

special NOTES

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.

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.

The Annual DBE Workshop and Networking Summit is quickly approaching: March 2–3, 2023.

We encourage everyone to register: [Annual DBE Event & Networking Summit \(eventsair.com.\)](#) Register by 1/31/2023 for the Early Bird Rate of \$99.00!



Welcome to the Bid Letting Update!

We have completed a successful first quarter to FFY2023 and want to again say **THANK YOU** for all your hard work. We are excited to now offer bid letting reminders in the form of a bid letting newsletter. We hope this new format is more engaging, promotes more readership, and ultimately assists your company in successfully utilizing DBEs in your bids.

DBE Opportunities Per Region and Proposal

NEW! 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. Although referenced in previous bid letting reminders, this document will now be attached to each bid letting newsletter (see pages 5-9). 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 & proposal
- Are there DBE opportunities your company is missing and/or did not consider?

If you have any questions, reach out immediately 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

two person bid review

NEW! 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.

General Reminders

- ✓ The bid letting [advertisement](#) is now in a different format. The old and new version was posted for the January 2023 letting. Starting in February 2023, only the new format will be posted.
- ✓ Bid letting reminders and updates organized by FFY can be found on the [Contracting with a DBE](#) webpage under **“What’s New”**.
- ✓ 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.

Bid Day Reminders

- ✓ **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.
- ✓ 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 letter recommendation

NEW! 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

DBE Solicitation and Outreach Reminders



In addition to bid letting specific solicitation efforts, consider communication to DBEs **between** bid lettings such as:

- Highlight recorded workshops from the [2022 Annual DBE Workshop](#) that could be useful to DBEs such as [Navigating the Highway Construction Contract Information \(HCCI\) website](#) or [Basic Plan Reading](#).

Review the recordings and emphasize a few points your company think are important for DBEs to know – especially if they are new to WisDOT work.

- Highlight a recent project with DBEs in action that demonstrate your company’s commitment to the DBE community. Give a brief description of the project, DBEs that were utilized, and what their contribution meant to the project overall.
- These types of communication can be included in a GFE request



We continue to see many prime contractors either adding or updating DBE information on their website. This helps newer DBEs navigating the program see a consistent message throughout the state that their participation on projects is sought after and valued. We again encourage all prime contractors to consider developing your company website with current bid letting information – highlight your website information in your email and/or letter solicitations so it becomes a one-stop shop for all DBE related information. **Also consider incorporating the following elements on your website:**

- With permission, add pictures of DBEs working on a recent project
- Add a testimonial from DBEs with which your company has worked
- Encourage DBE utilization (DBE Trucking, materials and/or supplies) from hiring subcontractors and provide the link to the [UCP DBE Directory](#)
- Highlight DBE statistics – for example: Gross amount and number of DBEs paid during FFY2022.
- Consider providing a link to recorded workshops from the [2022 Annual DBE Workshop](#) that could be useful to DBEs such as [Navigating the Highway Construction Contract Information \(HCCI\) website](#) or [Basic Plan Reading](#)

DBE Solicitation and Outreach Reminders continued on next page →



self performing work

NEW! 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.

DBE Solicitation and Outreach Reminders continued from previous page

- ✓ 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.

- ✓ Please visit the DBE Alert web [page](#) that includes the monthly DBE email blast reminding DBEs of our events and opportunities. The document included with the monthly message will now be attached to each Bid Letting Update newsletter and can assist your estimating team in identifying sub-contractable DBE opportunities per proposal and region.

GFE Reminders

- ✓ **NEW!** Please consider attending the **GFE Best Practice Workshop** at this year's DBE Annual Workshop & Networking Summit:

March 2, 2023 / 2:00 pm - 3:00 pm

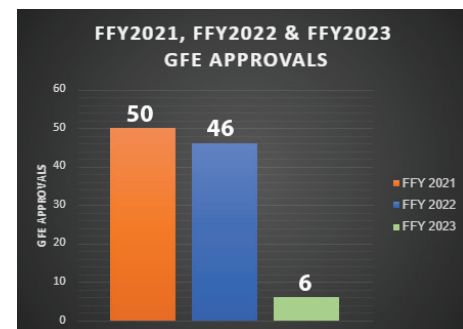
Scheduled Presenters: Pheifer Brothers Construction Co, Inc., Walbec Group represented by Northeast Asphalt, Inc. and Payne & Dolan, Inc. & Integrity Grading & Excavating, Inc.

Description: This workshop will be an industry peer-to-peer exchange of ideas that identifies best practice strategies to consider when bidding on proposals. The best demonstration of good faith effort is achieving the assigned DBE goal – come see what companies are doing well to achieve this.

- ✓ **NEW!** With 35 projects in January 2023, we had four (4) GFE requests that were approved from the following regions: (2 - NE) (1 - SE) (1 - SW)

- ✓ FFY2021 & FFY2022 “GFE Report Card” information can be incorporated into the GFE strategy/overview tab (New tab in the DT1202 Excel Workbook Template) as optional information that will be considered under “other GFE activities” on the GFE Rubric (see pg. 18 in GFE Toolkit Appendix for an example).

- ✓ The simplified GFE Rubric is now in effect. Kathleen Panak is available for a GFE 1:1 session if your company is in need of a general refresher or tips on how to best document your good faith efforts. The GFE Tool Kit & Appendix has been updated and can be found [here](#).



Let Date: 02/14/2023

SE REGION

Proposal Number	15	19	20	21	22	23	24	26				
Asphalt/Concrete/Coloring/Concrete/Joint Filling/Sealing/Masonry/Removals	X	X	X	X	X	X	X	X				
Concrete Barriers												
Base Agregate/SelectCrushed/Grading ShapingShoulders	X	X	X	X	X		X	X				
Mill and Relay	X	X										
QMP/Material Testing												
Curb & Gutter/Sidewalk /DetectableWarning Yellow /TemporaryPedestrian/Removals	X	X	X	X	X	X		X				
Culvert/SewerPipe/Grates/Removals	X	X	X	X	X			X				
Sanitary/WaterMain/Removals												
PipeUnderdrainWrapped/Unwrapped	X	X		X	X							
ElectricalWork/Lighting/TrafficSignals/ PedestalBases/LoopDetector/ITS/FiberOptic /Removals	X	X	X		X	X		X				
Erosion Control/Dust Control/Riprap	X	X	X	X	X	X	X	X				
Clear and Grubing	X	X	X	X	X	X	X					
Excavation/Backfill/Borrow	X	X	X	X	X	X	X	X				
Gates/Fence/Removal	X											
BeamGuard/Cable guard/Removals	X						X					
Landscaping	X	X	X		X		X	X				
Trees/Shrubs		X										
Field Office		X	X	X	X	X	X	X				
Pavement Cutting/Drilling/Sawing	X	X	X	X	X	X	X	X				
CrackDamageSurvey	X	X										
Pavement Marking/TemporaryMarking /LocatingNoPassingZones/Removals	X	X	X	X	X	X	X	X				
Signs/PostsMarkers/Removals	X	X	X	X	X		X	X				
Structures/BarSteel/RailingTubular/Cofferdams /Removals	X					X	X					
SurfaceTreatment/Sealer	X					X						
BridgePainting/ConcreteStaining	X	X				X						
Sign Bridges												
Iron work/BarSteelRe-enforcing/DrilledTie-DowelBars	X	X			X		X					
Construction Staking	X	X	X	X	X	X	X	X				
Traffic Control/TemporaryConcreteBarrier	X	X	X	X	X	X	X	X				
Material Supplier	X	X	X	X	X	X	X	X				
Trucking: Excavation, Aggregates, Slurry, Asphalt, Millings, Temporary Concrete Barriers, Removals	X	X	X	X	X	X	X	X				

