling 80,000 GSF that were constructed in 1964 and 1985. The building houses the offices of Student Centers Administration, the offices of student government and other student organizations, general meeting rooms, a satellite student dining facility, a cyber café, the campus bookstore and textbook rental, and a larger meeting/performance venue. The building is located on the far south edge of campus.

Although this facility is one of the most publicly accessed buildings on campus, it is not ADA compliant. Accessibility into, and through the building is very limited due to elevation changes that occur between the original building and the additions, and the floor elevations do not match up to the elevations of the entrances at grade. Also, while the building does have an elevator, the size is not ADA compliant. In addition, the overall configuration of the building makes way finding very difficult, and there is no parking located immediately adjacent to the facility, and vehicular access to the front door of the facility for pedestrian drop-off and pick-up is constricted and confusing for visitors.

The spaces currently used for the campus bookstore and textbook rental, and the kitchen and dining facility are undersized and do not function well. The Student Centers office area is too small and does not accommodate the staff well. The large meeting/performance venue is outdated, not sized correctly, and does not have the appropriate infrastructure to support the activities these spaces need to accommodate.

The infrastructure of the facility is original to the construction of the building and additions, and it is not adequate to provide the necessary environment for the activities that occur in the building. The HVAC systems are well beyond their useful life and they have minimal controls. Also, most of the floor and ceiling finishes in the building are original to the construction of the building and its additions, and most are well beyond their life.

It is desired for the selected team to perform a cursory facility condition assessment only as a report of the status of existing conditions and limitations.

This project will replace the existing student center (Cartwright Center) with a new facility. The new building will be constructed in a location that will much better accommodate the public use and access of the facility. Proposed site for this facility is on an existing surface parking lot (UW-L Lot C4) immediately east of Wimberly Hall

## **Project Description**

The project will design and construct a new student center to replace the Cartwright Center, and, depending on a cost-benefit analysis, possibly replace the Whitney Center -- which is the central campus meal plan dining facility.

The new student center will be designed to provide student gathering and social areas, study areas, offices for student organizations, offices for Student Centers Administration, general use meeting rooms, performance venues, large meeting rooms, food service kitchens and dining areas, various retail spaces, textbook rental area, and all other occupancies determined during programming.

The new facility will be located on an existing surface parking lot immediately east of Wimberly Hall. This location provides adjacencies to the main public entrance to campus, the new stadium and fields complex and to the new UW-L parking ramp that will be constructed in 2012. The site was endorsed by the 2005 UW-L Master Plan (<http://www.uwlax.edu/camplan/extmasterplan.htm>) as being the most appropriate location for the new student center.

### **Scope of Services**

The consulting team is being asked to conduct pre-design services for this project. This process will occur in two phases. Phase I will gather the necessary information to develop the project scope, functional massing, budget, schedule, and related impacts. The consultant team will convey this information to the student body through a series of public meetings. Funding will be requested through a student segregated fee initiative in the fall of 2011. When the student initiative is successful, Phase II of this pre-design will continue to produce a complete pre-design document.

Phase II of the pre-design process is to provide more details to complete a through pre-design document that will be used by a design team selected at that time as a basis to design the project and implement construction. The pre-design information may also be used to coordinate other projects that could be affected by this project or to request and implement other projects that may be necessary to support this project.

This pre-design process will also conduct a cost-benefit analysis of taking the Whitney Center off line as a food services production facility as part of this Union Replacement project.

Consultants will be required to comply with the DSF Sustainability Guidelines and sustainability requirements in the DSF AE Policy and Procedures Manual.

The specific list of services and deliverables that the consultant will be required to provide is as follows:

Development of a detailed Pre-design document that includes the following:

#### Phase I

- a. Perform a Facility Condition Assessment of the existing Cartwright Center. The intention is to document the existing condition of the building.
- b. This study will perform a cost benefit analysis of either keeping or removing the Whitney Center as a food production facility in addition to the new student union.
- c. Detailed Program Statement including a detailed space tabulation, and user descriptions of functions and requirements for each space.
- d. Design goals and objectives of the UW-La Crosse and its representatives for this project.
- e. Site analysis, including analysis of parking, vehicular access, and pedestrian circulation and access necessary to serve this building and others identified in the UW-L Master Plan.
- f. Functional analysis of building program components, including alternative functional concepts, and recommendation of the option that best meets the needs of this project. This analysis should include floor plan diagrams of functional components and massing diagrams.

- g. A detailed Preliminary Project Budget that outlines the construction costs and related project costs. Include benchmark data and/or other data that supports the recommended budget estimate.
- h. Conduct a Sustainability and Renewable Energy charrette early in the process. A/E shall work with the campus to establish sustainable guideline goals and incorporate those goals as a project requirements in the final program by preparing the DSF Sustainable Facility Checklist from the DSF Website with the expected goals indicated.
- i. Analysis of phasing options if phasing is necessary because of site constraints.
- j. Illustrated drawings and/or 3d-Modeling necessary to communicate the project features and intention for student vote.

## Phase II

- k. Analysis of utilities necessary to serve this project and future projects identified in the UW-L Master Plan. This will include an analysis of the ability of the campus owned central steam and chilled water systems to serve the new building, including an analysis of the capacity and condition of the lines that would feed the building. This will also include an analysis of the ability of the campus electrical distribution to feed the new building, an analysis of the capacity of the City of La Crosse owned water, sanitary sewer and storm sewer system, and to serve the building, as well as the ability of the Xcel Energy owned gas lines to feed the new building. It should also include recommendations for utility extensions and routing necessary to serve this project.
- l. A Project Schedule that details key milestones and deliverables required to complete the project through construction to the satisfaction of all stakeholders.
- m. A continuation of the detail budget that was done in the previous phase that outlines the construction costs and related project costs.
- n. Analysis of sustainability options necessary to obtain LEED-NC™ Gold certification.
- o. Identification and documentation of any special design issues that will impact the design of this project, with recommendations for addressing these issues. Examples include utility deficiencies, storm water management, and flood plain issues.

The following deliverables will be required for this project:

- 1. 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.
- 2. Two (2) CD's of the electronic version of both the Pre-design Report in PDF format. All graphic files are to be delivered on two (2) CD's in AutoCAD 2007 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.
- 3. Site surveys or geotechnical soils testing will be coordinated and contracted for by the AE Team as a reimbursable expense.

### **Site & Utility Analysis**

Site study requirements include:

- 1. There are no known major utilities located in the site which is currently a parking lot. However, there are city owned utilities (water, sanitary and storm sewer) in Farwell and Badger Streets that are located on the north and south edges of the parking lot. There are also city owned and utility

company (Xcel Energy) owned utilities (gas and high voltage power) in East Avenue that is located along the east edge of the site.

2. Site development for this project will be consistent with the requirements of the UW-L 2005 Campus Master Plan.

Utility analysis includes the following considerations:

1. Consultant will advise the university regarding the adequacy of the site-adjacent existing steam distribution infrastructure to provide service to the new building.
2. Consultant will advise the university regarding the adequacy of the site-adjacent existing chilled water distribution infrastructure to provide service to the new building. The campus will be requesting enumeration of a stand along chiller on the north west side of campus to accommodate the chilled water needs of this and other future buildings.
3. Consultant will advise the university regarding the adequacy of the existing campus 4160 v electrical distribution loop to provide service to the new building.
4. Consultant will advise the university regarding the adequacy of the existing campus fiber optic IT/signal and copper voice infrastructures to provide services to the new building.
5. Consultant will advise the university regarding the most efficient and cost effective method to connect the new building to city owned utilities (water, sanitary sewer and storm sewer) that are located in the streets surrounding the building site.
6. Consultant will advise the university regarding the most efficient and cost effective method to connect to the nearest utility company (Xcel Energy) owned natural gas supply line.

The following services are not part of this scope of work:

1. Hazardous materials survey and testing will be contracted separately.

### **Consultant Qualifications**

The consulting team should have experience within the last ten years of designing a student center, for a four-year college or university, with a scope and size similar to this project. The consultant team should have expertise in sustainable design, including familiarity with use of the LEED™ rating system. The consultant team should also have experience in programming student center facilities, including specific expertise in space need analysis and food service design and cost modeling. The consultant team should expect to work with a diverse constituency in a highly interactive design process.

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

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

1. 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 consultants for the following areas of expertise will be required:
  - a. Space needs analysis
  - b. Facilities programming
  - c. Architectural design

- d. Food Service Programming
  - e. MEP design
  - f. Site & Civil planning and landscape design
  - g. Sustainable design
  - h. Cost estimating
2. A listing of key staffers for the consultant and sub-consultants, roles of each key staffer, and a biography/resume for each key staffer.
  3. A listing of similar student center building projects where programming and planning services were provided.

**University of Wisconsin Contacts**

**UW-La Crosse**

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**Pre-Design Project Schedule Phase I & II**

Consultant Selection for pre-design	April 2011
Begin pre-design work	May 2011
Draft program submittal Phase I	September 2011
Student Segregated Fee Vote	Fall 2011
Begin Phase II	November 2011
Final pre-design document complete	April 2012

**Proposed Union Project Schedule**

A/E Selection	June 2013
Begin Design work	August 2013
Project Enumeration	July 2013
BOR/SBC Approval	March 2014
Project Bidding	December 2014
Construction Starts	March 2015
Construction Completion	July 2016

## **Preliminary Project Budget**

The following range of magnitude budget has been developed in order to provide a preliminary idea of funding requirements. Pre-design will include development of a budget based on actual scope.

Budget Item	Cost
Construction (includes demo, abatement and fixed equipment)	\$30,163,000
Project Contingency 10%	3,016,000
A/E Design Fee, 7%	2,196,000
Other Fees	699,000
DSF Fees	1,327,000
Movable Furnishings & Equipment	2,111,000
Percent for Art	100,000
Estimated Total Project Cost	\$40,000,000

## **Special Requirements**

The following special requirements are applicable to this project:

1. Interruptions to major utility services to other buildings on campus may only occur between May 20 and August 15.
2. The presence and location of hazardous materials is inventoried in the Wisconsin Asbestos and Lead Management System (WALMS) database. In general, asbestos-containing materials in Cartwright Center include floor tile and mastic, pipe insulation fittings and spray acoustical treatments.

**Site Map**

