

Contractor Prequalification

Jillene Fehrman
Proposal Management Chief

33rd Annual DBE Workshop and Golden Shovel Awards
Ingleside Hotel - Pewaukee WI

February 13, 2019



draft

Prequalification

Agenda

- Overview of the contracting process
 - Contractors Checklist
- What information is available on-line about the Prequalification Process
 - Prequalification Policy
 - Prequalification Statement form DT1621
 - Prequalified Contractors List
- Emergency Contracts

WisDOT's Contracting Process

Contractors Checklist

Highway Construction Contract Information Contractors Checklist

Review advertisement

Highway construction lettings typically take place the second Tuesday of each month and WisDOT advertisements are typically posted to the HCCI website 5 weeks prior to the letting date. Advertisements can be found on the HCCI (Highway Construction Contract Information) website: <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/default.aspx>. Raising and Removing advertisements can be found on the same site below the bid letting schedule.

Registration

Contractors must be registered with WisDOT in order to be listed as a plan holder or eligible bidder. To register, please visit: <http://app.mgmt.com/wisdot/>

If you have any questions or difficulties registering, please contact:

Paul Ndon - (414) 438-4888 - paul.ndon@dot.wis.gov or Suki Han - (608) 267-3848 - suki.han@dot.wis.gov

If you believe you are already registered and have forgotten your Vendor ID please contact Paul or Suki. Do not register twice. Once you have registered you will receive a vendor ID. You will need this number when submitting your request to bid and/or to be listed as a plan holder.

Prequalification

Prior to submitting your request to bid you will need to submit a prequalification packet. These can be found at the HCCI website: <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/prequal.aspx>. Subcontractors do not have to be prequalified.

Reminder: Prequalification packets must be received in our office no later than 10 business days prior to the letting date. If you have any questions regarding prequalification please contact Mike Wagner at (608) 267-4012.

Annual bid bond

If you are bidding electronically you must submit an annual bid bond. These are located on our HCCI website: <http://wisconsinidot.gov/Documents/bidbond.pdf>. The original bond with accompanying signatures, seals and notaries must be received in our office no later than 11:45 a.m. the day prior to the letting.

Request to be a plan holder

After you have registered and received your vendor ID number you must submit a DT1633 request to be a plan holder electronically via the HCCI website. Complete sections A, B, and D of the form. If there are no errors you will automatically receive confirmation of your submission via email. This will be sent to the email address you enter at the top of the form.

HCCI website - <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/default.aspx>

Proposal request application - <http://dot.wis.gov/Forms/DT1633>

User documentation - <http://wisconsinidot.gov/hccidocs/11633-proposal-request-users-guide.pdf>

Request to be bidder

Once you have registered and submitted all of the required documentation you must submit a DT1633 request to bid prime via the HCCI website. Complete sections A-D. If there are no errors you will automatically receive confirmation of your submission via email. Once your request has been processed you will receive an email with your bidder status. This email will list all of the proposals on which you were approved to bid. It will also list those you were not approved to bid along with the reason. Both emails will be sent to the address you entered earlier. Below are the links to the HCCI website and the proposal request application:

WisDOT will not accept DT1633s submitted after 11:45 a.m. the day before the letting.

HCCI website - <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/default.aspx>

Proposal request application - <http://dot.wis.gov/Forms/DT1633>

User documentation - <http://wisconsinidot.gov/hccidocs/11633-proposal-request-users-guide.pdf>

Electronic bidding

Please note that you must have a digital ID before you can bid electronically via Bid Express. This should be obtained a few weeks prior to the bid letting. Please go to the following website to obtain a digital ID: www.bidx.com

Reminder: You must have an Annual Bid Bond on file prior to bidding electronically.

Bidding by paper

If you are requesting to bid by paper you do not need an annual bid bond, however, you will need to submit a proposal bid bond or other acceptable proposal guaranty. Acceptable proposal guaranty options can be found in section 102 of the standard specifications: <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/propes@wisdotfiles.aspx>

There is a \$75 processing fee for paper bids. Once your request is processed we will send you a confirmation email. This email will list all of the proposals for which you were approved to bid. It will also list those you were not approved to bid along with the reason. Please keep in mind that all paper bid requests must be approved by the proposal management staff. If you have any questions concerning your paper bid you can contact him at (608) 266-3721.

Your bid documents will be mailed via standard USPS within one business day of your approval to bid. The bid documents will include:

1. An original bidding proposal
2. An electronic bid waiver form
3. A bidding envelope

All of these documents should be returned together in the bidding envelope. It is very important that the envelope remain sealed until it is received by us.

If you are requesting to bid by paper you must give the department a sufficient amount of time to have the bids mailed to you. Bidders should be aware of USPS standard delivery timeframes. If you do not feel that standard mail will deliver your documents to you in a timely manner you may contact us to have your documents sent over night via FedEx or UPS. If you would like this service you must supply your own account number for the carrier. WisDOT will not be responsible for the carrier's fee.

Awards

Awards are typically made by the department on the Friday following the letting day. Sometimes proposals remain on hold after the initial awards are made due to other circumstances surrounding the bid or project. If this happens, the proposal will be awarded upon approval by the department. Once awards are made, you can begin following the execution process via the contract log. The contract log is located on the HCCI website: <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/contract-log.aspx>

If you are awarded a project, you will receive your contract package via standard USPS mail. These are mailed within one business day of the award. The contract package will include:

- | | |
|--|--------------------------------------|
| 1. The award letter | 4. The corresponding proposal(s) |
| 2. Two contracts | 5. Report of three low bids received |
| 3. DBE documents (for federal contracts) | 6. All required posters |

Contract documents

Once you are notified of your award, you will have 10 days to return all documents necessary to execute your contract. This includes:

1. The original contracts (including seals, signatures and bonding)
2. DBE documents (these should be sent directly to the DBE office)
3. And the 30% rule document which can be found on our HCCI website: <http://wisconsinidot.gov/Pages/doing-bus-contractors-hcci/30%rule.aspx>

If you have questions concerning your contract documents please contact the WisDOT Bureau of Project Development at (608) 266-1631.

Contract execution

After all required documentation is submitted and approved we will execute the contract. Please note that the DBE documents are approved by the DBE office and we cannot execute your contract until we have an approved DBE commitment form directly from them.

Once the contract is executed you will receive an execution letter and an original executed contract. If you have any questions regarding your contract once it has been executed please contact the DOT regional office or the project manager listed on the advertisement. Do NOT begin work on any project until you have received a "notice to proceed" from the region.

WisDOT Project Development Section
DOTDOTS@wis.gov | ConstructionHCCI@dot.wis.gov | (608) 266-1631

Contractor Prequalification

Contractor Checklist

- Review the Advertisement
 - Lettings are typically the 2nd Tuesday of the month
 - Proposals are advertised 5 weeks before the letting
- Register with WisDOT
 - A vendor number is required to be listed as a plan holder or an eligible bidder
 - Contact Paul Ndon or Suki Han

Contractor Prequalification

Contractor Checklist

- Prequalification
 - Only required if bidding as a Prime Contractor
 - Received no later than 10 days prior to letting
 - Contact Mary (Mickey) Wagner (608) 267-4012
- Annual Bid Bond
 - Required for electronic bidding
 - Requires original signatures, seals, and notaries
 - Received no later than 11:45am the day before letting

Contractor Prequalification

Contractor Checklist

- Request to be a Plan Holder
 - After you have registered and have the Vendor ID
 - Request electronically using DT 1633
- Request to be a Bidder
 - After you have received the Vendor ID and
 - Completed the prequalification
 - Request to bid as a Prime Contractor using DT1633
 - Received no later than 11:45 am the day before letting

Contractor Prequalification

Contractor Checklist

- Electronic Bids
 - Must have a digital ID with Info Tech
- Paper Bids
 - Must receive before 9:00am the day of the letting
 - Original bidding proposal
 - Electronic bid waiver form
 - Bidding Envelope

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Contractor Prequalification

Contractor Checklist

- Awards

- Begin making awards the Friday after letting
 - Need DT1506 prior to award
- If you are awarded the project you will receive

Award Letter

Corresponding Proposal(s)

Two Contract

All required posters

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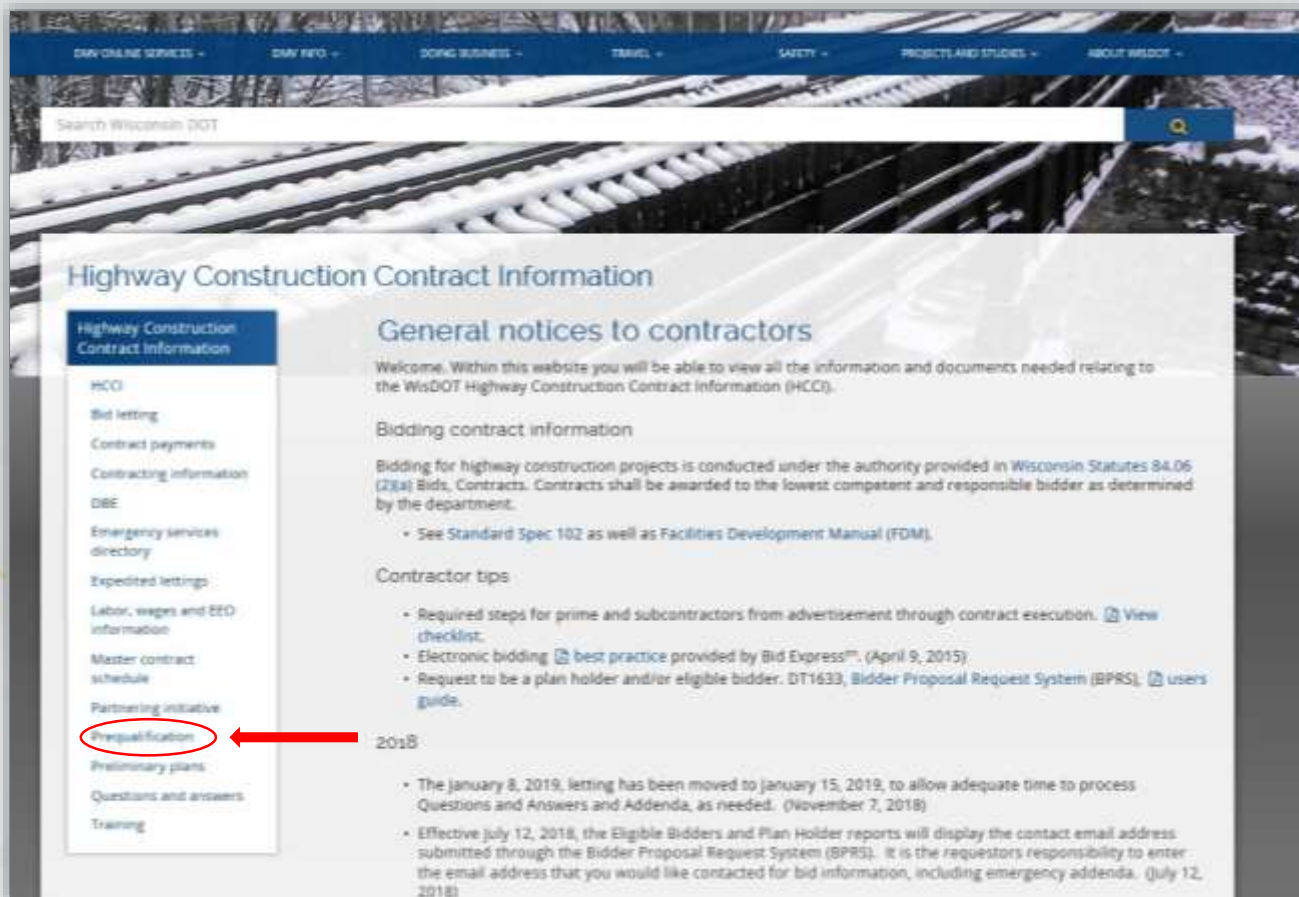
Contractor Prequalification

Contractor Checklist

- Contract Documents
 - Need to return the following documents in 10 days
 - Original Contracts (seals, signatures, bonding)
 - DBE Documentation
 - Documentation of the 30% rule
- Contract Execution
 - Contract will be executed with Governors approval

Contractor Prequalification

Highway Construction Contract Information



The screenshot displays the Wisconsin DOT website's 'Highway Construction Contract Information' page. The page features a navigation bar at the top with links for 'ONLINE SERVICES', 'DMV INFO', 'DOING BUSINESS', 'TRAVEL', 'SAFETY', 'PROJECTS AND STUDIES', and 'ABOUT WISDOT'. Below the navigation bar is a search bar labeled 'Search Wisconsin DOT'. The main content area is titled 'Highway Construction Contract Information' and includes a sidebar on the left with a list of links: 'HCC', 'Bid letting', 'Contract payments', 'Contracting information', 'DBE', 'Emergency services directory', 'Expedited lettings', 'Labor, wages and EEO information', 'Master contract schedule', 'Partnering initiative', 'Prequalification', 'Preliminary plans', 'Questions and answers', and 'Training'. The 'Prequalification' link is circled in red, and a red arrow points to it from the right. The main content area is titled 'General notices to contractors' and contains the following text:

Welcome. Within this website you will be able to view all the information and documents needed relating to the WisDOT Highway Construction Contract Information (HCCI).

Bidding contract information

Bidding for highway construction projects is conducted under the authority provided in Wisconsin Statutes 84.06 (2)(a) Bids, Contracts. Contracts shall be awarded to the lowest competent and responsible bidder as determined by the department.

- See Standard Spec 102 as well as Facilities Development Manual (FDM).

Contractor tips

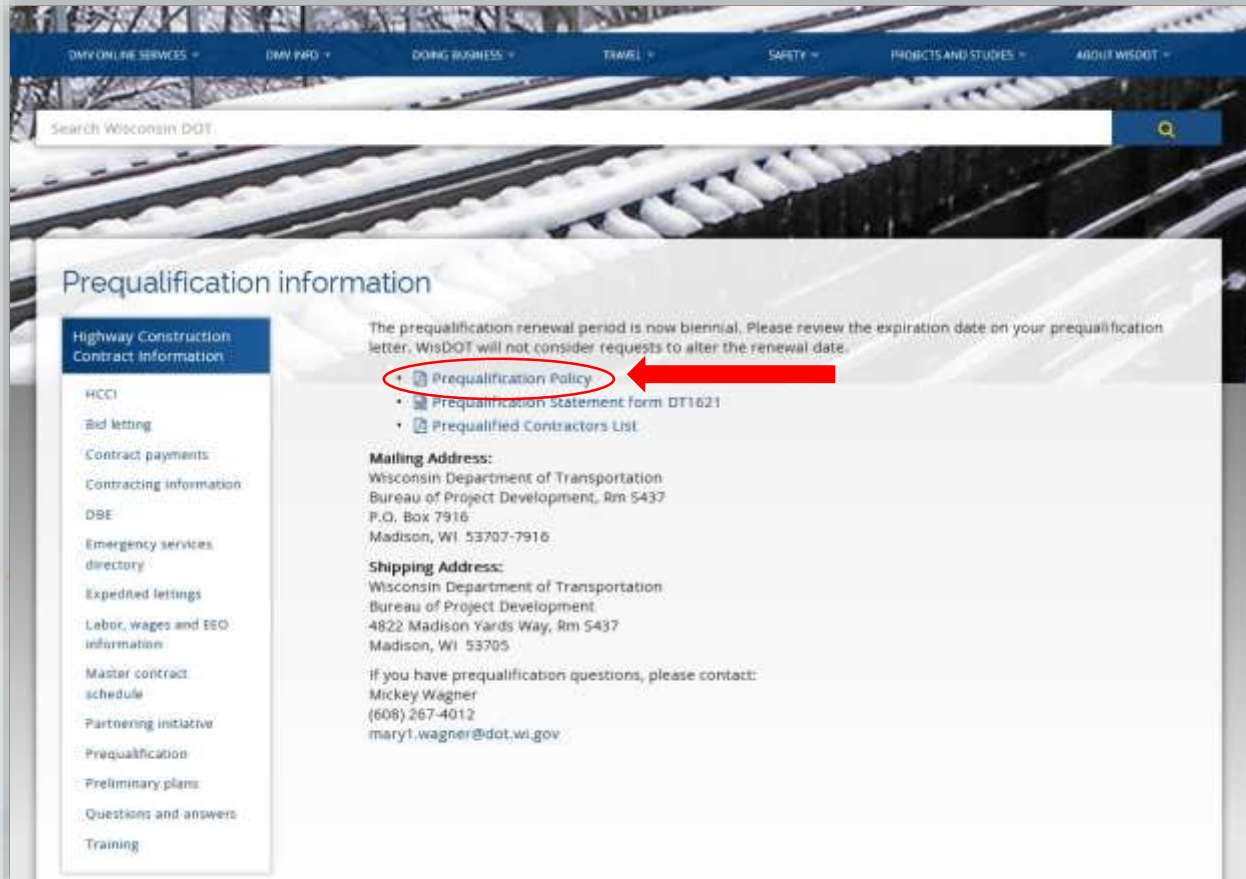
- Required steps for prime and subcontractors from advertisement through contract execution. [View checklist.](#)
- Electronic bidding [best practice](#) provided by Bid ExpressSM. (April 9, 2015)
- Request to be a plan holder and/or eligible bidder. DT1633, Bidder Proposal Request System (BPRS). [users guide.](#)

2018

- The January 8, 2019, letting has been moved to January 15, 2019, to allow adequate time to process Questions and Answers and Addenda, as needed. (November 7, 2018)
- Effective July 12, 2018, the Eligible Bidders and Plan Holder reports will display the contact email address submitted through the Bidder Proposal Request System (BPRS). It is the requestors responsibility to enter the email address that you would like contacted for bid information, including emergency addenda. (July 12, 2018)

Contractor Prequalification

Highway Construction Contract Information



The screenshot displays the Wisconsin DOT website's contractor prequalification page. The page features a navigation bar at the top with links for 'DMV ONLINE SERVICES', 'DMV INFO', 'DOING BUSINESS', 'TRAVEL', 'SAFETY', 'PROJECTS AND STUDIES', and 'ABOUT WISDOT'. Below the navigation bar is a search bar labeled 'Search Wisconsin DOT'. The main content area is titled 'Prequalification information' and contains a sidebar on the left with a list of links: 'Highway Construction Contract Information', 'HCCI', 'Bid letting', 'Contract payments', 'Contracting information', 'DBE', 'Emergency services directory', 'Expedited lettings', 'Labor, wages and EEO information', 'Master contract schedule', 'Partnering initiative', 'Prequalification', 'Preliminary plans', 'Questions and answers', and 'Training'. The main content area includes a notice about the biennial renewal period, a list of links (with 'Prequalification Policy' circled in red and an arrow pointing to it), 'Mailing Address', 'Shipping Address', and contact information for Mickey Wagner.

DMV ONLINE SERVICES | DMV INFO | DOING BUSINESS | TRAVEL | SAFETY | PROJECTS AND STUDIES | ABOUT WISDOT

Search Wisconsin DOT

Prequalification information

The prequalification renewal period is now biennial. Please review the expiration date on your prequalification letter. WisDOT will not consider requests to alter the renewal date.

- [Prequalification Policy](#)
- [Prequalification Statement form DT1021](#)
- [Prequalified Contractors List](#)

Mailing Address:
Wisconsin Department of Transportation
Bureau of Project Development, Rm 5437
P.O. Box 7916
Madison, WI 53707-7916

Shipping Address:
Wisconsin Department of Transportation
Bureau of Project Development
4822 Madison Yards Way, Rm 5437
Madison, WI 53705

If you have prequalification questions, please contact:
Mickey Wagner
(608) 267-4012
maryl.wagner@dot.wi.gov

Contractor Prequalification

Policy on Prequalification of Bidders

Wisconsin Department of Transportation
POLICY ON PREQUALIFICATION OF BIDDERS
June, 2011

GENERAL

Pursuant to authority extended by Section 66.0901(2), Wisconsin Statutes, and in accordance with applicable specifications, all persons proposing to bid on work to be contracted for by the Department of Transportation will be required to establish proof of their competency and responsibility before forms for bid proposals for any such work will be delivered to any such person, unless in the advertisement for bids this requirement is specifically waived.

Each such person will for these purposes file with the Department one copy of a current statement, under oath, on a form prescribed and provided by the Department, which will fully reflect the financial ability, adequacy of plant and equipment, organization, prior experience, and any other pertinent information as may be necessary or desirable to establish the competency and responsibility of the applicant.

In accordance with this section of the statutes, such statement will be filed with the Division of Transportation System Development, Bureau of Project Development during normal working hours, not less than 10 business days prior to the time set for the opening of the bids. The contents of such statement will be confidential and will not be disclosed except upon written order of the person filing the same, or in cases of litigation against or by such person or the Department.

Contractor Prequalification

Policy on Prequalification of Bidders

- General

- All persons proposing to bid on work constructed with WisDOT will be required to establish proof of competency and responsibility
- Biennial basis
- Expire after 2 year 4 months after the date of the financial statement

Contractor Prequalification

Policy on Prequalification of Bidders

- **Maximum Capacity Rating**
 - Generally based on the prequalification statement
 - Used to review the combined value of all outstanding work
- **Work Ratings**
 - Maximum value of work in a particular classification

Contractor Prequalification

Policy on Prequalification of Bidders

- Classifications of Work Ratings:

A. General Construction

B. Grading

C. Concrete Pavement

D. Asphaltic Pavement

E. Gravel and Crushed Stone

F. Structures

G. Rail Construction or Rehabilitation

H. Bridge Painting

I. Street or Airport Lighting

J. Building Construction

K. Incidental Construction

draft

Contractor Prequalification

Policy on Prequalification of Bidders

- Prequalification Statement (DT 1621)
 - The Department will determine appropriate qualifications and ratings
 - Combination of applicant supplied information and independent audits

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Contractor Prequalification

Policy on Prequalification of Bidders

- Assignment of Ratings
 - Maximum capacity - generally based on three times the financial factor
 - General Construction – based on experience, equipment ,organizational ability, and finances
 - Work Classes where applicant is equipped and experienced for the work
 - generally three times the financial factor

Contractor Prequalification

Policy on Prequalification of Bidders

- Assignment of Ratings
 - Work Classes where applicant does not own or control equipment necessary for the work
 - Limited to the lesser of:
 - 1/3 of the maximum capacity
 - \$500,000
 - Rating factors may be decreased at the discretion of the Department based on the applicants experience and performance

Contractor Prequalification

Policy on Prequalification of Bidders

- Revision of Qualification
 - The Department may at any time request a new statement
 - If not provided in a reasonable length of time, bidder status may be suspended
- Prequalification Review
 - The bidder is dissatisfied with their work ratings they may request a review of their Prequalification rating

Contractor Prequalification

Policy on Prequalification of Bidders

- Bidding Procedure

- Prequalification needs to be submitted a minimum of 10 days prior to the letting
- All work as principle or subcontractor must be reported as outstanding work

- Special Permission

- WisDOT may extend special permission to bid in excess of the assigned rating for a specific project

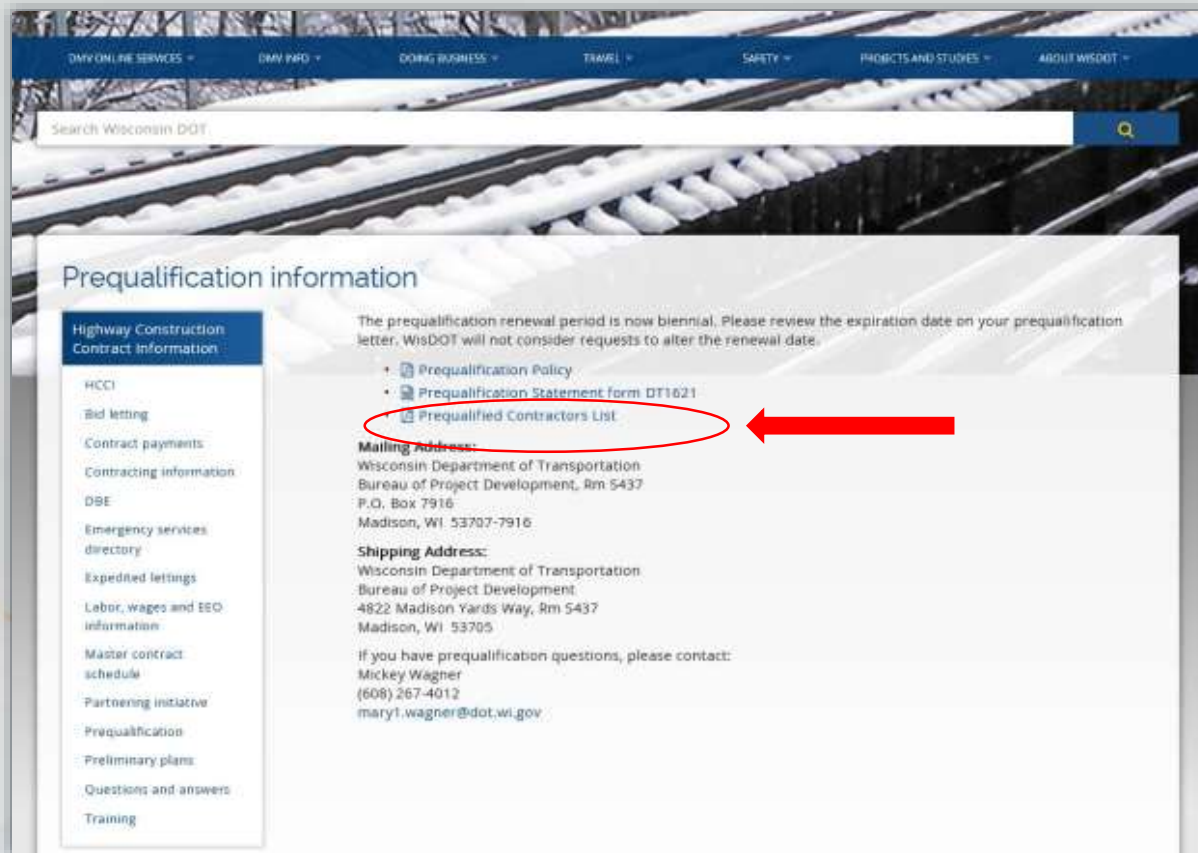
Contractor Prequalification

Policy on Prequalification of Bidders

- Joint Venture
 - Combinations of 2 or more individuals, partnerships or corporations
 - Prequalification statement required
- Disqualifications
 - The Department may revise, suspend or cancel Prequalification ratings or declare any bidder ineligible at any time prior to receiving bids or actually awarding the contract.

Contractor Prequalification

Highway Construction Contract Information



The screenshot shows the Wisconsin DOT website's navigation bar with links for 'DMV ONLINE SERVICES', 'DMV INFO', 'DOING BUSINESS', 'TRAVEL', 'SAFETY', 'PROJECTS AND STUDIES', and 'ABOUT WISDOT'. Below the navigation bar is a search bar labeled 'Search Wisconsin DOT'. The main content area is titled 'Prequalification information' and contains a sidebar with a list of links. The 'Prequalified Contractors List' link is circled in red, and a red arrow points to it from the right. The main content area also includes a notice about the biennial renewal period and a list of links for 'Prequalification Policy', 'Prequalification Statement form DT1821', and 'Prequalified Contractors List'. Below the links are the mailing and shipping addresses for the Wisconsin Department of Transportation, Bureau of Project Development, and contact information for Mickey Wagner.

DMV ONLINE SERVICES | DMV INFO | DOING BUSINESS | TRAVEL | SAFETY | PROJECTS AND STUDIES | ABOUT WISDOT

Search Wisconsin DOT

Prequalification information

Highway Construction Contract Information

- HCCI
- Bid letting
- Contract payments
- Contracting information
- DBE
- Emergency services directory
- Expedited lettings
- Labor, wages and EEO information
- Master contract schedule
- Partnering initiative
- Prequalification
- Preliminary plans
- Questions and answers
- Training

The prequalification renewal period is now biennial. Please review the expiration date on your prequalification letter. WisDOT will not consider requests to alter the renewal date.

- Prequalification Policy
- Prequalification Statement form DT1821
- Prequalified Contractors List**

Mailing Address:
Wisconsin Department of Transportation
Bureau of Project Development, Rm 5437
P.O. Box 7916
Madison, WI 53707-7916

Shipping Address:
Wisconsin Department of Transportation
Bureau of Project Development
4822 Madison Yards Way, Rm 5437
Madison, WI 53705

If you have prequalification questions, please contact:
Mickey Wagner
(608) 267-4012
mary1.wagner@dot.wi.gov

Contractor Prequalification

Prequalification Statement form DT1621

PREQUALIFICATION STATEMENT

Wisconsin Department of Transportation
DT1621 11/2018

* Before beginning this prequalification process, you must have completed an online registration for your firm:
<https://wisdot.ecomply.us> . This is an annual registration requirement.

Submitted By

Complete Contractor Legal Name		WI Vendor ID Number *	
Street Address			
Post Office Box			
City		State	ZIP Code
(Area Code) Telephone Number	Date Submitted (m/d/yyyy)	Email Address	
(Area Code) FAX Number	Fiscal Year End Date	Federal Employer Identification Number (FEIN)	

Mailing Address

Wisconsin Department of Transportation
Bureau of Project Development, Rm. S437
P.O. Box 7916
Madison, WI 53707-7916

Shipping Address

Wisconsin Department of Transportation
Bureau of Project Development
4822 Madison Yards Way, Rm. S437
Madison, WI 53705

Contractor Prequalification

Prequalification Statement form DT1621

- Affidavit
 - Indicates the type of organization and who has signature authority
- Contractor Balance Sheet
 - Summary of assets and liabilities
- Supporting Schedules to Balance Sheet
 - Equipment and property

Contractor Prequalification

Prequalification Statement form DT1621

- Capital
- Retained Earnings
 - Summary of transactions over the past year
- Supporting Schedules to Balance Sheet
 - Equipment and property
- Independent Auditor's Report
 - Required for ratings over \$500,000

Contractor Prequalification

Prequalification Statement form DT1621

- Desired ratings for one or more work types

A. General Construction

G. Rail Construction or Rehabilitation

B. Grading

H. Bridge Painting

C. Concrete Pavement

I. Street or Airport Lighting

D. Asphaltic Pavement

J. Building Construction

E. Gravel and Crushed Stone

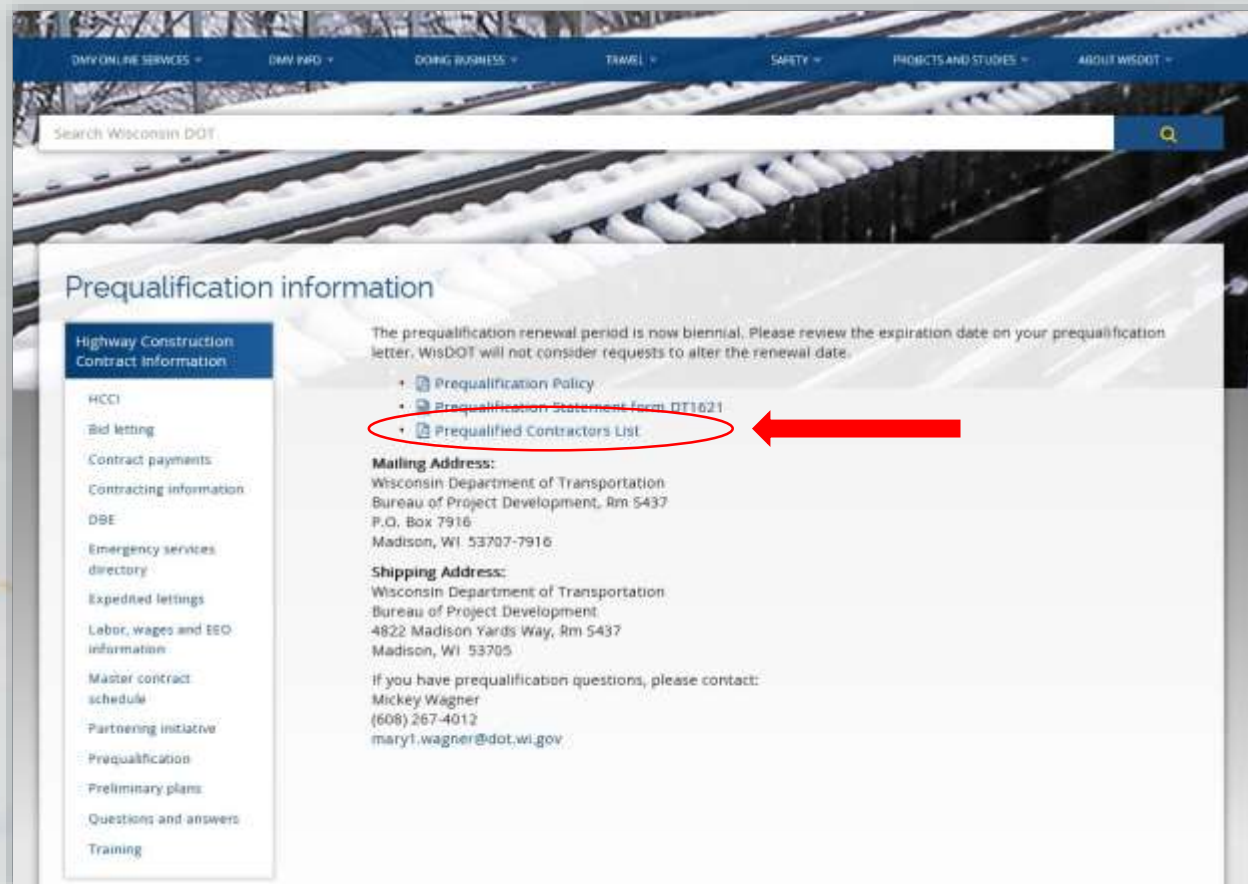
K. Incidental Construction

F. Structures

- Maximum Capacities in other states
- Borrowing information for the last 3 years

Contractor Prequalification

Highway Construction Contract Information



The screenshot displays the Wisconsin DOT website's 'Prequalification information' page. The page features a navigation menu on the left with the following items: HCCI, Bid letting, Contract payments, Contracting information, DBE, Emergency services directory, Expedited lettings, Labor, wages and EEO information, Master contract schedule, Partnering initiative, Prequalification, Preliminary plans, Questions and answers, and Training. The 'Prequalification' item is highlighted. The main content area includes a notice about the biennial renewal period and a list of links: 'Prequalification Policy', 'Prequalification Statement Form DT1621', and 'Prequalified Contractors List'. A red arrow points to the 'Prequalified Contractors List' link. Below the links, the 'Mailing Address' and 'Shipping Address' are provided, along with contact information for Mickey Wagner.

Search Wisconsin DOT

Prequalification information

The prequalification renewal period is now biennial. Please review the expiration date on your prequalification letter. WisDOT will not consider requests to alter the renewal date.

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- [Prequalification Statement Form DT1621](#)
- [Prequalified Contractors List](#)

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4822 Madison Yards Way, Rm 5437
Madison, WI 53705

If you have prequalification questions, please contact:
Mickey Wagner
(608) 267-4012
mary1.wagner@dot.wi.gov

Contractor Prequalification

Prequalified Contractors

Wisconsin Department of Transportation							02/08/2019	
Prequalified Contractors								
Vendor	Vendor Name & Address	Phone/Fax Number	Bid Bond Exp	Prequal Exp	Contractor's - Rated Capacities			
AB30	ABHE & SVOBODA, INC. Mail 18190 Dairy Lane Jordan, MN 55353	(952)447-6025 (952)447-1000	12/31/2019	05/01/2019	A Rated	C Rated	F Rated	
						H Rated	K Rated	Max Rated
ABP000	ATSALIS BROTHERS PAINTING CO Mail 24585 Groesbeck Highway Warren, MI 48090	(586)790-0123 (586)790-8955	12/31/2010	05/01/2019		H Rated		Max Rated
ACC012	AMERICAN CIVIL CONSTRUCTORS WEST COAST L Mail 2090 Bay Vista Court, Suite D Bericia, CA 94510	(707)746-8028 (707)747-0590		05/01/2020	A Rated		F Rated	
AIC5003	AMERICAN CONTRACTING & SERVICES, INC. Mail 6200 East Highway 62, Building 2503 Jeffersonville, IN 47130	(812)280-4404 (812)280-4415		05/01/2020	A Rated	K Rated	B Rated	C Rated
						E Rated	F Rated	
AD19	ADVANCE CONSTRUCTION, INC. Mail 2141 Woodale Avenue Green Bay, WI 54313	(920)434-3678 (920)434-6228	12/31/2019	10/01/2019	A Rated	J Rated	K Rated	B Rated
						A Rated	E Rated	
AL15	ALDRIDGE ELECTRIC, INC. Mail 844 E. Rockland Road Libertyville, IL 60048	(847)680-5200 (847)680-2043	12/31/2009	08/01/2020	A Rated	K Rated	B Rated	Max Rated
AM16	AMERICAN ASPHALT OF WISCONSIN Mail Mosinee, WI 54455	(715)693-5200 (715)693-5220	12/31/2019	05/01/2020	A Rated	K Rated	B Rated	C Rated
						D Rated	E Rated	F Rated
						G Rated	H Rated	I Rated
						J Rated	K Rated	Max Rated
AM20	AMES CONSTRUCTION, INC. (MN) Mail 3000 Ames Drive Burnsville, MN 55301	(952)435-7106 (952)435-0913	12/31/2019	04/01/2019	A Rated	A Rated	B Rated	C Rated
						D Rated	E Rated	F Rated
						G Rated	H Rated	I Rated
						J Rated	K Rated	Max Rated
AM21	AMERICAN BRIDGE COMPANY-BF Mail 1000 American Bridge Way Cresapole, PA 15108	(412)631-1000 (412)631-2000		05/01/2019	A Rated		F Rated	
						G Rated		
						K Rated	Max Rated	

Thank You

Questions?

Jillene (Jill) Fehrman, P.E.

Proposal Management Chief

Phone: (608) 266-3721

Email: jillene.ferhman@dot.wi.gov

