

Capital Project Request

2021 - 23 Biennium

<u>Agency</u>	<u>Institution</u>	<u>Facility ID</u>	<u>Facility Name</u>
University of Wisconsin	River Falls	285-0J-0015	Ag Science Complex

<u>Project ID</u>	<u>Project Title</u>	<u>Priority</u>
2112U	Agricultural Science Complex Space Needs Programming Study	1

Project Type

All Agency Instructional Minor Major UW Managed

Project Intent

Provide space needs and project programming in support of a future Major Capital Project to renovate and modernize the Ag Science Complex.

Project Description and Scope

- Develop existing space summary and draft framework of anticipated space needs for each academic department occupying/utilizing the Ag Science Building (88,464 SF), Ag Engineering (three labs and one classroom totaling 7,498 SF) and the Greenhouse (12,258 SF). The academic departments are: Agricultural Economics; Agricultural Education; Agricultural Engineering Technology; Animal and Food Science; Plant and Earth Science.
- Conduct initial meetings with Core Project Team to review and validate materials developed during the 2017 Feasibility Study, review content and participant materials for Workshop 1, schedule all remaining meetings and Workshops.
- Facilitate at least two iterative Workshops and associated academic department meetings; develop and refine programming narrative/recommendations and test fit diagrams for each building floor based on the outcomes of the Workshops and meetings.
- Deliverables to include supporting narrative (executive summary, process description, and other significant considerations and qualifications); Space Needs Program summary document; conceptual "test fit" floor plan layout diagrams for each floor level, including space sizes and space adjacencies; preliminary Cost Estimate (a Rough Order of Magnitude) cost estimate to represent the anticipated Major Capital Program scope based on the programming exercise).

Analysis of Need and Project Justification

The Ag Science Building opened in 1966. Significant modernization of both building systems and space typologies/adjacencies is required to support teaching, research, and regional business engagement in the College of Agriculture, Food, and Environmental Sciences (CAFES), UWRF's largest college by enrollment and home to the university's largest and most rapidly growing academic majors. The 2011 Campus Master Plan outlines the need for this modernization work, including updates to the Laboratory Greenhouse.

A 2017 campus-wide Science Feasibility Study evaluated all campus science facilities. This study identified the need for both the approved and funded Science and Technology Innovation Center (SciTech), and modernization of the Ag Science Complex. To support future project planning work at Ag Science UWRF needs to first proceed with a Space Needs Programming Study, to validate the amount, types, and adjacencies of space required to support CAFÉ's teaching, research, and regional business engagement.

Consultant Requirements

Consultants should submit their qualifications and demonstrate specific expertise and experience in the development of a comprehensive academic instructional and support space needs programming document as part of a design team. Work includes development of existing space summary and draft framework of anticipated space needs including expertise in academic laboratory greenhouses, iterative engagement with stakeholders to validate space needs/requirements, and development of deliverables to include Space Needs Program Summary document, conceptual "test fit" floor plan layouts including space sizes and adjacencies, and a ROM cost estimate to execute project scope based on the programming exercise.

Capital Project Request 2021 - 23 Biennium

Project Budget

Funding Sources

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Project Schedule

Project Contact (Institution)

A/E Selection:	November 2021	Contact Name:	Joe Wolf
Study Completion:	August 2022	Contact Email:	<joseph.wolf@uwrf.edu>
		Contact Phone:	(715) 425-4748

This request provides architectural/engineering/planning (AEP) resources to complete the project phases indicated below for **Project No. 2112U – Agricultural Science Complex Space Needs Programming Study at the University of Wisconsin-River Falls**.

Pre-Design Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultants should submit their qualifications and demonstrate specific expertise and experience in the development of a comprehensive academic instructional and support space needs programming document as part of a design team. The consultant(s) will participate in a highly collaborative and interactive campus planning process by meeting with appropriate campus staff, including College of Agricultural, Food, and Environmental Sciences (CAFES) leadership, academic, and support staff to execute the following tasks and deliverables:

- Develop existing space summary and draft framework of anticipated space needs for each academic department.
- Conduct initial meeting with Core Project Team to review and validate materials developed during the 2017 Feasibility Study, review content and participant materials for Workshop 1, schedule all remaining meetings and Workshops.
- Facilitate at least two iterative Workshops and associated academic department meetings; develop and refine programming narrative/recommendations and test fit diagrams for each building floor based on the outcomes of the Workshops and meetings.
- Issue final deliverables to include supporting narrative (executive summary, process description, and other significant considerations and qualifications); Space Needs Program summary document; conceptual “test fit” floor plan layout diagrams for each floor level, including space sizes and space adjacencies; preliminary Cost Estimate (a Rough Order of Magnitude (ROM) cost estimate to represent the anticipated Major Capital Program scope based on the programming exercise).

The design consultant(s) will provide space needs and programming study services as indicated in the current Division of Facilities Development (DFD) *Policy and Procedure Manual for Architects/Engineers and Consultants*, and the *DFD Contract for Professional Services*. These services may be contracted through multiple contracts or contracts with multiple parts and project-specific review/approval/authorization milestones 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.

PRE-DESIGN SERVICES

In addition to the requirements for pre-design in the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants*, the following addition and clarifications should be noted:

- Prepare a comprehensive building code assessment and recommendations for the entire facility complex.
- Perform Project Planning. Evaluate and prepare for DFD and campus consideration options and scenarios for determining project priorities and project delivery, this includes scheduling, phasing, estimated cost, inflation, and loss of revenue implications.
- Prepare a Project Plan per the *DFD Policy and Procedure Manual for Architects/Engineers and Consultants* incorporating the Facilities Condition Assessment (completed during the 2017 feasibility study), code assessment, and project delivery scenarios, phases, and alternatives.

COST ESTIMATING

Provide a conceptual/ROM cost estimate aligned with execution of project scope based on the programming exercise. All estimates must provide construction cost detail with a dated reference for ease of future cost escalation. All project cost estimates not directly associated with the construction costs (basic and additional design services, project management fees, design contingency, project contingency, movable and special equipment, escalation factors) must be indicated separately from the construction cost estimates.

DELIVERABLES

Supporting narrative document including executive summary, process description, and other significant considerations and qualifications; Space Needs Program Summary document including space program; conceptual “test fit” floor plan layout diagrams for each floor level indicating space size, and space adjacencies; preliminary cost estimate (high level “order of magnitude”/ROM representing the anticipated project scope based on the programming exercise).

All graphics must be grayscale compatible without losing meaning, distinguishing characteristics, or legibility.

All final documentation must be provided electronically via download link, USB flash drive, or optical disc (CD or DVD) in Adobe Acrobat PDF format. All narrative text and cost estimate documentation shall also be provided in an unlocked, editable file format for future use and presentation outside of the final Space Needs Programming Study document. Text shall be provided in rich text format (*.RTF) or Microsoft Word XML document format

CONSULTANT REQUIREMENTS

Architectural/Engineering/Planning (Rev. 2021-07)

(*DOCX) and cost estimates provided in Microsoft Excel XML workbook format (*.XLSX). The content of the editable file formats must match the content of the final Space Needs Programming Study document, but the organization, layout, and formatting needs only to be representative of the final content. All graphics, images, maps, plans, and renderings must be provided in electronic format separate from the Space Needs Programming Study document in high-resolution 300 pixels per inch (ppi) raster format (*.PNG), suitable for poster size (minimum 24-inches by 36-inches) publication. All graphics, images, maps, plans, renderings, models, and documentation will become the property of the university.

The following documents will be made available to the successful design consultant team for reference, verification, and update as it relates to the project intent, description, and scope of work.

2017 UW-River Falls Science Feasibility Study

2011 UW-River Falls Campus Master Plan

BASIC SERVICES

ID	Y/N?	Description	Comments and Clarification Notes
1.00	<input checked="" type="checkbox"/>	Project and Program Considerations	<i>For Feasibility Studies, Project and Program Considerations items that are selected to recognize that the documentation and professional guidance required to develop the required support documentation is above and beyond the traditional 10% concept report, but not necessarily completing the full 35% preliminary design efforts.</i>
1.01	<input checked="" type="checkbox"/>	<u>Programming & Program Verification</u>	
1.02	<input type="checkbox"/>	<u>Design Concept</u>	
1.03	<input type="checkbox"/>	<u>Site/Survey</u>	
1.04	<input type="checkbox"/>	Site/Existing Conditions	
1.05	<input type="checkbox"/>	Facilities Site Plan	
1.06	<input type="checkbox"/>	Existing Land Use	
1.07	<input type="checkbox"/>	Topography/Drainage	
1.08	<input type="checkbox"/>	Vegetation/Landscaping	
1.09	<input type="checkbox"/>	Subsurface Conditions	
1.10	<input type="checkbox"/>	Construction Staging/Occupancy of Site During Construction	
1.11	<input type="checkbox"/>	WEPA – Environmental Impact Determination and Identification	
1.12	<input type="checkbox"/>	<u>Utilities/Infrastructure</u>	
1.13	<input type="checkbox"/>	Existing: capacity and condition of existing lines and equipment	
1.14	<input type="checkbox"/>	Proposed central and site utility systems	
1.15	<input type="checkbox"/>	Maintaining utility services and infrastructure during construction	
1.16	<input type="checkbox"/>	<u>Transportation/Circulation</u>	
1.17	<input type="checkbox"/>	Vehicular/Bicycle/Pedestrian	
1.18	<input type="checkbox"/>	Parking	
1.19	<input type="checkbox"/>	Service/Loading/Unloading	
1.20	<input type="checkbox"/>	Access to Site	
1.21	<input checked="" type="checkbox"/>	<u>Existing Building Conditions</u>	
1.22	<input checked="" type="checkbox"/>	Conditions of Existing Building Spaces as necessary for design	
1.23	<input type="checkbox"/>	Condition of Existing Infrastructure and Equipment	
1.24	<input type="checkbox"/>	Demolition Planning/Phasing	
1.25	<input type="checkbox"/>	<u>Building Systems</u>	
1.26	<input type="checkbox"/>	Structural Systems	
1.27	<input type="checkbox"/>	Mechanical Systems/HVAC	
1.28	<input type="checkbox"/>	Environmental Control	
1.29	<input type="checkbox"/>	Electrical/Lighting	
1.30	<input type="checkbox"/>	Lighting Design	
1.31	<input type="checkbox"/>	Fire Alarm	
1.32	<input type="checkbox"/>	Telecommunications Systems	
1.33	<input type="checkbox"/>	Access Control	
1.34	<input type="checkbox"/>	Plumbing	
1.35	<input type="checkbox"/>	Fire Protection Systems	
1.36	<input type="checkbox"/>	Signage (Code Required; Building and Room/Space Identification)	
1.37	<input type="checkbox"/>	Other Systems	
2.00	<input checked="" type="checkbox"/>	Design Considerations	
2.01	<input checked="" type="checkbox"/>	<u>Cost Estimating</u>	
2.02	<input type="checkbox"/>	<u>Constructability</u>	
2.03	<input type="checkbox"/>	<u>Accessibility</u>	
2.04	<input type="checkbox"/>	<u>Sustainable Facilities and Energy Conservation</u>	
2.05	<input type="checkbox"/>	<u>Equipment Layout</u>	
2.06	<input type="checkbox"/>	Campus Technical Review	
3.00	<input type="checkbox"/>	Bid Documents (see contract for details)	
4.00	<input type="checkbox"/>	Construction Administration (see contract for details)	
4.01	<input type="checkbox"/>	<u>Commissioning (Level 1)</u>	
5.00	<input type="checkbox"/>	Post-Construction Deliverables (see contract for details)	
5.01	<input type="checkbox"/>	<u>As-Built Record Drawings</u>	
5.02	<input type="checkbox"/>	<u>Commissioning Details</u>	
5.03	<input type="checkbox"/>	<u>Operations and Maintenance Manuals</u>	
5.04	<input type="checkbox"/>	<u>Warranty/Guarantee Details</u>	

SUPPLEMENTAL SERVICES

ID	Y/N?	Description	Comments and Clarification Notes
A.00	<input checked="" type="checkbox"/>	Planning Considerations	<i>A.04 Includes developing recommendations based on room scheduling and utilization data, program delivery, enrollment projections, and appropriate benchmarks.</i>
A.01	<input type="checkbox"/>	<u>Master Planning</u>	
A.02	<input checked="" type="checkbox"/>	<u>Blocking and Stacking Diagramming</u>	
A.03	<input checked="" type="checkbox"/>	<u>Scope Definition</u>	
A.04	<input checked="" type="checkbox"/>	<u>Space Needs Analysis</u>	
A.05	<input type="checkbox"/>	<u>Site Evaluation</u>	
A.06	<input type="checkbox"/>	<u>Market Study</u>	
A.07	<input checked="" type="checkbox"/>	<u>Space Utilization Analysis</u>	
B.00	<input checked="" type="checkbox"/>	Project and Program Considerations	
B.01	<input checked="" type="checkbox"/>	<u>Occupants/User Activities</u>	
B.02	<input checked="" type="checkbox"/>	Space Tabulation	
B.03	<input checked="" type="checkbox"/>	Room Data Sheets	
B.04	<input type="checkbox"/>	<u>Site/Survey</u>	
B.05	<input type="checkbox"/>	Easements	
B.06	<input type="checkbox"/>	Zoning Approval Efforts	
B.07	<input type="checkbox"/>	Floodplain Restrictions	
B.08	<input type="checkbox"/>	Landholdings/Ownership/Boundaries	
B.09	<input type="checkbox"/>	<u>Utilities/Infrastructure</u>	
B.10	<input type="checkbox"/>	Energy Modeling	
B.11	<input checked="" type="checkbox"/>	<u>Existing Facilities Survey</u>	
B.12	<input type="checkbox"/>	Facility Condition Assessment	
B.13	<input checked="" type="checkbox"/>	Document Existing Conditions	
B.14	<input type="checkbox"/>	Concealed Conditions	
B.15	<input checked="" type="checkbox"/>	Building Code Analysis	
B.16	<input checked="" type="checkbox"/>	Phasing Options and Analysis	
B.17	<input checked="" type="checkbox"/>	Adjacency Analysis and Matrix	
B.18	<input type="checkbox"/>	<u>Facility Specialties</u>	
B.19	<input type="checkbox"/>	Acoustics	
B.20	<input type="checkbox"/>	Elevator Constructor/Vertical Transportation	
B.21	<input type="checkbox"/>	Food Service Operations/Kiosks	
B.22	<input type="checkbox"/>	Security/Video Surveillance	
B.23	<input type="checkbox"/>	Specialty Lighting	
B.24	<input type="checkbox"/>	Other (Please Specify)	
B.25	<input type="checkbox"/>	<u>Furnishings, Fixtures, & Equipment</u>	
B.26	<input type="checkbox"/>	Select Only (campus to procure and install)	
B.27	<input type="checkbox"/>	Select & Specify (campus to procure and install)	
B.28	<input type="checkbox"/>	Select, Specify, & Supervise Installation	
B.29	<input type="checkbox"/>	Fixed Equipment	
B.30	<input type="checkbox"/>	Movable Equipment	
B.31	<input type="checkbox"/>	Art Selection Assistance	
B.32	<input type="checkbox"/>	<u>Universal Design</u>	
B.33	<input type="checkbox"/>	<u>Historic Preservation</u>	
B.34	<input type="checkbox"/>	Historic Structure Report (HSR)	
B.35	<input type="checkbox"/>	Historic Preservation Plan (HPP)	
B.36	<input type="checkbox"/>	Wisconsin Historical Society Approval for Building Concept	
B.37	<input type="checkbox"/>	<u>Presentations</u>	
B.38	<input type="checkbox"/>	Formal Presentation(s)	
B.39	<input type="checkbox"/>	Presentation Materials	
B.40	<input type="checkbox"/>	Facilitate on Campus Design Document Review	
C.00	<input type="checkbox"/>	Construction Administration	
C.01	<input type="checkbox"/>	<u>Additional Construction Administration Services</u>	
D.00	<input type="checkbox"/>	Miscellaneous	

SUPPLEMENTAL SERVICES

Architectural/Engineering/Planning (Rev. 2021-07)

D.01	<input type="checkbox"/>	<u>Wayfinding</u>
D.02	<input type="checkbox"/>	<u>Building Performance and Certification Standards Compliance</u>
D.03	<input type="checkbox"/>	<u>Renderings, Models, and Mock-Ups</u>
D.04	<input type="checkbox"/>	<u>Building Information Modeling</u>
D.05	<input type="checkbox"/>	<u>Measured Drawings Beyond Project Area</u>
D.06	<input type="checkbox"/>	<u>Commissioning (i.e. Level 2, Exterior Envelope)</u>
D.07	<input type="checkbox"/>	<u>Post Occupancy Evaluation</u>
E.00	<input type="checkbox"/>	Other (Please Specify)

SUPPLEMENTAL SERVICES

Board of Regents Evaluation Criteria Support

ID	Y/N?	Description	Comments and Clarification Notes
F.00	<input type="checkbox"/>	Pre-Requisite Considerations	
F.01	<input type="checkbox"/>	<u>Surge Space(s) Identification and Suitability Determination</u>	
F.02	<input type="checkbox"/>	<u>Utility Infrastructure Impact(s) Identification and Strategy Recommendation</u>	
G.00	<input type="checkbox"/>	Capital Plan Considerations	
G.01	<input type="checkbox"/>	<u>Project Sequence Dependency Identification</u>	
H.00	<input type="checkbox"/>	Physical Development Impacts	
H.01	<input type="checkbox"/>	Code Compliance Resolution	
H.02	<input type="checkbox"/>	Health & Safety Condition Resolution	
H.03	<input type="checkbox"/>	Environmental Protection Condition Resolution	
H.04	<input type="checkbox"/>	Facility and/or Program Standards Condition Resolution	
H.05	<input type="checkbox"/>	Space Profile (Demolition/Renovation/New Construction)	
I.00	<input checked="" type="checkbox"/>	Programmatic Impacts	
I.01	<input type="checkbox"/>	Energy Use and Cost Impacts	
I.02	<input checked="" type="checkbox"/>	Space Quality, Performance, and Suitability Determination	<i>I.02 Determine and document functionality improvements that the proposed project solution/phase/alternate provides in comparison to existing conditions and space.</i>
I.03	<input checked="" type="checkbox"/>	Space Quantity, Availability, and Capacity Determination	<i>I.03 Determine and document if any portion of the proposed project solution/phase/alternate resolves a demonstrated space shortage for program space, especially instructional classrooms and laboratories.</i>
I.04	<input type="checkbox"/>	Space Utilization Profile and Benchmarking	

SUPPLEMENTAL SERVICES

Space Planning and Assessment

This project provides a comprehensive, campus wide space needs, use, and suitability analysis for current and anticipated future needs. The analysis, conclusions, determinations, and recommendations from this effort will be used as the basis for a campus wide space use plan and for multiple future campus planning and capital project initiatives. This effort will comply with the UW System Administration Physical Planning Goals and Principles <<https://www.wisconsin.edu/capital-planning/planning/>>, the Board of Regents Major Project Request Evaluation Criteria <<https://www.wisconsin.edu/capital-planning/capital-budget/request-evaluation/>>, and the Postsecondary Education Facilities Inventory and Classification Manual (FICM) 2006 Edition <<https://nces.ed.gov/pubs2006/2006160.pdf>> as applicable and appropriate. This effort will also follow DFD's Guideline for Developing Program Statements and Feasibility Studies (Rev 2019-02 or later edition), #6a Table of Contents standard.

Scope of work components include developing color-coded schematic floor plans, tabular room/space data, and narrative descriptions to depict and detail the following items for each building, wing, floor level, and/or quadrant as applicable. This reference information will be used to assess potential space relocations and/or reallocations. The scope of work will likely be phased to allow review and to determine the specifics and services required for each consecutive component. The outline below is a general reference of the phases and the associated components of each. These phases may be further defined and refined throughout the project.

ID	Y/N?	Description	Comments and Clarification Notes
J.00	<input type="checkbox"/>	PART I: CORE INFORMATION	

- J.01 Framework and Floor Assessment: structural bay spacing, floor to floor height/clear space, floor loading capacity, roof loading capacity, etc.
- J.02 Space Inventory and Allocation: current space inventory and allocations by college or school; department or program; room/space type; assignable square feet; occupancy capacity, student station and furniture type; etc. Room/space allocation coding should be assigned according to the Postsecondary Education Facilities Inventory and Classification Manual (FICM) 2006 Edition, Section 4.3 Space Use Codes. Includes the minimum data inventory fields and requirements by UW System Administration. This template (available upon request) can be expanded if needed for specific space planning needs by each project or institution.
- J.03 Instructional Space Inventory and Index: enhanced and expanded tabular data specific to general access classrooms and instructional laboratories. Includes room dimensions, aspect ratio, ceiling height, technology level, deficiency codes, and comments.

K.00 PART II: CONDITION, USE, AND UTILIZATION ASSESSMENT

- K.01 Functionality/Space Use Assessment: current space allocation functionality and suitability assessment, adaptive reuse assessment if/when a space is defined as unsatisfactory or inappropriate for current use, building and/or program standards and compliance assessment, building and/or program deficiencies, etc. Condition ratings should be assigned according to the Postsecondary Education Facilities Inventory and Classification Manual (FICM) 2006 Edition, Section 5.5.5 Space Suitability. Provide condition assessment by building system and for the overall building or complex of connected building additions.
- K.02 Physical Condition Assessment: current physical condition assessment, physical deficiency assessment, etc. Condition ratings should be assigned according to the Postsecondary Education Facilities Inventory and Classification Manual (FICM) 2006 Edition, Sections 5.5.4 Building Condition and 5.5.6 Room or Space Condition. Provide condition assessment by building system and for the overall building or complex of connected building additions.
- K.03 Space Utilization Assessment: projected future space allocations by college or school, department or program, room/space type, assignable square feet, occupancy capacity, etc. based on demand and utilization data, projected enrollment growth, program and space type standards and compliance. Room/space allocation coding should be assigned according to the Postsecondary Education Facilities Inventory and Classification Manual (FICM) 2006 Edition, Section 4.3 Space Use Codes. This component requires analysis of room/space schedule, enrollment/occupancy, and capacity information available from the Registrar for instructional spaces, event management systems, and departmentally controlled spaces. A minimum of the most recent fall and spring semester (excluding Fall 2020 and Spring 2021 due to COVID-19 remote learning protocols) of instructional space utilization and schedule data available should be analyzed. All instructional space utilization data should be provided at a minimum in the UW System Administration template for Instructional Space Utilization Reporting, which is available upon request.