

CDIS Building RFQ
Project No. A-20-013_9950-2003

Q&A

1. I see geotechnical work is not included in the current scope. Will it be added in the next Phase or will UWSA contract directly?

- **Geotechnical work will be part of the advanced planning phase and be hired through the selected firm, potentially as a reimbursable expense.**

2. Can you tell me if there is any Mass Timber (CLT, Glulam, etc.) in this project?

- **This decision will be made later in the design process.**

3. We would like to know what the University of Wisconsin's opinion and/or position would be related to having a firm without a Wisconsin office but teamed with a large Wisconsin based MEP firm proposing on this project without a local architectural partner.

- **UW requires excellent support through the design, and then all the way through the CA phase. UW is not requiring a prescribed organization for the selected firm. As can be seen by the questions we are asking each firm to answer in their SOQ, we desire a thorough understanding of how the Firm (and their team) will provide the highest quality service throughout the life of the project.**

4. From the document "Division of Facilities Development and Management - Policy and Procedure Manual for Architects/Engineers and Consultants"

1.D.2.d Eligibility and Qualifications The term "eligible Architect/Engineer" (in accordance with Wisconsin Administrative Code, Chapter Adm. 20) means one who meets the following criteria:

3) Has a permanent office within Wisconsin where responsible direction of all services will be based. Note: Out-of-state firms will be considered when the Selection Committee determines there are no Wisconsin firms qualified or available to provide the services required;

Could you clarify if this applies to work at the University?

- **While UW appreciates this provision (1.D.2.d. 3)), because this project is being offered through UW's "Gift & Grant" authority, UW may deviate from this provision in its selection. UW expects the team to include architects and engineers licensed in Wisconsin. In addition, UW expects the selected team to have members that are well versed in UW design and construction projects.**

5. Given the significant scope and scale of this project, would you consider extending the page limit by 10-15 additional pages?

- The page limit has been increased to 30 total pages per Addendum No.1.

6. For the University of Wisconsin – Madison CDIS Building RFQ (Project No. A-20-013_9950-2003), the RFQ requests a page limit of 25 pages. Is this page limit referring to Section H, where we answer the 11 proposal questions? Or does it refer to the entire SF-330 Part I and Part II Forms?

- The page limit refers to the entire SOQ the Firm submits. Please see Addendum No.1 for page limit increase.

If it does refer to the entire SF-330 Part I and Part II, can you clarify the following:

Do covers, dividers, table of contents or a cover letter count within the 25 pages?

- Yes, please see Addendum No.1 for page limit increase.

Do Section E Resumes count (with a full consultant team, we estimate at least 18 pages for the resumes alone)?

- Yes.

Do the Part II forms (1 for each firm) count to the total (we estimate at least 11 pages)?

- Yes.

7. Section D. Qualifications Requirements (page 5 of RFQ) notes that the consultant team should strive to include at least 5% participation by minority-owned, women-owned and/or disabled veteran-owned businesses (MBE, WBE, and DVB) as defined by Wisconsin Statute and Wisconsin Supplier Diversity website. Should percentage be calculated by Phase I and Phase II individually or with both phases combined?

- UW places high value on creating a diverse team together for this project. While this “5% participation...” is a requirement on other state projects, UW desires inclusion that is greater than just this. To that end, the firm’s answer to question four (“4. Please describe the organization and partnering at the organization level, and on an individual employee level, and how your firm will address inclusion by under-represented people?”), will help demonstrate the firm’s commitment to a diverse team. UW believes a diverse team is greater than just the owner of the firm. This diversity should be illustrated in both phases.

8. Section A. Project Description (page 1 of RFQ) notes that scope of work starts with architectural and engineering services for Phase I, with the potential of Phase II as funding becomes available and at UW's discretion. Should the proposal focus on project team required to deliver Phase I scope or identify full project team required for Phase II – with all specialty consultants identified? If the latter, given the 25-page limit for proposal, is it acceptable to describe Phase II team in organizational chart format as opposed to providing resumes for all team and specialty consultant leads?

- Given that phase one will focus on a comprehensive scope and estimate of the full building, UW expects to see teams with the appropriate consultants to achieve this goal. Other consultants may be added at a later date. At a minimum, the organizational chart should include expected consultants through both phases. Please also see Addendum No.1 for page limit increase.

9. Section F. Submitting Qualifications (Page 6 of RFQ) requests list of relevant buildings designed by proposing firm within the past 8 years to be included in SF330, Part I, Section F. Item 8 in the requirements that follow indicates that for each project listed in Section F of SF330, Change Order rate should be included. Please confirm if only completed building projects may be presented in Section F; or if other relevant Advanced Planning / Feasibility Studies and/or if building projects currently in-design or under-construction may also be included.

- Change order rate should only be shown for completed buildings.

10. Does the 25-page limit include proposal cover?

- Yes, please see Addendum No.1 for page limit increase.

11. Is there evaluation criteria for the RFQ available to access?

- The evaluation criteria will be based upon how closely the firm can respond to Section D. Qualification Requirements and Section F. Submitting Qualifications of the RFQ.

12. Will preference be given to in-state consultants?

- No. That said, UW expects the selected team to have members that are well versed in UW design and construction projects.

13. Will an architect be selected for both Phase I and Phase II of the project?

- Selection is currently for Phase I. UW's intent is to use the same firm for both phases. At UW's discretion, UW will do Phase II with the same firm or a different firm.

14. Is there a core set of consultants you are looking for in Phase I of the project?

- UW is looking for the Firm to gather the appropriate consultants for Phase I.

15. Would you like us to introduce a full team of consultants and identify disciplines for Phase II of the project?

- As much is known at this time, UW would like to understand the full team of consultants that will be working for the Firm. At a minimum, this can be illustrated in the organizational chart the Firm presents.

16. As noted in Section D: Qualification Requirements, does the example of a project that is at least \$75,000,000 in construction value need to be a higher education project?

- Yes, must be a higher education project.

17. Do we need to have more than one project that has a construction value of at least \$75,000,000?

- No, only one is required.

18. What is the intended construction delivery method for the project? Trying to understand if we need to include a cost estimating consultant on our team or if this will follow an alternate delivery method.

- This will be a traditional Design/Bid/Build process. At the moment the University System does not have the statutory ability to select a different method.

19. Is it acceptable to rebuild the Federal SF330 form in InDesign for the proposal submission?

- Yes, as long as it contains the information referenced on the standard form and noted in the instructions.

20. Looking at Question 7 (Section F. Submitting Qualifications) regarding the breakdown of consultants and percentage of fees question, would you like us to include our full team in this section? Also, in this question you request a breakdown by phase, are you referring to Phase I vs Phase II or the typical SD, DD, CD, CA phases?

- In reference to Question 7 (Section F. Submitting Qualifications) of the RFQ, the UW is referring to two different types of breakdowns. One being the overall percentage of fees for all team firms. The other breakdown

being the fees by phase for any large Architecture firm that is sharing work with a local partner.

21. Looking at Question 4 (Section F. Submitting Qualifications) - Please expand upon what you are looking to have addressed in regards to “partnering at the organization level” and “individual employee level” as well as how you define “under represented people”...is this small programs that may go into the facility or is this a diversity and inclusion focused question?

- This question is solely focused on the Project’s process, and not the work product. While other State projects have requirements on consultant ownership, UW desires to go beyond that ownership and see diversity on the working teams.**

22. You state in the RFP that “Interested firms must hold respective architectural and engineering licenses in Wisconsin.” Is it possible for the prime firm(s) to have started the registration process in Wisconsin before we submit the proposal, and complete the licensure before the contract is awarded?

- A qualified firm needs to demonstrate they hold the appropriate Wisconsin licenses prior to the awarding of this project.**