



**REQUEST FOR ARCHITECTURAL & ENGINEERING
DESIGN SERVICES**

NEW ACADEMIC BUILDING

UNIVERSITY OF WISCONSIN-LA CROSSE

November 2005

DSF Project No. 05I30

PROJECT SCOPE AND DESCRIPTION

Background and Purpose

The UW-La Crosse Physical Development Plan identifies several building space management issues, with the most critical being inadequate general assignment classrooms along with severe space shortages for academic and student development departments. The construction of a new Academic Building is a significant first step in solving these major space issues.

Continually evolving teaching techniques require larger classrooms, and fixed rows of seating are no longer adequate to accommodate interactive teaching methods that are increasingly being used. It is typical for students to be divided into small groups for discussion and project work. Clusters of tables and chairs in lieu of fixed seating and tablet armchairs are required for this type of instruction. The majority of general access classrooms on the UWL campus cannot accommodate this type of arrangement. In addition, many of the existing classrooms are too small for the size of class sections that they need to support and the aspect ratios of the rooms prohibit the effective use of educational technology. Also, most of the academic and student services departments, and all of their associated programs, have grown significantly in the last thirty years, but there has not been any corresponding growth in building area. Other than a small addition to Wing Technology Center as part of a renovation of that building in 2001, no new academic building space has been constructed on the UW-La Crosse campus since Wimberly Hall was completed in 1974. As a result, many of the departments on campus are suffering from a severe shortage of space.

The intent of the construction of the new Academic Building is to provide the quantity and quality of general access classrooms needed to support the basic mission of the university, and to provide space for various academic and student services departments.

Project Scope and Description

This project will design and construct a new 105,000+/- ASF / 170,000+/- GSF academic building located at the center of campus. It will also include the demolition of three existing structures. The buildings to be demolished are Baird Hall, a 42 yr old 39,000 GSF residence hall, Trowbridge Hall, a 45 yr old 39,000 GSF residence hall, and Wilder Hall, a 42,000 GSF former residence hall that is currently being used as an administrative building.

Demolition of these aging structures will allow the new academic building to be located at the academic core of the campus where it will anchor the southwest corner of the future Central Campus Mall, as described in the recently completed UW-L Campus Master Plan (that can be accessed at <http://www.uwlax.edu/camplan/UWLmasterplan.pdf>). It will also provide the opportunity for UW-L to divest itself of the two oldest residence halls on campus (Baird and Trowbridge Halls), as well as an obsolete administrative building (Wilder Hall) that has significant infrastructure deficiencies.

Over sixty percent of the new academic building space will be occupied by new general assignment classroom space equipped with modern educational technology. Other occupants of the building, as identified during conceptual planning, include the following:

- Communication Studies
- Women's Studies
- Honors Program
- International Education (including English As a 2nd Language)
- Military Science
- College of Liberal Studies Dean's Office
- Student Support Services
- Career Services
- Counseling & Testing
- Academic Advising Center

The types of spaces to be designed and constructed within the new building include classroom space, office, conference and work space, computer lab space, distance education space and a gathering/dining hall with a serving kitchen

Scope of Services

The consultant team must have expertise in the design of college or university academic buildings, including the design of classrooms equipped with educational technology. The consultant team will be expected to lead interactive planning sessions involving university administration, faculty, and staff representatives. Although conceptual planning has occurred to the extent necessary to identify the potential building occupants and to develop a preliminary estimate of project size and budget, the consultant will be expected to provide programming services to verify these projections and to review the occupancy assumptions. Some revisions may be required due to changes in programs that may have occurred since the original conceptual planning for the building was completed.

Services to be provided by the consultant include, but may not be limited to:

- Development of a complete Program Statement for the project, including verification/review/revision and completion of the preliminary space tabulation.
- Development of a Concept Report (10%) including:
 - Site and functional analysis, signage, security, landscaping, gathering/plaza spaces, transportation of materials to and from the completed building, vehicle and pedestrian circulation.
 - Alternative designs.
 - Schematic plans.
 - Narrative descriptions of building systems.
 - Budget and schedule for the complete project.
- Development of preliminary plans and specifications.
- Development of a Design Report (35%) with schedules and budget.
- Development of construction and bidding documents.
- Providing construction period services.

Project Budget

Construction	23,560,000
A/E Fees	1,649,000
DSF Management	1,008,000
Contingency	1,814,000
Movable Equipment & Furnishings	1,885,000
Special Equipment	3,500,000
Percent For The Arts	84,000
Total Estimated Project Cost:	\$33,500,000

Project Schedule

A/E Selection	January 2006
10% Concept Report	July 2006
35% Design Report	December 2006
Bid Date	November 2007
Start Construction	June 2008
Substantial Completion and Occupancy	April 2010
Final Completion	July 2010

General Requirements

Occupants

The primary occupants of the building will include students and faculty utilizing the general access classrooms and other associated teaching spaces. Other primary occupants will also include those faculty and staff that are members of the various academic and student support services departments previously listed in the Project Scope and Description portion of this document. In addition, members of the general public will use this facility as they attend gatherings or non-degree educational sessions held in the building.

Building Site

General

The new academic building will be located at the geographic and academic center of campus. It will provide a strong anchor for the main academic core of the campus as well as for the main campus mall that will be developed according to the recently completed UW-L Campus Master Plan. In order to construct the new facility in the appropriate location so that it completes the main academic corridor at the center of campus, Baird, Trowbridge and Wilder Halls (described previously in this document) will be razed as part of this project.

The building site is surrounded by existing academic buildings with Murphy Library being located immediately north of the site, Cowley Hall to the northeast, Morris Hall and Wing Technology Center to the south, the Center For The Arts to the west, Graff Main Hall to the southeast and Wittich Hall to the east. In addition, the Hoeschler Clock Tower, which is a main outdoor gathering place for the campus community, is located at the northeast corner of the site, and the University Memorial Gazebo is located immediately south of the site.

Because the new facility will have such a prominent location on campus, and because it will be utilized by such a large number of students, faculty and staff everyday, particular attention must be paid to the development of the site and amenities. Circulation of pedestrians, bicycles and service vehicles, as well as landscaping, exterior signage, the creation of gathering areas and the overall image portrayed by the campus is of the utmost importance to the university. This is especially critical with this project as it will essentially be the first step in the incremental creation of the Central Campus Mall. As such, addressing these concerns will be a key part of the design of the new academic building site. In addition, the consultant will be expected to take guidance from the campus Master Plan when designing and specifying site amenities.

Utilities and Site Survey

The building site is bounded on all four sides by a grid of pedestrian malls/walkways that were once streets owned by the City of La Crosse. At various times in the past, the streets have been vacated by the city and they are now property of the Board of Regents. However, buried utilities owned by the city (water, sanitary and storm sewer), buried utilities owned by Xcel Energy (gas), and buried utilities owned by UW-L (steam, chilled water, electrical power, signal) are still located within these corridors. Except for removal of existing laterals, and placement of new laterals to the new building, the city and Xcel Energy owned utilities are not expected to be in conflict with the project. However, this will have to be confirmed by the consultant and the final footprint of the building will determine the extent of any conflicts. UW-L owned steam, chilled water, electrical power distribution, and signal (including both fiber and copper telecommunication) lines that feed the buildings currently located on the site will have to be removed, and new lines to feed the new building will have to be installed as part of this project. This may include the relocation of an electrical manhole and a signal manhole currently located on the southwest corner of the site if the new building footprint is determined to be in conflict with them. Electrical and signal cables feeding other buildings on campus also run through these manholes. In addition, there are UW-L owned 18" chilled water lines (supply and condensate return) that run north-south along the west edge of the new building site. Preliminary design of the building footprint will determine whether or not relocation of this piping is necessary although because the lines are on the extreme west edge of the site, it is the opinion of the campus that the building footprint could be designed to avoid disturbance of these pipes. The consultant will have to perform site survey to verify exact locations of utilities, as well as all other site data required for design of the new building.

Soil Conditions

Subsurface soils investigations completed in recent years for various other projects implemented on campus indicate the presence of medium to poorly graded sandy soil. However, there are no records of soil borings having been done on this project site. Consequently, the consultant will be required to have a thorough soils investigation and report completed prior to design of the project.

Underground Storage Tanks and Site Contamination

There are no known existing underground storage tanks in the vicinity of the proposed Academic Building.

Parking

With the exception of possible service vehicle and ADA stalls, there is no intent to construct additional parking as part of this project. However, during preliminary design of the site, the consultant will be expected to advise the campus if the site configuration would lend itself to creating some additional parking stalls.

Zoning

With a few minor exceptions that are not immediately adjacent to the project site, the entire area contained within the University of Wisconsin – La Crosse boundary is zoned Public/Semi-Public as described in the City of La Crosse Code of Ordinances. The proposed new academic building, along with all of the existing UW-L facilities, is consistent with the land use described in this zoning designation. The Public/Semi-Public section of the local zoning ordinances does contain some building height and setback requirements and preliminary planning of the proposed facility indicates that it would be well within those requirements. However, the consultant will be expected to confirm that the preliminary building plan they produce will be in compliance with local zoning ordinances.

Emergency Vehicle Access

As referenced earlier in this document, the building site is bounded on all four sides by a grid of pedestrian pathways that were once city streets. The actual streets with curb and gutter have been replaced by wide concrete pedestrian malls that have a pavement designed to support emergency vehicles, including large fire trucks. This emergency vehicle access must remain functional both during construction and after the new building is occupied. Consequently the site development associated with this project, including the incremental development of the Central Campus Mall (as described in the recently completed Campus Master Plan), must accommodate the access routes for the emergency vehicles.

Recycling & Refuse Collection

The University maintains an active recycling program. Both interior and exterior space to collect recyclables and refuse for this building should be included in this project.

WEPA

In accordance with the Wisconsin Environmental Policy Act (WEPA), this project requires a Type I Environmental Impact Assessment (EIS). This requirement ensures that all fiscal impacts raised during the WEPA process will be addressed in the project budget estimate. The entire WEPA process must be completed prior to bid solicitation.

Architectural Considerations

Exterior

As noted previously in this document, the new Academic Building will be constructed in a highly visible and central location on campus. In addition, not only will this project will provide the first step in the incremental creation of the Central Campus Mall, this building will act as an anchor for that mall. In addition, due to its prominent location on campus, the building will need to be treated as one that will be seen and experienced from all four sides. Consequently, the design of the exterior of the building will be a critical task for the consultant.

Feedback received from both campus and community constituents during development of the Campus Master Plan indicated a marked preference for campus architecture that respects the older, stately buildings on campus such as Graff Main Hall, Wittich Hall, and Morris Hall. The architectural style of these buildings leans toward a Collegiate Gothic or Neo-Classical design influence. While a direct reproduction of those buildings is not desired, the design of the new academic building does need to be influenced by them, even to the extent that the same pallet of materials that exists on these buildings is used on the exterior of the new academic building. The UW-La Crosse Foundation contracted with an architectural firm to create a conceptual image of the proposed academic building for the purpose of fund raising. This image has been included in this document for informational purposes only, and to provide a visual concept of the general design intent of the exterior of the building. This image is not intended to represent a final design of the project.

Interior

This building will house the majority of the general access classrooms on campus along with various academic and student services departments. As such, it will be one of the most heavily used facilities on the campus. In addition, there will be spaces in the building that will be used for public receptions, educational seminars, etc. In addition, there will be a space in the building that will be known as the Hall of Nations. This space will be associated with the International Studies Program and it will be used to host large gatherings of people, both in formal and informal settings.

Because of all these issues, the new facility must be designed as an easily accessible and navigable building. The general assignment classrooms must be located within the building to facilitate efficient movement of students between classes, both within the building as well as between this facility and the other academic and residential buildings on campus.

While the exterior of the building will respect the traditional collegiate campus setting, the interior, including the classrooms, must accommodate the modern, high-tech educational environment that is required to maintain the established expectation of instructional excellence at this university. The classrooms must not only be designed to allow the use of state of the art educational technology, but they also need to be flexible enough to allow furnishings to be arranged to accommodate multiple small group discussions and collaborations.

The main entrance to the building, accessed from the central campus mall, must be easily recognizable. In addition, there will need to be other easily accessed secondary entrances that provide direct routes to the major pedestrian pathways leading to the residential and other academic destinations on campus. These entrances and exits will be designed with canopies or other forms of protection from inclement weather. The vestibules will include provisions to aid in the minimizing of the amount of snow, water, debris, and non-tempered air entering the building. Also, the interior finishes in the building must not only be aesthetically pleasing, they must also be easily maintainable, especially with the frequency with which they are exposed to water, snow, sand and deicers, as is common in this climate.

Sustainable design principles, especially those that emphasize energy efficiency and long-term durability, will be included as part of the design process. Although certification of this building is not intended, consultants will be encouraged to use a recognized sustainability measurement tool such as the LEED rating system.

Heating, Ventilating and Air Conditioning

Steam Supply

Heat for the buildings on the UW-L campus is provided by steam supplied from the campus central heating plant. The heating plant consists of two primary and one secondary boiler that are equipped to operate on coal, natural gas, or fuel oil. Preliminary demand estimates indicate that the heating plant has ample excess capacity to supply steam to the new building.

The steam is distributed to the campus buildings through a network of both high and low-pressure supply and condensate return lines. The buildings that currently occupy the site and that will be razed as part of this project (Baird, Trowbridge and Wilder Halls) are currently supplied by a 4-inch, 3-inch and 2 ½ inch laterals that are fed off of a 5-inch supply line located south of the proposed building site. In addition, there is a main 8-inch steam distribution line that runs along the north edge of the building site. The existing laterals will have to be removed as part of this project and preliminary engineering calculations will have to be completed by the consultant to determine if the new building is fed from the 5-inch line located to the south or from the 8-inch line located to the north of the site.

Chilled Water

Air conditioning for the buildings on campus is achieved through the use of chilled water supplied by the campus central chilled water plant that is located adjacent to the central heating plant. The chiller plant and its associated underground system of distribution piping, was constructed in 1996. Although the two existing 1200-ton chillers do not have the capacity to supply the new academic building, construction of a project to add another 1200 ton chiller and cooling tower to the central plant has recently commenced. This project will be complete prior to construction of the new academic building and it will provide enough additional chilled water capacity to supply a new residence hall that is currently being constructed, the new academic building, and other future projects planned for the campus.

There is an 18" chilled water supply pipe and associated return line located along the north and west edges of the academic building site. A 4" lateral off the line on the west side of the site line currently feeds Wilder Hall. The lateral will have to be removed as part of this project.

Plumbing

City Water / Sanitary Sewer / Storm Sewer

As mentioned previously in this document, the building site is surrounded on all four sides by a grid of pedestrian malls/walkways that were once city streets. The city maintains utility easements in this grid and so the building site is bounded on the north, south, east, and west by city sanitary sewer lines and on the north, south and west by city water supply and storm water sewer lines. The laterals from/to these services from/to the three existing buildings on the site will have to be removed as part of this project and preliminary engineering performed by the consultant will determine which of the existing lines are the most appropriate to be accessed for connection to the new academic building.

Fire Suppression

Design and installation of a wet sprinkler fire suppression system is required by the campus as part of this project.

Natural Gas

Natural Gas lines also surround the building site in all four directions, with laterals extending from the various lines to the existing buildings. The existing laterals will have to be removed as part of this project and if natural gas is needed in the new building the consultant will determine, with the assistance of Xcel Energy, which existing supply line will be tapped.

Electrical / Signal / Telecommunications

Primary Electric Service

The campus maintains an underground primary electrical distribution system. The 5 kV electrical service is provided to the campus from an Xcel Energy substation that is located on the campus grounds immediately west of Mitchell Hall. A main feeder line runs from this substation to switchgear in the campus electrical vault, which is directly across East Avenue to the west of the Xcel Energy substation. A distribution system of 4160V electrical feeders enclosed in duct bank then runs from this electrical vault to all of the buildings on campus.

One of these distribution duct banks runs through the south end of the proposed building site along the south edge of Wilder Hall. This duct bank and associated manholes will need to be relocated farther to the south as part of this project. There are also distribution duct banks located to the west and north of the project site. These are not anticipated to be in conflict with the new building construction. Preliminary engineering performed by the consultant will determine which duct bank to access for service to the new building.

Signal

The campus also owns and maintains an underground signal (including telecommunications, TV cable, central fire alarm, and central building automation lines) duct bank system. The routing of this system throughout campus roughly parallels the campus primary electrical distribution system. Data is distributed within this system throughout the campus via fiber-optic, copper and coax cables from two data hubs located in Wing Technology Center and Murphy Library. As part of this project, relocation will be required for a small portion of this signal duct bank system that is currently located on the southwest corner of the site. This will include the removal of two manholes and the relocation of at least one of them. Design and construction of the new signal lines from the campus hubs to the building and duct bank from the campus signal system into the new building will be required as part of this project. Design and installation of a new multi-pair voice cable from the campus telephone switch in Graff Main Hall and design and installation of the building telecommunications, TV cable, and instructional technology wiring systems will be required as part of this project. The building should be designed to accommodate wireless technology to the extent that the UW-L IT Department anticipates will be feasible to support in the future. Server and hub rooms as well as IT closets will be located at optimal (preferably stacked) locations throughout the building.

Building Automation System

The campus utilizes an Andover building automation system with central controls located at the Maintenance & Stores Building on the North Campus. The buildings on campus are linked to the system via fiber-optic cable routed through the campus signal duct bank system.

This project will include the installation of a building automation system that is compatible with the existing campus system. It will also include the connection of the automation system in the new

building to the campus network so that the building can be monitored and controlled from the existing remote station(s) in the Maintenance & Stores Building on the north campus.

Fire Alarm System

A central campus-wide fire alarm system was installed in 1986 and another major project was implemented in 2005 to upgrade the system in six of the major academic and support buildings on campus. Installation of a fire alarm system in the academic building that is compatible with the central reporting system in place on campus will be included in this project. The fire alarm system for this building will be fully addressable and will have voice annunciation capabilities.

Central Clock

Campus buildings are currently served by an aging Simplex central clock system. The consultant will be required to evaluate the feasibility of installing a radio controlled clock system in this building that can be expanded to the other buildings on campus in lieu of adding on to the existing obsolete clock system.

Class Bells

Class bells are not used at UW – La Crosse.

Building and Site Security

Design of the exterior lighting, from both an aesthetic and safety perspective, is very important in this project. As stated earlier, this project will be the first step in the incremental creation of the Central Campus Mall, and it will also be located in a very prominent location on that mall. The exterior lighting should provide light levels that are adequate to maintain a safe environment while minimizing the amount of light pollution created. Exterior light poles and fixtures installed as part of this project will be consistent with the style and design intent for the central campus mall as described in the UW-L Campus Master Plan.

Public Address System

No public address system is requested for this facility.

Security Systems

No security system is being requested for this building. The use of mechanical locks and keys are currently intended, although the exterior doors should be designed and constructed to allow the easy installation of card access locks at a future date.

Emergency Power

This project will include the installation of an emergency generator for the building. The consultant will advise the owner regarding recommended size of the generator. At minimum the emergency power system should feed egress lighting, fire alarm, building system pumps and all mechanical system equipment that would be required to keep the building, or any of it's systems from freezing in the event that an interruption of electrical service occurs in the winter. If subsoil storm water drainage system pumps or sewage ejection pumps are required, they should also be connected to the generator.

Space Tabulation

The new facility must be designed to accommodate the function of the spaces listed below. The areas allocated to each space are only estimates used to develop a project scope and budget. The programmers and designers are expected to evaluate the functions and allocated space to determine the adequacy or inadequacy of each space and recommend adjustments. It is the desire of the university and the State of Wisconsin to minimize the amount of space constructed while providing the necessary functional living and program space.

REF NO. UNIT	NO. OF OCC.	ASF/ OCC	ASF/ SPACES	NO. OF SPACES	TOTAL ASF	TOTAL AREA
1 General Assignment Classrooms						
1A Classroom with 45 seat capacity	45	25	1125	9	10125	
1B Classroom with 52 seat capacity	52	25	1300	10	13000	
1C Classroom with 60 seat capacity	60	25	1500	14	21000	
1D Classroom with 67 seat capacity	67	25	1675	5	8375	
1E Classroom with 75 seat capacity	75	25	1875	4	7500	
						60,000
2 Misc Instructional/ Support Spaces						
2A Executive Style D.E. Classroom	75	30	2250	1	2250	
2B Computer Instruction Classroom	40	35	1400	2	2800	
2C Student Study Room			700	1	700	
2D Student Group Study Rooms			150	3	450	
						6,200
College of Liberal Studies -						
3 Administration						
3A Dean's Office	1	185	185	1	185	
3B Assoc. Dean's Offices	1	160	160	3	480	
3C Asst Dean's Office	1	140	140	3	420	
3D PA/Recept/Files			600	1	600	
3E Grad Assistant Office	1	100	100	1	100	
3F Workroom			120	1	120	
3G Conference Room			300	1	300	
3H Storage			120	1	120	
						2,325
4 Honors Program						
4A Program Director	1	120	120	1	120	
4B PA / Files / Recept	1	120	120	2	240	
4C Conference / Seminar Room			420	1	420	
						780

REF NO.	UNIT	NO. OF OCC.	ASF/ OCC	ASF/ SPACES	NO. OF SPACES	TOTAL ASF	TOTAL AREA
5 Women's Studies							
5A	Department Chair	1	120	120	1	120	
5B	Program PA / Files / Reception			200	1	200	
5C	Work Room			120	1	120	
5D	Resource Center			400	1	400	
5E	Self Sufficiency Program Director Office	1	120	120	1	120	
5F	SPSS Program PA / Files / Reception			200	1	200	
5G	Instructor Office	1	120	120	3	360	
5H	Single Parent Self Sufficiency Program			200	2	400	
5I	Storage			420	1	420	
							2,340
6 Military Science							
6A	Program PA/Files/Reception Area			400	1	400	
6B	Department Chair	1	135	135	1	135	
6C	Instructor Offices	1	120	120	10	1200	
6D	Office Services			150	1	150	
6E	Work Room			200	1	200	
6F	Classroom/Lab/Seminar	20	25	500	2	1000	
6G	Supply Room			150	1	150	
6H	Conference Room			450	1	450	
6I	Secure Supply Room			200	1	200	
6J	Study Room / Lounge			400	1	400	
							4,285
7 Communications Studies							
7A	Department Chair	1	135	135	1	135	
7B	Department PA/Reception/Files			330	1	330	
7C	Instructors Offices	1	120	120	20	2400	
7D	Communications Lab	15	50	750	1	750	
7E	Conference Room			215	1	215	
7F	Office Services / Workroom			200	1	200	
							4,020
8 International Education							
8A	Department Director	1	135	135	1	135	
8B	PA / Reception	4	85	340	1	340	
8C	Assistant Director	1	120	120	1	120	
8D	Admissions Specialist	1	120	120	1	120	
8E	Foreign Student Advisor	1	120	120	1	120	
8F	Study Abroad Coordinator	1	120	120	2	240	
8G	Budget Manager	1	120	120	1	120	
8H	Conference Room			325	1	325	
8I	Work Room			250	1	250	
8J	File Room			120	1	120	

REF NO. UNIT	NO. OF OCC.	ASF/ OCC	ASF/ SPACES	NO. OF SPACES	TOTAL ASF	TOTAL AREA
8 International Education – Cont'd						
8K Storage			270	1	270	
8L Education Resource Room			1500	1	1500	
8M Hall of Nations Gathering Room			2000	1	2000	
8N Serving Kitchen			550	1	550	
8O Kitchen Storage			200	1	200	
8P Coat Room			150	1	150	
8Q Faculty Offices	1	120	120	8	960	
8R Work/Copy Room			120	1	120	
8S International Student Organization Office			250	1	250	
8T ESL Program Director	1	120	120	1	120	
8U ESL Program Coordinator	1	120	120	1	120	
8V ESL Faculty Office	1	120	120	5	600	
8W ESL Language Lab	18	25	450	1	450	
8X ESL Tutorial Rooms	2	50	100	2	200	
8Y ESL Seminar Lab	24	25	600	1	600	
8Z Wisconsin World Trade Center Office			500	1	500	
						10,500
9 Student Support Services						
9A Director's Office	1	120	120	1	120	
9B Reading Lab Office	1	120	120	1	120	
9C Reading Lab	10	40	400	1	400	
9D Program PA / Reception / Files			350	1	350	
9E Advisor Office	1	120	120	5	600	
9F Math Specialist Office			250	1	250	
9G Storage / Workroom			160	1	160	
						2,000
10 Career Services						
10A Director's Office	1	120	120	1	120	
10B Program PA / Reception / Files			300	1	300	
10C Career Research Area			480	1	480	
10D Counselor Office	1	120	120	8	960	
10E Interview Rooms	2	40	80	4	320	
10F Conference Room			320	1	320	
						2,500
11 Academic Advising Center						
11A Program Director	1	120	120	1	120	
11B Advisor Offices	1	120	120	5	600	
11C Grad Assistant Offices	1	80	80	1	80	
11D Academic Discovery Lab			1100	1	1100	
11E Academic Discovery Lab Video Resource			140	1	140	
11F Advisor Meeting Room			200	1	200	
11G Storage			140	1	140	
						2,380

REF NO. UNIT	NO. OF OCC.	ASF/ OCC	ASF/ SPACES	NO. OF SPACES	TOTAL ASF	TOTAL AREA
12 Counseling & Testing						
12A Director Office	1	120	120	1	120	
12B Staff Offices	1	120	120	8	960	
12C R&S Workroom	3	85	255	1	255	
12D R&S Coordinator	1	120	120	1	120	
12E Computer Testing Rooms	4	50	200	2	400	
12F Testing Observation Rooms	1	80	80	2	160	
12G Individual Testing Rooms	1	80	80	2	160	
12H Group Counseling	4	50	200	1	200	
12I Group Counseling Observation	2	50	100	1	100	
12J Program PA/Reception/Files			200	1	200	
12K Test Storage	1	140	140	1	140	
						2,815
13 Multicultural Student Services						
13A Director Office	1	120	120	1	120	
13B Advisors Offices	1	120	120	6	720	
13C Program PA/Reception/Files			200	1	200	
13D Meeting Area / Lounge			320	1	320	
13E Diversity Resource Center	20	25	500	1	500	
						1,860
14 Building Support						
14A Maintenance/ Storage/ Work Areas			1000	1	1000	
14B Faculty & Student Lounge Areas			1000	1	1000	
						2,000
TOTAL ASSIGNABLE SQUARE FEET						104,005
TOTAL GROSS SQUARE FEET						156,500
(Average Efficiency Factor of 66.5%)						

USER DESCRIPTION OF FUNCTIONS AND REQUIREMENTS

Following is a general description of the intended functions of the various types of spaces in the building. It is provided for reference only with the final room requirements being determined during the design process through interaction between the UW-L Academic Building Committee and the consultant.

GENERAL ASSIGNMENT CLASSROOMS

Regardless of classroom size, three major learning activities will engage students in general assignment classrooms; presentation, demonstration, and interaction. Class size primarily affects the proportion of each activity taking place. Presentation includes the teacher delivering information to classes in a way that every student can both see and hear all components of the presentation. Activity will be focused at the front of the room, but the presenter should be able to move freely around the entire room. Demonstration includes delivery of information as in presentations, but incorporates multimedia tools. Interaction includes a variety of exchanges between teacher and student, among students and between student and computer-centered information. Oral communication will occur in all directions within the classroom. Each classroom should be configured to facilitate learning enhanced by technology. Regardless of the particular type of activity, materials used in the class will be handled in a variety of formats: whiteboards, overhead projectors, video, CD-ROM, computer centered materials, and information on the Internet. A large whiteboard and presentation screen are needed at the front of the room. Seating arrangements and whether or not the rooms will be tiered will depend on the size of the classrooms.

Special Requirements

General

Teachers Console

Bulletin boards for postings and communications with students

Chairs and Tables (both fixed and moveable)

Marker boards

Room darkening shades

Electrical

Electrical power should be distributed around the classroom

Lighting should be dimmable for optimal viewing

Lighting fixtures switched in groups

Motorized projection screen

Overhead video/data projector

Room wired to accommodate sound system, VCR, TV, DVD and CD players

Teaching station with voice & data connections and electronic touch screen controls for all room lighting, sound system and A/V equipment

Wired network connectivity at student stations

Wall clock

MISCELLANEOUS INSTRUCTIONAL /SUPPORT SPACES

Computer Instruction Classroom

These rooms are intended to facilitate hands-on experience with software and hardware configurations in both personal computer and network environments. The rooms will also serve as primary class space for classes needing computer work stations. The rooms should support several functions; presentation of information in lecture format, in electronic form, individually, and in groups; text and electronic examination; and storage and display of computer science materials. The rooms should support 40 networked computer workstations, a projection system, and a computer workstation at the instructor's station, and a network printer. A white board and presentation screen are needed at the front of the rooms.

Special Requirements

General

- Movable chairs and computer tables
- Bulletin boards for postings and communications with students
- Chairs and Tables (both fixed and moveable)
- Marker boards
- Room darkening shades

Electrical

- Electrical power will be needed at each student desk and distributed around the classroom
- Lighting should be dimmable for optimal viewing
- Data jacks will be needed at each student desk
- All student stations should be interconnected with the teaching station
- Lighting fixtures switched in groups
- Motorized projection screen
- Overhead video/data projector
- Room wired to accommodate sound system, VCR, TV, DVD and CD players
- Teaching station with voice & data connections and electronic touch screen controls for all room lighting, sound system and A/V equipment
- Wired network connectivity at student stations
- Wall clock

Executive Style Distance Education Room

The distance education classroom should have the capability for multiple teleconferencing systems. Cable TV, ISDN, IP, room to room, WiscNet, and satellite conferencing are required. The room should consist of a 75 seat classroom with rear projection video systems with two in the front of the classroom and two in the back. Instructor, audience, document, and security cameras; Wireless microphone system; multiple student seating microphones; wireless networking; instructor desk with PC, wireless keyboard and mouse, document camera, DVD and VCR playback capability. Audio system should be able to support full surround sound and telephony conference calls. Ethernet, telephony, fiber optic data lines to connect the room to a central video switching facility for the building for teleconferencing needs. Distance education technology used will include:

- Interactive videoconferencing including full motion and compressed videoconferencing
- Satellite Videoconferencing
- Web conferencing

Audio conferencing
Videotape-based and Telecourses

Special Requirements

General

Bulletin boards
Chairs and Tables (both fixed and moveable)
Marker boards
Room darkening shades

Electrical

Power and data access for student seating
Power and data to support all DE equipment
Lighting fixtures switched in groups
Motorized projection screen
Overhead video/data projector
Room wired to accommodate sound system, VCR, TV, DVD and CD players
Teaching station with voice & data connections and electronic touch screen controls for all room lighting, sound system and A/V equipment
Wired network connectivity at student stations
Wall clock

Student Study Room and Student Group Study Rooms

These spaces should provide the opportunity for students to access and utilize both quiet areas of study as well as areas that can be used for small group collaboration. The majority of the students on campus will be accessing this building daily and so it is important that there are spaces where students can study between classes. In addition, many courses now require students to collaborate on projects outside of the classroom and so space is required for students to gather in small groups to complete their assigned work. These spaces will need multiple power and IT (data and voice) receptacles as well as wireless access.

Special Requirements

General

Moveable chair and tables
White boards
Bulletin boards

Electrical

Power and data access for student seating
Power and data to support audio visual equipment

DEPARTMENTAL SPACES

The College of Liberal Studies Dean's Office Suite, the Honors Program, Women's Studies, Military Science, Communication Studies, International Education, Student Support Services, Career Services, and the Academic Advising/Testing Center are all relocating to the new building. The office/support/conference needs for these departments will vary somewhat from department to department. However, collectively, the following types of spaces will be needed in the building to accommodate these occupancies:

Dean's/Associate Dean's / Commander's / Department Chair's / Director's / Assistant Director's Offices:

Each office will accommodate extensive reading, paper work, and computer workstations with peripherals (printers). Academic advising and individualized instruction/tutoring may be conducted in these offices. Meetings with 1-3 members of non-student groups (community business partners, other department staff) will also take place within offices. All major functions require storage of instructional and research materials. Wall space will be needed for bookshelves, file cabinets, desks and credenzas.

Special Requirements

General

Bulletin board and possibly a whiteboard

Electrical

Multiple outlets at the workstation and along all four walls to support computers, printers, fax, answering machine, and other electrical appliances

Minimum of 2 Data and 1 telephone jack at each work station

Faculty/Staff Offices:

These spaces will be used to support three major functions; teaching, research, and service. Each office will accommodate extensive reading, paper work (including spreading out student assignments and research projects), and computer workstations with peripherals (printers). Academic advising and individualized instruction/tutoring will be conducted in these offices. All major functions require storage of instructional and research materials. Wall space will be needed for bookshelves, file cabinets, desks, and credenzas. Consideration should be given to studying the benefits and efficiencies of both built in and modular furniture within the offices.

Special Requirements

General

Bulletin board and possibly a whiteboard

Electrical

Multiple outlets at the workstation and along all four walls to support computers, printers, and other electrical appliances (stapler, calc)

2 Data and 1 telephone jack at each work station

Program Assistant Workstations:

Departments within the facility should each be provided with space for clerical staff workstations. Clerical staff performs reception activities and focus on greeting students, faculty, administrators, and off campus visitors. Each of these clerical staff is responsible for the administrative functions of each department. The daily activities of the faculty, staff, and students utilizing this space require storage of a variety of materials. From 1-4 people will work in these offices at a given time.

Special Requirements

General

Modular/Systems furniture in open office space for program assistants and student stations
Bulletin boards and whiteboards for postings and communications with students/faculty
Glass wall to the outer hall, in order to see visitors arriving to the office area

Electrical

Multiple outlets at each workstation and along the walls to support computers, printers, fax, and other electrical appliances (pencil sharpener, calculator, etc.)
2 data and 1 telephone jack at each workstation
Wall Clock

Departmental Office File Space

Accessible within the department office/reception area the daily activities of faculty and department staff will require storage of a variety of materials: student files and forms. Materials will be stored in either vertical or horizontal files. There should also be a portion of open floor space designated as file space within the departmental support staff area.

Special Requirements

General

Storage Components (i.e. Lateral or Vertical File Cabinets)

Student Staff Work Station Area

All of the programs associated with this new facility have student staff. These student staff takes on a variety of functions ranging from reception activities to research for particular projects associated with their program.

Special Requirements

General

Modular/Systems furniture in open office space for student work stations.
Bulletin boards

Electrical

Multiple outlets at each workstation and along the walls to support computers, printers, fax, and other electrical appliances (pencil sharpener, calculator, etc.)
2 data and 1 telephone jack at each student work station

Department Conference Rooms

Academic and student service programs housed in the building require meeting space for groups larger than can be accommodated in individual offices. These groups could be as large as 20 people depending on departmental needs could. Activities include conducting departmental business, observing and presenting computer and/or media demonstrations, conducting brainstorming sessions, hosting on and off campus guests, administering exams to small student groups, small groups of students working under faculty supervision for study projects, student research. Typically, these activities require the ability to work with a variety of written material spread out. Lines of sight to other seats and front of room are critical. These rooms should be equipped to perform audio visual presentations and teleconferencing.

Special Requirements

General

Bulletin board and whiteboard

Electrical

Power outlets on each wall

Minimum of 2 data and 1 telephone jack

Lighting should be dimmable for AV presentations

One wall dedicated to whiteboard and projection screen.

Wall Clock

