

**COMPETING AS A SUBCONTRACTOR IN
WISCONSIN DEPARTMENT OF TRANSPORTATION
HIGHWAY CONSTRUCTION**

Division of Transportation System Development (DTSD)
Office of Business Opportunity and Equity Compliance
(OBOEC)

Disadvantaged Business Enterprise Program (DBE)

Introduction

Wisconsin Department of Transportation

- DOT > DMV
- Operations versus Transportation Infrastructure
- Annual Budget: \$1.5 billion
 - *USDOT funds are more than half*
- Operations:
 - *Facilities, Rest areas, IT services, Janitorial*
 - ***Opportunities will be covered in next session***
- Transportation Infrastructure
 - *Highways (FHWA), Airports (FAA), Rural Transit (FTA)*
 - *Focus of this session*



AGENDA



Opportunities

Roles & Requirements

Competing as Subcontractor

Best Practices

- *Contracting Strategies*
- *DBE Certification Benefits*



Panel

Michele Carter, Director

Office of Business Opportunity & Equity Compliance

Brian Mitchell, P.E., Business Relationship Manager

Office of the Secretary-

Division of Budget and Strategic Initiatives

Rosalind Roberson, Outreach Strategist

Office of Business Opportunity & Equity Compliance

DBE Program

TYPE OF OPPORTUNITY



CONSTRUCTION

Typical 'Small' or Subcontracted Work:

- Grading
- Landscaping
- Material Suppliers
- Paving
- Structures; *railing, rebar, structural erection*
- Traffic Control
- Trucking
- Fencing
- Sewer & Utility
- Concrete Flatwork
- Erosion Control
- Signing & Pavement marking
- Electrical
- Staking
- *And more.....*

Trucking



Erosion Control



Saw Cutting



Curb & Gutter

Flat work
and Finish
work





Culvert

Storm
Water &
Sewer



Retaining Wall





CLEARING AND GRADING

CONSTRUCTION

THE PLAYERS

- Prime Contractors
- Sub Contractors
- DBE Contractors
 - *Material Suppliers*
 - *Truckers*

THE STRATEGY

- Low Bids & Quotes
- Contract Manuals & Specifications
- Networking
 - *Directly with primes*
 - *Solicitation Letters*
 - *WisDOT hosted events*
 - *Stakeholder Networking*
 - AICTA
 - NAMC
 - WTBA

CONSTRUCTION

Bid Letting Process Overview

- Occurs *Second Tuesday of Every Month*
- Review Plans & Proposals
- Prime Contractors:
 - *Prepare Bids*
 - *Bid Submission format*
- Subcontractors:
 - *Prepare Quotes*
 - *Forward to Prime*
- Prime submits bid to DOT before *9 am* on letting date
- Results announced at 9 am on Letting date
 - Apparent *Lowest Responsible Bidder* posted
 - Lowest Bidder = Awarded contractor 99% of time
- Subcontractors follow-up with Awarded Prime Contractor
 - *If quote is used:*
 - *Meet with Prime*
 - *Attend Pre-Construction meeting & progress mtgs.*
 - *If quote is not used:*
 - *Meet w/prime for feedback, networking for future*

CONSULTANTS

Typical 'Small' Contracts

- Archaeology Study & Survey
- Construction Management
- Construction Inspection
- Design Engineering
- Geotechnical Services
- Public Information/Relations
- Real Estate Acquisition
- Storm water Management

CONSULTANTS

THE PLAYERS

- WisDOT Consulting Unit
- Prime Consultants
- Sub Consultants

THE STRATEGY

- Qualification Based Selection
- Notice of Interest
- Presentation of Qualifications
 - *Design Opportunity Days*
 - *Construction Fair*
- Networking
 - *Directly with primes*
 - *Directly to WisDOT Regional Decisionmakers at DOD & CF*
 - *Stakeholder Organizations i.e. ACEC*
- Review Consultant Short List

CONSULTANTS

Solicitation Process Overview

- Every other month
 - *Odd Months*
- Review Solicitations on website

Primes:

- *Prepare & Submit NOI to WisDOT*
- *Highlight relevant qualifications*

Subcontractors:

- *Convey skills & experience*
- *Forward to potential Primes*

Post Award

- WisDOT posts “Short List” of Top Three Consultants selected
 - *WisDOT schedules negotiation w/#1, ...*
 - *Moves to #2, if negotiation is unsuccessful*
- Subcontractors follow-up with winning prime
 - *Clarify scope of work*
 - *Confirm WisDOT requirements*
 - *Update CFR*
 - *Negotiate rate/price*

Finding Contract Opportunity

- ┆ Six Year Plan
- ┆ Monthly Advertisements
- ┆ Review Plan Holders List

The screenshot shows the Wisconsin Department of Transportation website. At the top left is the Wisconsin.gov logo. The main header features the State of Wisconsin Department of Transportation logo and social media icons for Facebook, Twitter, YouTube, and RSS. A blue navigation bar contains the following menu items: DMV ONLINE SERVICES, DMV INFO, DOING BUSINESS, TRAVEL, SAFETY, PROJECTS AND STUDIES, and ABOUT WISDOT. A search bar is located below the navigation bar. A dropdown menu is open under 'DOING BUSINESS', listing: Engineers and consultants, Contractors, Civil rights and compliance, Purchasing, Local government, Aeronautics, Real estate / Right of way use, and Freight / Economic Dev. The main content area is titled 'Highway Construction Contract Information' and includes a sidebar with links: HCCI, Bid letting, Contract payments, Contracting information, DBE, Emergency services directory, Expedited lettings, and Labor, wages and EEO information. The main text area is titled 'General notices to contractors' and contains a welcome message, bidding contract information, and contractor tips.

Search Wisconsin DOT

- Engineers and consultants
- Contractors
- Civil rights and compliance
- Purchasing
- Local government
- Aeronautics
- Real estate / Right of way use
- Freight / Economic Dev

Highway Construction Contract Information

Highway Construction Contract Information

- HCCI
- Bid letting
- Contract payments
- Contracting information
- DBE
- Emergency services directory
- Expedited lettings
- Labor, wages and EEO information

General notices to contractors

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.](#)

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

Highway Construction Contract Information (type this info over)

The Wisconsin Department of Transportation's (WisDOT) process for bidding on highway construction projects is outlined in the State of Wisconsin, Department of Transportation, Standard Specifications for Highway and Structure Construction.

- All bidders of prospective highway construction projects are "prequalified" by the department to ensure that the bidder has "competency and responsibility to perform the work."
- Bid letting **advertisements** are posted approximately five weeks prior to the bid letting.
 - [2019 advertisement schedule](#)
- **Plan holder and eligible bidder** listings are posted ten days prior to the letting date (Friday, Monday, Wednesday, Friday and Monday at noon the day before the letting)
- Bidders submit a sealed bid for a prospective highway construction project to the department.
- All highway construction projects have a bid opening. Upon opening and reading the prospective bids, the department posts **apparent bids** at approximately 9:30 a.m. on the day of the letting.
- WisDOT proceeds through a process of awarding and executing the highway construction contract. The award process involves comparison and analysis of the bids in order to look for irregularities and to ensure the eligibility of the bidder.
- Upon completion of this process the contract is awarded to the "lowest responsible bidder."
- The highway construction contract is then executed by the Governor upon receipt of the contract, the contract bond and all other department-required forms.
- After each highway bid letting, WisDOT makes awards and publishes the **all bids received** report for each awarded contract.
- Reports are available online for the current and previous year.

Wisconsin Department of Transportation (WisDOT) Highway Construction Bid Lettings occur on the second Tuesday of each month.

What you need to know to decide & compete

- Know your customer
 - *WisDOT*
 - *Your Contract Tier*
- Know your cost to perform the work
- Know WisDOT bid item scope and format
- Understand payment terms and schedule
 - *How to follow the money*
 - *CCPVS*
 - *CRCS 'parent co. relationship*
- Know WisDOT Specifications for your work type
 - *Review Standard Specifications*
- Know payroll requirements-
 - *Prevailing wage,*
 - *Certified payrolls,*
 - *CRCS software submissions*
- Communicate early & often
 - *Follow up with the prime even IF you don't get work*
 - *Attend weekly progress meetings*

ROLES,
RESPONSIBILITIES,
REQUIREMENTS



WisDOT's Role

*Facilitate the Monthly Bid Letting***

Construction

- Advertise Projects
 - *On HCCI 5 weeks before let*
 - *In Daily Reporter*
- Publish Plans & Proposals
 - *Online*
 - *Prime contractor sites*
 - *Milwaukee DBE office*
- Bid Letting
 - *Bids due by 9 am*
 - *Post 'Apparent' Results*
 - *Evaluate Bids- Balanced?*
 - *Confirm Qualifications Met*
 - ***Award, then Execute Contract***
- Oversee Contract Progression
 - *Pre-construction meeting*
 - *Monitoring & Inspection*
 - *Project Update Meetings-weekly*

**Typically no bid letting in October

Prime Contractor Role & Requirements

ROLE

- Solicit Quotes from Subcontractors
- Evaluate Quotes
- Prepare & Submit Bids
- Carry Bond & Insurance
- Drive project schedule

REQUIREMENTS

- Prequalification Required
- Register with WisDOT
- Must perform at least 30% of the contract
- Post Annual Bid bond and contract performance bond
- WisDOT's Signatory to contract
- Example: minimum \$75,000 check must be attached to bid

Subcontractor's Role

- Articulate Knowledge Base
- Assess Expertise/Experience
- Review Reference (web)
 - *WI DOT website*
 - *Bid Express*
- Look for Advertisements
- Review
 - *Bid Letting List*
 - *Location & type of work*
 - *Plan Holders List*
- Sign up as Plan Holder
- Contact Plan Holders from List
- Prepare Quote
- Forward Quote to Prime
 - *Small Business Network*
 - *By Email*
 - *By Fax*
- Check website on Let day for Awardees
- Follow up with prime after letting



BENEFITS OF DBE CERTIFICATION

- Free Advertising: Listed in WI UCP DBE Directory*
- Eligibility for DBE credit with WI UCP partners, USDOT modes and other states' DBE programs*
- Certification recognized in Wisconsin by the state's MBE, WBE, non-certifying entities*
- Eligibility for DBE Support Services at no cost to you*
- Prime contractors receive contract credit by using certified DBEs on federally funded contracts*

BENEFITS OF DBE CERTIFICATION

*Uniform, one-stop certification
for all USDOT funded contracts
in Wisconsin*

Agencies

- Dane County
- City of Madison
- Milwaukee County
- WI DOT

Modes

- Highways
- Airports
- Transit

DBE Support Services

- Needs Assessment
- Financial Management
- Legal Services
- Loan Mobilization
- Technical Assistance

BEST PRACTICES



Get DBE certified; *adds incentive to use your firm*

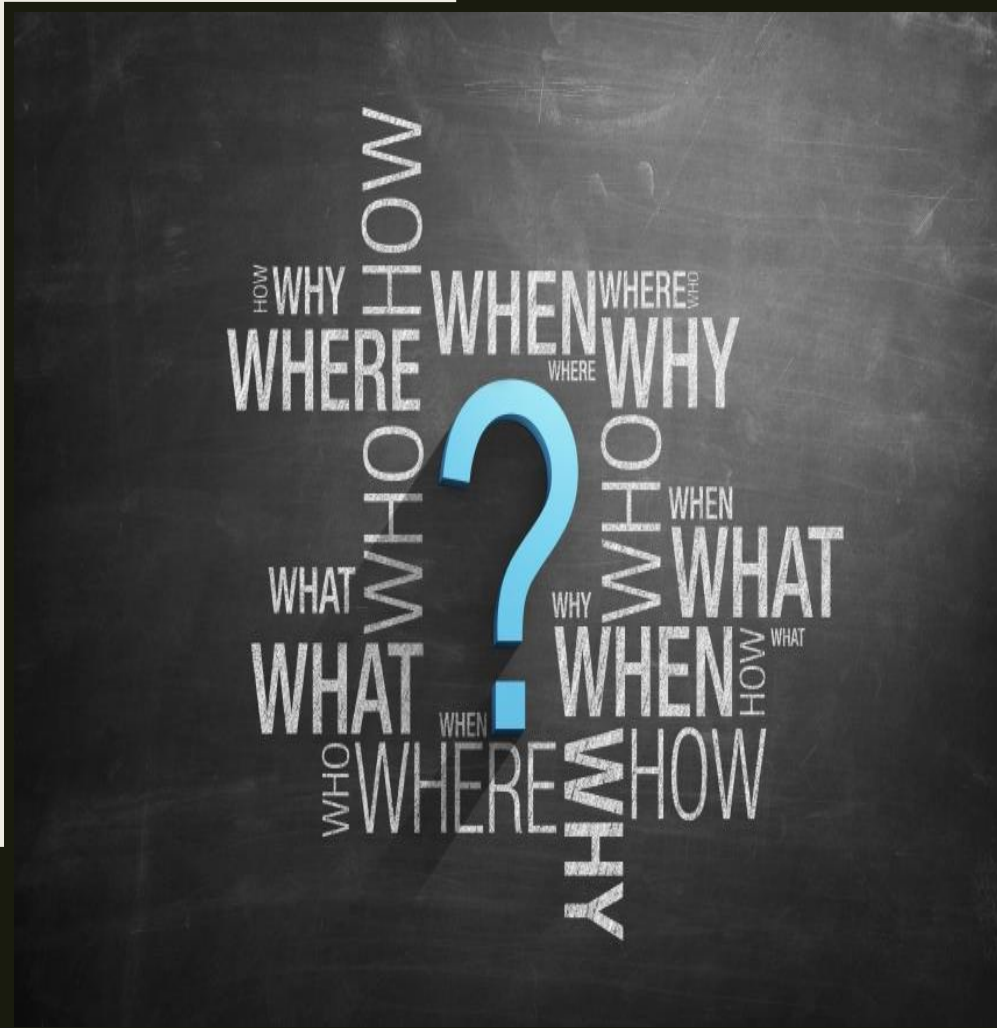
Attend Seminars, Training, Workshops

Follow up with prime after every *bid- win or lose*

Read Daily Reporter

Attend NAMC & WisDOT's Annual Event-

See flyers on your table



WHAT

ARE

YOUR

QUESTIONS?

For more information, contact



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