

## Q&A – AEP On-Call Services RFQ

**1. Do we, as the qualified architect, propose with engineering services contracted to us? Meaning that for architect led projects we have an engineering team contracted to us. Or are engineering firms proposing absent of an architect? Said another way, is the A/E an 'arranged marriage' the same way GPC and MEP contractors are an 'arranged marriage' for construction projects?**

- Through this On-call RFQ, UWSA will not 'arrange a marriage' between the A/E and any MEP consultants that might be needed on a given project. When an A/E is selected to be part of the pool, and have signed a master services agreement with UWSA, they will be offered a project (if/when the project arises). Once the A/E agrees to be our prime consultant on the project, they will propose an engineering team to support that project. UWSA generally follows the AIA processes for a project processes and documents.

Because the particular needs of coming projects are not known at this time, we are not asking for the architect's expected consultant (eg, MEP engineering subconsultant). We expect the architect to engage the consultants that are the best fit for projects as the time of the project.

UWSA is also looking for a MEP firm in this RFQ. We foresee some projects and studies that will be primarily/exclusively "engineering" projects. Thus, we are looking to have some firm(s) in our on-call pool.

**2. Can you explain what the role/services needed for the "Commissioning" portion of this RFQ?**

- Commissioning services will be similar to those described in DFDM Policy and Procedure Manual for A/E and Consultants, Section Two - Commissioning. The intent is to verify that systems and equipment are installed and performing according to the owner's project requirements, basis of design, and construction documents. And to verify that the building operator has received equipment and systems documentation and training. Specific examples of work might include, but are not limited to:

**Design Phase:** review of systems design and documentation, including input on the construction verification checklists and performance testing requirements.

**Construction Phase:** attendance at construction progress meetings, review of QC Plans, conduct commissioning meetings, log performance and design discrepancies, perform field checks, complete commissioning report.

**Post Construction:** witness testing, document findings of performance review.

Areas of commissioning might include General Construction, Fire Suppression, Plumbing, HVAC, Electrical. Contracted firm might be requested to subcontract with specialty firms who can provide commissioning services for building envelopes or other specialties.

**3. Does this request include services of Consultants/A&E Firms that specialize in Exterior Building Envelope concerns (Roofs, Ext. Walls, Waterproofing, Parking/Pavement and Outdoor Athletic Surfaces) relative to conditional assessments, forensic investigations of failures, design of repairs and replacements of damaged or failed systems within these areas? This would be more specialty areas as opposed to a “Generalist” firm. Please verify if this type of firm is included or excluded from the pool of professional services that you are asking for with this RFQ.**

- At this time, UWSA is not seeing to contract directly with a firm who solely specializes in Exterior Building Envelopes. However, it is seeking to contract directly with a firm who has expertise in the design of Athletic Fields and Facilities, and who can serve as the Prime AE on those projects.

If a project arises where special services are needed, other than those listed in Section A of the RFQ (such as Exterior Building Env. Evaluation/Repair), UWSA will ask a generalist on-call firm to subcontract with the right specialty consultant or, more likely, UWSA will let a separate monthly RFQ to hire a firm for that project who has the requirements needed.

**4. Can we submit our qualifications as a cost estimating firm, or will we be required to team with an A/E firm and provide those services under the A/E team?**

- At this time, UWSA is not seeking to contract directly with a firm who solely specializes in Cost Estimating services. All Cost Estimating services, as associated with this RFQ, would be performed directly from the A/E or as a subset of an on-call A/E's contract.

**5. Is the principal discipline lead (Architecture) required to be located in Wisconsin for submission?**

- No, we are accepting letters of interests with the principal discipline lead (Architecture) being located out-of-state.

**6. What format do you prefer our qualifications (LOI) be submitted? Is SF330 acceptable to include resumes + projects?**

- Yes, the SF330 is acceptable as long as the format of the LOI is within the page limit requirements.

**7. Section E states to “limit the total number of 8 ½” x 11” pages submitted to seven (7), using a font size of 10 or larger”. Does this mean front and back is permissible?**

- The LOI is limited to 7 pages, front only.

- 8. Section E., Submitting Qualifications, on page 4 of the RFQ specifies that the first page shall clearly list the areas of expertise for which the AEP would like to be considered. If an AEP would like to be considered for more than one area of expertise, should all of these areas be included in one qualifications submittal? Or should separate qualifications submittals be submitted for each area of expertise?**
- If an AEP would like to be considered for more than one area of expertise, please submit all your qualifications in one Letter of Interest.
- 9. Are we interpreting the RFQ correctly in that UWSA intends to select 5-12 firms total, not 5-12 firms under each of the 6 listed discipline areas?**
- UWSA intends to select 5-12 firms total.
- 10. Will UWSA be prioritizing firms that can provide all discipline areas under one roof over firms with individual discipline specialties?**
- No, this is not a priority for UWSA.
- 11. Landscape architecture and civil engineering are listed together; does a firm have to be able to provide both disciplines in order to be considered? If so, is priority given to firms that have both disciplines in-house or would a solid teaming arrangement between an LA firm and a civil firm be given equal consideration?**
- No, if a firm is only able to provide one of those disciplines, UWSA is still welcoming the submission. Priority is not given to a firm that can provide both.