



# DFD Consultants Conference 2012

## SMALL PROJECTS CONSULTANT ORIENTATION

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*of Wisconsin*

# Session Overview

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- Intro to DFD
- A/E Registration and Data Record
- A/E Selection Process
- You are Selected – What Happens Now
- Small Project Process *(if time allows)*
- Exceeding Client Expectations
- Q&A

# Session Overview

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## *Our Audience*

Let's Identify Our Audience:

- A/E Firms & PM's – 1<sup>st</sup> Time
- A/E Firms & PM's - “Refresher Course”
- Agency Representatives
- DFD PM's
- Other ?

# Intro to DFD

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## *Who is DFD?*

- DFD = Division of Facilities Development
  - Division within the Department of Administration
- Charged with administration of design and construction for state properties
  - Excluding WisDOT R/W construction)
- Directed by the State of Wisconsin Building Commission (SBC)
  - SBC Secretary is DFD Division Administrator

# Intro to DFD

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## *State Building Commission (SBC)*

- Statutory (13.488, 20.294) responsibility to oversee the planning and design, of new construction and major maintenance of owned facilities
- Chaired by governor
- 6 legislative appointees, 1 citizen member
- DFD Administrator is non-voting secretary
- 2 subcommittees; Higher Education and Administrative Affairs
- Meets 10-12 times per year – often 3<sup>rd</sup> Wednesday, depending on Governor and holidays
- DFD carries out policies of SBC – “Take charge of and supervise all engineering or architectural services or construction work...”

# Intro to DFD

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## *Stakeholder Agencies*

- University of Wisconsin System (13 Campuses)
- Department of Corrections (42 Correctional Facilities)
- Department of Natural Resources (Trails/Roads/Bridges)
- Department of Health Services
- Department of Military Affairs (Armories)
- Department of Veterans Affairs (Veterans Homes)
- Educational Communication Board (Public Radio and TV)
- State Historical Society (Circus World – Baraboo)
- Department of Administration (State Office Buildings)
- Department of Public Instruction (Schools for the Deaf and Blind)
- Department of Transportation (Offices & State Patrol Posts)

# Intro to DFD

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## *Stakeholder Agencies Portfolio*

- 6,200 Buildings with Replacement Value Near \$10 Billion
- 77 Million Square Feet of Building Space
- 34 Major Heating Plants
- 80 Miles of Roads
- 100's of Miles of Utilities
- 100's of Miles of Sidewalks
- 52,000 Parking Stalls

# Intro to DFD

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## *Scope of DFD Administered Projects*

- Includes repairs, remodeling, replacement and new construction
- Approximately 1,500 new projects annually with about 2,000 active at any given time
  - *Utilities (Sewer, water, steam, power, signal)*
  - *Infrastructure, Sitework and paving*
  - *Mechanical, electrical and plumbing (MEP) systems*
  - *Buildings (Office, academic, correctional, specialty)*
  - *Roofs*
  - *Building façade and envelope*
  - *Communication towers*
  - *Parks, trails and boat launches*



# Intro to DFD

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## *Difference by Project Type - Design Bid Build*

- Major
  - Duration : Years
  - Always Pre-Planned
- All-Agency (Monthly Selection)
  - Duration : Months to Years
  - Sometimes Pre-Planned
- Small
  - Duration : Months
  - Rarely Pre-Planned
  - Possible pre-planning or study project

# Intro to DFD

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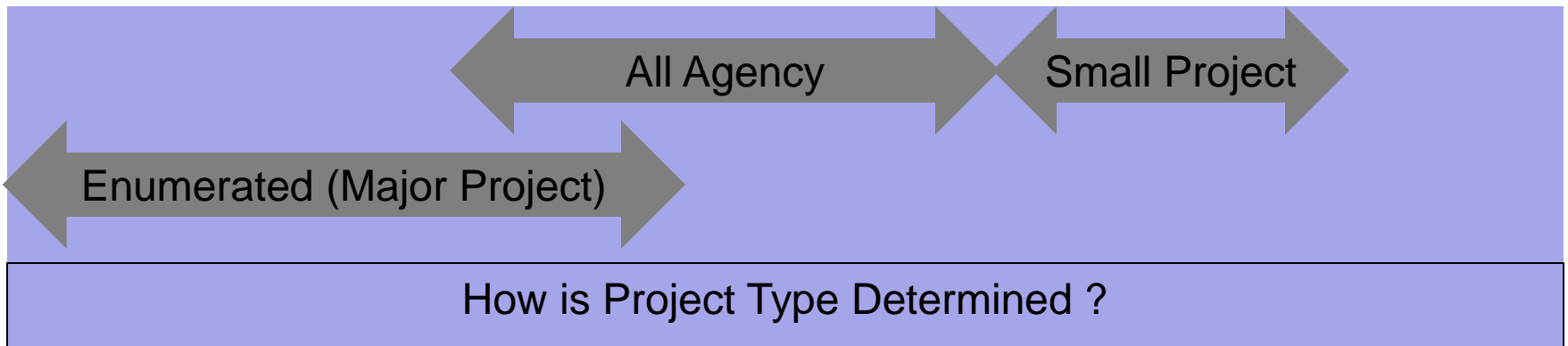
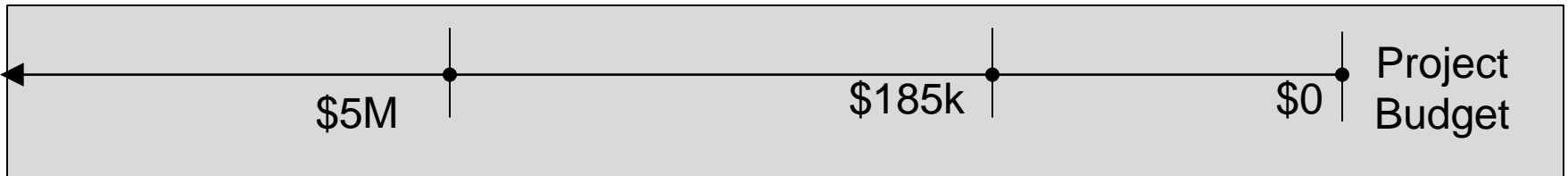
## *DFD Selection Committee*

- Responsible for selection of consultants for all Architecture/Engineering services.
- WI Administrative Code : Adm 20
  - Selecting and Contracting Architect/Engineer Services
- Chaired by Director, Bureau of Architecture and Engineering, DFD
- 5 DFD members, 2 agency representatives
- Responsible for selection of all Architecture/Engineering consulting services.

# Intro to DFD

## *A/E Selection vs Project Type*

How is A/E Selected ?			
Selection by Advertisement	Selection by Nomination (Monthly)	Small Project Nomination	Selection Process



# A/E Registration and Data Record

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## *DFD Website*

**GET CONNECTED!!!**

**DFD Website address:**

<http://www.doa.state.wi.us/index.asp?locid=4>

- A/E Registration and Data Record Setup
- Policy and Procedure Manual
- A/E Invitation and Solicitation for Services
- Small Project Program Guidelines
- DFD Master Specifications and Design Guidelines
- Link to WisBuild Login

# A/E Registration and Data Record

*What is “WisBuild™”?*



**<http://WisBuild.doa.state.wi.us/>**

- Web-based, electronic portal for doing business
- Small project and A/E solicitation Under \$5M
- Project and construction management

# A/E Registration and Data Record

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## *Establish an A/E Data Record*

*“Your Electronic Business Card”*

- E-mail your company name, contact person, address to:

[wisbuild@wisconsin.gov](mailto:wisbuild@wisconsin.gov)

- DFD will send you a user name and password to WisBuild.

# A/E Registration and Data Record

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## *Establish an A/E Data Record*

- Login to: <http://wisbuild.doa.state.wi.us/>
- Fill out your new Data Record!!
  - *enter Username and Password*
  - *click View/Modify Company Information*
  - *click A/E Data Record link on the Vendor Screen*
  - *add Data at Red Exclamation Points*
  - *click Submit at bottom of the page*

# A/E Registration and Data Record

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## *Maintain an A/E Data Record*

- Each office location needs an A/E Data Record
- Keep information current:
  - *Main Contact Person*
  - *Current e-mails and business address*
  - *Professional Liability Insurance*
  - *Consultant Fee Schedule*
- Attachments (optional)
  - Firm Information, Specialties and Experience



# A/E Registration and Data Record

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## *Become eligible for the Small Project Program*

- *Verify “Provide services for projects with overall value less than \$185,000.” toggle is checked.*
- *Verify that Consultant Fee Schedule is uploaded to your A/E Data Record*
  - *see the “Information” link in A/E Data Record for DFD requirements, or visit the DFD website and click on Consultant Fee Schedule link under AE & Consultants - Registration Info.*
  - *Note: Consultant Fee Schedule is required to be used for all jobs in which you are selected, so keep values current*

# A/E Selection Process

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## *How are Consultants Selected by DFD*

*Wisconsin Administrative*

*Chapter Adm 20*

SELECTING AND CONTRACTING ARCHITECT/ENGINEER SERVICES

- *Selection by Advertisement*
- *Monthly Selection by Nomination*
- *Small Project Selection*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Solicitation by Nomination via the DFD website
- *Selection requirements per WI Administration Code 20*
- *See **Quick Find** on DFD Website for link to agenda*
- *Agenda posted with individual projects by agency*
- *Project description, budget, schedule and agency contact*
- *Link to submit Interest Letter*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- The agenda of projects is advertised for 10 days
- Posting usually 3rd Thursday of the month via DFD website
- Or the day after State Building Commission meeting
- Interim agendas posted as needed

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Submit your Letters of Interest by noon of the deadline date shown at the top of the agenda!
- Allow extra time to upload letter before the deadline
- Webpage will vanish after the due date/time

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Selection Committee usually meets 1st Thursday of month
  - Anticipated Selection Committee Meeting Dates  
*(see handouts)*
- Results are posted after the Selection Committee meets and DOA Secretary final approval.
  - AE Solicitation Results – Under \$5 Million *(link on web)*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Letters of Interest:
  - Letter Format
  - Address letter to the Selection Committee
  - Can include project graphics
  - Limit length to 4-6 pages
  - *See Reference Section for examples of good letters of interest*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Letters of Interest:
  - Your letter of interest can be revised or withdrawn before the due date and time
  - Expect competition, average 10+ per project
  - Be selective, only submit on those projects you are best qualified
  - Be patient, it may take a while and a number of submittals
  - Letters are confidential



# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Letters of Interest:
  - Summarize how your firm “fits” the project and agency needs
  - Describe familiarity with the Agency/Institution/Municipality
  - Provide examples of comparable projects:
    - list project type, size, location, cost, completion date and client
  - Feature the team member’s experience and expertise
  - Describe your firm’s past work experience with DFD
  - List any sub consultants

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Letters of Interest: **What to Avoid**
  - Don't reiterate the Project Description
  - Don't include Detailed Resumes unless you are new to DFD
  - Do not use the same letter for multiple projects, Customize
  - Do not submit a letter from an office other than where the work will be performed
  - Do not send Sharon or others hardcopies or emails of your letter
  - Do not claim work by staff done while at another firm without clarifying that fact

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- How Selections are Made:
  - The Agency and Project Manager recommends to SC
  - Selection Committee reviews and recommends two preferred firms to DOA Secretary
  - The DOA Secretary makes the final selection
  - A/E firm is notified of selection via e-mail to contact person on A/E Data Record
  - Results posted on DFD Website

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- What factors does the Selection Committee consider?
  - *Team experience and qualifications*
  - *Fit for project needs*
  - *Minority Business Enterprise*
  - *Proximity to the site*
  - *Familiarity with institution and DFD*
  - *How much current work your firm has with DFD*
  - *How recently your firm been selected*
  - *How many times you have expressed interest*
  - *Past Performance or DFD Review scores*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Navigating the Agenda screens: *(See handouts)*
  - Main Agenda Screen
    - *Selection Committee Meeting, Date and time*
    - *LOI Submittal Deadline, Date and time*
    - *Project Number and Name, Agency and Institution*
    - *Project budget and approval phase*
    - *Project name is underlined, click for description page*
    - *Interest Letter Submittal link*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Navigating the Agenda screens: *(See handouts)*
  - Project Detail Screen
    - *Project description and Agency contact*
    - *A/E's interested in this project*
  - Call the Agency Contact
    - *Gain a clear understanding of the project*
    - *Introduce your firm to the Agency/Institution*

# A/E Selection Process

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## *Monthly Selection Process*

*Solicited Projects > \$185,000 and < \$5,000,000*

- Navigating the Agenda screens: *(See the handouts and instruction link on the Invitation page)*
  - Interest Letter Submittal
    - *Log in to WisBuild™, Upload document*
    - *New AE (use “temporary WisBuild login”)*
    - *Check yes box*
    - *Browse to your LOI document*
    - *Click submit/Upload*

# A/E Selection Process

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## *Small Project Selection*

*Projects less than \$185,000*

- Small Project Selection Requirements
  - A/E Data Record complete and up to date.
  - Professional Liability Insurance current.
  - Fee Rate Schedule uploaded to A/E Data Record.
    - *Required to use your uploaded rates when selected.*



# A/E Selection Process

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## *Small Project Selection*

*Projects less than \$185,000*

- How to get your firm recommended?
  - Services and specializations checked on A/E Data Record
  - Talk with facility staff at the various campuses or facilities
  - Upload any firm info A/E Data Record so it is available to all DFD Staff
  - A/E Selections are by the PM with Agency / Institution

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Project kickoff will be initiated by DFD PM.
- Fee proposal to Project Manager and Contract Officer within 2 weeks of kick off meeting
- Use the A/E/Consultant Proposal template place on your letterhead
  - Select A/E/Consultants – Registration Info
  - Click on A/E/Consultant Proposal template toward bottom of page

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Fee Proposal – General Information
  - Project number, project title and date
  - Reference date of program or project request
  - Summarize and clarify project scope and budget
  - Project schedule by milestone/task
  - A/E Team, prime and sub consultant contacts and fees
  - Services provided by phase
  - Construction site visits by design disciplines
  - Deliverables
  - Total lump sum fee and reimbursable expenses

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Fee Proposal – Additional Information
  - Fee proposal will become part of the contract
  - If fees are ‘high’, provide justification
- Small Project requirements
  - Proposed fee rates have to match your Consultant Fee Rate Data
  - Schedule rates uploaded to your AE Data Record

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Fee Proposal – Additional Information
  - Studies, Investigations, programming, master plans:
    - include a breakdown of fees by task/hours and rates
    - by individual staff , prime A/E and sub consultants
    - Work plan and format of reports
  - Hourly Plus Expenses contracts:
    - include Consultant Fee Schedule

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Fee Proposal – Major Projects
  - A/E Fee Rate Sheet (Excel format)
  - A/E Proposal (Use A/E/Consultant Proposal template)
  - DFD Sustainable Facilities Standards Checklist
  - Supporting information to proposal
    - *Kickoff meeting minutes*
    - *Association Agreement*

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Fee Proposal - What is not allowed!
  - Fees as a percentage of construction cost
  - No terms and conditions or language which conflicts with the DFD contracts (*See Reference Section for Boilerplates*)
  - No contingency on AE design fees
  - Fee rates may not increase during project
  - No mark up on expenses
  - Expenses cannot exceed our DFD allowances (*Information link in your AE Data Record*)

# You are Selected – What Happens Now

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## *Proposal and Kickoff*

- Fee Proposal - What are reimbursable expenses?
  - DOA-4147 Consultant Services Contract, *page 2 item (m)*
  - DOA-4519P A/E Contract for Professional Services, *page 12 item 4.C.*
  - Typical reimbursable expenses:
    - *Site and topographic surveys*
    - *Geotechnical investigations*
    - *Soils and material testing*
    - *Department of Commerce plan review fees*
    - *Zoning approvals*



# You are Selected – What Happens Now

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## *Consultant Performance Evaluation*

- Performed on most projects over \$185,000
- Effective for 5 years, may affect future DFD selections
- Primes will be notified when subs are evaluated
- Ask how you will be evaluated by PM and Field staff
  - 30-day challenge period
    - Evaluation criteria
    - Performance standards

# Small Project Program

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## *Small Projects Program Objectives*

- To focus attention on maintenance, health and safety, environmental protection, energy conservation, disabled person accommodations, and facility improvement needs.
- To expedite completion of needed projects.
- To distribute funds based on priority need.
- To manage the program within policies and priorities adopted by the State Building Commission.
- To maintain accountability for completion of projects and expenditure of funds.

# Small Project Program

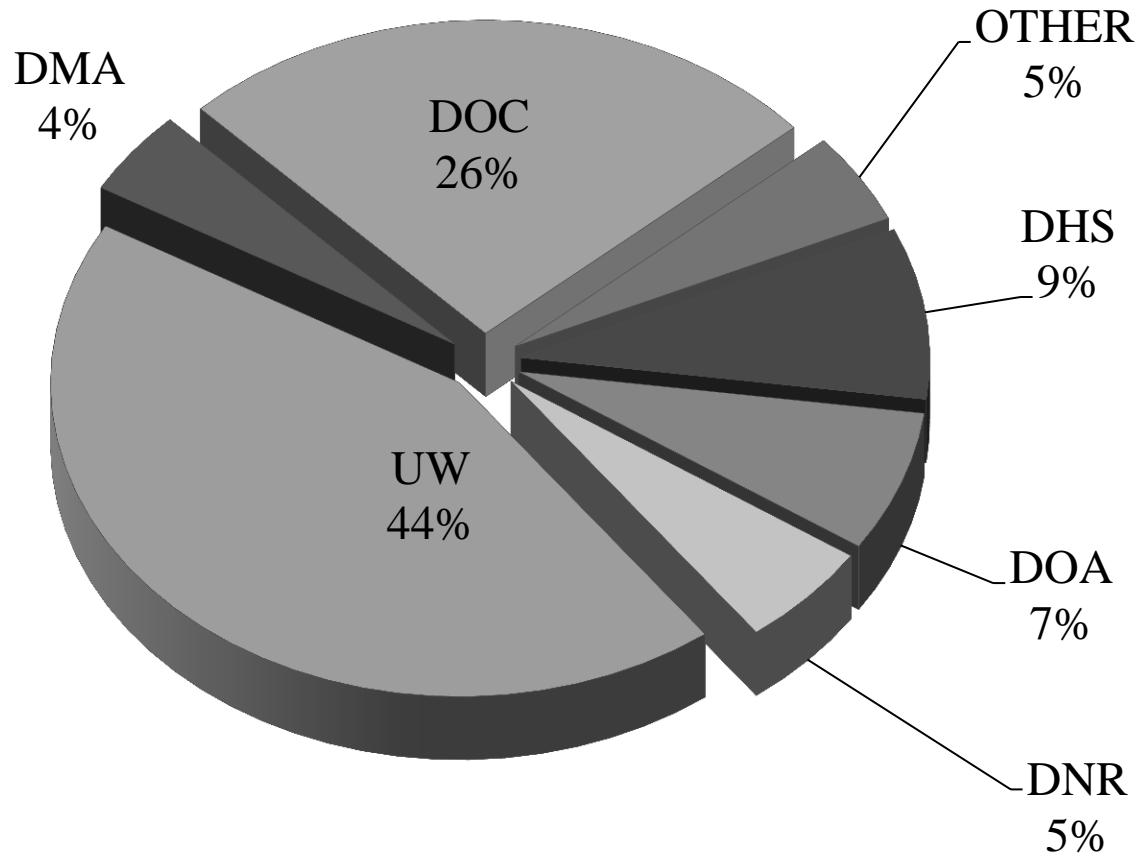
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## *Small Project Priorities*

1. Protecting health and safety of building users
2. Protecting the environment
3. Maintaining the integrity of the building structural system
4. Maintaining utility services
5. Maintaining the building envelope (roof, exterior walls, etc)
6. Maintaining building mechanical, plumbing and electrical systems
7. ADA upgrades
8. Finishes and programmatic renovation and remodeling

# Small Project Program

## *2009-2011 Small Projects by Agency*



# Small Project Program

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## *Small Project Budget*

- Total project budget limited to \$185,000
- Maximum Construction Budget: \$130,000 - \$150,000
- Total Budget Includes:
  - Contingency (10-20%)
  - DFD management fees
  - Consultant Fees
  - Construction contracts
  - Work by Agency
  - Equipment by Agency

# Small Project Process

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## *Project Initiation*

### **Projects Initiated By:**

- Facility maintenance or building & grounds manager
- Agency central office representative

### **Small Project Request to Establish**

- Project description (including background)
- Description of Work & Explanation of Need
- Cost estimate
- Schedule
- Special considerations

# Small Project Process

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## *Project Initiation and Approval*

- Agency or DFD identifies need for a small project
- Small project request is submitted electronically to DFD via Wisbuild
- Project description, scope statement, budget estimate including detailed construction cost estimate, schedule, intended funding source
- Small Projects Coordinator does initial review for scope, budget and overall need.
- Project request is sent to A/S or MEP team for specific discipline review
- Project Manager is assigned and secondary review takes place for scope, need, budget
- Project Manager, along with agency input, selects A/E if required.
- Project forwarded for final project review and approval.
- Project is approved.

# Small Project Process

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## *Project Initiation and Approval*

### **Project Scope sample detail points :**

- Type of work involved (renovate, repair, replace, dispose, new installation, etc.)
- Location(s)...single vs. multiple vs. selected campus area(s)
- Special design considerations to match existing campus standards
- Special design considerations to accomplish work (i.e. exterior work on 7-8th stories)
- Special A/E services required (i.e. studies/evaluations to determine design solution, comparative design solutions)
- Replace in kind vs. upsize or downsize (current capacity/load vs. intended or design capacity/load)
- Demolition work required or necessary to complete project scope.
- Associated HVAC work as part of scope of project, ie testing and balancing as required, ventilation upgrades, ductwork modifications.



# Small Project Process

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## *Project Initiation and Approval*

### **Project Justification sample detail points :**

- Life/health/safety concerns
- Age of equipment/assembly/system & repair history
- Condition assessment and/or performance evaluation
- Relationship to long range plan (sequence, "long term" solution, etc.)
- Relationship to other ongoing work in same project area
- Required by revised/new building code standards
- Capacity/size restriction issues
- Life Cycle Cost analysis indicates appropriate payback period.
- Any anticipated losses or benefits (i.e. dangers, funding, productivity, research data)

# Small Project Process

## *Example Project : Lincoln Hills Correctional – Intercom Upgrade*

### Project Phase Overview for CLS/LHS Intercom Replacement - (1111T)

Status:	Construction
Closed Date:	
Building:	<a href="#">9950 - MULTI - BUILDING</a>
Location:	
Agency:	CORRECTIONS
Institution :	LINCOLN HILLS SCHOOL, MERRILL
A/E Firm:	<b>A/E FIRM SELECTED</b>
City, County:	TOWN OF RUSSELL , LINCOLN
Date Authorized:	10/13/2011 8:51:39 AM
Type of Project:	Improvement
Parent Project:	<a href="#">1111T - CLS/LHS Intercom Replacement</a>
Description:	Install 13 new Dukane MCS 350 intercom systems in 12 each living units and one each school.
Comments:	CLS/LHS currently has 13 Dukane 3200 super set systems employed throughout the institution. They are all very old (over 15 years) and present constant maintenance issues. One is currently down "fried" and multiple repair facilities have informed us that repair parts i.e.. circuit cards are simply not available. We currently have 50% of the other units that have broken toggle switches that are also an unavailable part. These switches are attached to a large circuit board in a group of 25 that is integral to unit operation. Again these are not available anywhere. These intercom units are used to communicate with youth offenders in their rooms as well as make announcements within the living units and school. They are absolutely critical to the CLS/LHS daily mission and if another unit goes down we have no repair options or backup.
	Please see quote attached from Web Communications, Inc. to replace these old systems with the new MCS-350's.

# Small Project Process

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## *A/E Proposal*

- Proposal prepared after kick-off meeting is held
- Proposal should provide:
  - Project info (number, location, project contacts, etc.)
  - Brief summary of problem and scope of work
  - Description of services provided by A/E (i.e. prepare site plan, utility design, prepare floor plan, prepare specifications, etc.)
  - List of sub consultants
  - Anticipated project schedule
  - Design meetings
  - BIM (all construction >\$5M; new construction >2.5M)
  - Construction meetings, construction site visits (by discipline)
  - Itemized A/E services cost estimate (generally lump sum fee)
- Sometimes a learning curve for new A/E's – can use DFD template and checklist

# Small Project Process

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## *Typical Small Project Milestones*

- Agency Submittal & DFD Approval (2 Weeks)
- Kickoff Meeting / A/E Proposal and Contract (2-4 Weeks)
- Preliminary Design / Final Design (4-8 Weeks)
- Public Bidding (4 Weeks)
- Construction Contract (4 Weeks)
- Construction (4-12 Weeks)

# Small Project Process

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## *Design*

- General
  - Includes entire design process for Small
- Kick-off Meeting
  - Led by DFD PM
  - Meet project team
  - Define roles
  - Review program (background/problem, purpose, scope)
  - Establish scope of services for designer
  - Identify additional needs (geotech, survey, etc.)
  - View site and other existing information (drawings, studies, etc.)
  - A/E should record and distribute minutes

# Small Project Process

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## *Design*

- Program Review/Design Investigations
  - A/E and team should review “description of work” for completeness needed to complete design.
  - A/E also reviews project construction budget to confirm design can be completed within the project budget (this is an A/E contract condition)
  - Complete topographic surveys, geotech investigation, abatement investigations, existing HVAC testing
  - Obtain existing drawings
  - Determine applicable codes (IBC, NR, DSPS (commerce), etc.)

# Small Project Process

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## *Design Documents*

- Preliminary Design Docs
  - Some variation based on project type
  - For Small Projects – this is a draft of the construction bid documents – may also include cost estimate
  - Intent:
    - Accounts for program requirements
    - Meets design criteria
    - Meets design standards, codes, etc.
    - Meets project budget

# Small Project Process

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## *Design Documents*

- Drawings
  - DFD CAD standards – borders, title blocks, layers, etc.
  - Content varies on project type
  - Small scale drawings may be appropriate
- Specifications
  - DFD has standard bid document format
    - “Simplified” bid documents for Smalls
    - “Full/Div. 1” bid documents for All-Agency and Enumerated (but may be used for small projects)
    - Technical specifications based on Master format divisions – use DFD standard sections when available (MEP’s, roofing, utilities, site work, etc.)



# Small Project Process

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## *Design Review*

- Confirm project meets program requirements
- Confirm design meets DFD standards and general design principles
- A/E remains responsible for the design
- Route to DFD reviewers (i.e. MEP, roofing, Div.. 1, etc.) – allow 3-4 weeks for review period
- Route to Agency contacts for review and comment
- Reviewers enter comments in WisBuild – A/E to respond with actions taken (i.e. “revised”, “modified”, etc.)
- A/E scoring in WisBuild: 0 (unacceptable)- 4 (exceeds requirements)

# Small Project Process

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## *Final Design & Bid Documents*

- Refinement/completion of preliminary design
- Incorporate preliminary review document comments
- Coordinate documents and confirm integrated design
- Utilize DFD standard specs and forms for front end, and technical specs when possible
- Updated construction cost estimate
- Generally submit for code reviews also
- Final design review process similar to preliminary design review process

# Small Project Process

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## *Final Design & Bid Documents*

- Front End Considerations to coordinate with DFD PM:
  - Bid date
  - Pre-bid tour – recommended, but generally not mandatory unless justified
  - Schedule – commencement and completion date, definition of substantially complete
  - Bonding : Bid Bond, Performance Bond
  - Base bids vs./ alternate bids (alternate bids accepted in order)
  - Method of contract award (base or base+alternate)
  - Prevailing wage determination – required based on DWD requirements (currently single trade \$48k, multiple \$100k)
  - General Conditions – these are not to be edited
  - General Requirements – these can be edited and added to (site specific issues)

# Small Project Process

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## *Final Design & Bid Documents*

### Bid Documents

- Final print ready documents
- Submitted electronically for posting via SharePoint to website with hard copy for PM
- Received no later than 7 days prior to bidding for “Div. 1/Full” front end documents; 3 days prior for “Simplified”
- Final review by “Div. 1” reviewer and/or PM; generally some final revisions after that

# Small Project Process

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## *Final Design & Bid Documents*

### SharePoint

- Web application for document and file management
- Allows contribution and editing via the web by multiple organizations
- Review documents, and bid and construction documents and addendum can be uploaded by A/E and/or PM
- When files are revised, new versions are posted
- DFD admin staff download files from SharePoint into WisBuild – these can be the bid documents or construction documents
- ALWAYS access & troubleshoot SharePoint before deadline.

# Small Project Process

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## *Bidding*

- Projects with construction budget >\$50k require competitive public bidding and solicited via DFD website
- Bid Documents for Small Projects available as downloadable files only on WisBuild
- Plan holder list available on DFD website
- Addendum
  - Minimize issue to extent possible
  - Generally issue after pre-bid tour
  - Must be issued minimum of 7 days prior to bid day
  - Addendum are posted and issued electronically similar to the bid documents
  - Allow 2 days for review and posting to website
- Small projects (total budget <\$185 K) may be bid via “Simplified Bidding Process” – competitive public bidding still utilized

# Small Project Process

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## *Construction Contract Receipt and Award*

- Construction Contract Finalized about 30-45 days after bid due date
- Initiated with Notice to Proceed (NTP)
  - Commencement and completion dates
  - Indicates Construction Representative – subsequently schedules pre-con meeting
  - Contractor can not proceed before NTP from DFD contract administrator
- Construction Documents
  - A/E prepares Construction Documents (CD's) documenting any changes to the drawings/specs made via addendum or as a result of VE proposals
  - Uploaded to SharePoint; DFD provides hard copies to Agency, Contractor, PM and DFD MEP's

# Small Project Process

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## *Construction*

- Pre-con Meeting
  - Requested & Coordinated by Construction Representative after NTP has been given
  - Coordinate schedule with other stakeholders
  - Email notice sent to A/E and Contractor; includes other (non-WisBuild) forms used during construction
  - Purpose is to identify stakeholders; review work scope, contractual requirements and procedures; discuss special site requirements; and review schedule
  - At this Point, DFD Construction Representative becomes main point of contact on project for A/E and Contractor.



# Small Project Process

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## *Construction*

- Non-WisBuild Forms for Construction
  - Reimbursable labor rate worksheet (basis for hourly labor rates)
  - Cost Item Breakdown/Schedule of Values
  - Wage Rate Affidavit
  - Settlement Certificate
  - Construction Bulletin Cost Breakdown
  - Submittal Approvals
- WisBuild During Construction
  - Requests for Information (ask/answer questions)
  - Construction Bulletin (request for quote to change in design)
  - Field Order (request for quote to change in scope)
  - Proposed Cost (scope change request based on quote provided)
  - Change Order (directive for change in design or scope)
  - Pay Request Processing

# Small Project Process

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## *Construction*

- Quality Control
  - By contract this is Contractor's responsibility
  - PM or A/E may verify quality, but does not relieve Contractor of obligations
- Construction Observation/Site Visits
  - May utilize A/E – specify in contract
  - Combine with progress meetings
  - DFD MEP Inspectors
    - Review during pre-con meeting
    - Contact prior to start for possible pre-install and inspection requirements

# Small Project Process

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## *Construction*

- Progress Meetings
  - Review progress of work
  - Discuss issues and resolution
  - Review schedule
  - Address facility concerns
- Contractor Pay Requests
  - Submitted and approved via WisBuild
  - Reviewed and Approved by Field Rep and PM

# Small Project Process

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## *Construction*

- Progress Meetings
  - Review progress of work
  - Discuss issues and resolution
  - Review schedule
  - Address facility concerns
- Contractor Pay Requests
  - Submitted and approved via WisBuild
  - Reviewed and Approved by Field Rep and PM

# Small Project Process

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## *Construction*

- Substantial completion
  - Work completed to extent it can be used – sometimes more specifically defined
  - Also start of warranty period
  - Generally determined by punchlist inspection or final inspection
  - Can have multiple substantial completions for various portions of the contract (i.e. work at two different boat launches)

# Small Project Process

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## *Project Closeout*

- Final Completion
  - Completion of all work
  - O&M manuals submitted
  - As-builts submitted to A/E for preparation of record drawings
  - Testing and balancing reports submitted
  - Guarantee documents submitted
  - Training completed
  - Wisbuild final payment submittals completed (including Settlement Cert)
- A/E Contract Closeout
  - All construction contracts closed out
  - Record drawings submitted to DFD/Agency
  - Building Cost Data Report submitted to DFD (record of improvements relative to asset value)

# Exceeding Client Expectations

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## *Strategize and Pursue Projects!*

- Know your Client & Market
- Get to know the agency / institution
  - They know what projects will be initiated
  - What are problems they've had in the past
  - What is important to them
- Monitor monthly solicitations for agency contacts
- Use your expertise to pursue the applicable projects

# Exceeding Client Expectations

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## *Strategize and Pursue Projects!*

- Perform well on existing projects
  - Be persistent and set realistic expectations
  - Understand DFD process
- Get to know the DFD PM's expectations in your area of expertise.
- Talk with staff about problems in the past, their expectations
- Ask what distinguishes excellent A/E's from good A/E'



# Exceeding Client Expectations

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## *Small Projects Lessons Learned*

- Project needs to stay within budget threshold and guidelines for small projects
  - Identify scope & budget issues. All projects with >\$100,000 construction cost need to closely monitor scope and cost.
  - Project scope can not be broken into multiple jobs to stay within budget limits. (i.e We will do this much now, and do the rest next year.....)
  - Projects are typically funded with 20 year bonds (loans) & solutions should last this long.

# Exceeding Client Expectations

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## *Small Projects Lessons Learned*

- Find simple & long-term solutions
  - There are plenty of projects, let's not come back to this one anytime soon because an “economical” or temporary solution was found
- Equal Lifespan : Project and 20year Bonded Funds
- Find solution based on problem, not budget

# Exceeding Client Expectations

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## *Small Projects Lessons Learned*

- Use proven, reliable and time tested materials
  - Use time tested and reliable methods and materials
- Be realistic cost and schedule
  - Unforeseen conditions will occur, so be prepared.
- Create a successful opportunity for contractor
  - Clear bid documents & timely construction administration.
  - Realistic & Achievable Results
  - Fair and Reasonable while holding accountable for quality.

# Additional Resources

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## *DFD Website*

- Policy and Procedure Manual for A/E and Consultants
- Small Project Program
  - “Simplified Procedure for Solicited Bid Projects Guidelines” and “Templates”
  - Guidelines for the Small Project Program
- DFD CAD Standards
- DFD Master Specifications
  - Design/Energy/Sustainable Facilities Standards
- DFD Staff Contact Information

# Additional Resources

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## *Other References*

- DFD Consultants Conference Handouts
- Administrative Code 21 (Construction)
- A/E Contracts
  - DOA 4519P for design contracts
  - DOA 4147 for other consultant services
- Samples of Letters of Interest

# Feedback & Questions

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*QUESTIONS ?*

Thank you for attending this session!