

# DFD AE Monthly Selection Letter of Interest Document Upload Instructions

## Overview

The instructions below represent a click-by-click process for Architects/Engineers to upload a letter of interest for one or more Monthly Selection projects.

## Step 1:

View projects listed on the DOA Website, under the “Current A/E Selection Opportunities – Under \$5 Million”

## A/E Selection

[https://doa.wi.gov/Pages/DoingBusiness/AE\\_Selection.aspx](https://doa.wi.gov/Pages/DoingBusiness/AE_Selection.aspx)

**For important news and updates, click here.**

A WisBuild login is required to express interest in the projects listed below. See the Summary of A/E Opportunities web page and the Registering/Maintaining your A/E Data Record web page for additional information.

Small Projects - \$600,000 or Less

In order to be considered for projects under \$600,000, the A/E must indicate interest in small projects in their A/E data record and upload a [Consultant Fee Schedule](#).

Monthly Selection - \$600,000 to \$7.4 Million

- Current A/E Selection Opportunities - Under \$7.4 Million
- [Instructions for Uploading a Letter of Interest](#)
- A/E Solicitation Results - Under \$7.4 Million

Major Project Selection - \$7.4 Million and Above



- Current A/E Selection Opportunities and Results - \$7.4 Million and Above

**Contact Us**

**Mailing Address**  
Facilities Development  
PO Box 7866  
Madison, WI 53707-7866


**Street Address**  
101 E Wilson Street, 7th Floor  
Madison, WI 53703

**Email**  
A/E Consultant Selection



**Step 2:**

**Click on the Project Title for the project(s) of interest to view the Project Description and the AE Solicitation Document.**



**Selection Committee Meeting Agenda**  
Agenda Last Updated 2/16/2018 2:30:08 PM  
**Next Selection Committee Meeting, Thursday, March 01, 2018, 9:00 a.m.**  
This agenda is tentative. It may change at any time and may not reflect the final agenda.  
This agenda is only intended to give some advance notice where possible to AEs.

Interested A/E's shall indicate their interest and submit their letters of interest no later than  
**Monday, February 26, 2018, 12:00 PM, noon.**  
**This web page will not be available after that time.**

To obtain more information on a given project, click on the project title.  
You may then proceed from that point to express interest.


For detailed instructions on how to upload a letter of interest, please  
click the following link --> [AE Letter of Interest Upload Instructions](#)

The words "Yes" or "No" below indicate whether you have expressed interest  
thus far for the given project. To proceed directly to indicate interest,  
please click on the words "Interest Letter Submittal" below.  
You will be advised to login using your WisBuild account or,  
if you don't have a WisBuild account, you may create a temporary one at that point.

Project No.	ITEM	PROJECT BUDGET	APPROVED THROUGH
18A2A	1. <a href="#">University Houses Clay Tile Roof Replacement</a> <a href="#">Interest Letter Submittal</a> UNIVERSITY OF WISCONSIN - MADISON CAMPUS <b>Project Description(s):</b> \$2,766,000 - Approved through Design		
17L2F	2. <a href="#">UW Superior AE On Call</a> <a href="#">Interest Letter Submittal</a> UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS <b>Project Description(s):</b> \$10,000 - Approved through Study		

**Step 3:**

**Review the Project Details and the attached AE Solicitation Document.**



**Selection Committee Meeting Agenda**  
**Project Description**

Project No. 17L2F  
 Agency UNIVERSITY OF WISCONSIN  
 Institution SUPERIOR CAMPUS  
 Title UW Superior AE On Call  
 Description

Delegation:

Attachments:	Name	Date	Type
	<a href="#">17L2F_AE_Service_Request.pdf</a>	2/16/2018	AE Solicitation Document

AEs who expressed an interest in designing this project.

**Step 4:**

Create a letter of interest for each project of interest and save to your local computer. Please note the following when creating your letter(s) of interest:

- To submit a letter of interest, you will need to create one letter of interest in either doc, .xls, .pdf., or .rtf format **ONLY** for EACH project you are interested in.
- The title of the document must **NOT** include spaces, apostrophes, or other special characters.
- The size of the letter of interest you send may not exceed 10MB. File sizes larger than this will not be able to be uploaded. Please check your file size before submitting.
- It is important that you prepare your letter(s) of interest **BEFORE** logging in to WisBuild under Step 6

**Step 5:**

To upload your letter of interest, click the “Interest Letter Submittal” link under the appropriate project



**Selection Committee Meeting Agenda**

Agenda Last Updated 2/16/2018 2:30:08 PM

**Next Selection Committee Meeting, Thursday, March 01, 2018, 9:00 a.m.**

This agenda is tentative. It may change at any time and may not reflect the final agenda.  
This agenda is only intended to give some advance notice where possible to AEs.

Interested A/E's shall indicate their interest and submit their letters of interest no later than  
**Monday, February 26, 2018, 12:00 PM, noon.**  
**This web page will not be available after that time.**

To obtain more information on a given project, click on the project title.  
You may then proceed from that point to express interest.

For detailed instructions on how to upload a letter of interest, please  
click the following link --> [AE Letter of Interest Upload Instructions](#)

The words "Yes" or "No" below indicate whether you have expressed interest  
thus far for the given project. To proceed directly to indicate interest,  
please click on the words "Interest Letter Submittal" below.  
You will be advised to login using your WisBuild account or,  
if you don't have a WisBuild account, you may create a temporary one at that point.

Project No.	ITEM	PROJECT BUDGET	APPROVED THROUGH
18A2A	1. <a href="#">University Houses Clay Tile Roof Replacement</a> <a href="#">Interest Letter Submittal</a> UNIVERSITY OF WISCONSIN - MADISON CAMPUS  <i>Project Description(s):</i>  \$2,766,000 - Approved through Design		
17L2F	2. <a href="#">UW Superior AE On Call</a> <a href="#">Interest Letter Submittal</a> UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS  <i>Project Description(s):</i>  \$10,000 - Approved through Study		

**Step 6:**

**Log into WisBuild using your WisBuild username/password.**

If you cannot remember your password, click the "Forgot Your Password" link and your credential will be sent via e-mail. If you do not have a 'permanent' WisBuild account, you may request an account at [https://wisbuildnet.wi.gov/\(S\(p1tivuuitalmysqnhqizo0sm\)\)/public/request\\_user.aspx](https://wisbuildnet.wi.gov/(S(p1tivuuitalmysqnhqizo0sm))/public/request_user.aspx) and your credential will be issued and e-mailed to you within 1-3 business days.

Please note that if you have multiple offices, be sure your letter is uploaded through the WisBuild office username/password that is providing the majority of the work.

Alternatively, you may also establish a WisBuild temporary account, which can be used immediately, by clicking the "temporary WisBuild login" link and following the process in the optional Step 7 below.



## Selection Committee Meeting Agenda

Log In For an AE to  
Express Interest in Project No. 18A2A

Tuesday, February 20, 2018

If you have a **Permanent** WisBuild login, please enter your WisBuild user name and password in the boxes below. Otherwise, click on the link below the submit button to create a temporary login.

**Note:** If your firm has worked with DSF in the recent past, then your company probably already has at least one WisBuild login account. In that case, **DO NOT USE THE TEMPORARY LOGIN LINK BELOW**. Find out in your firm who has an account and ask that person to create a WisBuild account for you or to use that person's account to indicate your firm's interest.

[Forgot Your Password?](#)

Enter Permanent WisBuild User Name:

Enter Permanent WisBuild User Password:

Otherwise click [here to add a new AE](#) to the list of those interested in this project or to use your [temporary WisBuild login](#) to do the same.

**WISBUILD**

Wisconsin Department of Administration  
Division of Facilities Development  
101 East Wilson Street  
Madison, WI 53707

© 1999, 2000

### Step 7 (Optional):

For those seeking to establish a "Temporary WisBuild login," complete the required fields on the form and click "Submit Data for Temporary WisBuild Account" button. Your desired login username/password should be available to use immediately



### Selection Committee Meeting Agenda

Temporary AE Login to WisBuild to Express Interest in a Project

Tuesday, February 20, 2013

Note: If you have a temporary WisBuild account,

then fill in your temporary user name here:

and fill in your temporary user password here:

Login With Temporary ID

\*\*\*\*\*

Otherwise, to create a new temporary WisBuild account to indicate interest in specific projects fill in the information below. If your temporary account is approved, then the user name and password you enter below will become your actual name and password. You will receive a notification email from the WisBuild Administrator when your account is approved. This approval will probably occur after the solicitation deadline. Meanwhile, this temporary account will let you indicate interest in specific projects and the DSF Contract Officer will be notified of same.

Please be sure to make note of the temporary login password you are using. You may use this same login password to re-enter the system at anytime before the solicitation deadline.

Note: Information below that must be entered is indicated with a !

!Company Name:

!Company Address1:

Company Address2:

!Company City:

!Company State:

!Company Zip Code:

!Company Contact Phone No.:  Use format: 6082668649

Minority Business Enterprise?:  No  Yes

!Contact Name: First:  Last:

!User E-mail Address:

!Desired Login User Name:

User Name must only consist of alphanumeric characters and must be at least 5 characters in length and cannot exceed 20 characters.

!Desired Login User Password:

User Password may consist of alphanumeric characters and special characters and must be at least 7 characters in length and cannot exceed 20 characters. The password cannot match the login ID. Passwords can not include the individual's first or last name. At least one numeric or special character is required in the password.

!Re-enter Desired Login User Password:

Please be sure to make note of the temporary login password you are using. You may use this same login password to re-enter the system at anytime before the solicitation deadline.

Submit Data for Temporary WisBuild Account

Clear Entered Data

#### Step 8:

A full list of projects on the monthly agenda should appear, with the "Interested?" indicator set to "No" for each project by default. Click on the title for each project of interest to view the project details, indicate your interest, and upload your letter of interest.



**List of Projects on the DSF Selection Committee Meeting Agenda**  
in Which Oneida Total Integrated Enterprises (OTIE) has Expressed Interest  
Next Selection Committee Meeting, Thursday, March 01, 2018, 9:00 a.m.

This agenda is tentative. It may change at any time and may not reflect the final agenda.  
This agenda is only intended to give some advance notice where possible to AEs.

Interested A/E's shall indicate their interest and submit their letters of interest no later than  
**Monday, February 26, 2018, 12:00 PM, noon.**

This web page will not be available after that time.

All submittal transactions must be completed and the final submit button pushed  
before 12:00 PM. Any actions after that will not be recorded by WisBuild.

Current date/time is: 2/20/2018 1:58:53 PM

If you are new to this process, please go the [Summary of A/E Opportunities Page](#)  
and read the item titled: Monthly Selection - \$185,000 to \$5 Million.

That section describes information important to making your selection to express interest in projects.

To obtain more information on a given project, click on the project title.  
You may then proceed from that point to express interest.

The words "Yes" or "No" below indicate whether you have expressed interest  
thus far for the given project. To proceed directly to indicate interest,  
click on the word "Interested" below. You will be advised to login using  
your WisBuild account or, if you don't have a WisBuild account,  
you may create a temporary one at that point.

Project No.	ITEM	PROJECT BUDGET	APPROVED THROUGH
18A2A	1. <a href="#">University Houses Clay Tile Roof Replacement</a> <a href="#">Interested?</a> <b>No</b> UNIVERSITY OF WISCONSIN - MADISON CAMPUS This project replaces damaged clay tile roofing and associated roofing items.	\$2,766,000	Design
17L2F	2. <a href="#">UW Superior AE On Call</a> <a href="#">Interested?</a> <b>No</b> UNIVERSITY OF WISCONSIN - SUPERIOR CAMPUS Project to provide "A/E consultant on-call" services in accordance to DSF "POLICY and PROCEDURE MANUAL for ARCHITECTS/ENGINEERS and CONSULTANTS".	\$10,000	Study

**Step 9:**

On the Project Description page, you may view the AE Solicitation Document (optional) under "Attachments."

To express interest in the project and to upload your letter of interest, "Click Here to Express Interest in This Project"

**Selection Committee Meeting Agenda  
Project Description**

Project No. 17L2F  
Agency UNIVERSITY OF WISCONSIN  
Institution SUPERIOR CAMPUS  
Title UW Superior AE On Call

Description

Delegation:

Attachments:	Name	Date	Type
	<a href="#">17L2F_AE_Service_Request.pdf</a>	2/16/2018	AE Solicitation Document

AEs who expressed an interest in designing this project.  
None

[Click Here to Express Interest in This Project](#)

**Step 10:**

- To express interest in the project, select the “Yes” radio button under the field entitled, “AE Interested In Project?” Please note that you cannot upload your letter without first indicating ‘Yes’ for your interest in the project.



- To upload your letter of interest, click the “Browse” button to locate your letter of interest previously created and saved to your local computer in Step 4.
- Once located, click “Open” within the dialog box
- Confirm that the file path for your letter of interest appears in the space provided
- Click the “Submit/Upload” button.

**WISBUILD**  
DFD Information System

### Selection Committee Meeting Agenda Project Description

<b>Project No.</b>	17L2F
<b>Agency</b>	UNIVERSITY OF WISCONSIN
<b>Institution</b>	SUPERIOR CAMPUS
<b>Title</b>	UW Superior AE On Call
<b>Description</b>	
<b>AE Interested in Project?</b>	<p>Checking 'Yes' will allow your interest to be indicated to and visible by DSF staff and by state agency staff only. Other consultants will not be able to view your indicated interest. If you have previously indicated interest in this project, checking 'No' will remove your company name from this interest list.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<b>Upload Letter of Interest?</b>	<p>As a minimum, letters of interest should indicate the project number and describe any prior experience with similar projects, familiarity with the site, soonest availability of the firm to begin work on the project, and/or any special qualifications of your firm or team. Letters of interest may be submitted ONLY in the following file formats: .doc, .xls, .pdf, .rtf. Please be sure your file document contains one of these suffixes before uploading. You have the option of deleting and/or uploading a modified file document at anytime before the solicitation deadline.</p> <p><b>Note: File must be less than 10 MB in size and the file name cannot include spaces, but can include underlines (underscores) and hyphens (dashes) in the place of spaces. Please check your file size and title before uploading your document.</b></p> <p><input type="text"/> <input type="button" value="Browse..."/></p>
<b>Submitted/Update Date</b>	No record yet.

#### Step 11 (Optional):

Once a letter is uploaded, you may be prompted to update your AE Data Record. After updating your AE Data Record, you will be returned to the Meeting Agenda page.