



THE UNIVERSITY
of
WISCONSIN
MADISON

**REQUEST FOR CONSULTING SERVICES
FOR**

**SCHOOL OF MEDICINE AND PUBLIC HEALTH
SPACE AND PROGRAMMATIC EVALUATION STUDY**

UW - MADISON

January 2015

Project No. 15A3M

TABLE OF CONTENTS

	PAGE
Background and Purpose	1
Project Scope and Description	1
Scope of Services.....	2
Project Deliverables.....	2
Consultant Qualifications.....	3
Letter of Interest Submittal Requirements	3
Contacts	3
Project Schedule and Budget.....	4
Additional Documents.....	4

Background and Purpose

The University of Wisconsin School of Medicine and Public Health (SMPH) is recognized as an international, national and statewide leader in education, research and service. More than a century since its founding as the University of Wisconsin Medical School, the nation's first School of Medicine and Public Health is transforming as it integrates the principles and power of traditional medical and public health approaches in all of its missions.

This synthesis seeks to develop new approaches for preventing, as well as diagnosing and treating illness, with a simultaneous focus on both individuals and populations. The school's engagement extends across the entire state. It is committed to improving the health of the people of Wisconsin, and in doing so, creating innovative models for the rest of the country. Through its academic campuses (i.e., the Western Academic Campus in La Crosse, the Marshfield Academic Campus and the Milwaukee Academic Campus), faculty and students participate in statewide education and research, with an emphasis on underserved rural and urban populations.

Since 2004, the School of Medicine and Public Health has added over 850,000 ASF in new facilities, primarily in the west campus. The school maintains a significant presence in central campus (MSC-SMI-Bardeen, McArdle). Leased space accounts for an additional 100,000 ASF. This request will analyze how SMPH space on campus is currently used and include recommendations on space development that could benefit both the SMPH and the overall campus.

Since the completion of the 2005 Campus Master Plan process, Facilities Planning & Management staff have worked 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. Individual space and/or master plans are underway for the College of Engineering (expected completion of Spring 2015), and the School of Veterinary Medicine. The College of Letters and Science has also begun to identify facility needs across their college. Protecting and investing in campus facility assets assures an orderly and thoughtful development.

Project Scope and Description

The School of Medicine and Public Health seeks to conduct and complete a facility space and programmatic evaluation that will:

- Inventory and validate the current SMPH space inventory to identify opportunities for more efficient and effective space utilization;
- Review the current SMPH projected space assignment plan, and assist in evaluating and refining optimal space alignments based on current plan;
- Provide facilities condition assessments for all aging facilities and infrastructure as specified under Scope of Services (assessment of recently constructed and leased facilities is not required);
- Develop projections of future space needs over the coming six to ten years, as specified under Scope of Services below;
- Develop alternative space use scenarios which address current and future capacity and functional requirements; and
- Identify appropriate industry standards for space use, including benchmarking data, where applicable, to inform the planning process.

Scope of Services

The consultant team is being asked to provide space planning and facility condition assessment services for this project. The consultant should be prepared to engage in an interactive information gathering and plan development process with stakeholders who include SMPH administration and relevant SMPH stakeholders as well as staff from Facilities Planning and Management, UW System Administration, and the State of Wisconsin Division of Facilities Development.

Develop draft and final work plans with major milestones that include

- Committee meetings
- Workshops
- Information gathering
- Reviews
- Public forums

Provide Facility Condition Assessments for the following buildings, per UW System *Facility Condition Assessment Instructions*:

Medical Sciences Center (SMPH occupied space)	421,353	GSF
Medical Sciences	72,499	GSF
Service Memorial Institute	122,474	GSF
Bardeen Medical Laboratories	69,344	GSF
McArdle Laboratory	96,657	GSF
TOTAL	782,327	GSF

Provide space needs analysis and recommendations based on SMPH's current assignable square footage, scheduling/ utilization data within each facility, program delivery patterns, research and enrollment trends, and appropriate benchmarks for the following facilities:

Medical Sciences Center (SMPH-occupied space)	225,745	ASF
Medical Sciences	39,803	ASF
Service Memorial Institute	71,177	ASF
Bardeen Medical Laboratories	42,047	ASF
McArdle Laboratory	54,459	ASF
WARF (SMPH occupied space)	43,713	ASF
Faculty Centennial Office Building	73,659	ASF
WIMR I & II	377,802	ASF
Health Sciences Learning Center	236,115	ASF
Clinical Sciences Center (SMPH occupied space)	254,816	ASF
TOTAL	1,419,336	ASF

UW-Madison Facilities Planning and Management and SMPH staff will work together to guide and interact with the consultant team during the space planning process. At a minimum it is anticipated that there will be a core team to provide direction and facilitate planning.

Potential audiences and uses for the plan include:

- Institutional leadership
 - Guiding SMPH and campus planning decisions
 - Improving the SMPH's physical environment
- Institutional community, faculty and staff
 - Ensuring stakeholders of a coherent, comprehensive physical identity
 - Sharing of future programmatic directions

Project Deliverables

Deliverables will include:

- Draft table of contents
- Draft preliminary document, including options for space assignment and facility condition assessments (30% draft)
- Preliminary document, including refinement of options and facility condition assessments based on feedback (60% draft)
- Draft final document, reflecting approved assignment (100% draft).
- Final document to include approved plan diagrams showing assignment of space by department and space type
- Cost estimates for all proposed major remodeling and realignment
- Sequencing and schedule for all proposed major remodeling and realignments
- An Executive Summary that summarizes findings, goals, principles, and key recommendations, and can be used as a stand-alone document.
- Twelve (12) printed copies and PDFs of the final document, and an electronic version that is either downloadable or on flash drives.

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.

Consultant Qualifications

The consultant should have completed a space planning/program evaluation in an academic medical center environment for a college or university similar in size to the UW-Madison School of Medicine and Public Health.

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

- Academic Medical Center, Architecture/Interior Design;
- Academic Medical Center, Space Planning and Utilization and Needs Analysis; and,
- Facility condition assessments

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 space planning projects.

Contacts

UW-Madison	Doug Rose	608-263-3046	drose@fpm.wisc.edu
UW System Admin.	Jeff Kosloske	608-263-4417	jkosloske@uwsa.edu

Project Budget

The total budget for this study is expected to include DFD fees.

Project Schedule

Below is the general project schedule that will be finalized upon consultant selection and development of the work plan.

Consultant selection	March 2015
Initiate project, gather and analyze data	May 2015
Receipt/Review of 30% Preliminary Draft Report	October 2015
Receipt/Review of 60% Draft Report	January 2016
Complete project and deliverables	July 2016

Additional Documents

To assist the consultant, the School of Medicine and Public Health and Facilities Planning and Management will provide additional information including building occupant listings; existing and project staffing numbers; floor plans; and maintenance logs.

2005 Campus Master Plan:
<https://fpm-www3.fpm.wisc.edu/CampusPlanning/tabid/66/Default.aspx>