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## Request for Qualifications – Olin House

University Research Park, University of Wisconsin-Madison  
510 Charmany Drive, Suite 250  
Madison, WI 53719

**Project Name:** Olin House Renovation      **Response Deadline:** 03/09/2007

**Project Location:** 130 N. Prospect Avenue  
Madison/Dane County

**Owner/Agency:** University Research Park,  
University of Wisconsin-Madison

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Olin House Renovation Project: <http://www.universityresearchpark.org/OlinHouse>

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This project will renovate approximately 12,000 GSF of residential space in Olin House. Olin House, a historic landmark building in the University Heights area of Madison, was constructed in 1911 and has served as the official residence of the Chancellor of UW-Madison since 1925.

Recent studies indicate that the house is well built and in good structural condition. However, much of the house's infrastructure is original, and is wearing out. Moreover, the house is used extensively for public university events. Since it was designed solely as a family residence, the expanded use presents functional challenges that need to be addressed as part of this renovation.

The scope consists of programming, design, construction, project management, and assistance with soliciting and managing in-kind contributions of professional services, labor and materials. The selected AE will be responsible for securing all necessary planning and design approvals for a historic landmark structure.

The project will address general accessibility including entry and restrooms facilities, remodel the kitchen, add an elevator, retrofit the HVAC, plumbing and electrical systems.

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The AE team, working with the University Research Park, will provide a complete program statement. The AE will serve as the overall project manager for the owner. The AE shall also provide schematic design, design development, construction documentation, and construction administration services.

The selected AE is expected to work with the owner to solicit gift-in-kind of professional services, labor, and material in order to add greater value to the project. The gifts will be appropriately acknowledged in a prominent way and will be seen by thousands of visitors annually.

The AE will assist the owner with selection of the General Contractor for the project.

Any changes to Olin House must be consistent with the historic and architectural character of the existing house and neighborhood. Exterior changes or significant interior modification shall be reviewed with the landmark commission and the Wisconsin Historical Society.

The University Research Park will prepare a project budget. A cost model will be prepared by the contractor based on the budget.

Architectural firms that are interested in this project should submit the following:

1. Name and address of firm
2. Principals of the firm
3. Person(s) who would be assigned to this project
4. Total number of personnel in the organization contemplated for this project
5. A description of previous experience (firm and personnel assigned to project) in landmark project of this type and scope

**Anticipated Schedule**

Release of RFQ for AE Selection	February 5, 2007
AE Site Visit and Orientation	February 21, 2007
Proposals Due	March 9, 2007
AE Selection Completed	March 30, 2007
Release of Contractor RFP	March 16, 2007
Contractor Site Visit and Orientation	April 9 – 13, 2007
Contractor Selection	May 4, 2007
Start Demolition and Construction	Fall 2007
End Construction	Summer 2008

**Evaluation Criteria for Selection**

1. Direct experience with landmark building projects in the 12,000 square foot range, including renovation and residential experience
1. Adequate and capable staffing to execute this project
2. Willingness to assist owner with solicitation for in-kind contribution of material, labor, and professional services
3. Experience working in a tight budget environment
4. Experience with Building Information Modeling
5. Demonstrated ability to work with regulatory agencies