

DFD AE Monthly Selection Letter of Interest Document Upload Instructions for AE Firms

Overview

The instructions below represent a click-by-click process for Architects/Engineers (AE's) to upload a letter of interest on one or more projects posted under the 'Monthly Selection-\$185,000 to \$5 Million' on DFD's [Current A/E Selection Opportunities](#) web page.

For more detailed information on this and other processes related to AE's wishing to do business with the State, please refer to the information on [Registering/Maintaining Your A/E Data Record](#).

Step 1:

View projects listed on the DOA/DFD Web site, under the 'Current A/E Selection Opportunities', 'Current A/E Selection Opportunities – Under \$5 Million'.

DEPARTMENT OF ADMINISTRATION

Divisions

FACILITIES DEVELOPMENT

The Division implements the development, renovation, and maintenance of existing facilities for all state agencies and the University of Wisconsin System. The division provides technical advice, project management, and field oversight of construction projects; and contracts for architecture/engineering services and construction work.

- [State Building Program](#) (Development and Implementation)
- [Architecture / Engineering \(A/E\) Consultant Services](#)
- [State Construction Projects](#)

NEW DFD Contractor Certification

Summer Strand
Administrator
[Biography](#)

2013-15 Capital Budget

[Current A/E Selection Opportunities](#)

Current Construction Project Bidding Opportunities

Document Library & Master Specs

WisBuild Login

WISBUILD

Browse to <http://www.doa.state.wi.us/Divisions/Facilities-Development> and click on 'Current A/E Selection Opportunities'.

DEPARTMENT OF ADMINISTRATION

Divisions > Facilities Development > AE Design

CURRENT A/E SELECTION OPPORTUNITIES

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.

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](#)

CONTACT US

Mailing Address
Facilities Development
PO Box 7866
Madison, WI 53707-7866

101 E Wilson Street, 7th Floor
Madison, WI 53703

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 11/5/2010 3:10:11 PM
Next Selection Committee Meeting, Sunday, December 05, 2010, 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
Thursday, December 02, 2010, 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.

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
09L2B	1. Sanitary Sewer Reconnection Interest Letter Submittal STATE FAIR PARK - STATE FAIR PARK - WEST ALLIS <i>Project Description(s):</i> \$692,000 - Approved through Design		
09L1U	2. UW Superior Residence Hall Study Interest Letter Submittal UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS <i>Project Description(s):</i> \$0 - Approved through Study		
09L2E	3. Neale Hall Renovation Interest Letter Submittal UNIVERSITY OF WISCONSIN - STEVENS POINT CAMPUS <i>Project Description(s):</i> \$0 - Approved through Design		

Step 3:

Review the Project Details and the attached AE Solicitation Document



Selection Committee Meeting Agenda Project Description

Project No: 09L2B
Agency: STATE FAIR PARK
Institution: STATE FAIR PARK - WEST ALLIS
Title: Sanitary Sewer Reconnection
Description:

Attachments:

Name	Date	Type
09L2B.doc	1/20/2010	AE Solicitation Document

AEs who expressed an interest in designing this project:
None



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

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 below so that you will avoid 'timing out' of WisBuild due to 20 minutes of inactivity.

Step 5:

To upload your letter of interest, click the 'Interest Letter Submittal' link under the appropriate project

WISBUILD
DSF Information System

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09L2E	3. Neale Hall Renovation Interest Letter Submittal UNIVERSITY OF WISCONSIN - STEVENS POINT CAMPUS <i>Project Description(s):</i> \$0 - Approved through Design		

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, please 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 DSF Information System interface. At the top, there is a banner with the WisBuild logo and the text "DSF Information System". Below this is a grey header box containing the text: "Selection Committee Meeting Agenda", "Log In For an AE to Express Interest in Project No. 09L2B", and "Friday, November 05, 2010". The main content area contains instructions for logging in with a permanent account, a note about existing accounts, and a "Forgot Your Password?" link. There are two input fields: "Enter Permanent WisBuild User Name:" with the value "ae_login" and "Enter Permanent WisBuild User Password:" with masked characters. A "Submit" button is located below the password field. Below the form, there is a link to "add a new AE" and a link to "temporary WisBuild login". At the bottom, there is the WisBuild logo, contact information for the Wisconsin Department of Administration, Division of Facilities Development, and a copyright notice "© 1999, 2000".

Selection Committee Meeting Agenda
Log In For an AE to
Express Interest in Project No. 09L2B
Friday, November 05, 2010

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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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.

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:

!Company Address1:

Company Address2:

!Company City:

!Company State:

!Company Zip Code:

!Company Contact Phone No.: Use format: 6082668649

Minority Business Enterprise?: No Yes

!Contact Name: First: Last:

!User E-mail Address:

!Desired Login User Name: 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 in length and cannot exceed 20 characters. The password cannot match the logon ID. Passwords can not include the individuals first or last name. At least one numeric or special character is required in the password.

!Re-enter Desired Login User 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 DSF has Expressed Interest
Next Selection Committee Meeting, Monday, December 20, 2010, 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
Friday, December 17, 2010, 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: 12/8/2010 3:54:57 PM

If you are new to this process, please go the [AE News & Information Page](#)
and read the News item titled: [New Monthly Selection Committee Agenda Process](#).
That article 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
09L2B	1. Sanitary Sewer Reconnection Interested? No STATE FAIR PARK - STATE FAIR PARK - WEST ALLIS Reconnect sanitary sewer at south end of fair grounds due to sewer abandonment by City. Project consists of laying approximately 1,000 feet of new sewer pipe; 2 new manholes; a new liftstation; and abandoning old lift station, sewer pipe and manhole.	\$692,000	Design
09L1U	2. UW-Superior Residence Hall Study Interested? No UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS Consulting services are being requested to conduct a pre-design. Services will include development of design options for reconfiguration of the halls that include enhanced traditional, semi-suite, and suite style units; preparation of a Facilities Condition Reports; development of a program statement; utility analysis, analysis and recommendations for phasing options; and recommended project schedules and estimated project budgets. The services also should include an analysis of the impact of the project on the adjacent parking, recommended modifications, and estimated	\$0	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 on the link entitled, 'Click Here to Express Interest in This Project'



Selection Committee Meeting Agenda
Project Description

Project No. 09L2B
Agency STATE FAIR PARK
Institution STATE FAIR PARK - WEST ALLIS
Title Sanitary Sewer Reconnection
Description

Attachments:	Name	Date	Type
	09L2B.doc	1/20/2010	AE Solicitation Document

AEs who expressed an interest in designing this project.
None

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

WISBUILD

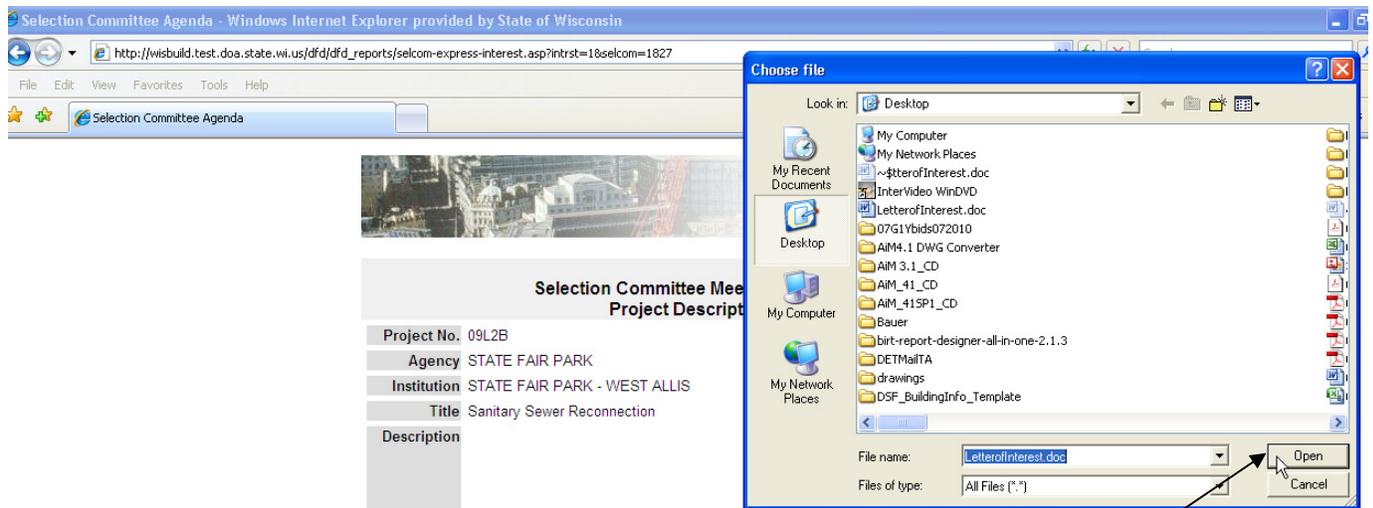
[HOME](#) [HELP](#) [LOG OFF](#)

SUBMIT ITEM TO THE [WISBUILD HELP DESK](#)

Step 10:

1. 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.
2. 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.
3. Once located, click 'Open' within the dialog box
4. Confirm that the file path for your letter of interest appears in the space provided
5. Click the 'Submit/Upload' button.

A summary of these 5 steps can be seen in the screen capture below:



4. Select 'Yes' to indicate your interest in the project
3. Click 'Browse' to locate your letter of interest on your PC
2. The file path for your letter of interest should appear here

5. Locate your file and click 'Open'

1. Click Submit/Upload to express interest and upload your letter of interest

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.



Update AE Data Record

Thank you. You have successfully uploaded your letter of interest and have indicated an interest in Project No. 09L2B . However, your data record hasn't been updated in the past month. We strongly encourage you to update it now. If you do update it now, you won't continue to receive this notice each time you indicate interest in a project for this selection committee meeting. To update your data record, click below. Thanks.

[Update Your Data Record](#)



[Return to Selcom Agenda](#)

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Division of Facilities Development
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Madison, WI 53707

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Step 12:

After a letter of interest is uploaded, you will be returned to the Meeting Agenda page with a confirmation message appearing in red font and a 'Yes' response indicating interest on the project. Please note that your letter must be fully uploaded prior to the stated deadline.

You may proceed with uploading additional letters of interest on other projects by repeating Steps 8-11.

You may also modify your previous interest response on a project from 'Yes' to 'No' or upload a revised letter of interest by repeating Steps 8-11 as well.



List of Projects on the DSF Selection Committee Meeting Agenda
in Which DSF has Expressed Interest
Next Selection Committee Meeting, Monday, December 20, 2010, 9:00 a.m.

Thank you. You have successfully uploaded your letter of interest and have indicated an interest in Project No. 09L2B .

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 Friday, December 17, 2010, 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: 12/8/2010 4:15:56 PM

If you are new to this process, please go the [AE News & Information Page](#) and read the News item titled: [New Monthly Selection Committee Agenda Process](#). That article 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.

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09L2B	<p>1. Sanitary Sewer Reconnection Interested? Yes</p> <p>STATE FAIR PARK - STATE FAIR PARK - WEST ALLIS</p> <p>Reconnect sanitary sewer at south end of fair grounds due to sewer abandonment by City. Project consists of laying approximately 1,000 feet of new sewer pipe; 2 new manholes; a new liftstation; and abandoning old lift station, sewer pipe and manhole.</p>	\$692,000	Design
09L41	<p>2. UW-Superior Residence Hall Study Interested? No</p> <p>UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS</p> <p>Consulting services are being requested to conduct a pre-design. Services will include development of design options for reconfiguration of the halls that include enhanced traditional, semi-suite, and suite style units; preparation of a Facilities Condition Report; development of a program statement; utility analysis; analysis and</p>	60	Study

Reporting Problems

Any technical problems with this process can be reported via the WisBuild Help Desk using the link found on the page footer or by e-mailing wisbuild@wisconsin.gov