

# Proposal Management Updates

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WisDOT Proposal Management Chief

WTBA / WisDOT Contractor-Engineer Conference

January 21, 2022



# Proposal Management Updates

## Agenda

- Summary of 2021 Lettings
- Contract Process
  - Advertisement
  - Bid Submittal
  - Bid Processing
  - Award to Execution
- Continuing Efforts



# Summary of the 2021 Lettings

- 238 Contractors were Prequalified
- 343 Proposals Advertised
  - 743 Bid Requests were Processed (DT1633)
  - 964 Questions Processed
  - 244 Addenda Issued which Impacted 163 Proposals
- 327 Proposals Awarded (December not complete)



# Contract Process

## Advertisement

- Proposals are Advertised for 5 weeks prior to the Letting Date
- The Bid Letting pages updated with a new look and format
  - Proposal can be viewed by multiple browsers

The screenshot shows the Wisconsin Department of Transportation website. At the top, there is a navigation bar with links for "DMV ONLINE SERVICES", "DMV INFO", "DOING BUSINESS", "TRAVEL", "SAFETY", "PROJECTS AND STUDIES", and "ABOUT WISDOT". Below this is a search bar labeled "Search Wisconsin DOT". The main content area is titled "Bid letting information - January 11, 2022". On the left, there is a sidebar menu with sections: "Highway Construction Contract Information" (containing links for HCCI, Bid letting overview, Contract logs, Contract payments, Contracting information, DBE, and Labor, wages and EEO information) and "Previous lettings" (containing links for 2022, 2021, 2020, and 2019 lettings). The main content area includes a list of links: "Advertisement", "Plans-Proposals", "Addenda", "Supplemental Info", "Bidder Info", "Debar", "Apparent Bids", and "Awards". Below this is a paragraph of text explaining the confidentiality requirements for bidders. Further down, there is a section for "Advertisement" with a list of items: "Advertisement" (with sub-items for "(Non-)Mandatory pre-bid meeting" and "Native American Requirements") and "Counter sheet - Work Rating Descriptions". There is also a "Return to top" link and a "Plans and Proposals" section with a link for "Proposal status". At the bottom, there is a table of bid numbers and their status.

20220111001	20220111002	20220111003	20220111004	20220111005	20220111006
• <a href="#">Plan</a>	• <a href="#">Plan</a>	• <a href="#">Plan</a>	• <a href="#">Plan</a>	• deferred	• deferred
• <a href="#">Proposal</a>	• <a href="#">Proposal</a>	• <a href="#">Proposal</a>	• <a href="#">Proposal</a>		
20220111007	20220111008	20220111009	20220111010	20220111011	20220111012
• <a href="#">Plan</a>	• <a href="#">Plan</a>	• <a href="#">Plan</a>	• <a href="#">Plan</a>	• <a href="#">Plan</a>	• <a href="#">Plan</a>
• <a href="#">Proposal</a>	• <a href="#">Proposal</a>	• <a href="#">Proposal</a>	• <a href="#">Proposal</a>	• <a href="#">Proposal</a>	• <a href="#">Proposal</a>
20220111013	20220111014	20220111015	20220111016	20220111017	20220111018



# Contract Process

## Advertisement

- During the Advertisement you can:
  - Review Proposals
  - Review Contractor Data Packets (not available for Local Program projects)
  - Submit questions through Bid Express
    - As early as possible - 53% of the addenda are issued within 7 business days of the letting



# Contract Process

## Advertisement

- During the Advertisement you can:

- Submit a test bid

- Identifies

- Issues generated by recent updates (external and internal)
- Expired Digital IDs

- Emergency Addenda

- All eligible bidders must acknowledge receipt of the emergency addenda or the proposal will be pulled from the letting
- Emergency addenda are sent to the email provided on the Bid Request



Wisconsin Department of Transportation

January 5, 2021

Division of Transportation Systems  
Development  
Bureau of Project Development  
4822 Madison Yards Way, 4<sup>th</sup> Floor South  
Madison, WI 53705

Telephone: (608) 266-1631  
Facsimile (FAX): (608) 266-8459

**NOTICE TO ALL CONTRACTORS:**

**Proposal #03: 1400-00-84, WISC 2021 076**  
**Columbus - Watertown**  
**Beaver Dam River Struct B-14-0060**  
**STH 16**  
**Dodge County**

**Letting of January 12, 2021**

This is Addendum No. 01, which provides for the following:

**Plan Sheets:**

Revised Plan Sheets	
Plan Sheet	Plan Sheet Title (brief description of changes to sheet)
10	Construction Details (revised callout 1 note to replace "tie bars" with "surface drain anchors" the term used in structure plans)
28	Miscellaneous Quantities (delete drilled tie bars item from "Concrete Pavement Item" quantity table, these bars/anchors are included in structure plan quantities)

The responsibility for notifying potential subcontractors and suppliers of these changes remains with the prime contractor.

Sincerely,

*Mike Coleman*

Proposal Development Specialist  
Proposal Management Section

END OF ADDENDUM



EDIT TOOLS VIEW HELP

99% Complet

NAME	SUPPLIER?	AMOUNT ENTERED	AMOUNT TOTAL	COMPLETE?
MTZ TRUCKING	No	\$50,000.00	\$50,000.00	Yes

Item Total: \$933,998.93

Total Entered: 5.35 % or \$50,000.00  
 Goal: 8.00 % or \$74,719.91  
 Goal Not Met

ID:   
 Name:   
 City/State:   
 Used As:   
 Bid Quote:   
 Work to be performed:

# Contract Process

## Bid Submittal

- Bid Submittal at 11:00 am
- Attachments at time of Bid
  - DT1506 (Required)
    - DBE Commitment / DT1506 Tab
    - Hard Copy Attachment on Miscellaneous Tab
  - Quotes or Attachments A
    - Additional Attachment field added to utilize if you have more than 5MG of data to upload.

Attach the DBE Commitment Form DT1506, if the DBE Commitment/DT1506 tab has not been completed.

List the file description (such as proposal name, DT1506):

I verify the attached file is correct.

Attach the Attachment A or the DBE Quotes for all DBE Firms.

List the file description (such as proposal name, Attachment A or quotes):

I verify the attached file is correct.



# Contract Process

## Bid Submittal

- Beginning with the February Letting
- Attachments Required by 12:00pm (Noon) the day of the Letting
  - Signed Attachments A
    - Attachments A or quotes not submitted at time of bid submittal must be submitted via eSubmit within one hour of the close of the letting.





# Contract Process

## Bid Submittal

- Submittal within 24 hours of Bid Submittal
  - All signed Attachments A's not previously submitted
  - DT1202 Supplemental Documentation
  - Information is to be eSubmitted
- Post As-Read Bids at Noon the day following the Bid Submittal
  - Allow contractors time to finalize their documentation and submit
  - Allow WisDOT to verify receipt of all required documentation
    - If documentation is not received the bid will be marked as non-responsive and the bid will not be processed.



# Contract Process

## Bid Processing

- Prior to Award
  - Bids are Reviewed
  - DBE Utilization is Reviewed and Approved
    - If approved the proposal may be awarded
    - If denied
      - Opportunity for Administrative Reconsideration
      - If denial reversed – proposal may be awarded
      - If denial maintained – bid will be marked as non-responsive
  - All concurrences are obtained



# Contract Process

## Award to Execution

- Return Executed Contracts
  - Original Signatures
  - Original Seals
- 30% Contractor Participation
  - Information needed to complete can be obtained through the Contractor Payment Viewing System (CPVS)



# Proposal Management

## Continuing Efforts

- Updates to the submittal process for DBE Documentation
  - Continuing to work with bidders on submittal issues
  - Updates to ASP-3 as needed
- Investigating Opportunities to Execute Contracts Electronically
- Please check the HCCI site regularly for updates



# Proposal Management

## ? Questions ?

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