



FDM 19-30-1 General

October 26, 2015

Razing and removal contracts are used when it is necessary to remove buildings and appurtenances from the right of way. These contracts are let by the region through a competitive bidding process. The razing and removal work is normally completed prior to highway construction by contractors who specialize in this work.

Coordinate the letting and advertising dates with the Proposal Development Specialist at (608) 266-3985, at least eight weeks prior to the proposal's intended letting date, submit the PS&E package (word documents and pdf's for all documents except the wage rates and exhibits. Wage rates and exhibits can be pdf only) for a razing and removal contract to the Proposal Development Engineer's mailbox (Mailbox - DOT DTSD BPD Proposal Management Section or DOTDTSDBPDPProposalManagementSection@dot.wi.gov).

For more information about this process and examples of the PS&E submittal documents, refer to Chapter 6.1 of the Real Estate Program Manual (REPM) or contact the Proposal Development Specialist at (608) 266-3985.

1.1 PS&E Submittal

You will need the following exhibits for razing and removal PS&E submittals. For working copies of the following forms please contact the Proposal Development Specialist at DOTDTSDBPDPProposalManagementSection@dot.wi.gov or call (608) 266-3885:

1. Plan Letter: Required for all Razing and Removal Contracts (see [Attachment 1.1](#)).

In the plan letter, state the location, address, date and time on which the bid letting will take place, and the number of proposals needed by the region for the letting. If the region prints their own copies of the proposal, the region must send 4 copies back to BPD, Proposal Management Section, Attn: Contracts Specialist, so that the Governor's Bond can be signed and the contract processed.

2. Engineer's Estimate: Required for all Razing and Removal Contracts (see [Attachment 1.2](#)).

3. Governor Approval Form (Form DT25): Required for all Razing and Removal Contracts (see [Attachment 1.3](#)).

4. Highway Work Proposal (Form DT1502): Required for all Razing and Removal Contracts (see [Attachment 1.4](#)).

5. Special Provisions: Required for all Razing and Removal Contracts (see [Attachment 1.5](#)).

The razing and removal standard special provisions, which were written to be used in all razing and removal contracts, can be obtained electronically from the Proposal Development Specialist, or click on the attachments and download the latest forms and templates. Complete the razing and removal specials by completing the fields that describe the project, the parcels and buildings that will be razed or removed, contract time requirements, and the requirements of the contract bond.

6. Exhibits: Required for all Razing and Removal Contracts (see [Attachment 1.6](#)). An exhibit for each parcel is required for all Razing and Removal Contracts. Clearly indicate the project ID and parcel number at the bottom of each exhibit page. The exhibit for each parcel shall contain:

- a. Additional information about the parcel and work that the contractor will perform.
- b. A sketch of location map of each parcel on 8½x11-inch paper, showing the buildings to be removed.
- c. Photos
- d. An asbestos inspection report for the parcel.

7. Bid Form and instructions for Options A (Contractor to Pay WisDOT) and B (Contractor to Receive Payment from WisDOT) is required for all Razing and Removal Contracts (see [Attachment 1.7](#)).

8. Wage Rates: May be required for each county in which the contractor will be working. It is the regions responsibility to apply for the wage rates and send with the PS&E submittal.

Based on the state statutes, if the cost of demolition is at or above the statutory minimum (\$100,000) OR involves a residential property of more than two dwelling units, the Regions will need to apply for a wage rate determination from Department of Workforce Development (DWD).

If the demolition costs less than the dollar amounts stated in statute (\$100,000) OR involves property with one or two residential dwellings, we do not need to attach any wage rates to the project. It is outside of prevailing wage.

The wage rates can be obtained through the following link:

http://dwd.wisconsin.gov/er/labor_standards_bureau/labor_standards_e_services.htm

1.2 BPD Processing

Once the PS&E package has been submitted, BPD will:

1. Review the PS&E package, ensuring that the Highway Work Proposal and special provisions have been completed.
2. Add additional contract documents and additional special provisions, and assemble the proposal for bid letting.
3. Send the proposal to DOA for mass printing, if requested by the region.
4. Prepare and send the advertisement to the publication *Daily Reporter*.
5. Post the advertisement and proposal on the department's HCCI site at:

<http://wisconsindot.gov/Pages/doing-bus/contractors/hcci/bid-let.aspx>

NOTE: Contractors will still need to notify the regional contact for a bid packet.

6. Forward the completed DT25 Form to the Contracts Specialist.

LIST OF ATTACHMENTS

Attachment 1.1	Plan Letter for Razing and Removal
Attachment 1.2	Engineer's Estimate
Attachment 1.3	Governor's Approval Form DT25 for Razing and Removal
Attachment 1.4	Highway Work Proposal DT1502 for Razing and Removal
Attachment 1.5	Special Provisions for Razing and Removal
Attachment 1.6	Exhibits (Example)
Attachment 1.7	Bid Form and Instructions for Razing and Removal