

Western **Technical College**

Request for Proposal Notice

RFP 2024-009 –

**ARCHITECTURAL AND ENGINEERING
SERVICES**

ISSUED

APRIL 2, 2024

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EXHIBIT

EXHIBIT 1: WESTERN TECHNICAL COLLEGE THREE-YEAR FACILITIES PLAN 2023-2026	Beginning on 29
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CONTRACT VOLUME

RFP NOTICE: 2024-009 Architectural and Engineering Services
Advertising Dates Beginning: April 2, 2024

Bid Due Date: May 15, 2024 (2:00 p.m. Local Time)
Location: 400 7th Street N, Room A118, Business Office

NOTICE TO PROPOSERS

RFP Notice Number 2024-009 – Architectural and Engineering Services

Notice is hereby given that sealed proposals will be received by Western Technical College District until 2:00 PM CDT on Wednesday, May 15th, 2024.

Proposal documents may be obtained by downloading from the Western Technical College website at <https://www.westerntc.edu/purchasing> or by downloading from the DemandStar website.

Proposals must be submitted either electronically through DemandStar website or physically delivered in a sealed container which is clearly marked RFP 2024-009 Architectural and Engineering Services.

The district reserves the right to reject any bid for due cause or to waive minor irregularities in any bid.

All bids must be guaranteed for 60 days after the date of opening.

Dated this 2nd day of April 2024.

The Board of the Western Technical College District
Roger Stanford, President

SUBMITTAL INSTRUCTIONS

Proposals are due May 15, 2024 by 2:00 PM LOCAL TIME.

The following items **must** be received and date/time stamped in by Western Technical College Business Office by 2:00 p.m. local time on the stated proposal due date to be considered. Proposals not so date/time stamped shall be considered late. **Late proposals shall be rejected.**

- Four (4) original hard copy proposals OR one (1) electronic submittal via DemandStar. For hard copies, the outside of the package must be clearly labeled RFP 2024-009 Architectural and Engineering Services and include the name of the proposer and due date.

You have been supplied with a pre-addressed return label below. Please fill in your vendor name and address on the return label to help us identify this proposal response.

Please use one of the options listed below to return your proposal.

U.S. Mail Address	Hand Delivery Address	Electronic Delivery Through DemandStar Website www.demandstar.com
Western Technical College Attn: Purchasing, Business Office 400 7th Street N. La Crosse, WI 54601	Western Technical College Administrative Center, Room A118 111 7th Street N. La Crosse, WI 54601	<p>Electronic bids may be submitted to the RFP posting on the DemandStar website.</p> <p>Suppliers can register for free at http://www.demandstar.com/app/wapp/registration to access RFPs and submit proposals electronically.</p> <p>A link to the Request for Proposal on DemandStar is available on the Western Technical College website https://www.westernnc.edu/purchasing</p>

NOTE: PLEASE CUT OUT AND AFFIX THE RETURN ADDRESS LABEL BELOW ON THE UPPER LEFT CORNER OF YOUR ENVELOPE TO INDICATE THE SEALED BID IS ENCLOSED. This will help with timely delivery and receipt date/time stamping.

RETURN ADDRESS LABEL:



<p>TIME SENSITIVE RFP NUMBER: 2024-009 ARCHITECTURAL & ENGINEERING SERVICES DUE DATE: MAY 15, 2024 TIME: 2:00 PM CDT</p> <p>VENDOR NAME: _____</p> <p>ADDRESS: _____ _____</p>
<p>Western Technical College Business Office, Purchasing 400 7th Street N La Crosse, WI 54601</p>

SECTION #1: GENERAL INFORMATION

1.0 Statement of Purpose:

The purpose of this Request for Proposal is to provide interested parties with information to enable them to prepare and submit a proposal for Architectural and Engineering Services. Western Technical College through its Business Office, hereinafter referred to as Western, is soliciting proposals from qualified vendors who are able to provide architectural and engineering services for master planning, facilities studies, and the design of new and remodeled facilities.

The results of this solicitation will be used to award a contract for Western Technical College for a base period of five (5) years, with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years.

The required services are more specifically described in Attachment A: Scope Description/Specifications.

1.1 Background:

Description of College

Western Technical College is one of sixteen (16) technical college districts in the state of Wisconsin. Western Technical College serves parts or all of eleven (11) counties and offering associate degrees, technical diplomas, and certificates in over 100 programs to approximately 9,000 (head count) students. Western Technical College employs approximately 439 full-time and 436 part-time faculty and staff members. For the fiscal year ending June 30, 2023, Western Technical College's budgeted total expenditures were approximately \$111.5 million.

Campus Information

Western Technical College main campus is located in La Crosse, Wisconsin. We also have six regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

Educational Information

Western Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Western Technical College offers a variety of educational and training opportunities with more than 100 programs of study in 10 career cluster areas including Architecture, Graphics & Design; Business & Information Technology; Health & Public Safety; and Mechanical. Other programs and services include apprenticeship instruction, adult basic education, customized business and industry training, counseling, testing and career services.

Mission Statement and Goals

Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

Strategic Plan/Strategic Directions/Strategic Goals

In fall 2018, Western launched a new strategic plan, called Experience 2025 aimed at improving overall success for "every student, every day." The plan includes the following four strategic directions and seven corresponding strategic goals:

First Choice Service

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

Workforce and Community Engagement

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive workforce sector development strategy by 2025.

Equity, Inclusion, and Support

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 20% in 2025.

SECTION #1: GENERAL INFORMATION

Employee Engagement

- Increase engaged employees from 35% in 2017 to 45% by 2025.

1.2 Proposal Requirements

The proposal shall provide information necessary for Western to evaluate the qualifications, experience, and expertise of the supplier proposing to provide the requested services.

The Proposer is to make a written proposal which presents an understanding of the requested services. The proposal should demonstrate and provide evidence that the Proposer has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Proposer shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by Western. Failure to provide all information, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal or rescission of an award.

In order to enhance the evaluation process and provide each firm an equal opportunity for consideration, adherence to a standardized technical proposal format is required. Responses should be as thorough and detailed as possible so that the Western may properly evaluate the firm's capabilities to provide the required services.

The format of each proposal must contain the following elements and required documents:

<p>Proposal Response Format and Evaluation Criteria: Submit responses to questions A. – G. as listed on Attachment A. Respond using own pages and formatting. The proposer shall state and answer the questions in the order in which they were asked to facilitate comparisons between proposals. Failure to do so may disqualify your proposal.</p>
<p>Forms (Must use the provided Attachments):</p> <ul style="list-style-type: none">• Attachment B: Cost Proposal / Fee Structure Matrix (include additional documentation as necessary)• Attachment C: Cooperative Purchasing Form• Attachment D: Qualified Supplier Certification Form• Attachment E: Request For Proposal Signature Form• Attachment F: Vendor Information Form• Attachment G: Proposer References Form
<p>Other Required Documents:</p> <ul style="list-style-type: none">• Current W-9

Proposers are encouraged to present innovative approaches to pricing, deliveries, training, or other programs that offer additional value added components to the Proposers response.

1.3 Definitions: The following definitions are used throughout this Request for Proposal:

Contractor means successful Proposer(s) awarded under this RFP process.

MBE means Minority Business Enterprise.

P-Card means Procurement Card (Campus credit card).

Proposer means a firm submitting a Proposal in response to this Request for Proposal.

RFP means Request for Proposal.

WTCS means Wisconsin Technical College System.

Western means Western Technical College.

Customer is any Western College District, or other Wisconsin public agency, or any other public agency outside of the state of Wisconsin that by its own rules and regulations is authorized to piggyback this Western agreement.

Confidential Information shall mean information or data that may be exempt from disclosure to the public or other unauthorized persons under state or federal law. Confidential Information includes, but is not limited to, a combination of names, addresses, Social Security numbers, e-mail addresses, telephone numbers,

SECTION #1: GENERAL INFORMATION

financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, and agency security data.

Proprietary Information shall mean information owned by the Contractor to which the Contractor claims an interest to be protected under law. Proprietary Information is information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law.

1.4 **Liability for Costs:**

Western is not liable for any cost incurred by proposers in replying to this RFP.

1.5 **Debarment:**

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. As a part of this proposal document there is debarment language and a signature block for you to self-certify your debarment status on the Proposer Response Sheet. Failure to supply this information may disqualify your proposal. Information on debarment is available at the following websites: www.epls.gov and www.arnet.gov/far/.

1.6 **Promotional Materials:**

Contractor agrees to not use promotional or marketing material which states expressly or by fair implication that the College endorses either the Contractor or any sponsor of such material.

1.7 **Availability of Funds:**

The purchase of services or products under this contract is contingent on budget availability for Western or participating agencies.

SECTION #2: PROCESS INSTRUCTIONS

2.0 Proposal Submission Due Date:

Proposers must submit their RFP in a mailed version, electronically through DemandStar website, or hand delivered to the Business Services office. Email and fax versions will not be accepted. **The RFP responses are due at Western Technical College by 2:00 PM on March 15, 2024.** Any proposals received after the specified due date and time will be rejected. No cost proposal will be accepted on any other form(s) than those herewith provided.

2.1 Submittal Requirements:

The following items must be submitted with your proposal to be considered as “complete” and meeting RFP specifications. Any of the below listed items that are not provided in a complete fashion will be grounds for your proposal to be “rejected”:

- 1) Attachment A: Proposal Responses to A.-G. (Respond using own pages and formatting).
- 2) Attachment B: Cost Proposal Form / Fee Structure Matrix (include additional documentation as necessary)
- 3) Attachment C: Cooperative Purchasing Form
- 4) Attachment D: Qualified Supplier Certification Form
- 5) Attachment E: Request For Proposal Signature Form
- 6) Attachment F: Vendor Information Form
- 7) Attachment G: Proposer References Form
- 8) Current W-9

2.2 Clarifications/Questions:

Any and all questions regarding this RFP must be submitted in writing only to the Western Technical College Business Office Purchasing staff, De Anne Otto and Jessica Hytry, to purchasing@westerntc.edu email address. Verbal inquiries will NOT be accepted.

The “issuing agency” for this RFP is Western Technical College, with its address as follows:

Western Technical College
400 7th Street N.
La Crosse, WI 54601

No information provided verbally, or by any Western personnel other than the individual listed above, will be considered binding for this agreement unless formalized in writing. All respondents should use this written document and its attachments as the sole basis for preparing and submitting proposals.

Additionally, the Proposer is prohibited from initiating communication related to this RFP, to any Western official, any member of the evaluation committee or any employee considering the proposals, prior to the time an award decision has been made by Western.

2.3 Applicable Dates:

April 2, 2024 Notification of RFP
April 19, 2024 2:00 PM..... Latest date for written questions to be received from vendors.
April 29, 2024 Western to respond to questions from vendors.
May 15, 2024 2:00 PM RFP due @ 2:00 PM local time (no fax or email).
June 3 – 7, 2024 Proposer interviews (may or may not be required - tentative).
June 28, 2024 (anticipated)..... Contract award decision made.

2.4 Contents of Proposal:

All attachments, additional pages, addenda, or explanations supplied by the vendor with this proposal will be considered as part of the proposal response.

Proposers are encouraged to present innovative approaches to pricing, deliveries, training, or other

SECTION #2: PROCESS INSTRUCTIONS

programs that offer additional value added components to the Proposers response.

If an oral presentation/interview is determined to be held for selected finalists, it shall be at the Proposer's expense. However, an award may be made without discussion or any presentation/interview with the Proposer. Therefore, Proposers are cautioned that proposals should be submitted initially as a "best" or most attractive proposal from both a technical and cost standpoint. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired and may not be considered by the evaluation team at their discretion.

2.5 Compliance with Laws and Regulations

The contractor assumes full responsibility and liability for compliance with any local, state, and federal laws and regulations applicable to the contractor and its employees, including, but not limited to compliance with Department of Commerce requirements and the Occupational Safety and Health Act (OSHA) of 1970.

2.6 Non-Conforming Terms and Conditions:

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are subject to rejection as nonresponsive. Western reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its response or to negotiate changes to the contractual requirements prior to making a determination of responsiveness and award.

2.7 Exceptions to Proposal Specifications and Terms:

Any exceptions to the Proposal specifications and terms must be clearly documented on an attachment sheet to this proposal form and indicated as "Exceptions to Specification and Terms". Western reserves the right to determine if any noted exceptions or qualifying statements indicated in a proposal are in the best interest of Western and participating agencies, and reserves the option to reject individual proposals on the basis of Exceptions to Specifications and Terms.

Submittal of a complete contract replacement or substitution for the terms and conditions of this RFP Contract will not be acceptable and may be grounds for rejection or disqualification of the Proposal submitted.

2.8 Confidential/Proprietary Information

Any restrictions on the use of data contained within a request, must be clearly stated in the RFP itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats.; or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form. This form may be obtained by contacting Purchasing via email purchasing@westerntc.edu. RFP prices cannot be held confidential.

Marking of the entire response as proprietary will neither be accepted nor honored. The College cannot guarantee that all such material noted remains confidential, particularly if it becomes a significant consideration in contract award. Information will only be kept confidential to the extent allowed by Wisconsin Public Disclosure Law.

2.9 Alternate Proposals:

An alternate proposal is viewed as a proposal describing an approach to accomplishing the requirements which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same Proposer, which differs in some degree from that Proposers prime proposal. An Alternate proposal should be clearly marked as "ALTERNATE PROPOSAL".

Western may consider or reject any or all alternate proposals submitted.

SECTION #2: PROCESS INSTRUCTIONS

2.10 “Or Equals” Considered:

Specifications contained in this RFP are intended to define the level of quality and performance required and not to restrict competition. Proposers offering alternate proposals to the products or specifications listed shall submit, with their proposal, detailed comparisons to the RFP products and specifications documenting equivalence to the products or services identified and describing the effect the alternate product or service would have on the performance or quality of the products or services being proposed. Proposers may offer more than one alternative with required supporting documentation. Where certain brands or part numbers are specified, it is to match standardized products currently being used or to establish a standard for features and construction. Equivalent products and services are acceptable and allowed and Proposers may offer varying brands of “equivalent” items and services for Western’s consideration. Western and the participating agencies will be the sole judge of equivalency.

In the event that equivalent or alternate products or services are not allowed, information will be provided, (i.e. must be compatible with existing equipment, software, have interchangeable parts, not need specialized tools, required by grant or funding authority), with the RFP showing why alternate or equivalent products or services will not be considered.

2.11 Acceptance or Rejection of Proposals:

This RFP does not commit Western or any participating public agencies to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies as a result of this RFP process. Western reserves the right to accept or reject any portion of a proposal, the complete proposal, or all proposals received as a result of this request, to waive any minor irregularities in the process or procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is considered to be in the best interest of Western or participating agencies to do so.

2.12 Non-Interest of Agency Employees and Officials:

No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the proposal or contract.

2.13 Right to Amendments/Addendums:

Western reserves the right to amend the terms and specifications of this RFP as necessary during the RFP process.

Amendment/Addendum of Proposals:

- a. **By Western:** Requests for Proposals may be amended by Western in response to a need for further clarification, specifications, or requirements changes, new opening date, or any other changes need to clarify the RFP or to allow for answers to Proposer questions. In the event of any formal published changes to the terms and/or specifications of this RFP, notice will be posted to all of the Proposers using the same methods as originally used for posting along with posting to the website www.demandstar.com. It will be the responsibility of the Proposer to register for DemandStar to receive any notifications of any addendums, notices or changes applying to the RFP. Registration on the Demandstar system allows the Proposer to be notified of other future RFP or Proposal processes posted on Demandstar by other users of the Demandstar tool. Suppliers wishing to participate in opportunities with Western and other public agencies within Wisconsin can register for free at <http://www.demandstar.com/app/wapp/registration>.
- b. **By Vendor:** Proposals may be amended after receipt but before opening by Western by submitting a later dated proposal that specifically states it is amending an earlier submitted proposal. No proposal may be amended after the RFP due date unless requested by Western.

2.14 RFP Tabulations/Abstracts

RFP Tabulations are available to the public after date of contract award, and normally within 60-90 days from the date of RFP opening (RFP Due Date). In some situations, RFP tabulations may be completed early and be available for public review on the date of contract award(s).

SECTION #2: PROCESS INSTRUCTIONS

2.15 Cooperative Purchasing Agreement:

The Contract award will be subject to suppliers completing and providing with their proposals a signed "Cooperative Purchasing Agreement" form (enclosed) to indicate the Proposers willingness to extend contract pricing and terms to other eligible public agencies and entities in the State of Wisconsin wishing to "piggyback" this contract.

A vendor's decision whether or not to offer a volume discount plan should other Colleges, municipalities, etc. wish to piggyback onto this contract will not be used by Western Technical College to evaluate the submitted proposals. However, such a plan has the potential of creating more business for the selected firm from these other sources that may otherwise have to undertake their own competitive selection process in the future.

2.16 Required Forms to Submit Proposal Information:

No proposal will be accepted on any other form(s) than those herewith specified and/or provided with this RFP.

2.17 Qualified Supplier Certification Form:

Included with the proposal documents is a "Qualified Supplier Certification Form" (Attachment D) that must be completed properly and submitted with the required proposal documents in order for the Proposer to have a complete proposal for consideration. Only proposals from qualified suppliers shall be considered. This form must be signed and be included with the proposal response by the specified proposal due date and time.

2.18 Warranties:

All product and services provided by the supplier will be warranted to levels of quality and professionalism as is considered "customary and usual in the industry" for the products and services being purchased under this contract. At a minimum, any products sold must have the Manufacturers Standard Warranty available. Failure of a Contractor to warrant their product or work to customary and usual standards for quality and service may be grounds, at the discretion of that public agency, to terminate its purchase of products and services from the Contractor. Contractor must identify their warranty terms for Manufacturers proposal and should provide corresponding warranty documents with their RFP.

2.19 Request for Financial Statements:

Western and Participating agencies may request financial statements containing three (3) years of Profit and Loss statements, Balance Sheets, and other financial documents for purposes of evaluating the financial ability of firms to provide the scope of service and support required by this RFP. Copies of supplier's Certified Auditor Statements may be requested. In the event such financial information is required for the evaluation of proposals, such will be requested in writing to the supplier by Western. Western reserves the right to review other and alternate sources of financial record including Equifax, Dunn and Bradstreet and any other third party reporting organizations available.

2.20 Withdrawal of Proposals:

Proposals may be withdrawn by the Proposers any time prior to the due date of the proposal. These proposals will not be opened or considered. Proposers may request that their proposal be withdrawn after the due date and time, however, these will be opened and will become part of the public record at the point the RFP process is completed. Negligence on the part of the proposer in preparing the proposal confers no right of modification of the proposal after the due date for submission.

2.21 Firm Proposals:

All terms and conditions of the proposals submitted are to be firm for a minimum of sixty (60) days from the award of the contract. Any price increase request (or other proposed change in any of the contract terms) must be requested in writing and must have a written justification showing why the price change or other term change is being requested. Western reserves the right to review any existing index or other third party measure to verify information provided by the Contractor under these conditions. Western will accept or reject the proposed change in contract and reserves the right to negotiate terms with the Contractor based on the best interests of Western. Any exceptions shall be fully noted.

SECTION #2: PROCESS INSTRUCTIONS

2.22 Level of Competing Proposals Received:

Western reserves the right to reject all proposals received and resubmit the RFP if it feels an adequate level of competition was not obtained, if specifications/terms did not allow for a sufficient level of competing proposals to be received, if desired specifications, features, or standards were not acceptable or if proposals of sufficient quality or completeness were not received.

2.23 State Sales Tax and Federal Excise Tax Exemption:

Notice is hereby given that Western is a Wisconsin municipality and is exempt from state sales taxes and federal excise taxes. Such taxes should not be included in prices or quotes proposed to Western and will not be paid by Western or participating agencies for products or services received.

2.24 References:

Western will assign evaluation points based on comments and reviews of the supplier's product and/or services as provided by references. As a part of the Proposers response, they should provide a minimum of 3 references of Customers of similar size or type to Western campuses to be served by this contract.

2.25 Demandstar Vendor Registration:

Suppliers wishing to participate in this and additional opportunities with Western and other public agencies within Wisconsin can register for free at <http://www.demandstar.com/app/wapp/registration>. This will provide access to review Requests for Bids and Requests for Proposals, download documents, and submit e-bids and proposals if accepted in that manner.

SECTION #3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

3.0 The terms listed in this section (Contractual Requirements) shall be the minimum required in any contract with a participating public agency for services awarded under this RFP. A Western Technical College contract will be the only signed document between the successful proposer and Western specifying the terms and conditions of performance. Western will not accept nor sign a supplier's own contract, and proposers must be willing to sign and accept a Western contract as the sole document specifying the contractual duties and responsibilities addressed by this RFP.

3.1 Term of Contract:

The resulting term of the contract from this RFP will be for a base period of five (5) years, with the option for two (2) individual one year term renewals to occur for a total maximum term not to exceed seven (7) years.

3.2 Payment Terms

Western will pay the vendor Net 30 days within receipt of invoice for equipment received and as accepted by the College and payment shall not exceed quoted amounts.

3.3 Insurance:

Insurance requirements or submission of a Certificate of Insurance IS REQUIRED for this contract. A Certificate of Insurance must be submitted by the Contractor to Western and to any Customer utilizing this contract as a condition to performing any work on the Customer's site location. The Certificate of Insurance must also list Western initially and any Customer as "named insured" upon their request. Minimal required insurance levels as follows:

General Liability

- \$1,000,000 per occurrence
- \$3,000,000 aggregate

Automobile Liability

- \$1,000,000 combined single limit

Workman's Compensation and Employers Liability

- Must carry coverage for Statutory Worker's Compensation and Employers Liability limit of:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease-Each Employee
- Must include coverage for occupational disease, sickness, and death
- Must include Broad Form All States Endorsement/other states endorsement

Professional Errors and Omissions

- Including a three-year "tail coverage endorsement,"
- With minimum liability limit of \$1,000,000 per occurrence, and
- Minimum liability limit of \$1,000,000 aggregate.

Umbrella Liability

- Provide umbrella liability coverage over the above limits of liability for comprehensive general liability, worker's compensation and automobile liability for an additional \$1,000,000
- The vendor shall bear full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize Western for any losses incurred related to this contract.
- The vendor will provide thirty (30) calendar days written notice to Western, before cancellation, reduction, or other modifications of vendor's insurance coverage.
- Cancellation, non-renewal or expiration of insurance or reduction of coverage prior to expiration of the contract will constitute an automatic termination unless the contractor obtains other or additional insurance to cover the risks as herein required.
- Western shall promptly notify the contractor in writing of any claims against either Western or the vendor, and in the event of a suit being filed, shall promptly forward to the vendor all papers in connection therewith. Western shall not incur any expense or make any settlement of any such claims or suit without the contractor's consent.

SECTION #3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

3.4 **Applicable Law:**

This contract will be governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). Western and other public agencies participating on the contract are provided all rights and remedies of contract as afforded under the UCC for the State of Wisconsin, and include all rights and protections afforded public institutions under the laws of Wisconsin and any federal laws or statutes that apply.

3.5 **Nondiscrimination**

In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry.

For purposes of any contract issued by Western, the supplier is to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part60).

3.6 **Assignment or Subcontract:**

Neither party shall assign a right or interest, delegate or subcontract any obligation required under this contract without the written consent of the other party.

Any Contract resulting from this proposal shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any Subcontractor without prior written approval by Western, participating agencies or the Customer.

Upon request Contractor must provide Subcontractor's complete contact information including EIN# (TIN#, SS#) and signed W-9 form.

Western shall have the right to audit Subcontractor invoices at any time during the course of this Contract.

The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of this contract. Western reserves the right to assess Contractor Liquidated Damages in excess of the contract amount for Subcontractor's failure to perform or inability to complete required project milestones.

Subcontractors must abide by all terms and conditions under this Contract. If Subcontractors are to be used, the Contractor must clearly describe and explain their participation in support of this contract.

3.7 **Independent Supplier Status:**

The Contractor agrees that it is an independent supplier with respect to the products and services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

3.8 **Amendments to Contract Terms and Conditions:**

Western and other participating agencies purchasing the contracted products or services resulting from this RFP reserve the right to change, modify, or cancel the terms of a contract by providing the Contractor a minimum of thirty (30) days advance written notice. Any and all changes to the terms and conditions of a contract with a Customer will be binding only through formal written addendum. In instances of contract breach by a Contractor, or in instances where the actions or products of a Contractor pose a health risk or safety issue, contract termination can occur immediately with no advance notice provided to the Contractor. (See Contract Termination below).

3.9 **Right to Negotiate Contract Terms:**

Western and participating agencies reserve the right to negotiate terms including scope of work, pricing, and terms and conditions with Proposers prior to final award of the RFP process and entering into a final contract agreement.

3.10 **Contract Termination:**

Western may terminate this Contract at any time, **without cause**, by providing 15 days written notice to the Contractor. If the Contract is so terminated, Western/Customer is liable only for payments for products

SECTION #3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

provided or services performed, to the extent that any actual direct costs have been incurred by the Contractor pursuant to fulfilling the contract. Western/Customer will be obligated to pay such expenses up to the date of the termination.

3.11 Termination of Contract for Cause:

Western may terminate this contract for cause, as determined by the College which shall consider such items as, but not limited to, insufficient insurance coverage, failure to meet specifications and standards for cleaning, failure to enforce required standards of sanitation, or unsatisfactory quality of service to the College. This may include any cessation or diminished service including but not limited to failure to maintain adequate personnel, whether arising from labor disputes, or otherwise, any substantial change in ownership or proprietorship of the Contractor which in the opinion of the College is not in its' best interest, or failure to otherwise not comply with the terms of this contract. The College shall provide to the Contractor a minimum of ten (10) calendar days written notice of any instance of contract neglect, and unless within ten (10) calendar days such neglect has ceased and arrangements made to correct, the College may terminate the contract immediately.

If the Contract is terminated for cause, the College shall be entitled to full reimbursement from the contractor for any cost incurred by the College by reason of the contractor's failure to perform or to satisfactorily perform its responsibilities and duties, which costs may include, but are not limited to, the cost of using the College's employees or any other person to perform the obligations of the contract. The College may obtain any such reimbursement by deduction from payments otherwise due to the contractor or by any other proper and lawful means. It is the College's intent to give the contractor a reasonable opportunity, wherever practicable, to correct any such failure to perform or satisfactorily perform its responsibilities and duties.

If at any time the Contractor performance **threatens the health and/or safety** of Western, its staff, students or others who may be on campus, Western has the right to cancel and terminate the Contract without notice.

Failure to maintain the required Certificates of Insurance, Permits and Licenses shall be cause for Contract termination. If the Contractor fails to maintain and keep in force the insurance as provided in Standard Terms and Conditions, Section 22.0, Western has the right to cancel and terminate the Contract without notice.

3.12 Multi-Year Contracts:

Continuation of the contract resulting from the RFP process beyond June 30th of any year is contingent upon the appropriation of funds.

3.13 Waiver:

One or more waiver by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

3.14 Auditor Access:

In the event that the Customer deems it necessary to conduct an audit or inspection, the Contractor shall, during normal business hours, furnish or make available at a time designated by the Customer and in a reasonable form required by the Customer, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in supplier's custody or control, relating to this contract and to the Customer.

Any information provided to the auditors, which is deemed confidential by federal, state, or local laws shall be held as confidential and not disclosed to the public.

3.15 Indemnification And Defense Of Suits:

The Contractor agrees to indemnify, hold harmless, and defend Western, its members and any Customer, its officers, agents, and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Contractor, its employees, agent or Subcontractors.

SECTION #3: PERFORMANCE AND CONTRACTUAL REQUIREMENTS

3.16 Force Majeure:

If the performance of any part of this Contract by either party is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the party who has been so affected shall immediately give notice to the other party of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. Upon receipt and acceptance of such notice, all obligations under this Contract shall immediately be suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Contract.

3.17 Contract:

Any agreement or contract above and beyond this RFP Contract shall be on forms supplied by Western Technical College.

3.18 Invoices/Payments:

Western will pay the Contractor Net 30 days within receipt of invoice for each phase in accordance with milestones and achievements and as accepted by the College. Proposers should state in their RFP response if they will include any discounts for earlier payment, for example, 1% 10 days/Net 30.

Contractor must agree that all invoices and purchasing card charges shall reflect the prices and discounts established for the items on this contract for all orders placed even though the contract number and/or correct prices may not be referenced on each order.

Before payment is made Accounts Payable must verify that all invoiced charges are correct as per this Contract. Only properly submitted invoices will be officially processed for payment. Prompt payment requires that your invoices be clear and complete in conformity with the instructions below. All invoices **must be itemized** showing:

- Contractor name
- Remit to address
- Purchase order number if given
- Release number if given
- Date of order/release
- Item manufacturer's name or abbreviation (if applicable)
- Complete item description identical to those stated in proposal
- Prices per the contract

3.19 Invoices for Purchasing Card:

Invoices shall contain the same detail as listed in Section 3.19 and mailed to the billing address given at the time the order is placed. Final payment may not be made until the item is operating according to specifications or service has been provided and has been accepted by the College.

3.20 Protection of College's Confidential Information:

Contractor acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Contract or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under state or federal laws ("Confidential Information"). Contractor agrees to hold College's Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Contract, to release it only to authorized employees or Subcontractors requiring such information for the purposes of carrying out this Contract, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without the College's express written consent or as provided by law. Contractor agrees to implement reasonable physical, electronic, and managerial safeguards to prevent unauthorized access to College's Confidential Information.

SECTION #4: EVALUATION OF PROPOSALS – PROPOSAL CRITERIA

This is a Request for Proposal and factors other than price alone will be reviewed and evaluated. Evaluations of proposals will be performed by a committee and will be based on a weighted point system as follows:

A. Company Summary/Description	10
B. Similar Project Experience	20
C. Campus Master Planning/Programming Experience	5
D. Proposed Project Team/Consultants	10
E. Firm Approach and Design Process	15
F. Green/Sustainable Design Experience	10
G. Communication/Coordination/Management of Engineering Firms	15
H. Cost/Fee Schedule	15
TOTAL	100 POINTS

Cost Scoring:

The lowest priced proposal will receive 100% of the allotted cost points. All other proposals will be scored using the formula as follows:

$$\frac{\text{Lowest Proposed Cost (constant)}}{\text{SCORE Other Proposer's Cost (varies according to proposal being scored)}} \times \text{Maximum evaluation points given to cost}$$

Calculation of points awarded to subsequent proposals will use the lowest dollar proposal amount as a constant numerator and the dollar amount of the firm being scored as the denominator. This result will always be less than one. The result is then multiplied by the number of points given to the cost section of the RFP.

RFP/Contract Award Timeline:

- April 2, 2024 Notification of RFP
- April 19, 2024 2:00 PM..... Latest date for written questions to be received from vendors.
- April 29, 2024 Western to respond to questions from vendors.
- May 15, 2024 2:00 PM RFP due @ 2:00 PM local time (no fax or email).
- June 3 – 7, 2024 Proposer interviews (may or may not be required - tentative).
- June 28, 2024 (anticipated)..... Contract award decision made.

Selection/Award Process:

The Western evaluation team will review proposals received and score them based on the scoring criteria identified in the RFP. A contract will be awarded to the highest scoring proposer providing contract negotiations are successful.

Oral Presentations and Site Visits

Western, at its sole discretion, may require oral presentations and/or site visits to supplement the proposals. Failure of a proposer to conduct a presentation on the date scheduled may result in rejection of the proposal. Oral presentations cannot be used as an opportunity to alter the proposals.

SECTION #4: EVALUATION OF PROPOSALS – PROPOSAL CRITERIA

Best and Final Offers:

At the sole discretion of Western, those Proposer(s) most likely to be awarded a contract may be requested to submit a Best and Final Offer (BAFO) in order to further clarify the deliverables, contract language, or costs presented in the Proposers RFP. If a Best and Final Offer is requested, the BAFO will be evaluated against the stated criteria. There is no obligation on the part of Western to request a BAFO from any or all of the Proposers responding the RFP so Proposers are encouraged to submit their best RFP effort with their original submission.

Notification of Award:

All Proposal Submitters who respond to this RFP will be notified in writing of Western's award of contract(s) as a result of this RFP.

Public Inspection of Proposals:

To maintain the integrity of the competitive proposal process, proposals received from suppliers will NOT be made available to other competing suppliers or to individuals or firms outside of Western proposal evaluation team until an award decision and notification have been made.

Dispute Process:

Any dispute of Western's award must be received no later than five (5) working days after the award notice is issued by the Business Office. A written dispute must be filed with:

Wade Hackbarth
Vice President for Finance and Operations
Western Technical College
400 7th Street N
PO Box C0908
La Crosse, WI 54602

with a copy to:

De Anne Otto
Purchasing and Accounts Payable Manager
Western Technical College
400 7th Street N
PO Box C0908
La Crosse, WI 54602

The protest must be in writing. Protesters must make their protests as specific as possible and must identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

ATTACHMENT A: SCOPE DESCRIPTION/SPECIFICATIONS

Western Technical College is soliciting proposals from qualified vendors who are able to provide architectural and engineering services for master planning, facilities studies, and the design of new and remodeled facilities. During the term of the contract, Western intends to implement various projects related to both the main campus in La Crosse and various extended campuses. In total, Western owns or leases approximately 1,200,000 square feet of educational facilities. The cost of each project will typically be less than \$1,500,000 in total project cost. It is expected that the total scope of projects requiring Architectural Services will be around \$3,000,000 annually. Western does not guarantee an annual volume. Services will be provided within the parameters of Western Technical College's Three-Year Facilities Plan (Exhibit 1).

The requested services will include, but are not limited to:

- Architectural and structural design work.
- Civil, mechanical, plumbing, and electrical engineering.
- Contract administration.
- Estimate projected costs of proposed projects.
- Meet with faculty and staff to determine needs.
- Assess existing facilities and infrastructure based on visual inspection and/or review of building plans.
- Interior design services.
- Prepare plans and specifications as needed.
- Ensure project compliance with all local, state and federal building codes.
- Ensure LEED compliance according to Wisconsin Technical College System Policy.
- Prepare as-built documents, including those prepared by engineering and sub-contracted firms, in an industry standard, electronic format. All as-built drawings become the property of Western Technical College.
- Other services related to the design and engineering of higher education facilities.

If needed, the College may seek advice and recommendations for referendum strategies for funding related to future building and remodeling programs.

The initial term of the contract shall be for a five year period commencing on or about July 1, 2024 and ending on or about June 30, 2029. Western Technical College reserves the right to renew for two additional 1-year extensions upon mutual agreement by both parties.

Throughout the term of the award, Western Technical College reserves the right to approve any subcontractor(s) used by the architectural firm(s). This includes any subcontractors utilized for any professional services related to the execution of work for the college.

Proposal Response Format and Evaluation Criteria:

Submit the following information as your proposal response using your own pages and formatting. The proposer shall state and answer the questions in the order in which they were asked to facilitate comparisons between proposals. Failure to do so may disqualify your proposal.

A. Company Summary/ Description (Limit 3 pages)—10 points

Provide a brief and concise summary that describes and highlights your firm's experience, qualifications, and particular expertise for the scope of work described. Identify your firm's name and the address of your principal office, any branch offices, and a brief history of the firm. Specify the type of organization (partnership, corporation, or other) and the year established. If your firm has more than one office, specify which office will be responsible for these projects and the year that office was established. State the size and adequacy of that office to perform the proposed work. Provide a list of services offered "in-house" by your firm and which services will be provided by other subcontracted firms.

B. Similar Project Experience (limit 6 pages)—20 points

Provide a list of similar project experience that your firm has designed in the past seven years. Focus on college campus or university experience, specifically in the Midwest (WI, IL, MN, MI, IN, and IA) (2-year or 4-year institution). Projects can be new and/or additions and renovations to existing buildings.

ATTACHMENT A: SCOPE DESCRIPTION/SPECIFICATIONS

B. Similar Project Experience (limit 6 pages)—20 points (continued)

Additionally, on a minimum of (3) projects provide the following information: (one page per project)

- a) Building name and address.
- b) Building owner address, contact name, telephone number, and email address.
- c) Size of building, construction cost, project completion date.
- d) The names of the individuals from your firm involved in the project.
- e) The names of consultants used for the project.
- f) Scope of services performed on the project.

C. Campus Master Planning/Programming Experience (limit of 5 pages)—5 points

Identify your firm's experience and process in providing master planning and programming experience for educational facilities, in particular higher education clients. Please provide examples of deliverables for this work. An example of a master plan completed for an educational client is required.

D. Proposed Project Team/Consultants—10 points

List specific key personnel and consultants proposed for the project team. Indicate the project assignment, role, or area of responsibility of each individual. Also state the current assignments for personnel proposed for the project. For each team member provide the number of years with the firm and primary work/office location. Provide an organizational chart graphically indicating how your firm/consultants will staff and structure the proposed team for the design and construction phases of the project. Provide a resume for each proposed team member, specifically stating the experience and qualifications of individual personnel in providing these services. Provide a minimum of at least three client references for each proposed team member (limit to one page per resume). Explain how you ensure continuity in team members for your services on all the projects.

E. Firm Approach and Design Process/Tools (limit 5 pages)—15 points

Provide a narrative of how the design team will approach and interface with the Owner and Construction Program Manager during the programming and design phase. Please describe the software tools that you will use during the design process for each discipline (AutoCAD etc.). Also, explain how you integrate the expertise and experience of others (facility leadership, stakeholders, business partners, community members, etc.) into the design process. Please provide some examples of tools you use to facilitate experience-based design and how they have been effective. Explain and provide a minimum of 3 examples of your experience with Building Information Modeling.

F. Green/Sustainable Design Experience (limit 3 pages)—10 points

Describe the experience of your firm with incorporating the strategies and techniques of sustainable design and LEED certification in prior higher education projects. Examples of sustainable design applications include: siting and land use; energy performance optimization and the promotion of renewable energy; water conservation and efficient landscaping; reduction of facility carbon footprints; building commissioning; selection, specification and usage of sustainable building materials, and the creation of healthy and sustainable indoor environments. Provide examples of projects where sustainable design and/or LEED have been utilized.

G. Communication/Coordination/Management of Engineering Firms—15 points

Western has long-term contracts with various engineering/design disciplines. As part of this agreement, the architectural firm will typically be required to use Western's engineering firms and assume all coordination and management of those firms during each project. Western will have prices from each engineering discipline identifying what they will charge when working with Western's architectural firm and these prices will be shared with the successful architectural firm. Please describe your experience in working with other engineering firms and your ability to coordinate and manage these firms during the project.

H. Fee Structure—15 points

Complete the cost / fee structure matrix provided on Attachment B. Include additional documentation as necessary.

ATTACHMENT B: COST / FEE STRUCTURE MATRIX

Western Technical College RFP 2024-009 ARCHITECTURAL AND ENGINEERING SERVICES

INSTRUCTIONS

1. All questions rows 1 - 10 on this form must be completed.
2. Include additional documentation as necessary labeled with corresponding number, and reference on form.
3. If a service cannot be met by the proposed vendor, then the term "No Proposal" should be entered on the line item.
4. If the proposed vendor will not charge for a service, then the term "No Cost" should be entered on the line item.

Description	Rate	Explanation
1. Campus Master Facility Plan	\$	Overall project total for La Crosse Main Campus only.
2. General Designs	\$/hr	Shall be paid for on an hourly basis with a Not To Exceed Maximum estimated fee, without prior approval from the College, using the hourly rates stated on the Proposal Form.
3. Construction Projects \$0 - \$500,000 \$500,001 - \$2,000,000 \$2,000,001 - \$5,000,000 \$5,000,001 - \$15,000,000 \$15,000,000+	 % % % % %	Percent of total project cost. A/E fees shall be calculated based on the awarded bid total, plus the cost of all change orders, less the cost of change orders resulting from A/E errors and omissions, if applicable.
4. Space Planning Projects	\$	Shall be paid for on an hourly basis with a Not To Exceed Maximum estimated fee, without prior approval from the College, using the hourly rates stated on the Proposal Form.
5. Reimbursables	\$	List reimbursable and exclusions normally included/excluded in fee. Indicate standard mark-up on printing and reproduction costs.
6. Plans	\$	List options for delivering plans to bidders, ability of firm to print plans, and schedule of charges for printing plans.
7. Provide a complete fee structure illustrating a five-year projection (term of base contract).		
8. Please list any other charges for providing the requested services beyond the initial scope of work and reimbursables. Charges not listed here (or in the chart above) will not be allowed:		

ATTACHMENT B: COST / FEE STRUCTURE MATRIX

9. Provide clarification between fees charged on a percentage of project basis versus services charged at an hourly rate:

10. List Sub-contractors and engineers that will perform any of the tasks needed to complete the contract. Include the following:

- Contact information.
- Project information and experience.

Western Technical College reserves the right to retain the services of professional engineers and other contractors (HVAC, plumbing, electrical and mechanical) not associated with the selected Vendor. If such services are purchased and are associated with a renovation or addition, the cost of the services shall be included in the total actual project cost for purposes of fee calculations. If the services are required to correct or inspect for errors by the architect or subcontractors, these costs would not be considered part of the total project cost. Western requires that all deliverables associated with projects contracted be delivered to Western in a common format such as PDF or Word and also in the original format such as AutoCAD and/or Revit. The costs of such deliverables are to be included in the above pricing.

SUBMITTER INFORMATION:

NAME _____

PHONE: _____

TITLE _____

EMAIL: _____

ATTACHMENT C: COOPERATIVE PURCHASING FORM

Wisconsin statutes establish authority to allow Wisconsin Municipalities to participate in cooperative purchasing when the Contractor agrees to extend the Contractor's terms to the Municipalities identified. Participating in Cooperative Contracting gives Contractors additional opportunities for increased sales volume without additional proposing. Municipalities use Cooperative Contracting to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical, and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance and inspection of products or services from the contractor, and making payment directly to the contractor. Western, in serving as the lead agency initiating this cooperative purchasing program on behalf of other Wisconsin Technical Colleges, is not party to any disputes arising from purchases made by any Municipality or not-Western Customer, and is not liable for payment for purchases made by any other Customers using this contract.

_____ / *Agree* to make the products or services of this proposal available to Wisconsin municipalities with all of its Terms and Conditions including pricing offered in the RFP response :

- _____ Wisconsin Technical Colleges (Western Members)
- _____ University of Wisconsin System
- _____ Wisconsin K-12 Schools
- _____ Wisconsin Municipalities (Non Educational)

Note any conditions or exceptions for acceptance to the cooperative purchasing groups identified above.

_____ / *Do Not Agree* to make the products or services of this proposal/proposal available to other Customers outside Western Technical College

Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
		Email:	
Company		Tel: ()	
		Fax: ()	
Address (Street)	City	State	ZIP + 4
Commodity/Service		Request for Proposal/Proposal Number	

ATTACHMENT D: QUALIFIED SUPPLIER CERTIFICATION

In submitting this proposal, I certify that I am / we are a "Qualified Supplier" for providing the items and/or services outlined in this Request for Proposal. I agree to the following by initialing the Qualifications identified.

Initial Below:

- A. _____ The company has been in business for at least 3 years.

- B. _____ The company is an authorized sales and servicing dealer for any and all equipment or items provided under the RFP.

- C. _____ The company maintains a permanent place of business and is licensed to do business in the United States.

- D. _____ The company is not presently debarred or disqualified by any Federal Agency, the Wisconsin Department of Administration or by any other State Agency for noncompliance with any equal opportunity, tax related or affirmative action requirements.

- E. _____ Our company is authorized to sell the products being proposed in the RFP, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.

- F. _____ In connection with the performance of any work covered by this RFP, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability, sexual preference, or national origin.

ATTACHMENT E: REQUEST FOR PROPOSAL 2024-001

SIGNATURE PAGE

By submitting a proposal in response to this Request for Proposal process, the Proposer agrees that they have read, fully understand, and agree to all terms, conditions and specifications and acknowledge that Western RFP document on file shall be the controlling document for any resulting contract. We certify that we have not either directly or indirectly, entered into any contract or participated in and collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other persons or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor, that this statement is true and accurate under penalty of perjury. I certify that the information I have provided in this proposal is true and I understand that any false, misleading, or missing information may disqualify the proposal.

By submitting a proposal, the proposer certifies that no relationship exists between the proposer and Western that interferes with fair competition or is a Conflict of Interest, and no relationship exists between the Proposer and any other person or firm that constitutes a Conflict of Interest. Further, the Proposer certifies that no employee of Western whose duties relate to this Request for Proposal assisted the Proposer in preparing this proposal in any way other than in his or her official capacity and scope of employment.

The Proposer certifies by submission of the proposal that neither it nor its principals is presently debarred, suspended, declared ineligible or voluntarily excluded from participation in this Proposal Process by any Federal or State Department or Agency.

Company Name (Print)

Your Name (Print)

Your Title/Position (Print)

Your Signature (Sign)

Date

Email Address

Telephone

Fax

Website

ATTACHMENT F: VENDOR INFORMATION FORM



VENDOR INFORMATION FORM

All parts of the form must be completed. This is a fillable form, but you may also print the form and fill by hand--please make sure it is legible for avoidance of errors . Include a completed and signed W-9 (or W-8ECI) along with this form. If you have any questions please call 608-789-6226 or email purchasing@westernnc.edu .

**All invoices for Western Technical College should be sent to
accountspayable@westernnc.edu**

SECTION 1 –VENDOR INFORMATION		
LEGAL BUSINESS OR INDIVIDUAL NAME: (MUST MATCH W-9 OR W-8ECI FORM)		
BUSINESS NAME, TRADE NAME, DOING BUSINESS AS: (IF DIFFERENT THAN ABOVE)		
SECTION 2 – VENDOR PHYSICAL ADDRESS		
ADDRESS:		COUNTY:
CITY:	STATE:	ZIP CODE:
SECTION 3 – VENDOR REMIT TO ADDRESS (IF MORE THAN 2 ADDRESSES, PLEASE INCLUDE A SEPARATE SHEET)		
ADDRESS:		COUNTY:
CITY:	STATE:	ZIP CODE:
SECTION 4 – CONTACT INFORMATION		
NAME:		
WEBSITE:		
PHONE:	FAX:	EMAIL:
SECTION 5 – PAYMENT TERMS (PLEASE CHECK ONE – IF NONE IS SELECTED THEN NET 30 WILL APPLY)		
<input type="checkbox"/> 2/10 NET 30	<input type="checkbox"/> NET 30	<input type="checkbox"/> NET 60
<input type="checkbox"/> Other (please specify)		
SECTION 6 – PURCHASE ORDER DISTRIBUTION		
EMAIL <u>OR</u> FAX:		
SECTION 7 – PLEASE SIGN & DATE		
PRINT NAME:		
SIGNATURE:		DATE:

Note: This document contains sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.

ATTACHMENT G: PROPOSER REFERENCES FORM

Indicate below a listing of at least three (3) current or recent client references, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services.

Reference #1

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Reference #2

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Reference #3

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

****This document must be completed & returned with proposal submission.***

ATTACHMENT H: STANDARD TERMS AND CONDITIONS

1.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are proposal/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Western shall be the sole judge of equivalency. Proposers/proposers are cautioned to avoid proposing alternates to the specifications which may result in rejection of their proposal/proposal.

2.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the proposer's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the proposal/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposers/proposers shall be held liable.

3.0 QUALITY: Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the State of Wisconsin.

4.0 QUANTITIES: The quantities shown on this request are based on estimated needs. Western reserves the right to increase or decrease quantities to meet actual needs.

5.0 DELIVERY: Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.

6.0 PRICING AND DISCOUNT: Western qualifies for governmental and education discounts. Unit prices shall reflect these discounts.

6.1 Unit prices shown on the proposal/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the proposal/proposal evaluation and contract administration.

6.2 Prices established in continuing agreements and term contracts may be lowered due to general market conditions, but prices shall not be subject to increase for ninety (90) calendar days from the date of award. Any increase proposed shall be submitted to the contracting agency thirty (30) calendar days before the proposed effective date of the price increase, and shall be limited to fully documented cost increases to the contractor which are demonstrated to be industrywide. The conditions under which price increases may be granted shall be expressed in proposal/proposal documents and contracts or agreements.

6.3 In determination of award, discounts for early payment will only be considered when all other conditions are equal and when payment terms allow at least fifteen (15) days, providing the discount terms are deemed favorable. All payment terms must allow the option of net thirty (30).

7.0 UNFAIR SALES ACT: Prices quoted to Western are not governed by the Unfair Sales Act.

8.0 ACCEPTANCE-REJECTION: Western reserves the right to accept or reject any or all proposals/proposals, to waive any technicality in any proposal/proposal submitted, and to accept any part of a proposal/proposal as deemed to be in the best interests of the College. The contents of the proposal/proposal of the successful contractor will become contractual obligations if procurement action ensues.

soliciting purchasing office on or before the date and time that the proposal/proposal is due. Proposals/proposals date and time stamped in another office will be rejected. Receipt of a proposal/proposal by the mail system does not constitute receipt of a proposal/proposal by the purchasing office.

9.0 METHOD OF AWARD FOR PROPOSAL: Award shall be made to the lowest responsible, responsive proposer unless otherwise specified in the request.

10.0 METHOD OF AWARD FOR RFP: Award shall be made to the Proposer who, in the sole judgment of the College, best meets the RFP needs and is awarded the highest amount of points based on the identified scoring criteria. All Proposers shall be notified in writing by College of the awarded result.

11.0 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION: By signing this proposal/proposal, the proposer/proposer certifies, and in the case of a joint proposal/proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

11.1 The prices in this proposal/proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer/proposer or with any competitor;

11.2 Unless otherwise required by law, the prices which have been quoted in this proposal/proposal have not been knowingly disclosed by the proposer/proposer and will not knowingly be disclosed by the proposer/proposer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other proposer/proposer or to any competitor; and

11.3 No attempt has been made or will be made by the proposer/proposer to induce any other person or firm to submit or not to submit a proposal/proposal for the purpose of restricting competition.

11.4 Each person signing this proposal/proposal certifies that: He/she is the person in the proposer's/proposer's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above; (or) He/she is not the person in the proposer's/proposer's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate in any action contrary to 2.1 through 2.3 above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to 2.1 through 2.3 above.

12.0 DISCLOSURE OF INDEPENDENCE AND RELATIONSHIP:

12.1 Prior to award of any contract, a potential contractor shall certify in writing to the procuring agency that no relationship exists between the potential contractor and the procuring or contracting agency that interferes with fair competition or is a conflict of interest, and no relationship exists between the contractor and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision, in writing, if those activities of the potential contractor will not be adverse to the interests of the state.

12.2 Contractors shall agree as part of the contract for services

Proposals/proposals MUST be date and time stamped by the

ATTACHMENT H: STANDARD TERMS AND CONDITIONS

that during performance of the contract, the contractor will neither provide contractual services nor enter into any agreement to provide services to a person or organization that is regulated or funded by the contracting agency or has interests that are adverse to the contracting agency. The Department of Administration may waive this provision, in writing, if those activities of the contractor will not be adverse to the interests of the state.

13.0 INDEPENDENT CAPACITY OF CONTRACTOR: The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the state. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the state.

14.0 EMPLOYMENT: The contractor will not engage the services of any person or persons now employed by Western, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employing agency of such person or persons and of the contracting agency.

15.0 ORDERING: Purchase orders or releases via purchasing cards shall be placed directly to the contractor by an authorized agent.

16.0 PAYMENT TERMS AND INVOICING: Western normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.

17.0 TAXES: Western is exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below.

Western is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. Western may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

18.0 GUARANTEED DELIVERY: Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.

19.0 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

20.0 APPLICABLE LAW AND COMPLIANCE: This contract will be

(\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

governed by Wisconsin State Statute and the provisions of the Uniform Commercial Code (UCC). Western Purchasing Consortium and other public agencies participating on the contract are provided all rights and remedies of contract as afforded under the UCC for the State of Wisconsin, and include all rights and protections afforded public institutions under the laws of Wisconsin and any federal laws or statutes that apply.

21.0 ASSIGNMENT: No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Western.

22.0 NONDISCRIMINATION/AFFIRMATIVE ACTION: In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wisconsin Statutes, sexual orientation as defined in x.111.32(13m) Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities.

To the extent required by law, 41 CFR 60-1.4(a) and (b) are incorporated by reference in these Standard Terms and Conditions. Additionally, the Contractor certifies compliance with 41 CFR 60-1.8 and does not and will not maintain any facilities provided for employees in a segregated manner.

23.0 PATENT INFRINGEMENT: The contractor selling to Western the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The contractor covenants that it will at its own expense defend every suit which shall be brought against Western (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

24.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to Western must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.

25.0 WARRANTY: Unless otherwise specifically stated by the proposer/proposer, equipment purchased as a result of this request shall be warranted against defects by the proposer/proposer for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the contractor.

26.0 INSURANCE RESPONSIBILITY: The contractor performing services for Western shall:

26.1 Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

26.2 Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars

26.3 Western reserves the right to require higher or lower limits

ATTACHMENT H: STANDARD TERMS AND CONDITIONS

where warranted.

27.0 CANCELLATION: Western reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

28.0 PUBLIC RECORDS ACCESS: It is the intention of Western to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.

Proposal/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.

29.0 PROPRIETARY INFORMATION: Any restrictions on the use of data contained within a request, must be clearly stated in the proposal/proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.

29.1 Data contained in a proposal/proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the State of Wisconsin.

29.2 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form (Proposers/proposers may request the form if it is not part of the Request for Proposal/Request Proposal package). Proposal/proposal prices cannot be held confidential.

30.0 RECYCLED MATERIALS: Western desires to purchase products incorporating recycled materials whenever technically and economically feasible. Proposers are encouraged to proposal products with recycled content which meet specifications.

31.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

32.0 PROMOTIONAL ADVERTISING / NEWS RELEASES: Reference to or use of Western any of its departments, agencies or other subunits, or any state official or employee for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of Western. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the contracting agency.

33.0 HOLD HARMLESS: The contractor will indemnify and save harmless Western and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons

or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.

34.0 FOREIGN CORPORATION: A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this Agreement is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.

35.0 FORCE MAJEURE: Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

36.0 RECORDKEEPING AND RECORD RETENTION: The contractor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, state, and local ordinances.

The contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this proposal/proposal held by the contractor. The contractor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

EXHIBIT 1: WESTERN TECHNICAL COLLEGE THREE-YEAR FACILITIES PLAN 2023-2026

The following pages include Western Technical College's current three-year facilities plan.

Western Technical College



THREE-YEAR FACILITIES PLAN

2023-2026

SUBMITTED BY:

Western Technical College
Roger Stanford, PhD, President

SUBMITTED TO:

Wisconsin Technical College System Board
Dan Scanlon, State Director

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Section 1

EXECUTIVE SUMMARY

In 2023-2026, Western Technical College anticipates making capital expenditures of \$ 925,000.00 for new or additional buildings, \$ 3,925,000.00 for remodeling existing buildings, and \$ 6,235,000.00 for capital improvements.

There is a growing need for short-term (one year or less) programs a student can quickly finish to earn a college certificate or diploma. Students can enter the workforce quickly, with greater earning potential and career progression. These credits are transferable to associate's and bachelor's degrees, allowing graduates to continue their training.

Western is developing program clusters to reflect the way several occupations interact in the workplace. The programs working together authentically in the classroom will teach students the process. It also allows Western to offer common core coursework for multiple programs efficiently.

Western is developing high school academies focusing on exploratory opportunities for grades 5–8 and credit opportunities for local high school students in grades 10–12. Academies serve a broad range of STEM opportunities, including manufacturing, electronics, IT, and building systems.

Major projects contemplated during this planning period include:

1. Property Acquisition – La Crosse Campus
2. Sparta Public Safety Training Facility Simulation City
3. Solar Panels for Charging Stations at One Regional Location
4. Solar Expansion – Kumm Center
5. Automotive Technology Facility Interior Renovation and Exterior Upgrade (Phase I of II)
6. Automotive Technology Facility HVAC
7. Sparta Public Safety Training Center Walking/Running Path

8. Regional Campuses Parking Lot Maintenance
9. Lunda Center Cooling System Upgrade
10. Student Success Center Replacement of Exterior Transom Windows
11. Integrated Technology Center Dust Collection System Upgrade
12. 8th Street Renovations from Pine Street to Vine Street
13. Solar Panels for Charging Stations at One Regional Location
14. Kumm Center Health Simulation Space Remodel
15. 7th Street Pedestrian Refuge Island
16. Property Acquisition –Tomah Regional Location
17. Solar Panels for Charging Stations at One Regional Location
18. Parking Ramp Maintenance



Western Technical College's process for planning facilities is a multi-stage procedure using a committee system. The process and facility projects are driven by the Strategic Directions and Personal and Organizational Commitments, essential features of Western's Strategic Plan, *Experience 2025*.

Any staff member, student, or administrator may propose projects. The Physical Plant evaluates all proposals to establish a cost estimate and technical feasibility. Next, the Facilities Planning Group proceeds through the first round of discussion. If approved, it moves forward to the Budget and Facilities Subcommittee for review. Once reviewed and if recommended, the subcommittee will bring it forth to the District Board. Finally, the District Board votes on projects as part of the three-year facilities plan.

Project proposals that deal with instructional requirements are chiefly studied and guided through the process by instructors, department heads, deans, and the vice president of academic affairs.

Project proposals that deal with infrastructure upgrades, elimination of safety hazards, and compliance issues are chiefly studied and moved through the process by staff members, the facilities project manager, the facilities director, and the vice president of finance and operations.

Western has developed a process whereby the roof of each building is replaced on a systematic basis. A specific schedule was established to identify the timing to replace each specific roof.

Project proposals that deal with new initiatives or cooperation with local communities or divisions of government are chiefly initiated by the college president. Appropriate division staff and administrators study and move the proposal through the process as necessary.

All projects listed in this plan are subject to change. Approval of this plan by the district board does not guarantee that each project will happen. Further approvals of individual projects are required by the Western Technical College board and, in certain situations, by the Wisconsin Technical College System board.

Western needs to be nimble to respond quickly to the community's needs; some capital project needs may quickly arise that were unknown when the three-year facilities plan was approved. It is allowable for Western to move forward with those projects even though they were not included in the three-year plan. Individual approvals noted above would still be needed, however. Given the uncertainty of the COVID-19 pandemic and its impact on the economy, many of the projects identified in this plan may need to change. This could be especially true for projects in the near term.



Section 2

EXISTING FACILITIES

Owned Facilities

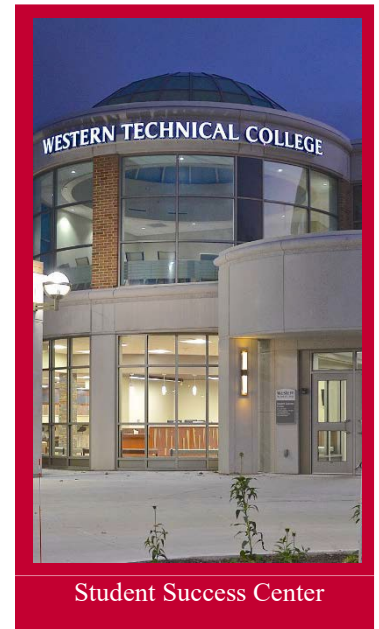
- Student Success Center
- Western Residence Hall
- Administrative Center
- Parking Ramp
- Integrated Technology Center
- Lunda Center
- Automotive Facility
- Truck & Heavy Equipment Facility
- Business Education Center
- Black River Falls Regional Location
- Coleman Center
- Independence Regional Location
- Center for Childhood Education
- Mauston Regional Location
- Sparta Public Safety Training Facility
- Kumm Center
- Tomah Regional Location
- Physical Plant
- Viroqua Regional Location
- Apprenticeship and Industry Training Center
- Horticulture Education Center

Leased Facilities

- Morrow Home Community
- La Crosse Diocese Gymnasium
- Health Science Center

The La Crosse campus consists of 16 buildings located in three areas of the city. The majority of the buildings are located downtown on the main campus. The Automotive Technology and the Truck and Heavy Equipment Technology Facilities are located in the city's Industrial Park. The Health Science Center is located five blocks directly east of the downtown campus. The Apprenticeship and Industry Training Center is located behind the Marcus Movie Theater on Ward Avenue. Following are descriptions of each of these facilities:

1. **Student Success Center:** Located at 716 Badger Street, this two-story masonry building was constructed in 1994. An addition was completed in 2008. This front door to the college covers 61,169 square feet. Here you will find Welcome Center services, the Learner Support and Transition Division (GOAL, GED, and ELL), Assessment Services, student support areas, including Disability Services, Learning Commons (Library), Career Services, Community Engagement, Sustainability, general classrooms, and conference rooms. Skywalks connect this facility with the Business Education Center and Integrated Technology Center. In 2018, the college renovated the Veteran Military Center and the Learning Commons; in 2019, the remainder of the building was remodeled to create an open and accessible space.



Student Success Center

2. **Administrative Center:** Located at 111 7th Street North, this five-story masonry structure was purchased in 1971. The building is 41,757 square feet and was remodeled in 1983, 1993, 1996, 2010, and 2011. It houses the Wellness Center (fitness), gymnasium, District Board room, computer lab, and administrative offices for Human Resources, the President and Vice Presidents, Marketing and Communications, Grants, Planning and Organizational Excellence, Payroll, Business Services, and Institutional Research.

3. **Integrated Technology Center:** Located at 717 Vine Steet, this four-story masonry building was constructed in 1975, with the second floor added in 1994. The building was previously 55,414 square feet. The newly remodeled building has a total of 123,724 square feet. The primary goal for the design of the ITC was for the ability to use the building as a lab, reduce environmental impact, and create a space for world-class instruction. Additionally, programs of the same cluster were located closer together to increase synergies between programs.

The extensive remodel of the first two floors, and the addition of two floors included rigorous efforts to increase energy savings and reduction of materials intended for landfills. The building is certified as LEED Platinum.



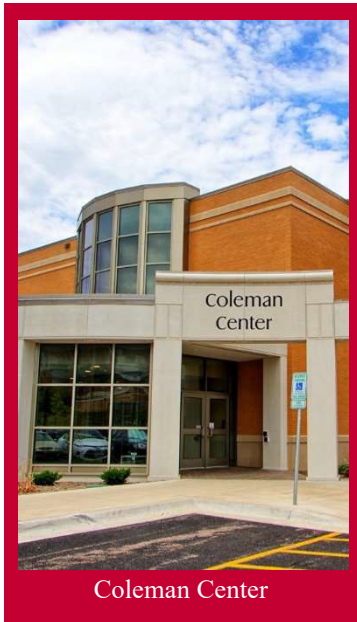
Integrated Technology Center

This facility includes the Integrated Technology Division office and the following program areas: Agri-Business Science Technology; Architectural Technology; Automation Systems Technology; Building Construction and Cabinetmaking; Building Science & Energy Management; CNC; CAD Technician; Electromechanical Maintenance Technician; Electronic & Computer Engineering Technology; Farm Business & Production Management; Industrial Machine Controls; Landscape Horticulture Technician; Manufacturing Systems Maintenance Technician; Mechanical Design Technology; Precision Machining & Programming; Refrigeration, Air Conditioning & Heating Service Technician, Robotic Welding & Fabrication Specialist; Solar Installation Technician; and Welding & Fabrication. There are also 33 full-time faculty offices, nine adjunct faculty touch-down spaces, a faculty lounge, five computer labs, five lecture rooms, one distance learning room, 31 distinctive lab spaces, a green roof, and a living wall of plants. Additionally, many of the building's mechanical systems are exposed to facilitate student learning. The third floor includes a donor-funded robotics lab. The fourth floor includes a physics lab, a fusion lab, a pre-engineering classroom, and space for K-12 academies. The academy space focuses on exploratory opportunities with 5th to 8th graders and credit opportunities for sophomores through seniors from local high schools.

Academies may serve a broad range of STEM opportunities, including manufacturing, electronics, IT, and building systems. This area allows for future partnerships with four-year universities to provide full baccalaureate engineering completion on-site.

4. **Vehicle Technology Center.** The Vehicle Technology Center is home to the Automotive Facility and the Truck and Heavy Equipment Facility. These masonry and concrete buildings were purchased in 2003. Both buildings house: faculty offices, general and specialty classrooms, a technical library, repair bays, labs, locker rooms, and storage areas. Located at 2721 Larson Street, the Automotive Facility is 30,522 square feet. This building was remodeled in 2007. Located at 2719 Larson Street, the Truck and Heavy Equipment Facility is 44,133 square feet. A new addition to the Truck and Heavy Equipment Facility was completed with referendum funding in the summer of 2014. This building also has 75 kW solar arrays. In 2022, the exterior of the Truck and Heavy Equipment Facility was remodeled to align with the 2014 Truck and Heavy Equipment Annex to lower maintenance and repair costs and improve the building envelope's visual identity and energy efficiency. The interior was renovated to create a state-of-the-art integrated instructional space better aligned with industry expectations, projected job growth, and promotes First Choice Service. A 3,168-square-foot expansion was added to provide an additional bay in which another five trucks could be available for instruction.
5. **Business Education Center:** Located at 744 Badger Street, this two-story brick building was constructed in 1973 and remodeled during the summers of 2013 and 2017. The building is 49,657 square feet and capable of handling two additional floors of expansion. It houses Business Division classrooms, labs, offices, four lecture rooms, 15 computer rooms with 368 units, two conference rooms, three student mediascape work areas, 30 faculty offices, and four individual office spaces. The Information Networking Media Services (INMS) service counter and office complex occupy the lower building level.
6. **Center for Childhood Education:** Located at 419 9th Street North, this one-story wood-frame structure was constructed in 1980, with an addition in 2000. The building is 9,050 square feet and houses Early Childhood Education and Foundations of Teacher Education classrooms. The facility includes an 8,000-square-foot fenced play area and storage garage. Western leases space to the YWCA for childcare services open to Western employees, students, and the public. Full- or part-time care is provided for children ages six weeks to five years old. Western students have the opportunity for experiential learning in this childcare setting.

7. **Coleman Center:** Located at 617 Vine Street, this three-story brick/masonry structure was constructed in five phases from 1923-1991. Then in 2013, referendum funding allowed for a significant two-phase renovation. Phase one was completed in May 2015, and phase two was completed in August 2016. The building is 136,990



Coleman Center

square feet, including the Lunda Center. This building contains a Security office and 21 general-purpose classrooms for General Studies, Graphics, Early Childhood, Instructional Assistant, and Digital Technology. Six of the classrooms have computers at each student station. The building also features student sticky space, the Grind Coffee shop, faculty and adjunct offices with a lounge, numerous conference rooms, a computer lab

with approximately 21-24 stations, a mother's room, and office space for Western's Foundation and Alumni Association, as well as Academic Excellence and Development.

8. **Lunda Center:** Located on the La Crosse campus at 333 7th Street North, the Lunda Center is a professional meeting and learning facility ideal for corporate and community meetings, conferences, and seminars. The Lunda Center is included in the Coleman Center's square footage.

9. **Health Science Center:** Located at 1300 Badger Street, this six-story concrete frame and masonry building was completed in August of 2000. Western occupies approximately 45,000 gross square feet and houses programs of the Health and Public Safety division, research labs, student health clinic, La Crosse Medical Health Science Consortium (LMHSC) offices, and several University of Wisconsin-La Crosse (UWL) and Gundersen Health System departments. It is located on 4.15 acres, has an adjacent parking lot for 97 vehicles, and has a paved drop-off lane/area. This building is approximately five blocks east of the main campus. In 2020, ownership of the building was transferred from the state to the LMHSC.

10. **Kumm Center:** Located at 411 7th Street North, this five-story masonry structure was constructed in 1969. The building is 103,515 square feet and was remodeled in 1994, 1995, 1996, 1997, 2001, 2010, and 2011, and a referendum-funded remodeling project was completed in the spring of 2017. The building houses Health and Public Safety division office and space for Central Service Tech, EMT, Health Information Technology, Medical Assistant, Medical Coding, Nursing, Respiratory Therapist, and Surgical Therapist programs, as well as all culinary programs. Also, there are Student Life and Student Government offices, the Union Market, Campus Shop (bookstore), and a student lounge. The building had 11 classrooms totaling 310 student stations and 17 shops/labs totaling 366 student stations.

11. **Physical Plant:** The 9,430-square-foot Physical Plant facility located at 505 9th Street North was originally constructed in 1992 and underwent two minor renovations in 1998 and 2000. The building underwent an interior renovation in 2022 that optimized the layout to utilize the existing space better. The scope of the project included: updating storage systems, refining utilization of vehicle storage space, improving line of sight, renovating restrooms, aligning the safety and security systems with campus standards, an improved staff lounge, energy efficient lighting upgrades throughout, upgraded/easier to maintain finishes, space for an Emergency Operations Center "hot" room, and improved Wi-Fi/data network.

12. **Western Residence Hall:** Located at 820 La Crosse Street, this six-story, 73,429 square-foot structure was built in 2009-2010, with occupancy beginning in August 2010. The college partnered with a developer to build and lease the facility until December 2013, when the college purchased it. The residence hall houses 200 students in 50 four-person suites. There are two student lounges, a full kitchen, a front desk, laundry facilities, and a large meeting room. A private, full apartment is located in the building for the live-in professional staff person. The adjacent parking lot contains 115 paved parking stalls designated for the residence hall.



Residence Hall

13. **Parking:** The total amount of off-street parking is approximately 1,150 stalls. The new parking ramp, completed in August 2014, accounts for 292 of the 1,150 stalls. The Coleman Center parking lot, completed in the fall of 2016, has 52 stalls. The remodel of parking lots E, F, H, and L accounts for the remainder of the off-street parking stalls. There are approximately 301 street spaces available within four blocks of the campus. Some street parking numbers have been reduced as 8th Street was narrowed, and other parking has been changed to specially designated parking. Maintenance of parking lots is completed on an as-needed basis and included in the respective year's remodeling category. Effective May 2019, the City of La Crosse has implemented a pay-for-parking program, which includes some of these street spaces. The Automotive Technology Facility and Truck and Heavy Equipment Technology Facility in the city's Industrial Park have a dedicated parking lot with approximately 107 spaces. Western continues to offer free bus rides using the City MTU and the SMRT bus service from the following areas: Prairie du Chien, Sparta, Tomah, Viroqua, and West Salem. The Apple Express bus provides service from La Crescent, Minn.

14. **Apprenticeship and Industry Training Center:** Located at 2860 21st Place South, La Crosse. The Western Technical College Foundation originally purchased this 25,000-square-foot, one-story metal building. The former manufacturing testing facility was extensively renovated in 2014 for the welding, fabrication, and apprenticeship programs to continue during the referendum-funded campus-wide renovations. Welding and Fabrication programs moved to the Integrated Technology Center, allowing for two new programs, YouthBuild and Business and Industry training, to move into the current building.

The following Apprenticeship programs are now utilizing the space: Construction Electrician, Industrial Electrician, Maintenance Mechanic Millwright, Maintenance Technician, Plumbing, and Steamfitter.

In 2020, the building was remodeled to create state-of-the-art instructional spaces. These new spaces align better with industry expectations and projected growth. The new spaces include an additional classroom and an expanded computer lab, additional offices for instructors and adjunct instructors, additional parking, a dedicated welding lab for contract training, and plumbing and electrical labs that provide hands-on practice through installation. The facility maintains a flexible learning space capable of accommodating future programming in automation, construction, or any other need.



Apprenticeship and Industry Training Center

15. **Horticulture Education Center:** Located at 624 Vine Street, this new 11,121 square foot facility (Headhouse 3,467 square feet, Greenhouse 7,654 square feet) allows access for Western programs, including Landscape Horticulture, Culinary, and Science. Western, Hillview Urban Agriculture Center, and Mayo Clinic Health System-Franciscan Healthcare, have developed a unique partnership with this facility to promote healthy eating habits and foster education about gardening, agriculture, and sustainable practices.



Horticulture Education Center

Owned Facilities at Regional Locations

Black River Falls:

Located at 24 Fillmore Street, this 19,648 square foot single-story facility houses general classrooms, three distance learning classrooms, a distance learning conference room, two computer labs, Learner Support and Transition classrooms, a Nursing Lab and classroom, a student resource room, student lounge, large classroom, staffing offices, computer testing area, and the Workforce Connections office. Paved parking for 73 vehicles is adjacent to the building. This location also includes 14kW solar arrays.



Independence: Located at 36084 Walnut Street, this single-story facility was constructed in 1979 and remodeled in 1995. An addition was completed in 2005. The building is 12,277 square feet and is on a five-acre site. The building houses general classrooms, three distance-learning classrooms, a distance-learning conference room, a computer lab, Learner Support and Transition classrooms, a health classroom, a student resource room, a student lounge, a large classroom, a testing area, the Workforce Connections office, and staff offices. Adjacent to the building is a utility storage building and a paved parking lot for 40 vehicles. This location also includes 10.44 kW solar arrays.

Mauston: Located at 1000 College Avenue, this single-story masonry building was constructed in 1994, and an addition was built in 1997. The building is 22,804 square feet on a 7-acre site. It contains general classrooms, three distance learning classrooms, two computer labs, Learner Support and Transition classrooms, a nursing lab and classrooms, a student resource room, a student lounge, a large classroom, staff offices, and the Workforce Connections office. Adjacent to the building is a paved parking lot for 90 vehicles and a small garage.

Sparta: Located at 11177 County Road A, this two-story masonry structure was completed in 1994. It is 30,098 square feet on a 168-acre site. The existing facility contains five standard classrooms, a forensic lab, a 32-station computer lab, offices, a large seminar room that accommodates up to 100 people, a full kitchen, and a large four-stall garage, which includes training props for confined space and toilet/shower rooms. The facility features a number of specialized training props/features, including a paved EVOC track and five outdoor firing

ranges, a six-station indoor firing range, and a four-story burn tower. In 2018, a 5,400-square-foot storage facility was added to support the Burn Tower. The indoor firing range was completed in the summer of 2019. In 2021, the building was remodeled to create a state-of-the-art integrated instructional space better aligned with industry expectations and projected growth. The interior remodel included additional classrooms that can be configured into one large space, a flexible lecture space, an expanded weight room, additional offices for instructors and adjunct faculty, dedicated EMS classrooms, and storage. The exterior renovations provided an improved visual identity with a more identifiable Western Technical College entrance, lower maintenance and repair costs, and energy efficiency of the building envelope. The expansion included a 3,920-square-foot extension of the second floor and a 570-square-foot expansion of the fire bay.

Tomah: Located at 120 East Milwaukee Street, this three-story masonry building was constructed in 1990 and purchased by Western in 2009. The building is 21,362 square feet on a .66-acre site in the center of the City of Tomah. The building houses general classrooms, three distance-learning classrooms, one distance-learning conference room, two computer labs, Learner Support and Transition classrooms, a health classroom, a student resource room, a student lounge, a large classroom, a computer testing area, Workforce Connections, DVR office space, and staff offices. There is paved parking for 108 vehicles.

Viroqua: Located at 220 South Main Street, this single-story masonry building was acquired and remodeled in 1994. Phase I of the two-phase project was completed in 2013. The second phase was completed in the spring of 2016. The building houses general classrooms, three distance-learning classrooms, one distance-learning conference room, two computer labs, Learner Support and Transition classrooms, Nursing Lab and classroom, student resource room, pod room, student lounge, large classroom, computer testing area, staff offices, Workforce Connections, DVR, and Viroqua Chamber/ Partner office space. Western also constructed a new shared entry between the college and the McIntosh Memorial Library. Adjacent to the building is paved parking for 50 vehicles.



Location	Occupancy	Construction/ Protection	Total Building Sq. Ft.	Building Value
716 Badger Street	Student Success Center	Two-story masonry	62,553	\$11,858,686
111 7th Street North	Administrative Center	Four-story brick, plus a lower level	41,757	\$10,243,235
717 Vine Street	Integrated Technology Center	Four-story masonry and concrete	123,734	\$30,885,311
2721 Larson Street	Automotive Technology Facility	One-story masonry	38,522	\$7,696,279
2719 Larson Street	Truck and Heavy Equipment Technology Facility	One-story masonry	43,887	\$9,224,101
744 Badger Street	Business Education Center	Two-story brick	49,657	\$10,500,334
419 Ninth Street North	Center for Childhood Education	One-story wood and masonry	9,878	\$1,557,908
617 Vine Street	Coleman Center (including Lunda Center)	Three-story brick	250,762	\$40,400,365
411 7th Street	Kumm Center	Four-story brick and concrete, plus a lower level	103,515	\$20,576,972
505 9th Street North	Physical Plant	One-story masonry	9,900	\$1,163,942
725 Badger Street	Parking Ramp	Three-story precast concrete	95,390	\$4,800,000
820 La Crosse Street	Western Residence Hall	Six-story plus basement metal and masonry	73,429	\$17,431,280
24 Fillmore Street	Black River Falls Regional Location	One-story masonry	19,648	\$4,117,218
36084 Walnut Street	Independence Regional Location	One-story wood and masonry	12,277	\$1,766,566
1000 College Avenue	Mauston Regional Location	One-story masonry	22,816	\$4,787,173
11177 County Road A	Sparta Public Safety Training Facility	Two-story wood and masonry	38,098	\$6,973,441
120 East Milwaukee Street	Tomah Regional Location	Three-story masonry, plus basement	22,484	\$5,242,763
220 South Main Street	Viroqua Regional Location	One-story masonry	26,603	\$5,722,673
624 Vine Street	Horticulture Education Center	CMU and steel construction	11,121	\$3,465,797
2860 21st Place South	Apprenticeship and Industry Training Center	One-story metal	25,000	\$3,798,455
1300 Badger Street	Health Science Center (Western's space)	Six-story masonry	45,000	N/A
331 South Water Street	Morrow Home Community	Masonry	973	N/A
Grand Total			1,126,610	\$202,212,699

Section 3

THREE-YEAR PROJECT SUMMARY

2023-2024

Acquisition/Building Construction

1. Property Acquisition - La Crosse Footprint: \$1.5 million
2. Sparta Public Safety Training Facility Simulation City: \$1.5 million

Remodeling

1. Solar Panels for Charging Stations at One Regional Location: \$70,000
2. Solar Expansion – Kumm Center: \$350,000
3. Automotive Technology Facility Interior Renovation (Phase I of II): \$1.5 million
4. Automotive Technology Facility Exterior Upgrade (Phase I of II): \$1.5 million
5. Automotive Technology Facility HVAC: \$650,000
6. Sparta Public Safety Training Facility Walking/Running Path: \$100,000
7. Regional Campuses Parking Lot Maintenance: \$175,000
8. Lunda Cooling System Upgrade: \$250,000

Capital Improvements

1. Student Success Center Replacement of Exterior Transom Windows: \$275,000
2. Integrated Technology Center Dust Collection System Upgrade: \$450,000

Rentals

1. Morrow Home Community
2. La Crosse Diocese Gymnasium

Physical Plant Capital Utility

A total of \$70,000 is projected to keep pace with ongoing efforts in the following categories:

1. Security upgrades/card access system: \$50,000
2. Security cameras/intrusion detection upgrades: \$20,000

Planning for Major Projects for 2023 – 2024

1. Sparta Public Safety Training Facility Simulation City: Western would like to add an emergency response course to simulate real-world driving scenarios. It would include an urban driving environment such as a cul du sac, cross streets, straight and curved roadways, and an elevated bridge with guardrails. The roadways would also include intersections controlled by traffic signals. The plan includes a Tactical Village consisting of a collection of small structures located in the cross streets. The structures would simulate a variety of residential, commercial, and institutional buildings arranged in a typical city street grid pattern. Also included in the plan is a control tower that would provide complete visual observation, command, and control for all training scenarios. The vision is for training emergency responders to do cross-discipline scenario training. This plan would align with our future expansion vision for the Sparta Public Safety Training Center.

Strategic Direction: Workforce and Community Engagement

2. Solar Panels for Charging Stations at One Regional Location: Solar-powered charging stations would create other transportation opportunities for students at the regional locations. The stations would be added measures to ensure the success of the College's standing 2030 Presidential Climate Commitment and the Resilient/Sustainability plan.

Organizational Commitment: Demonstrate Resiliency

3. Solar Expansion – Kumm Center: Installing solar panels on the roof of Kumm continues the College's practice of onsite electrical generation by utilizing solar. The Kumm solar panel installation is similar in scope (output and design) to the proposed system in Black River Falls. This project is mindful of both the College's sustainability practices and the goal of being carbon neutral.

Organizational Commitment: Demonstrate Resiliency

THREE-YEAR PROJECT SUMMARY

2023-2024 (continued)

Planning for Major Projects for 2023 – 2024 (continued)

4. Automotive Technology Facility Interior Renovation and Exterior Upgrade (Phase I of II): The vision of the Automotive Center renovation project is to create a state-of-the-art integrated instructional space that better aligns with industry expectations and job growth projections and promotes First Choice Service. The project includes renovating classrooms, a larger equipment assembly/disassembly area, improved acoustics, better utilization of existing space for vehicle parking and lab activities, improved line of sight for instructors and students, upgraded/easier-to-maintain finishes, and expanded storage. Other work includes renovating restrooms, aligning the safety and security systems with campus standards, energy-efficient lighting upgrades, and improving the Wi-Fi/data network.

Strategic Direction: First Choice Service

5. Automotive Technology Facility HVAC: The existing 25-year-old systems will be updated to align with the upcoming renovation and address ongoing parts obsolescence and operational performance.

Organizational Commitment: Demonstrate Resiliency

6. Sparta Public Safety Training Facility Walking/Running Path: Western would like to add a 1 to 1.5-mile paved walking/running path that can be used year-round for students in all Public Safety and Training programs for fitness. A paved path would provide opportunities for training, using the UTV on the path, and snow removal for use during the winter months.

Strategic Direction: First Choice Service

7. Regional Campuses Parking Lot Maintenance: A continuation of the crack-filling, resealing, and expansion caulking of the asphalt and concrete parking lots at the following regional locations Independence, Sparta, Viroqua, and Black River Falls.

Strategic Direction: First Choice Service

8. Lunda Cooling System Upgrade: The current system is experiencing many mechanical failures at the component

level. The scope of this project will focus on removing the DX coils from Lunda rooftop units containing compressors and refrigerant and replacing them with chilled water coils; the chiller in the Coleman basement will be the Lunda' Center's cooling source. One additional module may be added to meet the capacity required for the extra load Lunda would add. When switching from mechanical to chilled water, we will remove many pounds of refrigerant, reducing our carbon footprint, which Western is committed to. This project will better serve the Lunda Center as it would be a more reliable cooling source for the busy schedule during the late Spring, Summer, and early Fall when temperatures are higher. New chilled water pumps and variable frequency drives will also likely be needed.

Strategic Direction: First Choice Service

9. Student Success Center Replacement of Exterior Transom Windows: Student Success Center Replacement of Exterior Transom Windows: Installed when the building was constructed in 1995, the translucent panel system remains an integral design component of the current Learning Commons (originally the library). Time and the elements have prompted the replacement of the original dome (2019) and dome ends (2020). The proposed project would replace the remaining elements of the original work, which is the transom lite that surrounds most of the current Learning Commons. Aside from the noticeable difference in opacity and color between the new dome and existing transom lites, those facing west are experiencing the same degradation, which caused the original dome to fail. The plan is to replace all 26-year-old panels with more energy-efficient and matching lites.

Strategic Direction: First Choice Service

10. Integrated Technology Center Dust Collection System Upgrade: Since the system was installed in 2014, additional equipment was installed, reducing the system pressure and making it harder to move dust. Redesigning the current dust collection system will help improve the airflow and reduce the risk of dust collecting inside the ductwork.

Strategic Direction: First Choice

THREE-YEAR PROJECT SUMMARY

2024 -2025

Acquisition/Building Construction

1. 8th Street Renovations from Pine Street to Vine Street: \$175,000

Remodeling

1. Solar Panels for Charging Stations at One Regional Location: \$70,000
2. Kumm Center Health Simulation Space Remodel: \$1 million

Capital Improvements

1. 7th Street Pedestrian Refuge Island: \$200,000

Rentals

1. Morrow Home Community
2. La Crosse Diocese Gymnasium

Physical Plant Capital Utility

A total of \$70,000 is projected to keep pace with ongoing efforts in the following categories:

1. Security upgrades/card access system: \$50,000
2. Security cameras/intrusion detection upgrades: \$20,000

Planning for Major Projects for 2024 – 2025

1. 8th Street Renovations from Pine Street to Vine Street: The 8th Street Renovations, from Pine Street to Vine Street, would complete the work. This work was designed to improve pedestrian safety and was part of the College's commitment to reducing stormwater runoff.

Strategic Direction: First Choice Service

2. Solar Panels for Charging Stations at One Regional Location: Solar-powered charging stations would create other transportation opportunities for students at the regional locations. The stations would be added measures to ensure the success of the College's standing 2030 Presidential Climate Commitment and the Resilient/Sustainability plan.

Organizational Commitment: Demonstrate Resiliency

3. Kumm Center Health Simulation Space Remodel: To deliver on the commitment to providing high-quality instruction, we must provide current and relevant simulation technology that allows our students to simulate real-life scenarios in a controlled, safe environment throughout various programs. Our simulation center has become outdated and not up to current trends in simulation technology and space. A renovation to the space will enhance learning, accommodate other programs, and allow for multi-disciplinary simulation with numerous HPS programs simultaneously, which will assist in keeping Western as the College of choice in our region. Adopting and instructing with state-of-the-art simulation technology, such as virtual reality, 3D modeling, simulation gaming, and artificial intelligence technology, allows Western students to be highly prepared to meet the needs of our stakeholders.

Strategic Direction: First Choice Service

4. 7th Street Pedestrian Refuge Island: Since an uncontrolled state highway bisects Western's main campus, pedestrian safety is an existing and ongoing concern. In order to update the current pedestrian crossing to be consistent with what the City of La Crosse has done in similar situations elsewhere, Western would like to create a pedestrian island at a midblock location on seventh street, between Badger Street and Vine Street. The pedestrian island would replace the existing pedestrian "bump-out" crossing built in 2010.

THREE-YEAR PROJECT SUMMARY

2024 -2025 (continued)

Planning for Major Projects for 2024-2025 (continued)

The pedestrian island is designed to fulfill two purposes. First, to reduce vehicle speeds approaching the pedestrian crossing and second, to provide a median with a refuge area where pedestrians can focus on one direction of traffic at a time and wait for an adequate gap in oncoming traffic before finishing the second phase of crossing the highway.

Strategic Direction: First Choice Service

THREE-YEAR PROJECT SUMMARY

2025-2026

Acquisition/Building Construction

1. Property Acquisition – Tomah Regional Location: \$750,000

Remodeling

1. Solar Panels for Charging Stations at One Regional Location: \$70,000
2. Parking Ramp Maintenance: \$500,000

Capital Improvement

N/A

Rentals

1. Morrow Home Community
2. La Crosse Diocese Gymnasium

Physical Plant Capital Utility

A total of \$70,000 is projected to keep pace with ongoing efforts in the following categories:

1. Security upgrades/card access system: \$50,000
2. Security cameras/intrusion detection upgrades: \$20,000

Planning for Major Projects for 2025-2026

1. Property Acquisition – Tomah Regional Location: Western's Tomah Regional Location has continued increasing student enrollment and instructional offerings. As a result, the current physical space is at its maximum potential for providing instructional and practical student spaces. The exploration of purchasing or leasing additional space in the connected ACT building should be explored for future growth.

Strategic Direction: Workforce and Community Engagement

2. Solar Panels for Charging Stations at One Regional Location: Solar-powered charging stations would create other transportation opportunities for students at the regional locations. The stations would be added measures to ensure the success of the College's standing 2030 Presidential Climate Commitment and the Resilient/Sustainability plan.

Organizational Commitment: Demonstrate Resiliency

3. Parking Ramp Maintenance: The ramp is now ten years old; the manufacturer recommends essential basic maintenance to maximize its useful life.

Strategic Direction: First Choice Service

THREE-YEAR PROJECT SUMMARY

Major Projects Beyond 2026

Planning for Major Projects Beyond 2026

1. Viroqua Shell Space: Western is looking to do further analysis to see how best to use the shell space at the Viroqua Regional Location.

Strategic Direction: Workforce and Community Engagement

2. Culinary Space: Western would like to consider the option of creating a culinary space for the program in the future.

Strategic Direction: Workforce and Community Engagement

3. Expansion for Simulation: To deliver on our commitment to providing high-quality instruction, we must be able to provide current and relevant simulation technology that allows our students the ability to simulate real-life scenarios in a controlled, safe environment throughout various programs. Adopting and instructing with state-of-the-art simulation technology, such as virtual reality, 3D modeling, simulation gaming, and artificial intelligence technology, allows Western students to be highly prepared to meet the needs of our stakeholders.

Strategic Direction: First Choice Service

4. Athletics Facility: For nearly 30 years, Western has rented (currently at \$13,000/year) the Seminary's lone basketball court for practicing and playing. The floor is not regulation size, and restrooms and building access are not ADA compliant. Colleges nationwide and in our region have invested in college athletic facilities for reasons ranging from Title IX compliance to recruiting. The proposed Athletic/Wellness facility would utilize and expand the current parent-child center to bring to the center of campus a regulation gymnasium designed to support multiple sports. To improve the student experience, the Wellness Center would be relocated there, along with a community resource space. Adjacent to parking lot H, adequate parking would be available for patrons and students.

Strategic Direction: First Choice Service

5. Property Acquisition – ELL/GED Center in Arcadia: Key industries in the Arcadia area have increasing ELL/GED workforce needs. A physical presence is necessary for Western to help with this need successfully. In preparation for a physical location, a property must first be acquired.

Strategic Direction: Workforce and Community Engagement

6. Parking Lot K Expansion: From the 2013 Parking and Traffic Study prepared for the college: "In the short-term, the campus should consider investing in additional campus parking assets to help relieve the pressure on the existing campus parking system. An additional 100 to 200 spaces would be effectively utilized and lessen the dependence on the adjacent on-street parking network. Based on the assumptions of this study, the current parking demands on campus during peak hours are more than 1,300 spaces. The campus system has approximately 881 off-street parking spaces and another 275 on-street spaces. This represents more than 1,150 parking spaces directly on the campus. An additional 100-200 spaces on campus would satisfy the peak parking demands based on today's uses." Currently, there are 1071 parking spots on campus, and additional parking demands are expected, with the City of La Crosse charging hourly for many of the on-street spaces around campus. The expansion project could add up to 50 parking spaces to Lot K.

Strategic Direction: First Choice Service

7. Horticulture Education Center Grow Table Capacity Upgrades: Originally installed during the referendum in 2014, the overall condition of the equipment has deteriorated to where an upgrade is necessary. Improvement plans include modifying the heating system for each grow table to increase the heating capacity and improve the flow through the finned tube heating elements, improving energy efficiency.

Strategic Direction: First Choice Service

THREE-YEAR PROJECT SUMMARY

Major Projects Beyond 2026 (continued)

Planning for Major Projects Beyond 2026 (continued)

8. Horticulture Education Center Micro Grow System Upgrade: Originally installed in 2014, the software and operating platform are no longer supported. To deliver on the commitment to high-quality instruction, we must provide an educational experience that aligns with industry expectations and promotes First Choice Service for Western's Landscape Horticulture Program, Agribusiness Program, and a General Studies Biology course. The project includes an update to the latest system; the Horticulture Education Center staff can bring up all the automation parameters effortlessly via a mobile device and application, which enables greenhouse instruction to occur right in the growing space of the greenhouses, demonstrates what manipulating greenhouse automation means and its effectiveness in the greenhouse, and allows Western students to be highly prepared to meet the needs of our stakeholders.

Strategic Direction: First Choice Service
9. Independence Regional Learning Center Roof Replacement: Roof replacement aligns with the current roofing plan prepared for and maintained by Garland Industries, the college's RFP roofing vendor.

Strategic Direction: First Choice Service
10. Apprenticeship and Industry Training Center Roof Replacement: Roof replacement aligns with the current roofing plan prepared for and maintained by Garland Industries, the college's RFP roofing vendor. The roof was not addressed during the last renovation of the Apprenticeship and Industry Training Center.

Strategic Direction: First Choice Service
11. Lunda Roof Replacement: Roof replacement aligns with the current roofing plan prepared for and maintained by Garland Industries, the college's RFP roofing vendor.

Strategic Direction: First Choice Service
12. Automotive Technology Facility Footprint (Phase II of II): The vision of the Automotive Center renovation project is to create a state-of-the-art integrated instructional space that is better aligned with industry expectations and job growth projections and promotes First Choice Service. The project includes an expansion of lab and service bays to accommodate larger equipment assembly/disassembly areas, improved acoustics, upgraded infrastructure for upcoming vehicle technologies, improved line of sight for instructors and students, upgraded/easier-to-maintain finishes, and expanded storage. Other work includes aligning the safety and security systems with campus standards.

Strategic Direction: First Choice Service