The Board of Regents of the University of Wisconsin System (Universities of Wisconsin) is seeking firms qualified in providing Architecture, Engineering, and Construction Administration services to submit a Statement of Qualifications (SOQ) to the Universities of Wisconsin (UW) for the following project. SOQs are due before 2 PM Central Time, September 4, 2024. The Universities of Wisconsin anticipates awarding the project to the selected Firm by the end of September and work to begin immediately upon an executed contract.

# Project Description

This project will renovate the interior and exterior of Science Hall on the University of Wisconsin-Madison campus, including resolving Mechanical, Electrical, and Plumbing deficiencies.

This project includes the complete interior renovation of the National Historic Landmark Science Hall (98,400 GSF), repurposing otherwise unusable space while restoring historical integrity. The project will add 4,500 GSF to accommodate new code-compliant elevators and house new electrical equipment. The resulting renovation will use existing space more efficiently, add gender-neutral restrooms on each floor, create modern teaching environments, updated labs, and flexible functional spaces for growing programs, all while solving safety, accessibility, and deferred maintenance issues, including asbestos abatement, connection to chilled water, updated plumbing, electrical, HVAC, fire protection, conveyance, audio visual systems, sewer, water, power, data, lighting, direct digital controls, and accessibility needs. The project scope includes a comprehensive rehabilitation of the building exterior guided by the Historic Structure Report (attached), a complete renovation of the building interior, including preservation and restoration of historic elements, and a comprehensive overhaul of the existing mechanical, electrical, and plumbing systems. The project scope also includes additional code required upgrades. See the attached 2021 Advanced Planning Study and Appendix for the full program (DFD #20E2A) with Concept #2 preferred.

The construction is envisioned as a single-phase project due to the interconnectedness of the building systems and the central open stair/atrium, which cannot be used as an exit for all floors. The building will not be occupied during construction.

The design services will be conducted in two phases. Phase I will build upon the Advanced Plan to develop a donor package and move the design forward in anticipation of securing donor funding. Phase II will move forward into design and construction. Following the conclusion of Phase I, at the sole discretion of UW, the project may proceed to Phase II, which will complete the Basic Services of design through Construction Administration and project close-out. The project processes will follow all appropriate state of Wisconsin statutes.

# Background & Purpose

Science Hall, a highly recognizable National Historic Landmark located on the University of Wisconsin-Madison campus at 550 N. Park Street, has served as a home for many of the University’s science-related disciplines over time. Science Hall is currently home to the Department of Geography, the Nelson Institute for Environmental Studies, and the State Cartographer’s Office. The building was constructed from 1885-1887 and was designed by architect Henry C. Koch from Milwaukee, Wisconsin. Constructed of structural clay tile and reinforced steel beams, Science Hall was designed to be as fireproof as possible at the time because the original Science Hall was destroyed by fire in 1884.

This Science Hall Renovation project is a complete and thorough building rehabilitation that preserves the building’s historical and architectural significance while bringing the aging instructional facilities, such as classrooms and labs, up to modern standards, improving life safety and accessibility, upgrading all building systems, and providing a welcoming and active academic space throughout for students, faculty, and staff.

As a major renovation project, this will need to employ sensitivity to the building’s historic context – preserving, restoring, and rehabilitating as much as possible. This balancing of preservation with renovation is one of the key planning and design issues of this project, which needs to follow the Secretary of the Interior Standards for a National Historic Landmark, which will inform much of the final decision-making.

## Advanced Planning:

An advanced planning report has been completed and dated 11/5/2021. (DFD PROJECT NUMBER: 20E2A).

A Historic Structure Report has been completed and dated 09/09/2021. (DFD PROJECT NUMBER: 20E2A).

## Building Data

Building No. 285-0A-0053

Building Name Science Hall

Building Address 550 North Park Street, Madison, WI 53706

## Project Budget

Estimated construction cost $81,000,000

## Funding Source

This is a 100% gift & grant funded project and will be delivered with design and construction contracts held by the Board of Regents of the University of Wisconsin System.

## Project Schedule (Phase I)

A/E Selection September 2024

Start Design Services October 2024

Donor Package December 2024

Schematic Design April 2025

**Project Schedule (Basic Services – Phase II)**

BOR May 2025

Design Development February 2026

Bid Opening: September 2026

Start Abatement: December 2026

Start Construction: February 2027

Substantial Completion: February 2029

# Scope of Services

The consultant team is to be prepared to provide the following services:

## Pre-Design Services (Phase I)

Facility/Department program.

Project definition.

Goals and visioning sessions.

Scenario planning.

Blocking and stacking diagrams.

Space tabulation.

Room Data Sheets.

Campus or master planning.

Site Survey (Easements, Zoning Approval, Floodplain Restrictions, Environmental Restrictions, etc).

Geotechnical.

Feasibility study.

Cost estimating.

Renderings.

Donor package.

Site Utility Investigation

## Phase I Basic Service (Design and Construction):

1. Schematic Design
   1. Review and evaluate the Owner’s program, schedule, budget (Cost of the Work), Project site, and Initial Information
   2. Preliminary design options illustrating scale and relationship of Project components.
   3. Schematic Design Documents (site plan, building plans, sections and elevations. May include study model, perspective sketches, and/or digital representations. Including preliminary major building systems and construction materials).
   4. Publish 15% design materials (description of project, drawings, estimate of Cost of the Work and Project Budget, and schedule).

## Phase II Basic Service (Design and Construction):

1. Design Development
   1. Design Development Documents (e.g., plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, landscape and site design, structural, mechanical and electrical systems, and other appropriate elements and systems)
   2. Assist with internal UW reviews (Shop reviews, user group reviews, etc.), as appropriate.
   3. Update estimate of Cost of the Work, Project Budget, and schedule.
2. Construction Documents
   1. Development of Construction Documents (which include Drawings and Specifications) for the construction of the Work, incorporating requirements from governmental authorities, for use in approved state of Wisconsin bidding processes.
   2. 90% progress set to Owner.
   3. Update estimate of Cost of the Work, Project Budget, and schedule.
   4. 100% set for bidding.
3. Procurement
   1. Support Owner’s Single Prime bidding process, including, but not limited to, preparing the posting documents, preparing and issuing addendum, and attending all walk-throughs.
4. Construction Administration
   1. Perform Construction Administrative services as described in the contract (Certificate for Payments, Submittals, shop drawing reviews, RFI’s, CBs, CCDs, COs, etc.).
   2. Visit the site and determine if the Work observed conforms to Contract Documents.
   3. Standard AIA defined work, but potentially different than other state work:
      1. Participate and lead Construction progress meetings
      2. Construction meeting minute documenter
   4. Publish AIA contract documents (e.g., Change Orders with AIA’s G701 and Construction Change Directives with AIA’s G714)
   5. Issue Certificate of Substantial Completion
   6. Deliver design documents utilizing Building Information Modeling.

All final documentation must be provided electronically, in a means approved by UW in Adobe Acrobat PDF format and appropriate original 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 document. Text shall be provided in rich text format (\*.RTF) or Microsoft Word XML document format (\*.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 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 master plan document in high-resolution 300 pixels per inch (ppi) raster format (\*.PNG), suitable for poster size (minimum 24-inches by 36-inches) publication.

## Delivery Guidelines, Technical Guidelines and Specifications

The project will need to conform to the UW-Madison Technical Guidelines and Campus Design Guidelines. The project will need to conform to the State of Wisconsin single prime bidding requirements and use General Conditions developed by UWSA. Project specifications shall be modeled off the State of Wisconsin’s Department of Administration’s Division of Facilities Development & Management (DFDM) master specifications where applicable. Deliverables and depth of service from the A/E at each phase of the project shall be modeled off the precedents previously set by DFDM as amended by the UWSA’s contract.

* UW-Madison Technical Guidelines:  
  <https://cpd.fpm.wisc.edu/technical-guidelines/>
* UW-Madison Campus Design Guidelines:   
  <https://cpd.fpm.wisc.edu/resources/campus-design-guide/>
* UW 2015 Campus Master Plan:  
  <https://cpd.fpm.wisc.edu/resources/campus-master-plan/>
* DFDM Single Prime Bidding and Contracting:

<https://doa.wi.gov/Pages/DoingBusiness/SinglePrime.aspx>

* DFDM Master Specifications and Guidelines:

<https://doa.wi.gov/Pages/DoingBusiness/MasterSpecsDesignGuide.aspx>

# Qualification Requirements

Interested consultants are to have, or assemble, a team of consultants who have higher education experience in the execution of similar projects to the one under consideration and have acted as the responsible, prime A/E from design through substantial completion on multi-million dollar construction projects. Interested firms must hold respective architectural and engineering licenses in Wisconsin.

Consultants should have specific expertise and experience in the design and coordination of comprehensive historical facility renovations (interior and exterior), structural analysis, and institutional construction and infrastructure (architectural, landscape architectural, mechanical, electrical, plumbing) renovations as part of a design team. Work includes site surveys, acquiring field data, and verifying as-built conditions to assure accurate development of design and bidding documents and production of necessary design and bidding documents. The consultant team should be prepared to provide the following services:

* Verify the Program Statement.
* Design the utilities necessary to serve this project.
* Provide a detailed project schedule based on the design and program information.
* Develop a project cost estimate, using a UW System format that includes construction costs and related project costs. Include benchmark data and/or other data that supports the recommended budget estimate.
* In addition to the Division of Facilities Development Master Specifications, develop design and bid/construction documents per UW-Madison technical guidelines, <https://cpd.fpm.wisc.edu/technical-guidelines/>
* Provide construction administration services, including site observation and project closeout.
* Demonstrated experience with designated historic structures situated in a historic district.

Consultants should indicate specific projects from past experience (including size, cost, and completion date) in their Statement of Qualifications (SOQ) and when known, include proposed consulting partners and specialty consultants. The consulting team will need to provide design and construction services along with construction document development, construction administration, and project closeout.

The consultant team should strive to include at least 5% participation by minority-owned, women-owned, and/or disabled veteran-owned businesses (MBE, WBE, and DVB) as defined by Wisconsin Statute 16.18, and identified on the Wisconsin Supplier Diversity website: <http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program> or use the State of Wisconsin Department of Transportation list of DBE certified firms. <https://wisconsindot>.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx

# Selection Process

Using the criteria listed below, a selection committee will evaluate and rank the firm. The selection committee will comprise three (3) UW staff. If the selection committee determines more information is necessary, any or all of the following may be pursued: follow-up questions and/or interviews with a short-listed subset of the submitting firms. If selected for interviews, the firm(s) selected must be available to meet with the selection committee on September 12, 2024, with the time to be scheduled no later than September 10, 2024. This will be a virtual interview.

In a higher education environment, define your organization’s experiences, benchmarks and technology used, and reporting outputs from past projects for the following:

* Historic restoration.
* Programmatic renovations to foster the success of the resident academic units. In this building, L&S Geography and the Nelson Institute of Environmental Studies are the occupants..
* Modernization of existing building systems and features.
* Experience working with donors to align with university needs.
* Sustainability.

All firms will be notified within one week of the committee’s selection meeting which is expected to occur the week of September 9th, 2024.

The selected firm should be prepared for a project **kick-off meeting** in the afternoon of September 25th.

The contract for professional services will use a modified AIA Contract B101, which is included along with the posting documents. Requested exceptions to contract must be submitted with the firm’s SOQ and will be considered in the selection process.

# Submitting Qualifications

Interested firms shall submit a SOQ to the Procurement Contact listed at the end of this RFQ. An electronic form of the SOQ must be received by email no later than the deadline of 2:00 PM Central Time on September 4, 2024. Nonconformance to any of the instructions in this RFQ will be grounds for elimination from consideration, at the sole discretion of the Selection Committee and UW.

The SOQ should be combined into one PDF file with a footer or header containing the project number (A-24-010), the firm’s name, and page number. Limit the total number of 8.5” x 11” pages submitted to thirty-five (35), using a font size 10-point or larger. If possible, please reduce/optimize the file size of the PDF. In no case are submittals to exceed UW-System’s incoming email attachment limit of 20MB.

Within the Federal SF330, Part I, Section E, please provide resumes for at least the following key personnel:

1. Principal architect
2. Project point-of-contact
3. Lead historic preservation architect
4. Lead engineers (MEP)

For Part I, Section F, ideally supply only 3 example projects, with a maximum of 5 projects. Please list relevant projects that best represent your firm’s ability to deliver a historic preservation, research and teaching laboratory renovation in a sustainable manner. Other components for consideration is the need to accommodate the programmatic needs of the various departments and develop landscape design solutions to comport with the Bascom Hill Historic District. Please pay particular attention to projects the proposed team members have completed together.

Within the Federal SF330, Part I, section H, please answer the following questions for your SOQ to be fully considered.

1. Please describe the firm’s current capacity to execute this project.
2. Why is the Firm most qualified to perform the listed services?
3. Describe why the Firm’s daily point of contact, and likely the person performing most of the work on the project, is most qualified for this project.
4. Describe how your firm will serve the interest of the UW from design through construction from your geographic location.
5. With the current understanding of the Project, what does the Firm see as the salient issues and hurdles to a successful project?
6. What other services does the Firm offer, beyond the ones identified in this RFQ? For each service the firm highly recommends UWSA consider for this project, provide a low and high estimate cost for that service given the current understanding of the project.
7. Do you recommend any modifications to the services as detailed in this RFQ and the contract?
8. Given the current description of the project, services, responsibilities, and deliverables, provide a staffing plan (staff member or category and hours).
9. Provide a Rate Sheet for the Firm’s staff that will be working on the Project. These hourly rates will be in effect through the completion of the Project, unless annual changes are agreed to by UW in writing.

Do not submit consultants for Wisconsin Environmental Protection Act (WEPA) or hazardous materials as they will be contracted separately, if needed. That said, the selected firm will support other Owner consultants with drawings, materials, and public meeting attendance as needed.

The last page of the SOQ PDF must be “PART II – General Qualifications” from the Federal Architect-Engineer Qualifications document 330.

If UW requests any clarifications to the SOQs, it expects a response from the Firm within 24 hours. UW has the right to reject proposals that are incomplete or late, or to cancel the selection for any reason at any time.

Submit all questions regarding this RFQ via email to the Project Contact with the project name and number included in the subject line. Questions will be posted and answered on the UWSA web page at <www.wisconsin.edu/procurement/construction> on a regular basis until one week before the RFQ deadline. The name of the firm submitting a question will not be posted. Questions submitted within a week of the deadline may not be answered.

Procurement Contact:

Mike Morris

Purchasing Specialist

UWSA–Office of Procurement

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Madison, WI 53703

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Attachments: -UWSA’s modified version of the AIA B101.

-Science Hall Advanced Planning Study (and index) dated 11/5/2021.

-UW-Madison Science Hall Historic Structure Report (and index), dated 09/09/2021