REQUEST FOR ARCHITECTURAL & ENGINEERING SERVICES

Golda Meir Library Renovation for Archives
UW-Milwaukee

October 2017

DFD Project No. 17I1M
Project Background and Purpose

UWM Libraries completed a Master Plan, DFD #13A2I-8, for the Golda Meir Library in 2015. It provides a concept "road map" outlining a process for the reorganization of the libraries to gain efficiencies, and reorganize to address current and anticipated future needs.

The Archives and Special Collections are currently separate departments in the UWM Libraries. Each department has its own department head, staff, collection storage areas, and reading rooms. Despite this administration and physical separation, they have a history of active collaboration in terms of collection development, collection management, access policies, class instruction, and recently, collection storage. The Master Plan consolidates them on the third floor to provide better access for instruction and research. It reduces duplication of similar type spaces by providing shared space for similar functions. The consolidation plans for more efficient and effective temperature and humidity control by co-locating uses with similar needs. Merging Archives and Special Collections into a single unit will proceed in phases.

The Golda Meir Library was constructed in three stages and has 401,346 gross square feet. The West Wing was completed in 1967. The East Wing was completed in 1974. It joins the two structures with passageways in the basement and on the second and third floors. The northern extensions of the East and West Wings and a fourth-floor conference center facility was completed in 1987.

Project Description

This project plans approximately 22,000 square feet of renovated space for Archives and Special Collections on the third floor of the west wing of the Golda Meir Library. It completes design and construction of approximately 10,000 square feet. As the first phase of the project, this space will provide a new location for Archives but be designed to include Special Collections in future phases. The focus on the project will be on public service areas including a lobby, registration area, research consultation area, teaching classroom,
exhibits area, and a reading room. Additional space needs include staff offices, shipping and receiving to the floor, collection storage, collection processing, and course reserves.

Proper environmental conditions are necessary for the long-term care and preservation of the collections. The project will provide crucial environmental control to maintain stable and constant temperature and relative humidity levels and remove damaging particulate materials and gases from the air.

The renovation includes updating thermal and moisture enclosure of the exterior and interior walls of the archive space. It demolishes existing components as needed and provides new architectural, mechanical, electrical, plumbing and technology as needed. The project includes modifications to the mechanical systems serving the third floor, located in the mechanical penthouse on the roof above.

Scope of Services

The A/E will provide concept alternatives to recommend a renovation scope within the campus funding capacity; and design through construction administration services for the first phase as indicated in the DFD “Policy and Procedure Manual for Architects/Engineers and Consultants”, the “Guide for Developing Program Statements for Projects Requiring Enumeration”, and the DFD “Contract for Professional Services” as directed by DFD at the Design Kickoff meeting. The services may be contracted for in multiple contracts or contracts with multiple parts with project-specific review/ approval/ authorization points in the contract as determined by the needs of the project. Authorization for subsequent services will be issued in writing upon satisfactory performance and completion of contracted services and deliverables.

In addition to the requirements for preliminary design through construction in the DFD Policy and Procedure Manual for Architects/Engineers and Consultants, the following additions and clarifications should be noted:

- The consultant should have access to web-conferencing capabilities that can be initiated by the consultant either at the consultant’s office, or at an institution.

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 based on the demolitions plans prepared by this AE team.
- WEPA compliance actions and document preparation will be contracted separately.
**Consultant Qualifications**

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

- design and construction administration of library archive projects with a minimum of 5,000 ASF.
- Building envelope expertise
- HVAC system design for preservation of rare and unique collections consisting of various materials

**Letter-of-Interest Submittal Requirements**

The letter-of-interest should not exceed fifteen pages, and should include the following:

- 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 prime and/or sub-consultants for the following areas of expertise will be required:
  - Library archives and special collections planning and design
  - Library archives and special collections HVAC design
- A listing of key staff for the prime consultant and sub-consultants, roles of each key staff, and a biography/resume for each key staff.
- A listing of project experience like that required for this project.
- Brief description of archives environmental requirements, building envelope requirements and mechanical systems that can provide these requirements.

**Contacts**

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**Project Budget Summary**

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<thead>
<tr>
<th>Budget Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Construction</td>
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<tr>
<td>Project Contingency</td>
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<tr>
<td>A/E Design Fees</td>
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<td>Other consultant fees</td>
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<td>DFD Management Fee</td>
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<td>Movable and Special Equipment</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,500,000</strong></td>
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* Other design fees include reimbursable expenses and services contracted for separately such as hazardous materials testing, etc.
Project Schedule Summary

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Consultant Selection</td>
<td>Nov 2017</td>
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<tr>
<td>BOR/SBC Authority to Construct</td>
<td>May 2018</td>
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<tr>
<td>Final Document Submittal</td>
<td>Jul 2018</td>
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<tr>
<td>Bid Date</td>
<td>Sep 2018</td>
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<tr>
<td>Start Construction</td>
<td>Nov 2018</td>
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<tr>
<td>Substantial Completion</td>
<td>May 2019</td>
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<tr>
<td>Final Completion</td>
<td>Oct 2019</td>
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WEPA Requirements

In accordance with the Wisconsin Environmental Policy Act (WEPA), this project will require Type III documentation, which will be completed by the campus.

Additional Documents

UWM Libraries Master Plan (DFD #13A2I-8) - 2015

https://panthers-my.sharepoint.com/personal/wolfertk_uwm_edu/_layouts/15/guestaccess.aspx?docid=0b923727176c74379998cdd0619ae150&authkey=Afb7f8k9FZrylK4IkNjrXM