



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

**REQUEST FOR ARCHITECTURAL & ENGINEERING
DESIGN SERVICES**

**Bascom Hall Room 165 Remodel
UW-Madison**

2013 – 15

January 2014

Project No. 14A3S

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Project Background and Purpose

Bascom Hall is one of the oldest and most famous buildings on the UW-Madison campus. It is located at 500 Lincoln Drive, on top of Bascom Hill. It was built starting in 1857 (completed in 1859) with additions to the building completed in 1899, 1905 and 1927. Currently, Bascom Hall houses many executive and administrative offices including the Chancellor's office; Vice Chancellor for Finance and Administration; Provost; Graduate School; Secretary of the Faculty; Dean of Students; University Relations; Legal Affairs; and, numerous other department and general offices. Bascom Hall was listed on the National Register of Historic Places in 1974 as a contributing feature within the Bascom Hill Historic District.

Over the last several years, following the recommendations of recent campus master plans, space in Bascom Hall has been gradually converted from academic to executive and administrative functions. This project is in keeping with that plan as it will convert under-utilized classroom space to badly needed program space, reorganize the location of the Chancellor's executive and administrative staff, and create a more efficient working configuration.

Room 165 is a sloped floor lecture hall that seats 390 and is located across the hallway from the entrance to the Chancellor's office. The lecture hall is original to the building and has not been significantly improved over the years because of its historic limitations and its proximity to the Chancellor's office.

Currently the offices of the Provost, and associate vice provosts are located in different areas throughout Bascom Hall, several at some distance from the Chancellor's office. The Chancellor and Provosts' offices work closely on a day-to-day basis and the current arrangement within Bascom Hall presents many logistical issues. Improving proximity between the Chancellor's and the Provost's office suites will result in one executive office that is easily located and identifiable by campus staff and outside visitors. It also improves access and egress for the offices, consolidates the entry sequence, and creates an opportunity to reorganize other administrative spaces in the building.

Project Description

This project will repurpose Lecture Hall 165 into an office suite for the Provost. Minor alterations will also occur in the Chancellor's suite toilet and copy rooms. A new entrance into the Chancellor's suite will be added at the south end of the existing corridor adjacent to the main staircase.

The project will include approximately 5,900 ASF of interior renovation. Due to the nature of this project, LEED certification will not be sought.

The renovations will respect the historic nature of the building, and Lecture Room 165 will be repurposed in a way which will allow the room to be returned to the original function if deemed necessary in the future.

Scope of Services

The A/E consultant team will be selected, based on their qualifications, to provide complete programming, design and construction phase services for this project. Campus has performed an evaluation of the space, and it is expected that this information will be included in the basis of the design, with the consultant team providing verification of that information.

In addition to the requirements for design through construction in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants*, the following additions are:

- Interior design services shall be provided including the selection, specification, and assistance with procurement of new furnishings and other interior amenities as well as assistance in the reconfiguration of existing offices and workstations within existing spaces.
- Evaluation and implementation of historically appropriate design that supports this building as listed on the National Register for Historic Places.

The consultant team selected shall be prepared to engage in an interactive information gathering and design process with a variety of stakeholders that include:

- Wisconsin Department of Administration (DOA) Staff
- Wisconsin Division of Facilities Development
- UW System Administration
- UW Facilities Planning & Management staff
- Wisconsin Historical Society

UW-Madison will provide an organizational structure to guide and interact with the consultant team during the design process. This will include a core team to provide direction and facilitate process, key staff to provide information and feedback, and facilities leaders to provide input on design and constructability in accordance with State and campus standards. All meetings and coordination with the Wisconsin Historical Society will be done through and under the direction of UW-Madison FP&M staff.

Note that per the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants*, the following services will not be included in the scope of services:

- Hazardous materials survey, testing, and abatement bid documents will be contracted separately

In addition to deliverables noted in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants* the following shall be provided as follows:

- Full or half size drawings sets as requested by UW Madison Facilities Planning & Management.
- Electronic copies, in AutoCAD and PDF format, either downloadable or six (6) CD copies.
- All diagrams shall be capable of full graphic clarity in either color or black and white.

Consultant Qualifications

The A/E team should have experience in the design and functionality of university office buildings; specification of executive office furnishing; and experience with national register historic buildings with projects of similar size and scope.

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 consultants for the following areas of expertise will be required:
 - Structural
 - Mechanical
 - Electrical
 - Plumbing and Fire Protection
 - Interior Design
 - Historic Preservation
- A listing of key staffers for the consultant and sub-consultants, roles of each key staffer, and a brief list or pertinent project experience/ expertise for each key staffer.
- A listing of project experience similar to that required for this project.
- Consultant teams may use of the standard DFD form that is used for interview-based solicitations.
- Preferably, the submittal should not exceed 15 pages.

Contacts

UW - Madison

Stu LaRose

608-263-3004

slarose@fpm.wisc.edu

Project Budget Summary

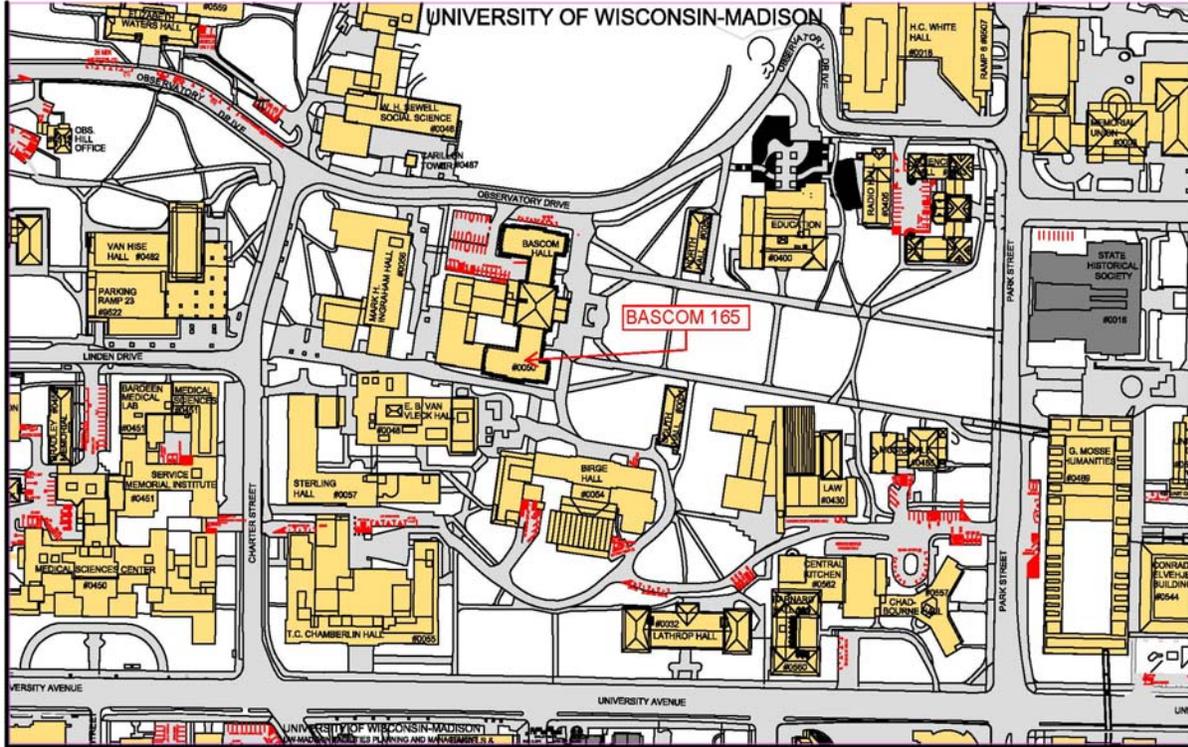
| Budget Item | Cost |
|-------------------------------|--------------------|
| Construction | |
| Hazardous Materials Abatement | |
| Project Contingency | |
| A/E Design Fees | |
| Testing & Balancing | |
| DFD Management Fee | |
| Movable and Special Equipment | |
| TOTAL | \$1,747,000 |

Project Schedule Summary

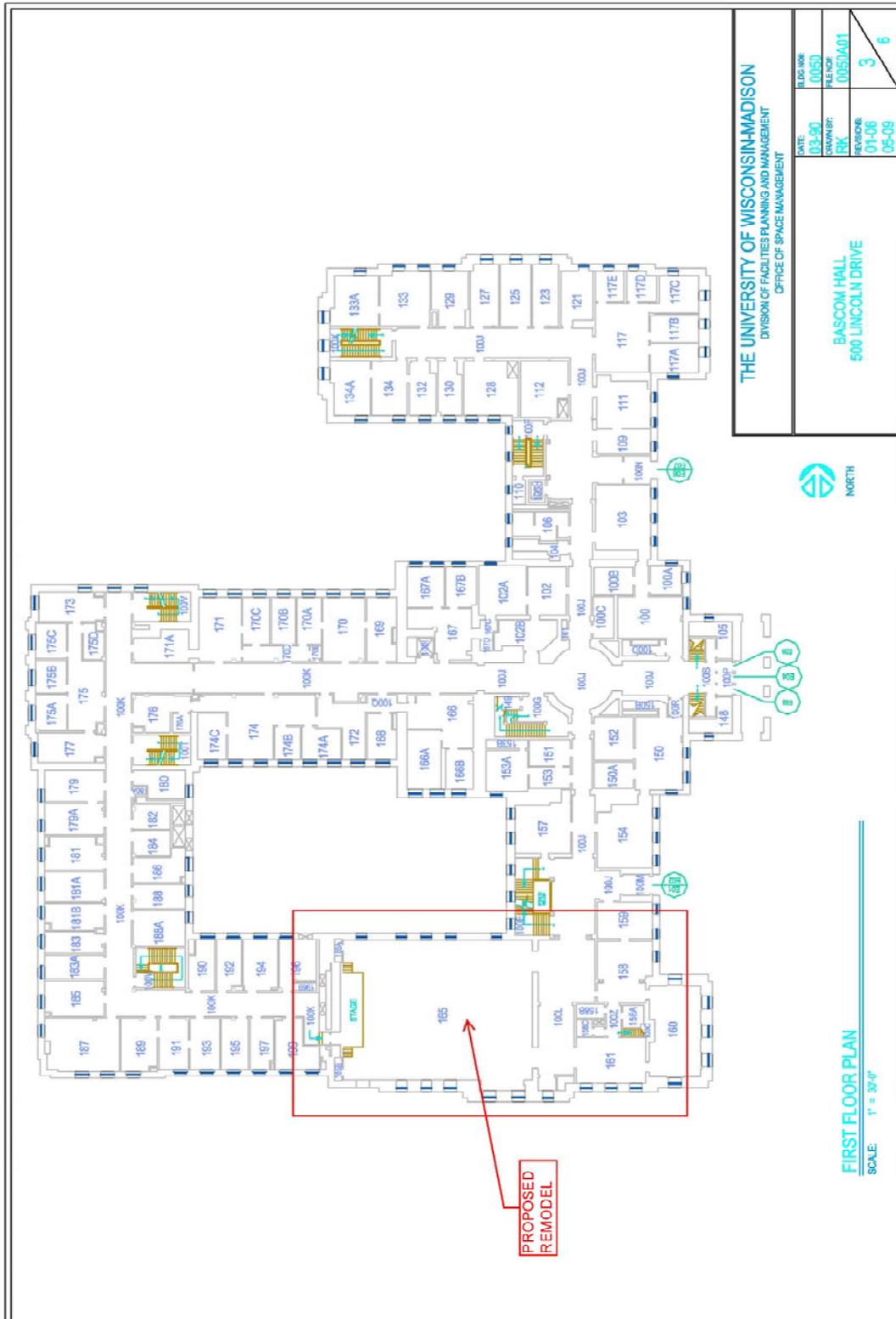
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|--------------------------------|-----------|
| A/E team selection | Mar 2014 |
| Begin work | Apr 2014 |
| Preliminary Design submittal | Jun 2014 |
| BOR/SBC Authority to Construct | Aug 2014 |
| Final Review Submittal | Nov 2014 |
| Receive Bids | Feb 2015 |
| Begin Construction | May 2015 |
| Substantial Completion | Aug 2015 |
| Closeout /Final Completion | Sept 2015 |

Attachments

Site Map:



Floor Plan



THE UNIVERSITY OF WISCONSIN-MADISON
 DIVISION OF FACILITIES PLANNING AND MANAGEMENT
 OFFICE OF SPACE MANAGEMENT

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| DATE: | BLDG. NO.: |
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| REVISIONS: | |
| 01-06 | 3 |
| 05-09 | 6 |



FIRST FLOOR PLAN
 SCALE: 1" = 30'-0"