

## AE Qualification Document Upload Instructions for AE Firms

### Overview

For projects larger than \$5 million, Architects and Engineers (A/E's) are required to submit their Qualification Document by uploading the same via the DOA/DFD website. A feature of DFD's Website enables A/E firms to upload (via a secure connection) an electronic copy of their Qualification Document submitted in response to projects posted on the 'Current A/E Selection Opportunities and Results - \$5 Million and Above' Web page. Authorized users are then able to view the Qualification Documents submitted by interested AE Firms.

NOTE: This document contains instructions for uploading an AE Qualification Document only. Please refer to the posted 'Invitation file' for the detailed requirements.

**Step 1:** View projects listed on the DOA/DFD Web site, under 'Architect/Engineer Opportunities'

1a. Browse to [www.doa.wi.gov/dfd](http://www.doa.wi.gov/dfd) and click 'A/E Selection Opportunities'.

DEPARTMENT OF ADMINISTRATION

Divisions

### FACILITIES DEVELOPMENT

The **Division of Facilities Development (DFD)** is responsible for staffing the State Building implementing the biennial State Building Program. The program includes the construction renovation, and maintenance of existing facilities for all state agencies and the University technical advice, project management, and field oversight of construction projects; and and construction work.

- [State Building Program](#) (Development and Implementation)
- [Architecture / Engineering \(A/E\) Consultant Services](#)
- [State Construction Projects](#)
  - NEW [DFD Contractor Certification](#)
  - NEW [DFD Single Prime Bidding and Contracting](#)

Summer Strand  
Administrator  
[Biography](#)

[2013-15 Capital Budget](#)   [Current A/E Selection Opportunities](#)   [Current Construction Project Bidding Opportunities](#)

IN OPPORTUNITIES

A WisBuild login is required to express interest in the projects listed below. See and the [Registering/Maintaining your A/E Data Record](#) web page for additional information.

**Small Projects - \$185,000 or less**

In order to be considered for projects under \$185,000, the A/E must indicate their record and upload a [Consultant Fee Schedule](#).

**Monthly Selection - \$185,000 to \$5 Million**

- [Current A/E Selection Opportunities - Under \\$5 Million](#)
- [Instructions for Uploading a Letter of Interest](#)
- [A/E Solicitation Results - Under \\$5 Million](#)

**Major Project Selection - \$5 Million and Above**

- [Current A/E Selection Opportunities and Results - \\$5 Million and Above](#)

1b. Choose '...\$5 Million and Above'

**Step 2:** Click the 'Upload Electronic Qualification Submittal' link under the appropriate project.

### ON OPPORTUNITIES AND RESULTS - \$5 MILLION AND ABOVE

---

<b>Project No.:</b>	13I2Y
<b>Project Name:</b>	<b>Meat Science Laboratory</b>
<b>Institution:</b>	UNIVERSITY OF WISCONSIN/MADISON CAMPUS
<b>Location:</b>	CITY OF MADISON, Wisconsin
<b>Construction Cost:</b>	\$28,413,000
<b>AE Submittal Date:</b>	3/20/2014 2:30:00 PM
<b>Last Item Update:</b>	2/19/2014 9:13:52 AM
<b>Comments:</b>	2.19.14 Fee Rate Sheet Added/Corrected. C.O'Weiss
<b>Invitation file:</b>	<a href="#">13I2Y Qual Solicitation 2 18 2014.doc</a> (381 kB)
<b>Support file 1:</b>	<a href="#">13I2Y AE Solicitation.pdf</a> (4099 kB)
<b>Support file 2:</b>	<a href="#">13I2Y StandardAEContract.pdf</a> (167 kB)
<b>Support file 3:</b>	<a href="#">13I2Y Screening-Form.xls</a> (51 kB)
<b>Support file 4:</b>	<a href="#">13i2y Solicitation FRS.xls</a> (62 kB)
<b>Support file 5:</b>	<a href="#">13I2Y AEQualUpload InstructionsAE.pdf</a> (486 kB)

[Click here for a list of AEs interested in this project](#)

[Upload Electronic Qualification Submittal.\\*\\*](#)

\*\*Note that the official AE qualification document shall be as submitted via two hard copies and (CD/DVD/Flash) copy to the DSF 7th Floor office at 101 E Wilson, Madison, WI 53702 by the des above.

NOTE: As displayed on the screen 'the official submittal of the AE qualification document' will be made via two hard copies and one electronic (CD/DVD/Flash Drive) as submitted to the DFD 7th Floor office at 101 East Wilson Street, Madison, WI. The Department of Administration has implemented new security procedures for the building located at 101 East Wilson Street. Please allow time to move through security on the first floor before delivering your submittal to the 7th Floor Reception Desk.

**Step 3:** Log in to WisBuild using your WisBuild username/password. If you cannot remember your password, click the 'Forgot Your Password' link. If you do not have a WisBuild account, send your account request to [wisbuild@wisconsin.gov](mailto:wisbuild@wisconsin.gov) a minimum of 3 working days prior to the qualification submittal deadline.

wisconsin.gov    state agencies    subject directory

---

# WISBUILD™

DSF Information System

Enter Username Here:

Enter Password:

[Forgot Your Password?](#)

By clicking 'Enter' below and logging in to Wisbuild, you agree to all the terms and conditions as stated in the [Wisbuild User Agreement](#)

---

[Frequently Asked Questions](#)

[DSF NT Login](#)

[DSF News](#)

---

# WISBUILD

**Step 4 (Optional):** If your firm does not have an AE Data Record in WisBuild OR if your firm's listed insurance has expired, a screen will prompt you to update this information using the 'A/E Data Record' link listed on the left column.

**Step 5:** Upload your Qualification Document by first clicking 'Yes' to the document viewing statement and using the 'Browse' and 'Upload' buttons to locate your file .

Please note the following regarding your AE Qualification document:

- The file size limit is 25 MB and the required file format is Acrobat (.pdf).
- Only one file may be uploaded -- you may upload a revised document prior to the deadline by first deleting the original document using the trash can icon
- In order to participate in the AE selection process, the AE selection Committee voting members and invited guests must sign an Ethical and Confidentiality statement on file with DSF
- The selection committee voting members and invited guests will be provided a password to view the qualification material via WisBuild and will be able to keep the handout material at the conclusions of the interviews

**Step 6:** Confirm that your document uploaded successfully by viewing the document linked under 'Submittal'. Prior to the deadline, the previously uploaded document may be deleted by clicking the 'trashcan' icon and replaced with a revised document using the 'Browse/Upload' process in Step 5. When complete, click 'Close Window' to exit.

**WISBUILD** AE Invitation Information  
Wednesday, April 16, 2008 - Architect  
A/E FUNCTIONS

[In Basket](#)  
[Contacts](#)  
[A/E Data Record](#)  
[Change Password](#)  
[Project Selection](#)  
[Home](#)  
[Help](#)  
[Log Off](#)

**Project No.** 07K2R  
**Agency** UNIVERSITY OF WISCONSIN  
**Institution** STEVENS POINT CAMPUS  
**Title** New Residence Hall Phase I  
**Description** Phase I will construct one new 300 bed suite-style residence hall, approximately 133,200 GSF and will include conceptual drawings for Phase II (200 beds) that will be constructed in the future. The site is to be located east of Hyer and May Roach Halls, north of Allen Center, south of baseball field and west of Illinois Avenue. Phase 2 shall be similar in stories and configuration and will possibly be linked.  
**Submittal Deadline** 4/21/2008 12:00:00 AM

**Your file document must be uploaded prior to the qualification submittal deadline indicated above.**

Checking 'Yes' will allow your AE Qualification submittal to be visible to DSF staff, state agency staff, and other staff as identified. Other consultants will not be able to view your qualification submittal. If you have previously upoaded a submittal, it must be deleted in order to choose 'No'.

Yes  No

Format of qualification must be .pdf. Maximum file size is 25 MB. You have the option of deleting and uploading a modified file document at anytime before the submittal deadline. Only one document may be uploaded. You must delete the file before uploading a new file.

<b>Submittal</b>	<b>Upload Date</b>	<b>Comments</b>
<a href="#">QualificationDocument.pdf</a>	4/16/2008	

[Close Window](#)