

Bid Letting Update

April 11, 2023



HELPING DISADVANTAGED BUSINESS ENTERPRISES DO WORK WITH WISDOT



UPC directory

The **UCP Directory** has been **updated** and **re-formatted**. Work Classifications and NAICS Codes columns are now consolidated and much easier to navigate. We encourage all prime contractors to review the directory before the next bid letting and become familiar with the new format. If you have any questions and/or feedback, please do not hesitate to reach out to the DBE Office.

contact during bid lettings

The DBE staff is not available by telephone or by email to answer questions during bid lettings (Tuesday – Wednesday).

Please direct any questions you have to Madalena Maestri (madalena.maestri@dot.wi.gov (608) 267-2093) and avoid sending individual emails to the DBE staff.

Welcome Tondra Davis OBOEC's New Director

We are pleased to announce OBOEC has a new Director. Tondra was the Director of the Wisconsin Supplier Diversity Program (SDP) and comes to OBOEC with a wealth of experience assisting minority (MBE), women (WBE) and service-disabled veteran-owned (DVB) businesses achieve long term success. She is passionate about looking for new ways to create opportunities, streamline processes and train historically underrepresented businesses to both compete and thrive in the competitive state contracting process. She looks forward to bringing her expertise to heavy highway construction and working with industry to optimize our current processes. We look forward to her leadership and elevating WisDOT's DBE Program to the next level.



2023 Annual DBE Workshop & Networking Summit

A big thank you to everyone who participated and supported the **37th Annual DBE Workshop & Networking Summit**. This year, we made some changes to the schedule to make more time for both formal and informal networking. We offered 10 different workshops on the first day as well as a Networking Reception. Our Breakfast Power Hour was a welcome new addition facilitated by Joseph Davis, Sr (Construction Business Group) – a great panel of both construction and consultant-based DBE firms provided honest answers and shared their personal experiences as a DBE. As always, we recognized companies for their commitment to DBE inclusion with the Golden Shovel, Mentor-Protégé as well as our newest award – **Excellence in Action**. This award recognized prime contractors who had zero GFE requests during FFY2022, prime consultants who utilized DBEs and DBEs who have demonstrated exemplary business practices. Congratulations again, to all companies who received awards this year as your dedication to WisDOT's DBE Program provides a model for other companies to follow.



Work Item Spotlight

Contractor Staking

In April 2023, there are only 6 proposals, so we are spotlighting a selected work item – **Staking under NAICS code 541370.**

Please consider including these DBE firms in your solicitation outreach for any staking work as identified on the attached region and proposal breakdown.

- Beson & Houle, LLC
- Bloom Co
- Burse Surveying & Engineering, Inc
- CBS Squared, Inc
- Himalayan Consultants, LLC
- K. Singh & Associates
- Lynch & Associates-Engineering Consultants, LLC
- M Squared Engineering, LLC
- Oneida Engineering Solutions
- Pine Ridge Land Surveying, LLC
- Professional Engineering
- Quest Civil Engineering, LLC
- SJK Engineering
- Stevens Engineering

Newly Certified DBE Firms

- AU Express – Dump Trucking
- DK Nash, LLC – Dump Trucking
- M-Power – Dump Trucking
- Putnam Construction – Clearing & Grubbing; Landscaping/Erosion Control; Tree Removal

DBE Opportunities Per Region and Proposal

✓ Prior to each bid letting, our DBE Program Engineer, Benjie Hayek, reviews each proposal and identifies the DBE opportunities as well as the DBEs who are ready, willing, and able to complete the work identified. The region and proposal breakdown of sub-contractable opportunities (pgs. 8-10) is now attached to each bid letting newsletter. We encourage prime contractors and estimating teams to do the following:

- Review the proposal(s) your company is bidding on and the selected work types identified in your solicitation
- Compare that against the WisDOT DBE Opportunities breakdown per region and proposal
- Are there DBE opportunities your company is missing and/or did not consider?

If you have any questions, reach out to Benjie to discuss. With more than 30 years of experience in the industry, Benjie has a wealth of knowledge in construction and engineering and can answer any questions you may have.

CONTACT:

Benjie Hayek, DBE Program Engineer
benjie.hayek@dot.wi.gov
(608) 712-8915

NAICS codes

Prime contractors are responsible for checking DBE NAICS codes on the UCP DBE Directory for any work being claimed by a DBE for DBE credit for that project.

BUILD THE FUTURE NOW

Benefits of working on WisDOT projects

- Build the infrastructure used by all Wisconsinites
- Receive frequent and consistent payments
- Easy access to Plans and Specifications
- Attract skilled labor

Wisconsin Certified DBE Disadvantaged Business Enterprise Department of Transportation

WisDOT offers great opportunities and resources for DBEs!

DE WALS

...t.gov/dbe

Trans-AC Meeting

This is an industry stakeholder group meeting where current updates and issues are discussed with construction industry and DBE Program staff. All are welcome to attend – we encourage feedback and questions.

NEXT MEETING:
May 16, 2023
1:00 pm – 3:00 pm CST

TEAMS meeting invite to the Trans-AC Meeting can be found [here](#).

Call in information:
608-571-2209

Phone Conference ID:
446 312 332#

General Reminders

- ✓ **NEW LOCATION!** Bid letting reminders and newsletters organized by FFY can be found on the webpage under [Newsletters & DBE Alerts](#).
- ✓ Please let the DBE Office know **WHO** to contact if we need to reach out to your company **DURING** the bid letting, including **AFTER** regular office hours.
- ✓ **Request for contact information** – Please let us know who should be receiving DBE communications (such as this newsletter) at your company. We maintain a prime contractor contact list and need your help to make sure our messages are getting to the people who need them.
- ✓ Please also let us know when someone leaves your company so we can remove them from our contact list.

I-41 Project Informational Meeting

April 13, 2023 - 2:30 pm

WisDOT's Northeast Region Office
944 Vanderperren Way, Green Bay, WI 54304
Green Bay/Lake Michigan Conference Rooms

We are calling special attention to this **Mega Project** slated to be let in early FFY2024.

This project will reconstruct and expand 23 miles of I-41 from four lanes to six lanes between WIS 96 (Wisconsin Avenue) in Appleton to County F (Scheuring Road) in De Pere. The project will reconstruct one system interchange between the Interstate and WIS 441, and 10 service interchanges including ramp work at the I-41 interchanges with WIS 96 and WIS 441/00.

WisDOT will also build a new service interchange at I-41 and Southbridge Road. The project also includes replacing the Wrightstown Safety and Weight Enforcement Facility with a new building, which will also function as headquarters for the Northeast Region of the Wisconsin State Patrol.


For more information, please visit this website:
<https://i41project.wisconsin.gov/about>

In person attendance is encouraged but a virtual option will also be available. Please see the attached flyer (pg. 7) and scan the QR Code to access the meeting invite.

7 Approved GFE Requests YTD Region Totals


- 4 -- Northeast
- 2 -- Southwest
- 1 -- Southeast
- 0 -- North Central
- 0 -- Northwest

self performing work

 Please remember to evaluate any DBE quote for a work type that your company is considering self-performing with more scrutiny.





Prime contractors can almost always perform the work for less cost. If your company submits a GFE request we look at both the percentage difference and dollar difference as it relates to the total bid amount.

line item analysis

 If your company receives an incomplete DBE quote and/or only a portion of a quote is being used, please use the **LINE ITEM ANALYSIS** tab instead of marking up quotes. This often comes up in quotes for landscaping, guard rail and/ or grading. A LINE ITEM ANALYSIS assists our office in understanding your company's awarding decision.


GFE Reminders

The best way to demonstrate GFE is by meeting the assigned goal.

-  **NEW!** With 24 projects in March 2023, we had **ZERO** GFE requests. We are halfway through FFY2023 and currently only have 7 approved GFE requests which represents a **76% decrease** from FFY2022 at this same time. **GREAT JOB** to every prime contractor across the state who has made GFE/DBE strategy a focus in the awarding process at bid time.
-  **NEW!** The **simplified GFE Rubric** is attached (pg. 11), and we encourage all prime contractors to review it. This is a reminder that prime contractors must score a **GREEN** or **YELLOW** in both the solicitation and sound reasoning categories in order for a GFE request to be approved.
-  **NEW!** Please review and update (if needed) the **selected work types** included in your solicitation letter, email and/or website against the region and proposal breakdown attached to this newsletter.
-  **NEW!** Solicitations **between bid lettings** are a great way to communicate with DBEs and keep your company's message current in the months where your company might not be bidding. As noted in the GFE Best Practice Workshop, consider creating (3) different types of emails:

- 1. PROJECT UPDATE.** Provide a brief update on a recent project that includes DBE participation.
- 2. DID YOU KNOW?** Link back to WisDOT's webpages for previously recorded workshops such as [Navigating the Highway Construction Contract Information \(HCCI\) website](#) and [Basic Plan Reading](#) and highlight a few points your company thinks are important for DBEs to know.
- 3. CASE STUDY.** Highlight an unusual or typical obstacle encountered with heavy highway construction and recommended resolution.

These solicitations can be included in future GFE requests.

 **Pulse Check.** Have you reviewed your DT1202 Excel Workbook Template? Even if your company has not had the need for it, a best practice is to review it periodically and update sections such as the DBE Outreach and the optional GFE Strategy tabs. Consider making this a monthly or quarterly agenda item at pre-bid meetings.

two person bid review

✓ The most important thing prime contractors can do after a bid is submitted is to perform a “two-person” review of all documentation.

1. Print out all bid letting documentation
2. Grab a highlighter and highlight all required areas on the E1506/DT1506 and Attachments A's

Is the DBE certified for the DBE credit being claimed?

Is the hiring subcontractor identified?

Is this DBE a supplier? Is the 60% calculated correctly?

Did the DBE sign the AA? Is it dated correctly with year 2023?

Did your company sign the AA?

Remember you have until Wednesday at 11:00 am to make your bid responsive by submitting signed Attachments A's and/or a GFE Request. If there is any doubt whatsoever that your company did not meet the assigned goal – please submit a GFE Request. And remember all bid documentation needs to be submitted through eSubmit.

If your company does not bid frequently, make sure to review the bid letting steps and processes with staff before bid letting day.

Bid Day Reminders

✓ This is a reminder that a **DBE Quote** submitted by Tuesday at 12:00 noon is only a **placeholder**. We will always need the signed Attachments A from the DBE by Wednesday at 11:00 am.

✓ The **Monthly DBE Directory Updates** is a valuable resource that details the changes, updates and DBE firm expansions that happen on a monthly basis to the UCP Directory. We are anticipating more frequent expansions, so please make it a habit to check this monthly to ensure your solicitation efforts include all DBEs who are certified for the work types your company is seeking.

✓ Reminder on Attachment A completion - the Attachment A is confirmation that the DBE accepts the commitment amount and type of work. Primes must confirm the information listed on the Attachment A before submission.

✓ Notification to DBEs: Apparent low bidders - following bid posting inform DBEs on the commitment that you will be using them on the project if the contract is executed.

✓ If we receive a fully executed Attachment A (signed by the DBE) submitted with your bid or within one hour of bid closing, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with Bid Express.

■ **This guidance is corrected to the following:**

If we receive an Attachment A submitted with your bid, that was not included in your Bid Express electronic commitment or DT1506 pdf, we will accept it and combine it with any other DBE commitments included with your bid. For any Attachment A submitted without a DBE signature- make sure to submit the DBE-signed Attachment A by 11:00 AM Wednesday following the let in order for the credit to be considered.

- This does not change the requirements included here: [Tips for making your bid responsive](#)

It is very helpful to our office if you place Attachments A's in the order they appear either on your electronic bid submission or the DT1506 pdf form.

✓ The stand-alone DT1506A can be found [here](#) on the WisDOT website.

DBE solicitation letter recommendation

On page 2 of your DBE solicitation letter where selected work types are typically identified, consider including some options if a DBE selects **NO**. This can inform your company on future bid lettings and might be a catalyst for further conversation with a DBE.

Company Name:

- YES.** We will be quoting and circled our work types below
- I have questions and would like someone to call me at the following number

Phone:

First Name:

- NO.** We are not interested in quoting the project(s)
 - Work types do not apply to my company
 - Have enough work
 - Project is outside of work area
 - Just not interested
 - Other:

- PLEASE REMOVE ME** from your solicitation distribution list

Bid Day Reminders continued from previous page



There is a lot of information online to assist prime contractors with the bid letting process.

In addition to reviewing this information online, consider keeping an updated **bid letting binder** (so the information is readily available) with the following sections: Monthly Bid Letting Reminders/Updates (YTD FFY2023 – FFY2022 pdf versions are online), Bid Letting Checklist, and the updated GFE Toolkit & GFE Toolkit Appendix which includes an Intent to Award and GFE Strategy/Overview example (attached). These resources are meant to be effective guides for your company, so every bid is responsive, primes have tools they need to achieve DBE goals, and can often answer questions you might have.

DBE Solicitation and Outreach Reminders



Your company website is a great resource as a one-stop shop for all DBE related information. Direct DBEs to your website in your solicitation letter and/or email and consider incorporating the following elements into the DBE section of your website:

- Current bid letting information and **upcoming DBE Opportunities**
- **Recent Projects** that included DBEs. With DBE permission, add pictures
- **DBE Testimonials** and/or **DBE Statistics** that highlight your company’s commitment to DBE partnership
- **Encourage DBE Utilization** (DBE trucking, materials and/or supplies) from hiring subcontractors and provide the link to the UCP DBE Directory
- **Provide Links** back to recorded workshops as mentioned above in solicitations between bid lettings



Consider adding language to your solicitation letter, email and/or website that your company may consider **smaller work packages** within the larger advertised work types.

For example: If your company is bidding on a proposal where you would consider a DBE to clear/grub 2 out of the 6 miles on a project, state that in your solicitation efforts and include some other smaller work package examples as well. This may encourage more participation from DBEs who are new to WisDOT work to respond.



CONNECTING
WISCONSIN

YOU'RE INVITED!

THURSDAY, APRIL 13, 2023 • at 2:30 p.m.

Wisconsin Department of Transportation (Northeast Region Office)
Green Bay/Lake Michigan Conference Rooms
944 Vanderperren Way, Green Bay, WI 54304

Join The Wisconsin Department of Transportation (WisDOT)
to hear an update on the status of the upcoming I-41 Project between
WIS 96 (Wisconsin Avenue) in Appleton and County F (Scheuring Road)
in De Pere.

This meeting will be an opportunity for
contractors (including DBE contractors)
to meet new firms and begin
collaborating prior to the anticipated
2024 start of construction.

JOIN ONLINE

We encourage participants to attend in
person. If you are unable to attend, please
join the virtual meeting.

Scan the QR Code to access the virtual meeting
on Microsoft Teams or visit
tinyurl.com/I-41WTBA-DBEMeeting

CALL IN (Audio Only):

 **(608) 571-2209**

Conference ID:

445 475 296#



DBE Wisconsin Department of Transportation
support services

4/11/2023

SW REGION

Proposal Number	002	003												
Asphalt/Concrete/ColoringConcrete/Joint Filling/Sealling/Masonry/Removals	X	X												
Concrete Barriers (Perm/Temp)														
Base Agregate/SelectCrushed/Grading ShapingShoulders	X	X												
Milling/ Rumble strips	X													
QMP/Material Testing	X	X												
Curb & Gutter/Sidewalk /DetectableWarning Yellow /TemporaryPedestrian/Removals - Ancillary concrete work	X	X												
Culvert/SewerPipe/Grates/Removals	X	X												
Sanitary/WaterMain/Removals														
PipeUnderdrainWrapped/Unwrapped		X												
ElectricalWork/Lighting/TrafficSignals/ PedestalBases/LoopDetector/ITS/Removals *FiberOptic		X												
Erosion Control/Dust Control/Riprap/Turbity barrier	X	X												
Clear and Grubing		X												
Excavation/Backfill/Borrow - *CONTAMINATED SOILS	X	X												
Gates/Fence/Removal		X												
BeamGuard/CableGuard/Removals	X													
Landscaping	X	X												
Trees/Shrubs		X												
Field Office	X	X												
Pavement Cutting/Drilling/Sawing	X	X												
CrackDamageSurvey														
Pavement Marking/TemporaryMarking /LocatingNoPassingZones/Removals	X	X												
Signs/PostsMarkers/Removals	X	X												
Structures/BarSteel/RailingTubular/Cofferdams /Endwalls/Removals * Asbestos Removal		X												
SurfaceTreatment/Sealer														
BridgePainting/ConcreteStaining *														
Sign Bridges														
Iron work/BarSteelRe-enforcing/DrilledTie-DowelBars	X	X												
Construction Staking	X	X												
Traffic Control/TemporaryConcreteBarrier	X	X												
Material Supplier	X	X												
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers, Removals * Contaminated soil hauling	X	X												

* indicates specialty item

4/11/2023

SE REGION

Proposal Number	04	05	06										
Asphalt/Concrete/Coloring Concrete/Joint Filling/Sealling/Masonry/Removals	X	X	X										
Concrete Barriers (Perm/Temp)													
Base Agregate/Select Crushed/Grading Shaping Shoulders	X	X	X										
Milling/ Rumble strips	X		X										
QMP/Material Testing	X	X	X										
Curb & Gutter/Sidewalk /Detectable Warning Yellow /Temporary Pedestrian/Removals - Ancillary concrete work	X	X	X										
Culvert/Sewer Pipe/Grates/Removals	X												
Sanitary/Water Main/Removals													
Pipe Underdrain Wrapped/Unwrapped													
Electrical Work/Lighting/Traffic Signals/ Pedestal Bases/Loop Detector/ITS/Removals *Fiber Optic	X	*X											
Erosion Control/Dust Control/Riprap/Turbidity barrier	X	X											
Clear and Grubing		X											
Excavation/Backfill/Borrow - *CONTAMINATED SOILS	*X	*X	X										
Gates/Fence/Removal			X										
Beam Guard/Cable Guard/Removals													
Landscaping		X											
Trees/Shrubs													
Field Office	X	X											
Pavement Cutting/Drilling/Sawing		X											
Crack Damage Survey													
Pavement Marking/Temporary Marking /Locating No Passing Zones/Removals	X		X										
Signs/Posts Markers/Removals	X	X	X										
Structures/Bar Steel/Railing Tubular/Cofferdams /Endwalls/Removals * Asbestos Removal	X	X											
Surface Treatment/Sealer	X												
Bridge Painting/Concrete Staining *													
Sign Bridges													
Iron work/Bar Steel Re-enforcing/Drilled Tie-Dowel Bars	X	X	X										
Construction Staking	X	X	X										
Traffic Control/Temporary Concrete Barrier	X	X	X										
Material Supplier	X	X	X										
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers, Removals * Contaminated soil hauling	X	*X	X										

* indicates specialty item

4/11/2023		NC REGION									
Proposal Number	08										
Asphalt/Concrete/ColoringConcrete/Joint Filling/Sealling/Masonry/Removals	X										
Concrete Barriers (Perm/Temp)											
Base Agregate/SelectCrushed/Grading ShapingShoulders	X										
Milling/ Rumble strips	X										
QMP/Material Testing	X										
Curb & Gutter/Sidewalk /DetectableWarning Yellow /TemporaryPedestrian/Removals - Ancillary concrete work	X										
Culvert/SewerPipe/Grates/Removals	X										
Sanitary/WaterMain/Removals											
PipeUnderdrainWrapped/Unwrapped											
ElectricalWork/Lighting/TrafficSignals/ PedestalBases/LoopDetector/ITS/Removals *FiberOptic											
Erosion Control/Dust Control/Riprap/Turbity barrier	X										
Clear and Grubing											
Excavation/Backfill/Borrow - *CONTAMINATED SOILS	X										
Gates/Fence/Removal											
BeamGuard/CableGuard/Removals											
Landscaping	X										
Trees/Shrubs											
Field Office	X										
Pavement Cutting/Drilling/Sawing	X										
CrackDamageSurvey											
Pavement Marking/TemporaryMarking /LocatingNoPassingZones/Removals	X										
Signs/PostsMarkers/Removals	X										
Structures/BarSteel/RailingTubular/Cofferdams /Endwalls/Removals * Asbestos Removal											
SurfaceTreatment/Sealer											
BridgePainting/ConcreteStaining											
Sign Bridges											
Iron work/BarSteelRe-enforcing/DrilledTie-DowelBars											
Construction Staking	X										
Traffic Control/TemporaryConcreteBarrier	X										
Material Supplier	X										
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers, Removals * Contaminated soil hauling	X										

* indicates specialty item

DT1202	EXAMPLES	RATING	OBOEC FEEDBACK
Solicitation Documentation	Identify all reasonable and available activities performed to solicit the interest of all certified DBEs who have capacity and ability to perform work on the project. <i>Such as: Updated solicitation letter and email, timely solicitation and follow-up, utilized various methods to communicate solicitation (ex: letter, email, publication, posting and/or website).</i>		
Selected Work Items Documentation	All work items are broken out into economically feasible units to facilitate DBE participation. <i>Such as: Selected work items are specific to each proposal and clearly identified in all solicitation(s).</i>		
Documentation of Project Information provided to Interested DBEs	Provide interested DBEs with adequate information about the plans, specifications and any other contractual requirements in a timely manner to assist DBEs in response to solicitation. <i>Such as: Project information is clearly identified in all solicitation(s).</i>		
Documentation of Negotiation with Interested DBEs	Provide sufficient evidence demonstrating that good faith negotiations took place during the bid letting. <i>Such as: Documented attempts with DBEs or on behalf of DBEs to increase DBE participation.</i>		
Documentation of Sound Reason for Rejecting DBEs	Provide sufficient evidence demonstrating that DBEs are rejected for sound reasons. <i>Such as: Detailed and thoughtful analysis that considers both the percentage and dollar difference when rejecting a DBE including past performance, relevant business experience and stability, safety record, business ethic and integrity, technical capacity and other tangible factors.</i>		
Documentation of Assistance to Interested DBEs- bonding, credit, insurance, equipment, supplies/materials	Documented assistance in both solicitation(s) and outreach to DBEs who have questions.		
Documentation of Outreach to Minority, Women, and Community Organizations and other DBE Business Development Support	Effectively use the services of minority, women, and community organizations as well as contractors' groups, local, state, and federal business assistance offices and organization that provide assistance in recruiting and supporting DBEs, as well participation in activities that support DBE business development. <i>Such as: Variety of activities that translate into meaningful DBE participation</i>		
Documentation of other GFE activities	<i>Such as: Used DT1202 Excel Workbook, Diversity & Inclusion company policy, Mentor-Protégé participant, awarded neutral DBE after bid submission, included company GFE overview/strategy information and/or company website highlights DBE opportunities and participation.</i>		
Overall Demonstration of GFE			

RATING SCALE
GREEN = Exceeds Expectations
Yellow = Meets Expectations
RED = Areas in need of attention and/or absence of documentation See OBOEC Rubric Analysis_Feedback

GFE APPROVAL: Bona Fide = 6 or more categories color coded green. Genuine effort characterized by sincere and earnest activities. "Solicitation" and "Sound Reasoning" must be green. Sufficient = 5 or more categories color coded green or yellow. Adequate effort documented with a variety of quality activities. "Solicitation" and "Sound Reasoning" must be green or yellow.
GFE DENIAL: Pro Forma efforts = 4 or less categories color coded green or yellow. Perfunctory effort characterized by routine or superficial activities