

# HOW TO UPLOAD THE CONSULTANT FEE SCHEDULE

## Select Upload Consultant Fee Schedule

The screenshot shows a Microsoft Internet Explorer browser window displaying the WisBuild Admin Services page. The address bar shows the URL: [http://wisbuild.doa.state.wi.us/frame\\_main\\_ae.asp?mpage=ae\\_data\\_record\\_input2.asp?firm\\_no=4875](http://wisbuild.doa.state.wi.us/frame_main_ae.asp?mpage=ae_data_record_input2.asp?firm_no=4875). The page title is "WisBuild - Microsoft Internet Explorer".

The main content area is titled "Staff At This Office" and contains a grid of input fields for various professional categories, each with a "0" value:

<input type="text" value="0"/>	Architects	<input type="text" value="0"/>	Registered Surveyors	<input type="text" value="0"/>	Specification Writers	<input type="text" value="0"/>	Miscellaneous
<input type="text" value="0"/>	Structural Engineers	<input type="text" value="0"/>	Designers	<input type="text" value="0"/>	Estimators		
<input type="text" value="0"/>	Civil Engineers	<input type="text" value="0"/>	Drafters/CAD Operators	<input type="text" value="0"/>	Administrative Support		
<input type="text" value="0"/>	Mechanical Engineers	<input type="text" value="0"/>	Planners	<input type="text" value="0"/>	Technical Support		
<input type="text" value="0"/>	Electrical Engineers	<input type="text" value="0"/>	Landscape Architects	<input type="text" value="0"/>	Construction Admin.		

Below the staff list is a section titled "Services Offered". It contains a red arrow pointing to a link: [Upload Consultant Fee Schedule](#). The text above the link reads: "Click on the following link to upload a fee schedule indicating your interest in providing services for projects with overall value less than \$150,000." Below the link is a sub-link: [Information](#) on how to upload a document, format and information required in the fee schedule, and selection criteria.

Below the "Services Offered" section is a list of checkboxes for various services:

- Interior Design
- Landscape
- Mechanical Test/Balance
- HVAC
- Plumbing/Fire Prot
- Electrical
- Structural
- Civil
- Environmental Engineering/Soil Cont
- Program/Master Plan
- Security Design/Corrections
- Space Planning
- Electronics/Transmission
- EA/EIS
- Soil Contam. Hazardous Waste
- Geotechnical Surveying
- Acoustical Design
- Fire Protection
- Historic Preservation
- Production-Drafting/CAD

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Microsoft Office, Microsoft Excel, Internet Explorer, Microsoft Office, Adobe Acrobat), and the system tray showing the time as 11:43 AM and the date as 7/27.

Click Browse, select a file from your computer and click Upload!

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'WisBuild Admin Services' website. The address bar shows the URL: [http://wisbuild.doa.state.wi.us/frame\\_main\\_ae.asp?mpage=ae\\_data\\_record\\_input2.asp?firm\\_no=4875](http://wisbuild.doa.state.wi.us/frame_main_ae.asp?mpage=ae_data_record_input2.asp?firm_no=4875). The page features a navigation menu on the left with links: In Basket, Contacts, Small Projects, Project Bidding, Change Password, Help Admin., Project Selection, Home, Help, and Log Off. The main content area is titled 'Upload AE Fee Schedule' and includes a sub-header 'Upload AE Fee Schedule For:' with a text input field containing 'DSF'. Below this is a note: 'Note: Files must be less than 150 KB in size. MS Word, MS Excel, and Adobe Acrobat PDF file formats are acceptable.' A file upload area contains a text input field, a 'Browse...' button (highlighted with a red arrow), and an 'Upload!' button. A link 'Return to A/E Data Record' is located below the upload area. The browser's status bar at the bottom shows '19 minutes before security log off due to inactivity.' and 'Local intranet'. The taskbar at the very bottom displays the Start button and several open applications: Microsoft Office Word, Microsoft Excel, Internet Explorer, Microsoft Office Word, and Adobe Acrobat Professional. The system tray shows the time as 11:44 AM and the temperature as 72°.

Revised documents can be uploaded by deleting the current documents (clicking on the "trash can" icon) or by uploading a new document. Interest can be withdrawn altogether if no documents are uploaded or deleting the current document by clicking on the "trash can" icon.

**WisBUILD Admin Services**

<input type="text" value="0"/>	Architects	<input type="text" value="0"/>	Registered Surveyors	<input type="text" value="0"/>	Specification Writers	<input type="text" value="0"/>	Miscellaneous
<input type="text" value="0"/>	Structural Engineers	<input type="text" value="0"/>	Designers	<input type="text" value="0"/>	Estimators		
<input type="text" value="0"/>	Civil Engineers	<input type="text" value="0"/>	Drafters/CAD Operators	<input type="text" value="0"/>	Administrative Support		
<input type="text" value="0"/>	Mechanical Engineers	<input type="text" value="0"/>	Planners	<input type="text" value="0"/>	Technical Support		
<input type="text" value="0"/>	Electrical Engineers	<input type="text" value="0"/>	Landscape Architects	<input type="text" value="0"/>	Construction Admin.		

**Services Offered**

services for projects with overall value less than \$150,000.  
Present Fee Schedule is: [Consultant Fee Schedule181.doc](#) (uploaded on 6/9/2008 11:44:50 AM)  
Click on trash can image to delete Consultant fee schedule and remove name from list of Consultants interested in small project design.  
[Upload New Consultant Fee Schedule](#)  
[Information](#) on how to upload a document, format and information required in the fee schedule, and selection criteria.

<input type="checkbox"/> Interior Design	<input type="checkbox"/> Security Design/Corrections
<input type="checkbox"/> Landscape	<input type="checkbox"/> Space Planning
<input type="checkbox"/> Mechanical Test/Balance	<input type="checkbox"/> Electronics/Transmission
<input type="checkbox"/> HVAC	<input type="checkbox"/> EA/EIS
<input type="checkbox"/> Plumbing/Fire Prot	<input type="checkbox"/> Soil Contam. Hazardous Waste
<input type="checkbox"/> Electrical	<input type="checkbox"/> Geotechnical Surveying
<input type="checkbox"/> Structural	<input type="checkbox"/> Acoustical Design
<input type="checkbox"/> Civil	<input type="checkbox"/> Fire Protection
<input type="checkbox"/> Environmental Engineering/Soil Cont	<input type="checkbox"/> Historic Preservation
<input type="checkbox"/> Program/Management	<input type="checkbox"/> Production/Printing/CAD

19 minutes before security log off due to inactivity. Local intranet

The Consultant may also choose to provide more elaborate firm information (e.g. a marketing brochure). Refer to the bottom of the A/E Data Record at Attachment (Optional), Upload Documents.

