

# Highway Construction Contract Information Contractors Checklist

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## 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: <https://wisconsin.gov/Pages/doing-bus/contractors/hcci/bid-let.aspx>. Razing 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: <https://wisdot.ecomply.us/Login.aspx>. If you have any questions or difficulties registering, please contact:

Paul Ndon - (414) 438-4584 – [paul.ndon@dot.wi.gov](mailto:paul.ndon@dot.wi.gov) or Suki Han - (608) 267-3849 – [suki.han@dot.wi.gov](mailto:suki.han@dot.wi.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: <https://wisconsin.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 Mickey 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:

<https://wisconsin.gov/Documents/formdocs/dt1304.doc>

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 submittal via email. This will be sent to the email address you enter at the top of the form.

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

Proposal request application - <https://trust.dot.state.wi.us/bprs/>

User documentation - <https://wisconsin.gov/hcciDocs/dt1633-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 submittal 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 - <https://wisconsin.gov/Pages/doing-bus/contractors/hcci/default.aspx>

Proposal request application - <https://trust.dot.state.wi.us/bprs/>

User documentation - <https://wisconsin.gov/hcciDocs/dt1633-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](http://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: <https://wisconsin.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/stdnspec.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 chief. 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:

<https://wisconsin.gov/Pages/doing-bus/contractors/hcci/ctrct-info.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
2. Two contracts
3. DBE documents (for federal contracts)
4. The corresponding proposal(s)
5. Report of three low bids received
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:

<https://wisconsin.gov/Pages/doing-bus/contractors/hcci/ctrct-info.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.