

Request for AE On-Call Services February 2021

**Agency: University of Wisconsin
Institution: Madison
DFD Proj. No.: 20L1W**

Agency Contact: Kurt Beilman
Agency E-mail: kurt.beilman@wisc.edu
Agency Contact Phone: 608-235-3876

A/E On-Call Project Scope:

This project is to provide architectural/engineering (A/E) resources to assist the University of Wisconsin-Madison in pre-design services or the investigation of building related technical issues. Additionally, these A/E resources can be utilized for agency delegated small project work for projects totaling \$50k or less.

Requested services under this project are minor in scale but require a high level of expertise in a related field and may include:

- Preparing studies including documentation or investigation of existing conditions.
- Investigating structural, mechanical, electrical, plumbing, security, fire protection, communication systems, building envelope, life safety issues and site infrastructure.
- Assistance in developing scope, cost estimates, project budgets, delivery schedules and limited design for Small Projects or All Agency projects.

The A/E will be required to submit a written proposal for each assigned task. 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 A/E is required to establish an A/E Data Record and maintain professional liability insurance for the duration of this consultant services contract. The work will be billed on a time and material basis not to exceed the project budget based on the uploaded fees on the A/E's Data Record.

All interested A/E firms shall indicate depth of experience regarding various types of projects as well as any proposed sub-consultants. Multidiscipline A/E teams or firms are desirable and should indicate the variety of work they are capable of providing on building of a historical nature.

All A/E services shall be provided in accordance to the 'Division of Facilities Development, Policy and Procedure Manual for Architects/Engineers and Consultants' (most current version).