WISCONSIN DEPARTMENT OF TRANSPORTATION

BUREAU OF AERONAUTICS

# BUREAU OF AERONAUTICS “SHORT FORM”

**STATEMENT OF BIDDER'S QUALIFICATIONS AND EXPERIENCE**

Contractors should carefully review the "Information and Standards Statement of Bidder's Qualification and Experience dated **November 2022** (attached)" before completing this qualification statement.

This Aeronautics “Short Form” is **not** to be used to establish prequalification for projects requiring WisDOT Bureau of Project Development prequalification as stated in the specific projects bid advertisement. For projects requiring highway prequalification, the use of WisDOT form DT 1621 is required. Please verify the prequalification requirements to ensure the proper form is being used.

The contents of this questionnaire will be considered confidential to the Department of Transportation and the Sponsor.

All contractors submitting proposals must complete this form in accordance with Section 66.0901(2), Wisconsin Statutes, and mail it to the Wisconsin Bureau of Aeronautics, 4822 Madison Yards Way, 5th Floor South, Madison, Wisconsin 53705. Determination of acceptability of information submitted will be at the sole discretion of the Department.

**GENERAL INFORMATION**

(Check One)

Submitted by \_\_\_\_ A Corporation

(Firm Name) \_\_\_ A Partnership

\_\_\_ Joint Venture

\_\_\_ An Individual

Principal office: (Contact Name, Title)

(Street address)

(City, state, zip)

( ) (Telephone Number)

( ) (FAX Number)

\_ (E-mail/optional)

1. If corporation: When incorporated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In what state? \_\_\_\_\_\_\_\_\_

2a. How many years has your organization been in business as a contractor under your present business name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2b. Previous business name, if changed during past three years.

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3. How many years’ experience in construction work has your organization had:

As a principal/prime contractor? \_\_\_\_\_\_\_\_\_\_\_\_ As a subcontractor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4a. What type or work do you seek to be prequalified to perform as Prime Contractor:

(check all that apply)

Excavation/Grading  Asphalt Paving

Building Construction  Concrete Paving

Airfield Electrical  Navigational Aids (Visual & Instrument)

Airport Security (CCTV, controlled access)

Fencing/Gates  Utility – Sanitary Sewer/Water

Erosion Control  Wetland mitigation/restoration

Pavement Sealcoating/Crack sealing

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4b. Provide more detailed description of the character of work your firm/organization is seeking qualification to perform.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. In the past ten years, have you or your organization been debarred or suspended from eligibility to bid on state or federal work? \_\_\_\_\_\_\_\_\_\_ If so, state details below or attach:

a. Officer(s), person(s), and organization(s) involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Reason for such failure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Name of the surety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Description of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. In the past ten years, have you or your organization failed to complete any work awarded to you or your organization? Has any officer, member, or partner of your organization ever been an officer, member, or partner in an organization that failed to complete any work awarded to it? \_\_\_\_\_\_\_\_\_\_ If so, state details below or attach:

a. Officer(s), person(s), and organization(s) involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Reason for such failure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Name of the surety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Description of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Does your organization or any of its officers, directors or partners have a financial interest in any other company, organization, joint venture, etc., filing a qualification statement with the department? \_\_\_\_\_\_\_\_\_\_\_\_\_ If so, list the organizations and the nature of the affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL EXPERIENCE AND RESPONSIBILITY**

8. Who are the principal full-time employees of your organization and what is the construction experience of the individuals?

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present Position** | **Years of Construction Experience** | **Type of Work** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

9. Professional references. List three owner references, for work comparable to the work in the project you are bidding, done within the last five years. State individual's name, title, organization, address, year of project completion, and telephone number of each reference. Provide attachment if needed.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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10. Contracts on hand. Please list present contracts, including a schedule as to estimated completion date, and gross amount of each contract. Note: The **BIDDER'S REQUEST TO BID/CURRENT WORKLOAD** form can be used for this, **but must be attached**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11. List below all significant construction work performed by your organization during the past three years. (Attach list if necessary)

Year Owner Type of Work Prime or Sub Cost of Your Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FINANCIAL RESPONSIBILITY**

12. List the major items of plant and equipment that your organization owns. (Attach list if necessary)

Equipment (type & year) Estimated Value

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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13. Credit available. Furnish written evidence, preferably from banks indicating the available credit your firm may have as a resource if any.

14. **Attach a current financial statement for your organization.**

Notes:

1. Failure to provide sufficient financial data may result in denial of prequalification.
2. Expiration of the prequalification is set 1 year and 4 months from the date of close of books indicated on the financial statement.

15. Financial Summary: Total assets $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total liabilities $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net worth $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Financial references. Name, address, and telephone number of organization's accountant or bookkeeper. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, address, and telephone number of principal lender or banker. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Have you or your organization ever filed a petition in bankruptcy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Attach any relevant additional information that may aid in complete understanding of the type and extent of work you wish to be prequalified or to supplement the questions asked above.

**CERTIFICATION**

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

Name of organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being duly sworn says that he/she is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and that the answers to the foregoing questions and all statements contained are true and correct.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed and sworn to me before this

\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Notary Public

**DISQUALIFICATION**

The Bureau may revise, suspend, or cancel the qualification of any bidder at any time the Bureau obtains information, which in its opinion materially affects the responsibility of the bidder.

The submission of false or inaccurate information will render a bidder ineligible for qualification. The submission of false or misleading information will void any contract awarded in connection with such statement as applies to airport construction.

**State of Wisconsin**

**Department of Transportation**

**Bureau of Aeronautics**

**INFORMATION AND STANDARDS**

**STATEMENT OF BIDDER'S QUALIFICATION AND EXPERIENCE**

**BUREAU OF AERONAUTICS**

**“SHORT FORM” PREQUALIFICATION**

**November 2022**

**GENERAL**

**ONLY prime contractors submitting bids to the Department need to be prequalified.** Subcontractors do **NOT** need to complete prequalification statements.

Please verify that the Bureau of Aeronautics “Short Form” prequalification form is the proper prequalification statement to be completed. The bid advertisement will state the prequalification form that is required. This advertisement should be included as a pink colored sheet inserted into the front of the bid proposal. The advertisement may also be reviewed on the Bureau of Aeronautics website at:

<http://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/bidads.aspx>

* Certain projects require **ONLY** the Bureau of Project Development (WisDOT Highways) pre-qualification. For these projects, the Aeronautics BOA “Short Form” pre-qualification is **NOT** acceptable and WisDOT form DT 1261 is required to be completed.
* Other projects allow **EITHER** the Bureau of Project Development (DOT Hwys) **OR** the Bureau of Aeronautics prequalification “Short Form” to be acceptable. On these projects, if you do not already have a valid DOT Hwys prequalification and do not intend to bid other DOT-Hwys work, please complete the simplified Aeronautics “Short Form”. If your firm desires to bid DOT-Hwy work in the future, you may complete the DOT-Hwys form DT 1261. This form can be found on the web at: <http://wisconsindot.gov/Pages/doing-bus/contractors/hcci/prequal.aspx>
* Still others require ONLY the Bureau of Aeronautics prequalification “Short Form” prequalification statement.

It is extremely important that that the proper form is completed so a firm’s ability to bid projects is not jeopardized. Please review the bid advertisement. If still in doubt call the Bureau of Aeronautics at (608) 266-3351 for confirmation.

Qualification of the bidder under the Bureau of Aeronautics prequalification “Short Form” generally apply to small projects under $250,000, Building construction projects, airport specialty work. Examples include: Terminal and maintenance buildings, air navigational aids, airport perimeter fencing, airfield lighting & marking, sealcoating, cracksealing, joint treatment/repair. Traditional earthwork grading, asphalt & concrete paving construction projects normally require the Bureau of Highway construction prequalification.

Pursuant to Section 66.0901(2), Wisconsin Statutes, and in accordance with applicable specifications, all persons (hereinafter "bidders") proposing to bid on airport work to be contracted for through the Bureau of Aeronautics, as agent for the owner, will be required to establish proof of their competency and responsibility before submitting bid proposals unless in the advertisement for bids this requirement is **specifically** waived. Subcontractors are **not** required to be complete prequalification statements.

Each bidder shall for these purposes file with the Department one copy of a current sworn statement on a form prescribed and provided by the Department, which shall reflect the financial ability, adequacy of plant and equipment, organization, prior experience, and such other pertinent and material facts as may be necessary or desirable to establish the competency and responsibility of the bidder.

To comply with this section of the statutes (prequalification) such statement shall be received by the Department (in 5th floor South-BOA form, or S437- BPD form as appropriate) **not later than the time stated in the legal advertisement for bids** or as amended by addendum. The time and date listed in the advertisement is a **hard deadline**. Receipt of statements after that date will be processed; however, you will not be allowed to bid those projects which the deadline was missed. For Aeronautics “Short Form” prequalification’s, a fax copy [608-267-6748] or electronic submittal lucas.ward@dot.wi.gov] will be accepted **ONLY** to establish compliance with the time and date deadline and to help expedite the processing of the prequalification. The time & date stamp on the fax or electronic submittal will provide this evidence. However, an **original signed and notarized** prequalification statement is **­required** in order to complete the processing. No approval will be issued until receipt of the original signed prequalification statement is received.

**COVID19 special considerations:** Due to the potential of limited mail service within the DOT building, we strongly recommend that you submit a fully completed advanced copy of the prequalification by fax or email as noted above. This will help ensure processing can begin ASAP by the Bureau and will allow the Bureau to expect the original submittal in the US Postal Service or other mail delivery service.

The contents of said statements shall be confidential and shall not be disclosed except upon the written order of such person furnishing the same, or for necessary use by the bureau in qualifying such person, or in cases of action against, or by such person or bureau.

Complete information must be furnished each time a new statement is submitted. All blanks shall be completed and all questions answered. Unusual circumstances in connection with any item are to be fully explained either in the statement or in a separate memorandum. Questions that are not applicable shall be so indicated in the statement. Determination of acceptability of information submitted will be at the sole discretion of the Bureau.

From the information provided by such statement, the Department will determine the classification/capacity of work on which the bidder will be eligible to bid and have under contract and incomplete at any one time.

The qualification, except as specifically extended, withdrawn, or reduced by the department, shall expire one year and four months after the date of the bidders financial statement close of books supplied with the Statement of Bidder's Qualification and Experience currently on file. The Department will issue approval or denial of prequalification in writing. This letter will state the type of work the firm is pre-qualified to bid upon, the expiration date the prequalification remains valid until, and may include dollar value capacities as appropriate. Once prequalification has been established and remains valid (within expiration etc.), there is no need for a bidder to complete a new prequalification form for each project. Rather the Bureau requests the bidder only complete and submit a “request to bid/current workload” form that is supplied within each bid proposal. The workload form should be received by the Bureau no later than 24 hours prior to the bid opening.

**Submit the signed original Prequalification by United States Postal Service (USPS) or other mail delivery service** addressed to:

Lucas Ward, P.E.

Wisconsin Department of Transportation

Bureau of Aeronautics

4822 Madison Yards Way, 5th Floor South

Madison, Wisconsin 53705

**Please submit the prequalification electronically** to: [lucas.ward@dot.wi.gov](mailto:lucas.ward@dot.wi.gov) so processing of the prequalification can begin as soon as possible.

**QUALIFICATION STANDARDS**

The Qualification Statement is intended to provide information upon which the Bureau will determine the qualification and classification/capacity of the bidder to bid and contract for work administered by the Bureau. It is mandatory that all pertinent information be shown in the manner in which it is desired.

The Qualification Statement shall be on file with the Bureau not later than the time stated in the legal advertisement for bids or as amended. Qualification must be in effect as of the day of the bid opening.

Work performance qualification will be determined on the basis of the bidder's experience, work capacity, timeliness, quality of workmanship, equipment, and organizational ability to perform the various classes of work ordinarily associated with airport contracts. References must indicate your organization demonstrated these qualities.

Financial qualification will be determined on the basis of demonstrated financial stability, adequate capitalization in proportion to the size of the project, credit and payment history, and past financial performance on other projects. References must indicate your organization demonstrated these qualities. The Bureau will return incomplete or improperly prepared forms for correction.

**REVISION OF QUALIFICATION**

The Bureau may at any time during which a qualification is in effect request a new Qualification Statement. If a new statement is not submitted within fourteen (14) calendar days, the qualification held will be considered forfeited, and the party concerned will not be permitted to bid until such new Qualification Statement has been received and approved by the Bureau.

The Bureau reserves the right, upon reasonable notice, to review a contractor's business records.

**QUALIFICATION REVIEW**

A bidder dissatisfied with a qualification determination may request, in writing, a review by the Bureau. Such requests shall be filed with the Airport Construction Standards Chief.

The Bureau may require the bidder to file further evidence to substantiate a request for review.

**DISQUALIFICATION OF BIDDERS**

Any one or more of the following causes may be considered as sufficient for rejection of the bid or bids and disqualification of the bidder from further bidding for such period of time as may be determined by the Bureau.

a. Developments, subsequent to establishment of a bidder's competency and qualifications, which in the opinion of the Bureau would reasonably be construed as affecting the responsibility of the bidder.

b. Conviction of a major violation of a State or Federal law, or a rule or regulation of a Federal department, board or bureau, or a State department, board or commission, relating to or reflecting on the competency of the bidder for performing airport construction work.

c. More than one proposal for the same work from an individual, partnership or corporation under the same or different names.

d. Indictment for or evidence of collusion among bidders.

e. Lack of responsibility as shown by past work for the Department.

f. Noncompliance with terms of previous or existing contracts.

g. Uncompleted work, which in the judgment of the Bureau might hinder or prevent the completion of the additional work, if awarded.

h. Uncompleted work on which the actual time used has exceeded the contract time set, or on which the performance or progress is not satisfactory in the judgment of the Bureau.