

DFDM AE Monthly Selection Letter of Interest Document Upload Instructions

Overview

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. See the Summary of A/E Opportunities web page and the Registering/Maintaining your A/E Data Record web page for additional information.

Quick Links

- State Building Program
- State Construction Projects
- Current A/E Selection Opportunities
- Construction Project Bidding
- DFDM Document Library
- WisBuild - Login Screen

Contact Us

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(608) 266-2731

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Email
A/E Consultant Selection

Small Projects - \$185,000 or Less


In order to be considered for projects under \$185,000, the A/E must indicate interest in small projects in their A/E data record and upload a [Consultant Fee Schedule](#).

Monthly Selection - \$185,000 to \$5 Million

- [Current A/E Selection Opportunities - Under \\$5 Million](#)
- [Instructions for Uploading a Letter of Interest](#)
- [A/E Solicitation Results - Under \\$5 Million](#)

Major Project Selection - \$5 Million and Above

- [Current A/E Selection Opportunities and Results - \\$5 Million and Above](#)



Step 2:

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



Selection Committee Meeting Agenda

Agenda Last Updated 2/16/2018 2:30:08 PM
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.

To obtain more information on a given project, click on the project title.
You may then proceed from that point to express interest.


For detailed instructions on how to upload a letter of interest, please
click the following link --> [AE Letter of Interest Upload Instructions](#)

The words "Yes" or "No" below indicate whether you have expressed interest
thus far for the given project. To proceed directly to indicate interest,
please click on the words "Interest Letter Submittal" 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	1. University Houses Clay Tile Roof Replacement Interest Letter Submittal UNIVERSITY OF WISCONSIN - MADISON CAMPUS <i>Project Description(s):</i> \$2,766,000 - Approved through Design		
17L2F	2. UW Superior AE On Call Interest Letter Submittal UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS <i>Project Description(s):</i> \$10,000 - Approved through Study		

Step 3:

Review the Project Details and the attached AE Solicitation Document.



Selection Committee Meeting Agenda Project Description

Project No. 17L2F
Agency UNIVERSITY OF WISCONSIN
Institution SUPERIOR CAMPUS
Title UW Superior AE On Call
Description
Delegation:

Attachments:	Name	Date	Type
	17L2F_AE_Service_Request.pdf	2/16/2018	AE Solicitation Document

AEs who expressed an interest in designing this project.

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

WISBUILD™
DFD Information System

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please click on the words "Interest Letter Submittal" below.
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Project No.	ITEM	PROJECT BUDGET	APPROVED THROUGH
18A2A	1. University Houses Clay Tile Roof Replacement Interest Letter Submittal UNIVERSITY OF WISCONSIN - MADISON CAMPUS <i>Project Description(s):</i> \$2,766,000 - Approved through Design		
17L2F	2. UW Superior AE On Call Interest Letter Submittal UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS <i>Project Description(s):</i> \$10,000 - Approved through Study		

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.



The screenshot shows the WisBuild DFD Information System interface. At the top, there is a banner with the WisBuild logo and the text "DFD Information System". Below the banner, the page title is "Selection Committee Meeting Agenda", followed by "Log In For an AE to Express Interest in Project No. 18A2A" and the date "Tuesday, February 20, 2018".

The main content area contains the following text:

If you have a **Permanent** WisBuild login, please enter your WisBuild user name and password in the boxes below. Otherwise, click on the link below the submit button to create a temporary login.

Note: If your firm has worked with DSF in the recent past, then your company probably already has at least one WisBuild login account. In that case, **DO NOT USE THE TEMPORARY LOGIN LINK BELOW**. Find out in your firm who has an account and ask that person to create a WisBuild account for you or to use that person's account to indicate your firm's interest.

[Forgot Your Password?](#)

Enter Permanent WisBuild User Name:

Enter Permanent WisBuild User Password:

Otherwise click [here to add a new AE](#) to the list of those interested in this project or to use your [temporary WisBuild login](#) to do the same.

WISBUILD


Wisconsin Department of Administration
Division of Facilities Development
101 East Wilson Street
Madison, WI 53707

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Arrows in the image point to the user name input field, the password input field, the Submit button, and the "here to add a new AE" link.

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



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:

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:	<input style="width: 90%;" type="text"/>
!Company Address1:	<input style="width: 90%;" type="text"/>
Company Address2:	<input style="width: 90%;" type="text"/>
!Company City:	<input style="width: 90%;" type="text"/>
!Company State:	<input style="width: 90%;" type="text"/>
!Company Zip Code:	<input style="width: 90%;" type="text"/>
!Company Contact Phone No.:	<input style="width: 90%;" type="text"/> Use format: 6082668649
Minority Business Enterprise?:	<input checked="" type="radio"/> No <input type="radio"/> Yes
!Contact Name:	First: <input style="width: 80%;" type="text"/> Last: <input style="width: 80%;" type="text"/>
!User E-mail Address	<input style="width: 90%;" type="text"/>
!Desired Login User Name:	<input style="width: 90%;" type="text"/>
!Desired Login User Password:	<input style="width: 90%;" type="password"/>
!Re-enter Desired Login User Password:	<input style="width: 90%;" type="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 anytime before the solicitation deadline.

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.

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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 [Summary of A/E Opportunities Page](#)
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	1. 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	2. UW Superior AE On Call Interested? No UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS Project to provide "A/E consultant on-call" services in accordance to DSF "POLICY and PROCEDURE MANUAL for ARCHITECTS/ENGINEERS and CONSULTANTS".	\$10,000	Study

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”



**Selection Committee Meeting Agenda
Project Description**

Project No. 17L2F
Agency UNIVERSITY OF WISCONSIN
Institution SUPERIOR CAMPUS
Title UW Superior AE On Call
Description

Delegation:

Attachments:		
Name	Date	Type
17L2F_AE_Service_Request.pdf	2/16/2018	AE Solicitation Document

AEs who expressed an interest in designing this project.
None

[Click Here to Express Interest in This Project](#)

Note: Two arrows point from the attachment name and the 'None' text to the 'Click Here to Express Interest in This Project' link.

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.

WISBUILD™
DFD Information System

Selection Committee Meeting Agenda Project Description

Project No.	17L2F
Agency	UNIVERSITY OF WISCONSIN
Institution	SUPERIOR CAMPUS
Title	UW Superior AE On Call
Description	

AE Interested in Project?
Checking 'Yes' will allow your interest to be indicated to and visible by DSF staff and by state agency staff only. Other consultants will not be able to view your indicated interest. If you have previously indicated interest in this project, checking 'No' will remove your company name from this interest list.

Yes No

Upload Letter of Interest?
As a minimum, letters of interest should indicate the project number and describe any prior experience with similar projects, familiarity with the site, soonest availability of the firm to begin work on the project, and/or any special qualifications of your firm or team. Letters of interest may be submitted ONLY in the following file formats: .doc, .xls, .pdf, .rtf. Please be sure your file document contains one of these suffixes before uploading. You have the option of deleting and/or uploading a modified file document at anytime before the solicitation deadline.

Note: File must be less than 10 MB in size and the file name cannot include spaces, but can include underlines (underscores) and hyphens (dashes) in the place of spaces. Please check your file size and title before uploading your document.

Submitted/Update Date No record yet.

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.