



THE UNIVERSITY
of
WISCONSIN
MADISON

REQUEST FOR CONSULTING SERVICES

FOR

**COLLEGE OF ENGINEERING FACILITIES MASTER
PLAN**

AT

UW - MADISON

October 2013

Project No. 1311R

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Background and Purpose

The UW-Madison College of Engineering 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. The College academic programs also include several certificates and interdisciplinary degree programs. The College currently enrolls approximately 4,000 undergraduate students, and 1,550 graduate students.

The College is home to 44 research centers and 21 research consortia, which collaborate directly with industry and government to identify and solve key engineering challenges. Its ninth department, engineering professional development, is one of the nation's oldest and largest continuing education programs for professional engineers. This department annually delivers more than 300 continuing education courses in engineering, design, operations, production, maintenance, management and planning to more than 11,000 students. Additionally, it offers a suite of internationally acclaimed professional master's degrees, including six online master's degrees.

The engineering campus is comprised of nine buildings totaling approximately 820,045 ASF/1,476,779 GSF:

- Engineering Hall
- Engineering Research Building
- Engineering Centers Building
- 1410 Engineering Drive
- Materials Science and Engineering Building
- Mechanical Engineering Building
- Water Science and Engineering Laboratory
- Wendt Commons
- Wisconsin Energy Institute.

The main engineering campus is located south of Campus Drive and is bounded by Breese Terrace on the west and North Randall Avenue on the east. The Camp Randall Memorial Park, the McClain Center, and Camp Randall Stadium abut its south side. Wendt Commons is located across North Randall Avenue, just south of Union South. The Water Science and Engineering Laboratory is located on Lake Mendota, just northwest of Helen C. White Hall.

Since the completion of the 2005 Campus Master Plan process, Facilities Planning & Management staff have been working with various colleges, departments and units across campus to develop more detailed facility plans. District master plans have been completed for Housing, the Wisconsin Union, Recreational Sports, Athletics, and the East Campus/Arts District. The College of Engineering has begun to identify facility needs across their college and believes that these needs should be coordinated from a timing, funding and development standpoint. The engineering campus also includes some historically significant buildings and open spaces that must also be considered as the college continues to grow and change over time. Protecting and investing in these facility assets assures an orderly and thoughtful development.

Project Scope and Description

The College of Engineering seeks to conduct a study and complete a facility master plan that will consist of two parts:

The first part will be an inventory and condition assessment that includes:

- An inventory of all space by FICM code:
- Utilization analysis of instructional and research spaces.
- Complete Facilities Condition Assessments for buildings indicated.
- Projections of space needs based on factors indicated in the checklist.

The second part will identify potential capital projects that:

- Realign existing space to optimize utilization and meet anticipated programmatic needs.
- Upgrade existing space to eliminate deferred maintenance and improve physical and functional condition to meet.
- Construct new space to meet needs that cannot be addressed by existing space.
- Provide an implementation sequence of projects based on realistic funding and phasing expectations.

The College is currently updating its 2011-2015 strategic plan. It is anticipated that work on the strategic plan will coincide with the first phase of the master plan and that results of the strategic plan will inform the second part of the master plan.

Scope of Services

The consultant team is being asked to provide master planning services for this project. In general the consultant team is expected to prepare a plan that will be used to guide the physical development of the College of Engineering for the next twenty years. In addition to using the documentation that is referenced under additional documents, the consultant should be prepared to engage in an interactive information gathering and plan development process with stakeholders that include:

- College of Engineering students
- College of Engineering faculty
- College of Engineering staff
- Facilities Planning and Management
- UW System Administration
- State of Wisconsin Division of Facilities Development

UW-Madison Facilities Planning and Management and College of Engineering staff will work together to guide and interact with the consultant team during the master planning process. At a minimum it is anticipated that there will be a core team to provide direction and facilitate planning, and focus groups of engineering faculty, staff and students to provide information and feedback.

Potential audiences and uses for the plan include:

- Institutional leadership
 - Guiding college and campus planning decisions
 - Improving the college's physical environment
- Institutional community and prospective students, faculty and staff
 - Ensuring stakeholders of a coherent, comprehensive physical identity and future vision
 - Sharing of future college development guidance
- Campus community and surrounding neighborhoods
 - Review by the Joint West Campus Area Committee to gather public input on the overall master plan draft recommendations and the final plan.
 - Design Review Board
- Alumni and Potential donors

Refer to Attachment A – *Master Planning Consultant Services Checklist* for a specific list of services to be provided.

Project Deliverables

Deliverables will include:

- Draft table of contents and document format
- Draft preliminary document (30% draft)
- Preliminary document (60% draft)
- Draft final document (100% draft)
- Final document to include all the planning and design criteria, facility database information, recommended capital improvements, and all other documents required to provide a comprehensive plan. It includes a comprehensive list of projects or improvements with a potential schedule and sequence for execution and planning level cost estimates. It also includes all text, database and graphics.
- An Executive Summary that summarizes findings, goals, principles, and key recommendations, and can be used as a stand-alone document.
- A minimum of two (2) aerial oblique drawings and/or vignette sketches for any proposed new construction.
- Twelve (12) printed copies and PDFs of the final document, either downloadable or on cds/flash drives.

Deliverable requirements:

- The final document should have a professional published appearance and format. Graphics should be readable in either color or black and white printed formats. The document should be letter size, either portrait or landscape, but may contain tabloid size foldouts.
- All final site plans shall be delivered in AutoCAD 2012 format or higher.

Consultant Qualifications

The consultant should have completed a master plan for a college or university similar in size to the UW-Madison College of Engineering

Well-qualified teams will have either the prime consultant or a sub-consultant with the following specific design experience:

- Architecture/Interior Design
- Space Planning and Utilization and Needs Analysis
- Utilities assessment and planning
- Environmental design and sustainability

Letter-of-Interest Submittal Requirements

The letter-of-interest should not exceed fifteen pages, and 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 consultants for the areas of expertise noted in “Consultant Qualifications” above will be required.
- A listing of key staffers for the consultant and sub-consultants, roles of each key staffer, and a biography/resume for each key staffer.
- A listing of similar master planning projects.

Contacts

UW - Madison	Ann Hayes	608-265-4673	ahayes@fpm.wisc.edu
UW System Admin.	Jeff Kosloske	608-277-0012	jkosloske@uwsa.edu

Project Schedule

Below is the general project schedule that will be finalized upon consultant selection and during the final scoping process of the planning project.

Consultant selection	October 2013
Initiate project, gather and analyze data	January 2014
Receipt/Review of 60% Draft Report	August 2014
Complete project and deliverables	December 2014

Additional Documents

2005 Campus Master Plan: <http://www.uc.wisc.edu/masterplan/>

2011-2015 College of Engineering Strategic Plan: <http://www.engr.wisc.edu/strategic-plan.html>

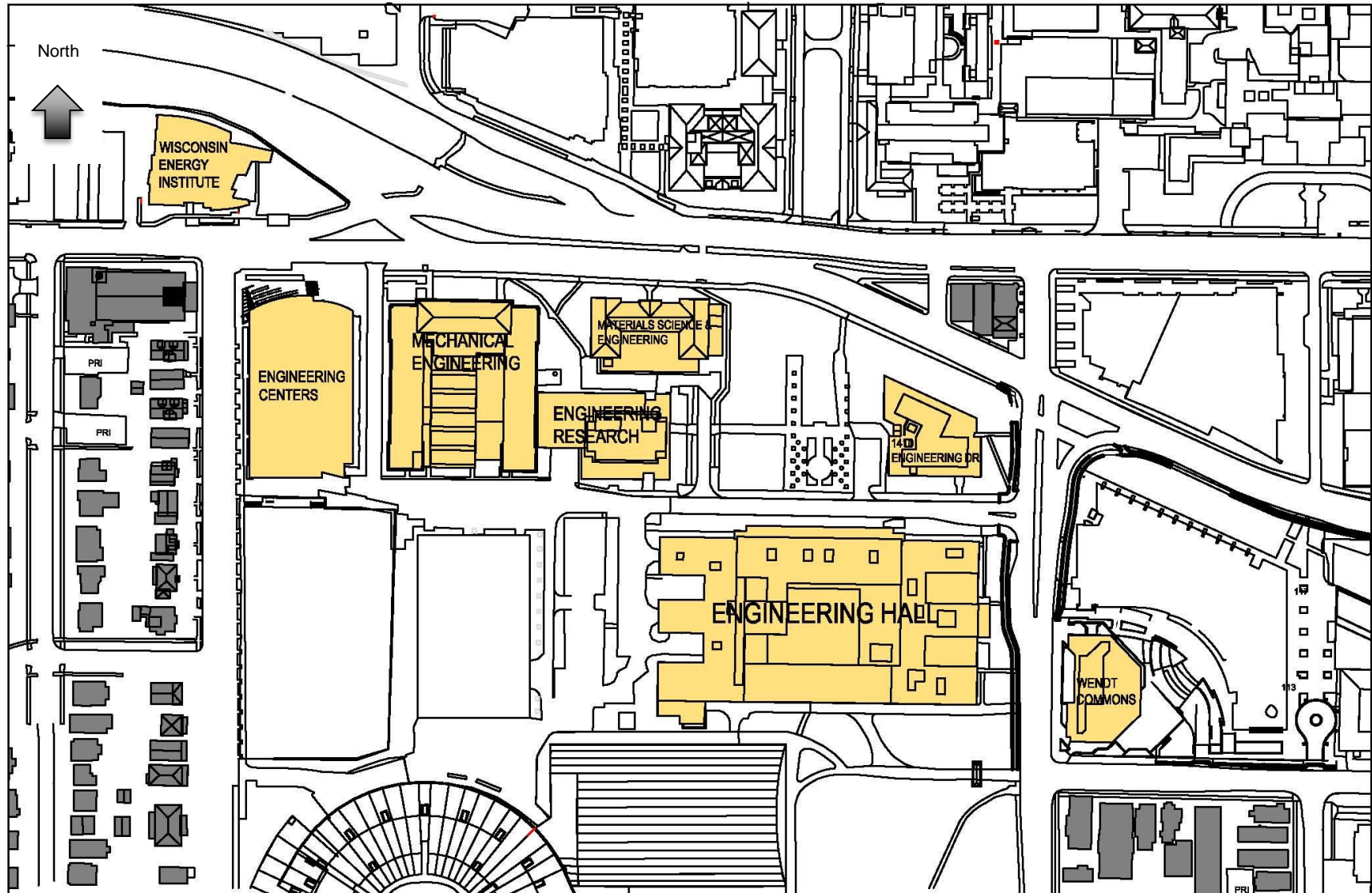
Attachments

- Attachment A - Master Planning Consultant Services Checklist
- Map of Engineering Campus

MASTER PLANNING CONSULTANT SERVICES CHECKLIST		
Provide the following services indicated by <input checked="" type="checkbox"/>		
Special Studies		
A.	Space Needs Analysis and Recommendations based on scheduling/ utilization data, program delivery patterns, research and enrollment trends, employee counts, and appropriate benchmarks	<input checked="" type="checkbox"/>
	Engineering Hall	
	Engineering Research Building	
	Engineering Centers Building	
	1410 Engineering Drive	
	Materials Science and Engineering Building	
	Mechanical Engineering Building	
	Water Science and Engineering Laboratory	
	Wendt Commons	
	Wisconsin Energy Institute	
B.	Housing Market Study that includes the following:	<input type="checkbox"/>
C.	Food Service Study that includes the following:	<input type="checkbox"/>
D.	Traffic Study that includes the following:	<input type="checkbox"/>
E.	Parking Study that includes the following:	<input type="checkbox"/>
F.	Athletic and Recreational Fields Study that includes the following:	<input type="checkbox"/>
G.	Campus Utilities Analysis including:	
a.	Condition Assessment	<input type="checkbox"/>
b.	Capacity Assessment	<input type="checkbox"/>
H.	Facility Condition Assessments for the following:	<input checked="" type="checkbox"/>
	Engineering Hall	
	Engineering Research Building	
	1410 Engineering Drive	
	Wendt Commons	
	Water Sciences and Engineering Laboratory	
I.	Other	
Standard Master Planning Services		
J.	Development of draft and final work plans that include:	<input checked="" type="checkbox"/>
1.	Committee meetings	
2.	Public forums	
3.	Workshops	
4.	Review sessions	
K.	Review of existing plans that include:	
1.	2005 Campus Master Plan	<input checked="" type="checkbox"/>
2.	2011-2015 College of Engineering Strategic Plan	<input checked="" type="checkbox"/>
3.	2014-2019 College of Engineering Strategic Plan (when completed)	<input checked="" type="checkbox"/>

L.	Land use analysis and recommendations that include:	
	1. Academic use	<input type="checkbox"/>
	2. Residential use	<input type="checkbox"/>
	3. Athletic and recreational use	<input type="checkbox"/>
	4. Conservancy, arboretum, and other open spaces	<input type="checkbox"/>
	5. Agricultural Use	<input type="checkbox"/>
	5. Potential Building Sites	<input checked="" type="checkbox"/>
M.	Access, circulation, and parking analysis and recommendations that include:	
	1. Roads, vehicular traffic, delivery, ADA access, emergency access, and parking	<input checked="" type="checkbox"/>
	2. Bicycle routes, traffic, and storage	<input type="checkbox"/>
	3. Pedestrian routes and amenities	<input type="checkbox"/>
	4. Modal assessment	<input type="checkbox"/>
N.	Utilities condition and capacity analysis and recommendations for the following:	
	1. Central steam	<input checked="" type="checkbox"/>
	2. Central chilled water	<input checked="" type="checkbox"/>
	3. Central electrical	<input checked="" type="checkbox"/>
	4. Telecommunications and data	<input checked="" type="checkbox"/>
	5. Campus water	<input checked="" type="checkbox"/>
	6. Campus sanitary sewer	<input checked="" type="checkbox"/>
	7.	
O.	Stormwater management analysis and recommendations:	<input checked="" type="checkbox"/>
P.	Design guidelines for the following:	
	1. Architecture	<input type="checkbox"/>
	2. Roads, sidewalks, and hardscaping	<input type="checkbox"/>
	3. Landscaping	<input type="checkbox"/>
	4. Site furnishings and edge treatments	<input type="checkbox"/>
	5. Signage and gateways	<input type="checkbox"/>
Q.	Sustainability analysis, based on STARS or other framework, and recommendations that include the following:	<input checked="" type="checkbox"/>
	1. Analysis of existing sustainability strategies and initiatives	<input checked="" type="checkbox"/>
	2. Recommendations for potential sustainability strategies and initiatives	<input checked="" type="checkbox"/>
R.	Other (Specify)	<input type="checkbox"/>
	Reimbursable Expenses	
	1. Topographic site survey	<input type="checkbox"/>
	2. Additional conceptual renderings for fund raising	<input checked="" type="checkbox"/>

College of Engineering - Main Campus



College of Engineering Campus – Water Science and Engineering Laboratory

