



Qualified firms who are interested in providing Architectural/Engineering/Planning (AEP) Services are invited to submit a letter of interest for an AEP On-Call service contract.

A. Project Description

The University of Wisconsin System Administration (UWSA) is seeking to create multiple on-call contracts in a variety of design specialties. Requested services could range from feasibility studies to full design/construction services.

UWSA is requesting qualification submittals in the form of a letter of interest from AEP firms that can demonstrate a wide range of experience, and/or who can coordinate sub consultants to provide all disciplines of professional services. Services may include but are not limited to: architectural, structural, site/civil, mechanical, plumbing, ventilation, and electrical design. Specialty area expertise may be sought for laboratory planning/design, large/unique scientific equipment installations, office and other interior remodels, historic structure renovation/remodeling, instructional technology/active learning classroom upgrades, animal facilities including procedure rooms and holding facilities, clinical spaces, athletic facilities, and exterior design and landscaping. All interested AEP firms shall indicate depth of experience regarding various types of projects as well as any proposed sub-consultants. Multidiscipline AEP teams or firms are desirable and should indicate the variety of work they are capable of providing.

The contracts will be held by UWSA. All projects will be executed under the Board of Regents authority, and could occur at any of the institutions within the UW System. At this time UWSA seeks to award on-call contracts with up to five firms/teams concurrently. UWSA anticipates on-call projects to be architect-led endeavors. The contract will be limited to three years each or a not-to-exceed limit of \$1 million in services, whichever comes first. Each individual project assigned to a firm/team under this contract may not exceed \$400,000 in service fees. There is no guarantee that projects will be assigned to the AEP On-Call, and many projects in the upper budget range will continue to be procured through the monthly selection process.

Projects with a budget that exceeds \$1 million require approval of the Board of Regents of the University of Wisconsin during the design phase.

Background & Purpose

It is anticipated that the on-call service method will save valuable time in the delivery of the projects. A similar delivery method has been used in state procurement models and has proven to be effective in expediting projects.

Project Schedule

AEP Selection
AEP On-Call Services begin

November/December 2017
January 2018

B. Scope of Services

The scope of services will vary depending on the project and may include but not necessarily be limited to:

- investigation of architectural, structural, mechanical, electrical, plumbing, fire protection, telecommunication systems, life safety, site improvements, and site utilities
- conducting feasibility studies and providing associated documentation
- project scope development and documentation
- project schedule development and documentation
- cost estimation and documentation
- construction feasibility studies
- investigation and documentation of existing conditions
- investigation of related building code and technical issues and recommendations for action
- program analysis
- preliminary design
- design development
- construction phasing alternative development and documentation
- preparation of construction plans and specifications for bidding
- field observation during construction
- origin-destination planning and documentation

C. Project Delivery

The AEP team will be required to submit a written proposal for each assigned project. The proposal will include a description of the services to be provided including meetings, construction related activities, proposed delivery schedule of the individual assignment, sub-consultants who will be working on individual assignment and any other related matters to the individual assignment.

The primary AEP team is required to maintain professional liability insurance for the duration of this consultant services contract.

The University may negotiate with the successful firm to provide the preliminary/pre-design services for:

- a) a lump sum fixed fee;
- b) fees based on time spent at pre-approved hourly rates up to an agreed maximum aggregate fee. The On-Call firm that is issued a task order for the assignment will produce a report of all findings and work performed during the Initiating Phase (the "Initiating Phase Report").

If the project continues past the preliminary phase, the University may decide, at its sole discretion, to negotiate with the firm that preformed the initial services for completion of the project using one of the following project implementation options:

- a) A lump sum fixed fee;
- b) A fee based on time spent at pre-approved hourly rates up to an agreed maximum aggregate fee; or
- c) A fixed fee determined at the completion of the schematic design phase, based on a percentage of the estimated construction cost.

Delivery Guidelines, Technical Guidelines and Specifications

These projects will need to conform to the institutions technical guidelines, if available and applicable. If these projects reach the construction stage, then they 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 AEP at each phase of the project shall be modeled off of precedents previously set by DFD as amended by the University's AEP Contract.

- o DFD Single Prime Bidding and Contracting:
<http://www.doa.state.wi.us/Default.aspx?Page=33519fba-e062-4a0a-8903-67406dbed1ef>
- o DFD Master Specifications and Guidelines:
<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

D. Selection Process and Evaluation Criteria

Using the criteria listed below, Letters of Interest (LOI) will be evaluated by a selection committee.

Experience - Firms, Team, People and Projects:

- Record of a variety of projects completed
- Qualifications of key team members assigned

List of go-to sub consultants for the following specialties: (Note: It is understood that the sub-consultants listed in your LOI may not necessarily be currently under contract with the primary AEP and not every proposal will require all of the below specialties.)

- Architectural
- Structural
- Interiors
- Civil/Site
- Landscape
- Mechanical/HVAC
- Electrical
- Plumbing
- Low Voltage/Data/Systems

- A/V
- Lab Planner
- History of working relationship of team members
- Team's apparent resources and capacity
- Team's familiarity and experience with State and UW-Projects

The selection committee will score all teams using this criteria:

Record of similar projects completed*	40%
Qualification of key team members assigned	25%
Team's apparent resources and capacity	15%
History of working relationship of team members	10%
Team's experience and familiarity with the State and UW Facilities	10%

*In evaluating the "Record of a variety 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; and
- Experience of firm and its proposed consultants to provide successful services in settings similar to those in the institution's campus master plan and/or design guidelines

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).

All teams will be notified within two business days of the committee's selection meeting which is expected to occur the week of November 27, 2017.

The contract for professional services will use a modified AIA Contract B101 2007.

E. 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 November 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 8.5" x 11" pages submitted to ten (10), 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 RFQ in writing to the Project Contact with the project name and number included in the subject line (no phone calls please.) Questions will be posted and answered on the UWSA web page at <www.wisconsin.edu/procurement/construction> on a regular basis until one week before the RFQ deadline. The name of the firm submitting a question will not be posted.

Project Contact:

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