



The Contracting Academy

*Developing and Growing
Government Contractors*

September 9, 2021

PRESENTED and HOSTED BY



**WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION**



A Procurement Technical
Assistance Center (PTAC)

Wisconsin
Procurement
Institute



**The
Contracting
Academy**

*Developing and Growing
Government Contractors*

Responding to State of Wisconsin Opportunities

September 9 | 3:00pm CST

Cheryl Edgington; WI Bureau of Procurement

Audra Jervey; WI Department of Administration

Matt Klaila; WI Division of Facilities Development and Management



**WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION**

WPI Wisconsin
Procurement
Institute

A Procurement Technical
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WINNING STATE OF WISCONSIN A/E CONTRACTS

DIVISION OF FACILITIES DEVELOPMENT



AGENDA

1. Locating Current A/E Selection Opportunities
2. Pursuing A/E Opportunities
3. Selection Process
4. Contracting Process



1. LOCATING CURRENT A/E SELECTION OPPORTUNITIES

[HTTPS://DOA.WI.GOV/PAGES/DOINGBUSINESS/AE_SELECTION.ASPX](https://doa.wi.gov/pages/doingbusiness/ae_selection.aspx)



DFD A/E PROJECTS

- Project type based on total project budget:
 - Small Projects: up to \$300,000
 - Monthly Projects: \$300,000 - \$7.4M
 - Major Projects: over \$7.4M



PROJECT LISTINGS

A/E Selection

Quick Links

[State Building Program](#)
[State Construction Projects](#)
[Current A/E Selection Opportunities](#)
[Construction Project Bidding](#)
[DFD Document Library](#)
[WisBuild - Login Screen](#)

Contact Us

Mailing Address

Facilities Development
 PO Box 7866
 Madison, WI 53707-7866

Street Address

101 E Wilson Street, 7th Floor
 Madison, WI 53703

Division of Facilities

Development Front Desk

(608) 266-2731

Fax

(608) 267-2710

NOTICE: The 2017 Wisconsin Act 237 made numerous changes to project approval thresholds and bidding requirements for state construction projects. In summary, effective April 5, 2018, several approval thresholds, including the threshold for small projects and projects requiring single prime bids, increased to \$300,000. In addition, effective July 1, 2018, this law creates an exemption for certain construction projects. Under the new law, if 85% or more of the estimated construction cost could be completed by a single trade MEP (mechanical, electrical, plumbing, or fire) Department may bid and contract all work for that construction project directly to the contractor. These changes for single trade contracting take effect for projects advertised for bid after April 5, 2018.

The new law also made changes to Architect/Engineer (A/E) selection requirements. The threshold for projects requiring major A/E Selection with interviews has increased to \$7.4 million. These changes take effect for Requests for Services issued on or after April 5, 2018.

A WisBuild login is required to express interest in the projects listed below. See the [Registration/Maintaining your A/E Data Record](#) web page for additional information.

Small Projects - \$300,000 or Less

In order to be considered for projects under \$300,000, the A/E must indicate intent to bid on the data record and upload a [Consultant Fee Schedule](#).

Monthly Selection - \$300,000 to \$7.4 Million

- [Current A/E Selection Opportunities - Under \\$7.4 Million](#)
- [Instructions for Uploading a Letter of Interest](#)
- [A/E Solicitation Results - Under \\$7.4 Million](#)

Major Project Selection - \$7.4 Million and Above

- [Current A/E Selection Opportunities and Results - \\$7.4 Million and Above](#)

Current A/E Selection Opportunities and Results - \$7.4 Million and Above

Project No.: Project Name: Institution: Location: Construction Cost: AE Submittal Date: Last Item Update: Comments: Invitation file: Support file 1: Support file 2: Support file 3: Support file 4:	21E2W Cofrin Technology & Education Center UNIVERSITY OF WISCONSIN/GREEN BAY CAMPUS CITY OF GREEN BAY, Wisconsin \$72,727,000 9/1/2021 3:30:00 PM 9/1/2021 2:43:44 PM Solicitation revised Aug. 17 to reflect a rescheduled interview date of Wednesday, October 6, 2021 21E2W_Qualification_Solicitation.docx (116 kB) 21E2W_AE_Service_Request.pdf (539 kB) 21E2W_AE_Contract.pdf (167 kB) 21E2W_Screening_Form.xls (88 kB) 21E2W_Fee_Rate_Sheet.xls (55 kB) Click here for a list of AEs interested in this project.
Project No.: Project Name: Institution: Location: Construction Cost: AE Submittal Date: Last Item Update: AE Submitting Qualifications: AE Shortlist:	21E12 SWVMC Phase VI Expansion VETERANS AFFAIRS/SOUTHERN WI VETERANS MEMORIAL CEMETERY-UNION GROVE TOWN OF DOVER, Wisconsin \$10,703,000 8/6/2021 2:30:00 PM 8/16/2021 1:18:29 PM SmithGroup, Inc. Stantec Consulting Services, Inc. Tribute Design Systems, LLC in assoc. with Bloom Companies, LLC SmithGroup, Inc., Stantec Consulting Services, Inc., Tribute Design Systems, LLC in assoc. with Bloom Companies, LLC
Project No.: Project Name: Institution: Location: Construction Cost: AE Submittal Date: Last Item Update: AE Submitting Qualifications:	2011T Center for the Arts Parking Ramp & Police Building Addition UNIVERSITY OF WISCONSIN/LA CROSSE CAMPUS CITY OF LA CROSSE, Wisconsin \$17,391,000 7/7/2021 2:30:00 PM 7/12/2021 4:44:24 PM Bloom Companies, LLC BWBR Architects, Inc. Engberg Anderson, Inc. in assoc. with WGI, Inc. GRAEF

MONTHLY A/E PROJECTS

- | \$300,000 - \$7.4 million
- | Project Types
 - | Classroom renovations
 - | Mechanical system repairs/upgrades
 - | Building expansions



MAJOR A/E PROJECTS

- | Over **\$7.4 million**
- | Project Types
 - | New building construction
 - | Large scale renovations and additions
 - | Utility and mechanical expansions

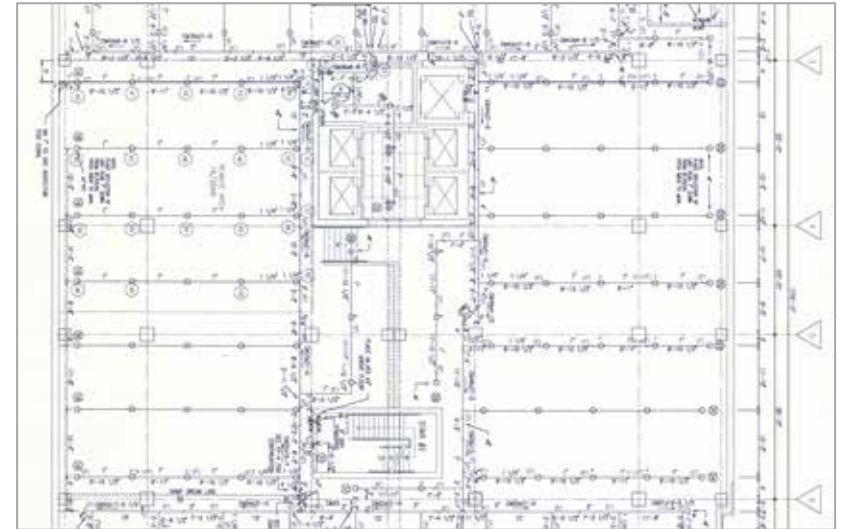


2. PURSUING A/E OPPORTUNITIES



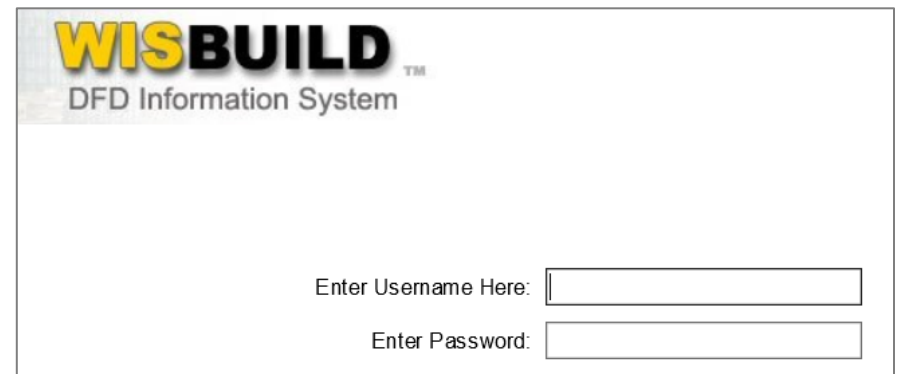
PURSUING DOA A/E OPPORTUNITIES

- No DFD certification required
- Must meet professional license requirements per the Department of Safety and Professional Services:
 - <https://dsps.wi.gov/Pages/Professions/Default.aspx>
- A DOA WisBuild logon is required to express interest in A/E Projects.



WISBUILD

- | Create or Maintain DOA WisBuild Account
 - | Online project management tool
 - | Used by staff, architects, engineers, and contractors working on State building projects
 - | Registration required for access
 - | Email: doawisbuild@wisconsin.gov to register



The screenshot shows the WISBUILD login page. At the top left, the logo reads "WISBUILD™ DFD Information System". Below the logo, there are two input fields: "Enter Username Here:" followed by a text box, and "Enter Password:" followed by a text box.



WISBUILD A/E FUNCTIONALITY

Upload project qualification submissions

https://doa.wi.gov/Pages/DoingBusiness/AE_Selection.aspx

Access and maintain A/E Data Record

Firm Contacts

Liability Insurance

Fee Rate Sheets

View Evaluation Scores

View Current Status Points

Process Pay Requests

Process Change Orders

Communication Tool

Architect/Engineer Data Record for Audra the Engineer & Associates, Inc. 9/22/15

Basic Data			
Year Established	1932	Phone Number	(608) 608-6080
Address1	520 W. 13th Street		
Address2			
City	Pleasanton		
Organization	Sole Owner	Corporation	Yes LLC Association
Principals of Firm: Audra Jervey			
DFD Contact Person	Jervey, Audra	Email Address	
This person will receive communication from DFD and will be the primary liaison project issues.			
Professional Liability Insurance Data			
Insurance Carrier	Pretty Good Insurance		
Amount\$	100,000		
Staff At This Office			
1	Architects	0	Registered Surveyors
4	Structural Engineers	2	Designers
2	Civil Engineers	0	Drafters/CAD Operators
0	Mechanical Engineers	1	Planners
0	Electrical Engineers	0	Landscape Architects
0		0	Estimators
0		2	Administrative Support
0		0	Technical Support
0		0	Construction Admin.
Services Offered			
<input checked="" type="checkbox"/> Provide services for projects with overall value less than \$100,000. Present Fee Schedule in: Fee_Scale_2015.pdf (uploaded on 9/22/15 4:41:43 PM)			

Name:	Audra the Engineer & Associates, Inc. (Please submit a WisBuild Help Desk ticket to request)
Address:	520 W. 13th Street Pleasanton, WI 12345
Phone:	(608) 608-6080
Fax:	() -
Email:	
Web Site:	
Contacts:	Jervey, Audra - Architects/Engineer
InActive?	No
Last Updated By:	Audra Jervey

[Add New Contact to Your Own Firm](#)
[A/E Data Record](#)
[Contract Status Report](#)
(Report will open in a new window)
[Performance Scoring](#)

WISBUILD

PURSUING DOA A/E OPPORTUNITIES

- | Small Projects – Chosen by Agency and Project Manager
- | Monthly Projects
 - | Submit Letter of Interest (LOI) in WisBuild
 - | A/E Selection Committee Makes Decision
- | Major Projects
 - | Formal Submission in WisBuild
 - | Interview Process
 - | DFD Selection Committee Makes Decision



COMMON MISTAKES WHEN RESPONDING TO SOLICITATIONS

- i Submissions are not received on time
- i Letters of interest are not tailored to specific projects (too generic)
- i Minimum project qualifications are not met
- i Firm is new or unknown



3. SELECTION PROCESS



SELECTION PROCESS: SMALL PROJECTS

- i Delegated Selection
 - i Chosen by Agency and Project Manager
- i Selection Considerations:
 - i Prior experience
 - i Current DFD workload
 - i Office location
- i Typically one firm with no sub-consultants



SELECTION PROCESS: MONTHLY PROJECTS

- | Selection Process
 - | Letter of Interest submission
 - | DFD Selection Committee makes recommendation
- | Often prime firm with sub-consultants
- | Monthly Project A/E service requests posted to DFD website in batches once a month:

https://doa.wi.gov/Pages/DoingBusiness/AE_Selection.aspx

Small Projects - \$300,000 or Less

In order to be considered for projects under \$300,000, the A/E must indicate interest in small projects in their A/E data record and upload a [Consultant Fee Schedule](#).

Monthly Selection - \$300,000 to \$7.4 Million

- Current A/E Selection Opportunities - Under \$7.4 Million
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Major Project Selection - \$7.4 Million and Above

- Current A/E Selection Opportunities and Results - \$7.4 Million and Above



SELECTION PROCESS: MAJOR PROJECTS

- | Selection Process
 - | Request for A/E Services posted to DFD website
 - | Formal submission and interview process
 - | DFD Selection Committee
 - | Holds Screening Meeting to narrow down submissions
 - | 3 – 4 firms typically invited to formally interview

Small Projects - \$300,000 or Less

In order to be considered for projects under \$300,000, the A/E must indicate interest in small projects in their A/E data record and upload a [Consultant Fee Schedule](#).

Monthly Selection - \$300,000 to \$7.4 Million

- [Current A/E Selection Opportunities - Under \\$7.4 Million](#)
- [Instructions for Uploading a Letter of Interest](#)
- [A/E Solicitation Results - Under \\$7.4 Million](#)

Major Project Selection - \$7.4 Million and Above

- [Current A/E Selection Opportunities and Results - \\$7.4 Million and Above](#)



SELECTION PROCESS: MAJOR PROJECTS CONT.

- | Selection Considerations
 - | Strength of team
 - | Demonstration of past experience
 - | Evaluation scores
 - | Current DFD project workload
 - | Office locations
- | Always prime firm(s) and sub-consultants



SUCCESSFUL STRATEGIES

- ; Express interest and be persistent
- ; Get to know agencies, institutions, and the DFD PMs in your area of expertise
- ; Ask for feedback for awarded and non-awarded projects
- ; Monitor evaluation scores and points
- ; Be proactive in addressing concerns
- ; Perform well on projects!



4. CONTRACTING PROCESS



CONTRACTING PROCESS

- | Selected firm receives notification letter via email
- | Kick off meeting scheduled to establish:
 - | Project scope
 - | Project schedule
 - | Project budget
- | DFD executes contract
 - | ~ 30 days after receipt of final proposal from A/E





PLEASE HOLD
YOUR
QUESTIONS
UNTIL THE END.

WINNING STATE OF WISCONSIN CONSTRUCTION CONTRACTS

DIVISION OF FACILITIES DEVELOPMENT



DOA STATE CONSTRUCTION PROJECTS

- ; University Campuses
- ; Administrative Facilities
- ; Military / Veteran Affairs
- ; Correctional Institutions
- ; Historical Society Buildings
- ; Natural Resources



PURSUING DOA BIDDING OPPORTUNITIES

1. Locate DOA Projects Out For Bid
2. Create a WisBuild Account and Apply for Contractor Certification
3. Bid on Project
4. Managing Awarded Contract



1. LOCATING DOA PROJECTS OUT FOR BID

([HTTPS://WISBUILDNET.DOA.STATE.WI.US/\(S\(YU3PPI5MLEG04V2NPJJWKCMP\)\)/PUBLIC/BIDLIST_PUBLIC.ASPX](https://wisbuildnet.doa.state.wi.us/(S(YU3PPI5MLEG04V2NPJJWKCMP))/PUBLIC/BIDLIST_PUBLIC.ASPX))



Project Number	Plans Available On	Bid Date	Project Title/Bid Documents	Agency/Institution/Building	A/E	Estimate Construction Cost	Project Manager	Prebid Tour Date	Prebid Tour Mandatory
18B1F GPC	11/11/2020 Plan Holders	1/21/2021	Brookside Envelope Repair and HVAC Improvements Bid opening in Eau Claire, WI. Addenda to Date: 1	HEALTH SERVICES/ NORTHERN WISCONSIN CENTER, CHIPPEWA FALLS / BROOKSIDE	Wendel Architectural Resources, Inc.	\$4,300,000	Ehmke	12/16/2020	No
1811GREBID2 GPC	11/30/2020 Plan Holders	1/20/2021	Campus Fiber Optic Backbone Replacement Bid opening in Eau Claire, WI Addenda to Date: 1	UNIVERSITY OF WISCONSIN/ SUPERIOR CAMPUS / UTILITY - ELECTRICAL	LHB Inc	\$650,000	Lux	12/9/2020	No
19J1E GPC	11/23/2020 Plan Holders	1/7/2021	Ballistic Glass Upgrade GPC Only Addenda to Date: 1	CORRECTIONS/ MILWAUKEE WOMENS CORRECTIONAL CENTER / MILWAUKEE WOMENS CORRECTIONAL CENTER	Venture Architects	\$270,000	Hoffmann	12/14/2020	No
18B1F MEP	11/11/2020 Plan Holders	1/6/2021	Brookside Envelope Repair and HVAC Improvements Bid opening in Eau Claire, WI. Addenda to Date: 1	HEALTH SERVICES/ NORTHERN WISCONSIN CENTER, CHIPPEWA FALLS / BROOKSIDE	Wendel Architectural Resources, Inc.	\$4,300,000	Ehmke	12/16/2020	No
20G2Y (Proposal)	12/1/2020 Plan Holders	1/6/2021	Programmable Logic Controller Door Controls Addenda to Date: 1	CORRECTIONS/ OAKHILL CORRECTIONAL INSTITUTION, OREGON / ADMINISTRATION	Powrtek Engineering Inc	\$95,000	Stehly	12/22/2020	No
1811GREBID2 MEP	11/30/2020 Plan Holders	1/5/2021	Campus Fiber Optic Backbone Replacement Bid opening in Eau Claire, WI Addenda to Date: 1	UNIVERSITY OF WISCONSIN/ SUPERIOR CAMPUS / UTILITY - ELECTRICAL	LHB Inc	\$650,000	Lux	12/9/2020	No
20G2A (Proposal)	11/30/2020 Plan Holders	1/5/2021	Plaza Conference Rooms Renovation Addenda to Date: 1	ADMINISTRATION/ ADMINISTRATIVE FACILITIES / STATE EDUCATION BLDG-GEF III	McGowan Architecture LLC	\$121,000	Crawford	12/14/2020	No
18H3E-02 GPC	10/23/2020 Plan Holders	12/17/2020	Gymnasium and Natatorium Replacement Addenda to Date: 3	UNIVERSITY OF WISCONSIN/ MADISON CAMPUS / GYMNASIUM-NATATORIUM	Kahler Slater Inc	\$83,500,000	von Below	11/9/2020	No

DFD PROJECT CODES

- | MEP = Mechanical, Electrical, Plumbing & Fire Projection
- | GPC = General Prime Contractor
- | AAC = Asbestos Abatement Contractor
- | STC = Single Trade Contractor (project is at least 85% Mechanical, Electrical, Plumbing or Fire Protection division of work)
- | Proposal = Small Project Program with a total project budget of \$300,000 or less



PROPOSAL TYPES

- | Small Projects - \$300,000 or less
 - | Contractors submit their bid using their own selected subcontractors
- | Projects greater than \$300,000
 - | Require Single Prime bidding and contracting



SINGLE PRIME BIDDING & CONTRACTING (PROCESS FOR PROJECTS OVER \$300,000)

MEP Bid Opening, then 2 weeks later GPC Bid Opening.

MEP Bid Opening

- MEP Tabulations posted within 48 hours.
- MEP Identified 1-week later.
- MEP ID assigned.

GPC Bid Opening

- GPC uses MEP ID to submit bid.
- GPC Tabulations posted within 48 hours.
- Contract offered within 30 Days.
(lowest, qualified responsible bidder - certified)
- DFD Contract with GPC Only.
- MEP's contract through GPC.



2. CREATE WISBUILD ACCOUNT AND APPLY FOR CONTRACTOR CERTIFICATION



WHO NEEDS CONTRACTOR CERTIFICATION?

- | Contractors bidding directly on construction projects over \$50,000
 - | Email dfdcertification@wisconsin.gov or select any project title for the DOA Contractor Certification link
- | Those Bidding on Specific Divisions of Work
 - | Fire Protection (Div. 21)
 - | Plumbing (Div. 22)
 - | Mechanical (Div. 23)
 - | Electrical (Div. 26 27 & 28)
 - | Roofing and Asbestos Abatement
- | All General Prime Contractors
- | Second-tier subcontractors who do **not bid directly** to the state are **not** required to be WisBuild certified.



CONTRACTOR CERTIFICATION APPLICATION REQUIREMENTS

- ; Must be in business for at least 12 months
- ; Completed at least one project for a government entity
- ; Provide two references if never previously contracted with DOA
- ; Include bonding letter from bonding company that states contractor's **single per project** bonding limit



WISBUILD FOR CONTRACTORS

- i All contractors are encouraged to obtain a WisBuild account, regardless of certification requirements
- i Obtain WisBuild Account:
 - i DOA Projects Out for Bid Webpage
 - i Search "WI DOA Projects out for Bid"
 - i Click any project title to register
 - i Email - DOADFDAdminServices@wisconsin.gov

Document Type	View/Download File
MEP A-1, Invitation to Bidders	1811GREBID2-00-BD-MEP- A-1 Doc.pdf (171.68 KB)
MEP Volume 1 Specification Table of Contents	1811GREBID2-00-BD-MEP-TOC.pdf (744.98 KB)
MEP Volume 1 Specifications	Login Required
GPC A-1, Invitation to Bidders	1811GREBID2-00-BD-GPC- A-1 Doc.pdf (152.64 KB)
GPC Volume 1 Specification Table of Contents	1811GREBID2-00-BD-GPC-TOC.pdf (746.90 KB)
GPC Volume 1 Specifications	Login Required
Volume 2 Specification Table of Contents	1811GREBID2-00-BD Specs Vol2 -TOC.pdf (599.08 KB)
Specifications Volume 2	Login Required
Drawings Volume 1	Login Required
Addendum	Login Required

[Forgot Your Password?](#)

[New WisBuild Account Request](#)

3. BID ON PROJECT



CONTRACT AWARD AND MBE/DVB EVALUATION PROCESS

- i DFD awards the contract to the lowest qualified responsible certified bidder. (MEP, Small Project, Single Prime)
- i If a Minority Business Enterprise / Disabled Veteran-Owned Business



DIVERSE CONTRACTOR 5% BID PREFERENCE – DVB & MBE

- ; Low Bidder = **\$100,000**
- ; Diverse (MBE/DVB) Bidder = **\$104,000**
- ; **5%** of the low bid of \$100,000 = **\$5,000**
 - ; The Diverse (MBE/DVB) bid is within 5% of the low bid, so both contractors are considered for the project.
 - ; Vetting process to ensure both firm's capacity.
 - ; Diverse (MBE/DVB) Bidder is awarded the contract if all requirements are met.



COMMON MISTAKES WHEN SUBMITTING BIDS

- i Bids are not delivered/emailed on time
- i Bids contain unsolicited information
- i Addendums are not acknowledged
- i Missing pages or unsigned bid forms



SUCCESSFUL STRATEGIES

- i Visit the DOA website frequently
- i Review project plans/specs thoroughly
- i Allow sufficient time to submit bids
- i Ask questions



4. MANAGING AWARDED CONTRACTS



MANAGING AWARDED CONTRACTS

- | Return Contract
 - | Signed
 - | Completed
- | Notice to Proceed
 - | Usually within 1 week
- | Project Specifications
 - | Compliance
 - | Requirements



THANK YOU



- Save the Date -



**The
Contracting
Academy**

*Developing and Growing
Government Contractors*

December 7, 2021

- Virtual -

Details will be posted at [wispro.org/events](https://www.wispro.org/events)

Nominations Now Open



Marketplace runs a competitive awards program (minority, woman, service-disabled veteran) to recognize Wisconsin companies that exemplify business excellence, with dedicated award categories for larger and smaller, newer and more established businesses. In addition, the conference honors individuals and organizations that are providing leadership in the business communities served by Marketplace.

Visit <https://www.marketplacewisconsin.com/awards/>



Upcoming Training & Events



A Procurement Technical
Assistance Center (PTAC)

- *Acquisition Hour* Webinar Series
- *Cyber Friday* Webinar Series
- Special events announced regularly
- **Save the Date:**
 - Dec 8-9 Marketplace Wisconsin – In Person





The Contracting Academy

*Developing and Growing
Government Contractors*

September 9, 2021

Agenda

1:00 pm State of Wisconsin Certifications for Minority, Woman and Service-Disabled Veteran Owned Businesses

2:00 pm Locating and Evaluating State of Wisconsin Opportunities and Requirements - non-construction / goods and services

3:00 pm Responding to State of Wisconsin Opportunities

