

New Building Construction and Move

Wisconsin Housing and Economic Development Authority

Management Innovation: Internal Operations

HFA Staff Contact

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2022 NCSHA Annual Awards for Program Excellence

Overview

In Fall 2020, WHEDA broke ground on its new headquarters located at 908 East Main Street in Madison, Wisconsin. The building was designed by Potter Lawson, Inc. who worked closely with WHEDA's Design Team to achieve Leadership in Energy and Environmental Design (LEED) certification. Some of the building's sustainable features include state-of-the-art heating and cooling, energy efficient lighting, bird-safety glass, and a rooftop garden. WHEDA officially moved into the new building in February 2022.

Scope, project workgroups, communications, and key objectives

To kick-off the new office building project, WHEDA established a scope, workgroups, a communications plan, and key objectives.

The project scope for the new building was to design and build an environmentally friendly, WHEDA-owned office facility with free parking for all employees. The building was to also include rental office space as well as tenant parking. Finally, the project would include all related contract negotiations, governmental negotiations, and office relocation from the prior WHEDA office building.

The WHEDA Design Team established, monitored, and led the new building construction project plan. The Design Team was made up of a project manager and an employee representative from each department. In addition, a Facilities Team made up of WHEDA Board members was established to provide additional oversight and guidance throughout the process.

To support the elements of the project plan, ten sub-teams were established and made up of WHEDA employees interested in the new building and who were willing to lend their knowledge and expertise to the process:

- **Design and Furniture Team** worked with the architects/designers on the interior design and furniture selection
- **Marketing and Branding Team** worked on vendor selection, production, and installation of internal and external building signage
- **IT Team** coordinated the purchase of new infrastructure equipment and arranged for telecom vendors to establish services in the new building
- **Vendor Contract and Procurement Team** was responsible for establishing all building and move-in related vendor contracts
- **Parking Team** provided policy and procedures to manage WHEDA's 225-stall parking garage built in conjunction with the new building
- **Building Supplies Team** identified and secured the necessary non-technical equipment required to operate the building
- **Audio/Visual Technology Team** worked with the selected vendor on the required infrastructure and wiring to support audio/visual needs throughout the building
- **Technology Innovation Team** explored innovative ideas to streamline work and collaboration within the building's design
- **Fitness Room Team** researched and purchased equipment for the fitness room as well as the policies and procedures to effectively manage this area
- **Move Team** coordinated the move schedule and getting all the necessary vendors and equipment in place to facilitate a smooth transition to the new building

Communications

Throughout the two-year construction and move process, WHEDA provided a variety of opportunities to communicate updates on the project. New building information was provided to employees regularly via monthly all-staff meetings, the employee bi-weekly newsletter, and a building status email showcasing construction updates. Nearing the final phase of construction, employees also had an opportunity to schedule a time to visit, tour, and experience the building prior to moving in.

In addition to internal communications regarding the new building, WHEDA’s marketing team established and implemented an external communications plan to inform its stakeholders of its new corporate headquarters as well as transition all print and digital collateral to a new address.

Key objective results

Key objectives for the new office were also identified and tracked. Using the objectives established at the beginning of the project, WHEDA was able to accomplish the following:

Objective	Result
Building construction completion by December 2021	Building construction completed February 2022
New office move-in date completion by December 2021	Move-in completed February 2022
Total building cost not to exceed \$42 million	Total building cost did not exceed \$42 million
Utilize emerging and diverse-owned businesses for 25% of building expenses	Utilized 36% of emerging and diverse-owned businesses for building expenses
Establish a new building tenant contract by March 2022	Underway and slated for completion mid-year 2022
No unplanned fees incurred as part of moving budget	\$0 in unplanned fees
No contractor quality issues	No contractor quality issues throughout construction process
No construction violations	No construction violations
No private property damage related to construction	No private property damage

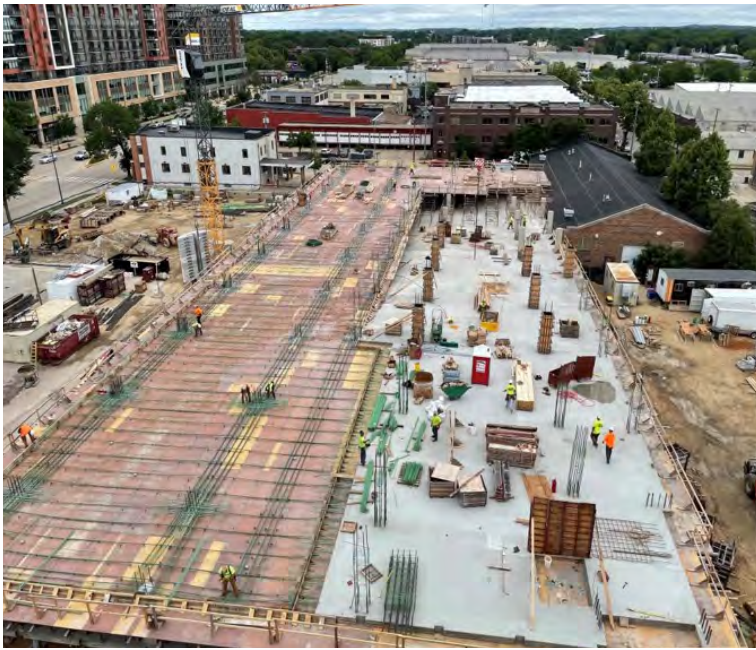
Furthermore, WHEDA’s IT Team successfully completed the entire technology transition from the old building to the new building between Friday, February 18, 2022, at 5 PM and Sunday, February 20, 2022. February 21, a federal holiday, was used as an all-systems testing day, and WHEDA was open for business with all technology resources available again on Tuesday, February 22, 2022.

In one weekend, WHEDA’s IT Team installed, configured, and tested a brand-new network and data center with no disruption to WHEDA’s business. The new network is also 50% faster than the old building’s network to provide better business continuity. Through the balance of February, WHEDA employees continued to work remotely due to the pandemic and were scheduled to come into the new office on a staggered schedule to onboard accordingly. While onboarding, employees setup their cubicle space, ensured their individual phone and computer setup was functional, and received a new building welcome package.

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WHEDA successfully completed the construction and move into its new building without disruption to its business. The over two-year project was filled with challenges and unexpected delays due to supply chain issues, complications from the pandemic, and personnel shortages. All WHEDA employees were engaged with the new building process in some way. The project involved the right people as needed at the right time.

The office building offers 93,000 square feet of wonderful spaces for WHEDA employees to engage, collaborate, learn, and enjoy. In addition to the environmentally friendly aspects, there are unique places and spaces such as the WHEDA Café, huddle areas, a fitness room, outdoor patio with gardens, and a training center. The new office space was designed to support the current and future needs of WHEDA with the most important aspect in mind, its employees.





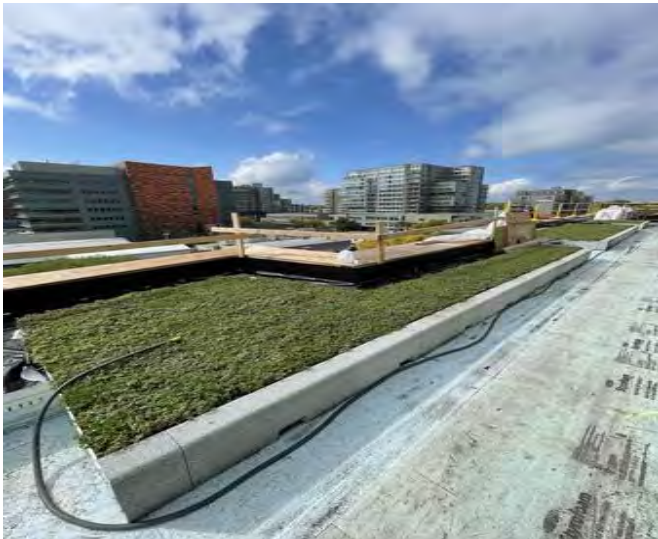
This week crews continued with drywall hanging & T/P, MEP installs, elevator work, interior/exterior glazing, painting/priming, grid/ACT installation, bathroom floor/wall tiling, carpet & LVT flooring, skybridge work, retaining walls, masonry on the East elevation and in front of L1 elevator. Crews also continued with planter boxes on the L5 patio deck & casework install.



North side fill compaction / sidewalk prep



East elevation – masonry & skybridge progress



Planter/landscaping progress on L5 patio deck



Retaining wall forming on SE corner

In the next three weeks, masons will finish at the East elevation & L1 wall, and we will continue with the interior drywall taping/finishing, glazing, painting, MEP installs, wall/floor tiling, ACT/grid install, sidewalk & skybridge work, casework, and flooring. Crews will also begin installing toilet partitions, and doors & hardware will be delivered.



Storefront glass framing on L1



Masonry progress on L1



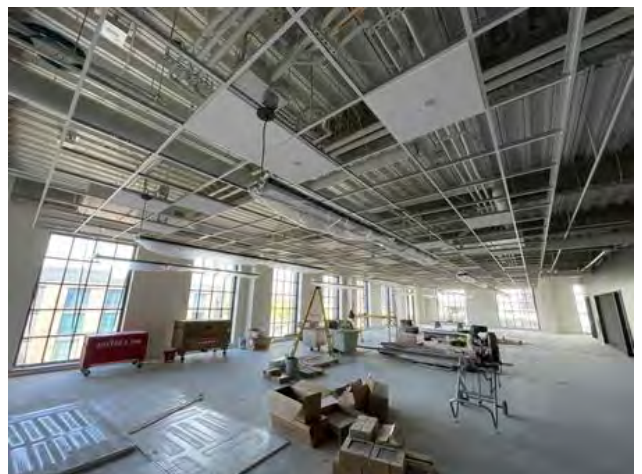
L5 flooring install & casework progress



Start of PLAM cabinet install



Electrical work - Penthouse panel boxes



Light fixture install progress on L4



01.31.22 EBE Participation - Final

Company Name	Scope	Total Amount	Class	%	Registered	Amount to Date
Oneida Engineering Services	Surveying	\$13,693.59	MBE	0.075%	DOA	\$13,693.59
Capital Steel Erectors	Steel Installation	\$534,215.00	WBE	2.941%	Dane County	\$534,215.00
Hernandez Roofing, LLC (SW Roofing)	Roofing Material	\$51,335.00	MBE	0.283%	DOA	\$51,335.00
Affirmative Supply Co., Inc. (CM Morris)	Fireproofing Material	\$19,300.00	MBE	0.106%	DOA	\$19,300.00
Vyron, Inc. (Capitol Mech)	HVAC Supplier	\$357,339.97	WBE	1.967%	DOA	\$357,339.97
FirestopPlus LLC (Capitol Mech)	Insulator	\$46,283.00	SBE	0.255%	City of Madison	\$46,283.00
Midwest Concrete Professionals	Concrete Flatwork	\$448,590.00	DVB	2.469%	DOA	\$448,590.00
Halverson Carpet Center	Carpeting	\$337,859.60	MBE	1.860%	DOA	\$337,859.60
RHD Plumbing	Plumbing	\$328,920.00	WBE	1.811%	DOA	\$328,920.00
J&K Security Solutions (Westphal)	Card Reader Sys Flooring,	\$59,176.23	WBE	0.326%	DOA	\$59,176.23
Mavid Construction	Doors/Hardware, Operable Partitions	\$176,196.00	MBE	0.970%	DOA	\$176,196.00
BYCO, Inc.	Tile	\$153,726.00	MBE	0.846%	kon	\$153,726.00
Endres Manufacturing	Steel Supply	\$999,923.47	WBE	5.504%	DOA	\$999,923.47
Hiram Power Electric, LLC (Westphal)	Electrical Supply	\$342,196.95	MBE	1.884%	DOA	\$342,196.95
United Brick & Fireplace (Rural Masonry)	Block Supplier	\$153,811.48	WBE	0.847%	DOA	\$153,811.48
Mobile Glass	Glass Contractor	\$2,241,397.64	WBE	12.338%	DOA	\$2,241,397.64
Integral Building Systems	Tele/Data, Sound Mask	\$304,140.70	WBE	1.674%	City of Madison	\$304,140.70
		Total				\$6,568,104.63
					Total	\$6,568,104.63

**Current Project Value Less Contingency, Contractor Fee,
Personal Property*, & Elevator \$18,167,281.66**

*Personal Property Includes: IT Room Cooling & FM System, Window Shades, Partial Casework, Bike Racks, Flag Poles Landscaping, and Lockers

Total EBE (MBE, WBE, SBE, DVB) Participation (25% goal) 36.15%
DOA MBE Participation (5% goal) 6.02%
DOA DVB Participation (1% goal) 2.47%





WHEDA IS MOVING





Effective March 1, 2022 our Madison office will be relocating to:

**908 E. Main Street
Suite 501
Madison, WI 53703**

Please note there are **no changes** to our PO Boxes in Milwaukee or Madison:

PO Box 3101 PO Box 1728
Milwaukee, WI 53201 or Madison, WI 53701

Any overnight courier packages sent to be delivered on or after March 1st should be directed to our new office.

You may contact WHEDA with any questions at servicing@wheda.com or (800)562-5546.

**Welcome to your new
WHEDA home.**

**Best wishes on settling into
your new place.**

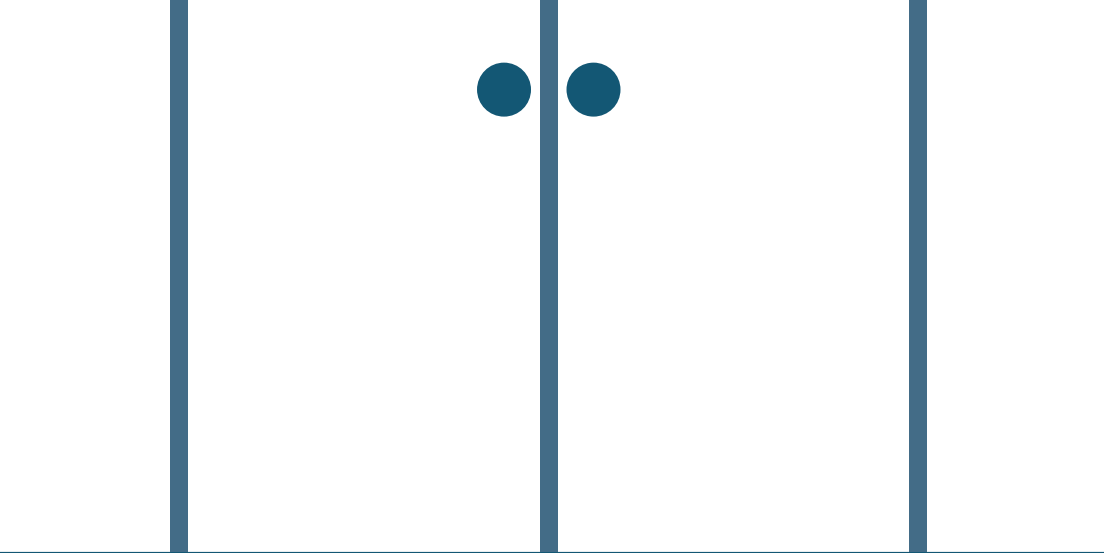


WHEDA

TOGETHER WE BUILD WISCONSIN®

Illustration courtesy of Potter Lawson, Inc.

Artist: Doug Hursh, Principal - Director at Potter Lawson, Inc.



WELCOME