**Most Recently Updated: 11/14/17**

Questions and Answers

1. Is the intent for firms to submit our own credentials for a pre-qualified list or build a team for a group submission?  Our common practice with other on-call clients is to choose consultants by project and expertise from their pre-qualified list.

*Answer: We would like to see a history of your experience with certain team members that you consider your “go-to” sub-consultants. If selected, you will not be held to the same team members and the team will depend on the specific project.*

1. If a firm is selected as an AEP On-Call provider, how is it determined which projects they will be invited to serve?  (We presume it is based on the experience demonstrated in the firm’s submittal).

*Answer: The intention is to award a project to the next firm in line so that the distribution is fairly equal. However, if a situation arises where a firm has more experience in a very specialized project or a successful history with the department requesting the service then we may choose them out of order.*

1. Is an AEP On-Call provider assigned to specific campuses?

*Answer: Selected firms are expected to provide services to any campus in the UW System and the selection will be partially based on a firm’s ability to do so.*

1. Is more than one AEP team requested to submit written proposals for each assigned project?

*Answer: There is no intention to further solicit proposals from multiple firms for each project. The intent of this contract will be to speed up the process so that campus may move quickly on their smaller projects.*

1. Depending on several factors, is an AEP team allowed to decline an assigned project?

*Answer: Firms will be allowed to decline projects if they wish.*

1. When we are selected are we contracting with University of Wisconsin System – Office of Procurement at the address listed?  Is there one contract specialist for this type of contract or does the contract get facilitated by a Project Manager or Purchasing Specialist?

*Answer: The contract will be held by the UW System Capital Planning and Budget department. Same address just on the second floor. An AIA B-101 contract which has been modified to fit the state requirements will be used.*

1. For the site/civil contract, we would appreciate clarification on the following statement in the third paragraph under “A. Project Description.”

*While UWSA will hold several traditional On-Call contracts with multidiscipline firms, it anticipates that they will be mostly site/civil in scope and solely managed by the firm awarded this contract.*

We are unsure of this statement, as it conveys that a single firm will be awarded a single contract under this solicitation, and that contract will be used to manage other firms’ on-call contracts.

*Answer: To clarify, there will be multiple general A/E contracts and a single contract for site/civil. If any project is predominantly site/civil then that firm will be given the project.*

1. In looking at the site civil RFP that is posted on the website, pages 2-4 of the RFP have the header of “AE On-Call Services” with project number Y-17-001.  I wanted to verify that the requirements are correct for the site civil and you’d like MEP and architectural services included in our scope for the site civil on-call.

*Answer: The header should read Site/Civil, which is a mistake on our part. We would like all services included as project awarded could be predominantly site/civil, but not exclusively.*

1. It appears multiple firms will be hired, and I am assuming any On-Call needs will be met by the firm that is located nearest the campus.  Is this correct? Each campus currently has an On-Call AE hired through DFD.  How is this different from that service? Can a firm who is currently the AE On-Call for a campus through DFD be hired as an AE On-Call through this contract as well?

*Answer: This will be completely separate from the DFD process, as all of our gift and grant projects are. Our list will be for our projects only and DFD cannot use it and vice versa. Proximity will not be used to determine which firm is used, rather expertise and "next-up" will be how firms are selected.*

1. If my firm is selected and the project is located at UW-Superior, that is about 350 miles away.  Will there be a mileage reimbursement or something similar built into the project?

*Answer: There would be no reimbursement, but in these circumstances the fee could be negotiated to adjust for the distance.*

1. I wondered if site/civil and landscape are included in Project ID Y-17-001, or if those are only in the Y-17-002 portion? I noticed Civil/Site and Landscape listed as part of the criteria under Section D in Y-17-001.

*Answer: There could be site/civil services in the Y-17-001, but only a minor part. The contract used will be based on what the predominant service needed for the project is.*