



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

REQUEST FOR CONSULTING SERVICES

FOR

CAMPUS LIBRARIES

FACILITIES MASTER PLAN

AT

UW-MADISON

August 2015

Project No. 15H1L

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Background and Purpose

The UW–Madison campus libraries are as diverse as the campus itself and range in size from small reading rooms with a few hundred books to major research collections containing several million titles in multiple formats. With the exception of single department reading rooms, most campus libraries have their holdings listed in the shared online catalog and participate in other library services such as lending and document delivery. These libraries, which are listed below, are included in this master plan:

- The General Library System (GLS) consisting of Memorial Library (humanities and social sciences), College Library (undergraduate library), Steenbock Library (agriculture and life sciences), and GLS “member libraries” that serve the disciplines of Art, Astronomy, Business, Chemistry, Geography, Geology, Mathematics, Music, Physics, Social Science, and Social Work, as well as Archives and Special Collections. These libraries report through the Vice Provost for the Libraries.
- Professional Libraries serving the university’s schools of Law, Health Sciences (including Medicine, Nursing, and Pharmacy), Education (MERIT, including CCBC), and Engineering (Wendt Commons). These libraries report through their respective college deans. The Wisconsin Historical Society collection serves as the North American history library for the University of Wisconsin.

Special Purpose Libraries serving individual departments or programs, including American Indian Studies, the Arboretum, Data and Information Services Center (DISC), Chicano and Latino Studies, Journalism Reading Room, LGBT Campus Center, Learning Support Services, Library and Information Studies, Limnology, Schwerdtfeger Atmospheric Oceanic and Space Science, Ruth Ketterer Harris (SoHE), the Veterinary Medicine Reading Room, Wisconsin Water, and Zoological Museum. These libraries/centers report through their respective academic departments or administrative unit.

As changing demands, expectations, and resources emerge, the campus libraries are taking a proactive approach to modifying how they function while ensuring high-quality service is preserved. Overall library strategies include: assessing user needs across campus, strengthening the collections program, developing a comprehensive scholarly communications program, developing and investing in the expertise to meet libraries’ goals, capitalizing on efficiencies, optimizing e-solutions and digital initiatives, developing sustainable budget models to increase flexibility, income, and innovation.

The UW-Madison campus libraries are currently involved in a number of projects that will make recommendations to reduce the physical footprint of the libraries through more effective space planning and consolidation. Consolidating libraries will help to preserve core functions in the face of dwindling budgets. This will enable the libraries to reallocate dollars to necessary materials, technology infrastructure, and core research and teaching services and programs.

With the nature of both undergraduate and graduate instruction and research now encompassing technology and data management practices, collaborative work and multi-disciplinary topics, the spaces within libraries must facilitate new ways of instruction as well as working with collections and librarians. Library spaces must increasingly encourage cross-disciplinary conversations; provide opportunities for students to work either collaboratively or individually; and allow them to practice presentations or lectures.

Project Scope and Description

The UW-Madison seeks to complete a facilities master plan for its campus libraries that will consist of:

- An inventory of all space (approximately 834,000 ASF) by the Post-Secondary Education Facilities Inventory and Classification Manual (FICM) code;
- A utilization analysis of its spaces;
- A determination of how to meet defined and emerging programmatic needs via either new or renovated space, including needs for collections storage;
- Examination of space needs from a disciplinary perspective across campus libraries; a modern 21st Century science library and an arts, humanities, and social science library;
- Alignment of the facilities master plan effort with the UW-Madison campus libraries' strategic plan, the libraries consolidation report, and with the campus libraries' print management strategy;
- Preliminary cost estimate and an implementation sequence based on realistic funding opportunities.
- Coordination with the 2015 Campus Master Plan update process

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 programmatic assessment and improvement of the UW-Madison campus libraries for the next twenty years. In addition to using the planning documentation that is referenced above, the consultant should be prepared to engage in an interactive information gathering and plan development process with stakeholders that include:

- Office of the Vice Provost for Libraries
- Library Consolidation Working Group
- Library Space Planning Committee
- Space Planning and Shelving Group
- Facilities Planning and Management
- UW System Administration
- State of Wisconsin Division of Facilities Development
- Selected stakeholders and user groups

UW-Madison Facilities Planning and Management and UW-Madison campus libraries 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. Recommendations developed by the UW-Madison campus libraries facilities master plan will provide direction for renovations or changes to existing space, as well as planning for new/future spaces.

Potential audiences and uses for the plan include:

- Institutional leadership
 - Guiding campus and Campus Libraries planning decisions
 - Improving the campus libraries' physical environment
- Institutional community and students, faculty and staff
 - Ensuring stakeholders of a coherent, comprehensive physical identity and future vision
 - Sharing of future development guidance
- Potential donors

Provide the following specific services:

- Develop draft and final work plans that include: committee meetings, workshops, deliverable publication, and review periods/sessions.
- Review existing plans that include: the Campus Libraries Strategic Plan and the Campus Libraries Consolidation Plan.
- Develop a Space Needs Analysis and Recommendations based on the library plans noted above, scheduling/ utilization data, program delivery patterns, research and enrollment trends, and appropriate benchmarks

Project Deliverables

Deliverables will 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, key recommendations, and Implementation, 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 and bound copies 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.

Consultant Qualifications

The consultant should have completed a master plan for a Carnegie Classification RU/VH institution with a multiple library system similar to that of the UW-Madison.

Well-qualified teams will have either the prime consultant or a sub-consultant with the following specific design experience with higher education library space use planning and needs assessment.

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 biography/resume for each key staffer.
- A listing of similar master planning projects.

Contacts

UW-Madison	Megan McBride	mmcbride@fpm.wisc.edu	608-265-9671
UW-System	Jeff Kosloske	jkosloske@uwsa.edu	608-263-4417

Project Budget

The total budget for this study is expected to be \$500,000.

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

Library Spaces

The library spaces included in this master plan include the following:

Library	Location	ASF
Memorial Library	Memorial Library	354,527
College Library	White Hall, Helen C	97,743
Pharmacy Library	Rennebohm Hall	1,213
Social Science Reference Library	Social Science Bldg, Sewell, William H.	5,070
Chemistry Library	Chemistry Bldg, F Daniels & J H Mathews	7,000
Math Library	Van Vleck Hall, E B	6,986
Goegraphy Library	Science Hall	12,976
Botany Library	Birge Hall	4,853
Physics Library	Chamberlin Hall, Thomas C	6,684
Steenbock Library	Steenbock Memorial Library	81,372
Business Library	Grainger Hall	21,557
MERIT & Cooperative Children's Book Center (CCBC)	Teacher Education	21,461
Schwerdtfeger Library	Atmospheric Oceanic & Space Sciences Bldg	2,125
Wendt Commons Library	Wendt Commons, Kurt F	51,245
Law Library	Law Building	53,846
Social Work Library	School of Social Work Building	3,889
Compact Shelving	Middleton Building, William S	5,392
Learning Support Services	Van Hise Hall	10,707
Geology and Geophysics Library	Weeks Hall for Geological Sci, Lewis G	8,546
Art Library	Elvehjem Building, Conrad A	11,759
Ebling Medical Library	Health Sciences Learning Center	64,890
	TOTAL	833,841