



THE UNIVERSITY
of
WISCONSIN
MADISON

REQUEST FOR CONSULTING SERVICES

FOR

COLLEGE OF LETTERS AND SCIENCE

FACILITIES MASTER PLAN

AT

UW - MADISON

May 2015

Project No. 15A2Y

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Background and Purpose

[The College of Letters & Science](#) is the largest academic unit at the University of Wisconsin-Madison. Letters & Science is home to 39 academic departments, 22 non-departmental academic programs, five professional schools and 70 interdisciplinary research centers. With 70 undergraduate majors, 42 certificates and 115 graduate and professional majors, the College provides an educational experience of tremendous breadth and depth.

Each year, L&S teaches more than 640,000 credit hours in the arts and humanities, physical and natural sciences and social sciences. Annually, it confers more than 56 percent of all bachelors' degrees at UW-Madison while teaching the gateway courses in agriculture, business and engineering. More than half of all living UW-Madison alumni are graduates of the College of Letters & Science.

The L&S facilities portfolio includes a wide range of buildings varying considerably in size and condition. It also contains some of the campus' most 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.

Since the completion of the 2005 Campus Master Plan process, Facilities Planning & Management staff has 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. Currently, a facilities master plan is also being developed for the College of Engineering with an expected completion date in the spring of 2015. The College of Letters and Science has begun to identify facility needs across their college and believes that these needs should be coordinated from a timing, funding and development standpoint.

Project Scope and Description

The College of Letters and Science seeks to conduct a study and complete a facilities 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 the Post-Secondary Education Facilities Inventory and Classification Manual (FICM) code ;
- Utilization analysis of instructional and research spaces;
- Facilities Condition Assessments for buildings indicated; and
- Projections of space needs based on factors indicated in the checklist.

The second part will identify potential future capital projects that:

- Align the facilities master plan effort with the College's academic plan;
- Upgrade existing space to eliminate deferred maintenance and improve physical and functional condition;
- Determine how best to meet defined programmatic needs via either new or renovated space; and
- Include a preliminary cost estimate and an implementation sequence based on realistic funding and phasing expectations.

Scope of Services

The consultant team is being asked to provide facilities 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 Letters and Science 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:

- L&S Dean's office (Dean/Associate and Assistant Deans) a "core leadership team"
- L&S departmental faculty and staff as deemed necessary by the Dean
- Facilities Planning and Management
- UW System Administration
- State of Wisconsin Division of Facilities Development

UW-Madison Facilities Planning and Management and L&S 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, facilitate planning, and provide information and feedback. The L&S facilities master plan process will need to be coordinated with UW-Madison's 2015 Campus Master Plan Update process, currently underway. Specific projects and recommendations developed by the L&S facilities master plan will provide direction for the overall campus master plan.

Any recommendations for facilities considered historic needs to be coordinated closely with FP&M staff and may require consultation with UW System Historic Preservation Officer and the Wisconsin Historical Society. FP&M staff will coordinate this review process. The successful consultant team will provide support including drawings and background information to support their recommendations for improvements or changes to historic buildings or sites. This project does not include the preparation of any Historic Structures Reports or Preservation Plans but may recommend them. This project does include review of any and all existing Condition Assessments, Historic Structures Reports, and Preservation Plans. The Madison Campus inventory of historically significant buildings and sites shall be used as a primary reference.

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
 - UW-Madison Design Review Board
 - Joint Southeast Campus Area Committee
 - Joint West Campus Area Committee
 - City of Madison staff
- 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 shall 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, capital improvement plan, 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 CD's/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.
- Massing diagrams for proposed new facilities should be completed in SketchUP to provide overall sense of scale and how the new facilities will fit into the campus environment.
- All final site plans, showing proposed building sites 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 Letters and Science

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

- Higher educational space use planning and needs assessment
- Facilities condition assessments
- Historic Preservation

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 brief description of pertinent experience/expertise for each key staffer.
- A listing of similar master planning projects.

Contacts

| | | | |
|------------|----------------|--|--------------|
| UW-Madison | Dan Okoli | dokoli@fpm.wisc.edu | 608-263-3159 |
| UW-System | Chris Gluesing | cgluesing@uwsa.edu | 608-890-2981 |

Project Budget

The total budget for this study is expected to be \$750,000, including 2% DFD fees.

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 | July 2015 |
| Initiate project, gather and analyze data | August 2015 |
| Receipt/Review of 60% Draft Report | March 2016 |
| Complete project and deliverables | November 2016 |

Additional Documents

[2005 Campus Master Plan:](#)

<https://fpm-www3.fpm.wisc.edu/CampusPlanning/tabid/66/Default.aspx>

[Letters and Science Strategic Plan <http://www.ls.wisc.edu/documents/lsstrategicplan.pdf>](http://www.ls.wisc.edu/documents/lsstrategicplan.pdf)

MASTER PLANNING CONSULTANT SERVICES CHECKLIST

Provide the following services indicated by

| Special Studies | | |
|-----------------|---|-------------------------------------|
| A. | Space Needs Analysis and Recommendations based on scheduling/ utilization data, program delivery patterns, research and enrollment trends, and appropriate benchmarks | <input checked="" type="checkbox"/> |
| 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"/> |
| | See Attached List | |
| 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. 2009-2014 College of Letters and Science Strategic Plan | <input checked="" type="checkbox"/> |
| | 3. 2014-2019 College of Letters and Science Academic 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"/> |
| M. | Access, circulation, and parking analysis and recommendations that include: | |
| | 1. Roads, vehicular traffic, delivery, ADA access, emergency access, and parking | <input 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 type="checkbox"/> |
| | 2. Central chilled water | <input type="checkbox"/> |
| | 3. Central electrical | <input type="checkbox"/> |
| | 4. Telecommunications and data | <input type="checkbox"/> |
| | 5. Campus water | <input type="checkbox"/> |
| | 6. Campus sanitary sewer | <input type="checkbox"/> |
| | 7. | |
| O. | Stormwater management analysis and recommendations: | <input 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 type="checkbox"/> |
| | 1. Analysis of existing sustainability strategies and initiatives | <input type="checkbox"/> |
| | 2. Recommendations for potential sustainability strategies and initiatives | <input 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 type="checkbox"/> |

A48 Letters & Science Buildings and Areas

UW-Madison Space Management Office

| Bldg No. | Name | ASF |
|----------|---|-----------|
| 0018 | White Hall, Helen C* | 71,873 |
| 0046 | Social Science Bldg, Sewell, William H.* | 93,009 |
| 0048 | Van Vleck Hall, E B* | 26,395 |
| 0051 | South Hall* | 13,325 |
| 0052 | North Hall* | 12,219 |
| 0053 | Science Hall* | 32,685 |
| 0054 | Birge Hall* | 87,126 |
| 0055 | Chamberlin Hall, Thomas C | 155,687 |
| 0056 | Ingraham Hall, Mark H* | 20,224 |
| 0057 | Sterling Hall* | 74,221 |
| 0155 | Computer Sciences | 54,978 |
| 0156 | Atmospheric Oceanic & Space Sciences Bldg | 31,864 |
| 0401 | Zoology Research Building | 25,443 |
| 0402 | Noland Zoology Building, Lowell E | 48,737 |
| 0453 | School of Social Work Building | 14,912 |
| 0469 | Humanities Building, Mosse, George L* | 82,434 |
| 0470 | Psychology Building, W J Brogden | 52,950 |
| 0482 | Van Hise Hall* | 62,358 |
| 0483 | Hasler Laboratory of Limnology, Arthur D* | 11,076 |
| 0485 | Music Hall* | 15,295 |
| 0508 | Goodnight Hall, Scott H* | 25,703 |
| 0521 | Observatory Drive Office Building | 3,848 |
| 0521 | Weeks Hall for Geological Sci, Lewis G | 73,683 |
| 0545 | Vilas Communication Hall* | 97,121 |
| | TOTAL | 1,187,166 |

* = building listed on the National Register of Historic Places, considered eligible for listing, or is part of a listed historic district.