On behalf of the University of Wisconsin-Extension, interested firms who are qualified in providing Architect / Engineer / Consultant Services for the attached Project Summary are invited to submit a letter of interest, as described below.

**Qualification Requirements**
Interested consultants should have, or assemble a team of consultants who have, experience in the execution of projects similar to the one under consideration.

The consultant team should strive to meet at least 5% participation by minority-owned, women-owned, and/or disabled veteran-owned businesses (MBE, WBE, DVB) as defined by Wisconsin Statute 16.18, and identified on the Wisconsin Supplier Diversity website:

http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Supplier-Diversity-Program

**Submitting Qualifications**
Submit a Letter of Interest (LOI) to the Project Contact in this document. An electronic copy must be received by email no later than the deadline of 2:00 PM Wednesday, March 22, 2017.

The electronic submittal should be combined into one PDF file with the project number and include your firm’s name. Limit the total number of pages submitted to six (6), using a font size no smaller than 10-point. The University’s incoming email attachment limit is 20MB; please limit your attachment size to 20MB or less.

The letter should detail specific project experience (including size, cost, and substantial completion date) and should indicate key team members, sub-consultants, and specialty consultants. The letter should clearly demonstrate the team’s understanding of the specific needs of the project and concisely present a technical approach to completing the proposed scope of work.

Do not submit consultants for EIS/EIA or hazardous materials since they will be handled separately, if needed.

If the university requests any clarifications to the proposals, it expects a prompt response from the submitter. The University has the right to reject proposals that are incomplete or late, or to cancel the project selection for any reason.

Submit all questions regarding this request in writing via email to the Project Contact with the project name and number included in the subject line (no phone calls please). Questions will be answered and posted to the University of Wisconsin System Administration (UWSA) web page at: www.wisconsin.edu/procurement/construction. The name of the party submitting a question will not be posted.
Selection Process and Evaluation Criteria
Using the criteria listed below, Letters of Interest (LOI) will be evaluated and scored by a selection committee. The selection committee will be made up of five professional staff: three (3) from UW-Extension, and two (2) from UWSA.

Experience - Firms, Team, People, and Projects

- Record of similar projects completed*
- Qualifications of key team members assigned
- Similar project examples designed by key members assigned to this project (relevant team experience)
- History of working relationship of team members
- Team's apparent resources and capacity
- Geographical proximity

*In evaluating the “Record of similar projects completed,” committee members will look for:
- Ability to meet Owner’s vision, scope, budget, and schedule on previous projects
- Relevant recent work of both the prospective firm and the firm’s sub-consultants that is similar in scope and size to this project
- Experience of firm and its proposed consultants to provide successful services in settings similar to those in the Upham Woods’ Facility Study and Addendum

All teams will be notified within two business days of the committee’s selection meeting, which is expected to occur the week of April 3, 2017.

The selected team should be prepared for a project kick-off meeting to be held the week of April 10th, 2017.

The contract for professional services will use a modified AIA Contract B101, which is currently under development, to comply with State and University requirements.
Request for Letters of Interest
Upham Woods – Bath House Improvements March 1, 2017

**Delivery Guidelines, Technical Guidelines and Specifications:** The project will need to conform to the UW-System Guidelines. The project will need to conform to the State of Wisconsin single prime bidding requirements and use General Conditions developed by the University of Wisconsin. Project specifications shall be modeled off the DFD master specifications where applicable. Deliverables and depth of service from the A/E at each phase of the project shall be modeled off of precedents previously set by DFD as amended by the university’s A/E contract.


**Project Contact**
Purchasing Agent – Marcel Dubois (mdubois@uwsa.edu)
UWSA– Office of Procurement
780 Regent Street Suite # 105
Madison, WI  53715-2635
Phone: (608) 263-4380

**Attachments**
The following attachments can be found at the same website where this RFQ was posted:
www.wisconsin.edu/procurement/construction

- Project Summary
- Upham Woods Facility Study
- Upham Woods Facility Study Addendum