DFDM AE Monthly Selection Letter of Interest Document Upload Instructions

Overview

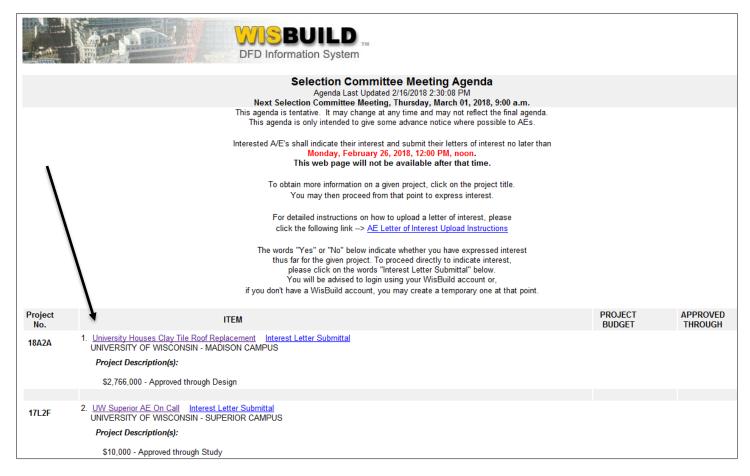
A/E Consultant Selection

The instructions below represent a click-by-click process for Architects/Engineers to upload a letter of interest for one or more Monthly Selection projects.

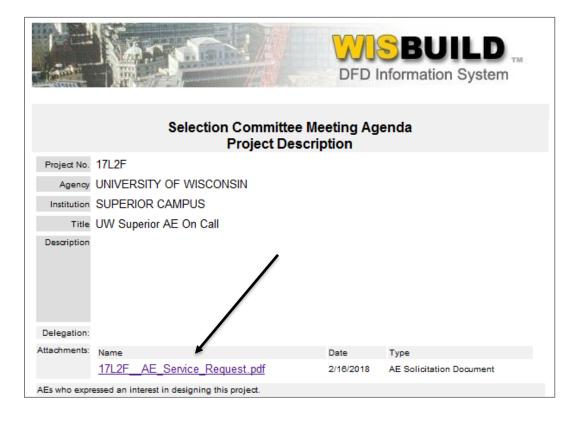
Step 1: View projects listed on the DOA Website, under the "Current A/E Selection Opportunities – Under \$5 Million"

A/E Selection https://doa.wi.gov/Pages/DoingBusiness/AE Selection.aspx A WisBuild login is required to express interest in the projects listed below. Opportunities web page and the Registering/Maintaining your A/E Data Rec See the Summary of A/E ord web page for additional Quick Links State Building Program State Construction Projects Current A/E Selection Opportunities Small Projects - \$185,000 or Less Construction Project Bidding **DFDM Document Library** WisBuild - Login Screen In order to be considered for projects under \$185,000, the A/E m st indicate interest in small projects in their A/E data record and upload a 🚨 Consultant Fee Schedule. Monthly Selection - \$185,000 to \$5 Million Contact Us • Current A/E Selection Opportunities - Under \$5 Million **Mailing Address** • 🖪 Instructions for Uploading a Letter of Interest Facilities Development & · A/E Solicitation Results - Under \$5 Million Management PO Box 7866 Major Project Selection - \$5 Million and Above Madison, WI 53707-7866 • Current A/E Selection Opportunities and Results - \$5 Million and Above Street Address 101 E Wilson Street, 7th Floor Madison, WI 53703 **Division of Facilities** Development & Management Front Desk (608) 266-2731 INCADED IN THE Fax (608) 267-2710 Email

Step 2: Click on the Project Title for the project(s) of interest to view the Project Description and the AE Solicitation Document.



Step 3: Review the Project Details and the attached AE Solicitation Document.

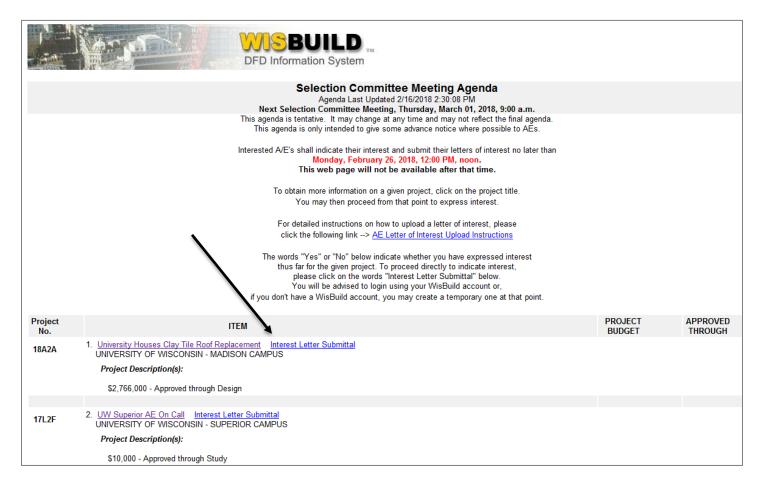


Step 4:

Create a letter of interest for each project of interest and save to your local computer. Please note the following when creating your letter(s) of interest:

- To submit a letter of interest, you will need to create one letter of interest in either doc, .xls, .pdf., or .rtf format ONLY for EACH project you are interested in.
- The title of the document must NOT include spaces, apostrophes, or other special characters.
- The size of the letter of interest you send may not exceed 10MB. File sizes larger than this will not be able to be uploaded. Please check your file size before submitting.
- It is important that you prepare your letter(s) of interest BEFORE logging in to WisBuild under Step 6

Step 5:
To upload your letter of interest, click the "Interest Letter Submittal" link under the appropriate project



Step 6:

Log into WisBuild using your WisBuild username/password.

If you cannot remember your password, click the "Forgot Your Password" link and your credential will be sent via e-mail. If you do not have a 'permanent' WisBuild account, you may send your account request to wisbuild@wisconsin.gov and your credential will be issued and e-mailed to you within 1-3 business days.

Please note that if you have multiple offices, be sure your letter is uploaded through the WisBuild office username/password that is providing the majority of the work.

Alternatively, you may also establish a WisBuild temporary account, which can be used immediately, by clicking the "temporary WisBuild login" link and following the process in the optional Step 7 below.



Step 7 (Optional):

For those seeking to establish a "Temporary WisBuild login," complete the required fields on the form and click "Submit Data for Temporary WisBuild Account" button. Your desired login username/password should be available to use immediately

DFD Information System				
Selection Committee Meeting Agenda Temporary AE Login to WisBuild to Express Interest in a Project Tuesday, February 20, 2018				
Note: If you have a temporary WisBuild account,				
then fill in your temporary user name here:				
and fill in your temporary user password here:				
Login With Temporary ID				
Otherwise, to create a new temporary WisBuild account to indicate interest in specific projects fill in the information below. If your temporary account is approved, then the user name and password you enter below will become your actual name and password. You will receive a notification email from the WisBuild Administrator when your account is approved. This approval will probably occur after the solicitation deadline. Meanwhile, this temporary account will let you indicate interest in specific projects and the DSF Contract Officer will be notified of same. Please be sure to make note of the temporary login password you are using. You may use this same login password to re-enter the system at anytime before the solicitation deadline.				
Note: Information below that must be entered is indicated with a				
!Company Name:				
!Company Address1:				
Company Address2:				
!Company City:				
!Company State:				
Company Zip Code:				
!Company Contact				
Minority Business Enterprise?: ● No ○ Yes				
!Contact Name: First: Last:				
User E-mail Address				
!Desired Login User User Name must only consist of alphanumeric characters and must be at least 5 characters in length and cannot exceed 20 characters.				
!Desired Login User Password: User Password may consist of alphanumeric characters and special characters and must be at least 7 characters. The password cannot match the logon ID.				
Re-enter Desired Login User Password: Password scan not Include the Individual sfirst or last name. At least one numeric or special character is required in the password.				
Please be sure to make note of the temporary login password you are using. You may use this same login password to re-enter the system at any time before the solicitation deadline.				
Submit Data for Temporary WisBuild Account Clear Entered Data				

Step 8:

A full list of projects on the monthly agenda should appear, with the "Interested?" indicator set to "No" for each project by default. Click on the title for each project of interest to view the project details, indicate your interest, and upload your letter of interest.



List of Projects on the DSF Selection Committee Meeting Agenda

in Which Oneida Total Integrated Enterprises (OTIE) has Expressed Interest Next Selection Committee Meeting, Thursday, March 01, 2018, 9:00 a.m.

This agenda is tentative. It may change at any time and may not reflect the final agenda. This agenda is only intended to give some advance notice where possible to AEs.

Interested A/E's shall indicate their interest and submit their letters of interest no later than Monday, February 26, 2018, 12:00 PM, noon.

This web page will not be available after that time.

All submittal transactions must be completed and the final submit button pushed before 12:00 PM. Any actions after that will not be recorded by WisBuild.

Current date/time is: 2/20/2018 1:58:53 PM

If you are new to this process, please go the <u>Summary of A/E Opportunities Page</u> and read the item titled: Monthly Selection - \$185,000 to \$5 Million.

That section describes information important to making your selection to express interest in projects.

To obtain more information on a given project, click on the project title.

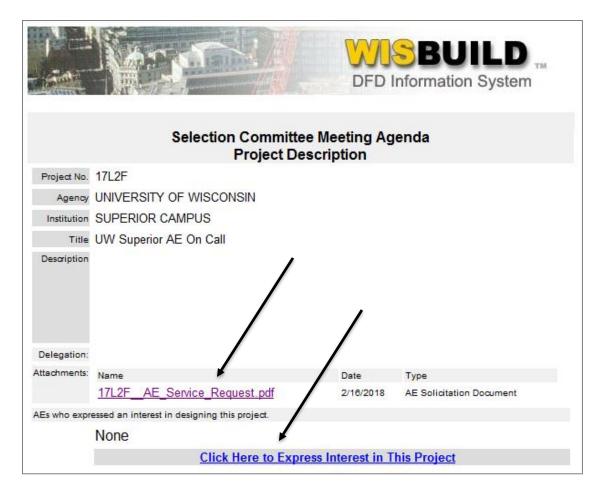
You may then proceed from that point to express interest.

The words "Yes" or "No" below indicate whether you have expressed interest thus far for the given project. To proceed directly to indicate interest, click on the word "Interested" below. You will be advised to login using your WisBuild account or, if you don't have a WisBuild account, you may create a temporary one at that point.

Project No.	ITEM	PROJECT BUDGET	APPROVED THROUGH
18A2A	University Houses Clay Tile Roof Replacement Interested? No UNIVERSITY OF WISCONSIN - MADISON CAMPUS This project replaces damaged clay tile roofing and associated roofing items.	\$2,766,000	Design
17L2F	UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS Project to provide "A/E consultant on-call" services in accordance to DSF "POLICY"	\$10,000	Study

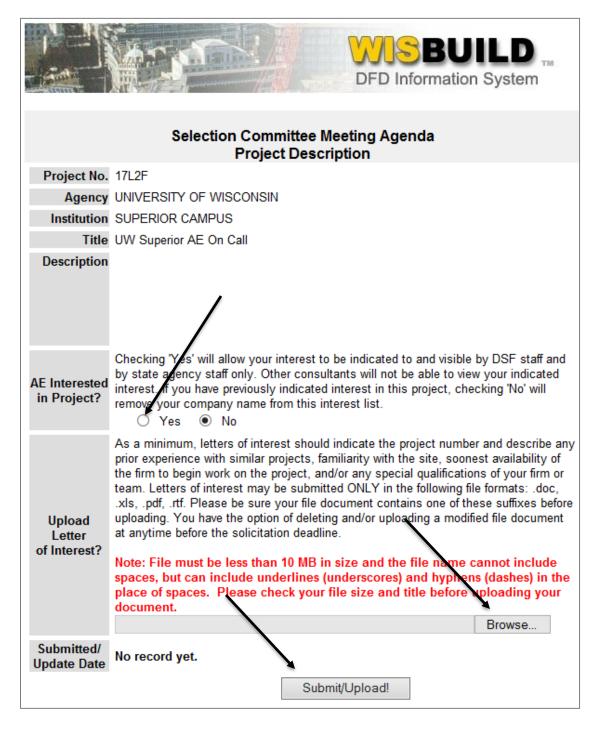
and PROCEDURE MANUAL for ARCHITECTS/ENGINEERS and CONSULTANTS".

Step 9:
On the Project Description page, you may view the AE Solicitation Document (optional) under "Attachments."
To express interest in the project and to upload your letter of interest, "Click Here to Express Interest in This Project"



Step 10:

- To express interest in the project, select the "Yes" radio button under the field entitled, "AE Interested In Project?" Please note that you cannot upload your letter without first indicating 'Yes' for your interest in the project.
- To upload your letter of interest, click the "Browse" button to locate your letter of interest previously created and saved to your local computer in Step 4.
- Once located, click "Open" within the dialog box
- Confirm that the file path for your letter of interest appears in the space provided
- Click the "Submit/Upload" button.



Step 11 (Optional):

Once a letter is uploaded, you may be prompted to update your AE Data Record. After updating your AE Data Record, you will be returned to the Meeting Agenda page.