

University of Wisconsin
Eau Claire

Request for Architectural/Engineering/Planning Services

Governors Hall Addition and Renovation

State Project No. 18E2P

June 2018

CONSULTANT REQUIREMENTS

Architectural/Engineering/Planning (Rev. 2018-05)

This request provides architectural/engineering/planning (AEP) resources to complete the project phases indicated below for **State Project No. 18E2P – GOVERNORS HALL ADDITION AND RENOVATION at the University of Wisconsin-Eau Claire** (*see attached for further detail*).

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

Consultants should submit their qualifications in the form of a letter of interest and demonstrate specific expertise and experience in the programming, design, comprehensive renovation, and construction coordination of existing higher education residence halls as part of a design team. Work includes project area surveys, acquiring field data, and verifying as-built conditions to assure accurate development of design and bidding documents. The consultant will verify project scope, schedule, and budget estimates, and recommend modifications as required to complete the specified project intent. The consultant will prepare a 10% concept report to confirm project scope, budget, and schedule.

The consultant(s) will participate in a highly interactive campus planning process by meeting with appropriate campus staff, including Housing and Residence Life to develop Program Statement, Preliminary Design, and Final Design documentation. Working in collaboration with the campus project team, the consultant will be responsible for program development, verification, and documentation; developing and documenting design alternatives with corresponding construction cost estimates and construction schedules for each design alternative; and determining and documenting any project work dependencies for selected design alternatives.

The design consultant(s) will provide program verification and preliminary design services through construction administration services as indicated in the Division of Facilities Development and Management (DFDM) *the Policy and Procedure Manual for Architects/Engineers and Consultants*, and the *DFDM Contract for Professional Services*. These services may be contracted through multiple part contracts 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.

In addition to the requirements for preliminary through construction in the DFDM *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 on the entire facility complex.
- Perform Project Planning. Evaluate and prepare for DFDM 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 with a Program Statement per the DFDM *Policy and Procedure Manual for Architects/Engineers and Consultants* incorporating the Facilities Condition Assessment (completed during the feasibility study), code assessment, and project delivery scenarios, phases, and alternatives.
- The design consultant(s) will also prepare documents necessary for Board of Regents and State Building Commission construction authority.

Preliminary and Final Design Services: In addition to the requirements for preliminary design through construction in the DFDM *Policy and Procedure Manual for Architects/Engineers and Consultants*, the following additions and clarifications should be noted:

- The design consultant(s) will work with DFDM and the appropriate campus staff to review the Program Statement, Preliminary Design, and Final Design documents. The design consultant(s) will attend a design review meeting at each of the Preliminary Design and Final Design review stages. The reviewers will provide written comments to the DFDM Project Manager based on the documents, and discuss the comments with the design consultant(s). The design consultant(s) are required to provide written responses to the DFDM Project Manager.
- Cost Estimating: Provide conceptual construction cost estimates for all design alternatives and provide detailed construction cost estimates for selected design alternative. All detailed cost estimates for selected design alternative must provide clear construction cost detail with a dated reference for ease of future cost escalation. All project cost components, not within the construction costs, such as basic and additional design services, project management fees, design contingency, project contingency, movable and special equipment, escalation factors, must be detailed clearly and separately from the construction cost estimates.

Note that per the DFDM *Policy and Procedure Manual for Architects/Engineers and Consultants*, the following services will not be included in the scope of services:

- Hazardous material abatement design will be provided by a consultant under separate contract with DFDM based on the demolition plans. Abatement documents will be incorporated into the bid set.
- Preparation of a Wisconsin Environmental Protection Act (WEPA) Type II will be contracted separately by the campus.

CONSULTANT REQUIREMENTS

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Required deliverables will align with those outlined in the DFDM Policy and Procedure Manual for Architects/Engineers and Consultants.

Note: This template is based upon DFDM's https://doa.wi.gov/Pages/DoingBusiness/Forms_Docs.aspx, December 2013 edition, Section Three - Pre-Design Phase (3.c.2.b Table of Contents, 3.C.2.e Physical Planning Issues, 3.C.2.h Room Data Sheets, 3.C.2.i Special Planning Issues, 3.C.2.j Budget).

BASIC SERVICES

Architectural/Engineering/Planning (Rev. 2018-05)

ID	Y/N?	Description	Comments and Clarification Notes	
1.00	<input checked="" type="checkbox"/>	Project and Program Considerations	<p><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></p> <p>1.05 Please see <https://www.wisconsin.edu/capital-planning/reference/deliverables/> for more detailed AutoCAD and geospatial data definition requirements.</p> <p>1.06 Includes erosion control requirements.</p>	
1.01	<input checked="" type="checkbox"/>	<u>Program Verification</u>		
1.02	<input checked="" type="checkbox"/>	<u>Design Concept</u>		
1.03	<input checked="" type="checkbox"/>	<u>Site/Survey</u>		
1.04	<input checked="" type="checkbox"/>	Site/Existing Conditions		
1.05	<input checked="" type="checkbox"/>	Facilities Site Plan		
1.06	<input checked="" type="checkbox"/>	Existing Land Use		
1.07	<input checked="" type="checkbox"/>	<i>Topography/Drainage</i>		
1.08	<input checked="" type="checkbox"/>	<i>Vegetation/Landscaping</i>		
1.09	<input checked="" type="checkbox"/>	<i>Subsurface Conditions</i>		
1.10	<input checked="" type="checkbox"/>	<i>Construction Staging/Occupancy of Site During Construction</i>		
1.11	<input checked="" type="checkbox"/>	<i>WEPA – Environmental Impact Determination and Identification</i>		
1.12	<input checked="" type="checkbox"/>	<u>Utilities/Infrastructure</u>		1.13 Includes the central utility plant.
1.13	<input checked="" type="checkbox"/>	Existing: capacity and condition of existing lines and equipment		1.14 Includes chilled water, domestic water, electrical power, natural gas, sanitary sewer, storm water sewer, steam and condensate return, and telecommunications.
1.14	<input checked="" type="checkbox"/>	Proposed central and site utility systems	<p>1.20 Includes during construction period.</p>	
1.15	<input checked="" type="checkbox"/>	Maintaining utility services and infrastructure during construction		
1.16	<input checked="" type="checkbox"/>	<u>Transportation/Circulation</u>		
1.17	<input checked="" type="checkbox"/>	Vehicular/Bicycle/Pedestrian		
1.18	<input checked="" type="checkbox"/>	Parking		
1.19	<input checked="" type="checkbox"/>	Service/Loading/Unloading		
1.20	<input checked="" 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 checked="" type="checkbox"/>	Condition of Existing Infrastructure and Equipment		
1.24	<input checked="" type="checkbox"/>	Demolition Planning/Phasing		
1.25	<input checked="" type="checkbox"/>	<u>Building Systems</u>		
1.26	<input checked="" type="checkbox"/>	Structural Systems		
1.27	<input checked="" type="checkbox"/>	Mechanical Systems/HVAC		
1.28	<input checked="" type="checkbox"/>	<i>Environmental Control</i>		
1.29	<input checked="" type="checkbox"/>	Electrical/Lighting		
1.30	<input checked="" type="checkbox"/>	<i>Lighting Design</i>		
1.31	<input checked="" type="checkbox"/>	<i>Fire Alarm</i>		
1.32	<input checked="" type="checkbox"/>	<i>Telecommunications Systems</i>		
1.33	<input checked="" type="checkbox"/>	<i>Access Control</i>		
1.34	<input checked="" type="checkbox"/>	Plumbing		
1.35	<input checked="" type="checkbox"/>	Fire Protection Systems		
1.36	<input checked="" type="checkbox"/>	Signage (Building and Room/Space Identification)		
1.37	<input checked="" type="checkbox"/>	Other Systems		
2.00	<input checked="" type="checkbox"/>	Design Considerations	<p>2.04 Includes the Sustainable Facilities Standards Checklist items applicable to the project.</p> <p>5.01 Please see <https://www.wisconsin.edu/capital-planning/reference/deliverables/> for more detailed AutoCAD and geospatial data definition requirements.</p> <p>5.02 Includes performance test data, list of normal and alarm set points, and contact information for responsible parties.</p> <p>5.03 Includes all newly installed components, include list of all input/output control points and custom software with programming requirements needed to maintain and/or field-modify newly installed systems.</p> <p>5.04 Includes contact information for responsible parties and date of warranty expiration.</p>	
2.01	<input checked="" type="checkbox"/>	<u>Cost Estimating</u>		
2.02	<input checked="" type="checkbox"/>	<u>Constructability</u>		
2.03	<input checked="" type="checkbox"/>	<u>Accessibility</u>		
2.04	<input checked="" type="checkbox"/>	<u>Sustainable Facilities and Energy Conservation</u>		
2.05	<input checked="" type="checkbox"/>	<u>Equipment Layout</u>		
2.06	<input checked="" type="checkbox"/>	<u>Campus Technical Review</u>		
3.00	<input checked="" type="checkbox"/>	Bid Documents (see contract for details)		
4.00	<input checked="" type="checkbox"/>	Construction Administration (see contract for details)		
4.01	<input checked="" type="checkbox"/>	<u>Commissioning (Level 1)</u>		
5.00	<input checked="" type="checkbox"/>	Post-Construction Deliverables (see contract for details)		
5.01	<input checked="" type="checkbox"/>	<u>As-Built Record Drawings</u>		
5.02	<input checked="" type="checkbox"/>	<u>Commissioning Details</u>		
5.03	<input checked="" type="checkbox"/>	<u>Operations and Maintenance Manuals</u>		
5.04	<input checked="" type="checkbox"/>	<u>Warranty/Guarantee Details</u>		

SUPPLEMENTAL SERVICES

Architectural/Engineering/Planning (Rev. 2018-05)

ID	Y/N?	Description	Comments and Clarification Notes
A.00	<input type="checkbox"/>	Planning Considerations	
A.01	<input type="checkbox"/>	<u>Master Planning</u>	
A.02	<input type="checkbox"/>	<u>Blocking and Stacking Diagramming</u>	
A.03	<input type="checkbox"/>	<u>Scope Definition</u>	
A.04	<input 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 type="checkbox"/>	<u>Space Utilization Analysis</u>	
B.00	<input type="checkbox"/>	Project and Program Considerations	
B.01	<input type="checkbox"/>	<u>Occupants/User Activities</u>	
B.02	<input type="checkbox"/>	Space Tabulation	
B.03	<input 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 type="checkbox"/>	<u>Existing Facilities Survey</u>	
B.12	<input type="checkbox"/>	Facility Condition Assessment	
B.13	<input type="checkbox"/>	Document Existing Conditions	
B.14	<input type="checkbox"/>	Concealed Conditions	
B.15	<input type="checkbox"/>	Building Code Analysis	
B.16	<input type="checkbox"/>	Phasing Options and Analysis	
B.17	<input type="checkbox"/>	Adjacency Analysis and Matrix	
B.18	<input type="checkbox"/>	<u>Facility Specialties</u>	
B.19	<input type="checkbox"/>	Acoustics	
B.20	<input checked="" 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>Furniture and Equipment</u>	
B.26	<input type="checkbox"/>	Design Standards to Follow	
B.27	<input type="checkbox"/>	Furniture Design Services	
B.28	<input type="checkbox"/>	Fixed Equipment	
B.29	<input type="checkbox"/>	Movable Equipment	
B.30	<input type="checkbox"/>	Art Selection Assistance	
B.31	<input type="checkbox"/>	<u>Universal Design</u>	
B.32	<input type="checkbox"/>	<u>Historic Preservation</u>	
B.33	<input type="checkbox"/>	Historic Structure Report (HSR)	
B.34	<input type="checkbox"/>	Historic Preservation Plan (HPP)	
B.35	<input type="checkbox"/>	Wisconsin Historical Society Approval for Building Concept	
B.36	<input type="checkbox"/>	<u>Presentations</u>	
B.37	<input type="checkbox"/>	Formal Presentation(s)	
B.38	<input type="checkbox"/>	Presentation Materials	
B.39	<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	
D.01	<input checked="" type="checkbox"/>	<u>Wayfinding</u>	
D.02	<input type="checkbox"/>	<u>LEED™</u>	

SUPPLEMENTAL SERVICES

- D.03 Renderings, Models, and Mock-Ups
- D.04 Building Information Modeling
- D.05 Measured Drawings Beyond Project Area
- D.06 Commissioning (i.e. Level 2, Exterior Envelope)
- D.07 Post Occupancy Evaluation
- E.00 **Other (Please Specify)**

D.04 BIM is required for all State projects as part of Basic Services.

SUPPLEMENTAL SERVICES

ID	Y/N?	Description	Comments and Clarification Notes
F.00	<input type="checkbox"/>	General Considerations	
F.01	<input type="checkbox"/>	<u>Surge Space(s) Identification</u>	
F.02	<input type="checkbox"/>	<u>Utility Infrastructure Impact(s) Identification</u>	

G.00	<input type="checkbox"/>	Priority Considerations	
G.01	<input type="checkbox"/>	<u>Project Sequence Dependency Identification</u>	

H.00	<input type="checkbox"/>	Physical Development Considerations	<i>H.05 Complete the table shown at left as per each proposed project solution/phase/alternate and provide the additional assessments for each type of project space as outlined below the table.</i>
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 checked="" type="checkbox"/>	Space Profile (Demolition/Renovation/New Construction)	

Demolition	0	ASF	0	GSF	\$	0
Renovation	0	ASF	0	GSF	\$	0
New Construction	0	ASF	0	GSF	\$	0
Project Total	0	ASF	0	GSF	\$	0

Determine and document the following for each solution/phase/alternative...

1. *Estimated capital renovation costs and current replacement value for the proposed space to be demolished.*
2. *Estimated capital renovation costs and current replacement value for the proposed space to be renovated.*
3. *If any portion of the proposed new construction space is required to resolve building codes and standards, and/or health and safety conditions, and/or environmental protection conditions, and/or facility or program standards which cannot be economically be resolved in existing space.*
4. *If any portion of the proposed new construction space is required to resolve demonstrated capacity issues or space shortages related to enrollment growth and 5-year enrollment trends (specific program and/or overall campus).*
5. *If any portion of the proposed new construction is required to resolve poor adaptive reuse potential for existing space that could have been included in the proposed project solution scope and budget estimate.*

I.00	<input type="checkbox"/>	Program Considerations
I.01	<input type="checkbox"/>	Functionality Improvement(s) Identification
I.02	<input type="checkbox"/>	Energy Cost Impact Profile
I.03	<input type="checkbox"/>	Space Shortage(s) Condition Resolution
I.04	<input type="checkbox"/>	Space Utilization Profile

Major Project Request

2017-19 Biennium

Agency

University of Wisconsin

Institution

Eau Claire

Project Title

Governors Hall Addition and Renovation

Project Request

The UW System requests enumeration of \$19,307,000 Program Revenue Supported Borrowing to construct 12,100 GSF of new space and renovate 40,940 ASF/65,283 GSF of Governors Hall at UW-Eau Claire.

Project Description and Scope

Governor's Hall has two four-story tower wings that have a common first floor main entrance and lobby. This project redesigns and reconstructs the lower level (including footings and foundation) to accommodate a new elevator and make the first floor entrance accessible. Above the reconstructed lower and first floor, the two wings will be joined on every subsequent floor with an elevator lobby. Restrooms will be relocated to the new lobby space on every floor and will be designed for ADA access. The space vacated by the existing restroom facilities on each of the upper three floors will be converted into five resident rooms, adding an additional 30 beds to the total building inventory. First floor restrooms will be expanded in their current location to provide accessibility.

The project renews the facility by replacing all mechanical, electrical, and plumbing systems and associated fixtures. A new fire sprinkler system and air conditioning will be installed. The roofing system and all exterior windows will be replaced. Selective tuck-pointing and repairs will be made to the exterior brick walls and flashing, and joints will be resealed.

Background

Governors Hall was constructed in 1962. It is one of the oldest housing units on the upper campus, and has never undergone a comprehensive renovation. The facility has two four-story wings (north and west) that were constructed simultaneously and function as one unit. This renovation will increase capacity from 310 students to 340 through the conversion of existing restrooms to resident rooms.

Analysis of Need

A comprehensive building condition assessment determined that all systems are well beyond their useful life and need replacement. Mechanical and plumbing systems are in danger of catastrophic failure. The steam heat and pneumatic controls are original to the building and require replacement. The HVAC system is inefficient and temperature control is extremely difficult to maintain. Electrical and telecommunications systems do not meet the current demands or have adequate capacity for expansion.

The building does not meet current ADA/code regulations: it has no elevators; stairwells are non-compliant; it has no fire suppression system; and restroom/occupant fixture count does not meet current code requirements. The building will become ADA code-compliant by connecting the wings to the new shared elevator.

The expansion of restroom facilities will provide more privacy for residents, additional fixtures, and ADA accommodations. The addition of an elevator and redesign of the building's main entrance will provide ADA accessibility to the entire building. Construction of a common core will increase circulation throughout the entire building.

The roofing system shows signs of failure, is past its useful life, and will need replacement within five years. Exterior building joints are showing deterioration and failures and minor brick replacement is needed.

Alternatives

None.

Major Project Request

2017-19 Biennium

Project Budget

Construction Cost:	\$	15,774,000
A/E Design Fees:	\$	1,262,000
Other Fees:	\$	0
DFD Management Fees:	\$	694,000
Contingency:	\$	1,577,000
Movable/Special Equip.:	\$	0
	\$	19,307,000

Funding Source

General Fund Supported Borrowing	\$	0
Program Revenue Supported Borrowing	\$	19,307,000
Building Trust Funds	\$	0
Gifts and Grants	\$	0
Program Revenue Cash	\$	0
	\$	19,307,000

Impact on Operating Budget

	FTE	Cost
Custodial Staff	0.33	\$ 8,085
Maintenance Staff	0.10	\$ 5,000
Supplies		\$ (5,465)
Utilities		\$ 12,975
	0.43	\$ 20,595

It is estimated that an additional \$20,595 will be required annually to support the completion of this project for staffing, supplies and equipment, and energy bills. Adequate and appropriate operational budget sources have been identified and internally allocated/committed to support this proposed project.

Project Schedule

A/E Selection:	August 2018
Design Report:	Aug 2019
Bid Date:	Feb 2020
Start Construction:	May 2020
Substantial Completion:	Aug 2021
Final Completion:	Dec 2021

Project Delivery

At the present time, it is anticipated that the standard state project delivery process will be used.

Previous Action

None.